



# **REGENT Business School**

## **myREGENT Learner Management System**

**January 2019**

### **Assignment Submission Guide**

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## 1. Preface

Regent Business School has facilitated assignment submissions through the myREGENT Learner Management System via the Student Portal.

This allows for effective tracking and administration of assignments in order to better serve our student population.

Assignment submissions are accepted only through the student portal and no other mode. This is inclusive of email, hand delivered or faxed.

The objective of this guide is to assist in taking you through the assignment upload process via the portal.

Kindly contact the student support division should you have any queries or concerns.

It is imperative that you consult this guide in combination with your assignment rules furnished in the general handbook and *myREGENT* student portal.

**Regent Business School**

**Student Support Division**

[studentsupport@regent.ac.za](mailto:studentsupport@regent.ac.za)

**N.B.** Students may proceed to email the following Project based modules for the following programmes to [research2@regent.ac.za](mailto:research2@regent.ac.za):

- *Research in Educational Management* for the Postgraduate Diploma in Educational Management.
- *Research Project* for the Bachelor of Commerce Honours.

## 2. Learner Management System: Login

**Step 1:** Login onto the REGENT Business School Student Portal: <http://myregent.ac.za>

**Step 2:** Login using:

- User Name: (Registration Number)
- Password:
- Category: (Student)

\*Should there be any concerns or difficulty logging in kindly contact the:

Student Support Department. (+27 31 304 4626; [studentsupport@regent.ac.za](mailto:studentsupport@regent.ac.za))

REGENT Business School  
The Online Learning & Administration Centre

Login

User Name:

Password:

Category:

☐ Remember me and site

Forgot your password?

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## 3. Viewing Assignment Due Dates

A student can view the assignment due dates as per the registered modules of the current Assessment intake. Select *Assignment due dates* from the *Assessment Menu*

REGENT Business School  
The Online Learning & Administration Centre

Home Administration Assessments Modules Resources FEES General Sign Out

Assessments v Assignment Due Dates

Note: select a date. Resources to assist a range of online prompts and tutorials.

Click on the "Resources" tab to access additional Resources.

Programme Name	Module	Year	Assignment No.	Module Name	Due Date	Remark
Bachelor of Commerce Degree (BCom)	2016	1	1	Economics 1	01 May 2016	
Bachelor of Commerce Degree (BCom)	2016	1	1	Statistics 101	05 Jun 2016	
Bachelor of Commerce Degree (BCom)	2016	1	1	Accounting 1	09 Jun 2016	
Bachelor of Commerce Degree (BCom)	2016	1	2	Accounting 1	20 Jun 2016	
Bachelor of Commerce Degree (BCom)	2016	1	2	Economics 1	20 Jun 2016	

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## 4. Processing an Assignment Extension

A student who is unable to submit the assignment as per the stipulated due date in the Academic and Assessment calendar, due to exceptional circumstances beyond his/her control, may apply for an assignment extension.

The Assignment Extension screen assists students to extend the due date for an assignment submission. A Student can apply for an assignment extension provided:

- The student is registered for the module that the assignment request is being requested for.
- The assignment extension request is made on or before the assignment due date

### **Please note:**

- A Student is only allowed two (2) assignment extensions per semester.
- The assignment extension is granted and is valid for 5 days after the assignment due date. This is inclusive of weekends and public holidays.

**Step 3:** Select the Assessments drop down menu Click on: **Assignment Extension Request**

The screenshot shows a web application interface with a red header bar containing navigation links: Home, Administration, Assessments, Workshops, Resources, FEED, General, and Sign Out. The main content area is titled 'Assessments - Assignment Extension Request'. On the left, there is a sidebar with a 'Resources' section containing links for PDF resources, a 'General' tab, and a 'Resources' tab. The main form area contains the following fields: Student Number, Title, Surname, First Name, Programme (Bachelor of Commerce Degree (BCoC)), Year of Programme (1), Intake (January 2019), Module (Accounting 1), Assignment Number (1), Assignment Due Date (10 Jun 2019), E-mail ID, Reason, Cell Number, and Reason for request (with a 1024 character limit). At the bottom of the form are 'Submit' and 'Cancel' buttons.

- Select the module, Assignment Number and indicate the reason for the assignment extension request.
- Click- Submit.
- The assignment extension will be granted and an acknowledgement with the assignment extension due date will be presented.

**Assessments + Assignment Extension Request + Assignment Extension Success**

14 June 2018

Student:

Student Number:

Programme: Bachelor of Commerce Degree (BCom)

Dear Student

Your request for assignment extension has been granted. Kindly note your new due date: 23 June 2018

Programme	Module	Assignment Number	Status	Due Date	Extension Date
BCom	Accounting 1	1	Not	19 Jun 2018	23 June 2018

Please note the following:

Due to the process involved in the marking of assignments, and the processing of results, you may receive feedback of results later than originally planned.

Should you have any queries, please feel free to contact the Assessment Department.

Regards

RBS Assessment Department

## 5. Uploading the Assignment

In order for a Student to upload an assignment, the student must be registered for the module.

**Step 4:** Select the Assessments drop down menu and Click on: **Assignment Upload**

**The Online Learning & Administration Centre**

Home | Administration | Assessments | Workshops | Resources | F.E.S. | General | Sign Out

**Assessments**

- Assignment Due Dates
- Exam Guidelines
- Assignment Extension Request
- Assignment Upload**
- Download Assigned Assignments
- Personalized Timetable

FOR resources update Adobe pdf reader. Click on the "General" tab. Read "Macroeconomics Internship" and follow the download link to download and install Adobe Pdf reader.


Click on the "Resources" tab. Read selected Library Resources to access a range of online journals and eBooks.

Student


More News >

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- An **Assignment Rules** page will be displayed
- It is imperative that the student **reads** and **acknowledges** all the rules
- At the bottom left hand corner of the page click in the box '**I acknowledge and accept the above rules**' then click on '**Proceed to Assignment Upload**' at the bottom right hand corner of the page.



The Online Learning  
&  
Administration Centre



Home Administration Assessments Workshops Resources RBS Learning Sign Out



Dear Student,  
ACCOUNT OF STUDENT  
The following rules apply to assignment submissions:

1. All assignments must be submitted via the online upload process on the MyRegent student portal.
2. Please visit <http://www.myregent.ac.za> for assignment uploading procedures.
3. No other mode of submission will be accepted.
4. The rules lay down a student to ensure that prior to submitting of assignments the student is:
  - Appropriately registered to the correct online
  - Assignments are correctly labelled i.e. the correct module name and assignment number is selected
  - All pages on assignment are numbered
  - The assignment is complete and all questions are answered
5. Should the student submit an assignment prior to report to the assessed module the standard marking process will be applied and the outcome will be communicated to the student.  
The assessed assignment will not be deleted.
6. Only one assignment/proposal report submission is permitted per module in a PDF or DOC word file format. No other format will be accepted.
7. Only one upload per student will be allowed with exception to the Information Technology and Quantitative modules where more than one file may need to be uploaded.
8. The complete assignment must be in one document and must include at the following:
  - Cover page
  - Contents page
  - Body of assignment
  - Bibliography (Referencing)
9. Students may upload more than once during the day on which the submission is first made. Each submission will override the one made previously during that same day.
10. Subsequent to the day on which the assignment was first submitted, no further submissions of the assignment for that particular module will be accepted. This is irrespective of the due date for the assignment/proposal report. The last assignment submitted for the day will be treated as the final submission.
11. The system will not accept further submissions of the same assignment after the day on which submission was done.
12. It is the responsibility of the student to ensure the acknowledgement of receipt for future reference.
13. Students are required to contact REGENT Business School (RBS) immediately should any errors occur with the upload facility on MyRegent, no correspondence and error messages must be obtained where technical problems are encountered the student must take and send a screenshot of the error messages to the Assessment department: [studentsupport@regent.ac.za](mailto:studentsupport@regent.ac.za)
14. Request for extension of assignment submission must be made via the MyRegent portal before or before the assignment due date.
15. Only two assignment extension per semester will be granted.
16. A submission past the due date is categorised as being a late submission. A late submission fee of R200 is applicable. Late submissions are granted up to 14 days from the due date. Remember the assignment upload will be rejected.
17. The graded assignment will be uploaded to the MyRegent student portal and an email notification will be sent to students advising that the marked assignment is ready for download.
18. A student who achieves a mark of less than 50% will have another attempt at achieving higher grade by means of a re-submission. A re-submission fee of R200 is applicable for undergraduate programmes and R300 is applicable for postgraduate programmes respectively.
19. The re-submission assignment is due 5 days after the date the initial assignment results have been uploaded to the student portal.
20. The aim is on the student to ensure that they download and view their marked assignment from the MyRegent student portal timeously.
21. All assignments received on the due date will be marked and results will be made available to students within 4 to 6 weeks of the original assignment due date.
22. The 4 to 6 weeks turnaround period for the release of assignment results will not apply to assignments submitted as an extension, late submission or re-submission.
23. The aim is on students to ensure that RBS has their current contact details. If details have changed since registration, students must update these on the student portal.

Should you have any queries, please do not hesitate to contact Student Services on 011 304 4020 or [studentsupport@regent.ac.za](mailto:studentsupport@regent.ac.za)

We wish you every success in your studies.

Regards,  
RBS Assessment Department

☐ I acknowledge and accept the above rules

Prepared by Assignment Upload

Used by Project Report Upload

Assignment Upload and Troubleshoot Guide

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- An **Assignment Declaration Page** will come up with First Submission In time

The screenshot shows the 'Assignment Declaration' page for a first submission. The page is titled 'The Online Learning & Administration Centre' and includes a navigation bar with links like Home, Administration, Assessments, Workshops, Resources, FEES, Contact, and Sign Out. The main content area is divided into two columns. The left column contains a sidebar with links to 'Assessments', 'Workshops', 'Resources', 'FEES', 'Contact', and 'Sign Out'. The right column contains the 'Assignment Declaration' form. The form includes fields for 'Student Number', 'Programme', 'Semester', 'Module Name', 'Assignment Number', 'Assignment Due Date', 'Number of Attempts', 'Number of Essays', 'Number of Questions', 'Submission Date', 'Submission Type' (First Submission or Re Submission), 'Print Address', 'Contact Details' (Work Phone, Cell Number, Email), and a declaration checkbox. The 'Submission Type' is set to 'First Submission'. The 'Declaration' checkbox is checked, indicating the student is submitting an original piece of work.

- If your assignment is Late, an **Assignment Declaration Page** will come up with Late First Submission

The screenshot shows the 'Assignment Declaration' page for a late first submission. The page is titled 'The Online Learning & Administration Centre' and includes a navigation bar with links like Home, Administration, Assessments, Workshops, Resources, FEES, Contact, and Sign Out. The main content area is divided into two columns. The left column contains a sidebar with links to 'Assessments', 'Workshops', 'Resources', 'FEES', 'Contact', and 'Sign Out'. The right column contains the 'Assignment Declaration' form. The form includes fields for 'Student Number', 'Programme', 'Semester', 'Module Name', 'Assignment Number', 'Assignment Due Date', 'Number of Attempts', 'Number of Essays', 'Number of Questions', 'Submission Date', 'Submission Type' (First Submission or Re Submission), 'Print Address', 'Contact Details' (Work Phone, Cell Number, Email), and a declaration checkbox. The 'Submission Type' is set to 'First Submission'. The 'Declaration' checkbox is checked, indicating the student is submitting an original piece of work. Below the declaration checkbox, there is a section for 'Late Submission' with a checkbox and a text box for the student to provide a reason for the late submission. The 'Late Submission' checkbox is checked, and the text box contains the reason: 'I acknowledge that this submission is late and will accept payment of the \$100 late submission fee.' Below this section, there is a note about the late submission fee and a link to the 'Late Submission Fee' page. The 'Declaration' checkbox is checked, indicating the student is submitting an original piece of work.

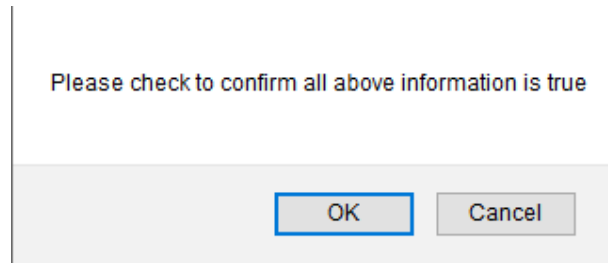


- **The student will need to complete the following:**
  - Module Name - select the module of the assignment that is about to be uploaded
  - Assignment Number – Select the Assignment number for the module of the assignment that is about to be uploaded ( For the semester module it will show only 1, for annual module it will show 1 and 2)
  - Number of attachments - select the number of attachments that is to be uploaded
  - Number of pages in assignment – select the number of pages the assignment consists of
  - Number of questions – select the number of questions in the assignment
  - Tick the declaration box  
If your submission is late you would need to submit the late declaration box.
  - Click continue
  - The Assignment upload Submit Assignment page will be displayed

The screenshot displays the 'Submit Assignments' page. The header includes the Regent University logo and the text 'The Online Learning & Administration Centre'. A navigation bar contains links: Home, Administration, Assessments, Workshops, Resources, RPL, General, and Sign Out. The main content area is titled 'Assessments > Assignment Upload > Submit Assignments'. It contains a form with the following fields: Student Name, Student Number, Programme (Bachelor of Commerce in Supply Chain Management), Year of Programme (2), Current Module (January 2018), Module (Commerce Law 201), Assignment Number (1), Assignment Due Date (11 Nov 2018), and Email ID (with a note: 'Please ensure that the E-mail ID is correct'). Below these are five 'Attachment' sections, each with a 'Browse...' button and the text 'No file selected. Limit of each attachment size is 1000 kbps.' At the bottom of the form are 'Submit' and 'Cancel' buttons. A footer note reads: 'Note: If you are experiencing any difficulties uploading your assignment, please email us the screenshot image of the error to the following address: w.studentsupport@regent.ac.uk'. The footer also includes the copyright notice: '© Copyright - 2018 RUC2307 Business School. All Rights Reserved'.

- Click on 'Browse' and choose the assignment content files.
- If the assignment has more than one file then another attachment can be attached using the next browse link.
- The content of the assignment should include Cover page, Contents page, Body of assignment and Bibliography.

A confirmation message box will appear asking to confirm that all of the above information is true, click on 'OK'. Note that this is not an error message.



- The upload process will take approximately a minute to upload
- Once your assignment is uploaded you will receive a confirmation message.
- Students may upload more than once during the day on which the submission is first made. Each submission will override the one made previously during that same day
- Subsequent to the day on which the assignment was first submitted, NO further submissions of the assignment for that particular module will be accepted. This is irrespective of the due date for the assignment/ project report. The last assignment submitted for the day will be treated as the final submission
- Once the assignment is submitted and the due date has passed, the assignment marking process begins.
- Once the marking process is complete, the marked assignment will be uploaded onto the student portal and the student will be notified that the assignment is ready for download.

## 6. Resubmitting the Assignment

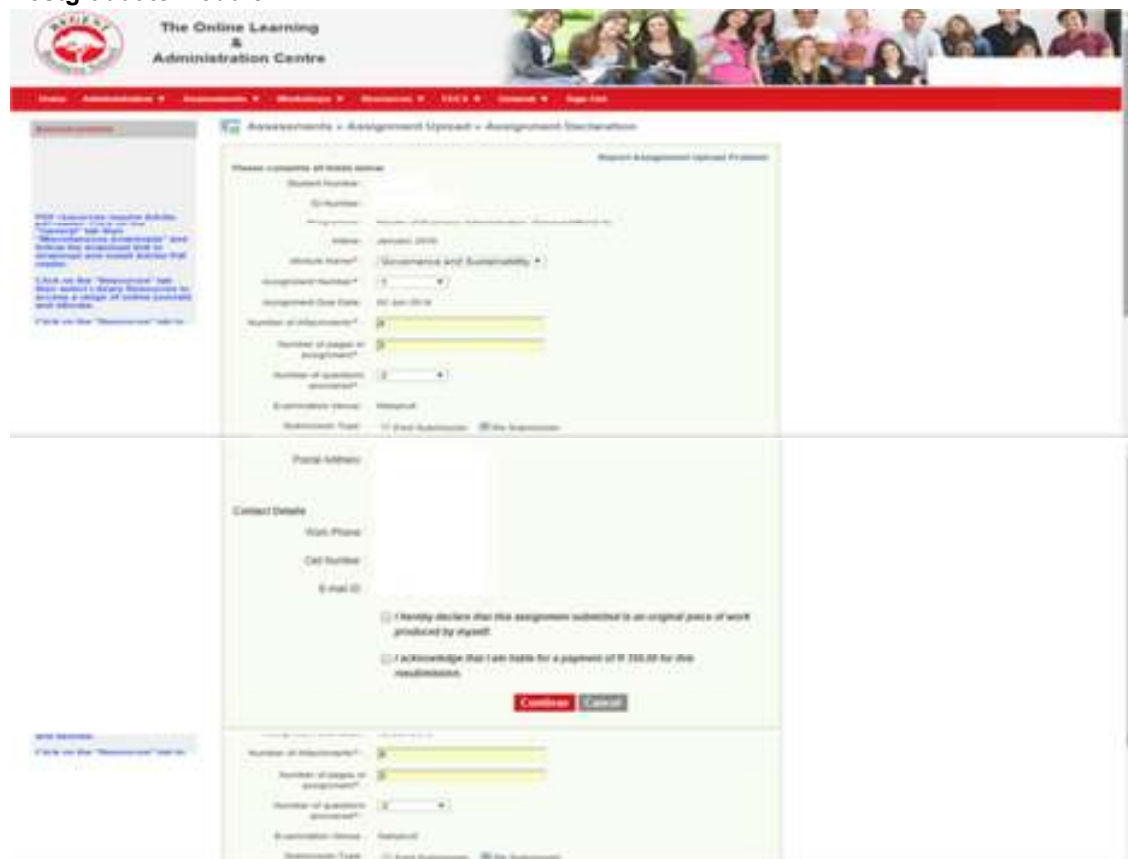
- A student who obtains a mark of less than 60% on an assignment may apply for a resubmission of the respective assignment.
- A student is required to obtain a sub-minimum of 30% for all programmes, with exception of the MBA programme where 40% is required for the assignment/s in order to write the examination.
- The fee for a resubmission is:
  - Postgraduate modules - **R350.00**
  - Undergraduate modules - **R250.00**
- A student must upload the resubmitted assignment via the MyRegent portal, following the same process.

## Undergraduate Module:



The screenshot shows the 'Assignment Submission' form for an undergraduate module. The form is titled 'The Online Learning & Administration Centre' and includes a navigation bar with links: Home, Administration, Assessments, Workshops, Resources, FAQs, Contact, and Sign Out. The main heading is 'Assessments > Assignment Upload > Assignment Declaration'. The form is divided into two main sections: 'Please complete all fields below' and 'Please confirm your details'. The first section contains fields for Student Number, ID Number, Program (Accounting and Information Systems), Module Name (Accounting 1), Assignment Number (1), Assignment Due Date (22 Jun 2016), Number of assignments (1), Number of pages in assignment (1), Number of questions (1), Examination class (Accounting), and Submission type (1) Essay Submission, 0) No Submission. The second section contains fields for Postal Address, Contact Details (Work Phone, Cell Number, E-mail ID), and two checkboxes: 'I hereby declare that this assignment submitted is an original piece of work produced by myself.' and 'I acknowledge that I am liable for a payment of R 250.00 for this resubmission.' The form has 'Continue' and 'Cancel' buttons at the bottom.

## Postgraduate Module:



The screenshot shows the 'Assignment Submission' form for a postgraduate module. The form is titled 'The Online Learning & Administration Centre' and includes a navigation bar with links: Home, Administration, Assessments, Workshops, Resources, FAQs, Contact, and Sign Out. The main heading is 'Assessments > Assignment Upload > Assignment Declaration'. The form is divided into two main sections: 'Please complete all fields below' and 'Please confirm your details'. The first section contains fields for Student Number, ID Number, Program (Accounting and Information Systems), Module Name (Accounting and Information Systems), Assignment Number (1), Assignment Due Date (22 Jun 2016), Number of assignments (1), Number of pages in assignment (1), Number of questions (1), Examination class (Accounting), and Submission type (1) Essay Submission, 0) No Submission. The second section contains fields for Postal Address, Contact Details (Work Phone, Cell Number, E-mail ID), and two checkboxes: 'I hereby declare that this assignment submitted is an original piece of work produced by myself.' and 'I acknowledge that I am liable for a payment of R 250.00 for this resubmission.' The form has 'Continue' and 'Cancel' buttons at the bottom.

## 7. Downloading the Marked Assignments

In order to view the Download Marked Assignments, Select the Assessments drop down menu and Click on: **Download Marked Assignments**.

- Once the marking process is completed, the marked assignment will be uploaded onto the student portal and the student will be notified that the assignment is ready for download.



The screenshot displays the RBS Online Learning & Administration Centre interface. The header includes the RBS logo and navigation links: Home, Administration, Assessments, Workshops, Resources, FEES, General, and Sign Out. The main content area shows the 'Assessments' menu on the left and a table of marked assignments on the right. The table has columns for S.No., Module Code, Module Name, and Download Link. Two assignments are listed: 1. UEN22: Leadership and Human Capital Development, and 2. ACC21: Accounting and Finance. Both have a 'Download' link.

S.No.	Module Code	Module Name	Download Link
1	UEN22	Leadership and Human Capital Development	<a href="#">Download</a>
2	ACC21	Accounting and Finance	<a href="#">Download</a>