The Bachelor of Information and Communications Technology (Logistics)
University of South Australia & Genovate Solutions Pte Ltd, Singapore

PROGRAM

WEBSITE GUIDE

Prepared by CIS Offshore Program Support Team
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PROGRAM HOME PAGE

URL

Your Program Website contains

- Program Home - Welcome (as above)
- Announcements - General announcements to all students
- Needing Help - Help information
- Frequently Asked Questions
- Course Forms - Common forms you can download
- Staff Profiles - details regarding Genovate and UniSA staff
- LookUP - direct link for
  - email accounts
  - personal details
  - program enrolments
  - course enrolments
  - results
  - awards gained
Choosing your Course

You may now click on your course name. eg. JSL November 03.
**LOGGING INTO THE SITE**

To Log On

**(Note: Your logon detail for this website is different from your logon to any other UniSA websites such as Lookup, web email etc. – Please refer to information in your “Lookup” guide.)**

1. In the Username box, type your student Mail-ID.
   
   **bondj007** (for example only)

2. Press the TAB key on the keyboard

3. Type in your password (by default it is your UniSA student ID)

4. Click the **OK** button on the screen to log on.
COURSE HOME PAGE

Your course home page will look like this.

**Notices** will be regularly posted on this page by the course lecturer. It is important to check this page regularly.

Simply click on each **button** in the left hand navigation bar to take you to each topic.

Your **Course Website** contains links to the following: -

- Program Home – *OBNL (Logistics) Program Home*
- Course Home – *The Course home page*
- Learning Resources – *All teaching material relating to your course in a collapsible menu*
- Assignment Submission – *Submit your assignment electronically*
- Discussion Room - *Course discussion room*
- Staff Profiles – *Details of your Lecturer*
Learning Resources

Your Learning Resources page will look like this and contain all the Academic teaching material needed for your course.
DISCUSSION ROOM

By clicking on Discussion Room this will appear.

You can post and read all messages in this room.

We encourage students to use the Discussion Room to discuss information with one another as well as with your Lecturer with any questions relating to your course and weekly Modules.

Lecturers will respond to any questions within 24 hours (apart from weekend and public holidays).
ASSIGNMENT SUBMISSION

Electronic Assignment Submission program.

We provide a way for you to send your Assignments electronically with this program.

For more information on using the program please refer to the quick reference attached, which is also available on the web site.
HAVING TECHNICAL PROBLEMS

If you are having technical problems –

- Logging onto LOOKUP or
- The OBNL Logistics program website
- Sending Assignments
- Forgot your password

Contact – offshorehelp@cs.unisa.edu.au

You must indicate the following details with your email

- Full Name
- UniSA Email ID
- UniSA Student ID
- Course Name
- Error Message (screen shots if possible)

**Very Important** – Please keep your password well. In case you forget your password and need to have it reset please also include your date of birth in your requesting email for verifying your identification.

If you are having problems with the electronic assignment submission system and must submit your assignment immediately, please submit assignments to the course help email address – please note this is the last resort and you have to specify the problem you had with the assignment submission system when submitting assignment to the course help email.

The configuration of course help email addresses is always the same viz “course acronym.campus loccation@cs.unisa.edu.au” (e.g. for course E-Commerce Technology, the course help email is ECT.SG@cs.unisa.edu.au).

Course acronyms are listed alongside with the course full names in the student information booklet.

Questions relating to the academic content of the courses, assignment topics, reference books or any similar questions regarding the academic side of the program can be made through any of the channels suggested in the student information booklet.
Quick Reference of the Electronic Assignment Submission System for the Genovate OBNL Web Site

(Internet Explorer is required for the system to function properly. Version 5.0 or above recommended.)

1. Go to the CIS Offshore Program web site for Genovate OBNL:

2. Choose the course that you want to submit assignments for by clicking the drop-down menu on the front page.

3. You may be required to login with your username and password if you have not done so.

4. Click on the Assignment Submission module on the left hand side navigation bar of the course homepage.

   **Note:** Because this program is session enabled, you are encouraged to use buttons available in the pages instead of navigation buttons provided by browsers such as “Back” or “Forward”. If you get a warning message after pressing those navigation buttons, you can simply click the “Refresh” button to return to the last screen you were at without impact on the execution.

5. Once you are in the module, use the “Select Assignment” drop-down menu to choose the assignment that you are submitting for example: Ass1 for Assignment 1; Ass2 for Assignment 2. After you have chosen the assignment from the menu, the due date and other information for that assignment will appear on screen. The due date will be in red if it has been expired.

6. Click on the **Select** button once you have chosen the right assignment you would like to submit to go into the assignment submission screen.

7. The assignment submission screen lists all your valid submitted files for the assignment (assignment files which are to be marked). There are 4 buttons underneath the list, which allows you to do the following things:

   **Submit**: To go into a screen, which allows you submit more files for that assignment.

   **Delete**: To delete any files off the submitted files list by ticking the check boxes of the files you would like to delete and then click on the ‘delete’ button.

   **Record**: To check all your submission history on the assignment. All the files you have submitted, regardless whether you have deleted them in the subsequent submission will show up on the list. Each submission has a unique submission ID. **Please note only files on the valid submitted files list would be marked.**

   **Cancel**: To allow you to exit the current screen and go back to the previous screen. This button is available on many of the screens on this assignment submission module and its function is the same everywhere.

8. Depending on which button you click in the above step, you can take different actions as explained in 9, 10 and 11 respectively.
9. To submit files to be as valid submitted files you will do the following:

a. If you have chosen submit, you go into the submit screen where you can choose files from your local disk and submit them. Click the Browse... button to choose a file from you local file system and then click the Add button to add it to the "Selected files" list box. You can also click an existing file in the list box and then click the Remove button to remove it from the list. Currently you are allowed to select 10 files at most for one submission. In case you need to submit more files, you can simply repeat this submission procedure.

There are also two options available: Update and Renew. Update means the files you are submitting will be added to your valid submitted files and replace those of the same names. Renew means ALL existing valid submitted would be removed before current submitted files are added.

If you want to proceed, click Submit or click Cancel to exit to previous screen.

b. You will then be presented with a report of the submission you have just made. A unique “Submission ID” is assigned to this submission, which you can use for check the status and as a receipt number. Also there is a table listed the status all your valid submitted files including newly submitted ones and existing ones. There are two buttons available. You can click Continue to return to the previous screen to submit more files or click Finish to exit the submission program.

10. To delete files from valid submitted files, first choose those files you want to delete by clicking the checkboxes associated with them and then click the Delete button. Please note although the files you deleted disappear from the valid submitted files list, they are still kept by the system so that you can recover them later on before the assignment is due.

11. To check submission records and optionally recover previously submitted files into valid submitted files, you will see a drop-down list that has the “Submission ID” of all submissions you have made for this assignment. You can check the detail of them by selecting their ID in the list. Also a table lists ALL the files you have submitted, organized by their correspondent “Submission ID”. If you want to recover some files (to make them present in valid submitted files), just check them and click the Recover button. Note: You can submit the same file or files with the same name for many times and they will be treated as different and stored separately.

12. If an assignment has expired, you CAN still make changes to the valid submitted files (including submitting new files, deleting existing files or recovering files previously submitted). However it will be up to the lecturer/marker to decide if your submission is acceptable and how penalty for lateness applies.

NOTE: You can use the course help email as the last resort to submit your assignments when you are having problems in using the above web based assignment submission program. Information on course help email is posted on the individual course homepages.