

# HOW TO SUBMIT COURSEWORK IN THE DEPARTMENT OF THEATRE, FILM AND TELEVISION STUDIES

## STEP ONE: WRITE YOUR ESSAY

Check spelling, grammar, bibliography, references, etc. The Departmental Style Guide is available from the Departmental Website and Departmental Office.



## STEP TWO: SUBMIT YOUR ESSAY



### GO TO BLACKBOARD

(<http://blackboard.aber.ac.uk>)



### ACCESS THE MODULE

Please ensure you are submitting to the **CORRECT** module!



### ACCESS THE ASSIGNMENTS AND CLICK 'VIEW/COMPLETE'

Ensure you select the **CORRECT** assignment from the list available.



### PRESS THE 'SUBMIT' BUTTON AND FILL IN REQUIRED FIELDS

Ensure you select the **CORRECT** assignment from the list available.



### CHECK THE GUIDELINES FOR THE UPLOAD AND SELECT YOUR FILE TO ATTACH AND PRESS THE 'UPLOAD' BUTTON



**DOUBLE CHECK THE TEXT YOU HAVE SUBMITTED THEN CLICK 'CONFIRM' (OR  
'CANCEL' IF YOU NEED TO UPLOAD A DIFFERENT FILE)**



**YOU WILL THEN GET A DIGITAL RECEIPT WHICH YOU CAN DOWNLOAD AND  
PRINT**

Check the deadline list on the Departmental Website.  
Deadlines are final – allow sufficient time to submit your work correctly. Computer and printer related complications are not valid excuses.

**YOU WILL RECEIVE A MARK OF ZERO IF YOU SUBMIT AFTER 12PM ON THE  
DAY OF THE DEADLINE.**