UNIVERSITY OF EXETER

Submitting coursework online through E-BART AS A NON PDF FILE
SUMMARY SHEET

(Before submitting it is recommended that you also refer to the 'Submitting coursework online through E-BART' handbook available here http://www.exeter.ac.uk/it/systems/bart/**)**

TOP TIPS BEFORE SUBMITTING

➢ **Aim to <u>submit your assignment a minimum of 3 hours before the submission deadline</u> to allow time to sort out any problems you may encounter when submitting, a single submission can take up to 15 minutes, <u>DO NOT leave it until the last minute</u>. At busy times submitting the evening before is advisable.**

➢ **It is your responsibility to ensure that the <u>correct</u> 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/yourinfopointservices/assessments/**

➢ **If submitting from outside the University grounds please ensure you have a secure, strong internet connection.**

➢ **Before saving your assignment please check that your file size is below 100MB.**

➢ **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.**

FORMATTING REQUIREMENTS CHECKLIST

Check	Yes	No
File type (non PDF) – *Is your file in the correct* format? *ZIP (.zip), Word (.doc, .docx), Excel (.xle, .xlsx), PowerPoint (.ppt, .pptx), MP3 (.mp3), M4A (.m4a), WMA (.wma) or MP4 (.mp4).* **One of these file types will have been specified by your module convenor, please ensure that you submit the correct type***.*	**OK to submit**	See handbook
File size - *Is your file size <u>below 100MB</u>?*	**OK to submit**	See handbook
Single file – *Is your assignment within one single file (or if multiples ZIP submission must be enabled)?*	**OK to submit**	See handbook
Font - *Have you used the correct font size and style specified in your assignment instructions (if applicable)?*	**OK to submit**	See handbook

*PLEASE ENSURE YOU HAVE COMPLETED THE FORMATTING REQUIREMENTS CHECKLIST BEFORE SUBMITTING

SUBMITTING ONLINE STEP BY STEP PICTURE GUIDE

LOCATING YOUR ASSIGNMENT

1. Log into E-BART directly at https://bart.exeter.ac.uk or via ELE.

2. Locate your assignment from the schedule list. There will be 1 of 2 button options beside it: 'Print cover sheet' or 'submit online'.

3. If the button says 'Submit online' then you will need to submit your work electronically.

2017/8 BART items:
GUIDELINES FOR SUBMITTING: Quick Guide | Extensive Instructions
USING SAFARI? The Safari browser may make your cover sheet print with an extra blank page. To avoid this waste of paper, please use a different browser.

Due	Module	Assessment item	Module name	Submit to:	Submitted	Paper submission	Online submission	Provisional Mark	Online Feedback
Mon 30th Jul 2018, 00:00	LAW2015	Turnitin test 1	The Law of Torts	Electronic submission only	not submitted		Submit online		
Mon 30th Jul 2018, 00:00	LAW2015	Turnitin test 2	The Law of Torts	Electronic submission only	not submitted		Submit online		
Fri 30th Nov 2018, 00:00	LAW2015	Turnitin Demo	The Law of Torts	Electronic submission only	30th Jul 19:42		View submission Re-submit online		

UPLOADING YOUR ASSIGNMENT TO E-BART

4. Browse for the correct assignment and select the correct assignment.
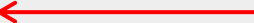
GUIDELINES FOR SUBMITTING: Quick Guide | Extensive Instructions | Academic Honesty Advice

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:__	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:__	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: • 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. Submit assignment *Please note that during peak periods, assignments can take up to 2 minutes to submit.*

5. Enter the word count into the required box.

*__Enter word count:__	PLEASE NOTE: If your exam does not require you to submit a word count or you are unsure, please enter 0.

6. Once your file has been selected you should then click on the 'Submit assignment' button.

	• I have not used the services of any agency providing specimen, model or ghost-written work in the preparation of this submitted work. Submit assignment *Please note that during peak periods, assignments can take up to 2 minutes to submit.*

7. A submission confirmation page should appear on your screen showing your electronic submission receipt. You will also have the option to view your submitted assignment.
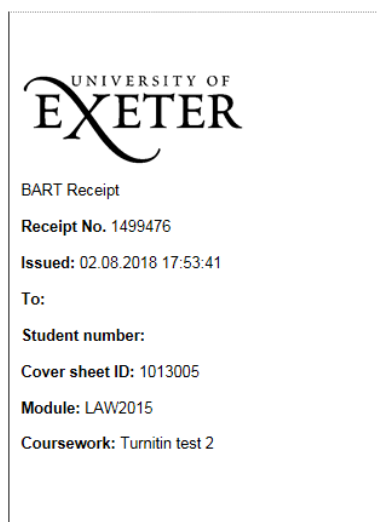
Submit assignment online

Module code:	BEM1023
Module name:	Discovering Management
Assignment name:	Individual Case Study Report
To be printed in:	
Deadline:	12.10.2020 15:00:00
Previous submission date:	This is the first submission
Filename:	My test excel submission.xlsx
File type:	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet
File size:	8.026 kB
Submission:	**IMPORTANT:** Please **view** and **verify** uploaded submission. View final submission with cover sheet
Submission date:	13.10.2020 10:44:23 - You have submitted LATE

> **NOTE: It is your responsibility to ensure that the <u>correct</u> document has been uploaded before the submission deadline.**

> NOTE: Your submission date and time should also appear beside your assignment on your E-BART schedule. (note this one is showing as submitted late as it was a test, yours should not do so if it is submitted on time)

8. You will also see a receipt as above a copy will also be sent to your email confirming your submission. You should check your email to ensure you've received it.

ESSAY SUBMISSION COMPLETE!

Your assignment has been uploaded successfully and received by the University of Exeter.
Your confirmation receipt for submitting this assignment is below:

UNIVERSITY OF
EXETER

BART Receipt

Receipt No. 1499476

Issued: 02.08.2018 17:53:41

To:

Student number:

Cover sheet ID: 1013005

Module: LAW2015

Coursework: Turnitin test 2

A confirmation email has been sent to   @exeter.ac.uk. If you can't see it in your inbox, please check your junk mail.

➢ NOTE: If you have not received an email please check your BART schedule which will have the exact submission date or time beside the assignment or contact SID (sid@exeter.ac.uk) to check that your submission has been successful.

RESUBMITTING YOUR ASSIGNMENT

If you submit your assignment before the submission deadline you can resubmit as many times as you like. To resubmit your assignment, return to the E-BART schedule list. Beside your assignment will now be a 'Re-submit online' button. Click on it and follow steps 4-10 above.

➢ NOTE: If the submission date and time has passed you will not be able to resubmit your assignment. A message saying 'Submission date passed' will appear.

➢ NOTE: If your assignment is not accepted an 'UPLOAD FAILED' page will appear on your screen.

Follow the instructions on the UPLOAD FAILED page, check you have complied with all the formatting requirements and then try re-submitting.

If your assignment is still not accepted contact your Hub Info Point for assistance.

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

REMEMBER TO CHECK FOR ADDITIONAL FEEDBACK

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

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