

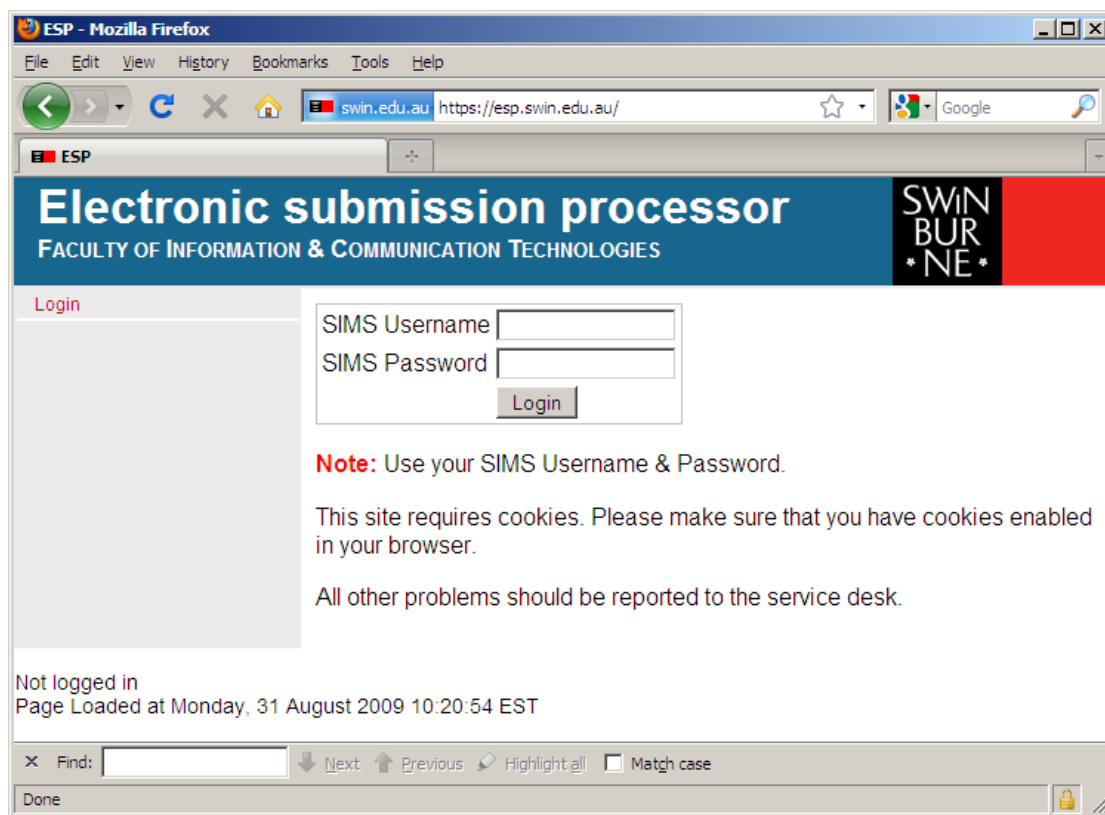
ESP – Electronic Submission Processor

Student Guide

Logging In

ESP is an electronic assignment submission facility which is available to any subject in Faculty of Information and Communication Technologies. If your subject will be utilising ESP then you can log in to ESP at:

<https://esp.swin.edu.au/>



ESP Login Screen

Students log into ESP using their SIMS account details. Your SIMS username is your seven digit student ID. Your SIMS password is the password you use for My.Swinburne.

If you are unable to log in to ESP you will receive the message 'Invalid attempt recorded – please try again'. If you get this message you can contact the ITS service desk on 9214 5000 or servicedesk@swin.edu.au. You may also come to the EN306 help desk for assistance.

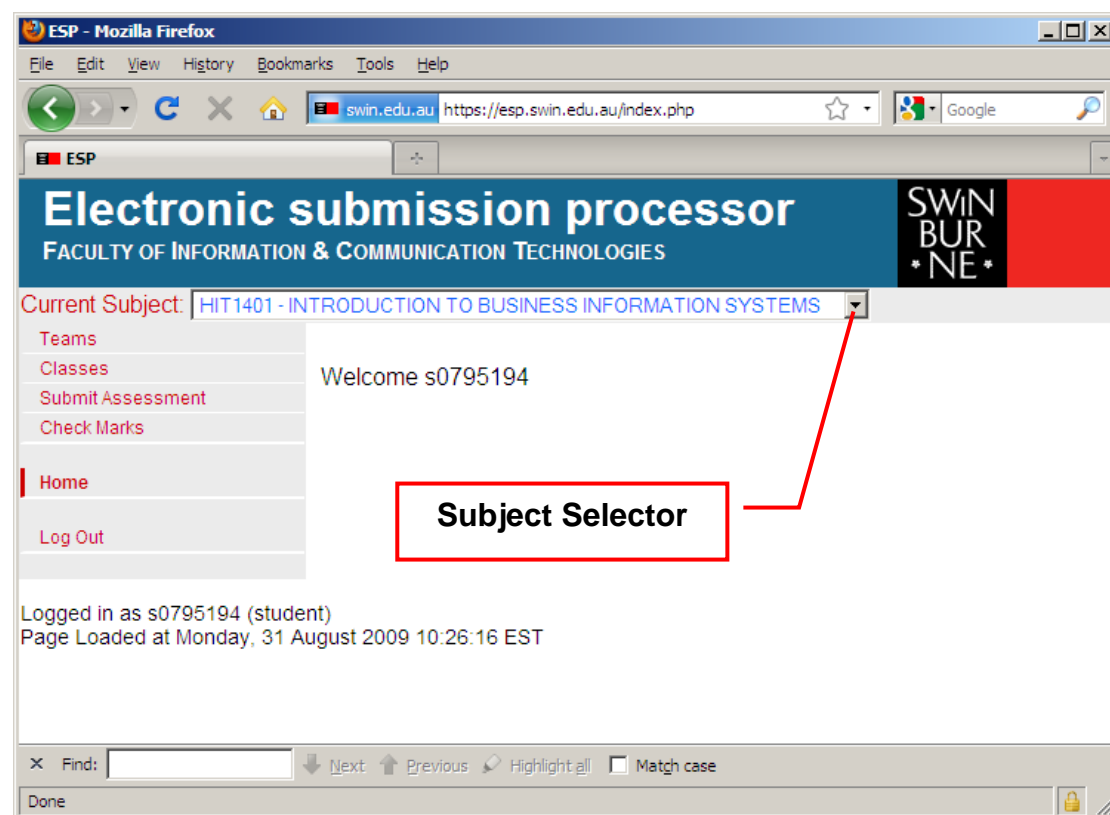
If none of your subjects are using ESP then you may not be able to log in to ESP and will receive the message 'You do not have an ESP account'. This message means you

are using the correct username and password but do not have access to any ESP subjects. If you believe that you should have access, please contact your subject convenor.

Selecting your subject

Once you have logged in to ESP you will be shown a subject selector and a menu on the left hand side. Most of these menu items apply to the subject which is selected. If you are enrolled in more than one subject which is using ESP, you must first select the correct subject using the subject selector.

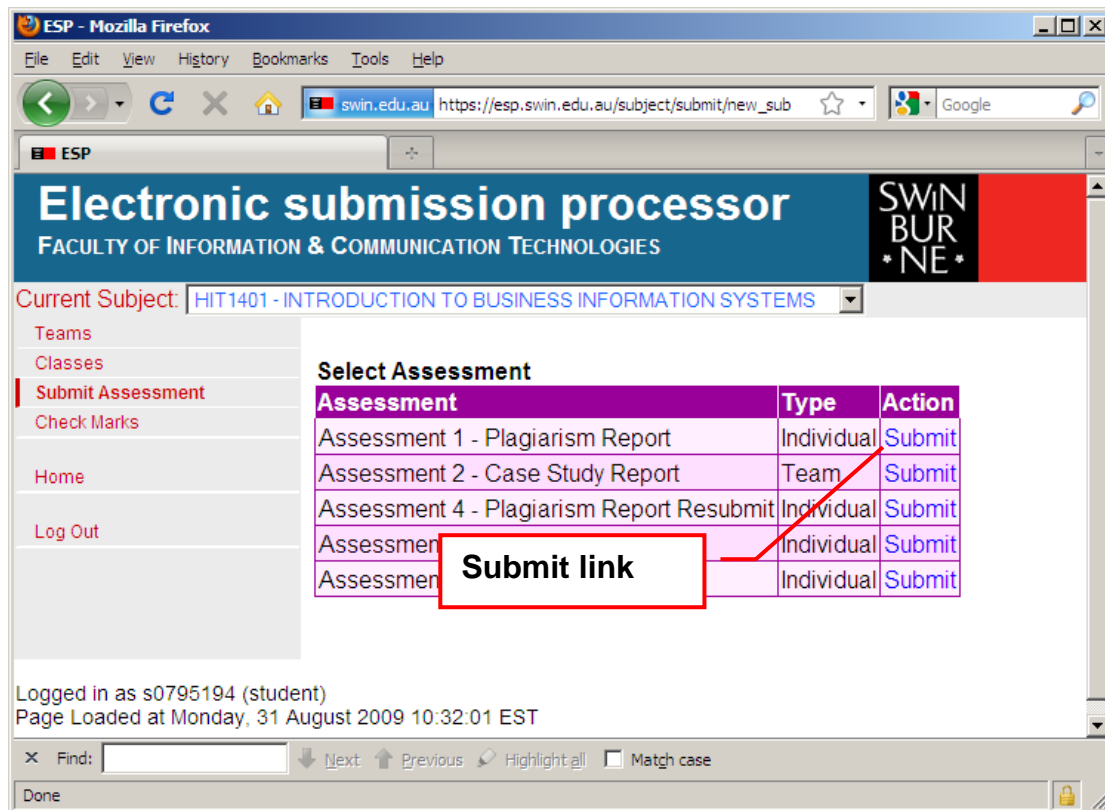
ESP will only show subjects which are using ESP. It does not indicate a problem with your enrolment if subjects are not listed in ESP.



ESP home page showing Subject Selector

Submit Assessment

After selecting the correct subject, use the Submit Assessment menu. This will show a list of assessments for the selected subject. If an assessment is available for submission then a Submit link will be shown beside the assessment.



Submit Assessment screen showing Submit link

Once an assessment has been selected, there are two steps which must be completed to perform the submission. The first step is to upload the file or files which you wish to submit. The second step is to complete the declaration and perform the submit. If you do not complete the second step, your assessment will not be accepted.

Electronic Assessment Submission

You are about to submit to Assessment 1 - Plagiarism Report

Instructions:

ESP Submission is a two step process. You must complete both steps to submit your assessment.

Step 1. Upload your files.

Step 2. Submit your assessment.

Late penalties will apply if submitted after 2009-07-01 08:35:00

Step 1 - File Upload

Select the **Browse** button to choose your file to upload. When you press **Submit Assessment**, the assessment submission system processes your submission and returns the results.

No files have been uploaded

Showing 0 files. Total size 0 bytes. Total size must not exceed 3 Mb (3,145,728 bytes).


Select a file to upload:

Submit Assessment instructions – Step 1

Upload a file by first using the Browse... button and then the Upload button. You may upload any file type including .zip and .rar files. After uploading the file, a summary will be shown.

Select the **Browse** button to choose your file to upload. When you press **Submit Assessment**, the assessment submission system processes your submission and returns the results.

Files ready for submission

Filename	Size	Status	Uploaded by	Tools
ass1.doc	158,720 bytes	OK	s0795194	 Remove file

Showing 1 file. Total size 158,720 bytes. Total size must not exceed 3 Mb (3,145,728 bytes).

You are only permitted to submit one file for this assessment.

Step 1 - One file has been uploaded

Depending on how the convenor has configured the assessment, you may continue to upload more files. If all the files are uploaded then you must now complete Step 2.

Step 2 - Submission

Do not complete this section until you have uploaded all the files you wish to submit.

Enter the subject code to submit to:

Assessment: Assessment 1 - Plagiarism Report

Enter your SIMS Username :

Enter your SIMS Password :

WARNING : The Faculty of Information & Communication Technologies imposes severe penalties for [plagiarism](#).

By pressing the 'Submit Assessment' button, I declare that this assessment is my individual work. I have not worked collaboratively nor have I copied from any other student's work or from any other source except where due acknowledgment is made explicitly in the text, nor has any part been written for me by another person.

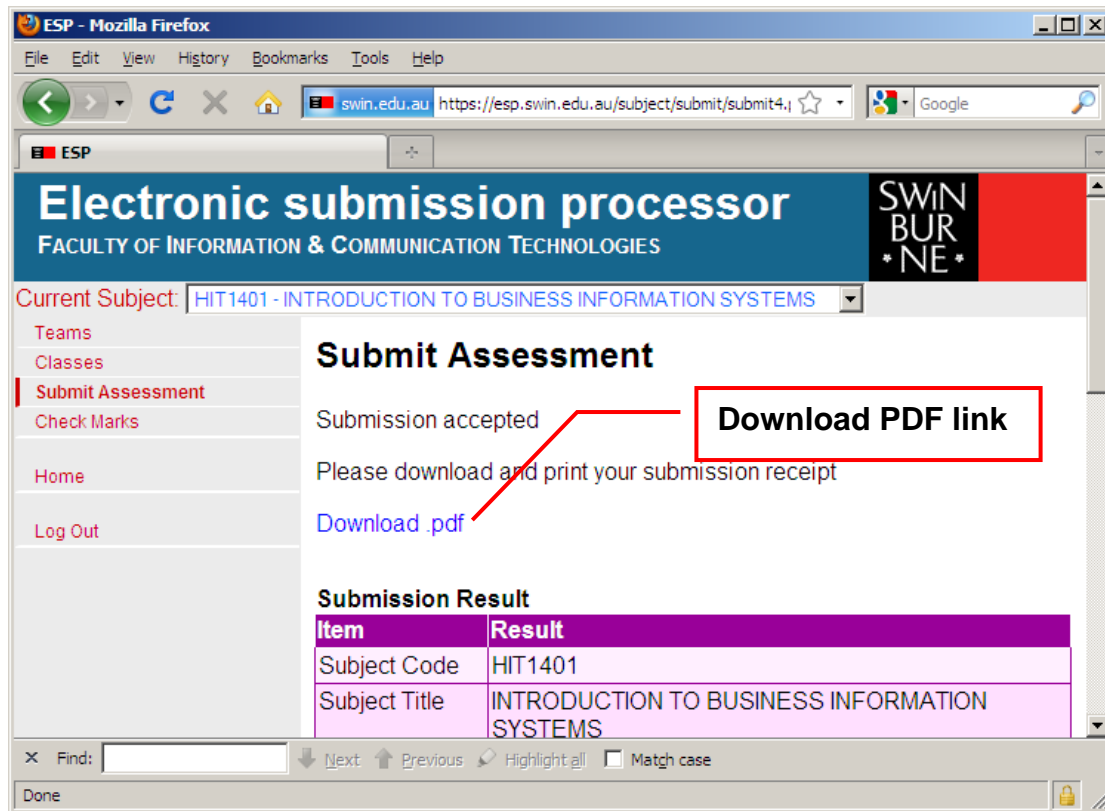
I confirm that I understand and agree to the above statement

Submit Assessment instructions – Step 2

You must complete Step 2 with the subject code and the same username and password details you used to log into ESP. This information ensures that you are authorising the submission of the assessment and that you have double checked that you are submitting to the correct subject.

You must also check the box to confirm that not plagiarised your assessment.

Once you have completed all the fields, the Submit Assessment button will become available. After clicking Submit Assessment, your assessment will be processed and a receipt will be produced.



Submission accepted screen with Download .pdf link

You should download and print the pdf receipt. You can also view this receipt in the future by using the Check Marks menu.

Note: Ensure you keep a hard copy of your pdf receipt as proof that you have submitted your assessment.

Swinburne University of Technology
Faculty of Information & Communication Technologies
ELECTRONIC ASSESSMENT COVER SHEET (ESP)

Individual Assessment (revision 1.3)

Subject code: <u>HIT1401</u>	Subject title: <u>INTRODUCTION TO BUSINESS</u>
Assessment number: <u>1</u>	Assessment title: <u>Plagiarism Report</u>
Due date: <u>2009-07-01 08:35:00</u>	Convenor: <u>Tipping, Robert</u>
Lab/tute group: <u>N/A</u>	Tutor: <u>N/A</u>

Family name: <u>Newbiggin</u>	Identity: <u>s0795194</u>
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Other names: John

I declare that this assignment is my individual work. I have not worked collaboratively nor have I copied from any other student's work or from any other source except where due acknowledgment is made explicitly in the text, nor has any part been written for me by another person.

Submission date: 2009-08-31 10:54:28 Late penalty: -100%

Submission key: c33da072a32a368c7e3eaf874f4229f6

Files submitted:

ass1.doc (158,720 bytes. Uploaded by s0795194); Total size is 158,720 bytes

Sample PDF receipt

Version	4
Date of release	17 December 2012
User Manual Version	4.2
Date of publication	29 January 2013
Author	John Newbiggin
File	student.doc