

Dear Part IB and Part II students

(copied to Directors of Studies and Supervisors for information)

We hope you and your loved ones are keeping well and safe at this time. As we are now approaching the deadlines for submitting your essays, I would like to advise you of the procedure for doing so.

1. You will need to look up, and make a note of, your individual candidate number; also referred to as your 'Blind Grading ID' number. This can be found in Moodle, using the following steps:

- Login to Moodle with your Raven account here: <https://www.vle.cam.ac.uk/login/index.php>
- Click on 'your name' in the top right-hand corner of the screen
- Click on 'Profile'
- Your Blind Grading ID number will be displayed at the bottom of the 'User details' screen

2. The title of each of your files should be: Blind Grading ID number followed by the essay title (or shortened version thereof).

3. Login to Moodle to upload the final versions of your essays. **The procedure for uploading is explained in the attached guidance document.** Before you begin uploading, check that each of your essays has the question to be answered (title) at the top and an up-to-date word count at the bottom, followed by your list of sources. For each paper you can upload your files any time in the week leading up to the deadline and you can replace them with updated versions right up to the deadline. It therefore makes sense to upload them in good time before the deadline, and then update them later if necessary, to avoid the risk of missing the deadline completely because of last-minute internet problems.

I attach the deadlines for each paper again, for your information.

If you have any queries, please do let me know.

with my best wishes

Clare

## **Undergraduate Essay Submissions to Moodle**

### **1. Determine your Blind Grading ID Number (BGN):**

Students will need to determine their BGN within Moodle before submitting an assessment. To do this follow the steps below:

- Login to Moodle with your Raven account here: <https://www.vle.cam.ac.uk/login/index.php>
- Click on 'your name' in the top right-hand corner of the screen
- Click on 'Profile'
- Your BGN id number will be displayed at the bottom of the 'User details' screen

## 2. Rename your files ready for uploading:

Your essays should be submitted as either **docx** or **pdf** files. The title of each of your submitted essays should be: Blind Grading ID number followed by title of essay (or shortened version thereof). Please only use alphanumerical characters and spaces in your essays titles (no punctuation marks). Thus e.g.:

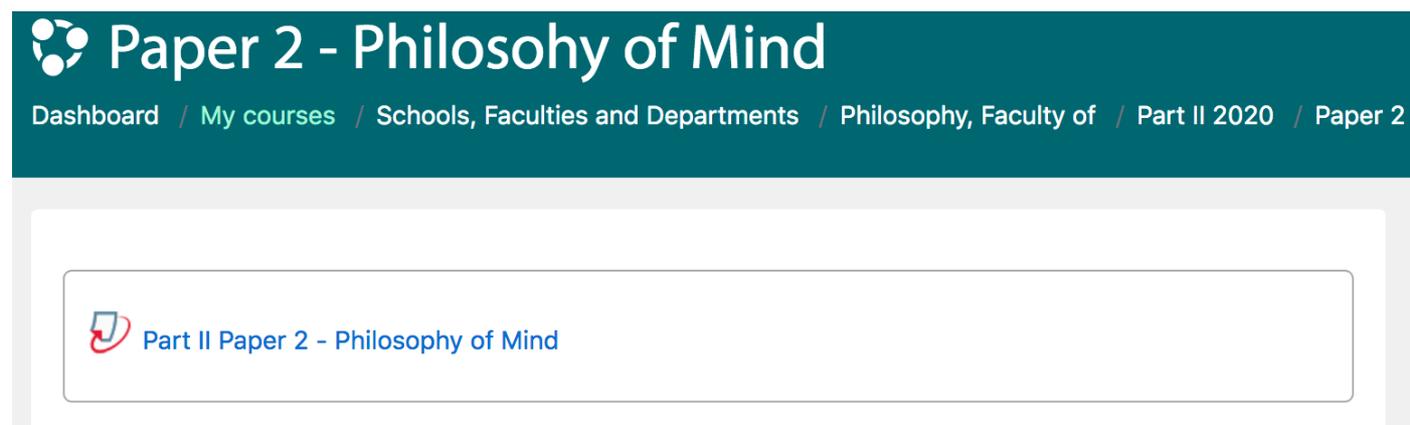
1234M Compare Russells and Freges approaches.docx  
5678T How is free will possible.pdf

## 3. Login to Moodle and submit your essays:

For the Part II essays: <https://www.vle.cam.ac.uk/course/index.php?categoryid=21111>

For Part IB essays: <https://www.vle.cam.ac.uk/course/index.php?categoryid=21101>

Once logged into the above Moodle sites, select the relevant paper number then click on the link shown in blue (see example below):



The screenshot shows a Moodle course page with a dark teal header. The header contains the course title 'Paper 2 - Philosophy of Mind' and a breadcrumb trail: 'Dashboard / My courses / Schools, Faculties and Departments / Philosophy, Faculty of / Part II 2020 / Paper 2'. Below the header, there is a white box containing a red 'Submit Paper' icon and the text 'Part II Paper 2 - Philosophy of Mind'.

On the next screen, for each of the 3 tabs across the top of the screen (i.e. Essay 1, Essay 2 and Essay 3), click on the 'Submit Paper' icon on the right-hand side (circled in red in the screenshot below):

[↑ Back to course 'Paper 2 - Philosophy of Mind'](#)

My Submissions

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Essay 1   Essay 2   Essay 3

Title	Start Date	Due Date	Post Date	Marks Available
Part II Paper 2 - Philosophy of Mind - Essay 1	5 May 2020 - 12:00	22 May 2020 - 12:00	12 May 2021 - 14:16	100

 Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Grade	Overall Grade	
--	--	--	--	--	<a href="#">Submit Paper</a> 

In the 'Submit Paper' window input the Submission Title (**this must be in the format of your BGN followed by your essay title**) then click and drag your essay file from your local folders to the 'Files' area (see screenshot below). Check the box to confirm reading and understanding the University Plagiarism rules then click on the 'Add Submission' button. A window should appear displaying a Digital Receipt and Turnitin submission id which confirms that your submission has been successfully uploaded to Turnitin.

#### ▼ Submit Paper

Submission Title



File to Submit



Maximum size for new files: 40MB, maximum attachments: 1

Files



You can drag and drop files here to add them.

By checking this box, I confirm that I have read and understood the [University's Statement on Plagiarism](#) and this submission is my own work. I understand that my work may be submitted to text-matching software and retained in the software's database, as described in the Statement.

[Add Submission](#)

There are required fields in this form marked  .

After submission you should receive an email message for each successful file submission. The email message will include the Turnitin digital receipt submission id for each file.

Assessment files can be resubmitted at any time up until 12 noon on the due date (i.e. original examination date) by logging into Moodle, selecting the relevant paper number and essay tab then clicking on the 'Submit Paper' icon (as circled in red above) and following the instructions above to submit a file. Once a new file has been submitted an email confirming successful submission should be received.