

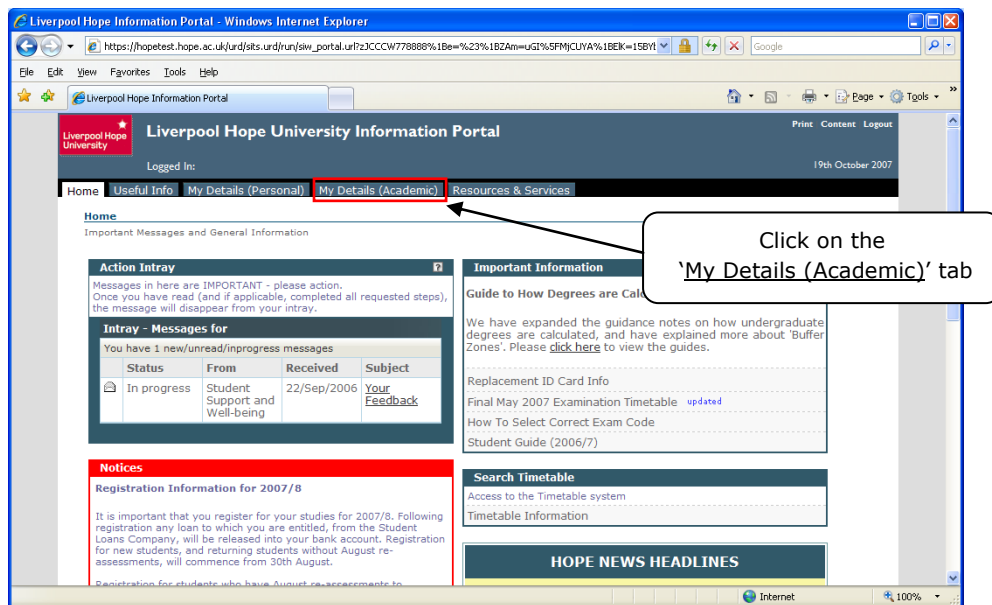
STUDENT GUIDE: Coursework Submission Cover Sheets

The following information outlines how and where to print off coursework submission cover sheets which are now required when submitting coursework to Deanery offices.

To generate a cover sheet please do the following:

- Log on to your student portal
- Click on the tab labelled 'My Details (Academic)' (Figure 1)

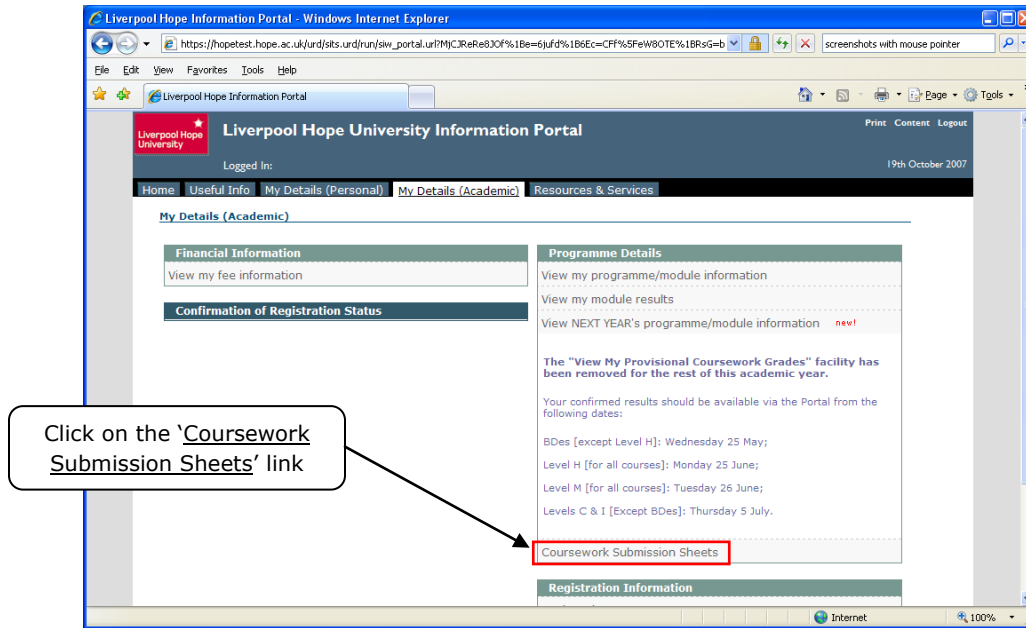
Figure 1: Information Portal 'Home' screen



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- Then click the link 'Coursework Submission Sheets' located in the Programme Details container (Figure 2)

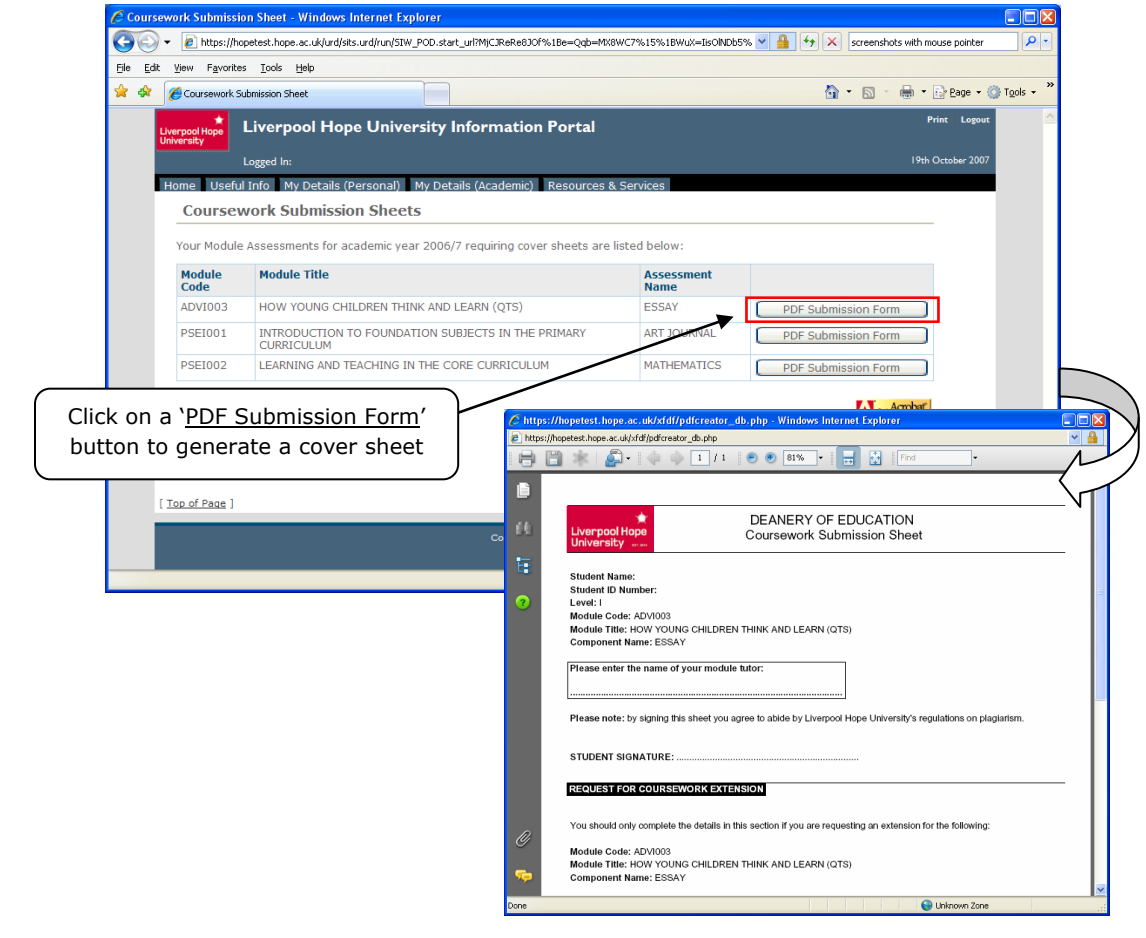
Figure 2: 'My Details (Academic)' screen



- This brings up a personalised list of coursework assessments for the current academic year (only those requiring cover sheets) (Figure 3)
- Select from the list the assessment for which you require a cover sheet and click the related 'PDF Submission Form' button to the right. This subsequently opens a pop-up window that displays a pre-populated PDF cover sheet containing a bar code (Figure 3)
- Print out the cover sheet, filling in the name of your module tutor along with your own signature before handing it in to the relevant Deanery office

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Figure 3: 'Coursework Submission Sheets' screen and an example of a cover sheet



- If you have any queries about the new system, please contact the relevant Deanery office for more information and assistance