

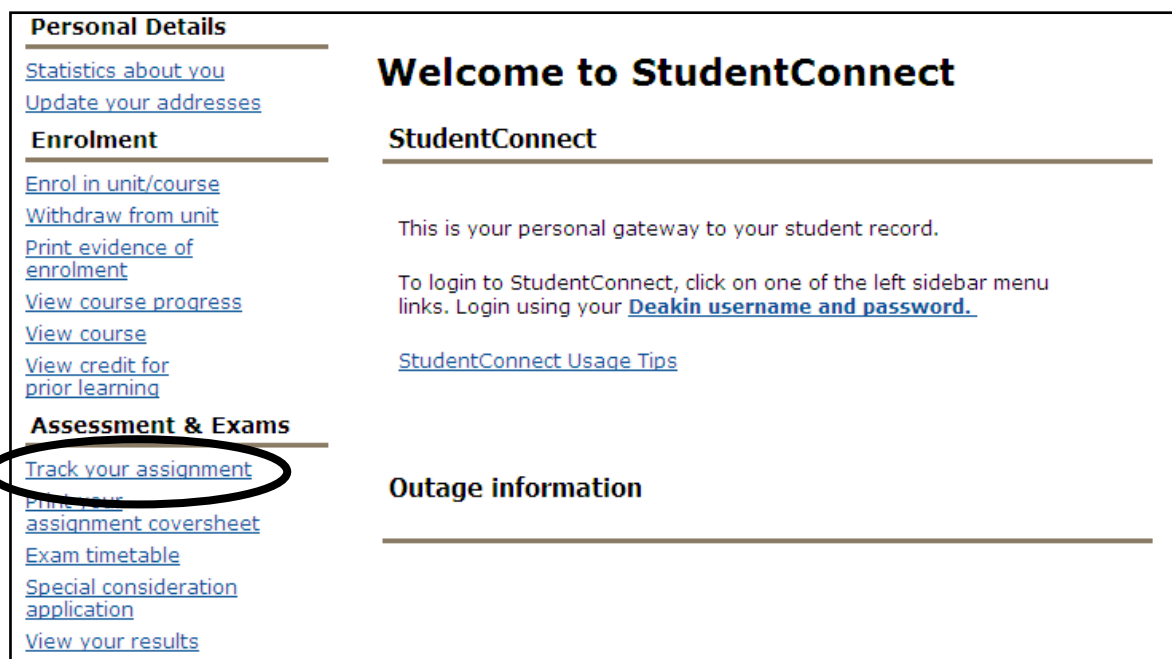
Instructions for monitoring assignment progress

Step 1:

Open an internet window and log on to StudentConnect.
(www.deakin.edu.au/studentconnect)

Step 2:

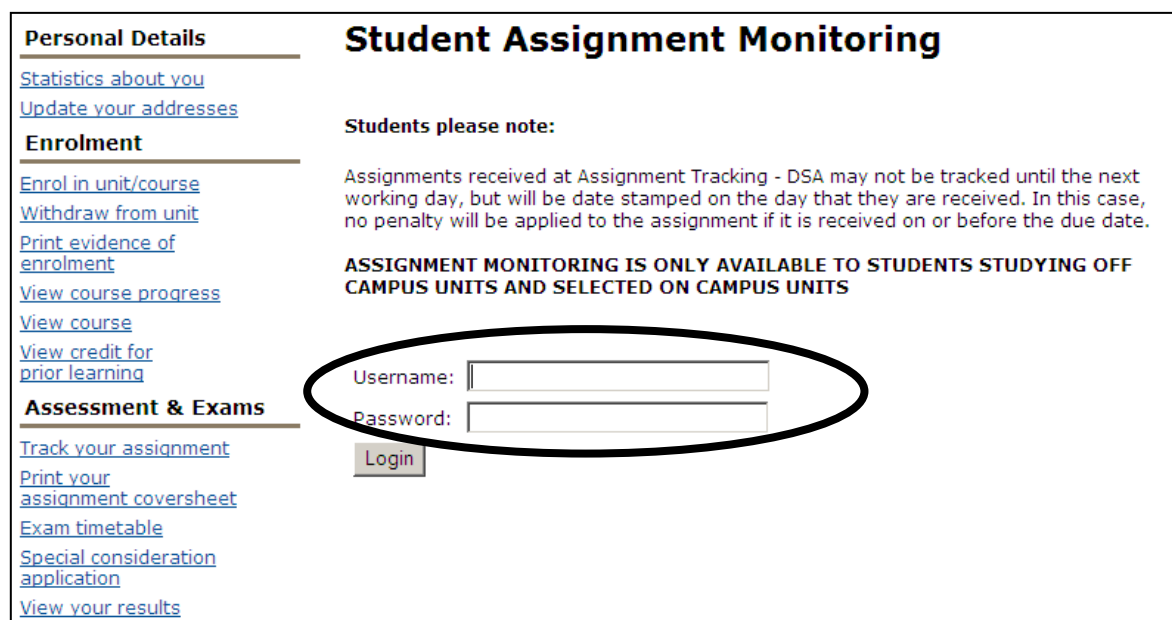
From the menu down the left hand side of the page, select **“Track your assignment”** (see example below).



The screenshot shows the StudentConnect home page. On the left is a navigation menu with sections: Personal Details, Enrolment, and Assessment & Exams. The 'Track your assignment' link under Assessment & Exams is circled in black. The main content area is titled 'Welcome to StudentConnect' and contains a message about logging in using a Deakin username and password, along with a link to 'StudentConnect Usage Tips'. Below this is a section for 'Outage information'.

Step 3:

Log in by entering your ITS Username and Password into the space provided.



The screenshot shows the 'Student Assignment Monitoring' page. The left navigation menu is identical to the previous screenshot, but 'Track your assignment' is now highlighted. The main content area has a heading 'Student Assignment Monitoring' and a 'Students please note:' section. Below this is a login form with fields for 'Username:' and 'Password:', and a 'Login' button. The login fields and button are circled in black.

Step 4:

Select the appropriate Unit from your enrolled Unit list. Click on the Unit Code to access the next screen.

Student Assignment Monitoring

Personal Details
[Statistics about you](#)
[Update your addresses](#)

Enrolment
[Enrol in unit/course](#)
[Withdraw from unit](#)
[Print evidence of enrolment](#)
[View course progress](#)
[View course](#)
[View credit for prior learning](#)

Assessment & Exams
[Track your assignment](#)
[Print your assignment coversheet](#)
[Exam timetable](#)
[Special consideration application](#)
[View your results](#)

Students please note:
Assignments received at Assignment Tracking - DSA may not be tracked until the next working day, but will be date stamped on the day that is received on or before the due date.

ASSIGNMENT MONITORING IS ONLY AVAILABLE TO STUDENTS STUDYING OFF CAMPUS UNITS AND SELECTED ON CAMPUS UNITS

Student ID: [REDACTED]

Course: D347 - BACH OF TEACHING(SEC)/BACHELOR OF ARTS
Status: [ENROLLED](#)

Period	Unit	Unit Name	Status
2010/T2	ACP280	PERFORMANCE, TEXT, REALISATION	ENROLLED
2010/T2	AIH266	MODERN SOUTHEAST ASIA	ENROLLED
2010/T2	ECA432	ARTS EDUCATION DISCIPLINE STUDY 2	ENROLLED
2010/T2	EEE202	CURRICULUM ASSESSMENT & REPORTING	ENROLLED
2010/T2	EET202	SECONDARY SCHOOL EXPERIENCE 2B	ENROLLED

Step 5:

This screen allows you to monitor the progress of each assignment in the Unit. There are four steps in the assignment tracking process that can be checked from this screen.

- Assignment received from student
- Assignment sent to assessor
- Assignment received from assessor
- Assignment returned to student

For **Off-campus** students, this will indicate that the assignment has been returned back to the student in the mail.

For **On-campus** students, the last stage ('assignment returned to student') will indicate that the assignment is available for collection from the designated faculty point.

As assignments are tracked through the system the status will change from "incomplete" to the date processed.

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Student ID: [REDACTED]

Course: D347 - BACH OF TEACHING(SEC)/BACHELOR OF ARTS
Status: [ENROLLED](#)
Unit: [ECA432](#) - ARTS EDUCATION DISCIPLINE STUDY 2
Status: [ENROLLED](#)
Period: [2010/T2](#)

Assessment Item: [ASSGN_CNTR](#) [Coversheet](#)
Due Date: 06/08/2010
ASSIGNMENT RECEIVED FROM STUDENT 09/08/2010
ASSIGNMENT SENT TO ASSessor 09/08/2010
ASSIGNMENT RECEIVED FROM ASSESSOR Incomplete
ASSIGNMENT RETURNED TO STUDENT Incomplete