

Submitting Assignments on Keats

This document outlines how to submit your formative and summative assignments on Keats.

1. Access KEATS

- KEATS can be accessed through any web-browser or mobile device at <https://keats.kcl.ac.uk/>
- Your login details are your King's K-Number and password
- You will then need to locate and click on the relevant module page
- The modules that you are enrolled on will appear on your homepage:

We recommend you use Firefox or Google Chrome when making your submissions

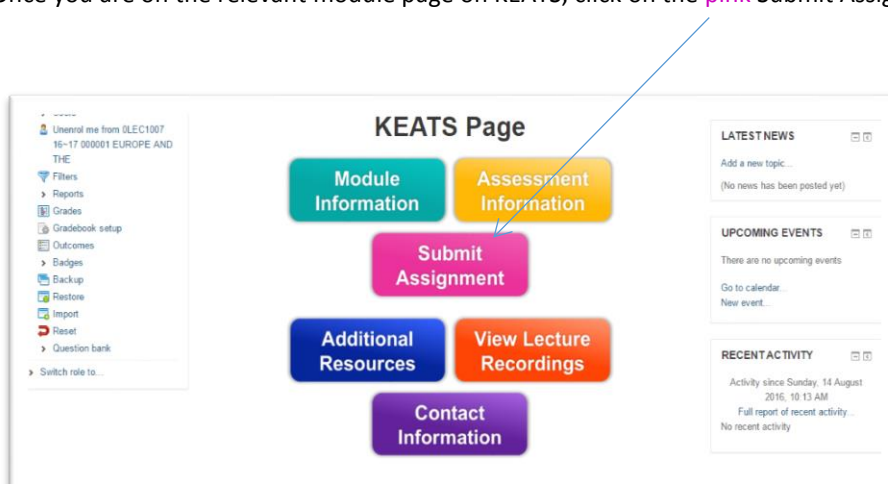
Course overview KEATS

Courses in the Current tab are those in current academic year that you are enrolled in. When a course is completed, or archived by the staff, then it will be in the Previous tab. There you can filter by year or teacher (when more than one value for year/teacher).

CURRENT	PREVIOUS
✚ NS-INTLFND 16~17 International Foundation Programme	✚
✚ 0LEC1007 Europe and the World with Integrated Study Skills (for Pre-Master's Students) 30 Credits(16~17 000001)	✚
✚ 0LEC1005 Business Management with Integrated Study Skills (for Pre-Master's Students)(16~17 000001)	✚
✚ 0LEC105F Business Management with Integrated Study Skills (For Foundation Students)(16~17 000001)	✚
✚ 0LEC109F International Relations with Integrated Study Skills for Foundation Students(16~17 000001)	✚
✚ 0LEC115F Liberal Arts with Integrated Study Skills (for Foundation Students)(16~17 SEM1 000001)	✚
✚ 0LEC117F Economics with integrated study skills(16~17 000001)	✚
✚ NS-ISFP 15~16 International Science Foundation Programme	✚
✚ NS-RAJ 15~16 Russian Academy of Justice	✚
✚ NS-ELC UCAS 15~16	✚
✚ 2016 ELC Offer Holders' Site	✚

2. Find your assignments page

- Once you are on the relevant module page on KEATS, click on the pink Submit Assignment button



- At the top of this page you will find a number of key documents and information and at the bottom of the page you will find the submission links for each assignment E.g:

KEATS MY COURSES ALL COURSES SUPPORT USEFUL LINKS

Kamran Mahmood

- Edit settings
- Locally assigned roles
- Check permissions
- Filters
- Logs
- Backup
- Restore
- Course administration
- Switch role to...

KCL Referencing, Plagiarism and Turnitin Site

The KCL Referencing, Plagiarism, and Turnitin site provides information on referencing conventions and avoiding plagiarism. It is also where students can use the TurnitinUK Practice Assignment tool where assignments can be submitted to TurnitinUK before the due date and receive an originality report. Please note only one report will be generated every 24 hours.

Student Responsibilities

- Students are responsible for ensuring that the correct work is submitted. The file(s) electronically submitted by the student at the time of the deadline will be taken as the final and complete submitted work, and no amendments or additions will be permitted after the submission deadline.
- Students are responsible for ensuring that submitted electronic files are submitted in one of the specified acceptable file formats, and not corrupted. Students should check files on the system after submission to ensure they are valid and correct.
- Students must ensure that any instructions for submission are followed. Failure to correctly follow instructions given in your programme or module handbook may result in work not being marked.
- Technical failure, including of a computer, browser or internet connection, is not a valid reason for late submission of work, unless as a result of a failure of the College's IT systems where there was no reasonable course of action the student could have taken to submit the work on time.
- It is VERY important that you do not leave your submission to the last minute, so that you have plenty of time to ensure your submission is successful and correct. During the period immediately before University submission deadlines, both KEATS and Turnitin can run more slowly than normal due to the high demand placed on the software. Leaving your submission to the last moment could result in your work being marked as a late submission by the system.
- Work submitted ON the deadline will be marked as late (E.G. if the deadline is 5.00 pm, the work must have completed its submission at 4.59.59 at the latest).

If you have any problems submitting your assignment, please email your tutor immediately with your assignment attached.

Please use the links below to submit your formative and summative assignments.

Assignment 1

- Deadline: XXXX @ X.XXam
- Submit assignment

Assignment 2

- Deadline: XXXX @ X.XXam
- Submit assignment

Assignment 3

- Deadline: XXXX @ X.XXam
- Submit assignment

Last modified: Friday, 8 July 2016, 12:27 PM

Submission Deadline

Submission Link

- Click on the 'submit assignment' link for the assignment which you want to submit for and enter the following details:

Summary My Submissions

No submissions have been made.
[Submitted to Turnitin? Click here to retrieve.]

Add Submission

Submission Type: File Upload

Submission Title: 102983723

Submission Part: Part 1

File to Submit: Choose File Lecture Progra...final[1].docx

☒ By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission.

Add Submission

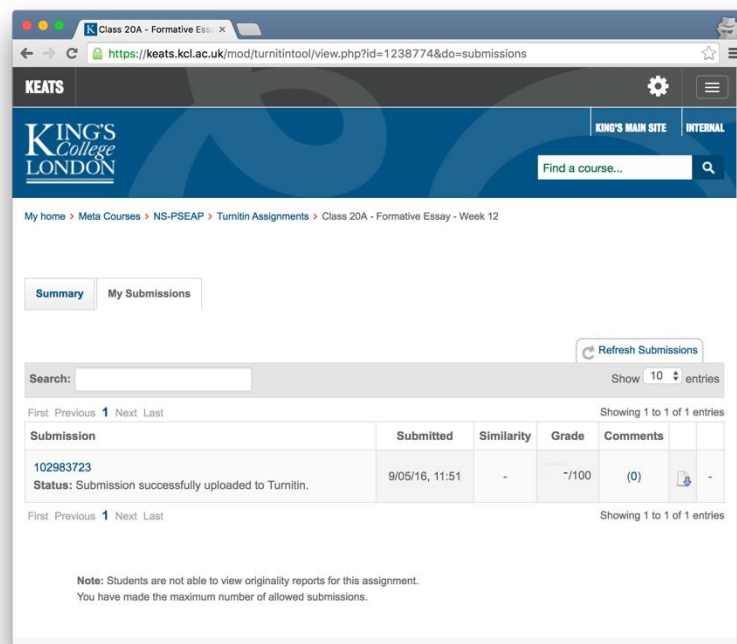
When uploading your file please ensure it is in .doc or .docx (for essays) and .ppt or .pptx (for PowerPoint slides) and use Microsoft Office.

You can download Office for free as King's student (see <http://tinyurl.com/kclofficefree> for details)

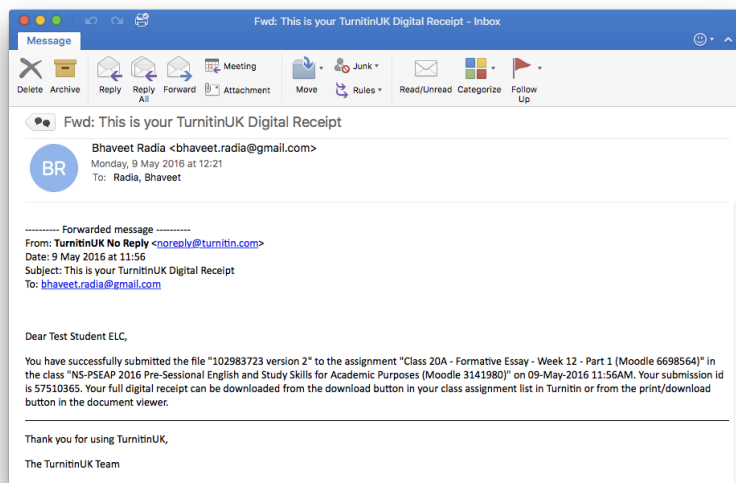
- Submission Type:** File Upload
- Submission Title:** This should be your Student Number. If you don't know your student number contact the Professional Services Team.
- File to Submit:** Click Choose File and Upload your file
- Then click **Add Submission**

3. Receive Digital Receipt

- Your assignment will take a minute to process and your submission will be confirmed on the screen.



- You will also receive a “digital receipt” which will be delivered to your King’s email address.



Additional questions or problems?

If you have any issues or technical difficulties with your assignments, please contact the Professional Services Team:

- elc@kcl.ac.uk
- +44 (0)20 7848 1600
- Reception, Drury Lane

Submission Do's and Dont's

- **Do** complete a coversheet and submit it with every assessment
- **Do** ensure that you submit an assessment to the correct module page
- **Don't** leave your submission to the last minute. Make sure that you submit your assessment in plenty of time as you may encounter technical difficulties which could cause you to submit work late. Late submission of assessments will be capped and the Mitigating Circumstances process does not generally cover technical issues as a reason for late submission.
- **Don't** put your name on any assessment unless you are told to do so. Tutors will mark assessments anonymously.