

## Guidelines on submitting your Xerte object

You need to submit your Xerte object via TWO methods. The first is via the Xerte system itself and only one of your group needs to do it. The second is via the *Turnitin* system and every member of the group must do this.

### 1. Submission via Xerte (one member of your group, if a collaborative assignment)

- SHARE VIA XERTE WITH YOUR TUTOR. Once you have completed your Xerte object you should (or, in the case of a group project, ONE member of your team should) share your Xerte object with your tutor via the 'give this object' tab under 'properties' in the Xerte editor.
- EMAIL YOUR TUTOR WITH NAME OF YOUR XERTE OBJECT AND YOUR TEAM. You should make sure that you note down the title of your Xerte object and then email your tutor to tell them that you have submitted the object – make sure that you give them the names of all of the members of your group AND the title of the object. This will be considered as final notice of your submission. The tutor will make a copy of the file in their Xerte editor and you will no longer be able to edit it.

### 2. Submission via *Turnitin* (every member of the group, if a collaborative assignment)

Although your Xerte object will be available and visible to your tutors via <http://xerte.lncd.lincoln.ac.uk/>, you should also submit a Word document containing a draft of your Xerte project via *Turnitin*. This will allow the system to check that your submission was on time, that there were no major changes applied to the Xerte object after your final submission, and that there were no instances of plagiarism within the work. This will guarantee fairness in both the submission process and its successive evaluation.

In case of group project, please make sure that EACH MEMBER OF THE GROUP submits their own individual copy via *Turnitin* (you can just make one version of this document and share it between yourselves rather than making several different versions but you MUST ALL submit to *Turnitin*).

## WHAT SHOULD I SUBMIT EXACTLY?

You should submit a MS Word document to *Turnitin* containing the following:

- 1) The **TEXT** of your slides – this will be checked by *Turnitin* so you need to include the exact words from your Xerte object, including titles and references. (ESSENTIAL)
- 2) Any **IMAGES** and/or **LINKS** (including links to videos) you have included in your Xerte object. (ESSENTIAL)
- 3) You may also choose to include **SCREENSHOTS** of the different pages so that the tutor can see how you have laid out your Xerte object and/ or any images you have included. This might be particularly useful for things like multiple choice questions. You need to make sure that these are **readable**. (OPTIONAL)
- 4) **SUMMARY of CONTENTS**: you can also summarize the contents of each slide of your Xerte object. For example: Slide 1: title, contributors, etc; Slide 2: list of contents and introduction about...Slide 3: discussion of the sources used, such as... and so forth. Please specify where and where you used interactive activities, audio/video resources, etc. (OPTIONAL)

Please, remember also to fill in and upload a submission coversheet which includes your name, student number, module code, etc...as you would normally do for any of your essays!