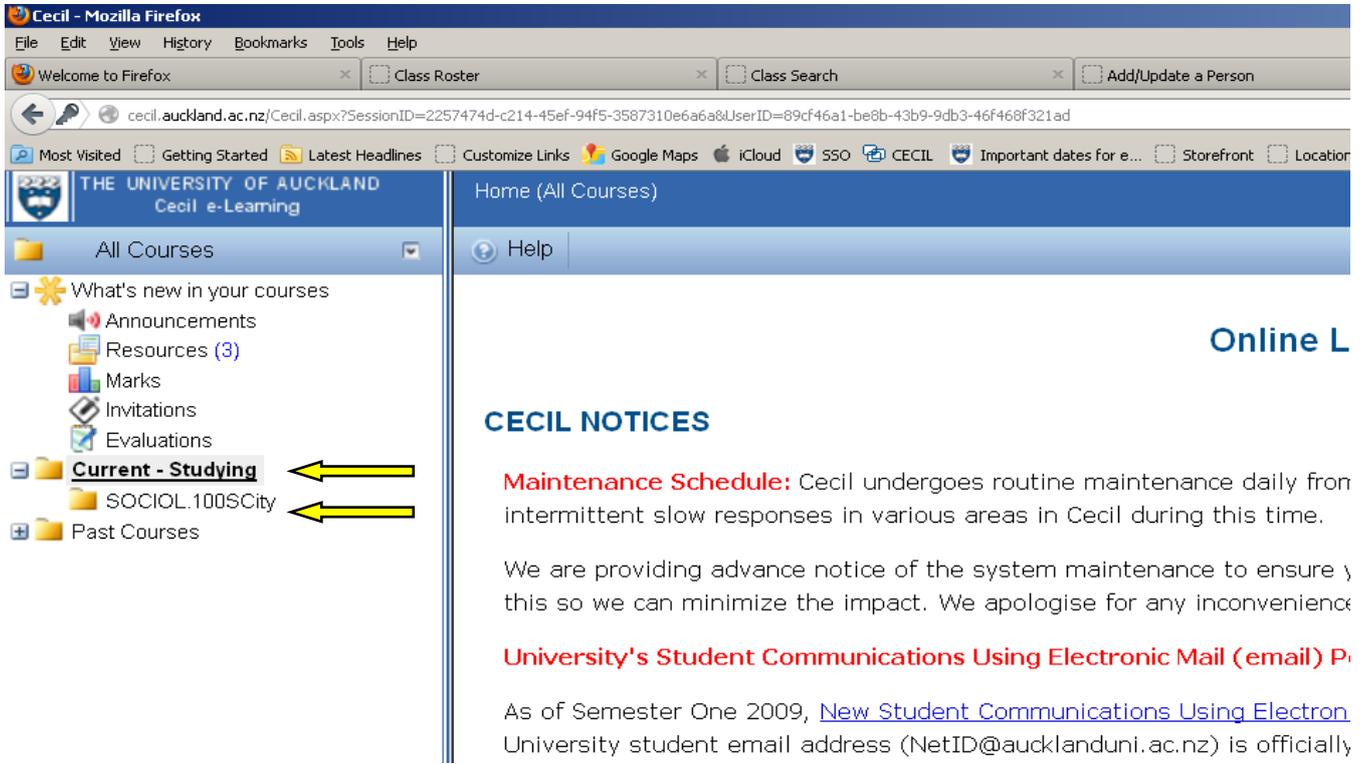


# How to find and generate an assignment 'tracking' (cover) sheet

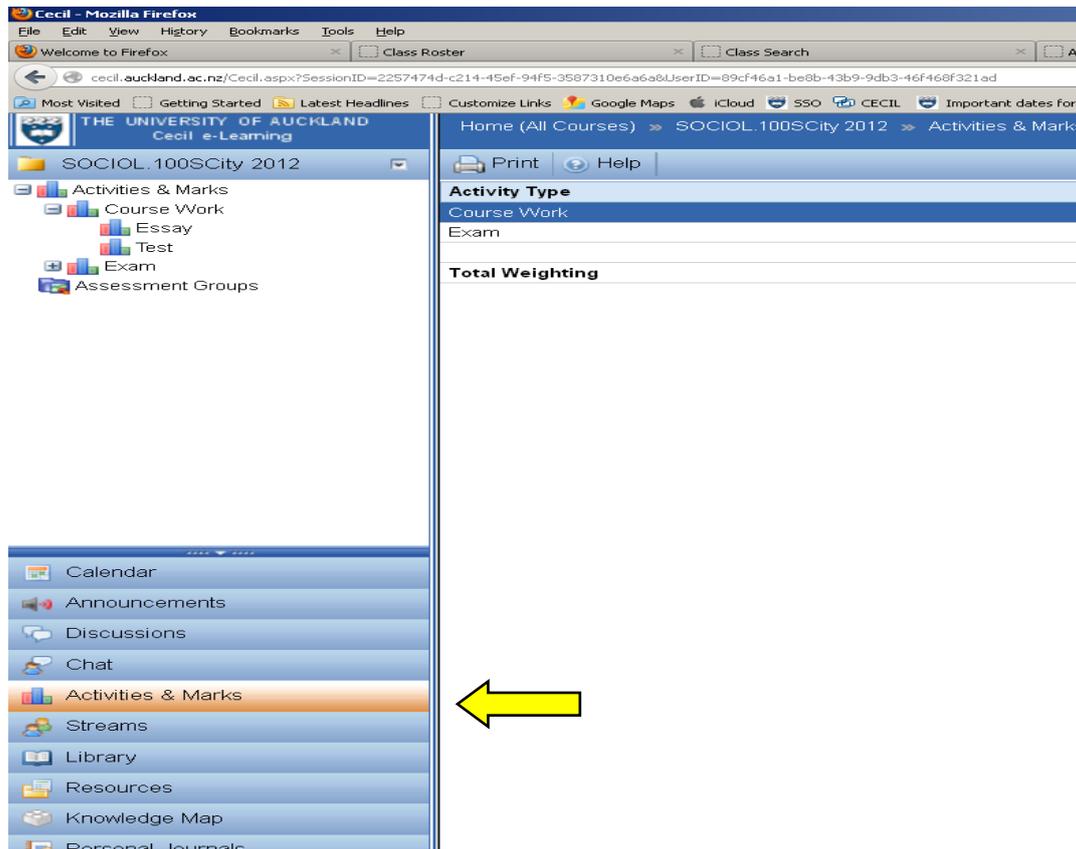
NB – the Department cannot generate this for you – you must generate AND print it yourself. If you do not attach a cover sheet, your assignment will not be marked.

1) Log into Cecil and select current studying – then select course



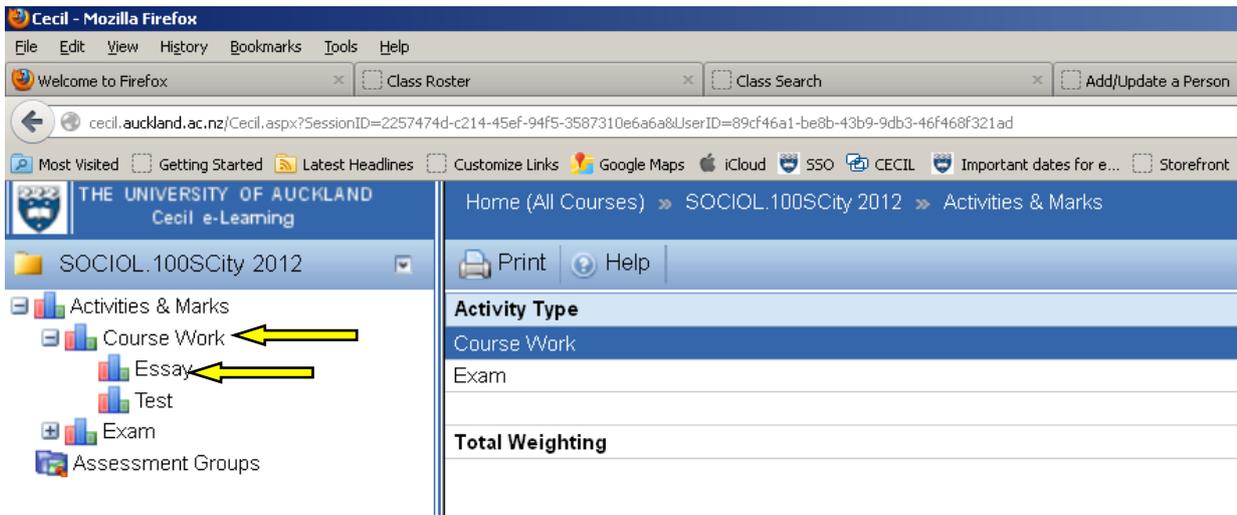
The screenshot shows the Cecil e-Learning interface in a Mozilla Firefox browser. The browser tabs include 'Welcome to Firefox', 'Class Roster', 'Class Search', and 'Add/Update a Person'. The address bar shows the URL: [cecil.auckland.ac.nz/Cecil.aspx?SessionID=2257474d-c214-45ef-94f5-3587310e6a6a&UserID=89cf46a1-be8b-43b9-9db3-46f468f321ad](http://cecil.auckland.ac.nz/Cecil.aspx?SessionID=2257474d-c214-45ef-94f5-3587310e6a6a&UserID=89cf46a1-be8b-43b9-9db3-46f468f321ad). The page header includes 'THE UNIVERSITY OF AUCKLAND Cecil e-Learning' and 'Home (All Courses)'. The left navigation menu shows 'All Courses' expanded, with 'Current - Studying' and 'SOCIO1.100SCity' highlighted by yellow arrows. The main content area displays 'CECIL NOTICES' with a 'Maintenance Schedule' section, followed by a 'University's Student Communications Using Electronic Mail (email) Policy' section.

2) Select Activities and Marks

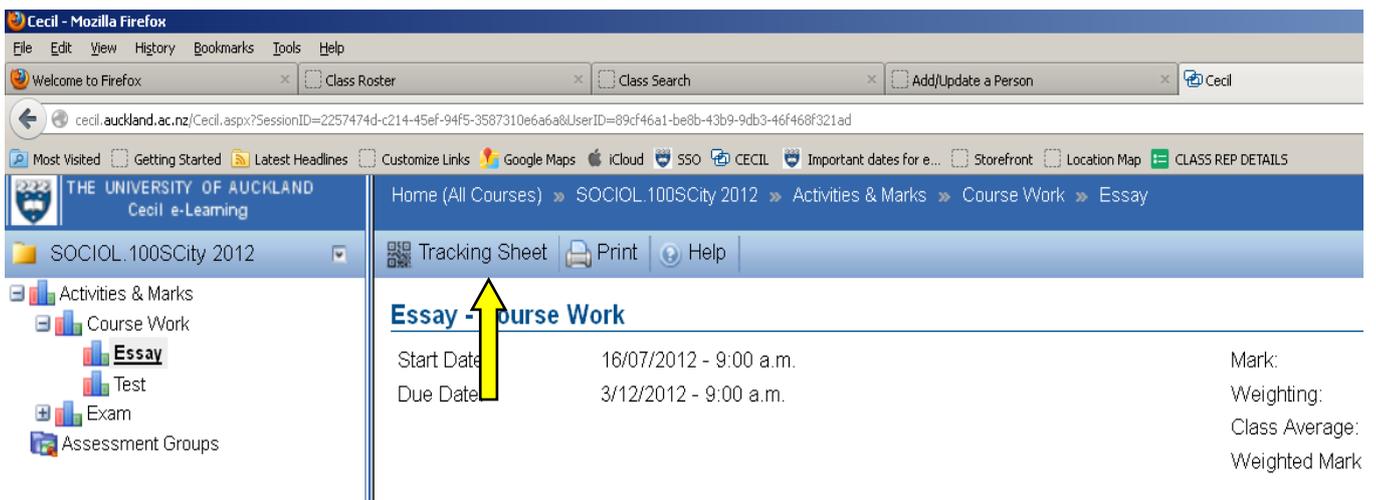


The screenshot shows the Cecil e-Learning interface in a Mozilla Firefox browser. The browser tabs include 'Welcome to Firefox', 'Class Roster', 'Class Search', and 'Add/Update a Person'. The address bar shows the URL: [cecil.auckland.ac.nz/Cecil.aspx?SessionID=2257474d-c214-45ef-94f5-3587310e6a6a&UserID=89cf46a1-be8b-43b9-9db3-46f468f321ad](http://cecil.auckland.ac.nz/Cecil.aspx?SessionID=2257474d-c214-45ef-94f5-3587310e6a6a&UserID=89cf46a1-be8b-43b9-9db3-46f468f321ad). The page header includes 'THE UNIVERSITY OF AUCKLAND Cecil e-Learning' and 'Home (All Courses) >> SOCIO1.100SCity 2012 >> Activities & Marks'. The left navigation menu shows 'SOCIO1.100SCity 2012' expanded, with 'Activities & Marks' highlighted by a yellow arrow. The main content area displays 'Activity Type' with a table showing 'Course Work' and 'Exam' rows, and 'Total Weighting'.

- 3) Click on the + to expand the course work options – then select the appropriate piece of assessment i.e. ESSAY



- 4) Click on 'Tracking Sheet' – this will open a new window with boxes to fill in.



- 5) Fill in **ALL** the boxes (the student info boxes should self-populate) and select "Generate" (you can find your tutors name on a tutor list in 'Resources')

The screenshot shows the 'Assignment Tracking Sheet' form in a Mozilla Firefox browser. The form is divided into two main sections:

**Student Information**

Student ID: SOCIOL100 UPI: SOCIOL100  
 Surname: Account First Name: Demonstration

**Assignment Information**

Department:   
 Lab/Tutorial Day:  Time:   
 Lab/Tutorial Group:  Tutor:   
 Assignment Name: Essay Due Date: 9:00a.m. - 3 Dec, 2012

At the bottom of the form, there is a 'Generate' button highlighted with a yellow arrow.

6) A Download box should appear – click OK to open the document

Assignment Tracking Sheet - Mozilla Firefox

Welcome to Firefox

cecil.auckland.ac.nz/FormsPopup/AssessmentCoversheet.aspx?SessionID=2257474d-c214-45ef-94f5-3587310e6a6a&UserID=89cf46a1-be8b-43b9-9db3-46f46f321adb&CourseID=bf61700e-ee52-4910-9e33-f3e61b4df1f9&ActivityID=8b67decb-37d6-4c44-9909

### Student Information

Student ID:  UPI:   
Surname:  First Name:

### Assignment Information

Department:   
Lab/Tutorial Day:  Time:   
Lab/Tutorial Group:  Tutor:   
Assignment Name:  Due Date:

Opening SOCIOL100Society-Essay.pdf

You have chosen to open

**SOCIOL100Society-Essay.pdf**  
which is an Adobe Acrobat Document (59.1 kB)  
from: <http://cecil.auckland.ac.nz>

What should Firefox do with this file?

Open with Adobe Acrobat 9.5 (default)

Save File

Do this automatically for files like this from now on.

7) Print out the form and attach it to your assignment. – Place your assignment in the appropriate box in the Engineering Student Services Stall on level 3.

**NB – The Department cannot generate this for you – you must generate AND print it yourself.**

**If you do not attach a tracking sheet, your assignment will not be marked.**

THE UNIVERSITY OF AUCKLAND  
NEW ZEALAND  
Te Whare Wānanga o Tāmaki Raukawa

SOCIOL.100

SOCIOL.100 Issues and Themes in Sociology

Assignment Tracking Sheet

Student ID:	SOCIOL100	UPI:	SOCIOL100
Surname:	Account	First Name:	Demonstration

Department: SOCIOLOGY

Lab/Tutorial Day: Wednesday Time: 9.00am

Lab/Tutorial Group: Tutor: John Smith

Assignment Name: Essay Due: 9:00a.m. - 3 Dec, 2012

**Declaration: (please read and sign)**

By submitting this assignment, I confirm that I am aware of The University expectation that all students complete coursework with integrity and honesty as stated in the Guidelines: Conduct of Coursework available at: <http://www.auckland.ac.nz/soa/home/about/teaching-learning/honesty/its-uni-regs-student-guidelines>

I confirm that this work represents my individual/our team's effort and does not contain plagiarised material.

- I have checked the above details and verify them to be correct for the assignment I am submitting
- I am aware of the course outline regarding the format, structure and submission of this assignment (see note 2 below)
- I understand that the University of Auckland takes no responsibility for lost assignments and that I agree to provide a duplicate copy if requested
- I understand that uncollected assignments will be retained in secure storage until two weeks after the start of the following semester and thereafter destroyed
- I agree that I will provide or submit an electronic version of my work for computerised review if requested (see Note 3 below)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:**

1. Assignments are not accessible after they have been handed in. No additions/removals will be permitted.
2. Marks may be withheld for students who have not submitted their work to Turnitin.com if required in the course outline.
3. The University of Auckland views cheating in coursework as a serious academic offence. Accordingly it may require submitted work to be reviewed against electronic source material using computerised detection mechanisms.