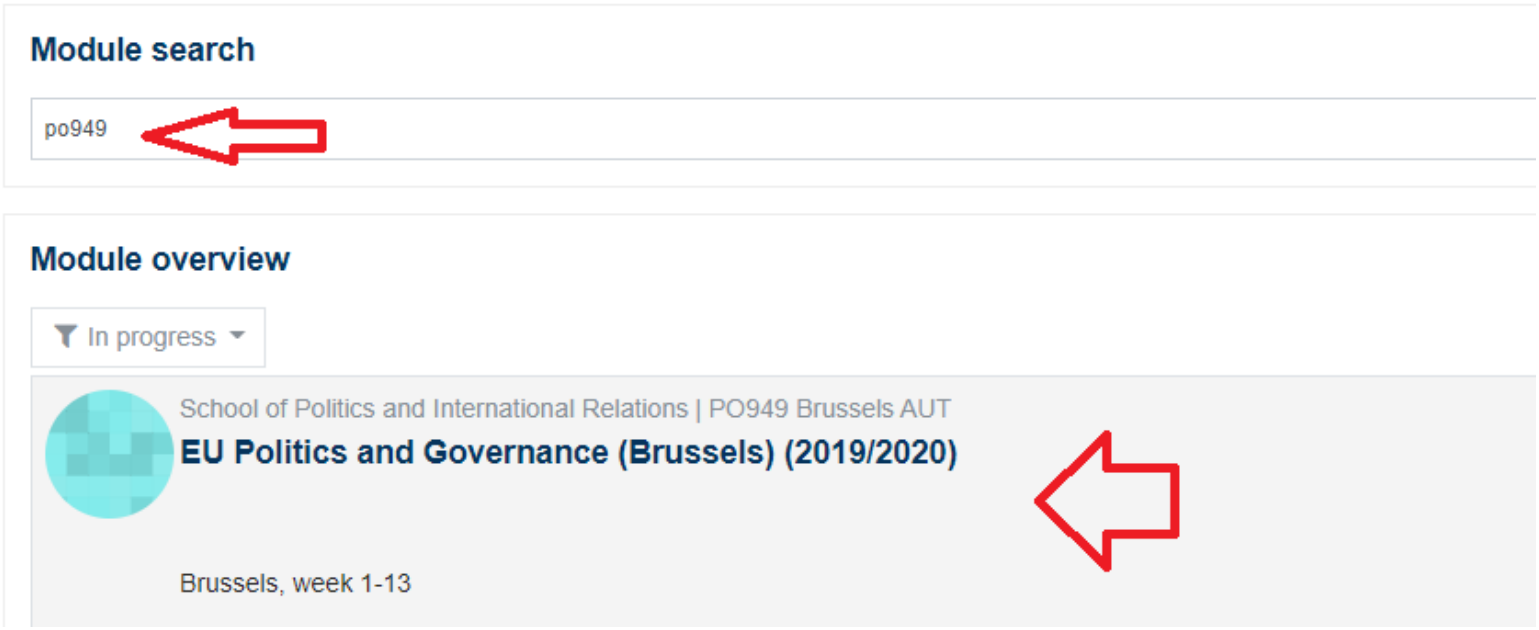
Submitting coursework and dissertations on Moodle

1) Log on to Moodle and click or search and select the module.

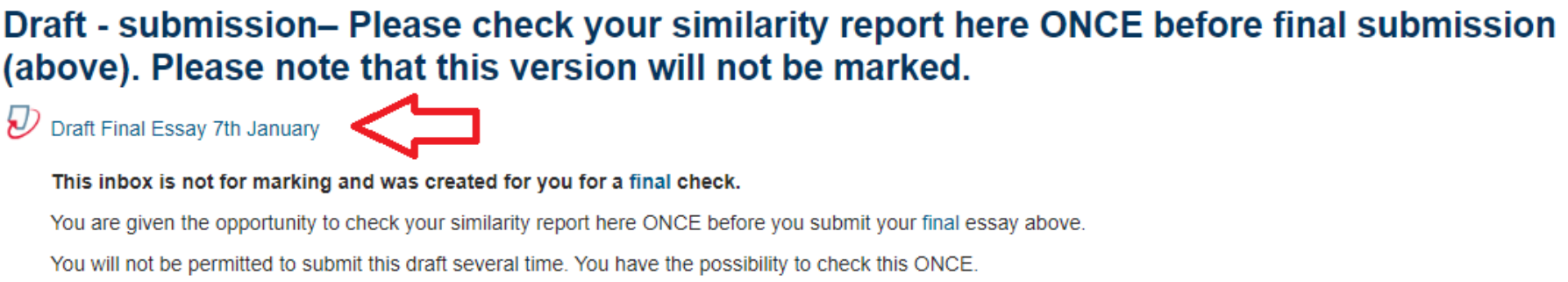


2) Click on the correct submission inbox:

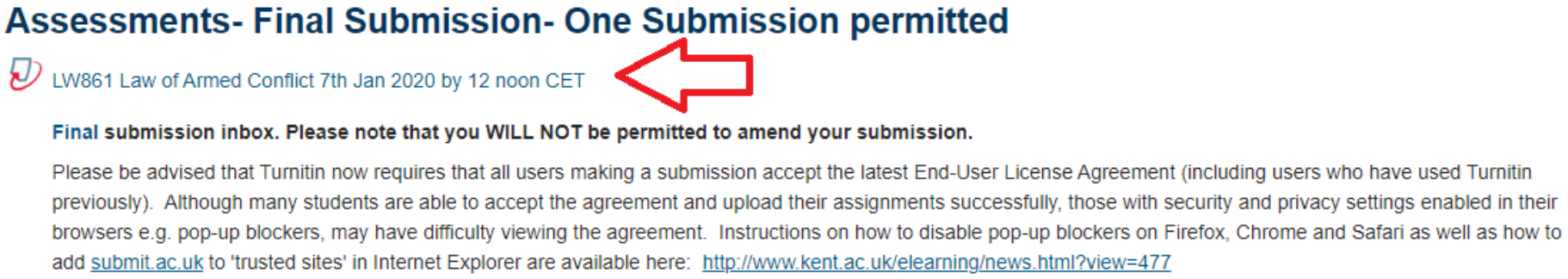
Please note that there are **TWO** submission boxes.

One is a draft submission box, where you can submit an initial version of an essay and access the originality report once. You are not required to submit to the draft submission box. Uploading your essay to this inbox is not considered a submission.

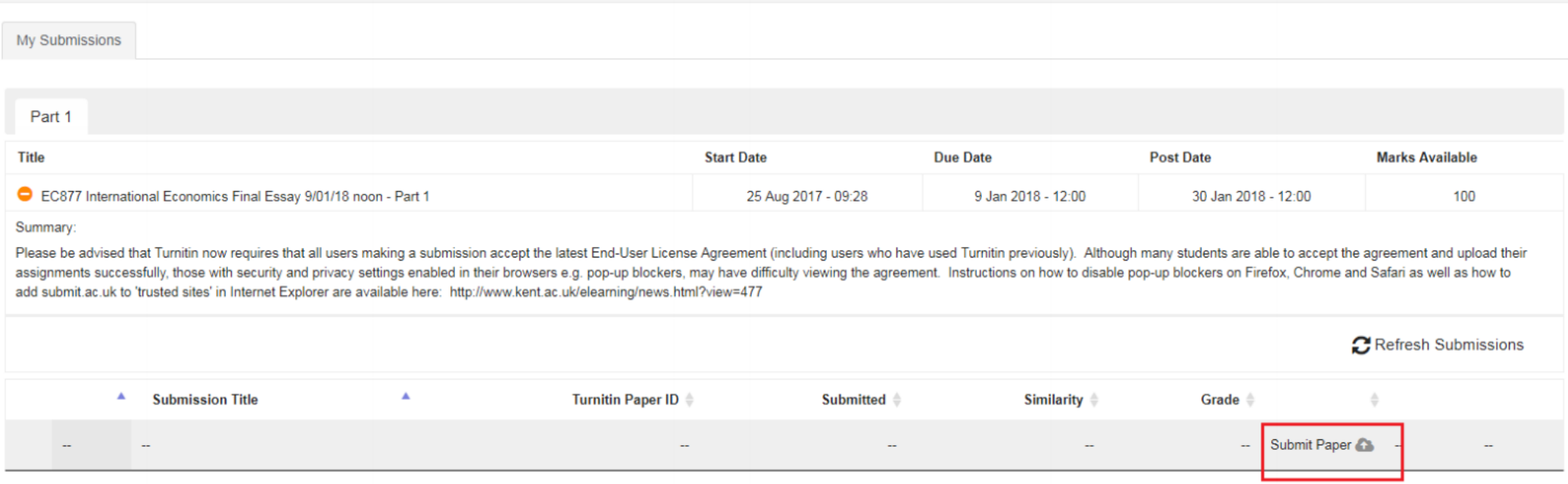
Please find out more information about understanding your originality report here:
https://www.kent.ac.uk/elearning/files/turnitin/turnitin-originality-student.pdf



The second submission box is for the FINAL version of the essay. You MUST submit your essay here. This is the final submission box, and you must submit your essay to this final submission box by the deadline. Otherwise, you will be considered to have a non-submission.

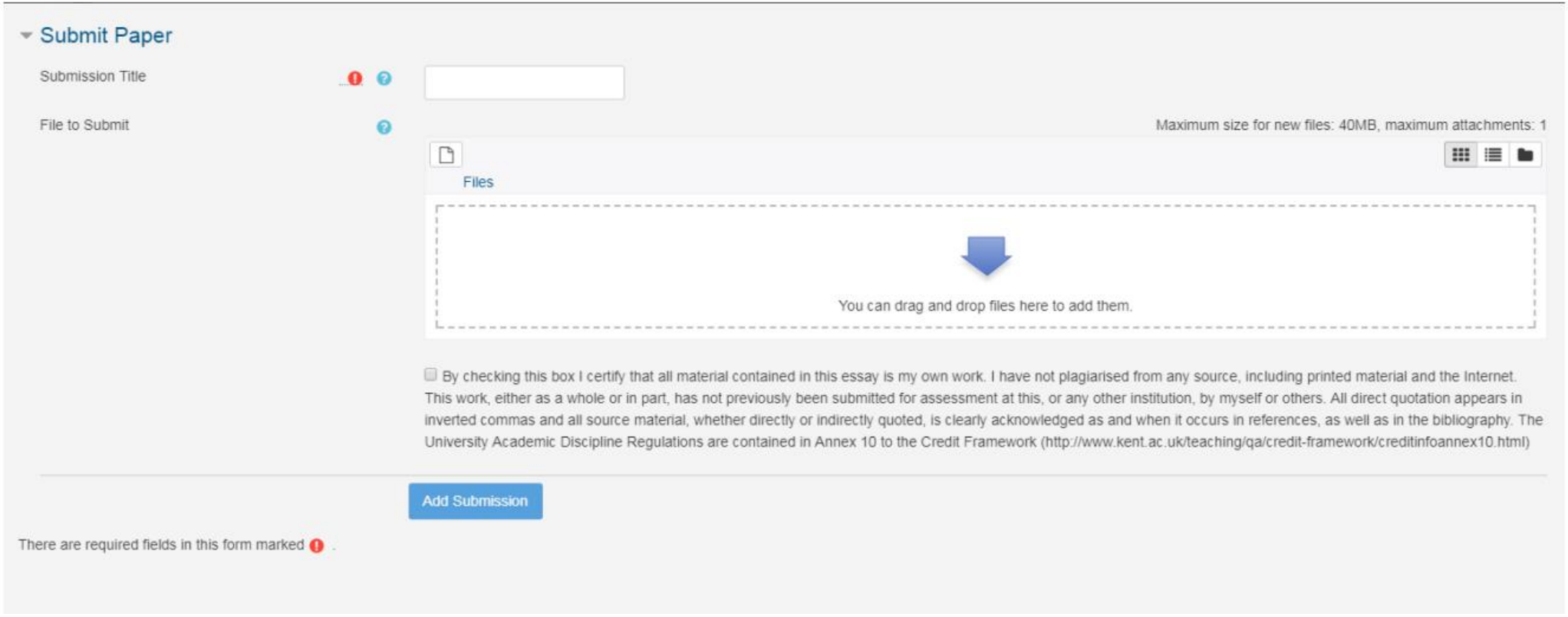


3) Click on Submit paper

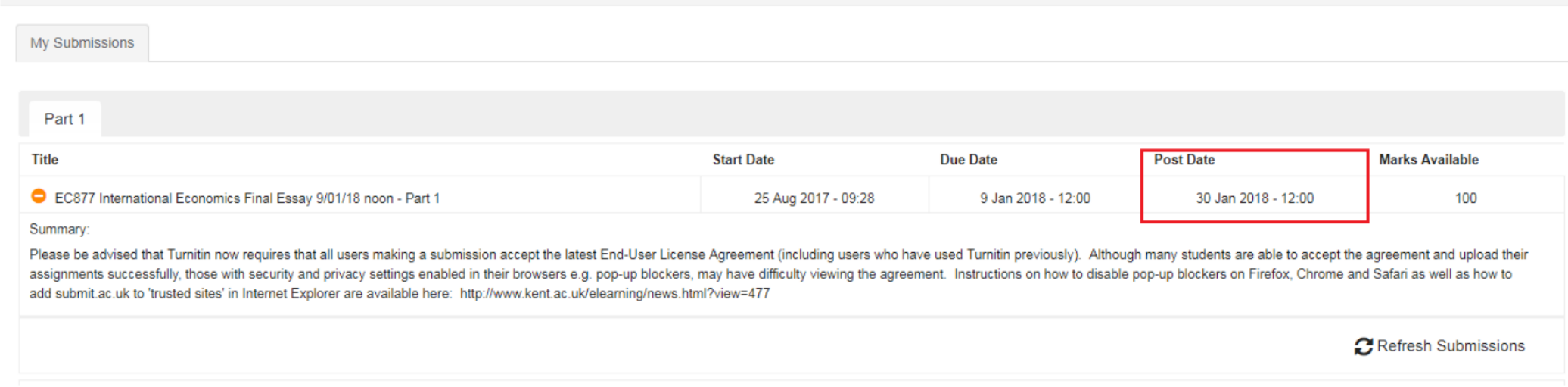


4) Add a title and upload your document (Word or pdf), read and check the box and click add submission.

Note that by uploading your work you agree with the statements on Plagiarism and Word Length. More on what constitutes plagiarism can be found here: https://www.kent.ac.uk/brussels/handbook/ai.pdf



5) Back on the submission inbox, you will see the Due date and time as well as the Post date and time. The Post date is the date the marks and comments will be available on Moodle.



Important notice:

In the event of a problem a copy of the coursework may need to be emailed to bsispgadmin@kent.ac.uk together with an explanation. You should note that the deadline shown in Moodle may appear to be different depending on any time zone difference. The deadline remains 12 noon Brussels time.

More information about submitting work to Turnitin here: https://www.kent.ac.uk/elearning/files/turnitin/turnitin-submit.pdf