

### About eSubmission at Salford

The term eSubmission refers to the method by which students upload their completed assignments electronically for marking. At Salford, all assessed work should be submitted electronically unless an exception is in place. Marked work is then returned to the students electronically via Blackboard Grade Centre and the students see the mark and feedback via My Grades.

This guide is simply to help you choose the right submission area for your assessment—further guidance on how to setup your Assessment Folders and eSubmission areas is also available.

All of the tools below have the following advantages:

- They automatically send the students an electronic receipt when they submit
- They have built in eMarking tools
- They automatically link to the Blackboard Grade Centre

### Turnitin

- Should be used for most text based assignments
- With text based files gives students access to Originality Reports, the text matching tool which should be implemented everywhere possible to support them avoid plagiarism. Other files which are not text based or contain a very small amount of text can still be submitted but will not generate Originality Reports
- Gives staff access to Originality Reports, the text matching tool to help identify plagiarised work by comparing submissions to a vast database containing work submitted by students at all institutions using Turnitin and a range of online journals and books
- Has a file size limit of 20mb. This equates to a Word Document of approximately 1200 pages or a PDF of around 400 pages
- Accepts any type of file

### Blackboard Assignment Tool

- Accepts files up to 500mb in size
- Accepts any type of file

### Video/Audio files

These create large media files that should go into the streaming media server. This process needs to be set up by the digital skill team. We modify the submission area to allow students to submit to this server only. We also place a link to a student guidance document in the submission area.

### Blackboard Test Tool

The University is currently formalising its policy around the use of the Blackboard test tool for summative assessments. Colleagues who would like to explore using the tool for summative assessments should contact the Digital Skills tem

### Blackboard wikis, blogs, discussions

The Blackboard virtual learning environment (VLE) contains a number of communication and collaboration tools such as blogs, wikis and discussion boards that can be added to a module space. The Blackboard tools can be used for student communication or as a summative assessment tool where participation and contribution are assessed.

Grading options can be set for Blackboard wikis, blogs and discussion boards when you create them in your module.



The screenshot shows the 'Grade' settings for a forum in Blackboard. Under the 'Grade' section, there are three radio button options: 'No Marking in Forum', 'Grade Discussion Forum: Points possible: 100' (which is selected), and 'Grade Threads'. Below these is a checked checkbox for 'Show participants in "needs grading" status' followed by a green exclamation mark icon and the text 'after every 1 Posts', where '1' is in a dropdown menu. Under the 'Associated Rubrics' section, there is an 'Add Rubric' button with a dropdown arrow. Below this is a table with the following headers: 'Name', 'Type', 'Date Last Edited', and 'Show Rubric to Students'. The table body is currently empty.

### Exceptions to eSubmission

Where work cannot be submitted electronically, colleagues should contact the Associate Deaf Academic to request an Exception to eSubmission. This applies where files are too large or where the assessment is a physical entity such as a performance or sculpture. Staff can still consider asking students to submit a file containing an image or short description of their work to support enforcement of a due date and to generate an electronic submission receipt.

### Media Asset Management System

The Media Asset Management System or MAM can be used by colleagues at Media City for eAssessment.

### Help and Support

Contact the Digital Skills Team

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