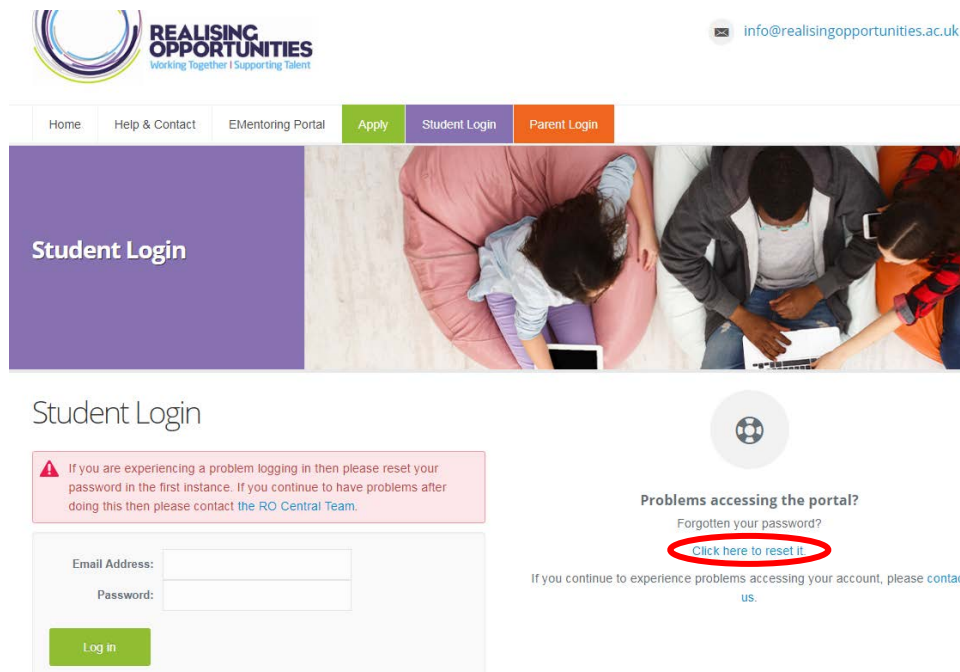


# Cohort 10 Realising Opportunities Academic Assignment Student Hub Guide 2019

Once you have received an introductory communication from your Academic Assignment tutor please log on to the Realising Opportunities (RO) student hub and reply to their message. You can introduce yourself and start discussing your title. You can access the hub by clicking on the following link:

<https://realisingopportunities.co.uk/account/students> Please use the email address and password you used for your online RO application. If required, you can reset your password by following the guidance on the login page.

The student login page will look like this:



Once you have logged in you will be able to access your RO record and progress checker. If any of the information on this page is incorrect then please contact the RO Central Team by emailing [info@realisingopportunities.ac.uk](mailto:info@realisingopportunities.ac.uk)

## APPLICANT, RO

Progress Checker Discussion Assignment skills4uni

0%  
Complete

skills4uni

- Attend 2 RO Events
- Academic Element (Academic Assignment)

<b>Name:</b>	APPLICANT, RO (RO)
<b>System ID:</b>	#2810
<b>Cohort:</b>	10
<b>DOB:</b>	10/10/1991
<b>Gender:</b>	MALE
<b>Email address:</b>	simon@wilkinson.so
<b>Preferred phone number:</b>	08
<b>Alternative number:</b>	0
<b>Address:</b>	test, test, Northumberland, test.
<b>Events Attended:</b>	• Testing event (University of RO)

Discussion

To contact your Academic Assignment tutor click on the 'Discussion' tab, type your message in the comment box and click **SUBMIT COMMENT**.

Messages you send and receive will appear in the discussion tab (see below) and you will be able to scroll through these messages at any time. You can also add attachments to your messages.

*All communication with your Academic Assignment tutor should take place on the RO student hub, as it is a secure online portal. Please remember to be polite and professional when speaking with your Academic Assignment tutor.*

The screenshot shows a navigation bar with tabs: Progress Checker, Discussion (selected), Assignment, and skills4uni. Below the tabs is a 'DISCUSSION' section with an 'Add Comment' form. The form includes a blue information banner stating: 'Upon submission of a new comment, an email notification is sent to the recipient which contains the comment.' Below this is a rich text editor with bold (B), italic (I), bulleted list, numbered list, and link icons. The text area contains a single 'p' character. Below the text area is a file upload section with the text: 'Attach a file to this comment? (File names longer than 50 characters will be shortened.):' and a 'Choose File' button. At the bottom of the form is a green 'SUBMIT COMMENT' button.

DISCUSSION

Discussion History

★ = New message

When your tutor sends you a message you will receive an email notification, and when you log in any new messages will be highlighted with a star.

Assignment

You will be able to upload your draft and final assignment in the 'Assignment' tab. To do this go to the 'Upload New File' section, select whether you are uploading a draft or final assignment in the drop down box, then **Choose File** and click **Upload File**.

Your Academic Assignment tutor will be able to view the file you have uploaded. When uploading a file make sure the name is no longer than 50 characters. You also need to make sure that each file has a different name.

Please note you are required to submit a cover sheet with your final assignment. You can download this by clicking on **Download Cover Sheet** in the file upload area.

### ASSIGNMENT - AA/EPQ

Your academic element is:	Academic Assignment
Academic Element Confirmed By School User?	YES

#### SUBJECT AREA

Subject Area:	<input type="text" value="This is my subject area"/>
Subject area checked and confirmed?	<input type="text" value="Yes, this subject area is correct"/>
<input type="button" value="Save"/>	

Assignment Title:	<input type="text" value="Test Assignment Title"/>
Assigned Marker:	MARKER, <i>Bill</i> Last portal login: 18/03/2019 - 10:38:48

#### Assignment/EPQ results file uploads

**Students:** You can upload a draft and a final version of your Academic Assignment here. Please ensure you select the correct destination when you upload a new file.

**REMEMBER:** You must also download and complete the assignment cover sheet and upload it with your final submission. [Download Cover Sheet](#)

**PERMITTED FILE TYPES:** .doc, .docx, .pdf, .xls, .xlsx, .csv, .ppt, .pptx, .odt, .txt, .jpg, .png

**NOTE:** File names longer than 50 characters will be shortened. Uploading files with the same file name as already exist in each area will result in the existing file being overwritten.

Upload New File:	Destination: <input type="text" value="Draft"/>
	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Upload File"/>	

#### Assignment Draft File(s)

File name	File type	Upload date
No files available.		

**REMEMBER:** You must also download and complete the assignment cover sheet and upload it with your final submission. [Download Cover Sheet](#)

#### Final File(s)

File name	File type	Upload date
No files have been added.		

Once you have submitted your final draft, your tutor will mark your Academic Assignment in line with the assessment matrix available in your [Academic Assignment Guide](#). When your work has been marked, it will pass through a rigorous quality assurance process. You will be contacted with your mark at the end of December 2019 and you will be able to access a full transcript with feedback against each of the assignment learning outcomes. Once available you will also be able to view your result and transcript by clicking on the 'Assignment' tab and opening the pdf document in the 'Assignment Result' box.

Assignment Result:	<b>Pass (3.625)</b>
Generate AA Result PDF:	<b>Student Version</b>