

**Online Assignment Submission Instructional Sheet
A Student Guide**

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Introduction

Hi! Wawasan Open University is now providing a facility for the online submission of your assignments. This will allow you greater flexibility and an alternative to submit your Tutor Marked Assignments' (TMAs). Now you need not submit your TMAs to the Regional Offices and also you do not have to fill in the TMA forms that are required when you submit a hard copy of the TMA. Online submission of your assignments enables you to submit the assignments from any place where there is an Internet connection.

After your assignment has been marked, you will be able to view online both the assignment (with comments inscribed) and your grades for that assignment. If you are unable to submit your assignment by the due date and have good reasons for this, you may submit a submission extension request through the OAS.

This document outlines the assignment submission procedures. Please note that the Wawasan Online Assignment Submission System is user-friendly, as it displays tips regarding the submission process.

You can access and view the submission through:

<https://assignment.wou.edu.my>

Objective

Upon completing the exercise on online submission using this guide, you will be able to do your own online submission of assignments, make extension requests, and retrieve the comments and grades awarded for the assignment.

Procedures Involved

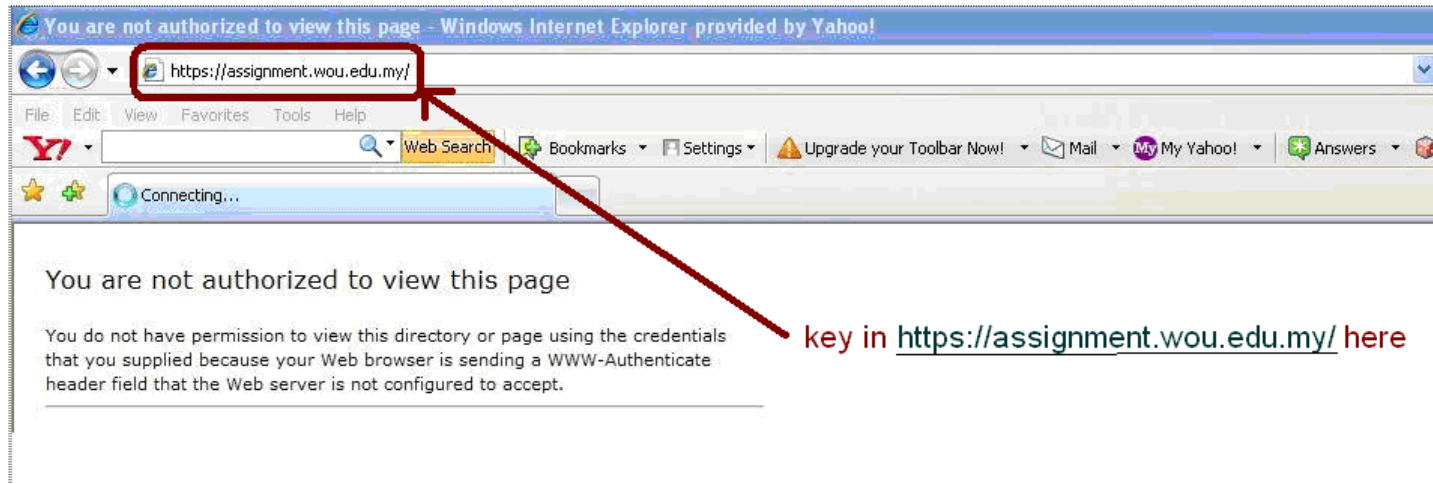
1. Access the Assignment website.
2. Identify the Course and Assignment for which you are submitting the TMA.
3. Submit the TMA online or when necessary, submit an extension request.
4. Determine if you have successfully submitted the assignment.
5. Check the grades, if available, for your assignment.

6. Retrieve the marked assignments and read the comments on the assignments.

Step-by-step Procedures

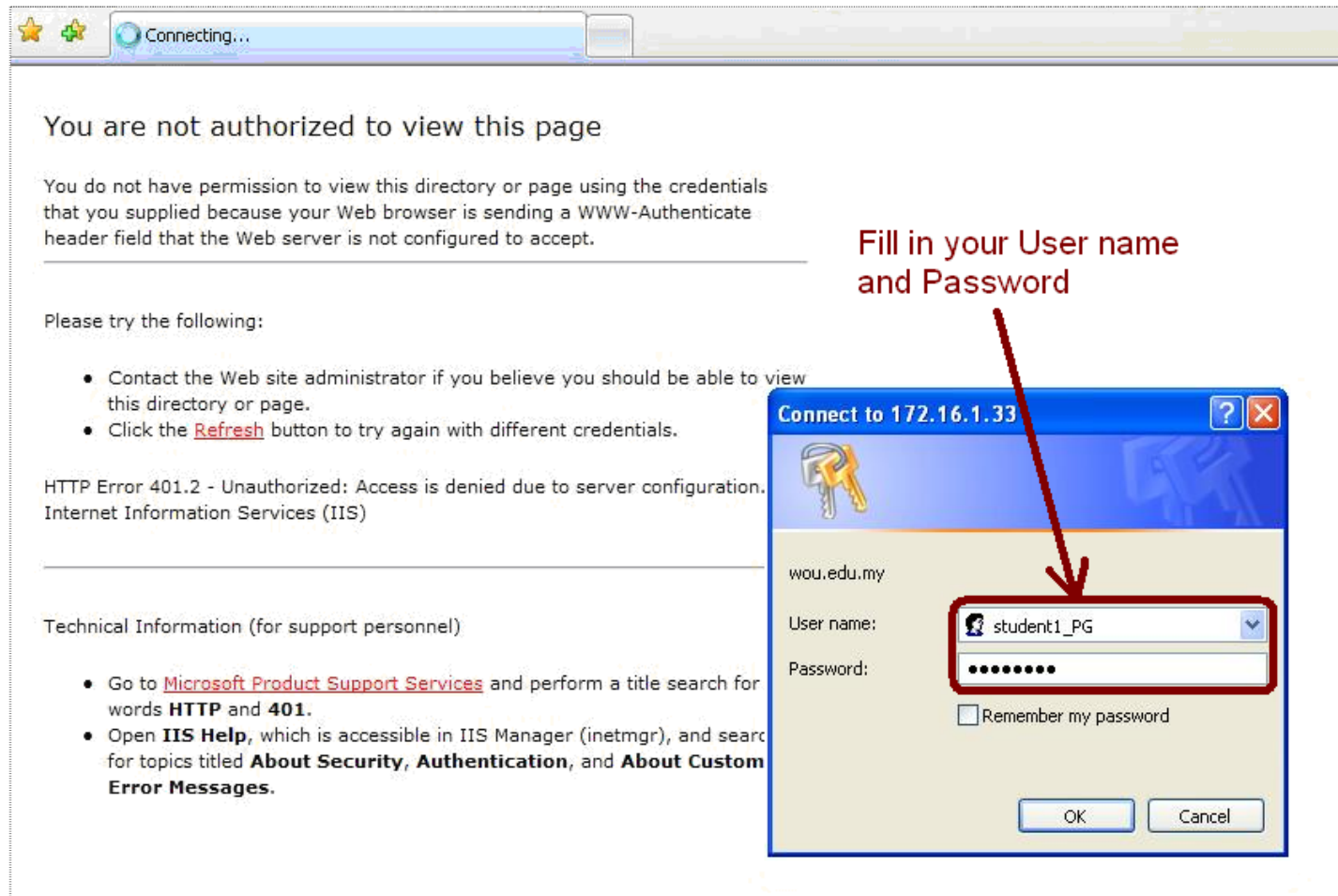
Step 1: How to access online submission

To submit your assignment, access the server by keying in this URL: (<https://assignment.wou.edu.my/>) on your browser.



Step 2: Log in procedure

After accessing the online submission website, you must identify yourself. This is done by entering your Online User name and password in the pop out box as shown below.



The screenshot shows a web browser window with a "Connecting..." status bar. The main content area displays an error message: "You are not authorized to view this page". Below this, it explains that the user's credentials are not accepted because the browser is sending a WWW-Authenticate header that the server does not accept. It provides instructions to try the following:

- Contact the Web site administrator if you believe you should be able to view this directory or page.
- Click the [Refresh](#) button to try again with different credentials.

The error message is: "HTTP Error 401.2 - Unauthorized: Access is denied due to server configuration. Internet Information Services (IIS)".

Technical Information (for support personnel):

- Go to [Microsoft Product Support Services](#) and perform a title search for words **HTTP** and **401**.
- Open **IIS Help**, which is accessible in IIS Manager (inetmgr), and search for topics titled **About Security**, **Authentication**, and **About Custom Error Messages**.

Overlaid on the right side of the browser window is a "Connect to 172.16.1.33" dialog box. The dialog box has a blue header with a question mark and a close button. Below the header, there is a key icon and the text "wou.edu.my". The "User name:" field contains "student1_PG" and is highlighted with a red box. The "Password:" field contains a series of dots and is also highlighted with a red box. A red arrow points from the text "Fill in your User name and Password" to the user name field. There is a checkbox for "Remember my password" which is unchecked. At the bottom of the dialog box are "OK" and "Cancel" buttons.

Step 3: Verify Information

This is the interface you will see when you have successfully logged in. Confirm your Student ID, Full name, Date Joined, Intake Sessions, Program name and session. You will also see dates listed indicating when your assignments are due.

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Online Assignment Submission System
Home | Assignment Result | Submission Extension Request | User Guide | Rules | Log Out |

PERSONAL DETAILS

Student ID	: 0411028400	Date Joined	: 3 Jul 2007
Full Name	: Student Demo 1	Intake Semester	: July 2007

ASSIGNMENT SUBMISSION

Program : BBAC - BACHELOR OF BUSINESS IN ACCOUNTING (HONS)
Semester : January 2009

Course : BAC301/05 - 4CMA1
 BBM206/05 - 4BA22
 WLA105/03 - 4MOR3

Assignment : TMA1 TMA2 TMA3

File :

DUE DATE REMINDER


Course Code	TMA 1	TMA 2	TMA 3
BAC301/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
BBM206/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
WLA105/03	22 Feb 2009 11:59:00 PM	22 Mar 2009 11:59:00 PM	17 Apr 2009 11:59:00 PM

NOTE

- You are only allowed to submit one time for each assignment and only file with extension .doc, .xls, .ppt, and .zip are allow to upload.
- The dateline for submission of your TMAs will be as follows:
Level 100 courses (e.g. BBM102/05), the submission time is 11.59 p.m. on Sunday of your tutorial week.
Level 200 courses (e.g. BBM202/05) and level 300 courses (e.g. BBF301/05), the submission time is 6.00 a.m. on Monday following your tutorial week.
For example:
Level 100 courses:
TMA 1 submission is on 22th February 2009 at 11.59 p.m.
Level 200 courses and level 300 courses:
TMA 1 submission is on 23th February 2009 at 6 a.m.
- Please be advised to use the following naming convention to name your file for online submission purposes:
<class code>_<student ID>_TMA<no>
For example: 4QTQ1_ 041080036_TMA1
- Please click [here](#) to download a quick note on file zipping using Windows XP.

Step 4: Selection of course

Select the course for which you wish to submit the TMA by clicking the 'radio button O'.



Online Assignment Submission System

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PERSONAL DETAILS

Student ID : 0411028400 **Date Joined** : 3 Jul 2007
Full Name : Student Demo 1 **Intake Semester** : July 2007

ASSIGNMENT SUBMISSION


Program : BBAC - BACHELOR OF BUSINESS IN ACCOUNTING (HONS)
Semester : January 2009
Course : BAC301/05 - 4CMA1
 BBM206/05 - 4BA22
 WLA105/03 - 4MOR3
Assignment : TMA1 TMA2 TMA3
File :

DUE DATE REMINDER

Course Code	TMA 1	TMA 2	TMA 3
BAC301/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
BBM206/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
WLA105/03	22 Feb 2009 11:59:00 PM	22 Mar 2009 11:59:00 PM	17 Apr 2009 11:59:00 PM

Choose the course you wish to submit your TMA by clicking the 'radio button'

Reminder: If you do not select a course, an alert message will pop out to indicate that you did not choose any course and prohibit you from continuing.



Online Assignment Submission System

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PERSONAL DETAILS

Student ID : **0411028400**

Full Name : **Student Demo 1**

Date Joined : 3 Jul 2007

Intake Semester : July 2007

ASSIGNMENT SUBMISSION

Program : BBAC - BACHELOR OF BUSINESS IN ACCOUNTING (HONS)


Semester : January 2009

Course : BAC301/05 - 4CMA1
 BBM206/05 - 4BA22
 WLA105/03 - 4MOR3

Assignment : TMA1 TMA2 TMA3

File :

The page at <https://demo.wou.edu.my> says: ✕

 Please select a COURSE that you want to submit


DUE DATE REMINDER

Course Code	TMA 1	TMA 2	TMA 3
BAC301/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
BBM206/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
WLA105/03	22 Feb 2009 11:59:00 PM	22 Mar 2009 11:59:00 PM	17 Apr 2009 11:59:00 PM

Step 5: Selection of TMA options

After you have selected the course for which you wish to upload your TMA, click on the appropriate TMA 'radio button'. If this is the third TMA, click on TMA3. It will now be selected as TMA3.

Reminder: Make sure you submit the correct TMA options.



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PERSONAL DETAILS

Student ID : 0411028400 **Date Joined** : 3 Jul 2007
Full Name : Student Demo 1 **Intake Semester** : July 2007

ASSIGNMENT SUBMISSION

Program : BBAC - BACHELOR OF BUSINESS IN ACCOUNTING (HONS)
Semester : January 2009
Course : BAC301/05 - 4CMA1
 BBM206/05 - 4BA22
 WLA105/03 - 4MOR3
Assignment : TMA1 TMA2 TMA3
File :

Make sure you select the correct TMA by clicking the radio button




DUE DATE REMINDER

Course Code	TMA 1	TMA 2	TMA 3
BAC301/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
BBM206/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
WLA105/03	22 Feb 2009 11:59:00 PM	22 Mar 2009 11:59:00 PM	17 Apr 2009 11:59:00 PM

Step 6: Selection of working file to be uploaded

Use the “Browse” button to select your working file (the file that contains your TMA) for this TMA.



Online Assignment Submission System

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PERSONAL DETAILS

Student ID : 0411028400 **Date Joined** : 3 Jul 2007
Full Name : Student Demo 1 **Intake Semester** : July 2007

ASSIGNMENT SUBMISSION

Program : BBAC - BACHELOR OF BUSIN
Semester : January 2009
Course : BAC301/05 - 4CMA1
 BBM206/05 - 4BA22
 WLA105/03 - 4MOR3
Assignment : TMA1 TMA2 TMA3
File :

Use this button to locate the assignment file you want to submit from your computer's "Choose File" display window



DUE DATE REMINDER

Course Code	TMA 1	TMA 2	TMA 3
BAC301/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
BBM206/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
WLA105/03	22 Feb 2009 11:59:00 PM	22 Mar 2009 11:59:00 PM	17 Apr 2009 11:59:00 PM

PERSONAL DETAILS

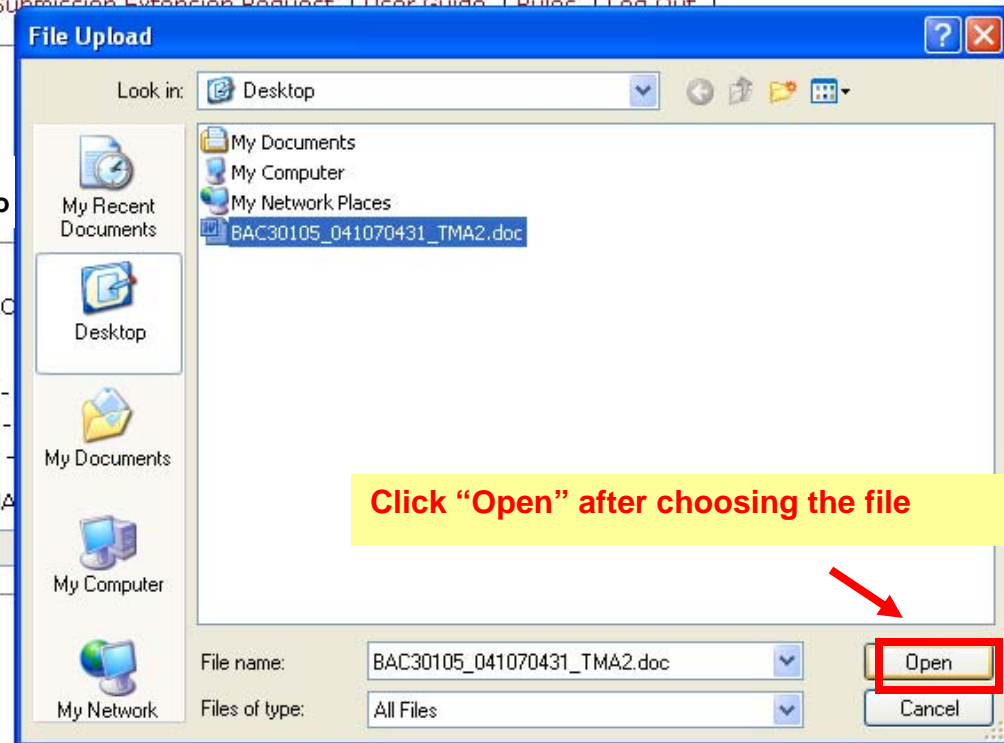
Student ID : 0411028400
Full Name : Student Demo

ASSIGNMENT SUBMISSION

Program : BBAC - BACHELOR
Semester : January 2009
Course : BAC301/05 -
 BBM206/05 -
 WLA105/03 -
Assignment : TMA1 TMA2
File :

DUE DATE REMINDER

Course Code	TMA 1
BAC301/05	23 Feb 2009 12:00:00 AM
BBM206/05	23 Feb 2009 12:00:00 AM
WLA105/03	22 Feb 2009 11:59:00 PM




22 Mar 2009 11:59:00 PM

17 Apr 2009 11:59:00 PM

Step 7: To submit online

After locating your assignment file, you will see the file location displayed in the “File” text box. Click on “Submit” to submit your file. The assignment will be uploaded from your own computer to the WOU Online Submission server. This can take a few minutes depending on the size of your assignment. It will also depend upon the speed of your Internet connection.



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PERSONAL DETAILS

Student ID	: 0411028400	Date Joined	: 3 Jul 2007
Full Name	: Student Demo 1	Intake Semester	: July 2007

ASSIGNMENT SUBMISSION

Program	: BBAC - BACHELOR OF BUSINESS IN ACCOUNTING (HONS)
Semester	: January 2009
Course	: <input checked="" type="radio"/> BAC301/05 - 4CMA1 <input type="radio"/> BBM206/05 - 4BA22 <input type="radio"/> WLA105/03 - 4MOR3
Assignment	: <input type="radio"/> TMA1 <input checked="" type="radio"/> TMA2 <input type="radio"/> TMA3
File	: <input type="text" value="C:\Documents and Settings\Desktop\BAC30105_0"/> <input type="button" value="Browse..."/> <input type="button" value="Submit"/>

1 Check your file location

2 Click here to submit

DUE DATE REMINDER

Course Code	TMA 1	TMA 2	TMA 3
BAC301/05			AM
BBM206/05			AM
WLA105/03	22 Feb 2009 11:59:00 PM	22 Mar 2009 11:59:00 PM	17 Apr 2009 11:59:00 PM

Reminder: You are only allowed to submit ONE time for each assignment. Only the following File extensions .doc, .xls, .ppt, .zip are allowed to be uploaded into the system.

After clicking the “Submit” button, you will be prompted to make a final confirmation to make sure you DO NOT submit the wrong file. WOU online submission only allows you to submit an assignment ONCE.

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Online Assignment Submission System

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PERSONAL DETAILS

Student ID : 0411028400
Full Name : Student Demo 1

ASSIGNMENT SUBMISSION

Program : BBAC - BACHELOR OF BUSINESS IN ACCOUNTING (HONS)
Semester : January 2009
Course : BAC301/05 - 4CM BBM206/05 - 4BA2 WLA105/03 - 4MC
Assignment : TMA1 TMA2
File : js\sttoh\Desktop\BAC301

DUE DATE REMINDER

Course Code	TMA 1	TMA 2	TMA 3
BAC301/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
BBM206/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
WLA105/03	22 Feb 2009 11:59:00 PM	22 Mar 2009 11:59:00 PM	17 Apr 2009 11:59:00 PM

The page at <https://demo.wou.edu.my> says:

You are trying to submit: BAC30105_041070431_TMA2.doc


Please take note that ONLY ONE submission for each TMA is allowed to be submitted. Please check carefully and confirm you have selected the correct file. Press OK to continue submit OR press Cancel to re-select your file.

OK Cancel

This box will prompt you to confirm that this is your ONE and only submission. Please check that the filename matches your chosen file. Click “OK” to confirm.

Step 8: Identify successful submission

If the submission is successful, the system will direct you to the result page for you to double check the file name and submission date of each TMA.



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Online Assignment Submission System

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If successful submission, a message will prompt out

You have successfully submitted your TMA-2 for the course BAC301/05 - 4CMA1 on 10 Feb 2009 5:11:33 PM

PERSONAL DETAILS


Student ID : 0411028400 **Date Joined** : 3 Jul 2007
Full Name : Student Demo 1 **Intake Semester** : July 2007

ASSIGNMENT SUBMITTED

Program : BBAC - BACHELOR OF BUSINESS IN ACCOUNTING (HONS)
Semester : January 2009

Course Code	Class Code	Assignment	File submitted	Online Date Submission	Offline Date Submission to RO	Extension Request	Grade	Submission Status
BAC301/05	4CMA1	TMA-1	-	-	-	-	-	Not submitted
		TMA-2	BAC30105_041070431_TMA2.doc	10 Feb 2009 5:11:33 PM	-	-	-	Received
		TMA-3	-	-	-	-	-	Not submitted
BBM206/05	4BA22		-	-	-	-	-	Not submitted
WLA105/03	4MOR3		-	-	-	-	-	Not submitted

Note: If the TMA that is submitted by student has been submitted before, the system will prompt the student with an alert message.



Online Assignment Submission System

Home | Assignment Result | Submission Extension Request | User Guide | Rules | Log Out |

This alert will pop out if you submitted your assignment twice

This submission is DECLINED as you have submitted your assignment on 2/10/2009 5:11:33 PM. Please take note that you are only allowed to submit once for each assignment. Thank you.

PERSONAL DETAILS

Student ID	: 0411028400	Date Joined	: 3 Jul 2007
Full Name	: Student Demo 1	Intake Semester	: July 2007

ASSIGNMENT SUBMISSION

Program : BBAC - BACHELOR OF BUSINESS IN ACCOUNTING (HONS)
Semester : January 2009
Course : BAC301/05 - 4CMA1
 BBM206/05 - 4BA22
 WLA105/03 - 4MOR3
Assignment : TMA1 TMA2 TMA3
File :

DUE DATE REMINDER

Course Code	TMA 1	TMA 2	TMA 3
BAC301/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
BBM206/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
WLA105/03	22 Feb 2009 11:59:00 PM	22 Mar 2009 11:59:00 PM	17 Apr 2009 11:59:00 PM

Step 9a: Submission Extension Request (only in the event that you are unable to submit by the deadline)

If you are unable to submit your assignment by the final submission date and have good reasons for this, you may request, **in advance**, for a submission extension. To do this on the OAS system, click on the “Submission Extension Request” link in the OAS system as shown below. Please note that all rules and regulations concerning assignment submission that are stated in the latest Student Handbook will apply in this case.

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Online Assignment Submission System

Home | Assignment Result | **Submission Extension Request** | User Guide | Rules | Log Out |

Click here to go to the Submission Extension Request page.

PERSONAL DETAILS

Student ID : **0411028400** Date Joined : 3 Jul 2007
Full Name : **Student Demo 1** Intake Semester : July 2007

ASSIGNMENT SUBMISSION

Program : BBAC - BACHELOR OF BUSINESS IN ACCOUNTING (HONS)
Semester : January 2009
Course : BAC301/05 - 4CMA1
 BBM206/05 - 4BA22
 WLA105/03 - 4MOR3
Assignment : TMA1 TMA2 TMA3
File :

DUE DATE REMINDER

Course Code	TMA 1	TMA 2	TMA 3
BAC301/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
BBM206/05	23 Feb 2009 12:00:00 AM	23 Mar 2009 12:00:00 AM	18 Apr 2009 12:00:00 AM
WLA105/03	22 Feb 2009 11:59:00 PM	22 Mar 2009 11:59:00 PM	17 Apr 2009 11:59:00 PM

Step 9b: Submission Extension Request -continued

On the submission extension request page, you will need to do the following:



Online Assignment Submission System

[Home](#) | [Assignment Result](#) | [Submission Extension Request](#) | [User Guide](#) | [Rules](#) | [Log Out](#) |

STUDENT DETAILS

Student ID	: 0411028400	Date Joined	: 3 Jul 2007
Full Name	: Student Demo 1	Intake Semester	: July 2007

SUBMISSION EXTENSION

Please select the course and TMA that you wish to extend:

Program : BBAC - BACHELOR OF BUSINESS IN ACCOUNTING (HONS)

Semester : January 2009

Course : BAC301/05 - 4CMA1
 BPM206/05 - 4BA22
 WLA105/03 - 4MOR3

Assignment : TMA1 TMA2

Extend for another : 1-7 days 8-14 days 15-21 days

Document to support :

Reason :

1. Select the course.

2. Select the assignment for which you are requesting the submission extension.

3. Select the duration of the extension.

4. Upload a supporting document, e.g., a medical certificate.

5. Give the reason(s) for your request.

6. Finally, click on the "Submit" button.

Step 9: Submission Extension Request -continued

After clicking the “Submit” button, you will see the following page:

Please check on the status of your request from time to time. Please contact your tutor for more information. Remember that all rules and regulations on assignment submission extension requests that are stated in the WOU Student Handbook (latest version) will apply.

Note: You can only submit one extension request for an assignment.



Online Assignment Submission System

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You have successfully submitted extension request for the TMA-2 of the course BBM206/05 - 4BA22 on 18 Feb 2009 10:30:53 AM

PERSONAL DETAILS

Student ID : 0411028400 Date Joined : 3 Jul 2007
 Full Name : Student Demo 1 Intake Semester : July 2007

ASSIGNMENT SUBMITTED

Program : BBAC - BACHELOR OF BUSINESS IN ACCOUNTING (HONS)
 Semester : January 2009

Course Code	Class Code	Assignment	File submitted	Online Date Submission	Offline Date Submission to RO	Extension Request	Grade	Submission Status		
BAC301/05	4CMA1	TMA-1	-	-	-	-	-	Not submitted		
		TMA-2	Your extension request status is shown here.			-	-	Grade details		
		TMA-3				-	-	-	-	Not submitted
BBM206/05	4BA22	TMA-1				-	-	-	-	Not submitted
		TMA-2	-	-	-	Waiting for Tutor's approval	-	Not submitted		
		TMA-3	-	-	-	-	-	Not submitted		
WLA105/03	4MOR3	TMA-1	-	-	-	-	-	Not submitted		
		TMA-2	-	-	-	Waiting for Tutor's approval	-	Not submitted		
		TMA-3	-	-	-	-	-	Not submitted		

Step 10: Assignment Status

If you have successfully submitted your assignment, you can view the status on the “Assignment Result” page. At this page you can always see your TMA status.

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Home | **Assignment Result** | Submission Extension Request | User Guide | Rules | Log Out |

PERSONAL DETAILS

Click “Assignment Result” to view your TMA status

Student ID : 0411028400 Date Joined : 3 Jul 2007
Full Name : Student Demo 1 Intake Semester : July 2007

ASSIGNMENT SUBMITTED

Program : BBAC - BACHELOR OF BUSINESS ADMINISTRATION
Semester : January 2009

Submission date and time

TMA status

Course Code	Class Code	Assignment	File submitted	Online Date Submission	Offline Date Submission to RO	Extension Request	Grade	Submission Status
BAC301/05	4CMA1	TMA-1	-	-	-	-	-	Not submitted
		TMA-2	BAC30105_041070431_TMA2.doc	10 Feb 2009 5:11:33 PM	-	-	-	Received
		TMA-3	-	-	-	-	-	Not submitted
BBM206/05	4BA22		-	-	-	-	-	Not submitted
WLA105/03	4MOR3		-	-	-	-	-	Not submitted

Step 11: To view your marked assignment (after a certain time, e.g., two weeks after submission closing date)

When your tutor has marked your TMA, you will be notified by email. The status of your TMA will be changed to **Grade Details**. Result and comments of that TMA can be viewed once they are released by your Course Coordinator. You can view your TMA results by clicking on the “Assignment Result” link at the top of the page or via this URL: (<https://assignment.wou.edu.my/onlineResult.asp>). The results will be available **latest** one day before your next tutorial.

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Online Assignment Submission System

***Remarks:**

- **Grade details:** Indicates your results have been released and you can view your results and tutor's comments.
- **Received:** Indicates tutor has received student's assignment.
- **Not Submitted:** Indicates that no submission of the assignment has yet been made.

PERSONAL DETAILS
Student ID
Full Name


ASSIGNMENT SUBMITTED
Program : BBAC - BACHELOR OF BUSINESS IN ACCOUNTING (HONS)
Semester : January 2009

Course Code	Class Code	Assignment	File submitted	Online Date Submission	Off Submission to RO	Request	Status
BAC301/05	4CMA1	TMA-1	-	-	-	-	Not submitted
		TMA-2	BAC30105_041070431_TMA2.doc	10 Feb 2009 5:11:33 PM	-	C	Grade details
		TMA-3	-	-	-	-	Not submitted
BBM206/05	4BA22		-	-	-	-	Not submitted
WLA105/03	4MOR3		-	-	-	-	Not submitted

Click here to see your marked assignment

This is the interface you will get after you click on “Grade Details”

Grades for each question and comments from tutors are shown in this e-“T-MA” Form. Read the comments so that in subsequent TMAs you will improve further.



Online Assignment Submission System

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STUDENT DETAILS

Student ID : 0411028400

Home Phone : -

TMA No: : TMA-2

Course Code : BAC301/05

Class Code : 4CMA1

Regional Office : PENANG REGIONAL OFFICE

Full Name : Student Demo 1

Handphone No :

Course Name : COST AND MANAGEMENT ACCOUNTING

Learning Centre : DISTED-STAMFORD COLLEGE

e-“T-MA”

Remarks: This form is the same as the 3-ply T-MA Form used for hard copy submission.

SUBMISSION DETAILS

Date Online Submission : 10 Feb 2009 5:11:33 PM

Date Assignment Marked : 10 Feb 2009 5:59:34 PM

Date Submission to RO (Offline) : -

Date Received by Tutor (Offline) : -

Grades for TMA

MARK DETAILS													
Grades	B	C	A										C
	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10	S11	S12	Total

TUTOR FEEDBACK


Tutor Comment :

Marked Assignment : [BAC30105_041070431_TMA2_commented.doc](#)

This is a good effort. You have used the right concepts to illustrate the phenomenon in the supply chain bottleneck. However you should cite local companies to apply that concept. The chart used in question 2 is exactly what is shown in the textbook. You need to cite the source and then explain the key features.

Tutor's comments for TMA

Step 12: How to retrieve the ‘commented assignment file’



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STUDENT DETAILS

Student ID : 0411028400

Home Phone : -

TMA No: : TMA-2

Course Code : BAC301/05

Class Code : 4CMA1

Regional Office : PENANG REGIONAL OFFICE

Full Name : Student Demo 1

Handphone No :

Course Name : COST AND MANAGEMENT ACCOUNTING

Learning Centre : DISTED-STAMFORD COLLEGE

e-"T-MA"

Remarks: After retrieving the marked and commented assignment which now has a new filename, you should save it into your “working file for assignment” for your own reference.

Date Online Submission : 10 Feb 2009 5:11:33 PM

Date Assignment Marked : 10 Feb 2009 5:59:34 PM

Date Submission to RO (Offline) : -

Date Received by Tutor (Offline) : -

MARK DETAILS

Grades	<input type="text" value="B"/>	<input type="text" value="C"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="C"/>
	S1	S2	S3	S4	S5	S6	S7	S8	Total

Retrieve your marked assignment by clicking on the filename

TUTOR FEEDBACK

Tutor Comment : This is a good effort. You have used the right concepts to illustrate the phenomenon in the supply chain bottleneck. However you should cite local companies to apply that concept. The chart used in question 2 is exactly what is shown in the textbook. You need to cite the source and then explain the key features.

Marked Assignment : BAC30105_041070431_TMA2_commented.doc

Online Assignment Submission Procedures, 18 February 09

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Q&A

Q: Is it compulsory to submit online?

A: You can choose to hand in your assignment personally to the Regional Office (offline) or by online submission unless there is an indication for compulsory online submission. However, online submission is encouraged.

Q: Which TMA will be marked if I first submitted by hand to the RO and later submitted online?

A: In the event of there being more than one submission either online or manually (offline) or both, the tutor will mark the earliest TMA submitted.

Q: If I have queries over the grades awarded for my assignment, who should I contact?

A: Send an email to your tutor or call him/her by phone during the allocated time.

Q: How many files can I upload at one time?

A: Only one file can be uploaded for each TMA.

Q: How big a file can I upload at one time?

A: The maximum file size is 3 MB. For larger files, please compress the file to 3 MB or less , e.g., using Winzip.

Q: What should I do if I have to submit 2 different files for one TMA?

A: You can zip your files. Open a new folder, rename it, put all your files in that folder and finally zip that folder. (See Appendix for further details)

Q: Do I still need to fill up the T-MA Form if I submit my TMA online?

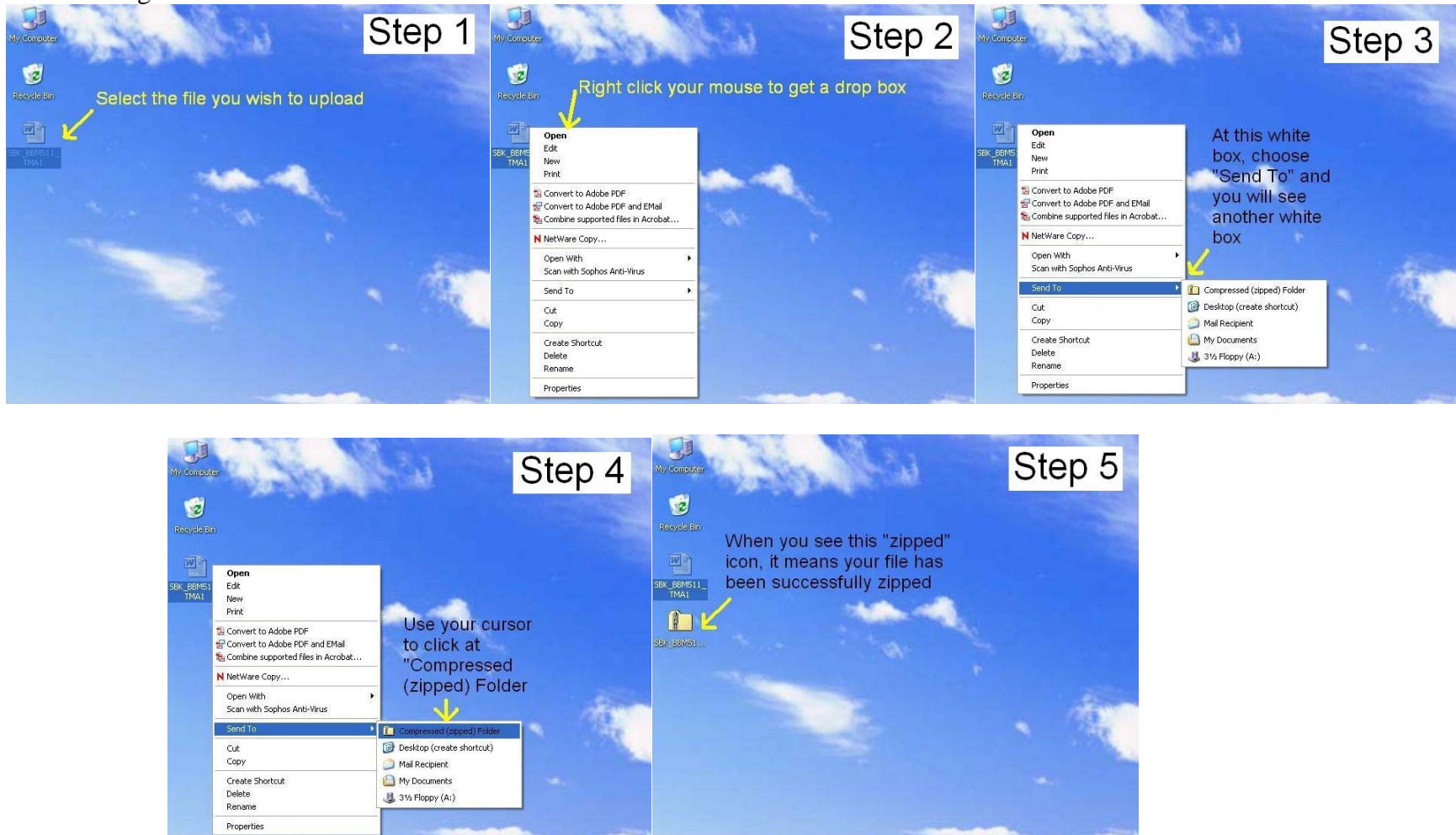
A: For online submission, you need not fill up manual 3-ply T-MA Form.

Q: If I have any problem in uploading my file, who should I contact?

A: Kindly contact ITS (itsupport@wou.edu.my) if you encounter any problem in the online assignment submission system. We welcome your feedback on this document. Thank you.

Appendix: How to zip a file or folder

- Using Windows XP



- If your computer does not have the .zip program, you can download one from <http://www.winzip.com/index.htm> .