

# Cadmus Student user guidance

## What is Cadmus

Cadmus is a secure online assessment platform accessed through Blackboard. With Cadmus, you complete all your work in the Cadmus Student Environment; here you can:

- access your assessment instructions
- view additional resources your teacher has uploaded
- take notes and plan your work
- write your submission (with your work saved automatically to the cloud)
- access university guides about referencing and academic skills while you work
- submit drafts and finals
- access your grades and feedback once marking is completed

## Working in Cadmus

### Can tutors see my work as I'm writing?

No, your work is only visible to tutors after you have submitted.

### Am I allowed to work in Word then copy my submission into Cadmus?

Yes. We would prefer you to write your assignment directly into Cadmus as this helps your tutor to track your progress and that of the class as a whole. However, if you would rather work in Word you can do so and then copy and paste your work in Cadmus.

### Can I use equations in Cadmus?

Yes, you can add equations from the formatting toolbar. More information about this tool is available from the Cadmus help pages here: [support.cadmus.io/students/adding-equations](https://support.cadmus.io/students/adding-equations)

### Can I add images, tables and diagrams to my submission?

Yes. Cadmus have created some user guides for this here:

[Adding images, graphs, and diagrams](#)

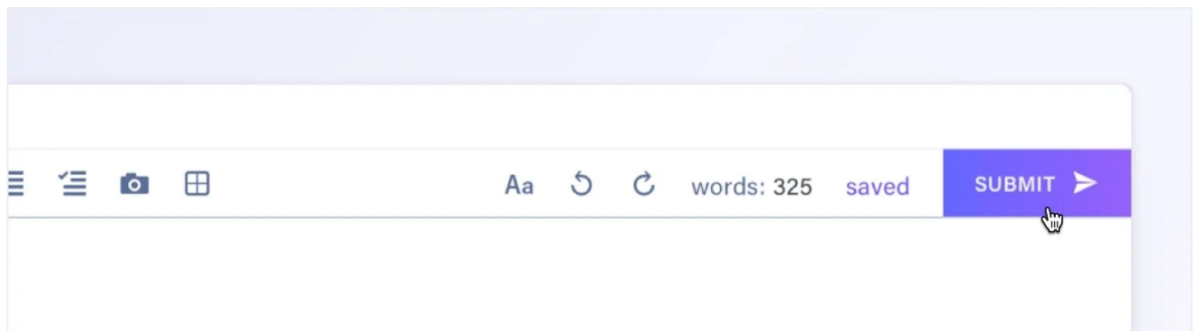
[Adding Tables](#)

[Adding code](#)

## Submitting

### How to submit

Once you've finished your assignment you can submit within Cadmus. You'll find the SUBMIT button in the top right hand corner (see screenshot). Pressing this takes you to a review page where you can make any additional changes and complete a submission declaration. Once you are happy you can click the 'submit as final' button.



### Will there be a receipt like I get in Turnitin?

Yes, once you have submitted you will be sent a submission receipt and PDF copy of your work to your student email.

### Can I edit my paper once I have submitted?

Yes, if the due date has not passed. There is an option to continue editing in the top right to the workspace. Here you can edit your work and then resubmit.

## Grades and Feedback

### How do I access my grades and feedback?

Once grades and feedback have been released you can access them from the Final submission page in the student environment.

## Troubleshooting and FAQ's

### What data about my assignment do academics have access to, and what do they do with it?

Cadmus captures learning analytics on the progress of individual students throughout the assignment to enable tutors to provide better targeted support. Tutors can see if each student has accessed Cadmus, viewed the assignment information, started writing the assignment, submitted a draft (if there is one) and submitted the final version of their assignment. After final submission the tutor is given access to an activity report that provides a detailed breakdown of the student's engagement, including editing behaviour, work sessions and pasted content. Just like similarity reports in Turnitin, this data can also be used to inform academic integrity investigations.

Anonymised data is collected on the class as a whole showing progress of the class over time, the percentage of students accessing each of the resources provided by the tutor and any of the Cadmus Support documents, plus a summary of the student experience scores.

### What if I lose my internet connection while using Cadmus?

Cadmus autosaves your work every couple of seconds while you're connected to the Internet. You can see the 'saved' message to the left of the Submit button.

If you lose your Internet connection you can continue working in Cadmus. While you're offline Cadmus will try reconnecting in the background and the save status next to the Submit button will show as 'saving'. All your changes will be saved locally in your browser window, so it's important that you do not close the browser window containing Cadmus or quit your browser. Once you're back online, all the changes you made while offline will be backed up to the cloud, and the 'saving' will change back to 'saved'.

### Which browser is best to use Cadmus in?

Google Chrome offers the best experience, although Cadmus can still be used with all major web browsers.

### Is there a minimum word limit in Cadmus?

Cadmus requires a minimum of 20 words to submit. You'll see your word count in the top right hand corner next to the submit button.