

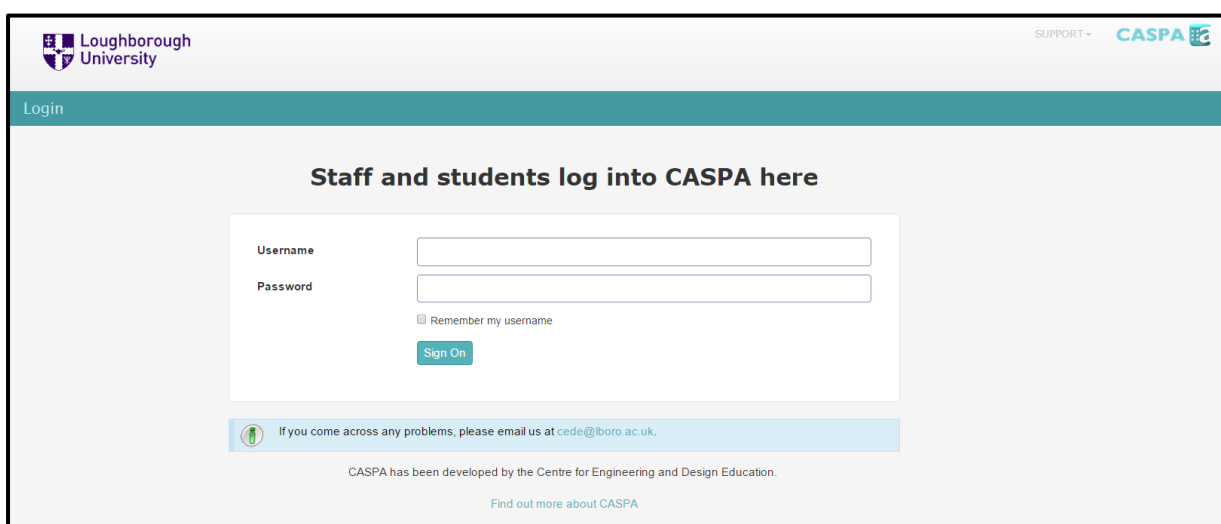
# Student Guide to Using CASPA

Your school operates a coursework submission system called CASPA (Coursework and Assessment Scheduler for Programme Administration). You can use CASPA to view your assessment schedule and for submitting physical coursework (e.g. reports, dissertations etc.) using a QR (Quick Response) code coversheet at a CASPA kiosk.

## 1. Viewing your assessment schedule in CASPA

When you log into CASPA you will be able to see any assessments that have been scheduled for you through CASPA. Alongside this chronological schedule is a Programme Assessment Map showing a summary of your CASPA assessments by semester. Each time you log into CASPA you will see the most up-to-date information for your assessments through CASPA.

1. Go to [caspa.lboro.ac.uk](https://caspa.lboro.ac.uk) (available on and off campus) and log into CASPA using your student login



The screenshot shows the CASPA login interface. At the top left is the Loughborough University logo. At the top right is a 'SUPPORT' link and the CASPA logo. Below the header is a teal bar with the word 'Login'. The main content area has a heading 'Staff and students log into CASPA here'. Below this is a login form with fields for 'Username' and 'Password', a 'Remember my username' checkbox, and a 'Sign On' button. A light blue banner at the bottom of the form contains a support icon and the text 'If you come across any problems, please email us at [cede@lboro.ac.uk](mailto:cede@lboro.ac.uk)'. Below the banner, it states 'CASPA has been developed by the Centre for Engineering and Design Education.' and provides a link 'Find out more about CASPA'.

After login, the left-hand side of the screen shows your schedule of assessments (*scheduled on CASPA*) and the right-hand side shows a summary of these assessments by semester (using a Programme Assessment Map). CASPA will automatically provide the most up-to-date information for your assessments scheduled on CASPA.

Loughborough University CASPA Assessment Scheduler

Student Area

### Assessments Scheduled on CASPA 2014/2015 for [Redacted]

14CGC052

S W

1 3

**Test**

Deadline: 13th Oct '14 at 16:00

Email responsible staff: [Redacted]

**Coversheet**

You have created a Coversheet

You have already created a coversheet for this assessment on 24th August, 2015 at 13:48

[View Coversheet](#)

14CGC047

S W

1 5

**Test : revision materials from weeks 1-3**

Deadline: 27th Oct '14 at 09:00

Email responsible staff: [Redacted]

**Coversheet**

You have not created a Coversheet

You are yet to create a coversheet for this assessment.

[Create Coversheet](#)

ID Number: [Redacted]

Programme: CGUM01: Chemical Engineering

Email: [Redacted]

Current: Part I

Year: [Redacted]

**Programme Assessment Map**

Semester 1

Week	14CGC044 (54)	14CGC047 (54)	14CGC052 (54)	14CGC058 (54)
1				
2				
3				
4				
5				
6				

**Note:** Your assessments that are shown in CASPA may not include all assessments that you are expected to complete for the academic year (for example, assessments submitted through Learn may not be shown in your CASPA schedule). You must check with individual module staff and Programme Directors to establish your full assessment schedule for the academic year.

If you have any virtual assessments on Learn then clicking on the **Learn** or the “submission link” within your assessment will take you to Learn to allow you to directly upload you Learn submission.

15CVC027

S W

- -

**Individual Ethics Coursework**

Deadline: 21st Oct '15 at 17:00

Email responsible staff: DS Thomson

**Coversheet**

**Learn** Submission <http://learn.lboro.ac.uk/mod/turnitintooltwo/view.php?id=394933>

**Learn**

You have not created a Coversheet!

You are yet to create a coversheet for this assessment.

[Create Coversheet](#)

**Virtual Assessment**

Note: Assessments displayed in CASPA may not include all assessments due for your programme. Please check CASPA is available at [caspa.lboro.ac.uk](http://caspa.lboro.ac.uk). Produced by CEDE ([cede.lboro.ac.uk](http://cede.lboro.ac.uk))

## 2. Creating a CASPA coversheet

Creating a CASPA coversheet is primarily used when submitting physical items (e.g. reports) through the CASPA kiosk and receiving an email receipt for your submission through the kiosk.

1. Go to [caspa.lboro.ac.uk](http://caspa.lboro.ac.uk) (available on and off campus) and log into CASPA using your student login

The screenshot shows the CASPA login interface. At the top left is the Loughborough University logo. At the top right are links for 'SUPPORT' and the 'CASPA' logo. Below this is a teal 'Login' header. The main content area has the heading 'Staff and students log into CASPA here'. It contains a login form with fields for 'Username' and 'Password', a 'Remember my username' checkbox, and a 'Sign On' button. Below the form is a light blue banner with an information icon and the text: 'If you come across any problems, please email us at [cede@lboro.ac.uk](mailto:cede@lboro.ac.uk)'. At the bottom, it states 'CASPA has been developed by the Centre for Engineering and Design Education.' and provides a link to 'Find out more about CASPA'.

2. Select the 'create coversheet' button to create a coversheet for an assessment you want to submit.

The screenshot shows the 'Coversheet' page for a 'Final Report' assessment. At the top left, the course code '14CGC002' is displayed. To its right are two buttons labeled 'S' and 'W', with the numbers '2' and '16' respectively. The assessment title 'Final Report' is shown, along with the 'Deadline: 17th Jun '15 at 12:00' and 'Email responsible staff: HCH Bandulasena'. A 'Learn' button with a red 'x' is in the top right corner. The main heading is 'Coversheet'. Below it is a light blue box with an information icon and the text: 'You have not created a Coversheet! You are yet to create a coversheet for this assessment.' A 'Create Coversheet' button is located within this box. In the bottom right corner, there is a 'Virtual Assessment' logo featuring a cloud icon.

Your student details together with all relevant assessment details will automatically be added to the coversheet. In addition, a QR code will be generated and automatically added to the coversheet for use by the CASPA kiosk system during submission hand-in (This is explained further in section 3).

### 3. Check the details and build the coversheet

If you are submitting coursework as an **individual student** you should check the details are correct and then progress to step 4.

## COVERSHEET BUILD

Confirm and select any details necessary in each section.

### STUDENT AND ASSESSMENT DETAILS

#### STUDENT BUILDING COVERSHEET:

#### ASSESSMENT DETAILS:

School: Mechanical and Manufacturing Engineering Year/Part: A  
Programme: Mechanical Engineering (MMUB03)  
Module: Mechanics of Materials (15MMA100)  
Assessment Title: \_\_\_\_\_

If your assessment is for a **group of students** then you will be asked to select other group members using the radio buttons provided (*see below*). It is important that you add all group members, or they will not be recorded as meeting the deadline date. You can optionally add a group name, but this should only be used to make your group more easily identifiable (*e.g group number and subject of report*). Please keep in mind that this group name will appear on the coversheet that is attached to the front of your coursework.

#### ASSESSMENT DETAILS:

School: Mechanical and Manufacturing Engineering Year/Part: A  
Programme: Mechanical Engineering (MMUB03)  
Module: Mechanics of Materials (15MMA100)  
Assessment Title: \_\_\_\_\_

### GROUPWORK DETAILS

#### GROUP NAME:

Please provide a Group Name (if applicable):

#### GROUP MEMBER SELECTION:

Select other group members using the radio buttons

Module Students

Add to group

Not in group

Create Coversheet

Cancel

If your **assessment has staggered deadlines** and you are submitting as an **individual** then you need to select the deadline you are submitting for from the drop down list. An example of a staggered assessment could be a lab that is run multiple times throughout the semester in order for different students to attend and submit their work at different specific times.

### ASSESSMENT DETAILS:

School: Mechanical and Manufacturing EngineeringYear/Part: A  
Programme: Mechanical Engineering (MMUB03)  
Module: Mechanics of Materials (15MMA100)  
Assessment Title:

### STAGGERED DEADLINES FOR THIS ASSESSMENT

Please choose your particular deadline for this staggered assessment from the drop down below:

(deadline: 21/09/15 14:30)

Create CoversheetCancel

If your **assessment has staggered deadlines** and you are submitting for a **group of students** (e.g. you have worked in pairs or as a larger group and you are submitting for your whole group) then you will need to select the staggered deadline you are submitting for from the drop down list, provide an optional group name and then select any other group members using the radio buttons provided.

### ASSESSMENT DETAILS:

School: Mechanical and Manufacturing EngineeringYear/Part: A  
Programme: Mechanical Engineering (MMUB03)  
Module: Mechanics of Materials (15MMA100)  
Assessment Title:

### STAGGERED DEADLINES FOR THIS ASSESSMENT

Please choose your particular deadline for this staggered assessment from the drop down below:

(deadline: 21/09/15 14:30)

### GROUPWORK DETAILS

#### GROUP NAME:

Please provide a Group Name (if applicable):

#### GROUP MEMBER SELECTION:

Select other group members using the radio buttons

Module	Students	Add to group	Not in group
		<input type="radio"/>	<input type="radio"/>

Create CoversheetCancel

4. Once the details are correct then use the 'Create Coversheet' button to generate your coversheet.

The screenshot shows a web-based form titled 'COVER SHEET FOR ASSESSED COURSEWORK' from Loughborough University. The form includes fields for 'SCHOOL: Mechanical and Manufacturing Engineering', 'PROGRAMME: Mechanical Engineering (MENG005)', 'MODULE: Mechanics of Materials (15MDA100)', 'YEAR/PART: A', and 'ASSESSMENT TITLE:'. There is a QR code in the top right corner. A 'Student Declaration' section contains a text area for the student to sign and date, with a note about plagiarism. A 'Submitted By:' field is at the bottom. A footer note states: 'Note: Late Hand-In: Approval for an extension to the deadline must be sought from the Responsible Examiner prior to the deadline. For any submission handed in after an agreed extension you must ensure that you have completed an Improved Performance Form for your work to be considered by the Module Board.'

5. Print out your coversheet and use it.

The coversheet needs to be signed and dated, and then attached to the front of the work you are submitting. Then take your coversheet and work to the usual place where you drop-off and submit your work.

**Note:** coversheets can be amended but please ensure that you print out and use the latest coversheet when you submit your work.

### 3. Using the CASPA kiosk to submit your work

1. Scan the QR code on the front of your coversheet

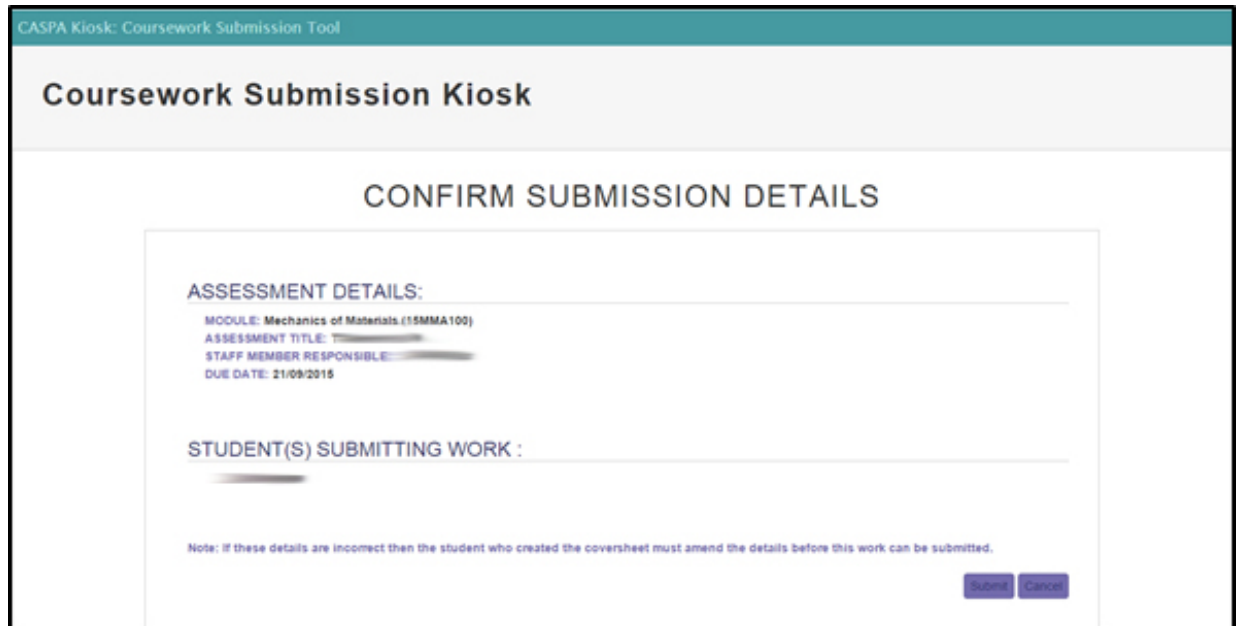
At your school CASPA kiosk, use the QR reader attached to the PC to scan the QR code (located in the top right corner of your coversheet). Place the scanner over the QR code and press the button on the top of the reader (a 'blip' noise occurs as the scan is read). The scanned code will automatically upload all relevant submission data to the CASPA submission system.

The screenshot shows the 'CASPA Kiosk: Coursework Submission Tool' interface. At the top, there is a QR code and an image of a hand holding a scanner. Below this, the title 'Coursework Submission Kiosk' is displayed. A large green box contains the instruction 'Scan your Coversheet QR Code using the scanner provided.' Below this, there is a 'Scan QR Code' button and an 'Enter' button.

Note: Assessments displayed in CASPA may not include all assessments due for your programme. Please check CASPA is available at [caspa.lboro.ac.uk](http://caspa.lboro.ac.uk). Produced by CEDE ([cede.lboro.ac.uk](http://cede.lboro.ac.uk))

## 2. Submit your coursework

Confirm the submission details shown and use the 'submit' button to complete your submission.



The screenshot shows the 'Coursework Submission Kiosk' interface. At the top, it says 'CASPA Kiosk: Coursework Submission Tool'. Below that, the title 'Coursework Submission Kiosk' is displayed. The main heading is 'CONFIRM SUBMISSION DETAILS'. Under this, there is a section titled 'ASSESSMENT DETAILS:' with the following information: 'MODULE: Mechanics of Materials (15MMA100)', 'ASSESSMENT TITLE: [redacted]', 'STAFF MEMBER RESPONSIBLE: [redacted]', and 'DUE DATE: 21/09/2015'. Below this is a section titled 'STUDENT(S) SUBMITTING WORK : [redacted]'. At the bottom, there is a note: 'Note: If these details are incorrect then the student who created the coversheet must amend the details before this work can be submitted.' and two buttons, 'Submit' and 'Cancel'.

You will receive a screen acknowledgement and an email receipt will be sent to each student listed on the coversheet. You can now hand your coursework (*including coversheet*) to the persons responsible for collecting it or place your coursework in the relevant pigeonhole.

## 4. Using the CASPA kiosk to record the return of work back to you

### 1. Scan the QR code on the front of your coversheet

If your school records the return of physical coursework back to you then this can be recorded using the CASPA kiosk. At your school CASPA kiosk use the QR reader attached to the PC to scan the QR code using the same method as detailed in **section 3.1**. The scanned code will automatically upload all the relevant return data to the CASPA system.



CASPA Kiosk: Coursework Submission Tool

## Coursework Submission Kiosk

Scan your Coversheet QR Code using the scanner provided.  

>>>> Scan QR Code

You will receive a screen acknowledgement for the return of your work.

CASPA Kiosk: Coursework Submission Tool

## Coursework Submission Kiosk

 Return successfully recorded for student(s) on 15MMA100.

[Return to the kiosk homepage](#)