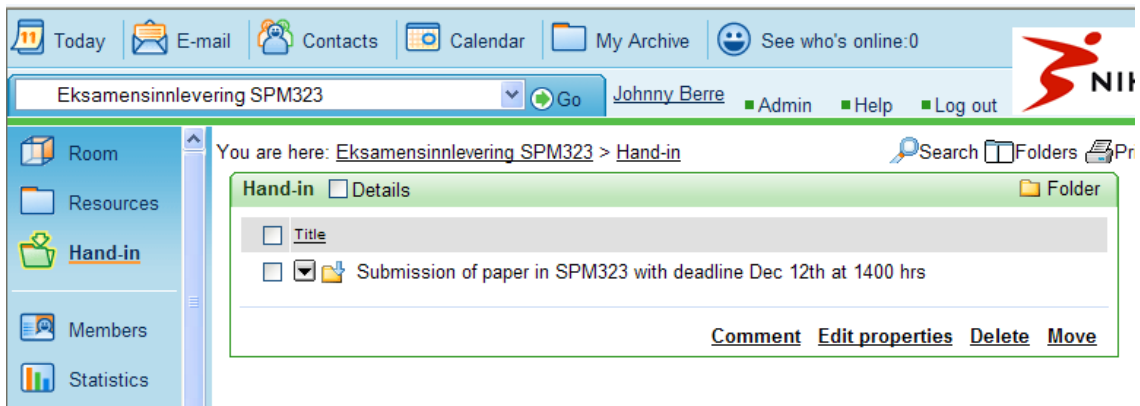

How to submit a paper in fronter

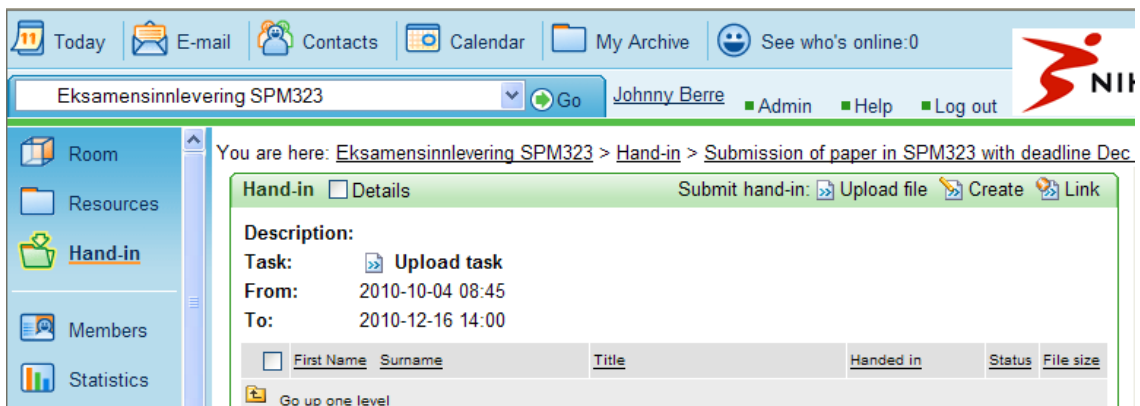
Hand-ins in fronter will take place either in the regular course room or in special exam rooms. The hand-in procedure is the same for both of these options. You will hand in your paper in a folder where the folder icon contains a blue arrow pointing into the folder. This is the icon for the hand-in folder. The folders are set up to open and close at predefined points in time.

The submission procedure requires that you are connected to the internet. In addition you must have access to the document you are to submit (on your laptop, memorystick etc.). Log into fronter as normal (fronter.com/nih) and navigate to the appropriate room in the roll down menu. You must then navigate to the submission folder. You will usually find the folder in the Hand-in option in the left side menu in a room, but might also find the folder in the Resources menu option if the hand-in is to take place in a regular course room.



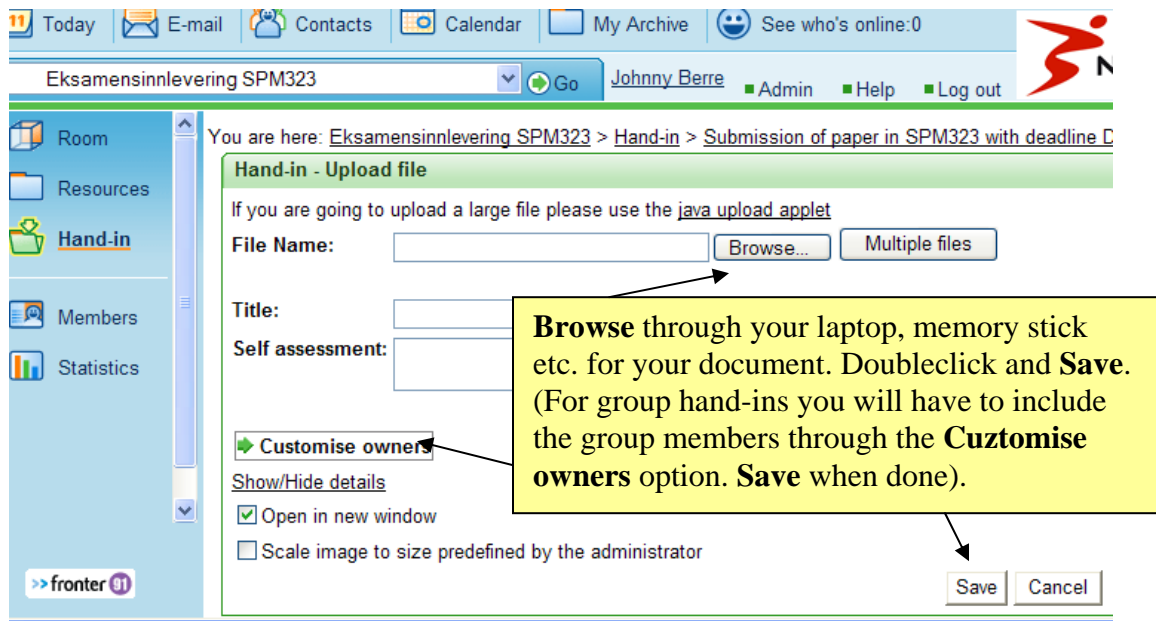
The screenshot shows the Fronter interface. At the top, there is a navigation bar with icons for Today, E-mail, Contacts, Calendar, My Archive, and See who's online:0. Below this is a search bar containing 'Eksamensinnlevering SPM323' and a 'Go' button. To the right of the search bar, the user's name 'Johnny Berre' is displayed along with 'Admin', 'Help', and 'Log out' options. The NII logo is in the top right corner. On the left side, there is a vertical menu with icons for Room, Resources, Hand-in (highlighted), Members, and Statistics. The main content area shows the breadcrumb path: 'You are here: Eksamensinnlevering SPM323 > Hand-in'. Below this, there is a 'Hand-in' folder view with a 'Details' tab. The folder contains one item: 'Submission of paper in SPM323 with deadline Dec 12th at 1400 hrs'. At the bottom right of the folder view, there are links for 'Comment', 'Edit properties', 'Delete', and 'Move'.

Click on the folder title and choose **Upload file** in the upper right corner of the screen. Note that the folder is empty before you upload the file. Deadline set for the submission will also be visible here.



The screenshot shows the Fronter interface with the breadcrumb path: 'You are here: Eksamensinnlevering SPM323 > Hand-in > Submission of paper in SPM323 with deadline Dec'. The main content area shows the 'Hand-in' folder view with a 'Details' tab. The folder is empty. In the upper right corner of the folder view, there are links for 'Submit hand-in:', 'Upload file', 'Create', and 'Link'. Below this, there is a 'Description:' section with the following information: 'Task: Upload task', 'From: 2010-10-04 08:45', and 'To: 2010-12-16 14:00'. At the bottom, there is a table with columns: 'First Name', 'Surname', 'Title', 'Handed in', 'Status', and 'File size'. Below the table, there is a 'Go up one level' link.

After choosing Upload file you have to navigate through Browse/Velg fil (depending on your browser language settings) and find your document. Doubleclick the document and finish off with Save. The document is now submitted.



After clicking the Save button you can observe a change in the submission folder. You can now see your name followed by the name of the paper, submission date, a green question mark and the size of the document.



This is the only receipt you will get through fronter in regard to the paper submission. No confirming e-mail, text message or other confirmation. If you like you may click on the document title to confirm that you have submitted the correct document.

The green questionmark indicates that the paper is not commented on by a teacher/lecturer. For some assignments you may see that the questionmark is changed into something else and that you have got a comment on your work, while you for exam submissions in general will have to wait for the grade to show up in StudentWeb.

Note that you may delete, change and upload new documents in the folder up until deadline has passed. After the deadline you will still have access to the document, but can no longer delete or edit it.

Group hand-in

It is also possible for one person to submit a document for a group of students where collaboration is involved. After finding the document you will have to click on Customize owners followed by checking the Group hand-in option that now follows, and select the appropriate names from the list that is made available. Finish off with Save to complete the task.

The group hand-in will now be visible for all the names included when they log into their own Fronter accounts. All group members included will also have access to potential comments.