

## Student Information: E-mailing of Assignments/Unsupervised Tests for Electronic Marking

Students who have access to the internet may submit assignments electronically if this has been arranged in advance with their tutor/marker. Please be advised that this option is not appropriate for some subject areas and permission to submit assignments electronically is at the discretion of the tutor/marker.

### Attending Students

Please notify your ISO School Facilitator (person who signed your ISO registration/admission form) to receive permission to email your assignments and to determine your school's procedure for emailing assignments/unsupervised tests.

### Non-attending Students

Please discuss with your tutor/marker to arrange in advance permission to submit work electronically.

### **How to submit your work (files must not exceed 5 MB)**

Depending on the file type, please submit your work as shown below:

1. Written work: Microsoft Word (doc) or as an rtf
2. Spread sheet assignments: Microsoft Excel (xls)
3. Picture and graphic files: jpeg, gif
4. Scanned file: pdf (save multiple pages on one file)
5. Audio file: compressed wav (zipped)
6. Video file: wmv

### **How to send your email**

1. Use the following format to compose your e-mail.

To:	distance.learning@gov.mb.ca
CC:	<i>(email address from your ISO school facilitator ~ if required)</i>
Subject:	Jane Doe Grade 10 Science
Attach:	lesson 1_mod 1_assign 1.doc

Message: Lesson 1, Module 1, Assignment 1.1, 1.2 and 1.3  
My tutor/marker is John Smith  
My school is \_\_\_\_\_

2. Attach your files (files must not exceed 5 MB).
3. Email your assignments to [distance.learning@gov.mb.ca](mailto:distance.learning@gov.mb.ca) only. Do NOT email your assignments directly to your tutor/marker. Emails sent directly to tutor/markers will be returned unread.

**Your electronically marked work will be returned to you by email from your tutor/marker.**