

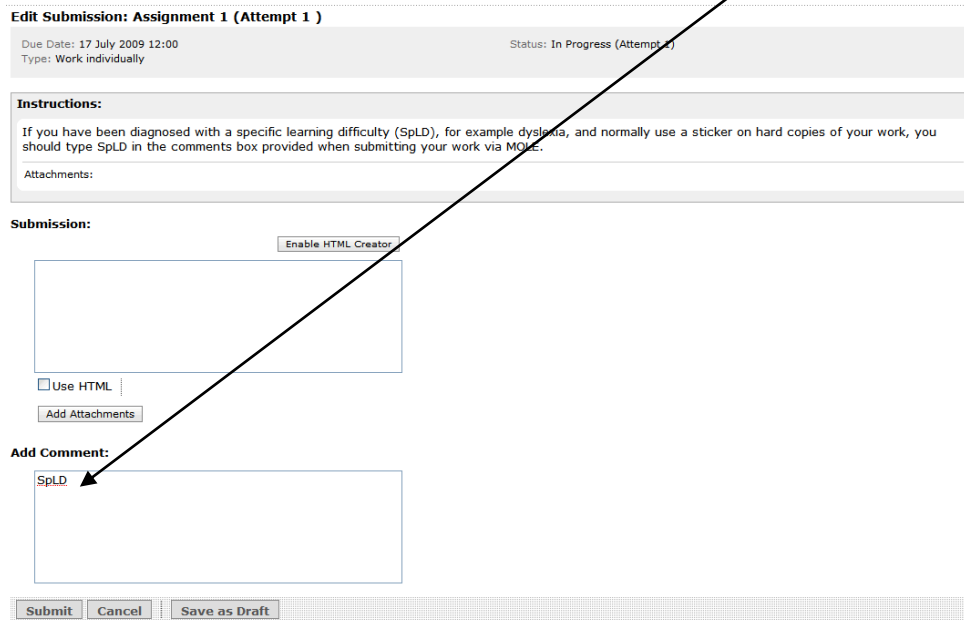
Using stickers when submitting work electronically

Electronic Stickers / MOLE

For work that is submitted electronically via MOLE, students should be advised as follows:

The tutor should set up the assignment with an instruction to students who are eligible for the scheme to tell you where to mark your work.

When you submit your assignment you will see this screen.
You can use the comments box to indicate your 'sticker'.



The screenshot displays the MOLE submission interface for 'Assignment 1 (Attempt 1)'. At the top, it shows the due date as '17 July 2009 12:00' and the status as 'In Progress (Attempt 1)'. Below this, the 'Instructions' section states: 'If you have been diagnosed with a specific learning difficulty (SpLD), for example dyslexia, and normally use a sticker on hard copies of your work, you should type SpLD in the comments box provided when submitting your work via MOLE.' The 'Submission' section includes an 'Enable HTML Creator' button, a large text area, a 'Use HTML' checkbox, and an 'Add Attachments' button. The 'Add Comment' section features a text box containing 'SpLD', with a black arrow pointing to the text. At the bottom, there are 'Submit', 'Cancel', and 'Save as Draft' buttons.

Students should be advised that any abuse of the electronic sticker system will be viewed as a disciplinary matter by departments.

If you are unsure about using your stickers when submitting work electronically, please contact your academic department.

Electronic Stickers / Turnitin

For work that is submitted electronically to Turnitin, students should be advised as follows to type 'SpLD' as a prefix to the title of their assignment in the *Submission Title* field.

The screenshot shows the Turnitin submission interface within the MOLE system. The page title is "MOLE" and the course is "Engineering - Session 2". The main content area is titled "submit paper: by file upload". It contains a form with fields for "author", "first name", "last name", and "submission title". A yellow arrow points to the "submission title" field. Below the form is a "Browse..." button and a "submit" button. A yellow box below the form lists accepted file types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text, with a file size limit of 9.5367431640625 MB. The left sidebar contains "Course Tools" and "My Tools" sections.

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