



LONDON SCHOOL
OF SCIENCE
& TECHNOLOGY



LONDON SCHOOL
OF SCIENCE & TECHNOLOGY

Connect User Guide

Version 4

Approved by the Board of Governors

Last Amendment: October 2023

The London School of Science and Technology's Connect User Guide has been created to facilitate learning and to ensure that LSST's VLE platform provides an easily accessible and informative environment for students' independent learning and academic activities.

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Contents

1.	Introduction	1
2.	Induction Structure	1
3.	Pedagogic Issues.....	1
4.	Seminar/Tutorial Issues	3
5.	Homework Issues	3
6.	Assessment Issues	3
7.	Interface Issues.....	3
8.	Policy Issues	4
9.	LSST Connect – Navigation.....	4
10.	LSST Connect – Content	4
11.	LSST Connect – Forum	5
12.	LSST Connect – Self Assessment.....	5
13.	LSST Connect – Streamline Learning	6
14.	How to locate LSST Connect.....	6
15.	LSST Connect – Guided Activity.....	11
16.	How to submit your Assignment using LSST Connect	13

WELCOME TO LSST CONNECT

Dear Students,

I welcome you all to LSST Connect, this is LSST's official Virtual Learning Environment (VLE).

LSST Connect is an educational platform for sharing and imparting knowledge that has been produced to enhance the learning experience of our students and educational partners. It is a platform you can use in your own space and time, or within class to improve grades and or your understanding of a particular subject.

LSST has invested heavily into learning infrastructure to produce learning tools such as LSST Connect. I hope you will thoroughly enjoy utilising features within LSST Connect and wish you the very best of luck with your learning.

Ali Jafar Zaidi

Deputy CEO



1. Introduction

LSST has invested resources into a pioneering project aiming at introducing e-learning technologies and blended learning practices in order to improve the learning experience of its students and effectiveness of its staff efforts. The LSST Connect project is focused on:

- Producing reading materials for each module taught as part of, Foundation, Bachelor Degree and Masters programmes.
- Deploying LSST Connect e-learning platform to be used as a teaching aid for each module and especially in seminar and lab sessions.
- Integrating the e-learning functionalities offered by LSST Connect with existing support functions available within the LSST portal.
- Providing alternative modes of study as LSST Connect may support (i) in-class teaching, (ii) self-paced learning and (iii) distance learning.
- Offering an infrastructure that may be used for distance education students and online content delivery.

2. Induction Structure

The LSST Connect induction includes a series of activities delivered in a single session and support material that is provided within LSST Connect handbook. Induction is focused on:

- Becoming aware of the Virtual Learning Environment (VLE) based on the Moodle platform.
- Gaining an understanding of how LSST Connect will support both, campus based and distance education students.
- Familiarising with a range of tools used to support learning, in line with traditional in-class teaching.
- Introducing a blended learning approach inclusive of face-to-face tuition and support via e-learning.
- Aligning learning experience with module learning outcomes and assignment briefs through Streamline Learning.

3. Pedagogic Issues

The production of learning materials is based on the use of a pedagogic model that supports the theory discussed in the structured body of content with opportunities for interaction and self-assessment. These are focused on:

- Content – Each course comprises of a number of units, with each unit being broken up into logical sections. The content is structured according to the learning outcomes and the thematic topics as specified in the Foundation, Bachelor Degree and Masters programmes.



INTERACTION TYPE	DESCRIPTION
Key Points	Emphasis of key learning points.
Reflect	Range from useful point(s) to think about, to self-reflection, to critical reflection (for more advanced learning).
Discover	Research an area or explore the application of some aspect of learning within the context of the real world, undertaking some independent work.
Apply	Activities to help learners apply their learning to practical problems. These can range from simple tasks to ones that require application of knowledge and analysis in real-world situations.
Case Study	Case studies allow learners to practice their skills and knowledge and enable students to become active, independent learners and problem solvers. The objective is to present the learner with a realistic situation that they may encounter in work practice. Case Studies should reflect examples of global practice to provide a breadth of learning examples. Students are encouraged to use their skills in planning, organising, problem solving and communication skills.
Interact	For interaction and working together with peers in the learning group. Often centres on an activity that involves planning, analysis and transference of learning to workplace or new situations. Here joint working or integration of multiple perspectives is desirable through interaction/collaboration with peers.
Journal	Review or add to learning journal (a working document used as a constructive approach towards the assignment). Reflective postings can be included here, as can observations, thoughts, new interpretations/perspectives and mind maps – anything that helps the learner capture their learning and application.
Feedback	May be used to provide feedback on any of the above interactions and to consolidate learning, wherever appropriate.
Quiz	<p>Purpose is to help learners recall learning and is to be used in the self-assessment section. The Quiz question contains pre-set feedback for the students. The Quiz can take the form of:</p> <ul style="list-style-type: none">▪ Multiple choice questions▪ Multiple response questions▪ Fill in the blanks activities▪ Interactions – A range of interactions are used to emphasize messages, direct the students to exploration of topics, and provide a variety of challenges to engage the students in the application of knowledge in new contexts.



4. Seminar/Tutorial Issues

Some aspects of tuition will remain unchanged while others will require some alignment within LSST Connect. The way the learning experience will be enhanced is by focusing on:

- Retaining the same structure, format and delivery mode of lectures.
- Aligning the assignment of each module with Foundation, Bachelor Degree and Masters programme and Learning outcomes.
- Utilising the interaction opportunities of the provided content for each assignment.
- Adapting any seminar and lab sessions to include the use of LSST Connect.
- Applying the proposed Streamline Teaching approach during seminar and lab sessions.

5. Homework Issues

Typically, students would be given guidance for the necessary homework needed to cover specific topics covered in class. The LSST Connect approach ensures that homework guidance focuses on:

- Identifying the importance of each topic covered for the assignment brief.
- Organising the work carried out towards the assignment with the use of a learning journal.
- Providing a structured approach for covering topics through the available content.
- Supporting understanding and reflection through interactions.
- Helping students to assess their progress with self-assessment quizzes.

6. Assessment Issues

It is expected that students will focus on the assignment brief and the achievement of the module learning outcomes from early on. LSST Connect supports students working towards the assignment brief and focuses on:

- Ensuring that students are aware of what is required for each assignment.
- Aligning topics covered in class with assignment brief requirements.
- Providing a structured approach for constructing the assignment through interactions.
- Reflecting student progress in regular interviews through self-assessment.
- Engaging students in peer support and group discussions.

7. Interface Issues

The introduction of LSST Connect provides an interface to the Virtual Learning Environment based on the Moodle e-learning platform. The induction provided will assist in familiarising with those interface features that are necessary for covering the provided content. The interface features will focus on using:

- The navigation options to visit different parts of LSST Connect.
- The notifications pane to receive news, access calendar and other features.



- The reading pane to access the main content of learning materials.
- The interaction opportunities to provide own responses and read those of others.
- The self-assessment quiz tools to reflect on own learning and progress.

8. Policy Issues

The introduction of LSST Connect requires the introduction of two new policy documents, (i) a VLE Policy and (ii) a Copyright policy. It is expected that the vast majority of staff and students will be able to use LSST Connect features effectively and demonstrate acceptable behaviour. However, these two policies will ensure that LSST has in place well-structured, clear and transparent procedures focusing on:

- Increasing awareness of copyright breach in the use of learning materials.
- Clarifying the actions that must be taken for copyright clearance.
- Introducing a code of conduct for the use of the Virtual Learning Environment.
- Specifying what constitutes acceptable behaviour for LSST Connect users.
- Explaining the procedures to be followed for cases of misconduct.

9. LSST Connect – Navigation

The LSST Connect environment supports users to navigate between courses and course sections by clicking the available links associated with course and section titles. The navigation options focus on:

- Left navigation (Including Main menu / Navigation / Settings)
- Top navigation (Including Directory – showing current course and section)
- Right navigation (Including Calendar / Search / News / Events / Recent activity)
- Reading pane (Including the main content associated with each link)

Topic Outline	Description
Module General Issues	Module introduction and generic discussion forums
1. {Topic title}	Topic sections, associated forums, quiz and specific forum
2. {Topic title}	Topic sections, associated forums, quiz and specific forum
3. {Topic title}	Topic sections, associated forums, quiz and specific forum
4. {Topic title}	Topic sections, associated forums, quiz and specific forum
Weekly Resources	Directory for lecture materials and page for assignment

10. LSST Connect – Content

The learning materials provided follow the exact structure of the suggested content as included in the London School of Science and Technology: Connect User Guide
Version 4



Foundation, Bachelor Degree and Masters programmes specification. The content themes are grouped according to the identified learning outcomes and each section corresponds to a specific suggested topic. The content focus is on:

- Numbering each section according to the topics suggested in the Foundation, Bachelor Degree and Masters programmes. Providing detailed text covering each topic included in the curriculum.
- Including key points and emphasising important aspects of the provided content.
- Including illustrations where more detailed explanation is needed.
- Including links to interactions that are offered as discussion forum topics.

Section Outline	Description
X.0 Introduction	Introducing the section mapped to a specific learning
X.1 {Section title}	Providing content covering a specific topic (X.1)
X.1 {Section title} [forum]	Providing links to interactions associated with content (X.1)
X.2 {Section title}	Providing content covering a specific topic (X.2)
X.2 {Section title} [forum]	Providing links to interactions associated with content (X.2)
X.3 {Section title}	Providing content covering a specific topic (X.3)
X.3 {Section title} [forum]	Providing links to interactions associated with content (X.3)
X.4 {Summary}	Providing a summary of the section and the topics covered
X.5 Self-Assessment	Providing a link to the self-assessment quiz for the section
Unit General Issues	Offering a discussion forum for issues relating to the section

11. LSST Connect – Forum

The interactions included in learning materials provide an excellent opportunity for students to focus on:

- Answering specific questions and attempting activities relevant to the topics covered.
- Engaging in communication with peers and students from different groups.
- Collating work in progress into a learning journal in preparation for the assignment brief.
- Discussing with tutors' regarding specific topics and their own responses to forum activities.
- Reflecting on their progress and identifying areas for improvement.

12. LSST Connect – Self Assessment

The self-assessment quizzes provided at the end of each group of topics offer an excellent opportunity for students to focus on:

- Reflecting on their progress and performance on specific topics.
- Identifying any gaps in their knowledge.
- Recording their progress and improvements between different attempts.
- Testing their understanding of specific topics.



- Maintain a detailed record of their performance during the term.

13. LSST Connect – Streamline Learning

Before introducing LSST Connect, a number of pilot studies and test cases have provided some very useful findings. The nature of the, Foundation and, Bachelor Degree and Masters programmes and the needs of the student body meant that in order to ensure the effective use of learning materials, these had to be aligned to the assignment requirements for each module. As a result, a Streamline Learning approach is proposed in order to enhance the learning experience and motivate learning based on the theory of constructivism.

According to this method, students should be encouraged to experience different teaching practices. Students are supported in using active techniques to (i) create knowledge, (ii) reflect on the change they are experiencing, (iii) assess their progress and (iv) gain understanding. Therefore, the focus of Streamline Learning is on:

- Identifying relevant content topics in the corresponding section of the assignment brief.
- Explaining theoretical underpinnings of the selected topics to be covered in the session.
- Encouraging students to use interaction opportunities to express their views.
- Supporting students to reflect on their prior knowledge and current understanding.
- Clarifying how the learning activities are aligned to assignment briefs.

14. How to locate LSST Connect

Step 1: Open any web browser (e.g. Google Chrome, Internet explorer etc.) and type <https://portal.lsst.ac/> to access LSST Connect directly. Or <https://www.lsst.ac> and click the 'Students' web link from top menu as indicated in Fig.1.

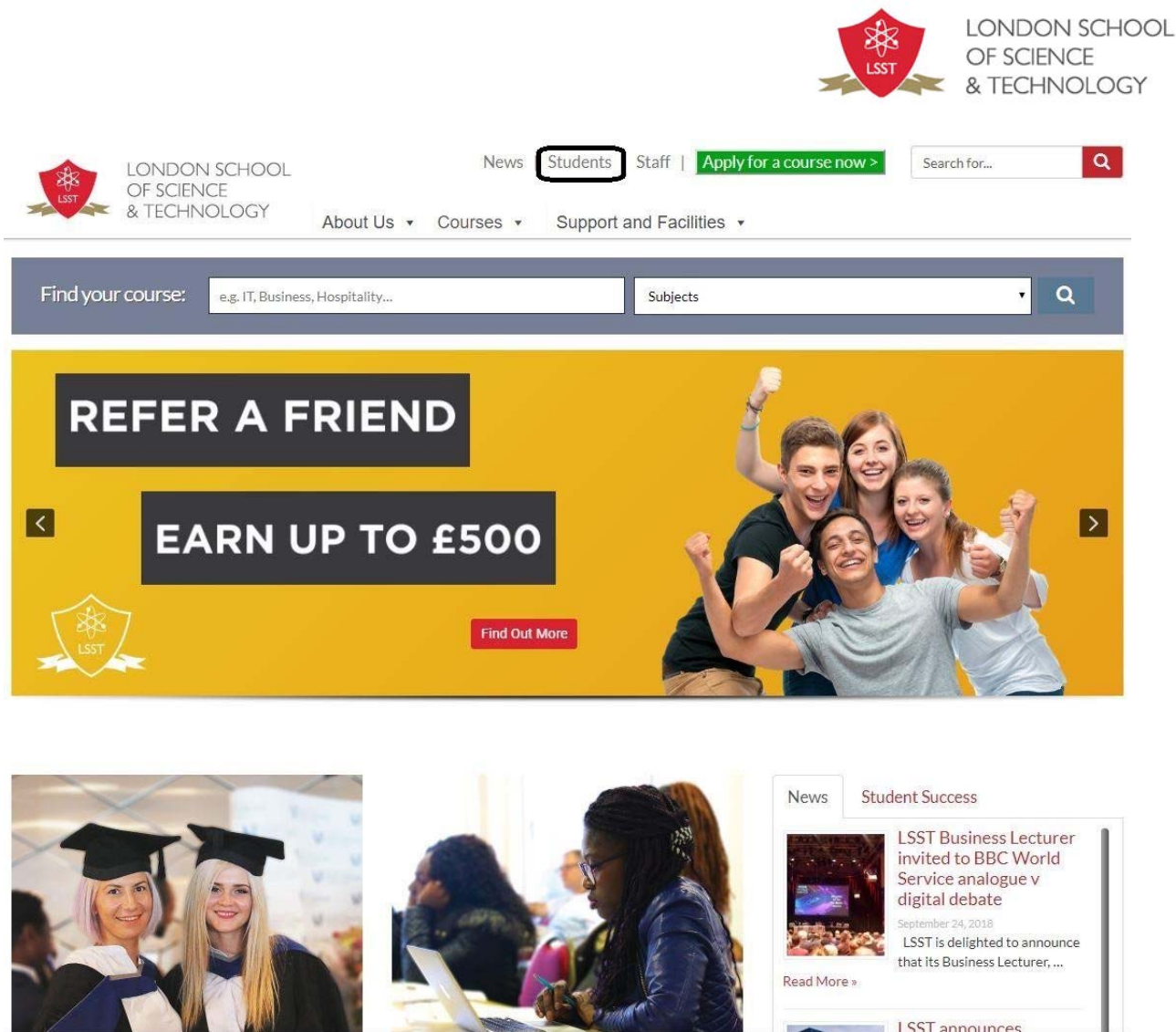


Fig 1

Step 2: Once LSST Connect portal is opened you will see the following screen, click the indicated link (in Fig. 2) to login to the portal.



Portal

You are not logged in. (Log in)



LONDON SCHOOL
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& TECHNOLOGY

CLOCK

Server: 5:38pm
You: 5:38pm

Site news



LSST Business Lecturer invited to BBC World Service analogue v digital debate

by fahim hasan - Wednesday, 26 September 2018, 3:39 PM

LSST is delighted to announce that its Business Lecturer, Eriana Gobuzi, participated in a BBC World Service [Click Show debate](#). The programme focused on the latest rise in the popularity of analogue culture in a post-digital world. [Read more](#)

[Permalink](#)

[View the discussion](#) (0 replies so far)



Graduation joy for LSST's UWL students

by fahim hasan - Tuesday, 31 July 2018, 11:28 AM

LSST celebrated its 2018 UWL graduation ceremony (Wednesday 25 July), honouring the tremendous achievements of over 100 students from its London, Luton and Birmingham campuses. [Read more](#)

[Permalink](#)

[View the discussion](#) (0 replies so far)



OFS Chief Executive, Nicole Dandridge, speaks with LSST students about the future of Higher Education

by fahim hasan - Tuesday, 31 July 2018, 11:27 AM

The Office for Students (OFS), established in law by the Higher Education and Research Act 2017, acts as regulator for the Higher Education sector and places the *student-interest* at its heart. [Read more](#)

[Permalink](#)

[View the discussion](#) (0 replies so far)



Google visits LSST students to discuss its values-in-action

by fahim hasan - Thursday, 12 July 2018, 9:58 AM

Google visited the London School of Science and Technology (LSST) to speak with students about Google careers, values

CALENDAR

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Fig2

Step 3: Enter your username and password (these are the same credentials used for accessing any of the computers at LSST's campuses).



Note: Your username is not your LSST or personal email address, in most cases it will be solely your student ID.

portal.lsst.ac/login/index.php

Username

Password

☐ Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ?

Some courses may allow guest access

Log in as a guest

Is this your first time here?

* Username and password is same as your Network login user name and password used in college computers (e.g. H1234567). Please note your LSST email address is not a username.

If you forgot your Username / Password or Cannot Login please contact [IT Support](#).

Fig 3

FAQ

1. My username and password is not working:

Following are some reasons why you might experience logging in issues:

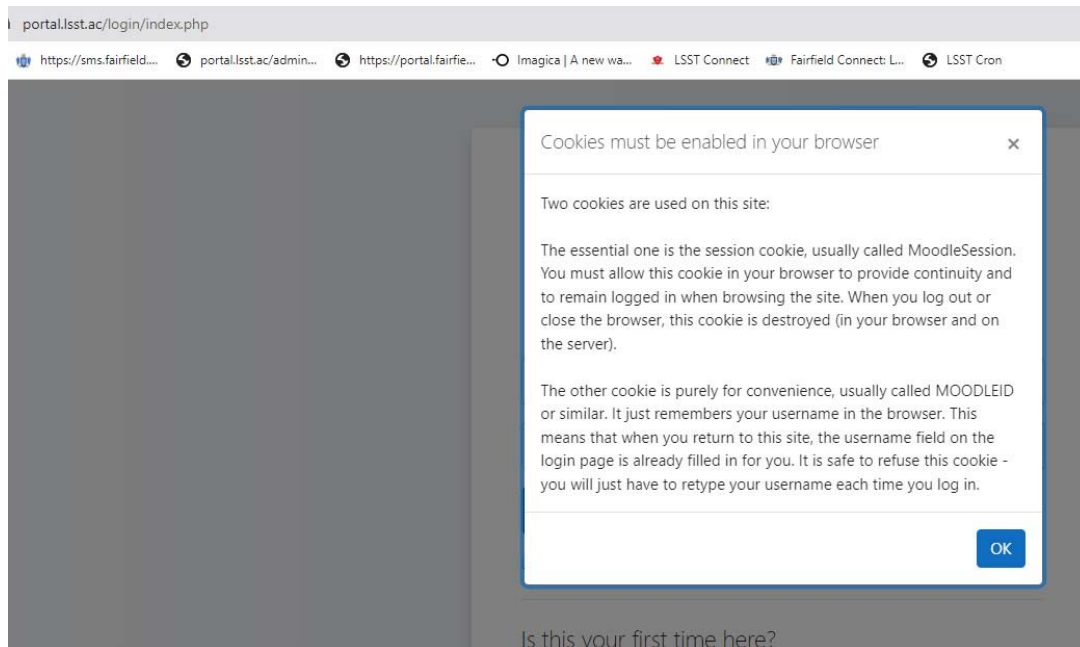
- Please make sure caps lock is not on as the password is case sensitive.
- If students forget password, they can request IT support to reset the password.
- The administration might have blocked your account due to any reason. Please contact IT Support.
- IT Support is able to assist if students find any challenges with their username and password credentials.

2. I cannot see my course and or relevant modules after logging into LSST Connect:

If you have recently registered or enrolled, then please allow a week or two before you could see the course module contents. If you cannot see your module contents by 10 working days, please contact IT support.

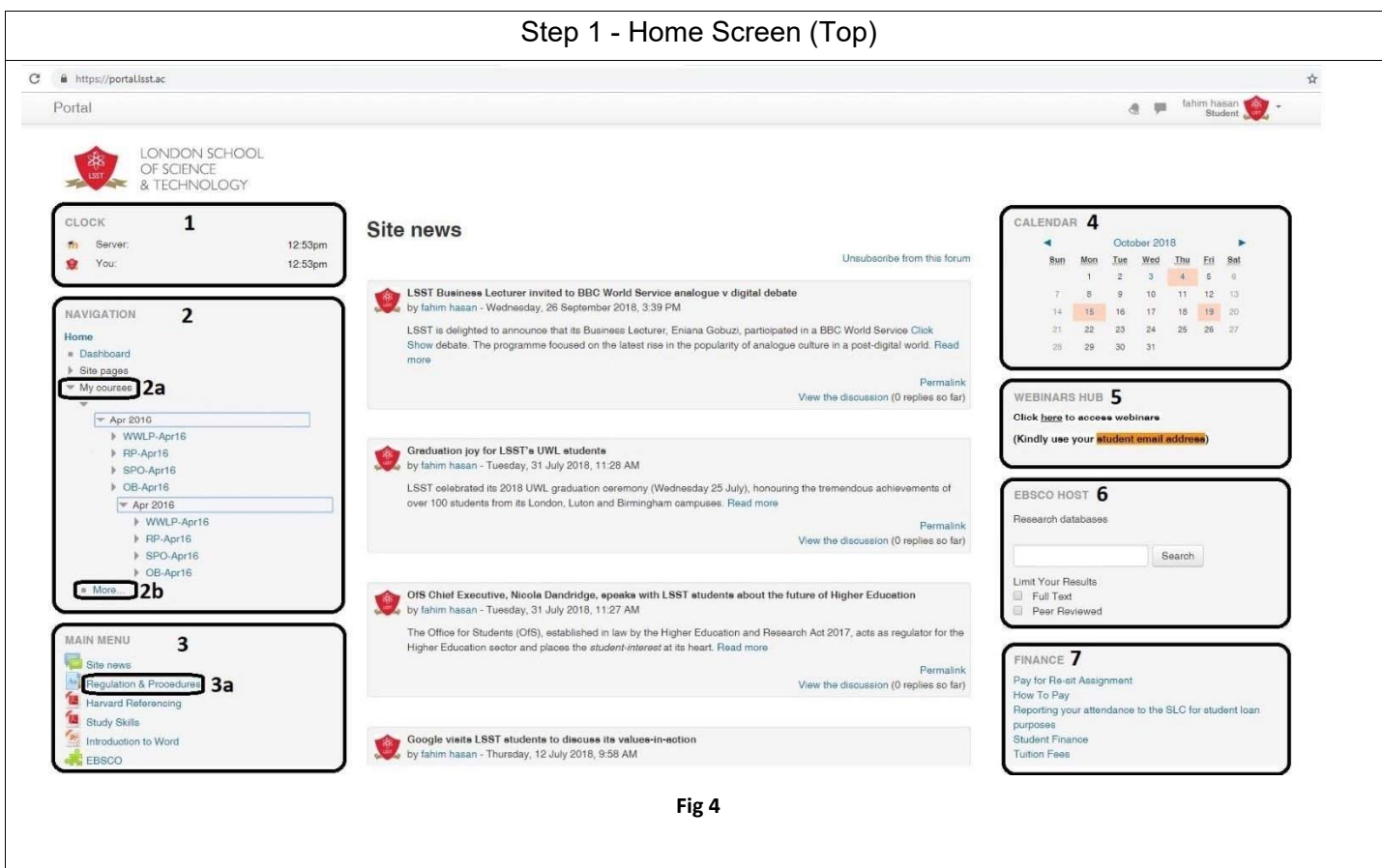


Note: necessary cookies for access to LSST connect



15. LSST Connect – Guided Activity

Step 1 - Home Screen (Top)



The screenshot shows the LSST Connect Home Screen. The browser address bar displays 'https://portal.lsst.ac'. The page header includes the LSST logo and the text 'LONDON SCHOOL OF SCIENCE & TECHNOLOGY'. The main content area is divided into several sections:

- CLOCK 1:** Shows the server time (12:53pm) and the user's time (12:53pm).
- NAVIGATION 2:** Includes links for Home, Dashboard, Site pages, My courses (2a), and More (2b). The 'My courses' section lists various courses like WWLP-Apr16, RP-Apr16, SPO-Apr16, and OB-Apr16.
- MAIN MENU 3:** Includes links for Site news, Regulation & Procedures (3a), Harvard Referencing, Study Skills, Introduction to Word, and EBSCO.
- Site news:** A section for news updates, including 'LSST Business Lecturer invited to BBC World Service analogue v digital debate', 'Graduation joy for LSST's UWL students', 'OIS Chief Executive, Nicola Dandridge, speaks with LSST students about the future of Higher Education', and 'Google visits LSST students to discuss its values-in-action'.
- CALENDAR 4:** A calendar for October 2018.
- WEBINARS HUB 5:** A section for webinars, with a link to 'Click here to access webinars' and a note to 'Kindly use your student email address'.
- EBSCO HOST 6:** A search engine for research databases, with a search bar and options for 'Limit Your Results' (Full Text, Peer Reviewed).
- FINANCE 7:** A section for finance-related information, including 'Pay for Re-sit Assignment', 'How To Pay', 'Reporting your attendance to the SLC for student loan purposes', 'Student Finance', and 'Tuition Fees'.

Fig 4

1. Navigation – This section includes links such as “Dashboard” or “My courses” and if you cannot find your course click on “More”.
2. Main Menu – This section has various links such as “Site News” or “Harvard Referencing”. All the LSST policies and procedures can be found in this section.
3. Calendar - This section displays a calendar with submission dates.
4. Webinars Hub – The Hub can link you to module tutorials.
5. EBSCO HOST – This is a search engine also known as a research database.
6. Finance - This section provides finance related information.

Step 3 - Course Selection

▼ Foundation Degree

▼ FdSc (Computing)

► Level 4

▼ Level 5

► Jan18-FdSc-C

▼ Sep18-FdSc-C

 An Introduction to Networks and Operating Systems-Sep18



 Database and Web-Based Information Systems-Sep18



 Software Engineering-Sep18



 Work Experience-Sep18



Fig 5

This is how you could navigate to your relevant modules in the course(s) section

Database and Web-Based Information Systems-Sep18

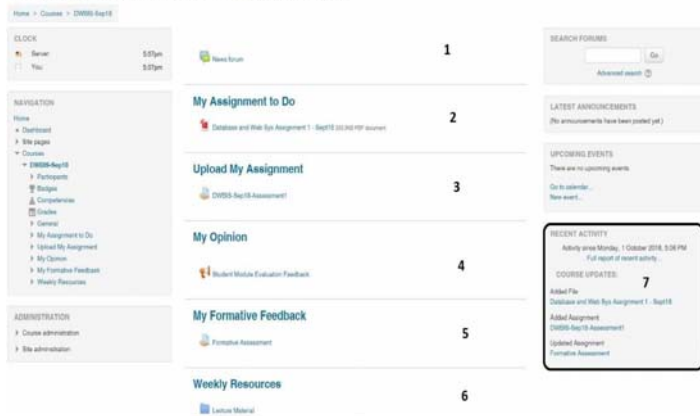


Fig 6

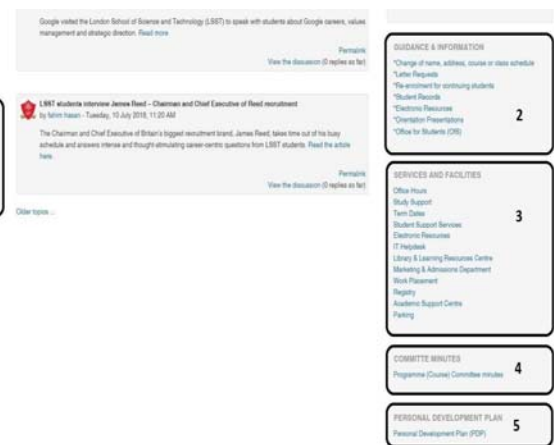


Fig 7

16. How to submit your Assignment using LSST Connect

Note: If you have not enrolled to LSST Connect, you must report to IT Support Centre before continuing with this document.

Step 5: Click on the “Submissions” link under “My Courses” in the Navigation menu on the left as indicated in Fig 8. If you can’t see submission link please refer to FAQ at the end of this document. Please click on the relevant module link for submission under “Upload My Assignment” for example.

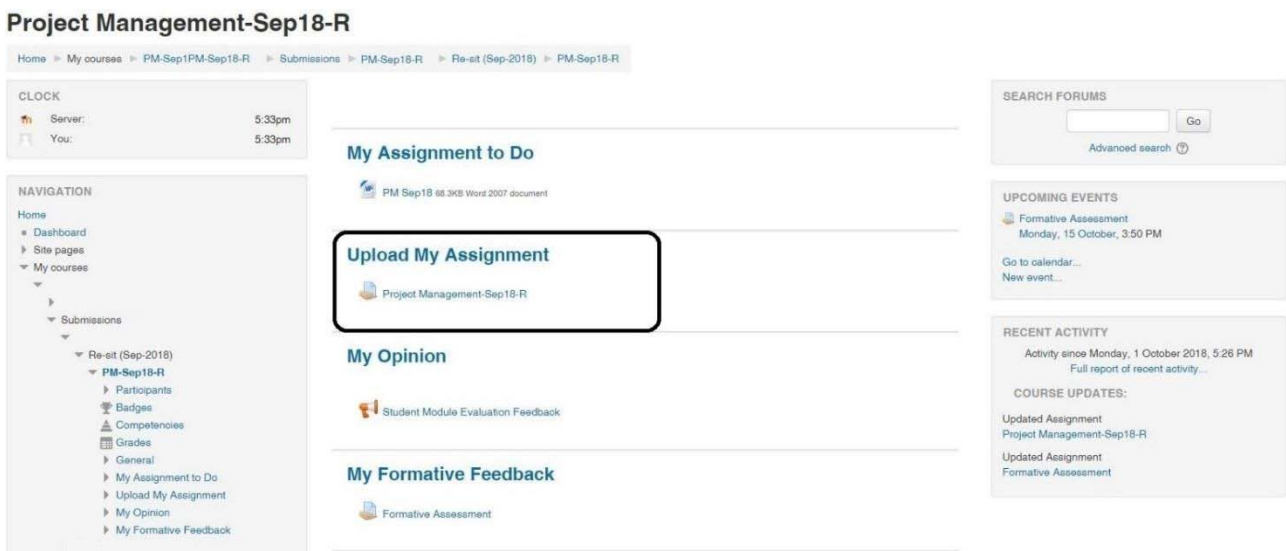


Fig 8

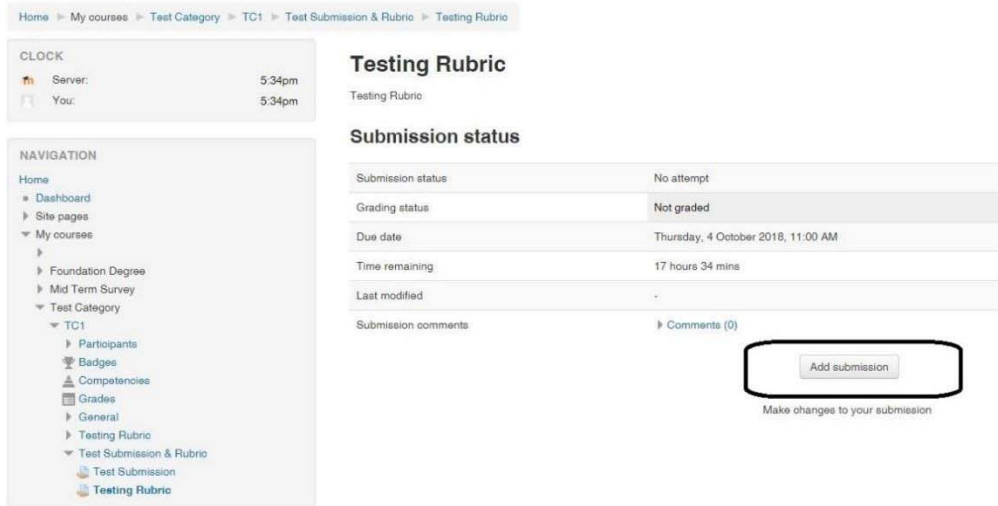
“Project Management-Sep18-R” as shown in Fig 8.

Step 6: When you click your assignment in “Upload My Assignment” block as indicated in Fig 8, you will see the following screen. In this screen you will have ‘Submission’ tab (illustrated in Fig 9), displays basic information about your assignment such as due date, and time while below that table you will find an area to click (Add Submission) to upload your assignment.

Step 7:

***Please Note: Following Key Points before Assignment Submission**

Test Course 1



Home > My courses > Test Category > TC1 > Test Submission & Rubric > Testing Rubric

CLOCK

Server: 5:34pm
You: 5:34pm

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses
 - Foundation Degree
 - Mid Term Survey
 - Test Category
 - TC1
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - Testing Rubric
 - Test Submission & Rubric
 - Test Submission
 - Testing Rubric

Testing Rubric

Testing Rubric

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Thursday, 4 October 2018, 11:00 AM
Time remaining	17 hours 34 mins
Last modified	-
Submission comments	Comments (0)

Add submission

Make changes to your submission

Fig 9

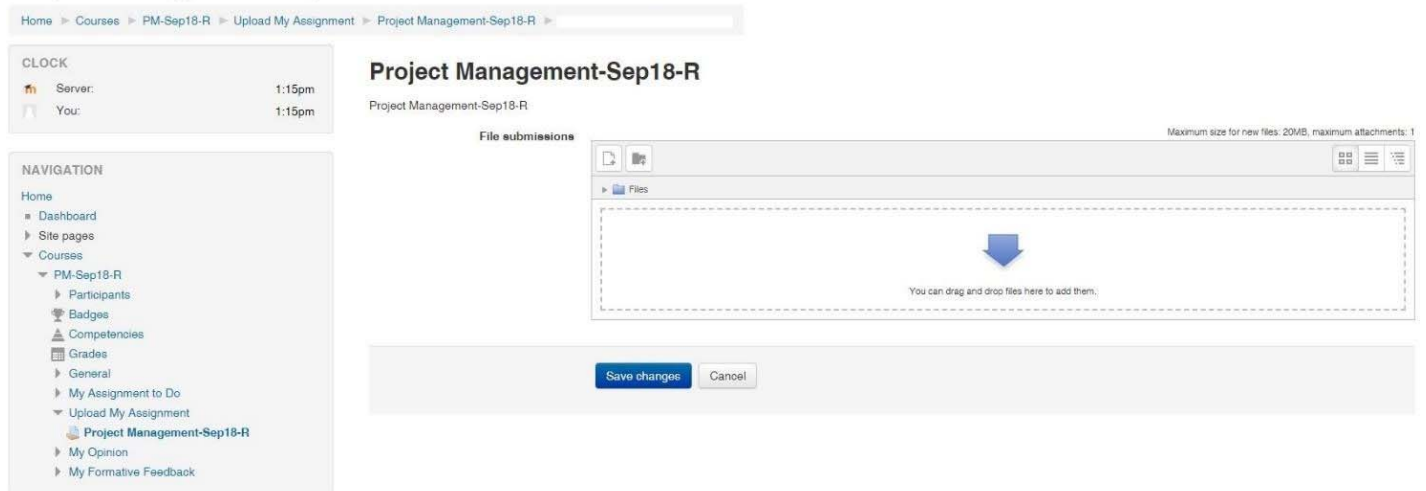
Turnitin **will accept** file(s) in PDF format through our VLE that is:

- Less than 20MB;
- Has a minimum of 20 words;
- Is less than 800 pages;
- Non Password protected files.

Turnitin **will not accept** the following to generate Similarity Reports:

- Password protected files;
- Microsoft® Works (.wps) files;
- Microsoft Word 2007 macros-enabled .docm files;
- OpenOffice Text (.odt) files created and downloaded from Google Docs online;
- Document (.doc) files created using OpenOffice, as they are not 100% Microsoft Word equivalent;
- Apple Pages;
- Spreadsheets created outside of Microsoft Excel (i.e. .ods);
- Text with visual effects.

Project Management-Sep18-R



Home > Courses > PM-Sep18-R > Upload My Assignment > Project Management-Sep18-R >

CLOCK

Server: 1:15pm
You: 1:15pm

NAVIGATION

- Home
- Dashboard
- Site pages
- Courses
 - PM-Sep18-R
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - My Assignment to Do
 - Upload My Assignment
 - Project Management-Sep18-R**
 - My Opinion
 - My Formative Feedback

Project Management-Sep18-R

Project Management-Sep18-R

File submissions

Maximum size for new files: 20MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Save changes Cancel

Fig 10

- 1) File to submit: In this section you have to drag/drop the file which you want to upload. You can also use the add file button (top left) to locate your assignment file. (Note: you can only submit one file per submission which cannot be more than 20MB in size and the file format can be either PDF or a Word Document). Then click 'Save Changes'.
- 2) (If shown) Declaration: You have to read and accept the declaration by clicking the check box. If you do not click this box your submission will not go through.
- 3) As shown below in Fig 11 after the submission a blue bar indicates your similarity percentage. By pressing the blue marker, you will be able to open the document to show your submission.
- 4) Similarly to Fig 11, Fig 12 shows how the page appears after the submission and has been graded using the rubric. The red box shows the similarity percentage and the blue marker will open the document to show you more detail.



Placement Learning 1-Jan19

Home > My courses > London Metropolitan University > Foundation Degree-LMU > FdA (Public Health & Social Care) > Level 4 > Jan19-FdA-PHSC-L4 > PL1-Jan19 > Upload My Assignment > PL1 Assessment 1

CLOCK

Server: 12:33pm
You: 12:33pm

NAVIGATION

Home

- Dashboard
- Site pages
- My courses
 - London Metropolitan University
 - Foundation Degree-LMU
 - FdA (Public Health & Social Care)
 - Level 4
 - Jan19-FdA-PHSC-L4
 - PL1-Jan19
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - My Assignment to Do
 - Upload My Assignment
 - PL1 Assessment 1**
 - Reset Assignment 1

PL1 Assessment 1

PL1Jan19 Assignment 1

Submission status

Submission status	Submitted for grading
Grading status	Graded
Due date	Monday, 1 July 2019, 11:55 PM
Time remaining	Assignment was submitted 49 days early
Last modified	Monday, 13 May 2019, 11:48 PM
File submissions	<div>Placement Report.pdf Turnitin ID: 107159292 2%</div>
Submission comments	Comments (0)

Fig 11

Test Course 1

Home > My courses > Test Category > TC1 > Test Submission & Rubric > Test Submission

CLOCK

Server: 5:35pm
You: 5:35pm

NAVIGATION

Home

- Dashboard
- Site pages
- My courses
 - Foundation Degree
 - Mid Term Survey
 - Test Category
 - TC1
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - Testing Rubric
 - Test Submission & Rubric
 - Test Submission**
 - Testing Rubric

Test Submission

Test Submission

Submission status

Submission status	Submitted for grading
Grading status	Graded
Due date	Wednesday, 15 August 2018, 11:55 PM
Time remaining	Assignment was submitted 5 days 7 hours early
Last modified	Friday, 10 August 2018, 4:34 PM
File submissions	<div>H1234567 ME.docx Turnitin ID: 91647121 100%</div>
Submission comments	Comments (0)

Feedback

Grade	0.00 %
Graded on	Tuesday, 14 August 2018, 12:03 PM
Graded by	VLE STAFF

Fig 12

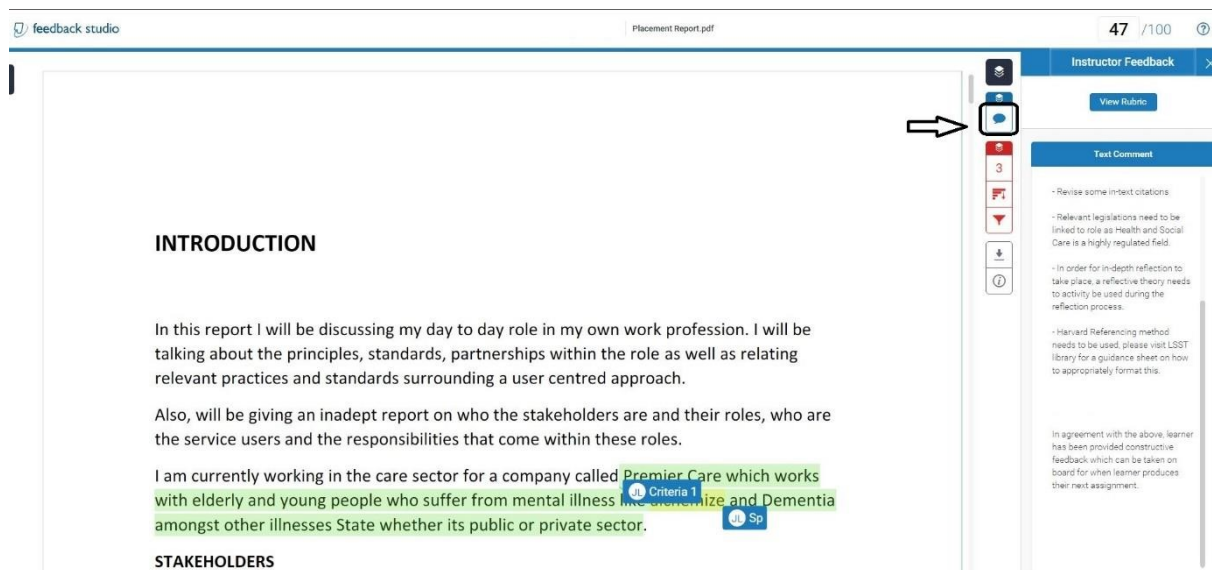


Fig 13

- 5) By opening through the blue marker you will be able to overview the submission and check any comments left, by clicking on the blue comment icon as displayed on Fig 13.

Once your work is successfully uploaded you will see a digital receipt screen with details of your work, to check if you have uploaded the correct version of your work.

Replacing or Resubmitting your upload

If the assignment submission deadline is not passed, then you can resubmit/replace your current work. Repeat from Step 1 to Step 6 and follow the procedure as described under.

After clicking Add/Edit Submission; in order to delete, click on the old submitted file then drag and drop new file and click 'Save Changes'.

FAQ

1. Why can't I login to LSST Connect?
 - i. If you cannot login to LSST Connect then you must immediately contact IT Support. It can be due to a technical problem or the administration might have blocked your account due to any reason such as non-repayment of student finance etc.
 - ii. Note: Please be advised that if you do not resolve the hold/block on your account before the submission deadline you will not be allowed to submit your work.
2. Why can I not see the submissions option under My Course menu?
 - i. If you have recently registered with LSST Connect then you must allow at least a week before you can see this option. But if your submission deadline is earlier than a week



then you must arrange an appointment with IT Support to assign you to the correct course.

3. Can I upload a different version of my work?
 - i. Yes, you are allowed to upload and replace your work as many times as you want as long as it is before the submission deadline.
4. Can I upload more than one file?
 - i. No, you are only allowed to upload one file per submission. You must put everything in one file related to that particular assignment and upload in a single file. Please seek further guidance from your lecturer on submission requirements.
5. What if my file has a different extension or format other than required?
 - i. If you have a file which is not either a word document (.Doc) or a PDF then you need to convert your file in either of these formats as any other format is not accepted. There are number of tools available online and in school computers to help you convert your file in required format.
6. How do I submit my Re-sit or Extension Assignments?
 - i. You are only allowed to re-sit an assignment if the respective module is offered and you have paid the re-sit fee. You will have a separate option under your submission as re-sit XXXX. Similarly, if your extension is approved then you will see Ext XXX option under your submission(s). If by any chance you do not see them, please contact Academic Support before the submission deadline.



Version History

Version	1.0 – 3.0	
Original author(s):	VLE Manager Quality Unit	
Reviewed by:	Executive Committee	September 2018 September 2019 September 2020 September 2021

Version	3.1
Revised by:	VLE Manager Quality Unit
Revision summary:	<i>Annual review and update; Removal of pay for resit assignments; Minor grammatical errors amended; Document reformatted and version control applied.</i>

Reviewed by:	Board of Governors	September 2022
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Version	4
Revised by:	VLE Manager Quality Unit
Revision summary:	<i>Annual review and update; information about cookies added; Minor grammatical errors amended and formatting applied. Version control applied.</i>

Approved by:	Board of Governors	October 2023
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Version	
Revised by:	Name; Title
Revision summary:	

Approved by:	Approved by:
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Version	
Revised by:	Name; Title
Revision summary:	

Approved by:	Date
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Version	
Revised by:	Name; Title
Revision summary:	

Approved by:	Date
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