Guide to Online Submission for MML PGT Students

All assessments are submitted online, via the Medieval & Modern Languages PGT Submissions WebLearn site. Paper copies of your assignments are not accepted and you must submit online. It is crucial that you submit the correct file, as resubmission of assignments is not permitted.

Initial Points of Note

You must ensure you provide your candidate number and not your student number, or the number on your University Card. Your candidate number can be found by visiting Student Self-Service (https://www.evision.ox.ac.uk).

Ensure you save frequent back-ups of your work whilst you are writing, preferably including backups online and/or on removable media (USB). You might also consider printing a final hard copy, in case of hard-drive failure.

Candidates with diagnosed Specific Learning Difficulties (SpLD) should contact the Graduate Studies Officer, Abigail Appleby (abigail.appleby@mod-langs.ox.ac.uk) for guidance on how to attach the 2D form to submissions.

Your assignment can be submitted as a word document (.doc or .docx format), or as a pdf file.

Cover Sheet

Please ensure your document begins with a cover sheet, specifying the following information as per the below example. None of the data on the cover sheet counts against your word count. You must not put your name, college, tutor's name, or student ID number anywhere on the cover sheet or within your assignment.

MML PGT Submission

CANDIDATE NUMBER: 123456
ESSAY TITLE: Brecht the Knife: King of Swing
MODULE & TERM: Twentieth-Century German Drama and Theatre, MT18
WORD COUNT: 6,800

Naming Files

[CANDIDATE NUMBER]_[TYPE OF SUBMISSION]

As detailed in the handbook, please follow the above convention when naming your assignment file, ensuring you provide your candidate number and not your student number. The types of submission are:
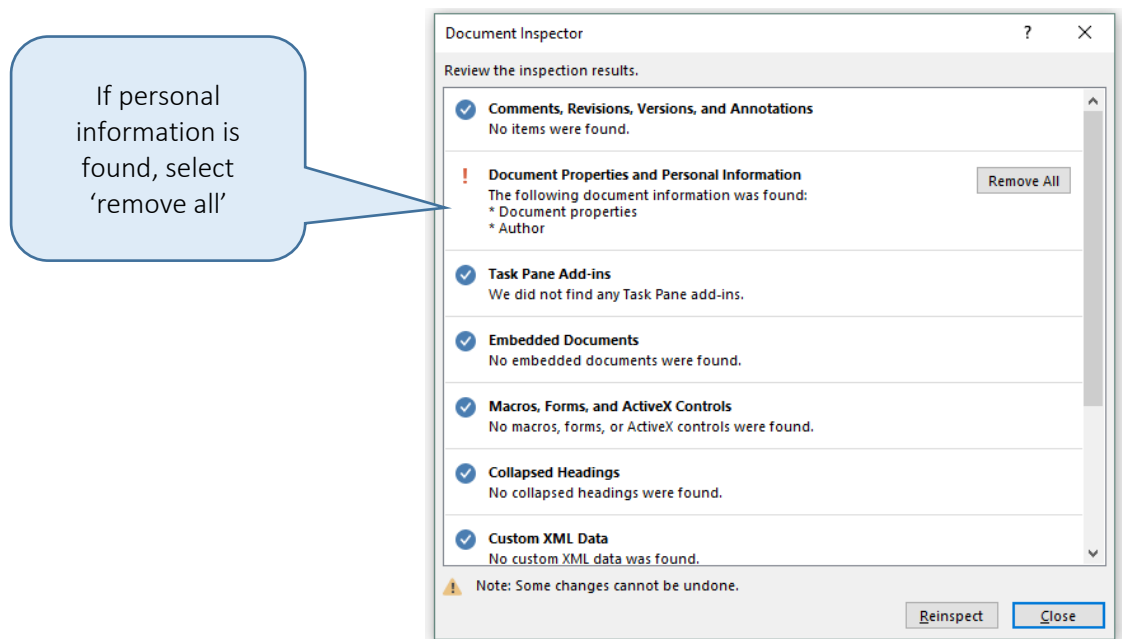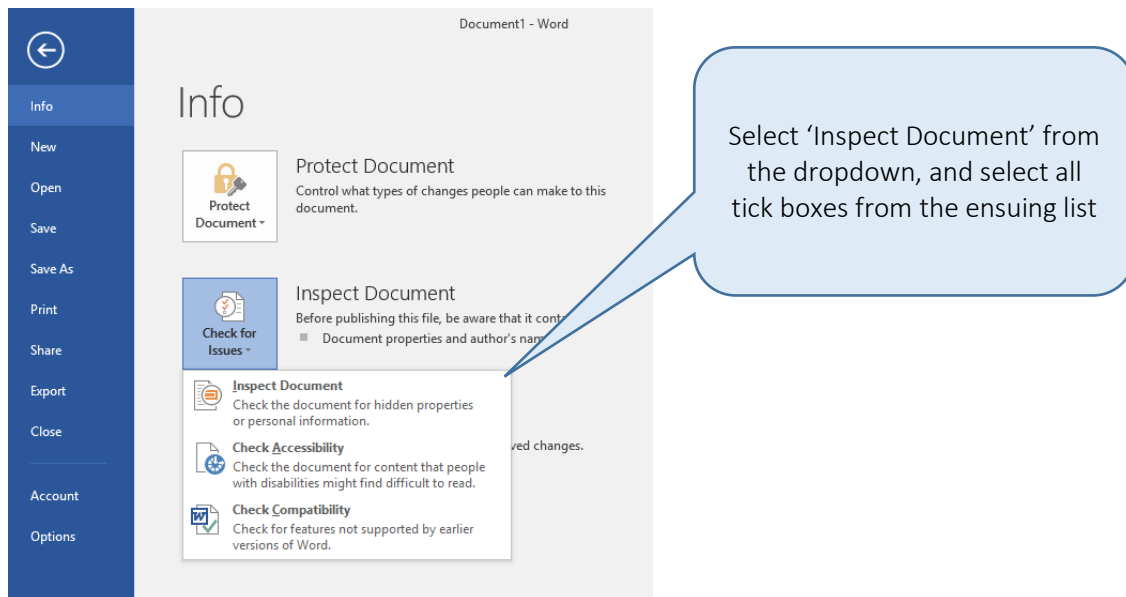
PRACTICE	Practice submissions
MT	Michaelmas Term essay
HT	Hilary Term essay
TT	Trinity Term essay
MO	Method Option
DIS	Dissertation

Therefore, if your candidate number is 123456, and you are submitting your Hilary Term essay, your file would be named "123456_HT".

Removing Identifying Metadata

You must ensure your document is free of any metadata that will identify you as the author. Instructions on removing metadata can be found online, and basic steps for MS word are detailed below. Before beginning the steps below, make sure you **save a copy of your essay** (file > save as). This guarantees you have a backup should any errors occur in the process.

Select 'Inspect Document' from the dropdown, and select all tick boxes from the ensuing list

If personal information is found, select 'remove all'

Mandatory Practice Assignment

Before you submit any work for assessment, you must successfully complete a practice assignment submission. This is done via the "Assignments" tab on the Graduate page of WebLearn for the MML Faculty. Please note that this WebLearn site to the one used for the submission of assessed work.

To complete the practice assignment, submit an appropriately formatted submission template, following the conventions detailed in this document. The document itself can contain as much, or as little, text as you like (nothing that is submitted as a 'practice' assignment will be assessed).

The mandatory practice assignment is due at the end of 8th Week of Michaelmas term, two weeks before the deadline for your first assignment in 10th Week. You may submit as many practice assignments as you wish.

Submitting Work for Assessment

All assignments (excluding the practice submission) should be submitted through the MML PGT Submissions WebLearn page.

The assignments list will not display unless you are logged in, so make sure you are logged into WebLearn. Select the 'Assignments' tab on the left hand menu

Then select the correct assignment type for the assignment you are intending to submit. Please note that assignments will not be visible until they are open for submission two weeks prior to the submission deadline.

	Assignment Title	For	Status	Open	Due (UK time)	Scale
	Test Submission MT Submit as Student	Entire Site	Not Started	11-Oct-2018 11:25	**18-Oct-2018 11:25**	No Mark

Click on 'Choose File' and browse to your document for submission. Double check that you have selected the correct document, and that it is appropriately named and a cover sheet included on the first page. If you accidentally submit an incorrect version, this will be treated as your final submission – therefore **ensure you have chosen the correct document**.

Read and check the 'Declaration of Authorship'. You will be unable to submit your assignment without ticking the box.

You can now submit your assignment through the 'Submit' button that appears at the bottom of the page. If your work has successfully submitted, you will receive an automated email confirming what you have submitted (type of assignment, file name, size, date and time of receipt). We recommend you save this email for reference.

Late Submissions

Unless you have received permission from the proctors to submit at a later time, any late submissions will be penalised. We strongly recommend that you make your submission well ahead of the deadline. The process can take several minutes, and hardware or internet connectivity problems are not acceptable excuses for late submission.