

## **Electronic submission of assignments**

All assignments are to be submitted electronically.

To submit your assignment electronically follow these five easy steps:

### **1) Log On**

Go to the Moodle website

<http://elearn.waikato.ac.nz>

You will need to log on to the Moodle site using your university logon and password.

A list of all your law papers will be displayed.

### **2) Navigate**

Click on the appropriate paper

You will see the “Assignment Post Box”

Click on the Assignment title you will see a description of the assignment

### **3) Upload**

Click “Choose File”

Browse the available files and select your assignment.

Click “Choose”

Click “Upload this File” the file is uploaded to “Submission Draft”

Click edit under “Notes” and enter a word count in the notes field, and click “Save Changes” this will be added to your cover sheet.

### **4) Submit for Marking**

The assignment name will appear under “Submission Draft”

You should open the file and check it is the correct file and version you wish to submit for marking.

You can delete and change the file at this stage.

Students must click “Send for Marking” under heading “Final Submission for Assignment Marking”

Students may be required to add additional information for the automatically generated cover sheet, please follow the online instructions.

Students will be required to accept the following statement relating to plagiarism:

*I certify that this assignment is all my own work and does not include any copying or paraphrasing of another person's work. Where I have referred to another person's work I have referenced appropriately. I understand that this assignment may be submitted to a web-based plagiarism detection tool and give permission for the assignment to be used in that way. I certify that no part of this assignment has already been counted for assessment in this paper or any other paper. Once the assignment is sent for marking, you will no longer be able to delete or attach file(s). Do you want to continue?*

To submit electronically you must accept this statement and should be aware that in accepting this, you are allowing your assignment to be submitted to, and become part of, a web-based plagiarism database. You are not required to submit a printed copy of your assignment. If you do not accept this plagiarism statement by clicking the “Yes” button your assignment will not be submitted for marking.

### **5) Receipt**

Upon submission for marking, students will receive an email receipt which will contain a unique alphanumerical identifier. Save or print this email as it is proof of receipt of the assignment.