

To all students

Important Assignment Tips

ICT Customer Services would like to remind students of good practice to assist during assignment periods, which is a busy and sometimes stressful time.

It is common practice for students to work on documents between home and campus. In this case, the assignment is usually sent via email and then accessed from there, if required, to add information or make edits. If this is your preferred method, then please read on, as the following few lines may save you from having to retype an assignment, perhaps from scratch, as quite often there is no paper copy to fall back on.

The Problem:

The problem arises when students open their attachment in email, immediately amend or edit the document and then select the save button on the toolbar. This is an unsafe practice, as you are not saving the document with a recognised filename on a particular drive.

So how can this be avoided?

The Solution:

- When you access your email and open your attachment, you must save the file locally before you amend or edit your work. You can do this by using the **FILE – SAVE AS** option, choose your location, preferred filename and save. Failure to do so may result in you losing any additional work or changes you undertake.
- Make sure you know where you are saving to. A common mistake occurs when users select the save button on the toolbar without knowing where their work is being stored.
 - Always remember, prior to logging off the PC, upload any files to the **Skydrive**, as this is your primary storage area for documents.
 - Always save a **backup copy**.
 - It is often useful to have a printed copy as a fall back.

If you have any queries and are on campus, please contact the staff at the LRC Information Point.

If you are off campus, please contact the Service Desk at 028 9036 6777 (internal ext 66777) or servicedesk@ulster.ac.uk

Ann McSherry
Campus ICT Manager (Jordanstown)
ICT Customer Services