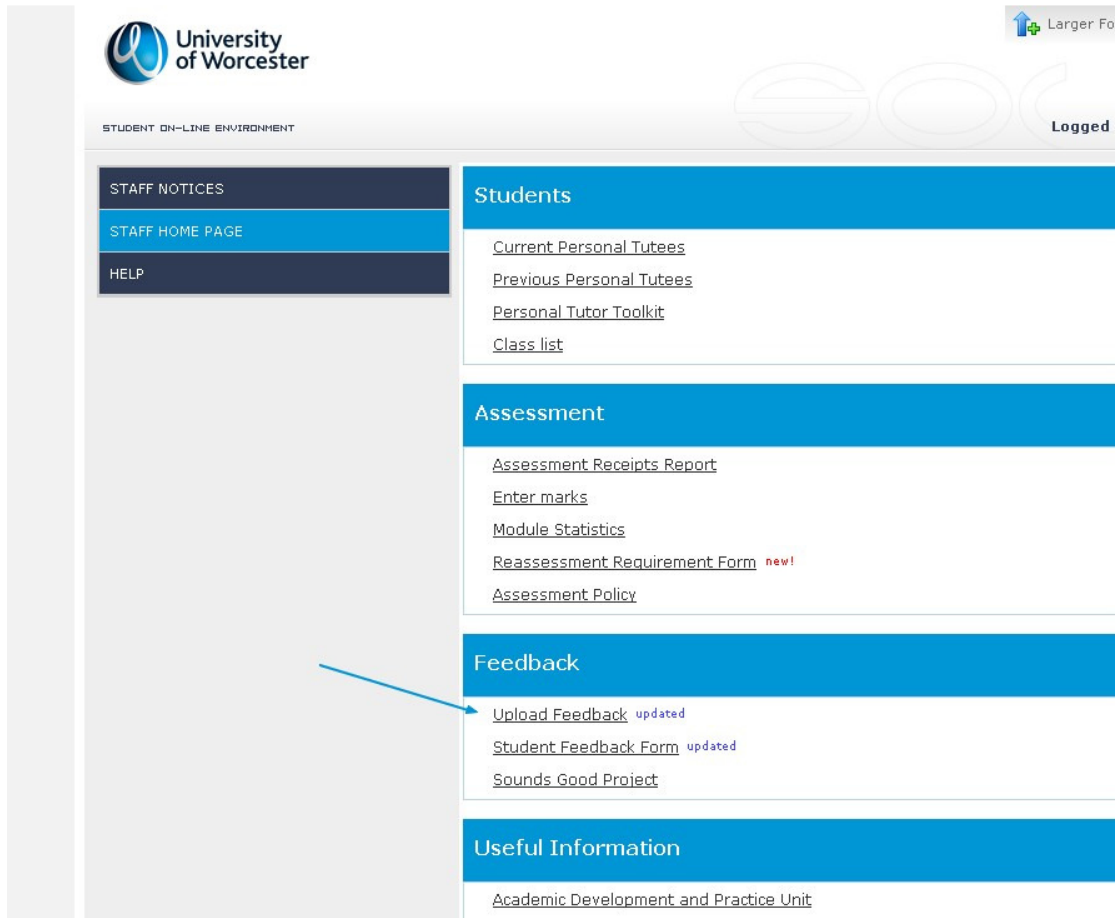
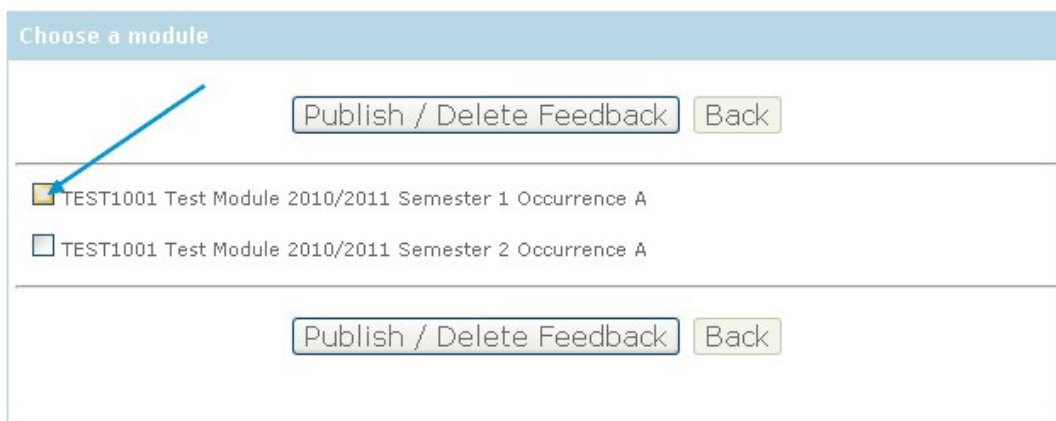


Step 1. Select option 'Upload Feedback'



The screenshot shows the University of Worcester Staff On-Line Environment. The page has a header with the university logo and name, a 'Larger Font' button, and a 'Logged' status indicator. Below the header is a navigation menu with 'STAFF NOTICES', 'STAFF HOME PAGE', and 'HELP'. The main content area is divided into several sections: 'Students' (with links for Current Personal Tutees, Previous Personal Tutees, Personal Tutor Toolkit, and Class list), 'Assessment' (with links for Assessment Receipts Report, Enter marks, Module Statistics, Reassessment Requirement Form *new!*, and Assessment Policy), 'Feedback' (with links for Upload Feedback *updated*, Student Feedback Form *updated*, and Sounds Good Project), and 'Useful Information' (with a link for Academic Development and Practice Unit). A blue arrow points to the 'Upload Feedback' link in the Feedback section.

Step 2. Tick option to select required module



The screenshot shows a form titled 'Choose a module'. At the top, there are two buttons: 'Publish / Delete Feedback' and 'Back'. Below this, there are two rows of checkboxes with corresponding text:

- TEST1001 Test Module 2010/2011 Semester 1 Occurrence A
- TEST1001 Test Module 2010/2011 Semester 2 Occurrence A

At the bottom of the form, there are two buttons: 'Publish / Delete Feedback' and 'Back'. A blue arrow points to the checked checkbox for the first module.

Step 3. Tick option to select required assessment

Choose an assessment

[Publish / Delete Feedback](#) [Back](#)

Module: TEST1001 Test Module
Year: 2010/2011
Period: Semester 1
Occurrence: A

001 Coursework (50%)
 002 Presentation (50%)

[Publish / Delete Feedback](#) [Back](#)

Step 4. Tick option to select required student

Choose a student

[Publish / Delete Feedback](#) [Back](#)

Module: TEST1001 Test Module
Year: 2010/2011
Period: Semester 1
Occurrence: A
Assessment: 001 Coursework (50%)

Waiting	Uploaded
<input checked="" type="checkbox"/> 05005116/3 <input type="checkbox"/> 90002222/1 <input type="checkbox"/> 90008888/1	

[Publish / Delete Feedback](#) [Back](#)

Step 5. Click 'Choose File' button to browse to required file

Browse to file

Back

Module: TEST1001 Test Module
Year: 2010/2011
Period: Semester 1
Occurrence: A
Assessment: 001 Coursework (50%)
Student: 05005116/3

Choose File No file chosen

Upload

Step 6. Once chosen file is shown, click 'Upload' to attach the file

Browse to file

Back

Module: TEST1001 Test Module
Year: 2010/2011
Period: Semester 1
Occurrence: A
Assessment: 001 Coursework (50%)
Student: 05005116/3

Choose File 05005116.docx

Upload

Step 7. Student will have 'moved' to the 'Uploaded' column and a link will be shown to view the attached file


Choose a student

[Publish / Delete Feedback](#) [Back](#)

Module: TEST1001 Test Module
Year: 2010/2011
Period: Semester 1
Occurrence: A
Assessment: 001 Coursework (50%)

Waiting	Uploaded
<input type="checkbox"/> 90002222/1 <input type="checkbox"/> 90008888/1	05005116/3 Not published View

[Publish / Delete Feedback](#) [Back](#)



Step 8. Repeat Step 4 and 5 until all of the required students are showing in the right hand column

Choose a student

[Publish / Delete Feedback](#) [Back](#)

Module: TEST1001 Test Module
Year: 2010/2011
Period: Semester 1
Occurrence: A
Assessment: 001 Coursework (50%)

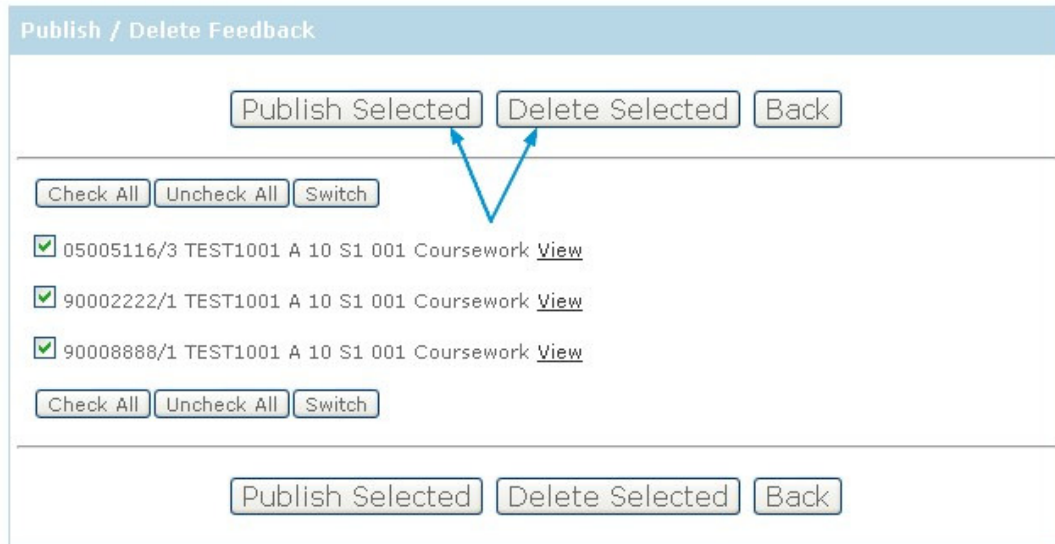
Waiting	Uploaded
	05005116/3 Not published View
	90002222/1 Not published View
	90008888/1 Not published View

[Publish / Delete Feedback](#) [Back](#)

Once feedback has been uploaded it is not visible to students until it has been published.

If you are ready to make the feedback available, click 'Publish/Delete Feedback'.

When selecting the 'Publish/Delete Feedback' option, any document which you have uploaded but not yet published will be listed, not just those related to the module you have just uploaded against. You can therefore upload documents for several different modules and then publish them all at the same time



The screenshot shows a web interface titled "Publish / Delete Feedback". At the top, there are three buttons: "Publish Selected", "Delete Selected", and "Back". Below this, there is a section with three buttons: "Check All", "Uncheck All", and "Switch". Underneath, there is a list of three documents, each with a checked checkbox and a "View" link:

- 05005116/3 TEST1001 A 10 S1 001 Coursework [View](#)
- 90002222/1 TEST1001 A 10 S1 001 Coursework [View](#)
- 90008888/1 TEST1001 A 10 S1 001 Coursework [View](#)

Below the list, there are three buttons: "Check All", "Uncheck All", and "Switch". At the bottom of the interface, there are three buttons: "Publish Selected", "Delete Selected", and "Back". Two blue arrows point from the "Publish Selected" and "Delete Selected" buttons at the bottom to the "Publish Selected" and "Delete Selected" buttons at the top.

Step 9. Select the documents to publish (all will be selected by default) and then click 'Publish Selected'.

If any documents have been attached in error, select them and click 'Delete Selected'. Documents which have already been published cannot be deleted.