
Submitting coursework online through BART Handbook

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1. Tips before submitting

Aim to submit your assignment a minimum of 3 hours before the submission deadline to allow time to resolve any problems you encounter with submitting. **It is your responsibility to ensure that the correct document is uploaded before the submission deadline.**

Your Hub Info Point (<https://www.exeter.ac.uk/students/infopoints/contact/>) is open from 9.00am – 5.00pm Monday to Friday (except in University closure days) to assist with queries.

Also see guidance at

<https://www.exeter.ac.uk/students/infopoints/yourinfointservices/assessments/>

If you are using a computer or laptop outside of the University grounds please ensure you have a secure, strong internet connection before submitting online.

Your College will decide whether assignments are printed in black and white or colour. This will be indicated clearly. Make sure you consider this when formatting your assignment.

PLEASE NOTE THAT EXTENSIONS WILL NOT BE GIVEN IF YOU ENCOUNTER ANY PROBLEMS AND HAVE NOT ALLOWED A REASONABLE AMOUNT OF TIME TO SUBMIT BEFORE THE SUBMISSION DEADLINE

2. Formatting requirements checklist

BEFORE YOU SUBMIT please complete the format checklist below. If your assignment meets all of the criteria, then you will be ready to submit (see Section 3).

Check	Yes	No
<p>Which format has your module convenor specified for submission?</p> <p>PDF</p> <p><i>Is your assignment saved in PDF format using one of the <u>recommended PDF writers</u>?</i></p> <p>Recommended PDF writers:</p> <ul style="list-style-type: none"> • Microsoft Word 2010, 2013, 2016, 2019 • Mac Office 2008 & 2011 • PDF Creator • CutePDF.com <p>Non PDF</p> <p>Word (.doc, .docx) Excel (.xls, .xlsx) PowerPoint (.ppt, .pptx) MP3 (.mp3) M4A (.m4a) WMA (.wma) MP4 (.mp4) ZIP (.zip)</p>	OK for submission	<p>Please re-save your work using one of the recommended PDF writers (see Section 4). <u>If you do not use one of the recommended PDF writers we cannot guarantee your submission will print correctly.</u></p> <p><u>Microsoft Word 2010/2013 and PDFCreator are installed on all university computers.</u></p>
<p>A4 format – Is your assignment saved in A4 format?</p>	OK for submission.	Please re-save your work in A4 format. A3 etc files will not be accepted.
<p>File size - Is your file size <u>below 100MB</u>?</p> <p>For information on how to check your file size, see Section 4.8</p>	OK for submission	<p>Please reduce your file size. If your file contains pictures you can compress these using the 'compress pictures' button on the tools/format bar.</p> <p>If you cannot reduce your file size please contact your Info Point.</p>
<p>Single file – Is your assignment in one single file?</p>	OK for submission	Combine all your separate files into one single file then recomplete the format checklist.

<p>Font - Have you used the correct font size and style specified in your assignment instructions?</p>	<p>OK for submission</p>	<p>Please change your font to the required size and style. See your College handbook for details.</p>
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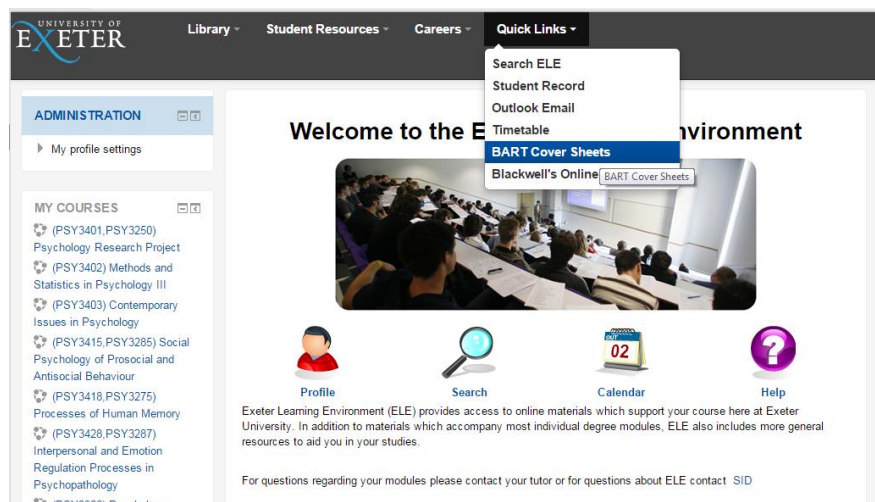
3. Submitting Online

3.1. LOCATING YOUR ASSIGNMENT

STEP 1: Log into BART directly at <https://bart.exeter.ac.uk> or via ELE.

To log in via ELE, click the ‘**Quick Links**’ drop down menu at the top of the screen, and then click ‘**BART Cover Sheets**’ (see Figure 1 below).

FIGURE 1



STEP 2: Locate your assignment from the schedule list. There will be a click-button beside it: either ‘**Print cover sheet**’ or ‘**Submit online**’.

If the button says '**Print cover sheet**', your assignment cannot be submitted electronically and you will need to be submit a paper copy by printing your BART cover sheet, attaching this to your assignment and handing it in at your allocated submission point.

If the button says '**Submit online**' then your assignment will need to be submitted electronically (see Figure 2).

FIGURE 2

[Include past items](#)

2012/3 BART items:

Due	Module	Assessment item	Module name	Submit to:	Submitted	Paper submission	Online submission
25th Oct 4:00 pm	HIH3547	First 2000 word essay	Interpretation of the Holocaust	Queens Foyer	25th Oct 15:10		
6th Nov 2:00 pm	ANT3066	First 2000-3000 word essay	Cultures of War A: Transformation of War	Amory Foyer	6th Nov 13:48		
6th Nov 2:00 pm	POL3156	Book/film review	Central Asian Politics	Amory Foyer	6th Nov 13:48		
6th Dec 4:00 pm	HIH3547	Second 2000 word essay	Interpretation of the Holocaust	Queens Foyer	6th Dec 11:43		
11th Dec 2:00 pm	ANT3066	Second 2000-3000 word essay	Cultures of War A: Transformation of War	Amory Foyer	11th Dec 12:35		
22nd Jan 2:00 pm	POL3156	First research essay	Central Asian Politics	Amory Foyer	22nd Jan 13:05		
20th Feb 3:00 pm	CLS2002	2 Linked Assignments	Leadership: Challenges and Practice	Business School Student Services, Building:1	18th Feb 12:47		
27th Mar 3:00 pm	CLS2002	Essay	Leadership: Challenges and Practice	Business School Student Services, Building:1	27th Mar 12:22		
28th Mar 2:00 pm	POL3156	Second research essay	Central Asian Politics	Amory Foyer	27th Mar 14:17		
2nd May 2:00 pm	POL3040	Dissertation	Dissertation	Amory Foyer	1st May 12:14		Submit online
5th Aug 2:00 pm	ANT3066	Sarah Test late	Cultures of War A: Transformation of War	Amory Foyer	6th Aug 16:07 L		
9th Aug 2:00 pm	ANT3066	Sarah Test Early	Cultures of War A: Transformation of War	Amory Foyer	6th Aug 16:02		
16th Aug 2:00 pm	ANT3066	Sarah test 2	Cultures of War A: Transformation of War	Amory Foyer	not submitted		Submit online

3.2. UPLOADING YOUR ASSIGNMENT

STEP 3: Click on the ‘**Submit online**’ button. This will take you to a ‘Submit assignment online’ screen (see Figure 3.1 and 3.2 below).

FIGURE 3.1 – PDF submission

Module code:	LAW1004
Module name:	The Law of Contract
Assignment name:	Examination PDF
To be printed in:	
Deadline:	2021-09-20 14:00:00
Previous submission date:	This is the first submission
*Filename:	<input type="button" value="Browse..."/> No file selected. Files must be no larger than 100 Mb and be in the following format: PDF(.pdf).
*Enter word count:	<p>PLEASE NOTE: If your exam does not require you to submit a word count or you are unsure, please enter 0.</p> <p>By clicking Submit assignment I confirm that I have read, understood, and complied with the below statement:</p> <ul style="list-style-type: none"> • The work I am submitting is entirely my own work except where otherwise indicated, through appropriate attribution or use of the referencing style, following conventions of my discipline. • It has not been submitted, either wholly or substantially, for another course of this Department or University, or for a course at any other institution. • I have clearly indicated the presence of all material I have quoted from other sources, including any images, diagrams, charts, tables or graphs. • I have clearly signalled the presence of quoted or paraphrased material and referenced all sources. • I have not copied from the work of any other student. • I have not used the services of any agency providing specimen, model or ghost-written work in the preparation of this submitted work. <input type="button" value="Submit assignment"/>
	<i>Please note that during peak periods, assignments can take up to 2 minutes to submit.</i>

FIGURE 3.2 non PDF submission

GUIDELINES FOR SUBMITTING: [Quick Guide](#) | [Extensive Instructions](#) | [Academic Honesty Advice](#)

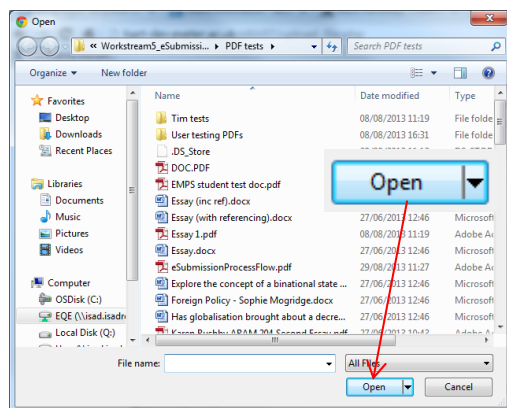
Module code:	LAW1004
Module name:	The Law of Contract
Assignment name:	Examination Multi
To be printed in:	
Deadline:	2021-09-20 14:00:00
Previous submission date:	This is the first submission
*Filename:	<input type="text"/> <input type="button" value="Browse..."/> Files must be no larger than 100 Mb and be in the following format: PDF(.pdf), ZIP(.zip), Word(.doc, .docx), Excel(.xls, .xlsx), PowerPoint(.ppt, .pptx), MP3(.mp3), M4A(.m4a), WMA(.wma) or MP4(.mp4).
*Enter word count:	<input type="text"/> PLEASE NOTE: If your exam does not require you to submit a word count or you are unsure, please enter 0.
	By clicking Submit assignment I confirm that I have read, understood, and complied with the below statement: <ul style="list-style-type: none">• The work I am submitting is entirely my own work except where otherwise indicated, through appropriate attribution or use of the referencing style, following conventions of my discipline.• It has not been submitted, either wholly or substantially, for another course of this Department or University, or for a course at any other institution.• I have clearly indicated the presence of all material I have quoted from other sources, including any images, diagrams, charts, tables or graphs.• I have clearly signalled the presence of quoted or paraphrased material and referenced all sources.• I have not copied from the work of any other student.• I have not used the services of any agency providing specimen, model or ghost-written work in the preparation of this submitted work. <input type="button" value="Submit assignment"/> <i>Please note that during peak periods, assignments can take up to 2 minutes to submit.</i>

STEP 4: Input the relevant details into the boxes provided then upload your assignment by clicking on the 'Choose file' button.

STEP 5: A pop-up 'Open' dialogue box will appear (see Figure 4). Select the document you wish to upload and click 'Open'.

- NOTE: Please ensure that your document complies with the formatting requirements checklist (see Section 2) otherwise your submission may be rejected.

FIGURE 4



3.3. SUBMITTING YOUR ASSIGNMENT

STEP 6: When you have selected your file, click on the ‘**Submit assignment**’ button.

STEP 7: A submission confirmation message, ‘**UPLOAD COMPLETE!**’ should appear on your screen showing your electronic submission receipt (see figure 5 below).

FIGURE 5

Submit assignment online

UPLOAD COMPLETE!

Your assignment has been uploaded successfully and received by the University of Exeter. Further details are below, including your confirmation which has also been emailed to you.

Module code:	ANT3066
Module name:	Cultures of War A: Transformation of War
Assignment name:	Sarah test 2
To be printed in:	Black & white
Deadline:	16.08.2013 14:00:00
Previous submission date:	This is the first submission
Filename:	PDF Test doc1.pdf
File type:	application/pdf
Filesize:	275.315 kB
Submission:	View final submission with cover sheet
Submission date:	13.08.2013 16:22:49 - You have submitted ON TIME

[View final submission with cover sheet](#)

Your confirmation receipt for submitting this assignment is below:

You will also have the option to view your submitted assignment by clicking on the ‘**View final submission with cover sheet**’ link.

- **NOTE: It is your responsibility to ensure that the correct document has been uploaded before the submission deadline**
- NOTE: If you submit your assignment before the submission deadline, you will have the option to resubmit your assignment. See the ‘Resubmission Section’ below.
- NOTE: Your cover sheet will have been added to your submitted document when you view it.
- NOTE: You will have the option to view your assignment at any time after you have submitted it (see Section 3.4)

STEP 8: You should also receive a BART receipt via your University email account confirming receipt of your submission (see Figure 6). You should check your University email to make sure that you have received a BART receipt.

FIGURE 6



confirmation email has been sent to sn282@exeter.ac.uk.

- NOTE: If a submission confirmation page appears on your screen but you do not receive an email receipt, please contact your [Info Point](#) to check that your submission has been successful.
- NOTE: You can also check whether your assignment has been submitted by looking at your BART schedule which will have the time and date of submission beside your assignment (see Figure 2).

3.4. VIEWING YOUR ASSIGNMENT

STEP 9: You will have the option to view your assignment at any time after you have submitted it. On your BART schedule, a button option will appear beside your assignment labelled '**View submission**' (see Figure 7 below). Click on this to view your assignment.

FIGURE 7

Due	Module	Assessment item	Module name	Submit to:	Submitted	Paper submission	Online submission
25th Sep 12:00 am	ARC2003	Archaeology Fieldwork project	Archaeological Fieldwork Project	Queens Foyer	12th Sep 11:47		<div style="text-align: right;"> View submission </div> <div style="text-align: right;"> <input type="button" value="Re-submit online"/> </div>

3.5. UPLOAD FAILED PAGE

If your assignment is not accepted, an '**UPLOAD FAILED!**' page will appear on your screen (see below). It will have 1 of 4 messages underneath stating possible reasons for the failed upload.

a) **File size**

UPLOAD FAILED!

Invalid file - assignment is too large .

For more information on how to reduce you file size, see Section 0

b) **PDF format**

UPLOAD FAILED!

Invalid file - assignments must be in PDF format, created using the guidance supplied by the University of Exeter.

For more information on saving PDFs, see Section 2

c) **Formatting**

UPLOAD FAILED!

ERROR: File not accepted.

Files must be created using the guidance provided by the University of Exeter. Please go back and try again.

For more information on formatting requirements, see Section 2.

d) **Resaving PDF**

UPLOAD FAILED!

ERROR: File not accepted.

The main cause for this is, prior to submitting, you have opened your PDF assignment in Adobe and resaved it.

If you have done this, perhaps if you emailed your assignment to your university account from home, rather than opening the PDF and saving it, simply right click on the PDF icon in the email and choose 'save as'.

More guidance can be found [here](#) (insert link to guidance doc).

Alternatively, [go back](#) and try again.

For more information on re-saving PDFs, see Section 0

You should follow the instructions on the UPLOAD FAILED page and re-check that you have complied with all the formatting requirements listed at the beginning of this document (see Section 2) and then try submitting your assignment again following steps 1-8.

If you have followed all formatting requirements and the upload still fails, try converting your original file again using a different recommended PDF writer.

If your assignment is still not accepted, please contact your [Info Point](#) for further assistance.

3.6. RESUBMISSION

You have the option to re-submit your assignment as many times as you wish before the submission deadline.

To re-submit, log into BART and locate your assignment again on the BART schedule.

There will now be a button labelled 'Re-submit online' (see Figure 8).

FIGURE 8

Due	Module	Assessment item	Module name	Submit to:	Submitted	Paper submission	Online submission
25th Sep 12:00 am	ARC2003	Archaeology Fieldwork project	Archaeological Fieldwork Project	Queens Foyer	12th Sep 11:47		View submission <input type="button" value="Re-submit online"/>

Click on the 'Re-submit online' button. This will take you to a 'Re-submit assignment online' screen (see Figure 9).

- NOTE: The new assignment you submit will overwrite your previously submitted assignment.

FIGURE 9

Re-submit assignment online

GUIDELINES FOR SUBMITTING: [Quick Guide](#) | [Extensive Instructions](#) | [Academic Honesty Advice](#)

Module code:	LAW1004
Module name:	The Law of Contract
Assignment name:	Examination PDF
To be printed in:	
Deadline:	2021-09-20 14:00:00
Previous submission date:	2020-07-23 12:55:47 - WARNING: Submitting again will overwrite your previous submission!
*Filename:	<input type="button" value="Browse..."/> No file selected. Files must be no larger than 100 Mb and be in the following format: PDF(.pdf).
*Enter word count:	<input type="text"/> PLEASE NOTE: If your exam does not require you to submit a word count or you are unsure, please enter 0.
By clicking Submit assignment I confirm that I have read, understood, and complied with the below statement: <ul style="list-style-type: none"> • The work I am submitting is entirely my own work except where otherwise indicated, through appropriate attribution or use of the referencing style, following conventions of my discipline. • It has not been submitted, either wholly or substantially, for another course of this Department or University, or for a course at any other institution. • I have clearly indicated the presence of all material I have quoted from other sources, including any images, diagrams, charts, tables or graphs. • I have clearly signalled the presence of quoted or paraphrased material and referenced all sources. • I have not copied from the work of any other student. • I have not used the services of any agency providing specimen, model or ghost-written work in the preparation of this submitted work. <input type="button" value="Submit assignment"/>	
<i>Please note that during peak periods, assignments can take up to 2 minutes to submit.</i>	

Now follow the steps in Section 3 again as if you were submitting for the first time ensuring that you have complied with the formatting requirements (see checklist, Section 2).

When you click on the **'Submit assignment'** button a warning message will appear reminding you that your new submission will overwrite your previous submission (See Figure 10). If you are happy with this click OK. If not click cancel which will take you back to the **'Re-submit assignment online'** screen.



- NOTE: If the submission deadline has passed and you have already submitted an assignment, you will not be able to re-submit your assignment. The 'Re-submit online' button in the 'Online submission' column on your BART schedule, will have been replaced with the message 'Deadline passed'. How to save your assignment in PDF format (including recommended PDF writers) where required.

***All university PC Clusters have either Microsoft Word 2013 or Word 2010 installed. ***

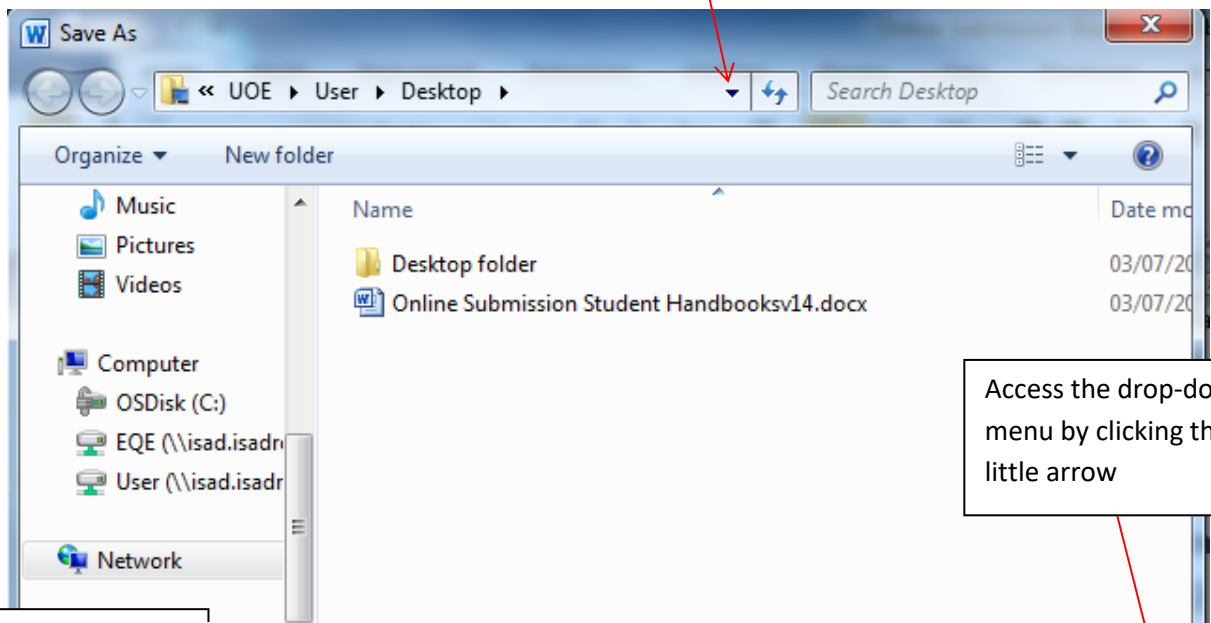
4. How to save your assignment in PDF format

4.1. MICROSOFT WORD 2010

- Open your assignment submission file in Microsoft Word.
- In the **File** tab, click on **Save As** in the Navigation pane. Then, in the **Save As** dialogue box, access the **Save as type** drop-down menu by clicking on the little arrow (see Figure 11 below).

FIGURE 11

Select your desired location for saving the document here

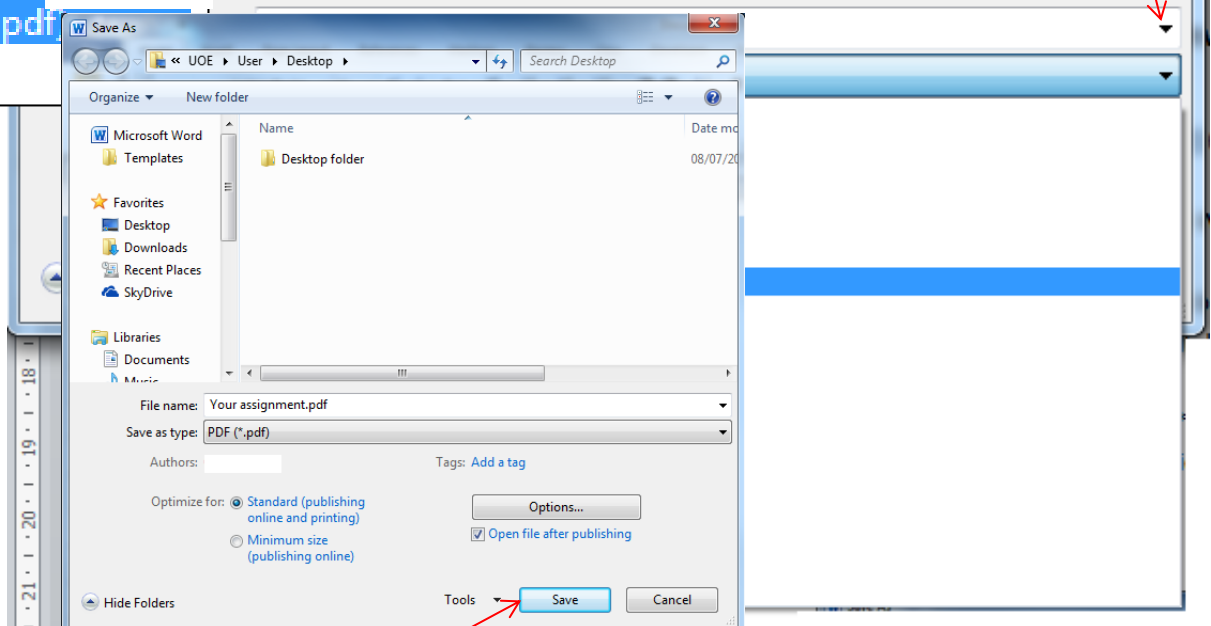


Access the drop-down menu by clicking the little arrow

Select

FIGURE 12

PDF (*.pdf)

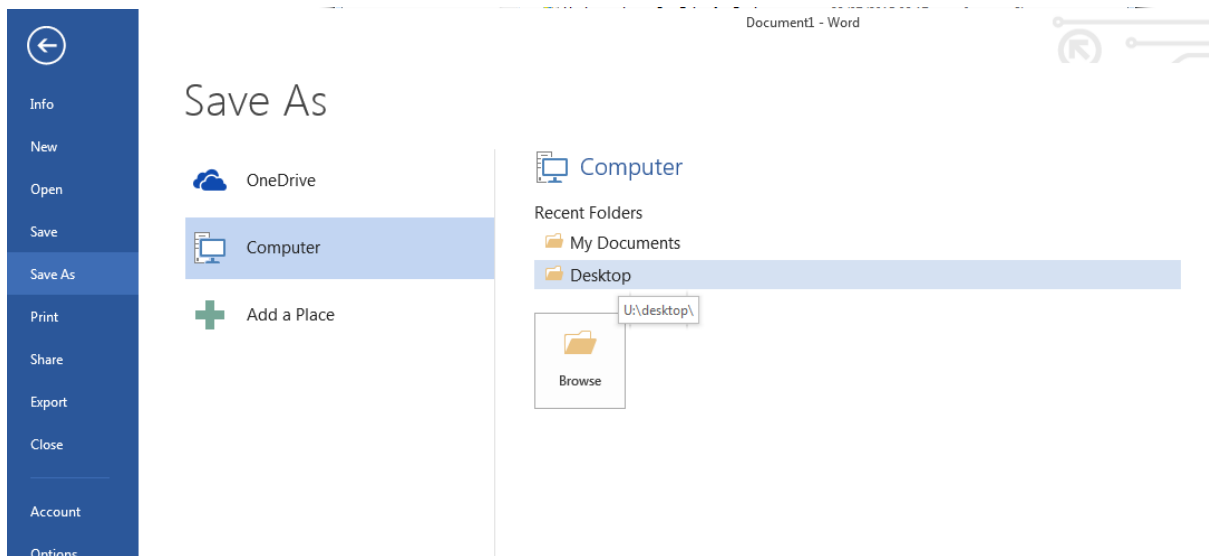


- Now click the **'Save'** button.

4.2. MICROSOFT WORD 2013

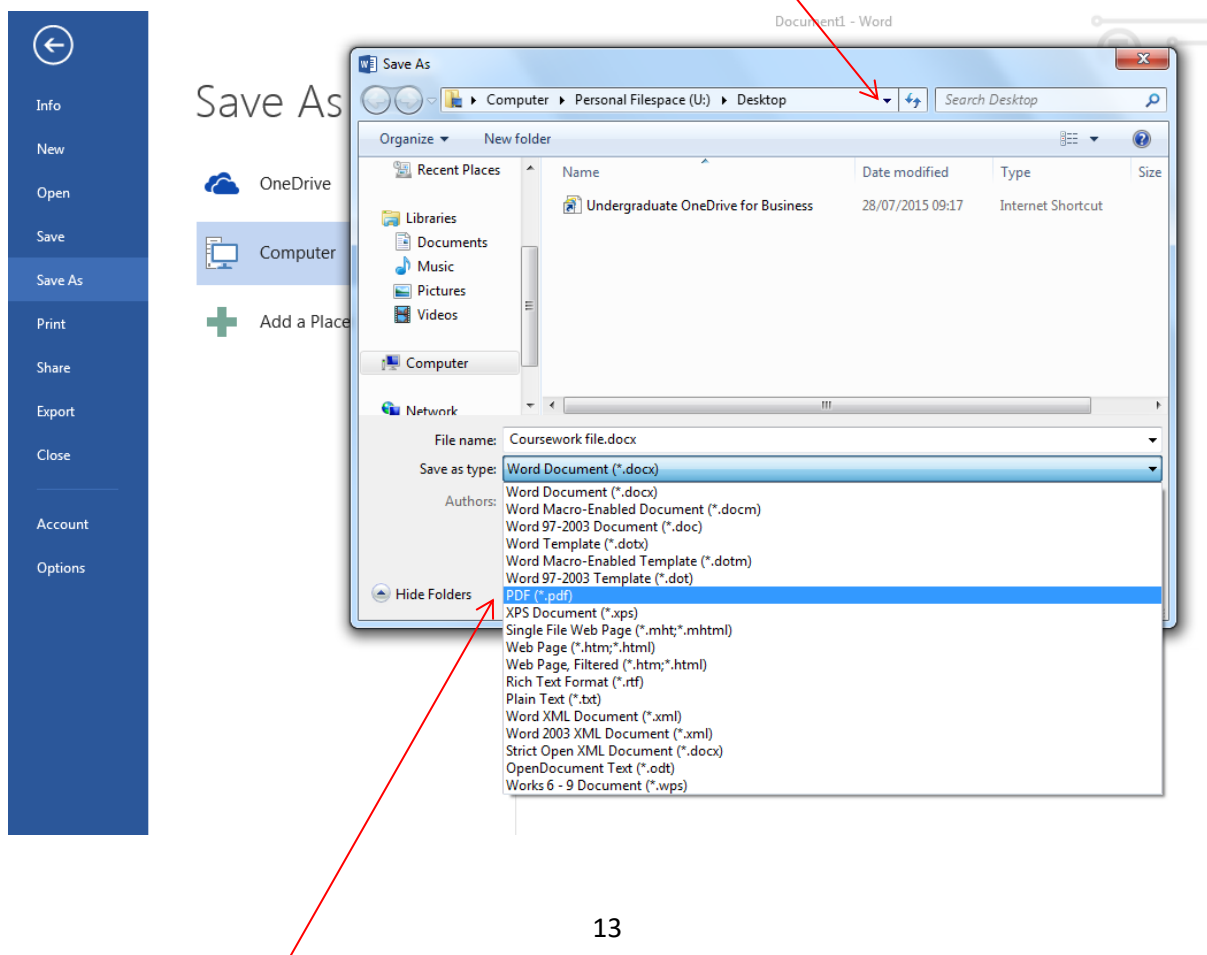
- Open your assignment coursework file in Microsoft Word.
- Click on the **File** tab, select a file location in the main pane (e.g. Desktop) (see Figure 13).

FIGURE 13



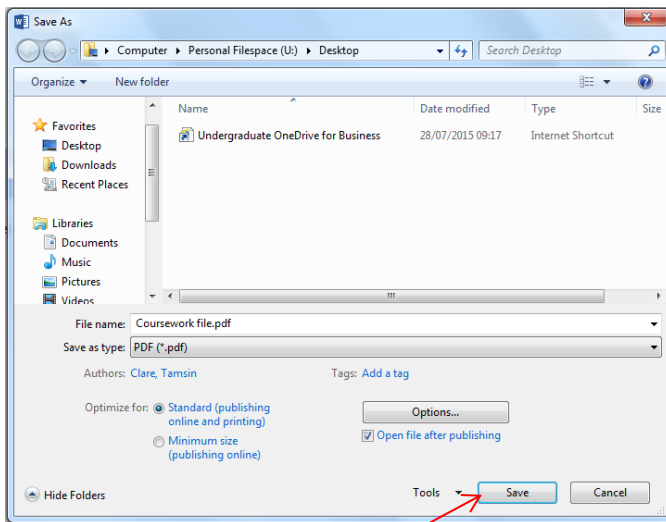
- This will bring up a 'Save As' dialogue box (see Figure 14).
- Check the file location in the address bar at the top of the dialogue box. If required, you can change this location by selecting an alternative from the drop-down menu. (Access the menu by clicking on little black downward-pointing arrow at the end of the bar.)

FIGURE 14



- Next select **PDF (*.pdf)** from the **Save as type** drop-down menu

FIGURE 15

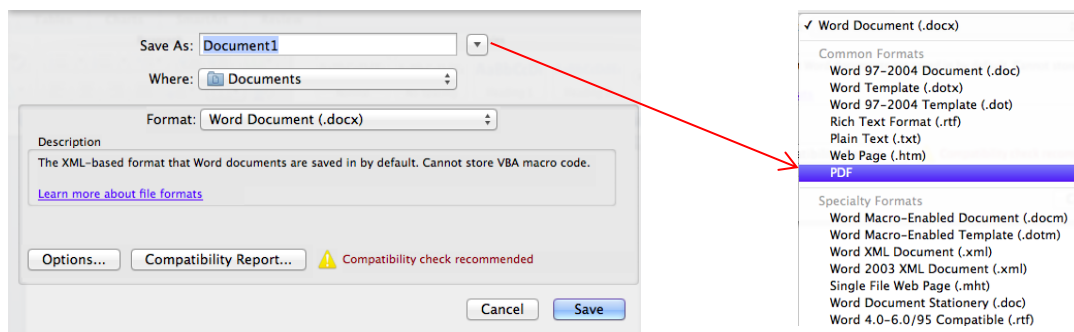


- Now click the **'Save'** button (see Figure 15).
- Your file will now be saved as a pdf file in your chosen location.

4.3. MAC 2008/2011

- Open up your file in Microsoft Word.
- Click on the **'File'** tab and then **'Save As'** in the navigation pane.
- A dialogue box will appear (see Figure 16).
- Select **PDF** from the format drop-down menu
- Select the desired folder location and then click **'Save'**.

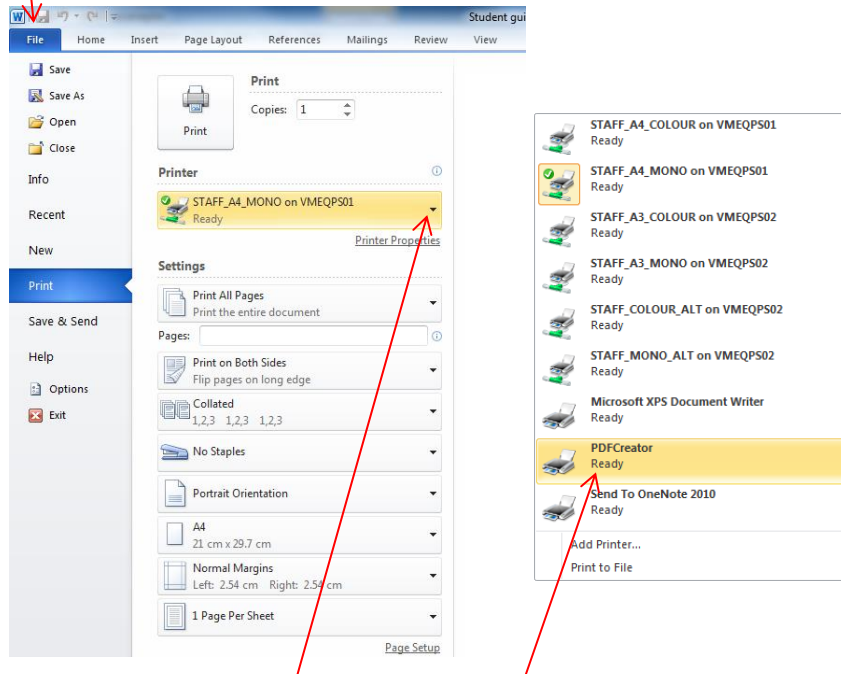
FIGURE 16



4.4. PDF Creator

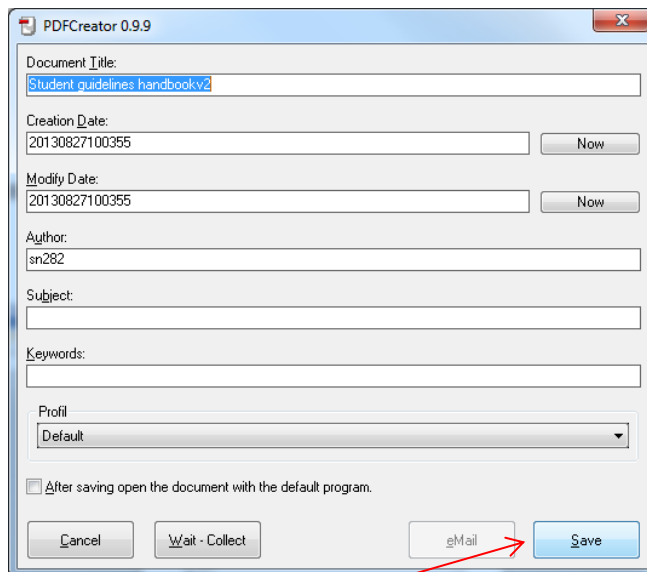
- Open up your file in Microsoft Word.
- Click on **'File'** tab and then **'Print'** in the navigation pane (see Figure 17).

FIGURE 17



- In the drop-down menu under **'Printer'** select **'PDFCreator'**.
- Click on the **'Print'** button.
- A **'PDF Creator'** dialogue box will appear (Figure 18)

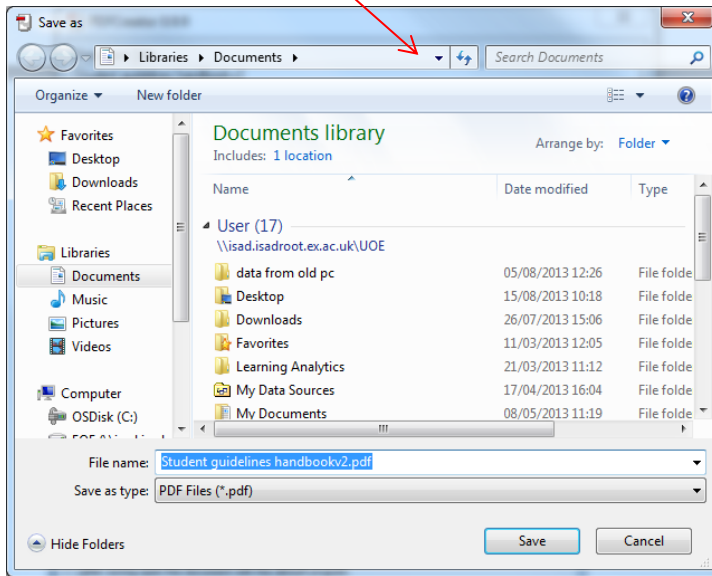
FIGURE 18



Click on **'Save'**

- A 'Save as' dialogue box will now appear (Figure 19). Select the desired folder location from the drop-down menu and click 'Save'.

FIGURE 19

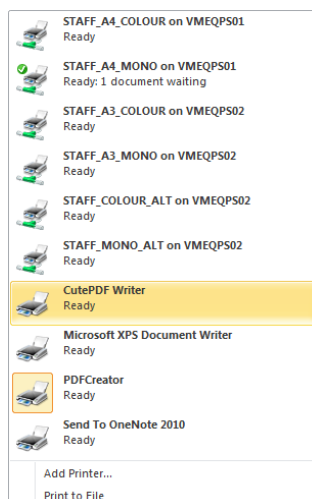


- **NOTE:** All university PC Clusters have PDF Creator installed

4.5. CutePDF

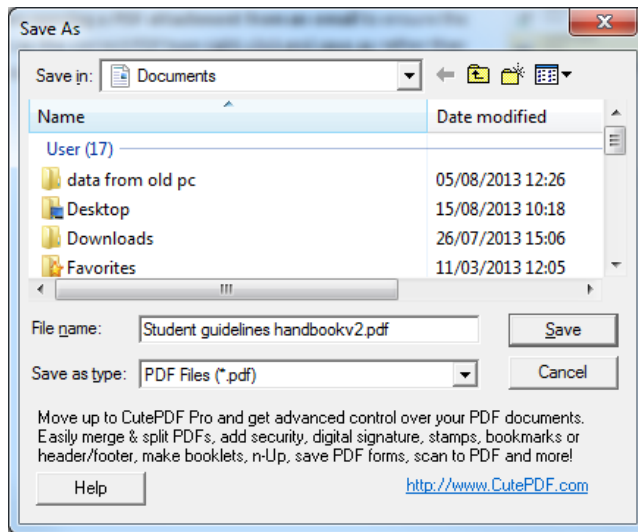
- Open up your file in Microsoft Word.
- Click on the 'File' tab and then 'Print' in the left hand column
- In the drop-down menu under 'Printer' select 'CutePDF' (see Figure 20)

FIGURE 20



- Then click on the 'Print' button
- A 'Save As' dialogue box will appear (see Figure 21)

FIGURE 21

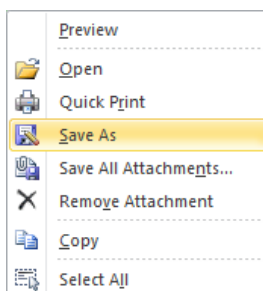


- Select the desired folder location and click 'Save'.
- **NOTE:** CUTE PDF is available here <http://www.cutepdf.com/>
- **NOTE:** Assignments converted to pdf file format using PrimoPDF creator will NOT upload

4.6. SAVING A PDF FROM AN EMAIL

When opening a PDF attachment from an email, ensure that you save it in the correct pdf format. To do this, right click on the file and then select 'Save As' (see Figure 22) - rather than double clicking on the attachment to open and then save the file.

FIGURE 22

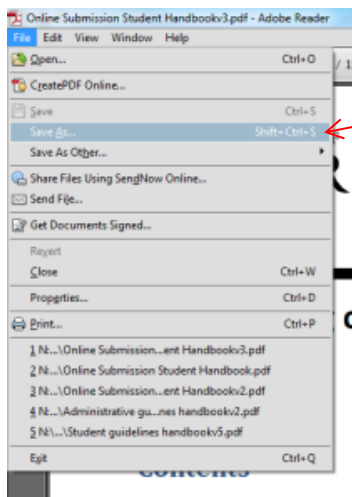


4.7. DO NOT re-save PDFs

Once you have saved your file as a pdf, please **do not re-save the pdf** as the file will be **rejected** when it is uploaded.

If you want to make changes (e.g. save the file with a different file name), please make the changes to the original Word file and then re-save the updated Word file as a PDF. Do not re-save the PDF itself in Adobe (see Figure 23).

FIGURE 23



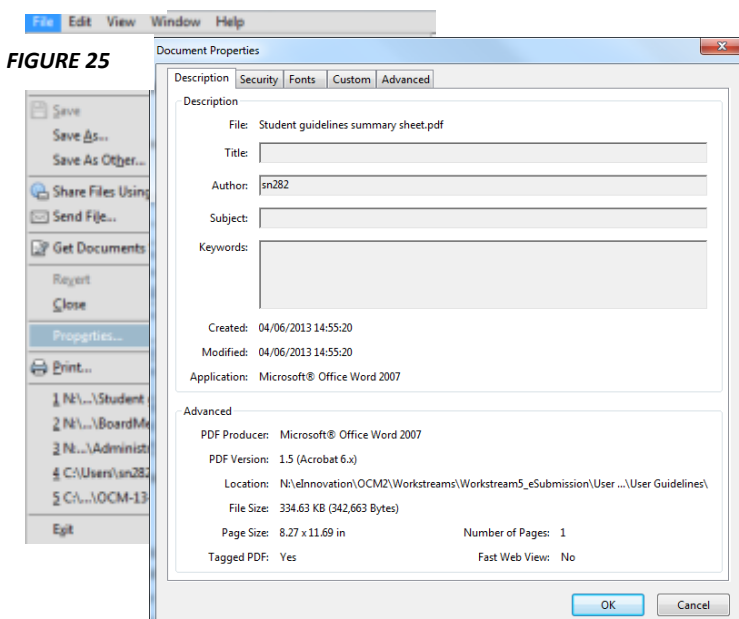
DO NOT select the file and click on 'Save As' to re-save your pdf. Close the pdf, go to your original Word file and re-save this as a pdf.

4.8. CHECKING YOUR FILE SIZE

To check your file size of a PDF click on 'File' and then select 'Properties' from the drop down list (see Figure 24).

A pop-up 'Document Properties' dialogue box will appear (see Figure 25). The file size of your pdf will be shown here under 'File Size'.

FIGURE 24



4.9. REDUCING YOUR FILE SIZE

NOTE: Make sure you have checked your file size once it is in PDF format. PDF files are generally much smaller than Word files.

Compressing pictures

If you have images in your assignment Word document, you can reduce your file size by compressing these images.

Click on the image in your Word file and then in the 'Format' tab of 'Picture Tools', select 'Compress pictures' (see Figure 26).

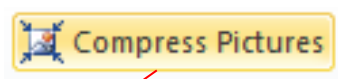
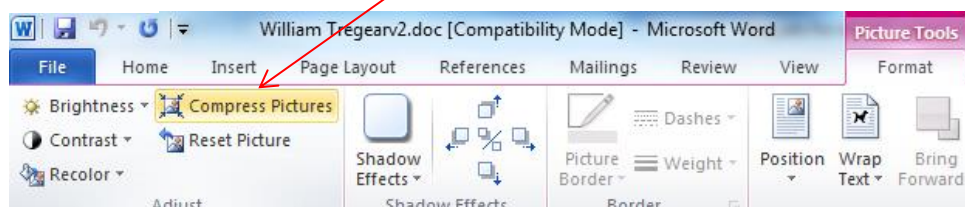


FIGURE 26



A **'Compress Pictures'** dialogue box will appear (see Figure 27).

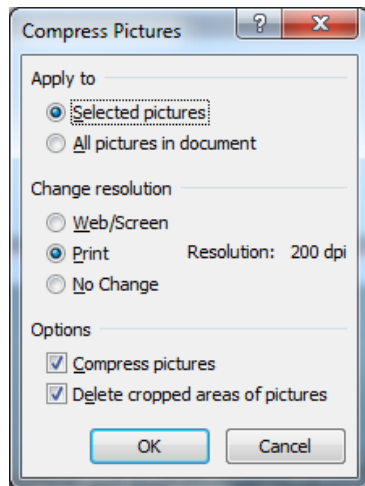
Under the **'Change resolution'** Section select **'Print'**.

Under the Section **'Apply to'** you have the option to apply this to **'All pictures in document'** or only **'Selected pictures'**.

Once you have chosen your desired settings click **'OK'**.

Convert your Word file to a PDF and then re-check your file size (see Section 0)

FIGURE 27



5. Coursework feedback

5.1. CHECKING FOR ADDITIONAL FEEDBACK

When you receive your assignment result, you will receive a feedback sheet. There may be additional feedback files in BART and/or additional paper feedback. You will normally receive an advisory email from your College/department if there is any additional feedback for you to view/collect.

It is advisable to use Adobe Reader to view your PDF feedback sheet as this will show all comments and annotations fully.

6. FAQs

What if I submit my assignment but the submission confirmation page does not appear? You can also check to see if your assignment has been submitted by looking at your BART schedule which will have the time and date of submission beside your assignment. You should also have received an email receipt confirming your submission. If you have not received an email and the time and date of submission is not beside your assignment please re-submit your assignment. If the problem persists contact SID (sid@exeter.ac.uk) or your College/School office.

What if I do not receive an email receipt confirming my submission? Check your junk/spam folder to see if it has gone into there. If there is no email check to see if your BART schedule has the time and date of submission beside your assignment. If it does contact the IT helpdesk to alert them that you have not received an email confirmation. If the date and time of submission does not appear beside your assignment on your BART schedule please resubmit your work and check your emails again. If the problem persists contact your [Info Point](#).

What do I do if my file is rejected? Follow the UPLOAD FAILED instructions that appear (see Section 0) and ensure you have completed the format checklist (see Section 2) and then try re-submitting your assignment.

What do I do if my assignment file keeps being rejected? If you have completed the format checklist (see Section 2) and followed the UPLOAD FAILED instructions (see Section 0) but the problem still persists, contact your Info Point.

What are the recommended PDF writers? The recommended PDF writers are Microsoft 2010, 2013 2016, 2019, Mac 2008, Mac 2011, Libre Office, Open Office, PDFcreator and CutePDF (free online). All university computers have Microsoft Word 2010 or Microsoft Word 2013 and PDFcreator installed (see Section 2).

How do I save my assignment in PDF format (if required)? See Section 2

How do I check the file size of my assignment? See Section 0

What do I do if my file size is too large? PDF files are generally much smaller than Word files so check the file size of your assignment after you have converted it to a PDF file. For ways to reduce your file size (see Section 0).

➤ **What if I try to submit my assignment before the deadline but my submission fails and then the submission deadline passes?** It is your responsibility to submit your assignment with enough time to account for any problems that may occur. Please ensure that you complete the format checklist before submitting your assignment. Your Hub Info Point (<https://www.exeter.ac.uk/students/infopoints/contact/>) is open from 9.00am – 5.00pm Monday to Friday (except in University closure days) to assist with queries. Also see guidance at <https://www.exeter.ac.uk/students/infopoints/yourinfopointservices/assessments/>