

# INSTRUCTIONS FOR STUDENTS

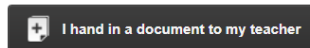
## DOCUMENTS UPLOAD

- Click on the link received via e-mail and follow the instructions to upload your documents



### PUBLIC COLLECTION AND SHARING PAGE - DEFAULT FOLDER

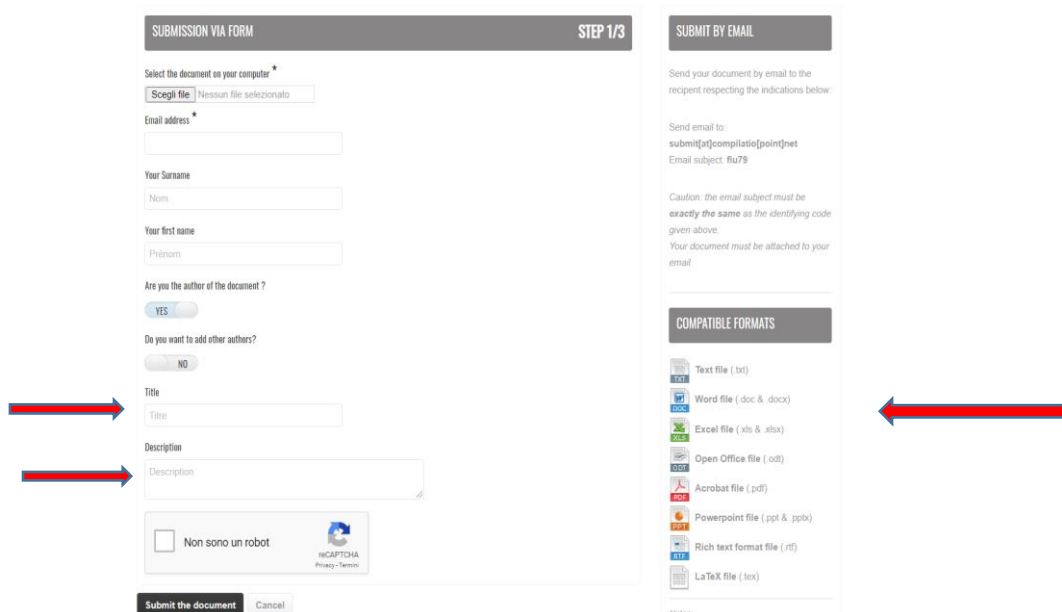
- > Institution : Università degli Studi di Bologna
- > Teacher XXXXXXXXXX
- > Folder : fiu79 - Default folder



this folder doesn't contain any document

### Step 1

- “select the document on your computer”: look at compatible formats on the right of the page;
- In “title” and in “description”, is recommended to write “degree thesis by (name surname)”;
- Do the captcha check;
- Click on “submit the document”.



The screenshot shows the 'SUBMISSION VIA FORM' interface. It includes fields for 'Email address', 'Your Surname', 'Your first name', and a CAPTCHA. The 'Title' and 'Description' fields are highlighted with red arrows. To the right, the 'COMPATIBLE FORMATS' list includes: Text file (.txt), Word file (.doc & .docx), Excel file (.xls & .xlsx), Open Office file (.odt), Acrobat file (.pdf), Powerpoint file (.ppt & .ppix), Rich text format file (.rtf), and LaTeX file (.tex). A red arrow points to this list.

## Step 2

- Click on "Confirm": you will then receive an e-mail (at the e-mail address inserted in the form) with the upload receipt

**CHECK SUBMISSION ENTRIES** **STEP 2/3**

Warning, in order to post your document in your teacher's account, you have to confirm with the button at the bottom of this page.

**RECIPIENT**


- > Folder : flu79 - user\_no\_folder
- > Institution : quj7f7km - Università degli Studi di Bologna
- > Teacher : ██████████

**DOCUMENT INFORMATION**

- > Depositor's surname : ██████████
- > Depositor's email : ██████████
- > Author(s) :
  - > Last name : ██████████ First name : ██████████ Email : ██████████
- > Title : Prova
- > Description : Prova
- > uploaded on the : 06/05/2020 09:32 AM
- > Upload type : Submission by form
- > File name : Prove.docx
- > File type : DOCX
- > Word count : 5
- > Character count : 31
- > Original file size (kb) : 11.6

**TEXT EXTRACTED FROM THE DOCUMENT**

Prove  
Lettere numeri simboli

 Confirm Cancel

**SUBMISSION VIA FORM** **STEP 3/3**

**RECEIPT OF ACKNOWLEDGEMENT OF DEPOSIT**

- > Certificate number : 7aad
- > Generated at : 06/05/2020 09:34 AM

**RECIPIENT**

- > Folder : flu79 - user\_no\_folder
- > Institution : quj7f7km - Università degli Studi di Bologna
- > Teacher : ██████████

**DOCUMENT INFORMATION**

- > Depositor's surname : ██████████
- > Depositor's email : ██████████
- > Author(s) :
  - > Last name : ██████████ First name : ██████████ Email : ██████████
- > Title : Prova
- > Description : Prova
- > Login ID : 9umskwe
- > uploaded on the : 06/05/2020 09:33 AM
- > Upload type : Submission by form
- > File name : Prove.docx
- > File type : DOCX
- > Word count : 5
- > Character count : 31
- > Original file size (kb) : 11.6

The above acknowledgement of receipt has also been sent to verdiana.pinto@unibo.it

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