

Using the Database for Submitting Written Work

All students, at all three levels of IE Writing, are required to upload the final drafts of their essays to the new “Database of Student Writing.”

In addition, in the second semester, students in the Academic Writing course must submit the final draft of their Academic Writing thesis.

How students use the new database for submitting their written work

In addition to submitting a paper version (hard copy) of their written work to their teacher, students must also submit the work in the form of a Word doc (or .docx) at this site:

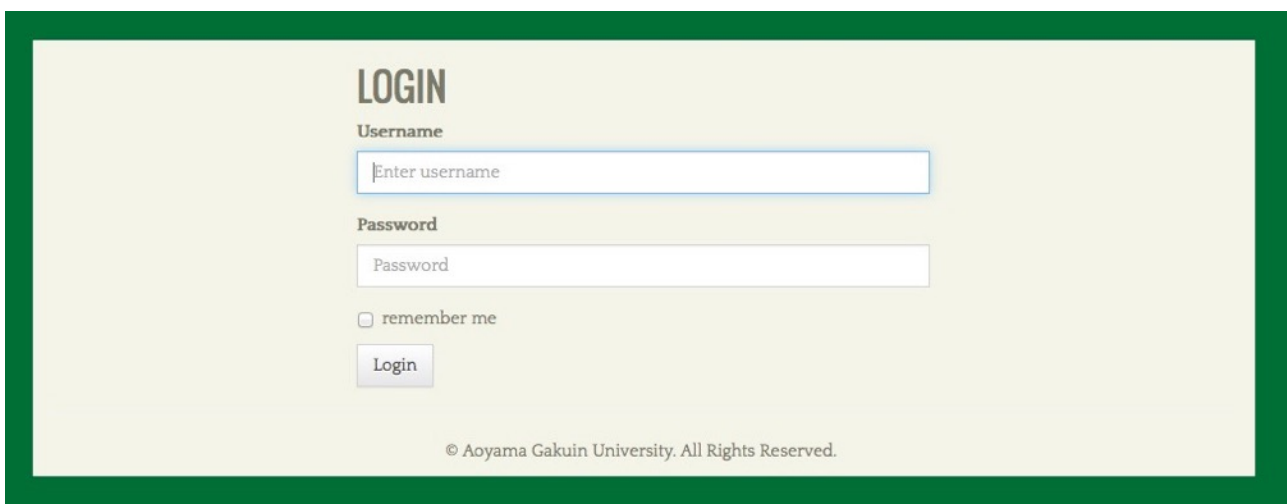
<http://www.ap.agu4u.org/users/login> (See Fig. 1).

Students should be told that they will not get credit for assignments UNLESS THEY SUBMIT THE UPLOAD “RECEIPT” with their paper. The receipt (see Fig. 4) should be attached to the front page of the essay or thesis.

They should login as follows:

Username : student

Password : tGpUU5Cv



LOGIN

Username

Enter username

Password

Password

remember me

Login

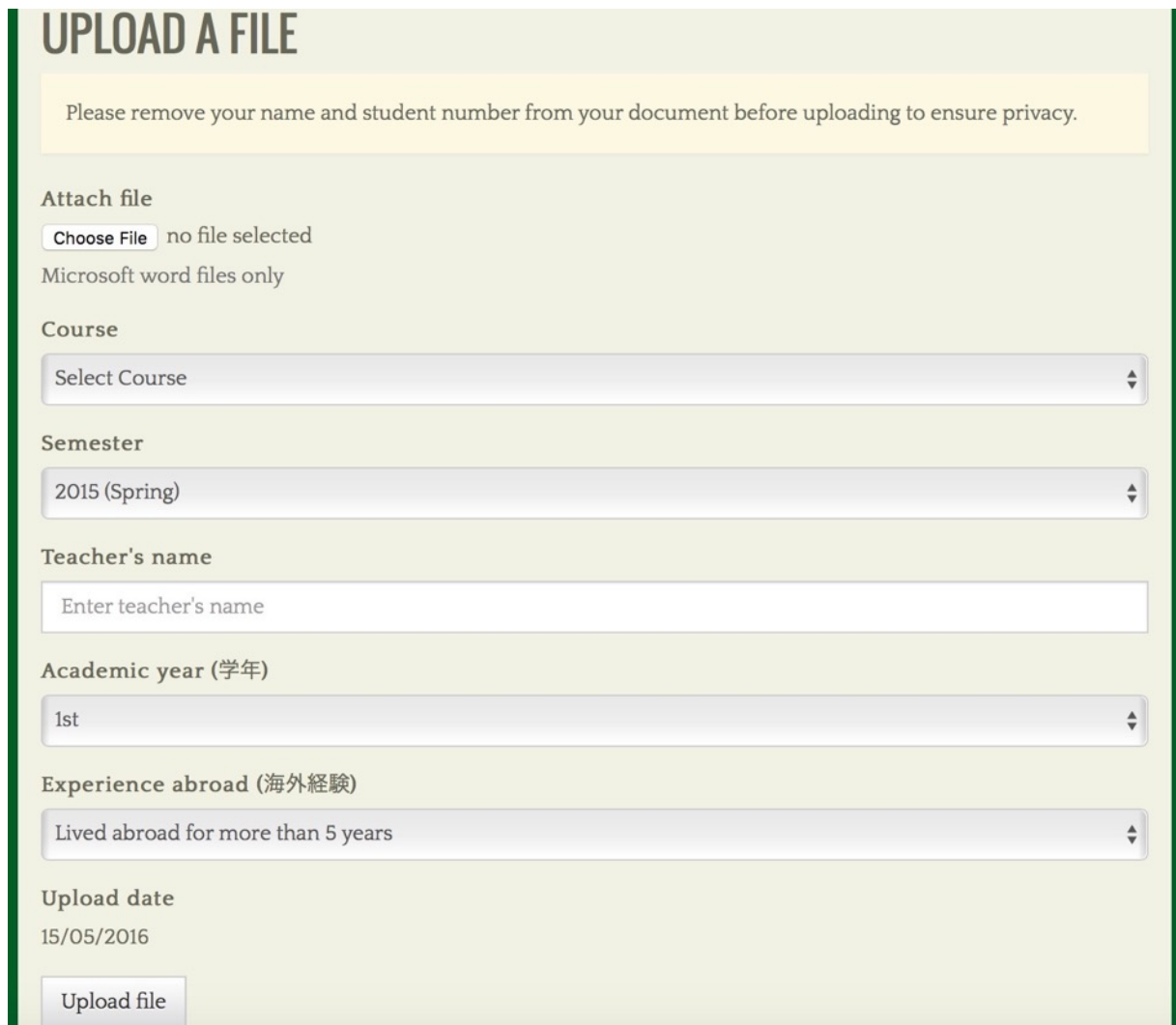
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Fig. 1

Using the Database for Submitting Written Work

After logging in, they will be taken to an upload page (See Fig. 2) where they will have to browse for the file of their written work on their computer (See Fig. 3). They should also use drop down menus to select the course that they are enrolled in, the current semester/ year, their academic year (学年), and their experience abroad (if any). Finally, they should type in their teacher's family name (IN ROMAN LETTERS; correctly spelled!) and click on the "Upload file" button. At this time, only Microsoft Word .doc or .docx files can be uploaded.

NOTE: When uploading the file, students should be instructed NOT to include their name, student number, or any other identifying information in the filename or in the document itself. This is to ensure that privacy laws pertaining to electronically stored data are not violated.



UPLOAD A FILE

Please remove your name and student number from your document before uploading to ensure privacy.

Attach file
Choose File no file selected
Microsoft word files only

Course
Select Course

Semester
2015 (Spring)

Teacher's name
Enter teacher's name

Academic year (学年)
1st

Experience abroad (海外経験)
Lived abroad for more than 5 years

Upload date
15/05/2016

Upload file

Fig. 2

Using the Database for Submitting Written Work

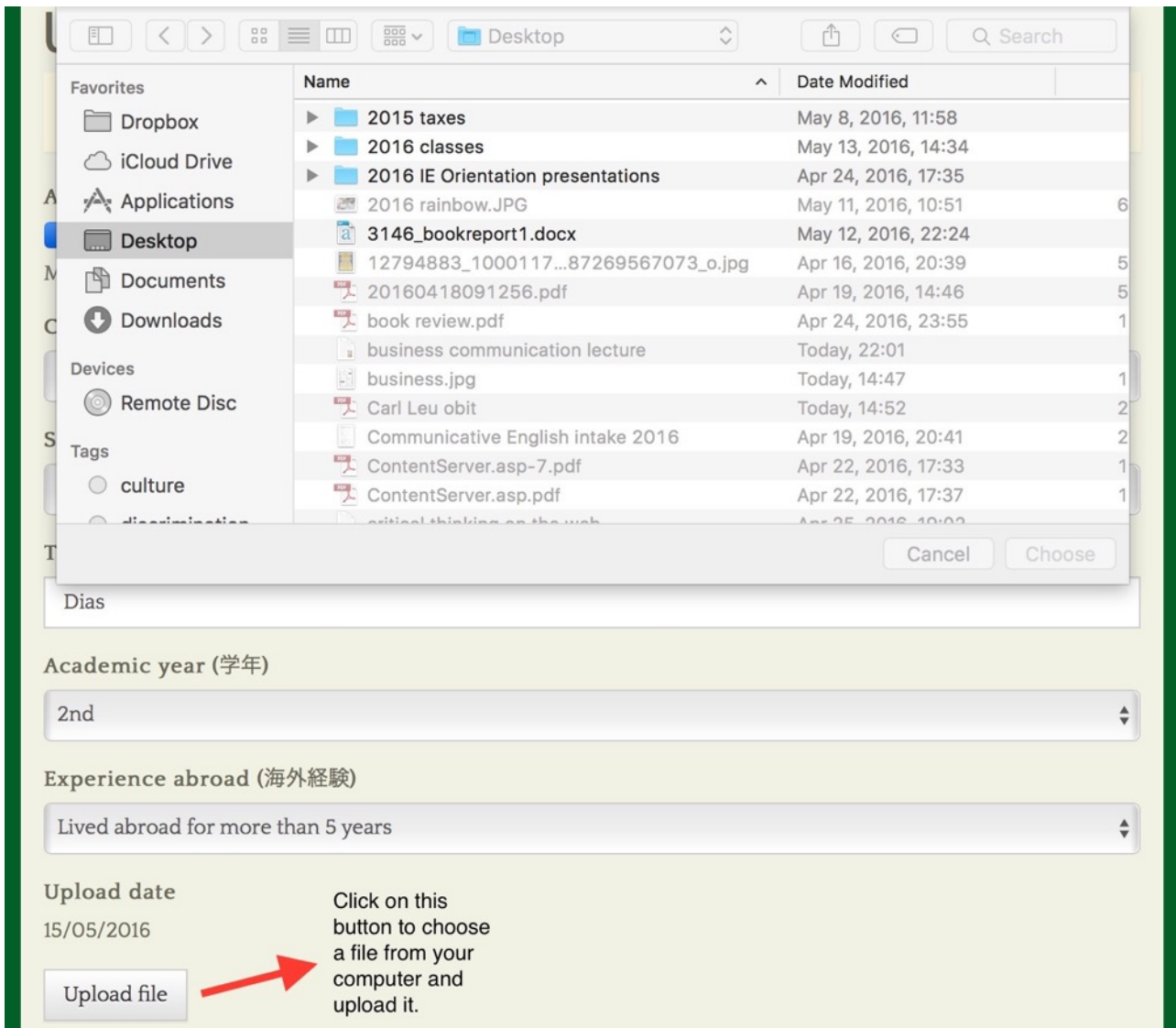


Fig. 3

After the student has selected the appropriate file on his/her computer and clicked the "Upload file" button, the file will be uploaded within a few seconds. Upon successfully uploading the file, a page will appear with the phrase "UPLOAD SUCCESSFUL." On that same page, a unique reference number will be provided along with the time and date of submission.

Students must print out the "UPLOAD SUCCESSFUL" screen (which includes their file's unique reference number--See Fig. 4) and present it to their teacher along with a hard copy of that written work. Students must not be given credit for an assignment if they have not shown evidence that they uploaded it to the "Database of Student Writing." That evidence will be a print out of the "UPLOAD SUCCESSFUL" screen.

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Fig. 4