How to submit your IATL assignments



IATL requirements for submission might differ from your home department, so this short guide aims to answer any questions you may have. It is intended as a quick reference to use in conjunction with your assignment brief. For a detailed explanation of IATL assessment policy, see IATL's Student Handbook.

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1 General submissions into Tabula

- Allow plenty of time to upload work to Tabula. Don't leave it until the last minute.
- Check the assignment brief to ensure files are the correct format. Any PDFs should have selectable text so that it can go through Turnitin.
- Do **not** submit a zip file, as Turnitin cannot read these.
- You can add or replace a submission up until the deadline. When you add/replace files, Tabula will remove all previously submitted documents, so check you have finally uploaded everything you need.
- Make sure you receive your submission receipt and check **all** your documents have been uploaded.
- How to use Tabula guides can be found under the Need Help button.
- You can contact IATL.modules@warwick.ac.uk if you require any additional help.

2 How to submit a physical piece* into the office

- We are a small team, and the office is not always open. Before submitting a physical piece, email IATL.modules@warwick.ac.uk to arrange a date and time so that we can ensure that someone will be there to meet you.
- Ensure your project is labelled with your student ID number and module code.
- Submit a digital record of the piece such as a photo along with any written pieces into Tabula before the deadline.
- Check you have fulfilled the assignment brief and any addition instructions provided by the convenor.

3 Submitting Films

- **Please do not submit MP4s, MOV or other video files to Tabula**. The files are too large for the system to cope with and can take hours to upload, which can be very stressful for students.
- Upload your Video to Microsoft Stream.
- You will need to submit a Word document into Tabula that contains:
  - A link to your video hosted in Microsoft Stream
  - A plain text transcript from the video
  - Any other accompanying pieces or references as set out in the assignment brief.

4 How to submit a film - short instructions:

- Upload your video into Microsoft Stream and make the relevant markers owners/editors of the video. There are details of who this should be on the submission template & assessment brief.
- Upload your video into Microsoft Stream Allow Microsoft Stream to generate captions
- Download your transcript file as a word document.
- Make sure the transcript on your word document matches your audio and edit if needed. Copy and paste this into your submission template to submit this via Tabula. If you would like to remove the timestamps to make the transcript more accessible, instructions included here.
- Share with your convenor and also IATL's Interdisciplinary Module Coordinator (check assignment brief for a list of who to share with). Ensure you give them editing permission. Instructions on how to do this are in the long instructions.

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* Your SDA will remain with us until our Exam Board. If you wish to have your SDA returned to you, contact the office in June. Any not collected by the end of July will be disposed of confidentially.

Submit into Tabula:

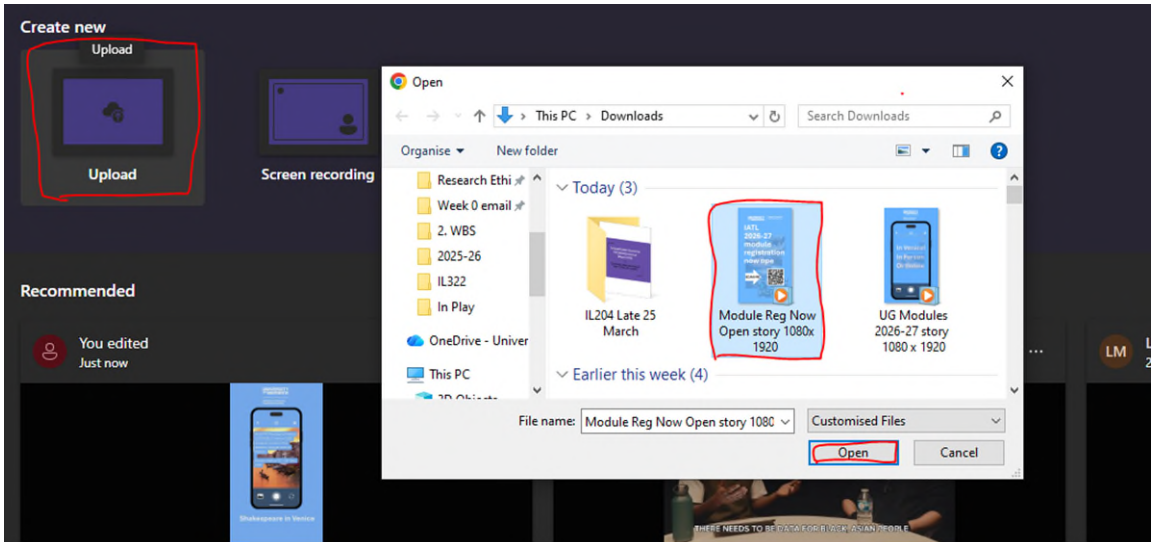
- Under the SHARE icon, copy the link and paste this into a Word document. The transcript can be pasted below the link.
- Submit the link and transcript along with any other accompanying pieces into Tabula before the deadline expires.
- Recheck the assignment brief to ensure you have included all the required elements of the assignment.

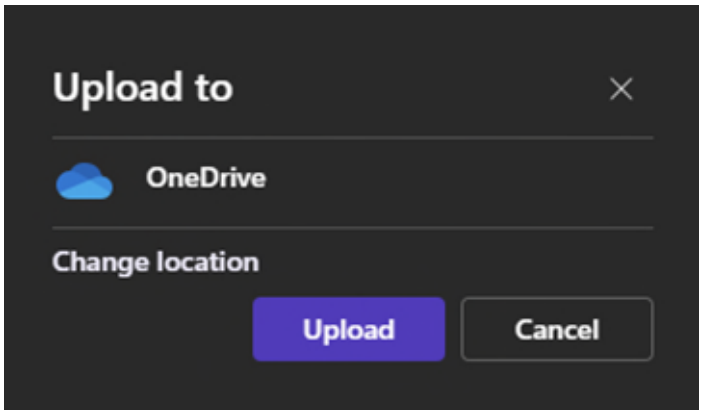
5 How to submit a film - long instructions:

5.1 Upload Video to Stream.

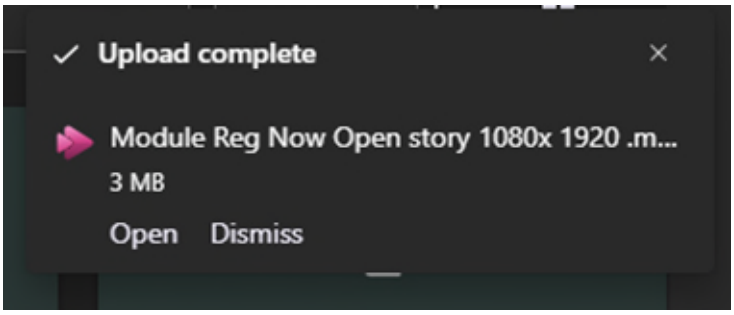
Go to Microsoft Stream (m365.cloud.microsoft/launch/Stream) and sign in using your Warwick Login details. (Note: MS has merged some of the Stream functionality with Clipchamp if the file opens in the clipchamp editor it does not have the options as described in this document).

Upload your video by selecting 'Upload' under 'create new' – as shown in the screenshot below. Select your file and open. Select the upload to OneDrive option.

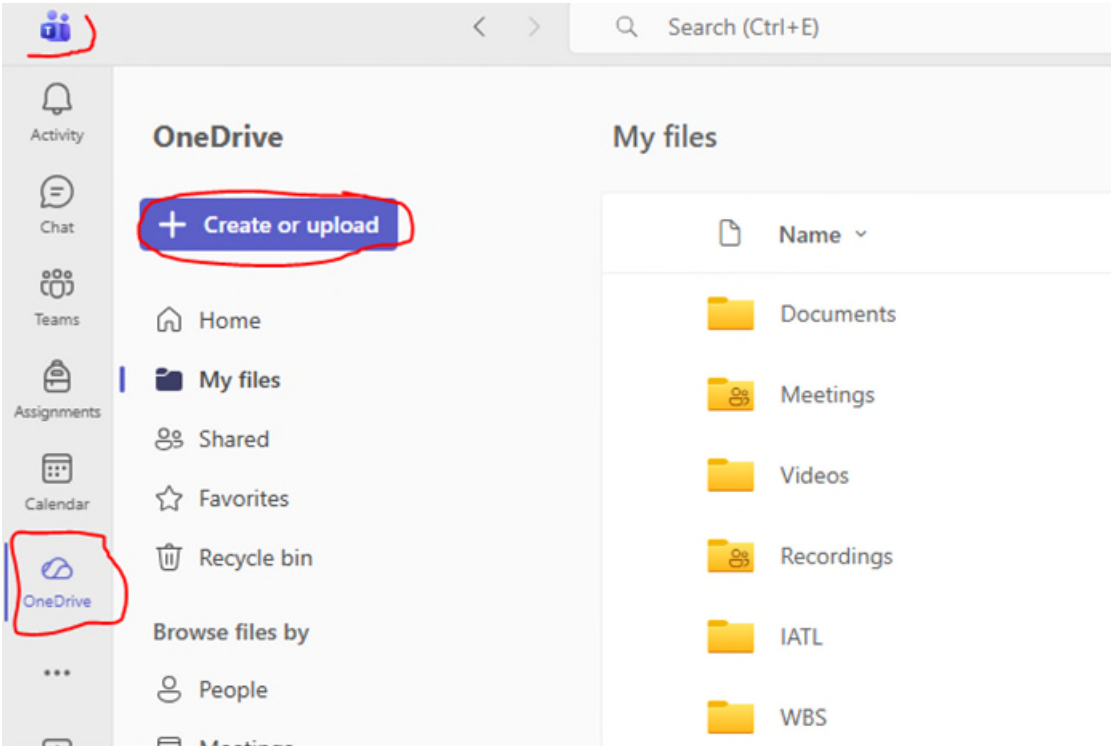




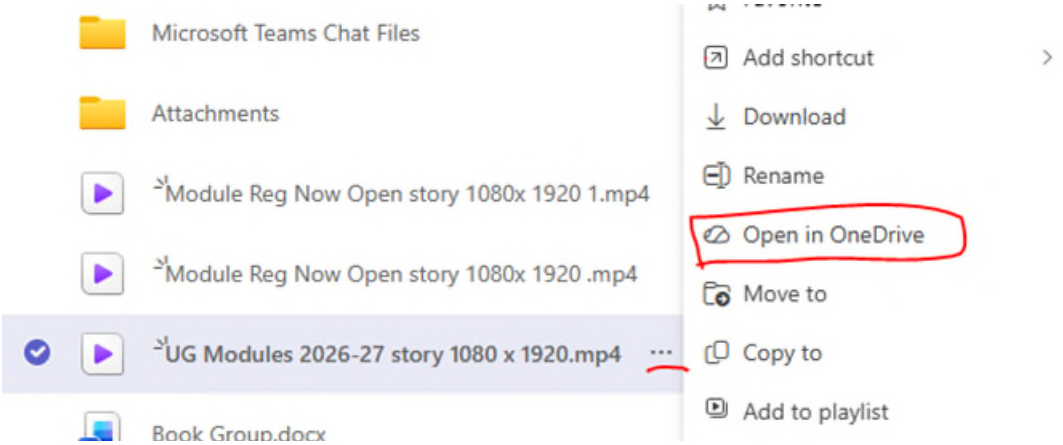
Click Open in the Upload Complete Message



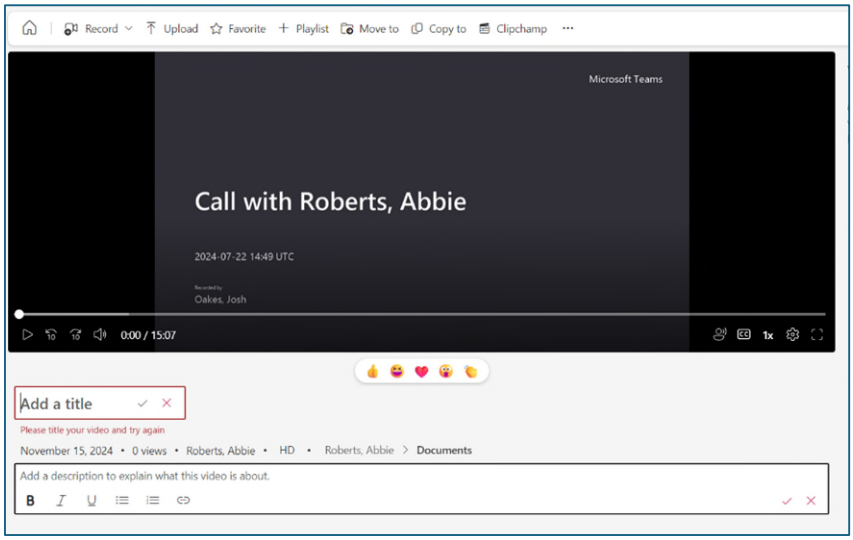
Alternatively, you can upload the file to OneDrive in MS Teams



Then open it in OneDrive via the three dots

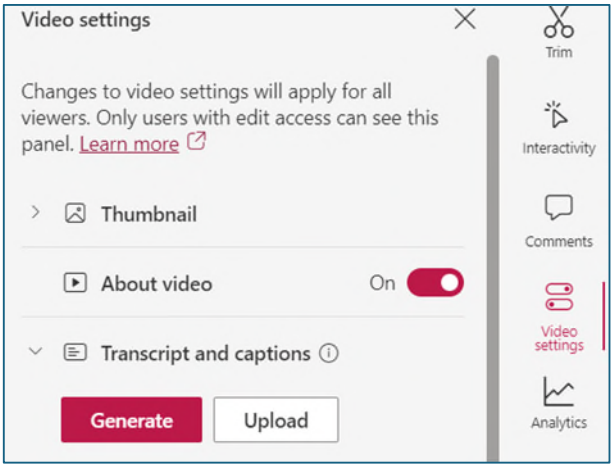


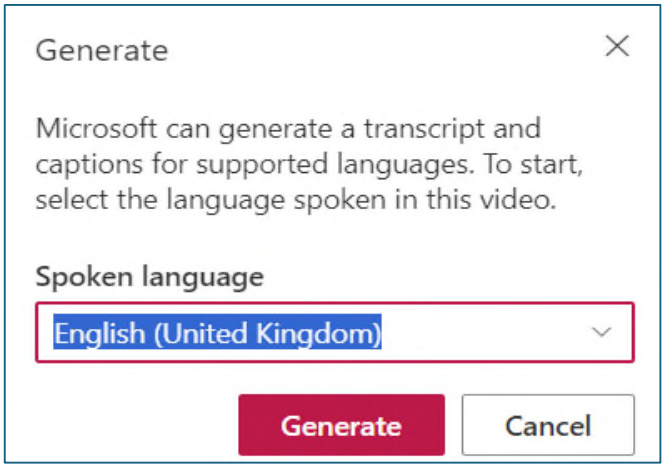
You may want to change the title and description for your video. Click on the title to change it. Add a description by clicking on the box below your video. Click on the tick next to each to save these changes.



5.2 Create Transcript

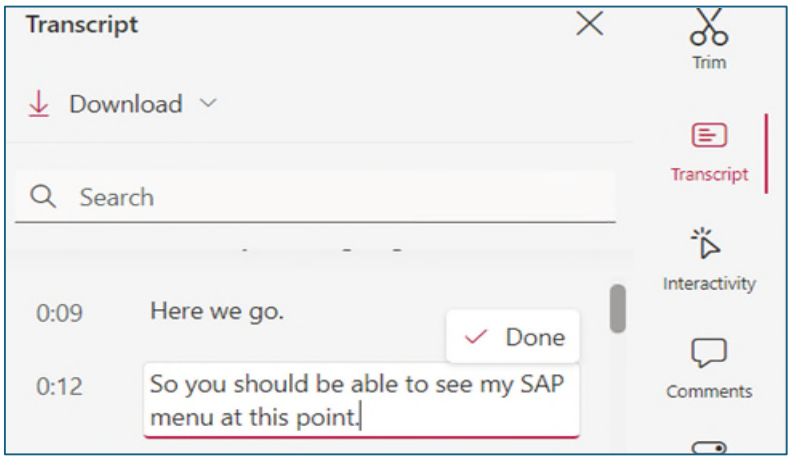
Under ‘Video Settings’ to the right of your video, click on ‘Transcript and Captions’. Then select ‘Generate’. A window will appear prompting you to select a language – choose ‘English (United Kingdom).



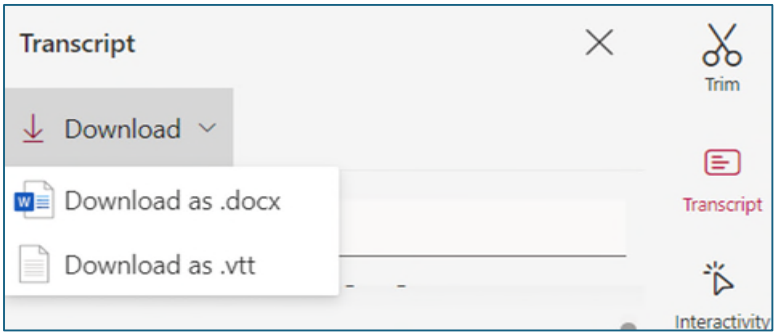


Once your captions have generated (this can take some time, so you may want to complete this step whilst you wait), you can edit them to ensure they match your audio.

Select ‘Transcript’ on the right side of your screen. Each section of the transcript can then be edited. Hover over each piece of text, select ‘edit’ and then ‘done’ when you are happy with your changes.



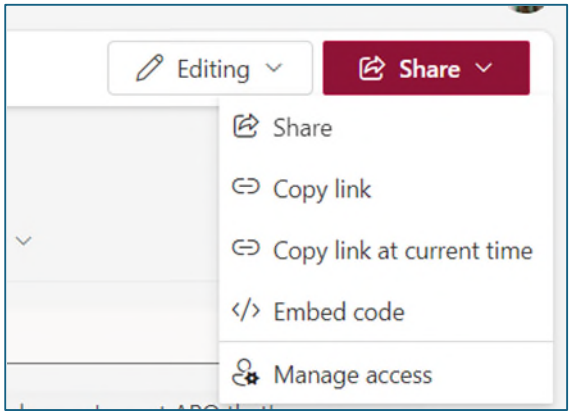
Underneath 'Transcript,' select 'Download' and then choose 'Download as .docx.' Save the document to your computer.



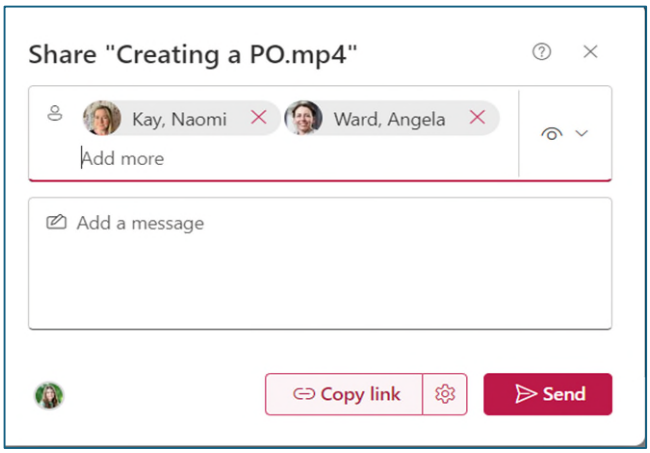
Check that your transcript matches your audio and edit if needed. If you would like to remove the timestamps to make the transcript more accessible, instructions included here

5.3 Give access to your video to permit markers to view your video

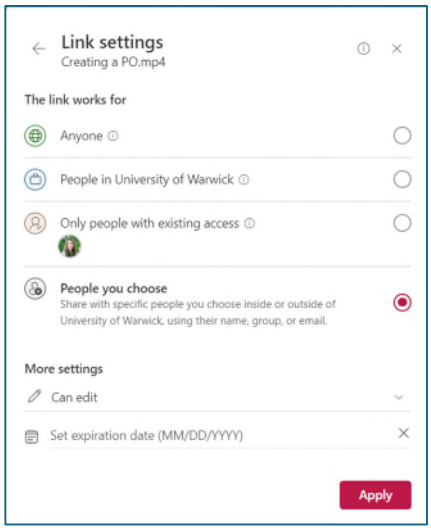
Manage the access of your video so the markers can view and edit it. To do this, select 'share' at the top right of the screen, and then 'share' again.



Type in the names of the markers you will need to share your video with (this is specified in your assessment brief) in the top field within the window that pops up, as shown below. Select 'copy link.'



Next to 'copy link', select the cog icon. Select 'people you choose' if this is not already selected. Make sure the setting selected is 'can edit' (underneath 'more settings') and apply this change.



Paste the link you have copied into the word document you will be uploading to Tabula. If you need to go back and make any changes, you should find your uploaded video on the main page of Microsoft Stream. If you don't see it, you will be able to find your video by selecting 'created by me.'

5.4 Submit your assignment into Tabula

You should now have all the elements you need to upload your assignment. In your submission, make sure you include:

a) Your Name and Student ID
b) A link to your video on Stream (click share to see this)
c) The plain text version of your transcript
d) Any references or other required elements for your assignment as stated in your assignment brief.

Upload this in Tabula in the usual way.

5.5 How to remove timestamps from your transcript

If you wish to remove the timestamps from your transcript before submission, please follow the steps below to use the 'Find and Replace' feature in Microsoft Word:

- Press Ctrl-H to open the Find and Replace dialog box

- Click More
- Check the Use wildcards box
- In the Find what box, type what you want to search for (type ??:??)
- In the Replace with box, type what you want to replace it with (leave the replace box blank)
- Click Replace All to change all instances of the text, or Replace to change the text one by one

- Another option is to ask copilot to remove the time stamps using the prompt: “Please extract just the text from the attached transcript removing the time stamps” then attach the content of the .SRT file that has been opened in notepad and copied and saved in a MS word file as copilot can’t open .SRT files. Double check the output and save it as a word file.

5.6 Submitting an Audio File into Tabula

Tabula should be able to accept an audio file as an MP3, although large file sizes will take a long time to upload to Tabula.

If your audio file has words (e.g. an interview/poem/play etc) you must also submit a transcript. You might consider uploading your recording to Stream first because it will generate a transcript. (See instructions on ‘How to submit a film’).

5.7 What to submit if I have created a webpage for my assignment

- Ensure the relevant markers have permission to access the pages.
- Markers and moderators will need access to the pages until after the exam boards in June. Avoid using a free subscription which will expire before this time.
- Copy and paste the link to your webpages and save as a Word document.
- Make screen shots of each page and save with a date and time stamp. This is proof that the webpages have not been edited after the submission deadline.
- Submit the link and screenshots into Tabula along with any other documents as required by the assignment brief.