

**Blackboard Submissions for Undergraduates taking BMAN courses**  
**Guidance for Students**

Your academic course coordinator will publish submission details on Blackboard stating the time and date you must submit your coursework by. They will also set up an online submission link in Blackboard which may be open up to 7 days prior to the deadline and for 7 days after the deadline. The usual late penalties will be applied for late submissions and these can be found in your online undergraduate handbook.

You should submit your work in either Word or pdf format (as the word count needs to be verifiable and should also be clearly stated in the work). Once it has uploaded, don't worry if you cannot see images, graphs etc in the Preview Paper window, as so long as you have submitted the correct type of document, as stated above, they will be visible in the markers' version.

Blackboard will produce an electronic receipt with a unique number which you should note and retain for your records, as this is proof of your submission.

Instructions on how to submit your essay to Blackboard via Turnitin (the online plagiarism detection software) will be provided on Blackboard.

You will be prompted by Blackboard to enter a **submission title**. Please note that this is not your essay title but your **student ID** and **course code** with no spaces, as shown in the example below:

**Submission title:        7654321BMAN1111**

You **MUST** enter the submission title for your work in the above manner, **otherwise it may be treated as a non-submission**.

For group work, please enter your group number if you have been allocated one, OR the ID number of the student who is submitting the work, together with the BMAN code, eg:

**Submission title:        Group5BMAN1111**

**OR**

**Submission title:        7654321BMAN1111**

Your name will not be released to the marker until after marking is completed, to ensure that anonymous marking is in place (as per University policy), so it is imperative that your Student ID is at the start of the title and also on your work itself. Your name should not appear on your work.

Please note that you should only be submitting one document, unless otherwise instructed by your academic course coordinator, so your references will need to be included in your main document. Check that you are completely happy with your document and that you are submitting the correct version **BEFORE** you submit.