

Инструкция как вложить курсовую работу в систему:

Шаг 1: Выбрать «Student's portal»

Шаг 2: Пройти по ссылке «Coursework submissions»

Шаг 3: В соответствующем поле нажать на стрелку «Insert files»

Шаг 4: Загрузить файл курсовой работы с компьютера, нажать на «Insert files»

Шаг 5: Обязательно подтвердить загрузку файла, кликнув на «Submit files»¹

¹ Возможно система потребует повторное подтверждение. Будьте внимательны!

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The table shows the studies commenced or completed at this university and the application icons relevant to the studies. The study and the study period you are working with at the moment can be found in the page subheader. If you have more than one study or study period use the grey bullet in the first column Choose to switch between them in the portal applications. When entering the Student's portal you are working with the active study (green bullet).

Choose	Faculty	Programme - Field of study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses
	FPH	B-EM Economics and Management Corporate Economics and Management [full-time]	enrolled			

Support of the selected study


Application on support of the selected study.




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The application used for submitting papers and projects is a room reserved by a teacher for the students where they can individually or in groups submit their homework, case studies, projects or other assignments. Each coursework submission is limited in time and set up for the individual seminars or centrally for the whole course.

The table shows all submission places that have been set up for the courses you attend in the current period. The "Open till" column defines when the coursework submission is closed. In the next column you can see the name of a set of topics and a list of topics you have signed up for and which have been approved by the teacher. A coursework submission is linked to the whole course. In the "Files" column you can see how many files you have entered to the coursework submission. Click on the icon in column "Instructions" to see the instructions entered by the teacher for the coursework submission.

The following table shows the coursework submission open for inserting files. To insert files to a particular coursework submission use the arrow in the Insert files column.

 **Where I can submit my papers**

Course title	Name	Type	Announced for	Until	Topic	Details	Number of files	Instructions	Put up by	Insert files
3RU213 Business Strategy	Kursovaya rabota - Strategic analysis		Mon 07:30-09:00 ????? (sem.)	30/04/2017 23:59	free		0		L. Tyll	

The following table contains the coursework submissions where you have submitted your assignments to and received a confirmation, therefore, you cannot enter any more files there. If you have been granted points for submission, see them in column Points. To display the entered files click in column Display files.

 **Coursework submissions with submitted files**

Course title	Name	Type	Announced for	Until	Topic	Open	Points	Details	Number of files	Instructions	Put up by	Display files
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The following table contains the closed coursework submissions with the submitted files waiting for confirmation. If you have entered your files in here, you can display them by clicking in column Display files.

 **Closed coursework submissions without submitted files**

Course title	Name	Type	Announced for	Until	Topic	Details	Number of files	Instructions	Put up by	Display files
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No suitable data found.

Individual coursework submission - Business Strategy (3RU213)

Details for a coursework submission

Name of a coursework submission: [Kurovaya rabota - Strategic analysis](#)
Type: individual coursework submission
State: open
Closing date: 30/04/2017 23:59
Announced for: 3RU213 Se Mon 07:30-09:00 ?????? Every week
Coursework submission quota: 5 MiB

List of entered files

The table below shows all the files that have been inserted in the particular coursework submission, but have not been handed in yet. The files can be viewed, downloaded, deleted, reordered and renamed.

Sel.	Name	File	Description	Date of insertion	Entered by	Modify
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Enter new file



Quota for inserting files 5,00 MiB.

To insert a file click on the Browse button and select the file you wish to insert. Click on the Insert file button to confirm the insertion. The name of the entered file can contain only small and capital letters without diacritics, numbers, underscores, round brackets, dashes, commas and full stops. System allows entering a file whose name contains diacritics; however, these diacritics will be removed. Similarly, the file name can contain spaces which will be replaced with underscores. Symbols of foreign alphabets are not permitted. The length of file name is limited to 100 characters.

Description:

File:

Individual coursework submission - Business Strategy (3RU213)

Details for a coursework submission

Name of a coursework submission: [Kurosovaya rabota - Strategic analysis](#)
Type: individual coursework submission
State: open
Closing date: 30/04/2017 23:59
Announced for: 3RU213 Se Mon 07:30-09:00 ?????? Every week
Coursework submission quota: 5 MiB

 Transaction was successfully completed.

List of entered files

The table below shows all the files that have been inserted in the particular coursework submission, but have not been handed in yet. The files can be viewed, downloaded, deleted, reordered and renamed.

Sel.	Name	File	Description	Date of insertion	Entered by	Modify
<input type="checkbox"/>	statistika_2016.xlsx			01.03.2017 12:42		

Remove file

 Files have not been properly handed in, only inserted.

Click on the following button to submit all the above listed files. Until you execute this transaction, the files will not be available to the teacher to view.

Submit files



Enter new file

 Quota for inserting files 4,98 MiB.