

Using the New Database for Submitting Written Work: Instructions for students

From the spring semester of 2015 all students in IE Core will be required to upload their book reports to the new “Database of Student Writing.” In addition, students in all levels of IE Writing will have to upload each draft of their paragraphs and essays (and the final version) to the database.

From the fall semester of 2015, students of Academic Writing (AW) also must upload all drafts of their AW theses, and the perfected version as well.

Directions for submitting your written work

In addition to submitting a paper version of your written work to your teacher, you also must submit the work in the form of a Word doc (or .docx) at this site: <http://www.ap.agu4u.org/users/login> (See Fig. 1).

Login as follows:

Username : student

Password : tGpUU5Cv

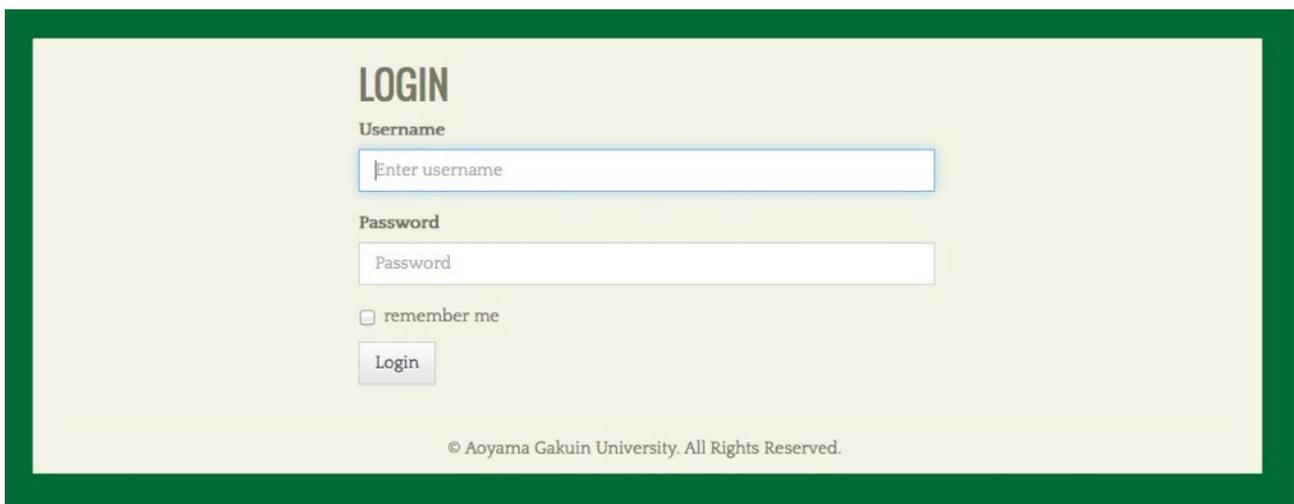


Fig. 1

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After logging in, you will be taken to an upload page (See Fig. 2) where you will have to browse for the file of your written work on your computer (See Fig. 3). Also use drop down menus to select the course that you are enrolled in and the current semester/ year. Finally, type in your teacher's name and click on the "Upload file" button. At this time, only Microsoft Word .doc or .docx files can be uploaded.

NOTE: Do NOT include your name, student number, or any other identifying information in the filename or in the document itself. This is to ensure that privacy laws pertaining to electronically stored data are not violated.

You are logged in!

UPLOAD A FILE

Attach file
 No file selected.
Microsoft word files only

Course: Semester:

Teacher's name

Upload date
13/04/2015

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Fig. 2

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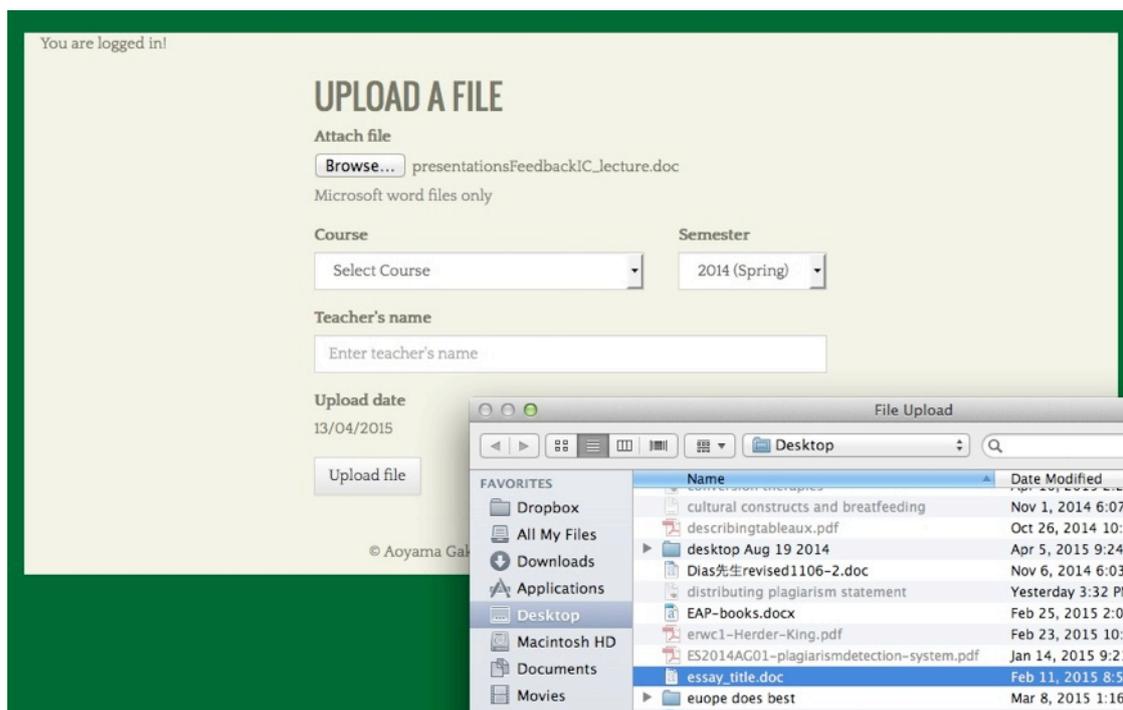


Fig. 3

After you have selected the appropriate file on your computer and clicked the “Upload file” button, the file will be uploaded within a few seconds. Upon successfully uploading the file, a page will appear with the phrase “UPLOAD SUCCESSFUL.” On that same page, a unique reference number will be provided along with the time and date of submission. [Currently the time is set at American Pacific Standard Time, but we will try to fix that.]

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You must print out the “UPLOAD SUCCESSFUL” screen (which includes your file’s unique reference number--See Fig. 4) by clicking on the “Print” button. Present the print out to your teacher along with a hard copy of that written work. You will not be given credit for an assignment if you have not shown evidence to your teacher that you uploaded it to the “Database of Student Writing.” That evidence will be a print out of the “UPLOAD SUCCESSFUL” screen.

Using the “reference number” on the print out, your teacher will be able to download your essay. Sometimes documents are lost when sent by email, but this will be a much safer way to deliver a digital version of your work to your teacher.



Fig. 4