

MMS Student Guide: Deleting Coursework

Introduction


It is now the norm for students to submit coursework electronically, there are two main methods of electronic submission:

- Turnitin Submission
- MMS Submission

The type of submission will affect whether or not student submissions can be deleted.

Deleting Turnitin submissions

It is not possible for students to delete a file that has been submitted from Turnitin. If you need to resubmit a file before the default assignment due date then click the 'Resubmit file via Turnitin' link on the coursework overview (an example of which is given in Figure 1).

Assignment	Due Date	Feedback Date	File	Date Submitted	Feedback	Grade	Weight	Select
Turnitin Assignment	14 Mar 2018, 23:59	21 Mar 2018	 Resubmit file via Turnitin		[View Feedback]		33 %	<input type="checkbox"/>
Standard Assignment	31 Mar 2018, 23:59	07 Apr 2018	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>		[View Feedback]		33 %	<input type="checkbox"/>
Assignment 2	30 Apr 2018, 23:59	07 May 2018	Submission accepted from 24 Apr 2018, 00:58		[View Feedback]		33 %	<input type="checkbox"/>


 Delete Selected Files

Figure 1: An example of the coursework overview with the resubmission link highlighted.

This will open the Turnitin assignment overview. As long as it is before the default assignment due date then the resubmit icon will be available, an example is given in Figure 2. Click the resubmit icon to open a dialogue box to select the new file.

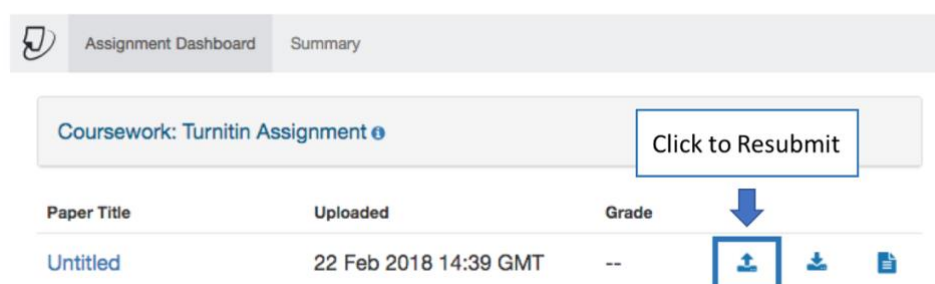


Figure 2: An example of the Turnitin assignment overview with a file already submitted. Before the default assignment due date the resubmit icon will be available, click this to resubmit new version of the submission.

If it is after the default due date, and you have an extension, it will not be possible to resubmit until the previous submission is deleted. This can only be done by a member of school staff so contact the module administrator for the module.

Deleting MMS Submissions

MMS submissions have many benefits:



- you will receive a cryptographically signed receipt as proof you have uploaded
- files can be submitted from any location with an internet connection
- you can submit as often as you like until the due date

In order to upload a new file, the file that is currently in the assignment slot will need to be deleted. An example of the student view is given in **Figure 3**. There are three assignments in this example, two have files submitted and the third is empty. A file can only be uploaded that if the assignment slot is empty.

Student Assignments

Please Note:

- This page was generated on Mar 8, 2017 at 10:09 AM.
- **Only staff** can change submitted work after the due date.
- All grades are provisional until exam board has met.

Assignment	Due Date	Feedback Date	File	Date Submitted	Feedback	Grade	Weight	Topic	Chart	Select
Assignment 1	01 Mar 2017, 23:59	08 Mar 2017		07, 09:51	[Add Comment]	20.0	40 %		Chart	<input type="checkbox"/>
Assignment 2	31 Mar 2017, 23:59	07 Apr 2017		08 Mar 2017, 09:52	[Add Comment]		50 %		Chart	<input type="checkbox"/>
Assignment 3	05 Apr 2017, 23:59	12 Apr 2017	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>						Chart	<input type="checkbox"/>

Running average: 20.0
Provisional overall average: 8.0

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Figure 3: Example coursework view with submitted files

If it is before the due date then you can delete a submitted file by navigating to the coursework overview page, an example is given in **Figure 4**, this is the same page that you upload the files. The last column is titled 'Select' and will be populated with a tick box for each assignment. Some of these tick boxes may be grayed out if there is no submitted file or it is after the due date.




To delete a submitted file check the tick box in the row corresponding to the file you want to delete, and then click either of the 'Deleted Selected Files' buttons. There will be two 'Delete Selected Files' buttons, one at the top of the table and one underneath the table, it does not matter which button you click.

Once the submission has been deleted the assignment slot will become empty and an option will appear to upload a new submission.

Student Assignments

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Assignment	Due Date	Feedback Date	File	Date Submitted	Feedback	Grade	Weight	Topic	Chart	Select
Assignment 1	01 Mar 2017, 23:59	08 Mar 2017		08 Mar 2017, 09:51	[Add Comment]	20.0	40 %		Chart	<input type="checkbox"/>
Assignment 2	31 Mar 2017, 23:59	07 Apr 2017		08 Mar 2017, 09:51					Chart	<input type="checkbox"/>
Assignment 3	05 Apr 2017, 23:59	12 Apr 2017			[Add Comment]		10 %		Chart	<input type="checkbox"/>

Running average: 20.0
Provisional overall average: 8.0

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1. Select file using check box

2. Delete by using 'Delete Selected Files' button

Figure 4: Example coursework overview. To delete a submitted file, select the file using the tick box in the 'Select' column and then click the 'Delete Selected Files' button.

Note: After the due date, you will not be able to delete a submission. If you have uploaded a file in error then it is recommended that you contact your module coordinator who may be able to replace a file uploaded in error depending on school policy.

Date	Version	Details	Author
8 th March 2017	1.0	Created guide	Vad1
6 th March 2018	2.0	Updated the guide to reflect the changes after the adoption of Turnitin	Vad1