MMS Student Guide: Coursework submission

1 Introduction

Most schools use either the MMS, or Turnitin via MMS, for coursework submissions. This guide will cover:

2 Where do I upload coursework?

Most assignments will be listed in your MMS module – usually within the coursework tool, although there may be more than one coursework tool per module in which case the tools will be named appropriately. The examples in this guide assume one coursework tool which has been named 'Coursework'.

1. Access the **Coursework Tool** either via the My Courses tab in MySaint https://mysaint.st-andrews.ac.uk/ or via the links from the **Modules** page in MMS (see Figure 1 for examples of the links to the Coursework tool)
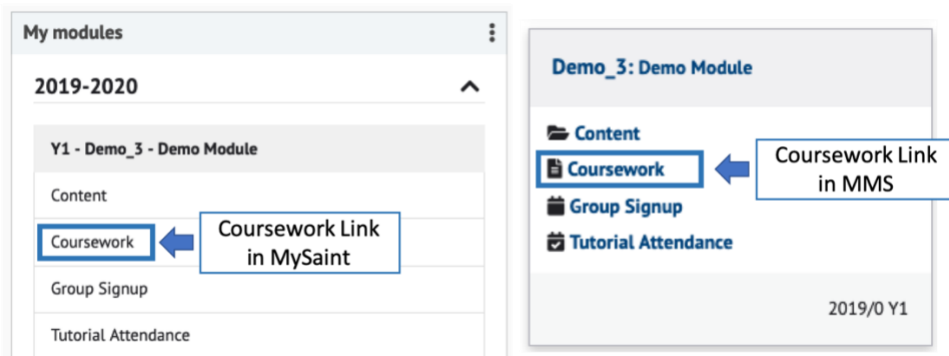

Figure 1: Example Coursework links in MySaint (left) and MMS (right)

2. There are two main types of assignments: Standard upload, and Turnitin upload which will be indicated in the **File** column (see Figure 2).

Figure 2: Example student coursework overview with a link to Turnitin (top) and a standard MMS upload (bottom)

3   How do I upload to a standard submission?

Some assignments expect students to return files such as presentations, videos, images and Mathematica files. These types of files cannot be tested for plagiarism using Turnitin so are submitted directly to the University. Some schools also choose to have submissions that comprise of text files and pdf's uploaded straight to the University systems. The module coordinator will have arranged your coursework tool to be configured as best fits the expected submission type.

Standard assignments are indicated on the coursework dashboard with **Browse** functionality appearing in the **File** column (see Figure 2).

To upload a standard submission:

1.   Access the **Coursework Tool** either via the My Courses tab in MySaint https://mysaint.st-andrews.ac.uk/ or via the links from the **Modules** page in MMS (see Figure 1 for examples of the links to the Coursework tool)
2.   Select the **Browse…** functionality in the **File** column (see Figure 3).

Figure 3: Example coursework overview indicating where to upload standard submissions.

3.   The filename of the selected file will be displayed next to the **Browse** button so you can check the correct file has been selected.
4.   Select the **Upload** button to complete the upload (Figure 4).
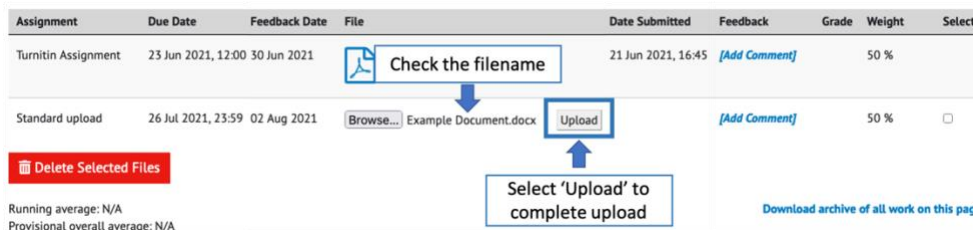

Figure 4: An example coursework overview to upload the selected file.

5.   An icon representing the uploaded file will appear on the coursework overview (see Figure 5), and an **email receipt** will be sent to your University email account.

Figure 5: An example of the coursework overview with an uploaded file indicated.

4   How do I upload to Turnitin?

Turnitin is an external system used for similarity checking. There are some restrictions to the type of files that Turnitin can accept, please see section **Coursework receipts**

Standard submissions will receive an email notification with details outlining the time of submission and the file name. This email notification can be used as a receipt to prove upload.

Submissions to Turnitin will not receive an email notification, however a receipt can be downloaded from the Turnitin dashboard. To download a receipt from Turnitin:

1. Access the **Coursework Tool** either via the My Courses tab in MySaint https://mysaint.st-andrews.ac.uk/ or via the links from the **Modules** page in MMS (see Figure 1 for examples of the links to the Coursework tool)
2. Access the Turnitin dashboard via the link in the Coursework tool. The link will appear differently depending on the due date and submission status:
    a. Before submission: **Submit file to Turnitin**
    b. After submission but before the due date: **Resubmit file via Turnitin**
    c. After submission and after the due date: **View file in Turnitin**
3. To **download a receipt** select the receipt icon in the far right of the Turnitin dashboard (see Figure 10).

Turnitin restrictions for details on the types of files Turnitin can accept and what to try if you are experiencing issues.

To upload to Turnitin:

1. Access the **Coursework Tool** either via the My Courses tab in MySaint https://mysaint.standrews.ac.uk/ or via the links from the **Modules** page in MMS (see Figure 1 for examples of the links to the Coursework tool)
2. Select the **Submit file via Turnitin** link in the **File** column (see Figure 2).
3. Select the Upload Submission button from the Turnitin dashboard (see Figure 6).
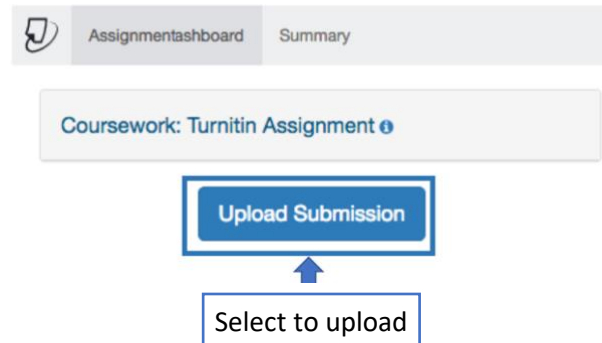

Figure 6: An Example of the Turnitin dashboard. To upload to Turnitin select the Upload Submission button.

4. Select the **Browse** button to choose the file you wish to upload[1] (see Figure 7).
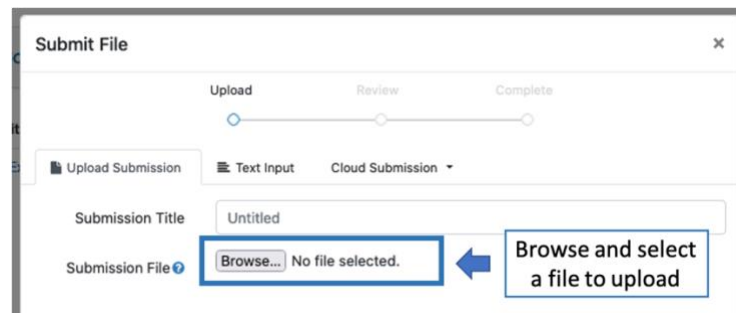

Figure 7: Select a file to upload using the Browse functionality.

5. After choosing a file, select the **Upload and Review** button (see Figure 8)

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[1] The exact 'Browse' and 'select' functionality will depend on your browser.
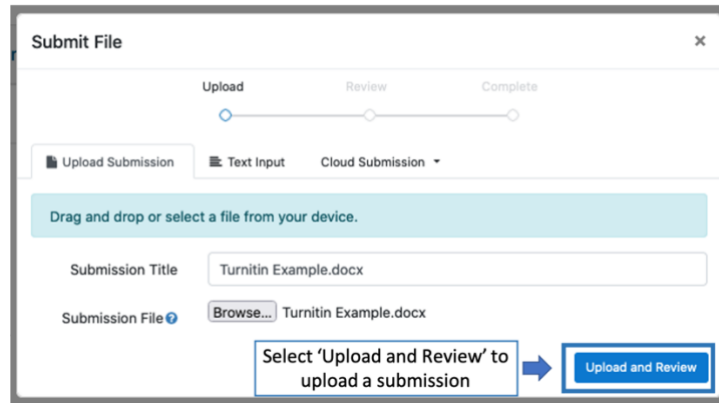
Figure 8: After choosing a file to upload select the 'Upload and Review' button.

6. Review the uploaded document to ensure it is the correct submission. Select **Submit to Turnitin** to complete the upload (see Figure 9).
   If you have chosen the wrong document you can select **Cancel Submission** to return to the Turnitin dashboard and return to step 3.
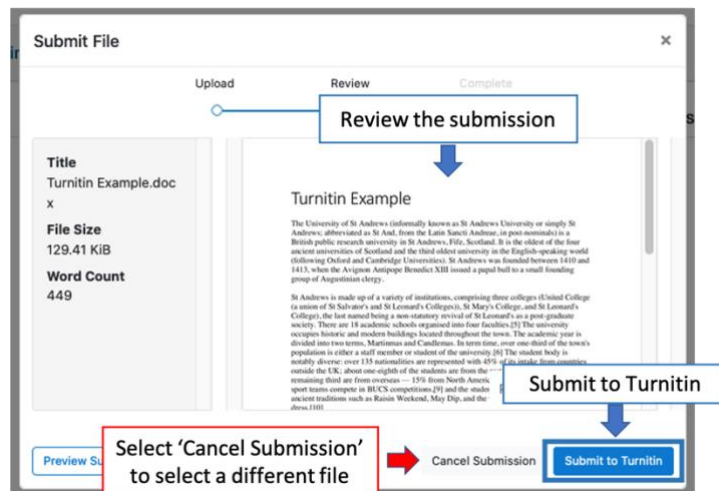

Figure 9: Review the file uploaded and select the 'Submit to Turnitin' button.

7. After the file has been submitted to Turnitin the file will be displayed on the Turnitin dashboard (see Figure 10).

8. To **download a receipt** select the receipt icon in the far right of the Turnitin dashboard (see Figure 10).
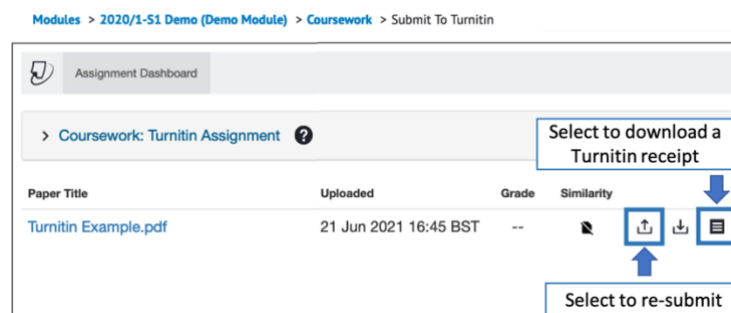

Figure 10: Example Turnitin dashboard showing a submitted file.

9. Turnitin will send a copy of the file back to MMS with the submission date set to when the file was uploaded to Turnitin (this may take up to 24hours).

Figure 11: Example MMS coursework overview showing a file returned from Turnitin, and a link to resubmit to Turnitin.

Note: If you have submitted before the due date a link will appear allowing you to resubmit to Turnitin. If you are happy with the file you submitted you can ignore the **Resubmit file via Turnitin** link or use it to return to the Turnitin dashboard.

5   Coursework receipts

Standard submissions will receive an email notification with details outlining the time of submission and the file name. This email notification can be used as a receipt to prove upload.

Submissions to Turnitin will not receive an email notification, however a receipt can be downloaded from the Turnitin dashboard. To download a receipt from Turnitin:

4. Access the **Coursework Tool** either via the My Courses tab in MySaint https://mysaint.st-andrews.ac.uk/ or via the links from the **Modules** page in MMS (see Figure 1 for examples of the links to the Coursework tool)
5. Access the Turnitin dashboard via the link in the Coursework tool. The link will appear differently depending on the due date and submission status:
    a. Before submission: **Submit file to Turnitin**
    b. After submission but before the due date: **Resubmit file via Turnitin**
    c. After submission and after the due date: **View file in Turnitin**
6. To **download a receipt** select the receipt icon in the far right of the Turnitin dashboard (see Figure 10).

6   Turnitin restrictions

Turnitin currently accepts the following file types:

- Microsoft Word® (.doc / .docx)
- OpenOffice Text (.odt)
- Google Docs via Google Drive™ (.gdoc files are NOT acceptable)3
- WordPerfect® (.wpd)
- PostScript (.ps/.eps)
- Adobe® PDF
- Microsoft PowerPoint® (.pptx, .ppt, .ppsx, and .pps)
- Microsoft Excel® (.xls and .xlsx)
- HTML
- Rich text format (.rtf)
- Plain text (.txt)
- Hangul Word Processor file (.hwp)

The file must contain more than 20 words, must be under 40MB (or approximately two million characters), must not exceed 400 pages in length, and must not contain spaces in between every letter (l i k e t h i s).

Check that the file you are trying to upload has the extension clearly indicated such as 'file.docx' or 'file.pdf', and not 'file.docx.pdf'. Turnitin cannot accept files over 40MB or ZIP files.

If Turnitin is having problems processing your pdf, which can be identified as an extended time in processing the document for uploading, it may not be encoded correctly for Turnitin, usually exporting the file as a pdf (via the 'file menu' on your word processing software) and trying to upload again will resolve this.

If you experience an issue before being able to select a file the first recommended solution is to try using a new browser, opening the window in private browser mode or by clearing cookies and caches (instructions can be found here: http://telsta.dropmark.com/295093/13781348.