
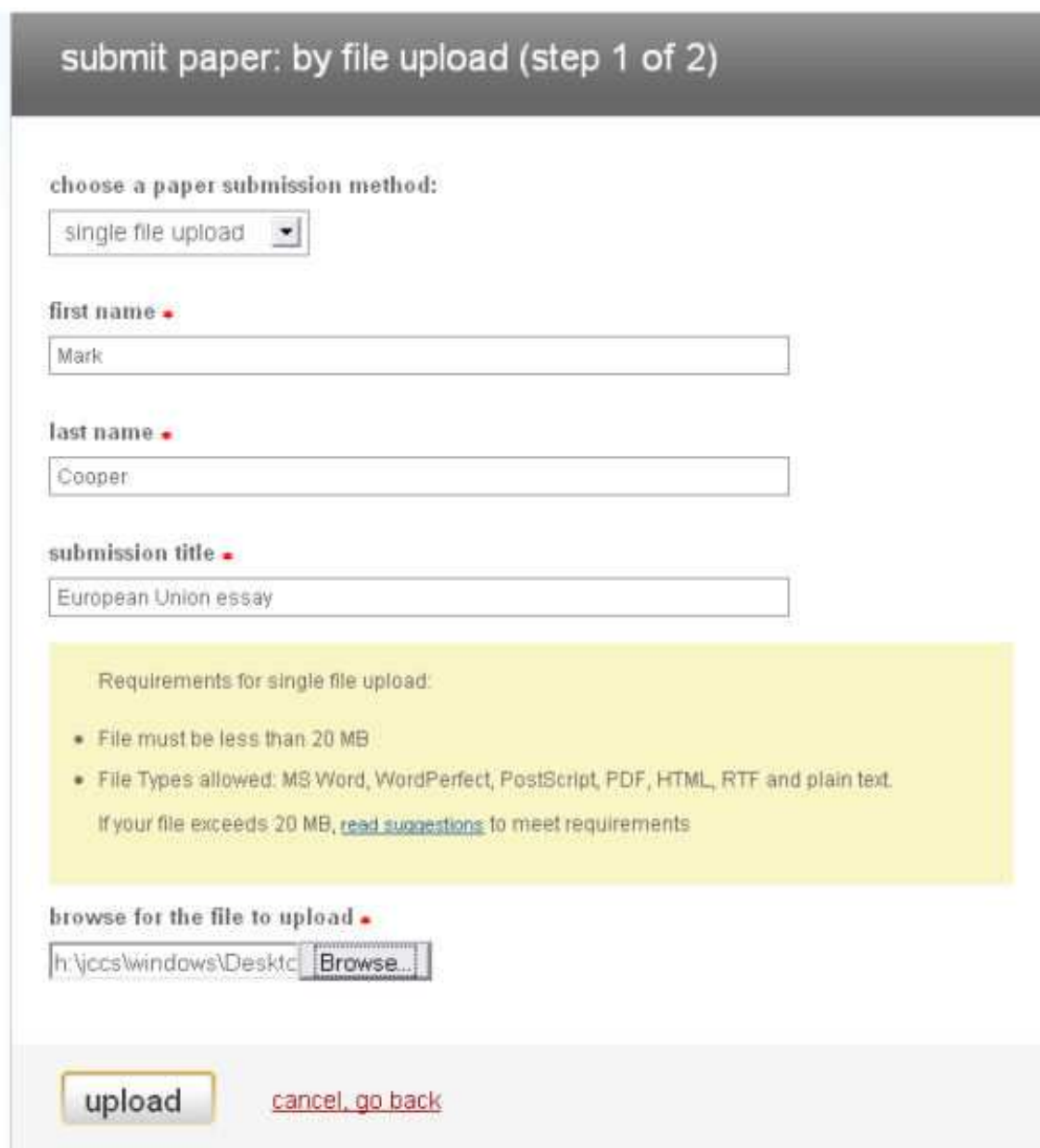


# Electronic submission

1. Log in to the Cardiff Portal (<http://portal.cf.ac.uk>) and click on Learning Central.
2. Access the appropriate module.
3. Click on Assignments.
4. You will see the name of your assignment. Underneath this click on View/Complete.
5. Click on the Submit button. 
6. You will then see this screen:



submit paper: by file upload (step 1 of 2)

choose a paper submission method:

single file upload

first name \*

Mark

last name \*

Cooper

submission title \*

European Union essay

Requirements for single file upload:

- File must be less than 20 MB
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, [read suggestions](#) to meet requirements

browse for the file to upload \*

h:\jccs\windows\Desktop Browse...

upload [cancel, go back](#)

In the 'choose a paper submission method' box make sure 'single file upload' is selected.  
In the 'submission title' box enter the module code to which your submission relates.  
Ensure your document to submit already has the coursework **cover sheet information** inserted on the first page.  
Then click 'Browse...' to locate and select your file.

7. Click the Upload button

8. After clicking the Upload button you should see this screen

## submit paper: Step 2 of 2

**Author**      Mark Cooper

**Title**        European Union essay

**Preview Paper**

Lighting an office overnight wastes enough energy to heat water for 1000 cups of tea.  
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PFL165

submit[return to upload page](#)

Your document will then be previewed (note that formatting and pictures may be missing from the preview, but will still be present in the document).

Ensure that you have uploaded the correct document and that you have included the coversheet information on the first page.

Click the 'return to upload page' button if you have uploaded the wrong file or you have forgotten to include the coversheet information.

9. Click the **Submit** button to complete your assignment submission.



10. You will receive a **receipt** in your Cardiff University email account. It is your responsibility to check that you receive the receipt and to keep it as proof that you have submitted your assessed coursework.