

AssignIT

AssignIT enables students to submit assignments electronically. Assignments are stored in a database from which markers can collect, mark and return assignments with feedback and a grade to students. From 2007, all staff will need to use AssignIT for written assignment submission in their courses. In some circumstances assessments will be exempt from using assignIT due to the format of the submission. Details relating to how to submit will be made available in your course information booklet.

With any technology there are invariably those times when for planned or unplanned purposes the system may be temporarily unavailable. Planned downtimes due to required maintenance are usually published in advance in all UniSA net applications so students should be aware of when systems are not available by viewing these alerts.

Unplanned downtime is less easily managed and for this reason we have created a contingency plan for AssignIT for students to refer to in cases where they are unable to submit.

AssignIT contingency plans

There is a comprehensive help website for students relating to using AssignIT and it can be accessed at: <http://www.unisa.edu.au/helpassignIT/students/default.asp>

1. If the student is not able to submit, yet the system is available they should wait and try again in about 10 minutes. There is a limit to how many students can access the system at any one time and although this is a large limit it can exceed if all students are trying to submit at the last minute. If after a second attempt they still can not access they should be referred to the AssignIT FAQ's in the first instance: <http://www.unisa.edu.au/helpassignIT/students/faq.asp> and then send all further enquires to their UniSA Course Coordinator unless otherwise directed by the FAQ.
2. If the student can access the system yet repeatedly fails to submit their assignment they should contact their UniSA Course Coordinator. Failed attempts can be tracked on the AssignIT system by student username so this should not be considered a suitable excuse for not submitting on time unless there is a University error or system problem inhibiting their submission.
3. If the system is unavailable up to and following the submission deadline the entire class will automatically be given a 24hr extension without penalty to enable technical staff to get the system back online again (48 hours if it is a weekend). Students should not email their assignments to anyone in the meantime but monitor their course website for further information about the system's availability. If the course website is also not available or if AssignIT is expected to be unavailable for longer than 24 hours (48 hours if it is a weekend) students will be emailed with further information and/or alternative instructions for submitting their assignments.