Centre for Technology Enhanced Learning

Submitting an assignment in KEATS

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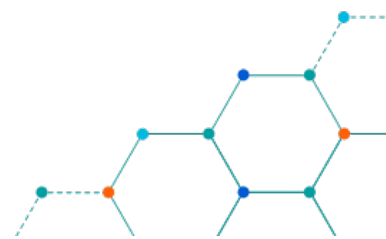
INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series.](#) Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.

This guide looks at the steps of submitting an assessment via the Assignment activity in KEATS.

Important information

KEATS lets lecturers set up an Assignment with a variety of settings.

For example:

- Your lecturer can control whether you can make only one submission or upload files after deadlines have passed and if you can re-submit files or not.

- Some assignment types let your lecturer return a submission with comments for revisions. You can then upload your revisions by returning to the link for the assignment.

- Assignments can also be used for "offline" activities such as a classroom presentation or printed paper, in which case you will not submit anything on KEATS, but your lecturer may use the KEATS Assignment for grading and feedback.

QUICK GUIDE

1. Links to Assignments can always be found in the sections down the **centre** of the KEATS course page. Assignment links can be identified by the icon below.

Assignment Practice Area
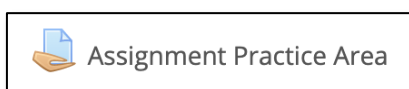
2. **Select** the link to the Assignment. The Assignment page will open, showing instructions and your submission status (due date, grading status, time remaining, grade, etc.) for this assignment.

3. Select **Add submission**. The Assignment submission page will open. Depending on how your lecturer set up the Assignment, you may have the option to submit file(s), enter text in a text entry box or both.

4. To enter **online text**, type directly into the Online text box. Alternately, you can compose your submission in a word processing program and then cut and paste the text into the KEATS text box.

   - When pasting text into KEATS, for best results, paste the content as unformatted text.

5. To **submit a file** using drag-and-drop:

   - Arrange your computer desktop windows so that you can view both your browser window and your files on your computer (e.g., in an open folder or on your desktop).

   - Drag files from your computer and release them on top of the big blue arrow in the Files area.

   (Note: **DO NOT** drag-and-drop a .gdoc file from a Drive App desktop window into KEATS. Your lecturer will not have permission to view the file. Instead, use browse for the file (for details, see the next step), or save the file as a PDF before submitting.)
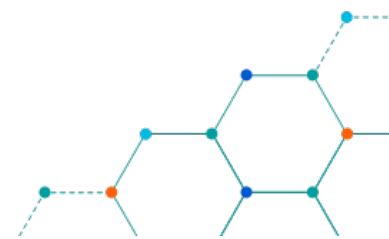
6. To **browse for a file:**

- Under File submissions, at the top-left of the file area, click the Add... icon. The File picker window will open.

- Select a file from your computer, or from Google Drive:

    i. To upload a file *from your computer*, click Add file then, next to Attachment, select Choose file. Browse your computer and select a file, then click Open. The file name will appear next to the Choose file button.

    ii. To upload a file from *Google Drive*, click Google Drive (at left). You may need to log in. Click the File to upload.

    Note: When you browse to Google Drive, KEATS will convert Google docs (.gdoc files) that were composed directly in Google to a sharable file type (.rtf, .ppt, .xls, etc.)

- Click Upload this file. The File Picker will close and an icon for your uploaded file will appear in the Files area.

7. Once your file(s) appear(s) in the Files submission area, click **Save changes.**

8. If your lecturer allows you to revise your submission, you'll see an Edit submission button on the Assignment page. Select Edit submission to add or replace files or edit a text submission. When you finish making changes, click **Save changes.**

9. For some assignment types, you will see a **Submit assignment** button. To finalize your submission, click S**ubmit assignment**, then **Continue.** Note: Once finalised, you will not be able to make any more changes.

10. You may also be required to check a box to confirm that your submission is your own work. Please make sure you are happy with the [Academic Honesty and Integrity Policy](#) before submission.

> 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.
>
> * ☑️ This assignment is my own work, except where I have acknowledged the use of the works of other people.

11. You can check under Submission status on the Assignment page to ensure your file is listed. You can also view feedback and grades from your lecturer there.

For some assignment types, you may have the option to submit several or an unlimited number of attempts (or drafts) for a single assignment. Because each course is different, you will need to communicate with your lecturers on how submission attempts and feedback are configured for each KEATS assignment.
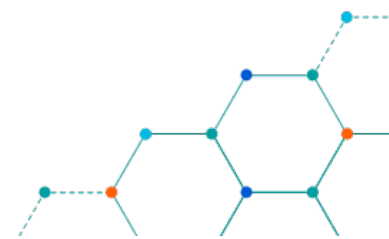
DETAILED GUIDE

12. **Sign** into KEATS (https://keats.kcl.ac.uk) and navigate to the KEATS course

13. Links to Assignments can always be found in the sections down the **centre** of the KEATS course page. If your lecturer has added the Activities block to the course, you can also locate assignments by clicking the Assignment link in the Activities block, which can usually be found on the right side of the KEATS course page.
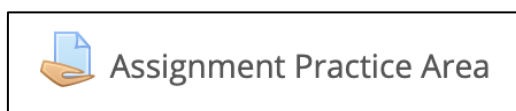
14. **Select** the link to the Assignment. The Assignment page will open, showing instructions and your submission status (due date, grading status, time remaining, grade, etc.) for this assignment.

Submission status	
Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not marked
Due date	Monday, 6 January 2020, 3:00 PM
Time remaining	40 days
Last modified	-
Submission comments	▶ Comments (0)

Add submission

You have not made a submission yet

15. Select **Add submission**. The Assignment submission page will open. Depending on how your lecturer set up the Assignment, you may have the option to submit file(s), enter text in a text entry box or both.

16. To enter online text, type directly into the Online text box. Alternately, you can compose your submission in a word processing program and then cut and paste the text into the KEATS text box.

    - When pasting text into KEATS, for best results, paste the content as unformatted text.

    - For spell checking to work, it must be enabled in your browser. Once enabled, to see spelling suggestions press and hold the Control key on your keyboard and click OR right-click on your mouse (whether you are using a Mac or PC system will determine which operation will work).

17. To **submit a file** using drag-and-drop:

    - Arrange your computer desktop windows so that you can view both your browser window and your files on your computer (e.g., in an open folder or on your desktop).

    - **Drag files** from your computer and release them on top of the big blue arrow in the Files area.
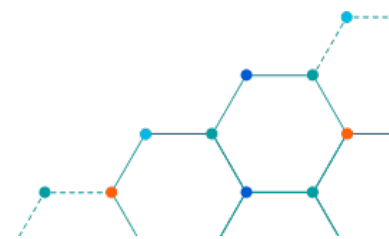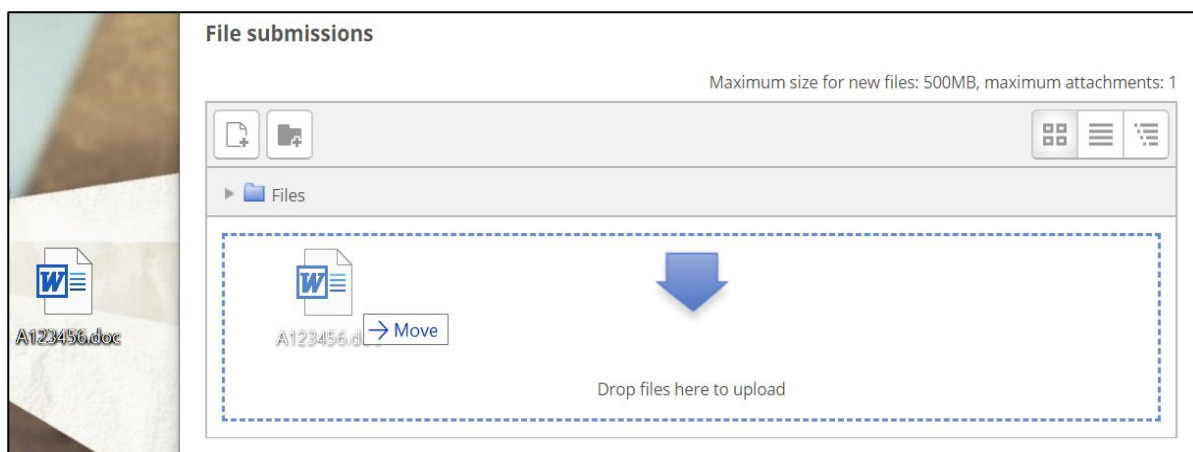
(Note: **DO NOT** drag-and-drop a .gdoc file from a Drive App desktop window into KEATS. Your lecturer will not have permission to view the file. Instead, use browse for the file (for details, see the next step), or save the file as a PDF before submitting.)

18. To **browse for a file:**

1) Under File submissions, at the top-left of the file area, click the Add... icon.

The File picker window will open.

2) Select a file from your computer, or from Google Drive:

a. To upload a file *from your computer*, click Add file then, next to Attachment, select Choose file. Browse your computer and select a file, then click Open. The file name will appear next to the Choose file button.

b. To upload a file from *Google Drive*, click Google Drive (at left). You may need to log in. Click the File to upload.

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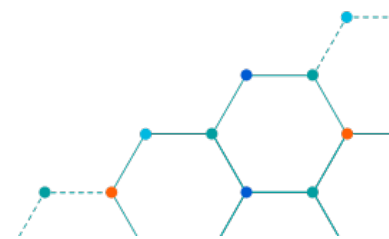
Note: When you browse to Google Drive, KEATS will convert Google docs (.gdoc files) that were composed directly in Google to a sharable file type (.rtf, .ppt, .xls, etc.)

(Optional) If you want to rename your file in the File Picker, enter the new name in the Save as field, and make sure to include the correct file extension (.pdf, .doc, etc.) in the name so the file can open correctly for your lecturer.

Click Upload this file. The File Picker will close and an icon for your uploaded file will appear in the Files area.

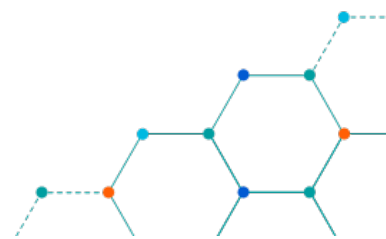19. Once your file(s) appear(s) in the Files submission area, click **Save changes**.
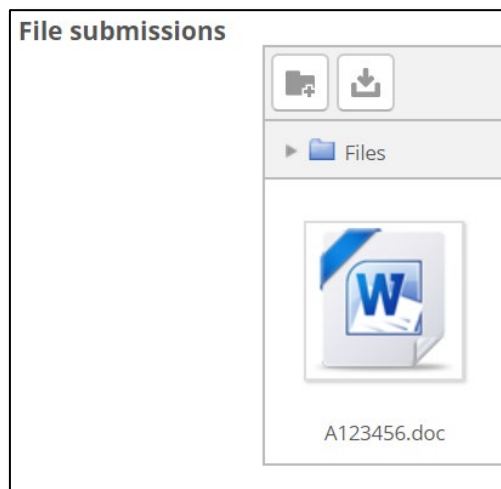
Note: You should receive an email at your KCL email address confirming you have submitted the assignment.
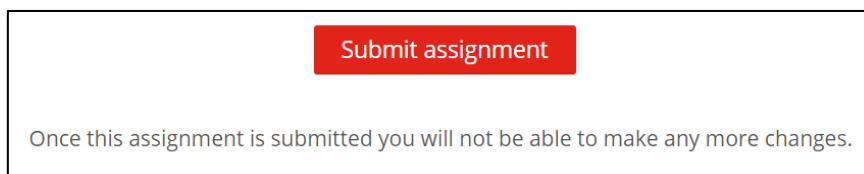
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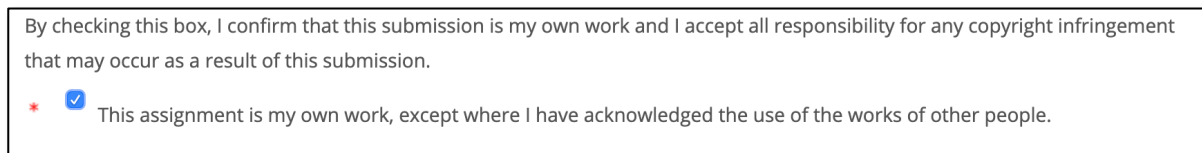
21. For some assignment types, you will see a Submit assignment button. To finalize your submission, click Submit assignment, then **Continue**. Note: Once finalized, you will not be able to make any more changes.

<div style="border:1px solid #000; text-align:center;">

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

</div>

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