

# **Rose Bruford College**

of Theatre  
& Performance

## **Student Guide**

**How to submit an  
assignment via the VLE...**

Updated November 2020

# VLE

To access your information pages and Module page you need to first log into the VLE.

Enter the link into your web browser; <http://vle.bruford.ac.uk/>

In order to login, follow the link provided and then click on 'login' in the top right hand corner of the screen. You will then be prompted to enter your username and password.

**Your username is:**

**Your password is:**

**You are now in the VLE!**

## **Preparing to submit your assignment**

At least a week in advance of your submission deadline, please make sure that your password and username work and that you can access the upload link. If you have any problems please contact your programme administrator.

## **Labelling Assignments**

Please save your assignment on your own computer WITH your Assignment Submission sheet as ONE document so you can upload it as a single file.

Please ensure you have labelled your assignment correctly before uploading and that you submit your assignment as a single WORD document. All work submitted to the VLe should be in Word unless you have specifically been told to use another format

Please label your assignment like this in your own files ready for uploading:

SURNAME FIRSTNAME MODULE NUMBER ASS NUMBER YEAR

E.g. bankst ts401 1 14

Please do not submit more than one file; we will only accept one file for your submission, unless you have been specifically advised otherwise. Remember - you will not be able to retrieve your work once it has been submitted.

## Submitting Assignments

1. Click on the appropriate assignment submission link on your coursework submission page. It will look something like this



[Risk Assessment Assignment - Submission Link Due 16.11.20 at 4pm](#)

2. Click on Add Submission

### Risk Assessment Assignment - Submission Link Due 16.11.20 at 4pm

#### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 16 November 2020, 4:00 PM
Time remaining	11 days 22 hours
Last modified	-
Submission comments	<a href="#">▶ Comments (0)</a>



[Add submission](#)

You have not made a submission yet

3. Here you can either drag and drop your submission into the box with the blue arrow or click the icon under the red arrow and then follow the instructions to browse and pick your file

Risk Assessment Assignment - Submission Link Due 16.11.20 at 4pm

File submissions

Maximum size for new files: 50MB, maximum attachments: 20

Files

You can drag and drop files here to add them.

Save changes Cancel

4. Once you are happy that you have uploaded the correct file click on

Save changes

5. You should see a page like this.

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Friday, 11 November 2022, 12:00 AM
Time remaining	2 years 6 days
Last modified	Wednesday, 4 November 2020, 5:20 PM
File submissions	<a href="#">Smith P DMT411 RA 20.docx</a> 4 November 2020, 5:20 PM <a href="#">Export to portfolio</a>
Submission comments	<a href="#">Comments (0)</a>

Edit submission

You can still make changes to your submission

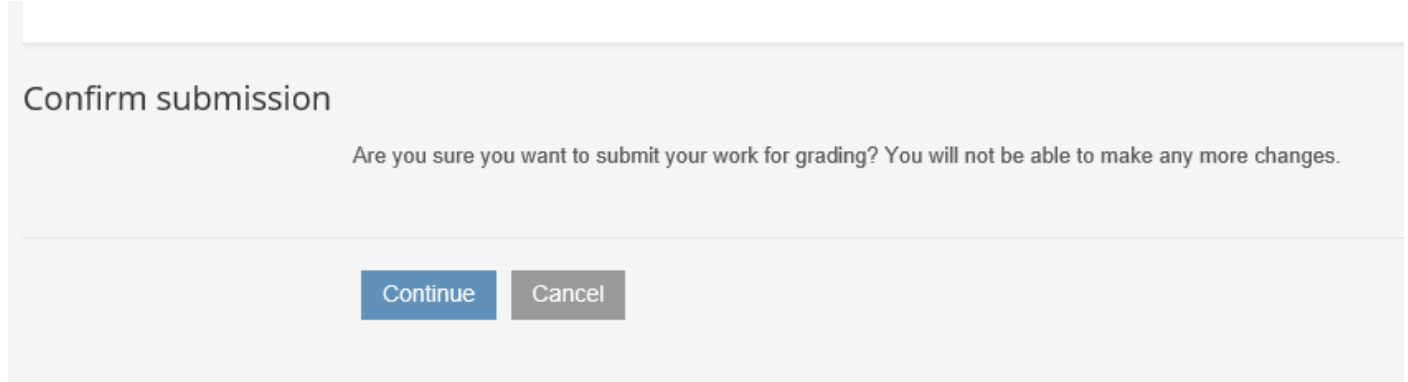
Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

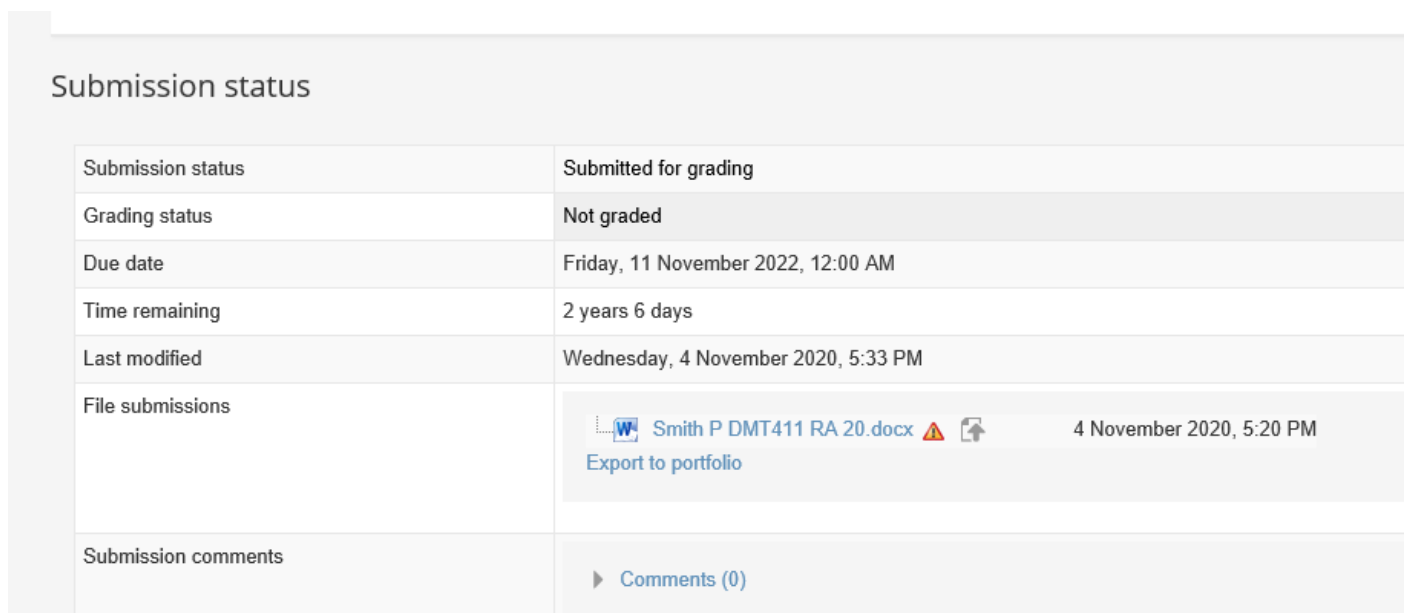
At this stage you should check that the correct file has been uploaded. If you wish to make changes, click on EDIT SUBMISSION.

If you are happy that you want to commit the file for marking, click on SUBMIT ASSIGNMENT.

6. You will then see this page. Click on Continue



7. The page will then show the Submission status – it should read “submitted for grading



An email will be sent to you confirming the submission. This is your proof that you submitted the assignment and when it was submitted.

**Please note, If you do not click on SUBMIT ASSIGNMENT, you have not officially submitted the work, the file will remain on the VLE as a draft and your marker will not be notified that you have submitted.**