



Submitting Your Coursework in Inspira- Student User Guide

This guide provides instructions on how to submit your coursework in Inspira, the platform that is also used at Oxford for open-book exams.

More information about examinations and assessments is available on the [Exams and Assessment page](#) of the University website.

If you have any questions that are not covered by this guide, please contact your department administrator.

PREPARING TO SUBMIT COURSEWORK

- At home/elsewhere
 - ✓ Check your Internet access
You will need access to the internet to upload your coursework to Inspera
 - ✓ Make sure you can access the Inspera Platform
Once your department administrator advises that your submissions are open, we strongly recommend that you login with your username and password. This is to ensure that you can access Inspera.
 - ✓ Check that your browser is supported
You can access Inspera using the following browsers:
 - Microsoft Edge
 - Google Chrome
 - Mozilla Firefox
 - Apple Safari

The most recent versions of these [browsers are always supported](#) by Inspera.

! If your browser is not supported contact your department course team.

SECURE LOGIN: MULTI-FACTOR AUTHENTICATION

The University has implemented Multi-factor Authentication (MFA) for all Oxford Single Sign-On (SSO) users across the University. This means you will be asked to verify your account using a second factor, such as a code from an app on your phone, text message, or a phone call.

More information for students can be found on the [Multi-factor Authentication](#) page.

It is strongly recommended that you familiarise yourself with Multi-factor Authentication if you have not done so already. More details can be found on the [How to prepare for MFA](#) page.

Further information for students can also be found by selecting the **For Students** tab on the “How to prepare for MFA” page.

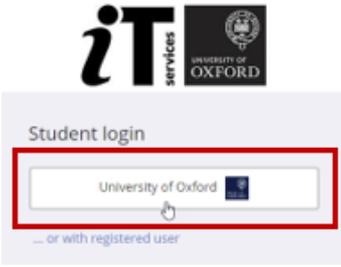
Setting up MFA in advance	What can I expect?	Early enablement, delay and exemption	MFA Compatibility	For students	Troubleshooting
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In the student section it's also recommended that students' setup one method of authentication your mobile and also set up the Authy app on your computer, as a second method.

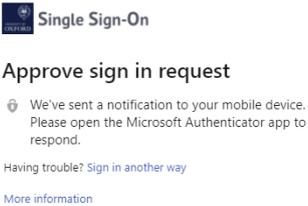
Instructions on setting up different authentication methods are available in the [Setting up MFA in advance](#) tab.

LOGGING INTO INSPERA

Please follow the step-by-step instructions below to login to Inspera.

<p>Use the following URL to login to Inspera</p>	<p>https://oxford.inspera.com/</p>
<p>At the login screen click University of Oxford</p>	
<p>You will be diverted to the Single Sign-On (SSO) page. Click on your account.</p>	
<p>The Oxford Single Sign-On password page appears.</p> <p>Enter your Single Sign-On password and click Sign in.</p>	

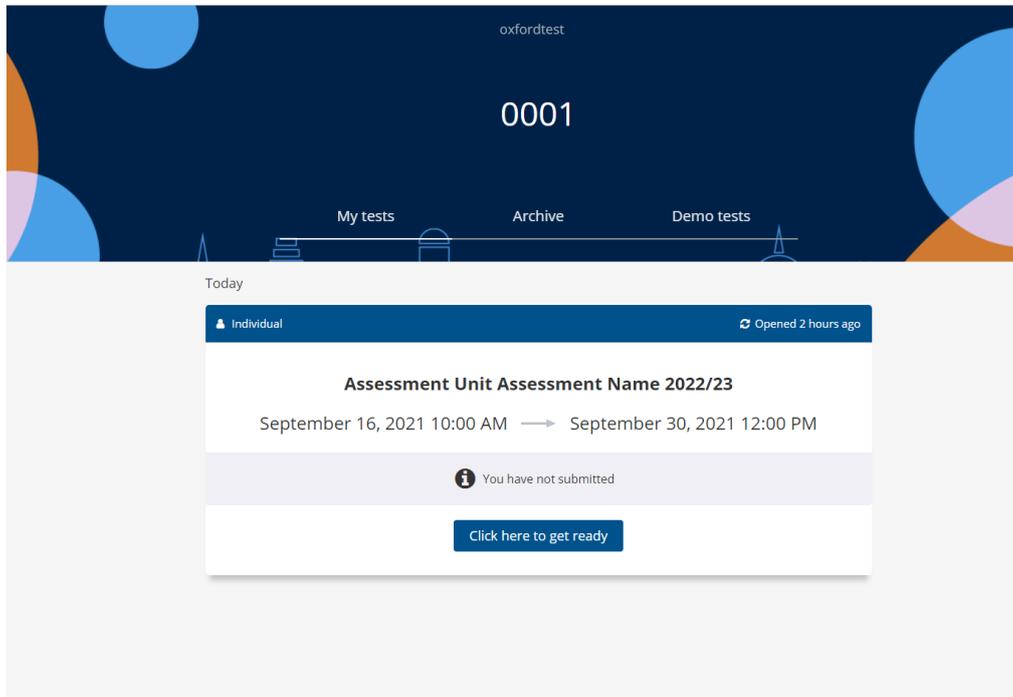
The next step will depend on whether you have configured Multi-Factor Authentication (MFA) for your account. If MFA has been enabled you will be prompted to authenticate at the next page using your chosen authentication method such as landline, SMS, authenticator app or another mobile.

<p>An example of approving a sign in request via the MS Authenticator app is shown.</p> <p>The message will be different depending on which method has been used as an authentication method.</p>	
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Once you have signed in you will then be diverted to the Inspera Dashboard page.

Your Dashboard

Once you have logged in using your Single Sign-On (SSO) you will see the Inspera dashboard.



From the dashboard you can see:



My tests

All the tests which you are enrolled on – note that both exams and coursework submissions are referred to as 'tests' within Inspera.

Archive

Any tests which have been completed.

Entering the Portal for your Coursework

Click **My tests** from the dashboard

A close-up screenshot of the 'My tests' button, which is a dark blue rectangle with the text 'My tests' in white.

The Coursework submission name, date and times during which the submission is available to be uploaded are shown.

N.B. Dates, times, and duration shown in the image below are for illustration purposes only.

The screenshot shows a user interface for an assessment. At the top, there is a dark blue header bar with a person icon and the text 'Individual' on the left, and a refresh icon and the text 'Opened 2 hours ago' on the right. Below the header, the main content area has a white background. It features the text 'Assessment Unit Assessment Name 2022/23' in bold. Underneath, the dates and times are shown: 'September 16, 2021 10:00 AM' followed by a right-pointing arrow and 'September 30, 2021 12:00 PM'. A light grey horizontal bar contains an information icon and the text 'You have not submitted'. At the bottom of the main content area, there is a dark blue button with the text 'Click here to get ready'.

Select Click here to get ready to proceed	
To enter the submission screen, click Start test	

Please note: The 'Declaration of Authorship' will show on the test introduction page. By clicking 'Start test' you are agreeing to the Declaration.

You are logged in as
0002

Individual

Opened 6 hours ago

Assessment Unit Assessment Name 2022/23

September 16, 2021 10:00 AM → September 30, 2021 12:00 PM

Declaration of Authorship

By submitting this assignment you, the candidate, are confirming your agreement to the following:

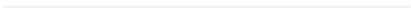
1. I have read and understood the University's disciplinary regulations concerning conduct in examinations and, in particular, the regulations on plagiarism (The University Student Handbook Section 8.8; available at <https://www.ox.ac.uk/students/academic/student-handbook>).
2. I have read and understood the Education Committee's information and guidance on academic good practice and plagiarism at <https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1>.
3. The [thesis/dissertation/extended essay/assignment/project/other submitted work] I am submitting is entirely my own work except where otherwise indicated.
4. It has not been submitted, either partially or in full, either for this Honour School or qualification or for another Honour School or qualification of this University (except where the Special Regulations for the subject permit this), or for a qualification at any other institution.
5. I have clearly indicated the presence of all material I have quoted from other sources, including any diagrams, charts, tables or graphs.
6. I have clearly indicated the presence of all paraphrased material with appropriate references.
7. I have acknowledged appropriately any assistance I have received in addition to that provided by my [tutor/supervisor/adviser].
8. I have not copied from the work of any other candidate.
9. I have not used the services of any agency providing specimen, model or ghostwritten work in the preparation of this thesis/dissertation/extended essay/assignment/project/other submitted work. (See also section 2.4 of Statute XI on University Discipline under which members of the University are prohibited from providing material of this nature for candidates in examinations at this University or elsewhere: <http://www.admin.ox.ac.uk/statutes/352-051a.shtml>).
10. I agree to retain an electronic copy of this work until the publication of my final examination result, except where submission in hand-written format is permitted.
11. I agree to make any such electronic copy available to the examiners should it be necessary to confirm my word count or to check for plagiarism.



Your browser has been approved

Start test

Navigating Inspera

<p>In the top left you will have the following information displayed:</p> <ul style="list-style-type: none"> Your candidate ID Time remaining to complete your submission 	<p>0005 2 hours, 57 minutes remaining</p> 
<p>This indicator confirms whether you are online and connected to the internet</p>	
<p>If you lose your internet connection this message will be displayed</p>	<p>Trying to restore connection </p>
<p>You can view any messages you have received by selecting the bell icon.</p>	

<p>Additional options menu</p>	
<p>The additional options are listed.</p> <p>Click the X button in the top right to go back to the Dashboard.</p>	 <p>The screenshot shows a menu titled "Options" with three items: "Language" (with a dropdown arrow), "Contrast" (with a right-pointing arrow), and "Text size" (with a right-pointing arrow). Below these is a partially visible "Submit block" option with a right-pointing arrow.</p>

Uploading your Submission

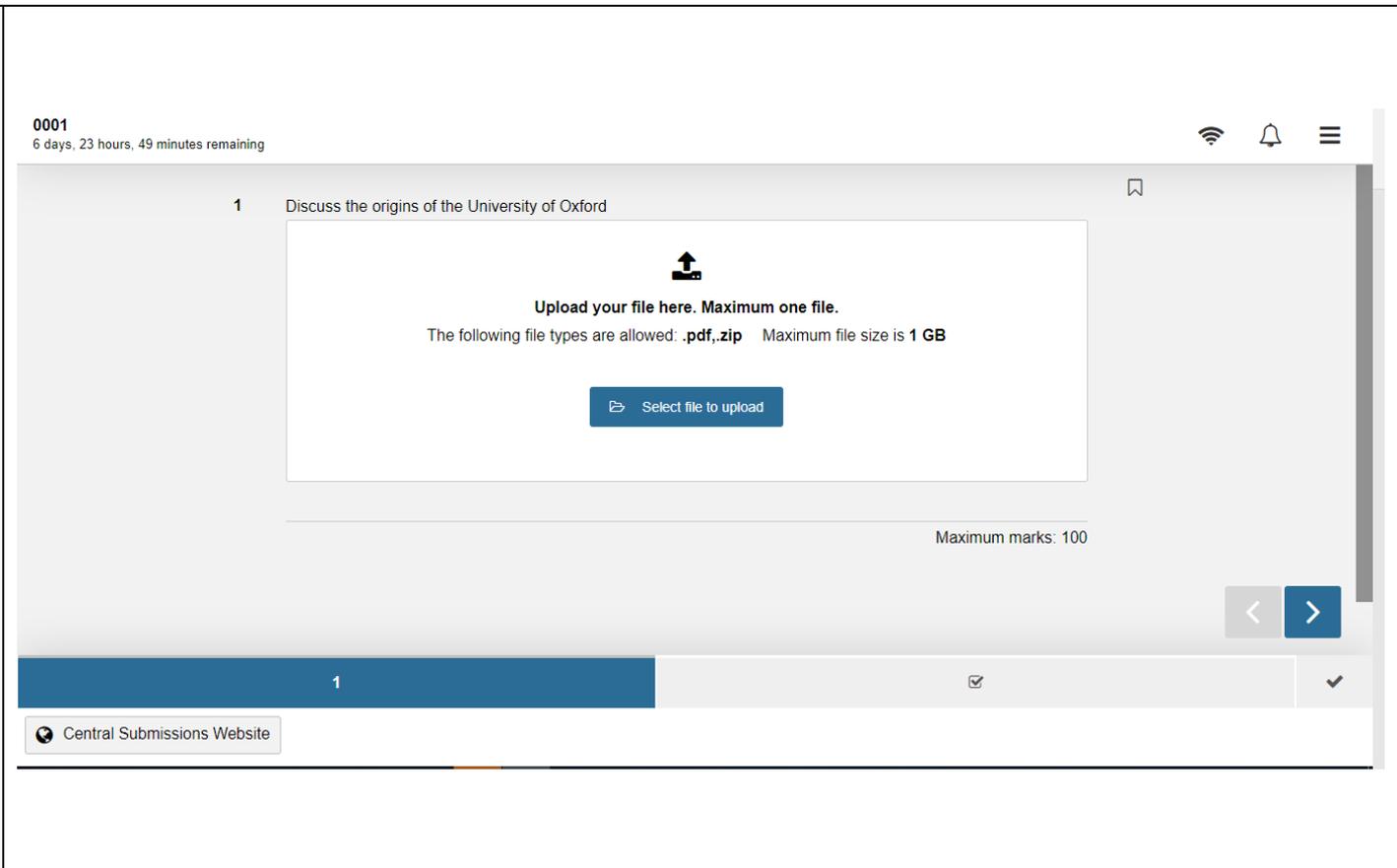
Your submission will require one or more documents to be uploaded.

For each question which requires a separate upload the page will look similar to the one on the right.

Refer to your course handbook for specifics as to what formats are allowed, if not already specified in the question. Please take note of the naming convention which is

Assessment Unit_question number

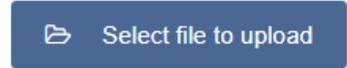
Please ensure you do not put any identifying information such as your name or student number into the filename.



The screenshot shows a submission interface for a question. At the top left, the question ID is '0001' and the time remaining is '6 days, 23 hours, 49 minutes remaining'. The question title is '1 Discuss the origins of the University of Oxford'. The main area contains an upload instruction: 'Upload your file here. Maximum one file.' Below this, it states 'The following file types are allowed: .pdf,.zip Maximum file size is 1 GB'. A blue button labeled 'Select file to upload' is present. The maximum marks for the question are '100'. At the bottom, there is a progress bar with '1' and a 'Central Submissions Website' link.

Once your file is ready, click **Select file to upload.**

Select and upload the file from your computer



You will see a confirmation that your file was successfully uploaded and saved to your submission.

The uploaded file can now be reviewed by clicking download, which will open the uploaded document on the same page. The back button on the browser must be used to return to the previous page.

1 Discuss the origins of the University of Oxford



Your file was successfully uploaded and saved to your submission.



File name: Assessment Unit_Question Number.pdf

File type: application/pdf

File size: 174.58 KB

Time uploaded: 16.09.2021 12:06

Status: **Saved**

Maximum marks: 100

Submitting your completed coursework response

Click the “tick” icon to review before you submit your coursework



This page provides an overview of:

All questions

Number of questions answered

Not attempted

Number of questions not attempted

The screenshot shows a submission interface for a course. At the top left, it displays '0001' and '6 days, 23 hours, 48 minutes remaining'. On the right, there are icons for Wi-Fi, a bell, and a menu. The main content area asks 'Ready to submit?' and 'You have 1 unattempted questions.' with a blue 'Submit now' button. Below this, there are filters: 'All questions (1)', 'Not attempted (1)', and 'Flagged (0)'. A table titled 'Section 1' is shown with the following data:

Question	Marks	Question type
1	100	Upload Assignment
<input checked="" type="checkbox"/>		Form

At the bottom of the screenshot, there is a progress bar with '1' and a 'Central Submissions Website' button. A blue button with a white checkmark is visible in the bottom right corner of the screenshot.

Once the coursework has been submitted the confirmation of submission will be displayed.

You are logged in as
0001

Individual Closing in 14 days

Assessment Unit Assessment Name 2022/23

September 16, 2021 10:00 AM → September 30, 2021 12:00 PM

Declaration of Authorship
By submitting this assignment you, the candidate, are confirming your agreement to the following:

1. I have read and understood the University's disciplinary regulations concerning conduct in examinations and, in particular, the regulations on plagiarism (The University Student Handbook Section 8.8; available at <https://www.ox.ac.uk/students/academic/student-handbook>).
2. I have read and understood the Education Committee's information and guidance on academic good practice and plagiarism at <https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1>.
3. The [thesis/dissertation/extended essay/assignment/project/other submitted work] I am submitting is entirely my own work except where otherwise indicated.
4. It has not been submitted, either partially or in full, either for this Honour School or qualification or for another Honour School or qualification of this University (except where the Special Regulations for the subject permit this), or for a qualification at any other institution.
5. I have clearly indicated the presence of all material I have quoted from other sources, including any diagrams, charts, tables or graphs.
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9. I have not used the services of any agency providing specimen, model or ghostwritten work in the preparation of this thesis/dissertation/extended essay/assignment/project/other submitted work. (See also section 2.4 of Statute XI on University Discipline under which members of the University are prohibited from providing material of this nature for candidates in examinations at this University or elsewhere: <http://www.admin.ox.ac.uk/statutes/352-051a.shtml>).
10. I agree to retain an electronic copy of this work until the publication of my final examination result, except where submission in hand-written format is permitted.
11. I agree to make any such electronic copy available to the examiners should it be necessary to confirm my word count or to check for plagiarism.

✓ You submitted a minute ago

Your submission will be saved for two years.

View without downloading Download as PDF

Click the back-arrow to return to your Inspera dashboard.

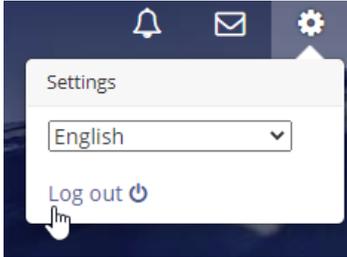


From the dashboard, you can view the submission you have made.

Click **Archive**



To Logout, click **Settings** and select **Logout**.



Late Submission of Coursework

Please speak to your departmental administrator or tutor if you think you will be unable to submit your work on time. You can also find details about University policy on late submissions on the **Submitting your Assessments** page of the University website.

<https://www.ox.ac.uk/students/academic/exams/submission>

If you are granted permission to submit your work late, you will see a new extended deadline and will be able to submit without penalties. You can still submit beyond your extension date, but a late penalty may apply.

The 'My Tests' window will close once your work has been submitted.

If you have any questions, please contact your course administrator.