



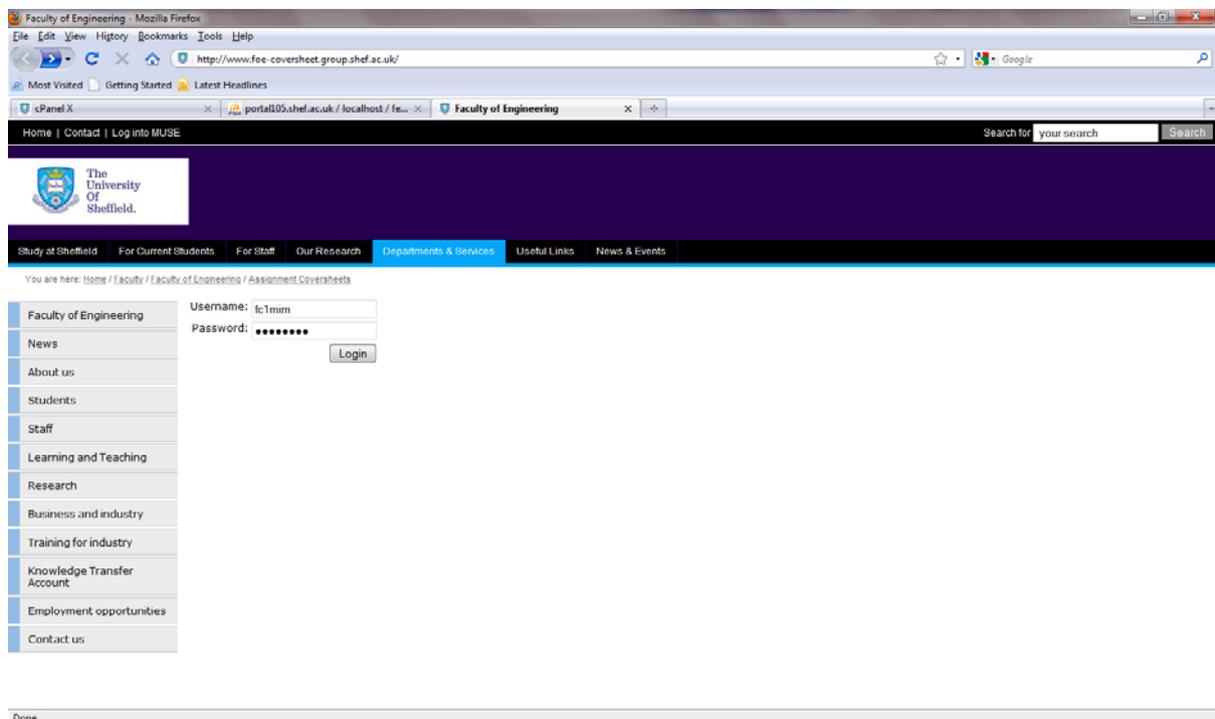
Faculty of Engineering Assignment Database

Student
Access

Student Access

Students can use the Faculty of Engineering web-based assignment database to access information on upcoming submission dates. Assignments must have a coversheet with the relevant barcode, generated by the system. Students can access the system using the URL <http://www.foe-coversheet.group.shef.ac.uk>.

Students must log into the system using the log-in screen.



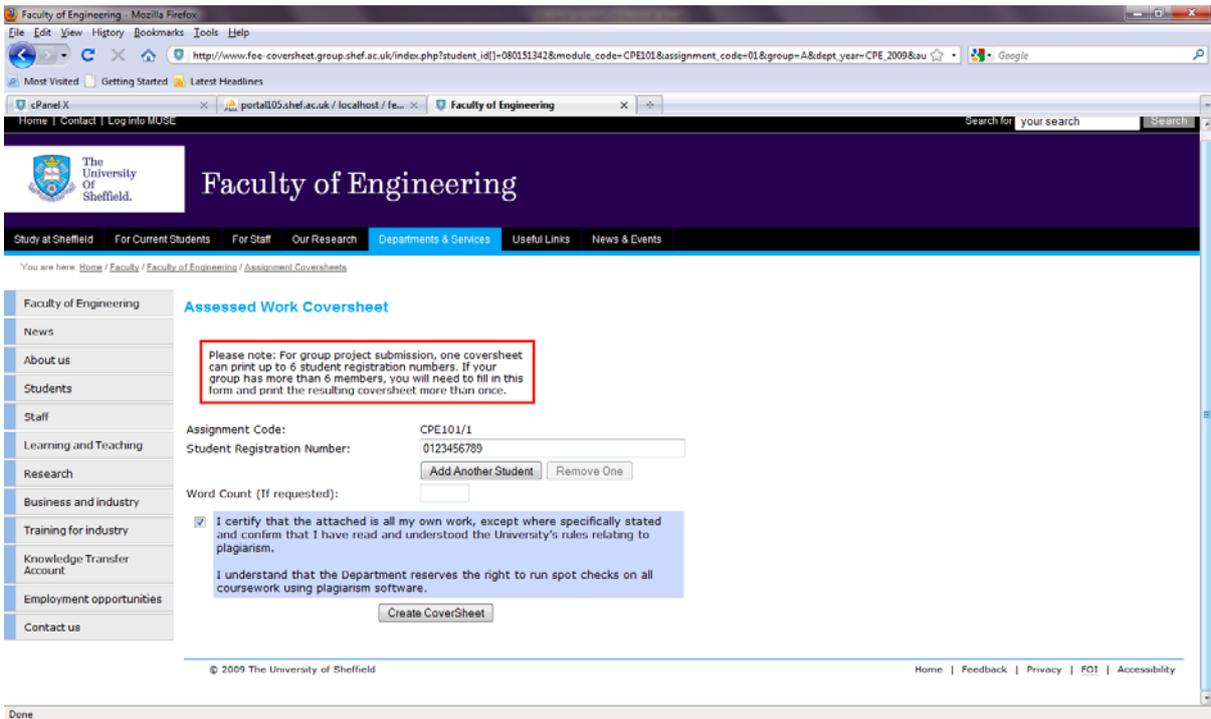


Once logged in to the system it is possible to view either upcoming assignment, or a list of all assignments.

The screenshot shows a web browser window displaying the Faculty of Engineering website. The page title is "Assignments requiring a coversheet". Below the title, there is a table with four columns: "Due Date", "Assignment Code", "Assignment Title", and "Module Name". The table lists several assignments with their respective due dates and codes. A sidebar on the left contains navigation links such as "Home", "Contact", and "Log into MUSE".

Due Date	Assignment Code	Assignment Title	Module Name
16/09/2009 16:00:00	CPE101/1	Assignment	Applied Chemical Engineering
24/09/2009 16:00:00	CPE1003/1	Written Work	Fluid Mechanics and Thermodynamics
06/10/2009 16:00:00	CPE1004/2	Lab Report	Science for Chemical Engineers
09/10/2009 16:00:00	CPE1004/1	Lab Report	Science for Chemical Engineers
22/10/2009 16:00:00	CPE1002/1	Assessment	Chemical Engineering Design
16/11/2009 16:00:00	CPE1003/2	Written Work	Fluid Mechanics and Thermodynamics
23/11/2009 16:00:00	CPE1002/2	Assessment	Chemical Engineering Design
31/12/2009 16:00:00	CPE101/2	Assignment	Applied Chemical Engineering
01/01/2010 16:00:00	CPE101/3	Assignment	Applied Chemical Engineering

Click on an active assignment to bring up the details for the coversheet. Enter your details into the fields if required. For group assignments it is possible to add more student registration numbers – up to a total of 6. In the event that more registration numbers are required, print a second sheet with the extra details. Please ensure you make it clear when submitting your assignment that there is more than one coversheet.



The screenshot shows a web browser window displaying the 'Assessed Work Coversheet' form. The browser's address bar shows the URL: `http://www.foe.coversheet.group.shef.ac.uk/index.php?student_id[]=080151342&module_code=CPE101&assignment_code=01&group=A&dept_year=CPE_2009&au`. The page header includes the University of Sheffield logo and the text 'Faculty of Engineering'. A navigation menu contains links for 'Study at Sheffield', 'For Current Students', 'For Staff', 'Our Research', 'Departments & Services', 'Useful Links', and 'News & Events'. The main content area is titled 'Assessed Work Coversheet' and contains the following fields and instructions:

- Please note:** For group project submission, one coversheet can print up to 6 student registration numbers. If your group has more than 6 members, you will need to fill in this form and print the resulting coversheet more than once.
- Assignment Code:** CPE101/1
- Student Registration Number:** 0123456789
- Buttons: **Add Another Student** and **Remove One**
- Word Count (If requested):** [Empty field]
- I certify that the attached is all my own work, except where specifically stated and confirm that I have read and understood the University's rules relating to plagiarism.
- I understand that the Department reserves the right to run spot checks on all coursework using plagiarism software.
- Create CoverSheet** button

The footer of the page includes '© 2009 The University of Sheffield' and links for 'Home', 'Feedback', 'Privacy', 'FOI', and 'Accessibility'.

Generate your coversheet by clicking the “create coversheet” button. Print out your coversheet and provide with your assignment when submitting. You will receive an email from the system once the barcodes have been scanned.

Important Notes

1. It is the responsibility of the student to ensure that the correct coversheet is provided.
2. It is the responsibility of the student to ensure the quality of the coversheet is sufficient for a scan to be carried out successfully. Here are some general tips to help ensure a good quality print:
 - a. Do not resize the coversheet. The barcode cannot be read by the scanner if resized.
 - b. Print the coversheet directly from the prompt. Do not attempt to import the coversheet to another program (such as a word processing program). This may scale the size of the coversheet.
 - c. Print the coversheet using a laser printer. Inkjet printers may smudge or produce poor quality barcodes.
3. Ensure you have the correct coversheet for your group. Some assignments (especially those with separate hand-in dates) will have different barcodes depending on the group you are allocated to. The best way to avoid this is to print out your own coversheet from your own log-in. Printing coversheets for other students could result in the incorrect barcode being generated.