Submitting Your Coursework in Inspera- Student User Guide

This guide provides instructions on how to submit your coursework in Inspera, the platform that is also used at Oxford for open-book exams.

More information about examinations and assessments is available on the **Exams and Assessment page of the University website.**

If you have any questions that are not covered by this guide, please contact your department administrator.

Version 4.0

January 2022

PREPARING TO SUBMIT COURSEWORK

- **At home/elsewhere**
    - ✓ Check your Internet access
      You will need access to the internet to upload your coursework to Inspera

    - ✓ Make sure you can access the Inspera Platform
      Once your department administrator advises that your submissions are open, we strongly recommend that you login with your username and password. This is to ensure that you can access Inspera.

    - ✓ Check that your browser is supported
      You can access Inspera using the following browsers:

- Microsoft Edge
- Google Chrome
- Mozilla Firefox
- Apple Safari

The most recent versions of these **browsers are always supported** by Inspera.

! **If your browser is not supported contact your department course team.**

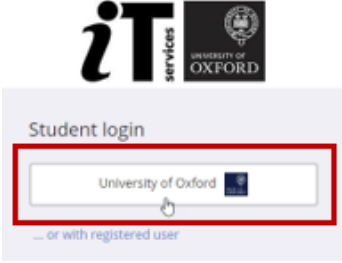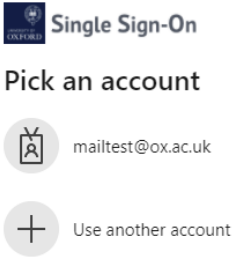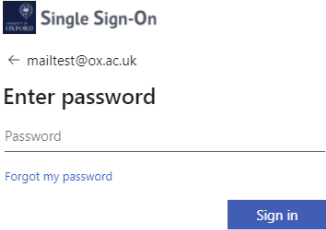# SECURE LOGIN: MULTI-FACTOR AUTHENTICATION

You will log into Inspera with your Oxford Single Sign-on (SSO). Across the University, Oxford Single Sign-on users have to complete Multi-factor Authentication (MFA). This means you will be asked to verify your account using a second factor, such as a code from an app on your phone, text message, or phone call.

More information can be found on the **MFA page on the IT Help website.** There are also guides to setting up verification methods on the **MFA: Help and Guidance** page.
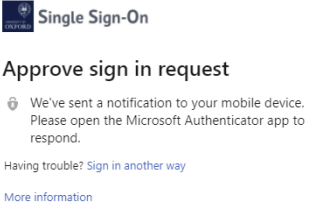
If you encounter any issues with MFA and the **advised fixes** don't resolve the issue, please contact the local IT support in your department in the first instance. If they cannot resolve the issue, then you should contact the IT service desk at 01865(6)12345.

LOGGING INTO INSPERA

Please follow the step-by-step instructions below to login to Inspera.

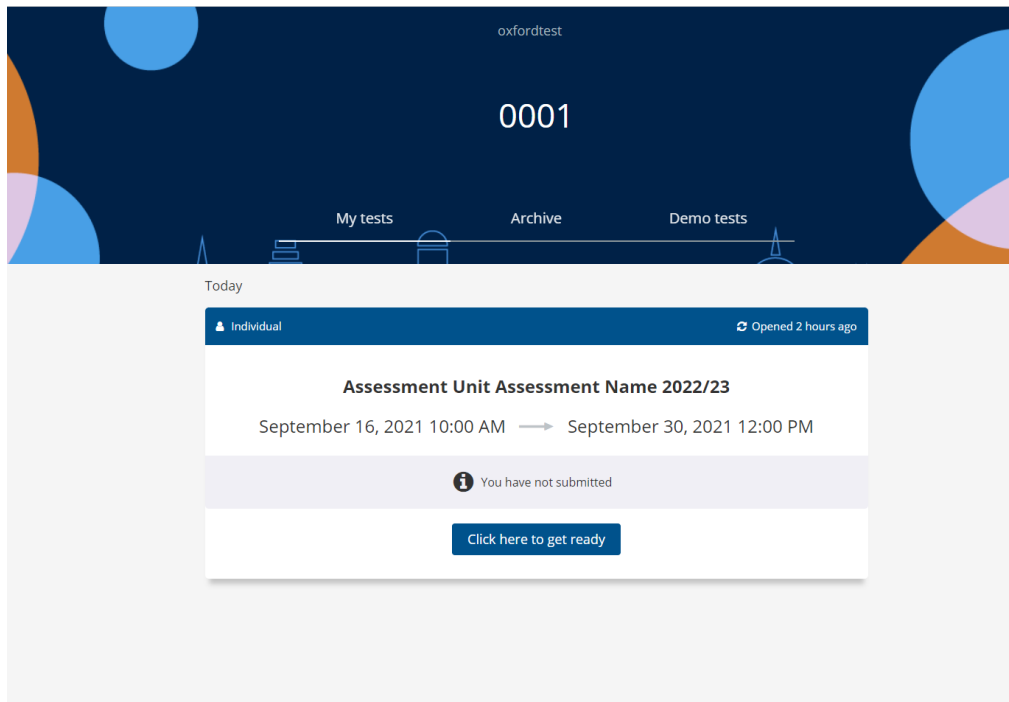|	
Use the following URL to login to Inspera	**https://oxford.inspera.com/**
At the login screen click **University of Oxford**	Student login University of Oxford ... or with registered user
You will be diverted to the Single Sign-On (SSO) page. Click on your account.	Single Sign-On Pick an account mailtest@ox.ac.uk Use another account
The Oxford Single Sign-On password page appears. Enter your Single Sign-On password and click **Sign in.**	Single Sign-On ← mailtest@ox.ac.uk **Enter password** Password Forgot my password Sign in

Multi-Factor Authentication (MFA) means that you will be prompted to authenticate using your chosen authentication method such as landline, SMS, authenticator app or another mobile.

An example of approving a sign in request via the MS Authenticator app is shown. The message will be different depending on which method has been used as an authentication method.	Single Sign-On Approve sign in request We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond. Having trouble? Sign in another way More information

Once you have signed in you will then be diverted to the Inspera Dashboard page.

Your Dashboard

Once you have logged in using your Single Sign-On (SSO) you will see the Inspera dashboard.

From the dashboard you can see:

My tests
All the tests which you are enrolled on – note that both exams and coursework submissions are referred to as 'tests' within Inspera.

Archive
Any tests which have been completed.
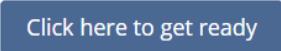
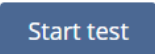## Entering the Portal for your Coursework

Click **My tests** from the dashboard	

The Coursework submission name, date and times during which the submission is available to be uploaded are shown.

N.B. Dates, times, and duration shown in the image below are for illustration purposes only.

Select **Click here to get ready** to proceed	Click here to get ready
To enter the submission screen, click **Start test**	Start test

Assessment Unit Assessment Name 2022/23

September 16, 2021 10:00 AM ⟶ September 30, 2021 12:00 PM

Declaration of Authorship
By submitting this assignment you, the candidate, are confirming your agreement to the following:

1. I have read and understood the University's disciplinary regulations concerning conduct in examinations and, in particular, the regulations on plagiarism (The University Student Handbook Section 8.8; available at https://www.ox.ac.uk/students/academic/student-handbook).
2. I have read and understood the Education Committee's information and guidance on academic good practice and plagiarism at https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1.
3. The [thesis/dissertation/extended essay/assignment/project/other submitted work] I am submitting is entirely my own work except where otherwise indicated.
4. It has not been submitted, either partially or in full, either for this Honour School or qualification or for another Honour School or qualification of this University (except where the Special Regulations for the subject permit this), or for a qualification at any other institution.
5. I have clearly indicated the presence of all material I have quoted from other sources, including any diagrams, charts, tables or graphs.
6. I have clearly indicated the presence of all paraphrased material with appropriate references.
7. I have acknowledged appropriately any assistance I have received in addition to that provided by my [tutor/supervisor/adviser].
8. I have not copied from the work of any other candidate.
9. I have not used the services of any agency providing specimen, model or ghostwritten work in the preparation of this thesis/dissertation/extended essay/assignment/project/other submitted work. (See also section 2.4 of Statute XI on University Discipline under which members of the University are prohibited from providing material of this nature for candidates in examinations at this University or elsewhere: http://www.admin.ox.ac.uk/statutes/352-051a.shtml).
10. I agree to retain an electronic copy of this work until the publication of my final examination result, except where submission in hand-written format is permitted.
11. I agree to make any such electronic copy available to the examiners should it be necessary to confirm my word count or to check for plagiarism.

✔ Your browser has been approved

Start test

Please note: The 'Declaration of Authorship' will show on the test introduction page. By clicking 'Start test' you are agreeing to the Declaration.

Uploading your Submission

Your submission will require one or more documents to be uploaded.

For each question which requires a separate upload the page will look similar to the one on the right.

Refer to your course handbook for specifics as to what formats are allowed, if not already specified in the question. Please take note of the naming convention which is
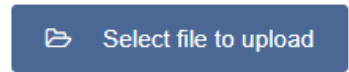
Assessment Unit_question number

Please ensure you do not put any identifying information such as your name or student number into the filename.

0001
6 days, 23 hours, 49 minutes remaining

1   Discuss the origins of the University of Oxford

Upload your file here. Maximum one file.
The following file types are allowed: **.pdf,.zip**   Maximum file size is **1 GB**

Select file to upload

Maximum marks: 100

1

Central Submissions Website

Once your file is ready, click **Select file to upload.** Select and upload the file from your computer	
You will see a confirmation that your file was successfully uploaded and saved to your submission. The uploaded file can now be reviewed by clicking download, which will open the uploaded document on the same page. The back button on the browser must be used to return to the previous page.	

Submitting your completed coursework response

Click the "tick" icon to review before you submit your coursework	✔

Below provides an overview of:

- **All questions**
  Number of questions answered
- **Not attempted**
  Number of questions not attempted

Note: You MUST click the 'Submit now' button on the final screen for your work to be received successfully. Failure to do so may result in your work being marked as 'late' or 'missing'.

You should only click the 'Submit now' button once you are ready and confident that your work is complete and suitable for submission. You will not be able to edit your work in Inspera after you press 'submit now'.

Confirmation of Submission

Once the coursework has been submitted the confirmation of submission will be displayed as below.
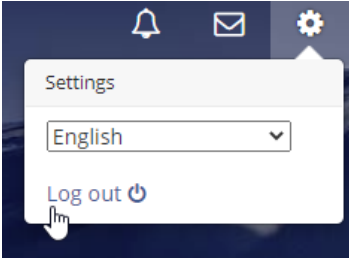
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2. I have read and understood the Education Committee's information and guidance on academic good practice and plagiarism at https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1.
3. The [thesis/dissertation/extended essay/assignment/project/other submitted work] I am submitting is entirely my own work except where otherwise indicated.
4. It has not been submitted, either partially or in full, either for this Honour School or qualification or for another Honour School or qualification of this University (except where the Special Regulations for the subject permit this), or for a qualification at any other institution.
5. I have clearly indicated the presence of all material I have quoted from other sources, including any diagrams, charts, tables or graphs.
6. I have clearly indicated the presence of all paraphrased material with appropriate references.
7. I have acknowledged appropriately any assistance I have received in addition to that provided by my [tutor/supervisor/adviser].
8. I have not copied from the work of any other candidate.
9. I have not used the services of any agency providing specimen, model or ghostwritten work in the preparation of this thesis/dissertation/extended essay/assignment/project/other submitted work. (See also section 2.4 of Statute XI on University Discipline under which members of the University are prohibited from providing material of this nature for candidates in examinations at this University or elsewhere: http://www.admin.ox.ac.uk/statutes/352-051a.shtml).
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11. I agree to make any such electronic copy available to the examiners should it be necessary to confirm my word count or to check for plagiarism.

Click the back-arrow to return to your Inspera dashboard.	<
From the dashboard, you can view the submission you have made. Click **Archive**	My tests Archive Demo tests
To Logout, click **Settings** and select **Logout**.	Settings English Log out ⏻

Late Submission of Coursework

Please speak to your departmental administrator or tutor if you think you will be unable to submit your work on time. You can also find details about University policy on late submissions on the **Submitting your Assessments** page of the University website.

https://www.ox.ac.uk/students/academic/exams/submission

If you are granted permission to submit your work late, you will see a new extended deadline and will be able to submit without penalties. You can still submit beyond your extension date, but a late penalty may apply.

The 'My Tests' window will close once your work has been submitted.

Please contact your course administrator if you have any questions.