

How to Submit Course Work

We ask that all assignments required by The Institute for Sexual Wholeness courses be submitted through the Sexual Wholeness Discussion Board. This document is designed to guide you through this process as easily as possible.



Why are we asked to use the Discussion Board to submit our work?

The faculty of the Institute for Sexual Wholeness has set up the discussion board and asks that you use it for a variety of reasons.

1. It is a secure form of submission. Some of the work you submit is sensitive. Some of it is very personal. Sending work through email has been likened to sending your mail on a postcard. It's pretty easy to access someone's email. Similarly, printing documents like your sexual autobiography is a little unnerving for many of us. When your paper is submitted to the Sexual Wholeness Discussion Board, the only people who have access to it are the professors of the class. No one else can even see it's there. Yes. It's possible that the discussion board can be hacked by an experienced computer hacker. However, submitting your work through this method is far more secure than the other options.
2. You always know where and how to submit your work. We have chosen to use multiple professors in each course to give you better training. In doing so, we split up the grading. Rather than you being responsible for who to submit each individual assignment to, you only need to submit your work to the discussion board. At that point it becomes the professors responsibility to collect and grade your work. Before using the discussion board work was being passed back and forth between professors with increased time cost and potential for losing work. The other option is students being frustrated with finding out that their assignment went to the wrong individual and they needed to resend it late or did not get credit for it.
3. You have a clear record of submitting your work. When you submit your work to the discussion board, the submission is date and time stamped. This gives you (and us) a clear record of when your work was submitted.
4. It cuts down on wasted professor time. It can take a great deal of time for the professors to collect work from a variety of sources, track this work and ensure that it has been submitted to the right professor. We would rather spend the time grading your work and providing feedback. The discussion board centralizes the submission process for us.
5. It begins to get you familiar with the Discussion Board. We have seen the potential for great value in the Sexual Wholeness Discussion Board. We hope that asking you to use it during your training will help you be more comfortable with using it as a professional.

How do I submit my work?

Submit your work by following these steps. The pictures were taken from a Windows version of Internet Explorer. If you use a different web browser or different platform your pictures will look slightly different.

1. Complete your assignment in the application of your choice. Most students seem to use Microsoft Word but this is not required. If you do your work in another application, make sure it can be opened in a Microsoft Office application (Word, Excel or Powerpoint) as the professors have access to these applications.
2. Save your document and Exit the application. This seems especially important for some versions of Microsoft Word. If your document or Word is open in the background sometimes the Discussion Board will not accept your submission. (It will tell you it doesn't accept that MIME type.*)
3. Rename your document with a unique, descriptive name. We recommend using your last name (or screen name). As an example, when submitting her final exam, Jane Smith might rename her document as "jsmith_fnl.doc". This helps ensure no one's paper is accidentally overwritten by another student's paper of the same title. (While the discussion board protects from this happening, once downloaded to the grading professors computer, this is possible.)
4. Log on to the discussion board. <http://sexualwholeness.com/forums>
Use the username and password you provided when registering. If you haven't registered yet, please note that it can take from a few hours to a couple days to verify and activate your account.




jsmith-fnl.doc

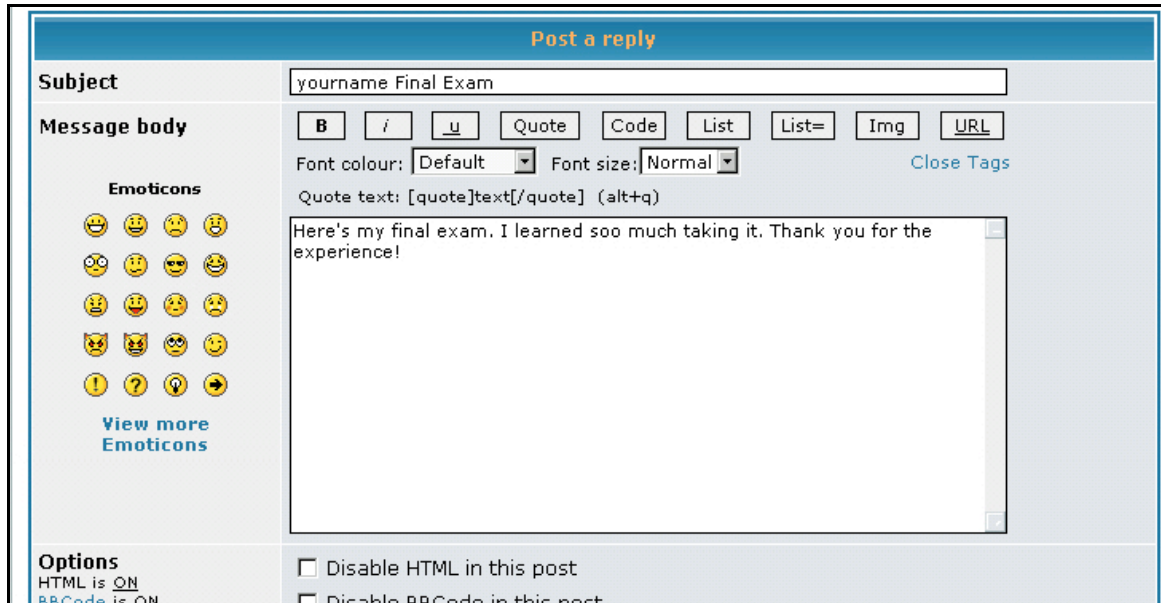
Note: At this point you might want to check the forum for your class before submitting your assignment. Scan quickly through the messages there to see if fellow students or professors have asked questions or made comments about the assignment.

5. From the Discussion board index (opening page) scroll down to the forum titled **Submit Class Work**. Click on the words "**Submit Class Work**."

<u>ISW Class Discussions</u>			
General Course Questions General Institute for Sexual Wholeness (ISW) and ISW course questions. Questions about what course covers what subjects. Requests for seminar courses. Moderator Sexual Wholeness Founders	4	8	Thu Jan 05, 2005 9:03 pm Submit →
6512: Human Sexuality: A Therapeutic Integration A place for students to discuss readings, exam questions, lecture points, etc. from CPSY 6512 (old PSI 7090). Moderator Sexual Wholeness Founders	10	37	Fri Nov 14, 2004 11:47 pm Submit →
Submit Class Work Use this SECURE forum to submit class work (papers, exams, reading and attendance reports) to professors. Only professors can view and download files submitted in this forum. Moderator Sexual Wholeness Founders	4	41	Tue Nov 15, 2004 9:15 pm Submit →

6. Find the topic that reflects the course and item you need to upload. For example, you would look for "[Click here to submit the 6512 Fall 2004 Final Exam](#)" if you were in the Fall 2004 Human Sexuality (CPSY 6512) class and wanted to send us your final exam. Click on the title of the assignment you need to submit.

7. At this point you will want to read the first message. Make sure there are no last minute instructions or changes. You might also want to quickly scan through any other messages to see if there is important information.
8. Click on the button to “reply” to the message. 
9. This will open the “**Post a reply**” form. You will need to fill this form out.



- a. Place your name and project in the **Subject** field.
 - b. Type in any message you might want in the Message Body. (You must add something for the Discussion Board to accept it.
 - c. You can skip the “**Options**”.
10. After you have filled in the Subject and Message Body, scroll to the bottom. Under the “**Add Attachment**” section, you will need to add your document.



- a. Click on the “**Browse**” button to find the file you are submitting on your hard drive.
- b. Once your file appears in the “**Filename**” field, click on the “**Add Attachment**” button.
- c. **You will need to wait for the page to reload at this point.**

11. Once the page has reloaded, check to see if your file has been attached. You will know if it is listed under the “**Posted Attachments**” section.

Add an Attachment

If you do not want to add an attachment to your post leave the fields blank

Filename

File Comment

Posted Attachments

Filename yourname-fnl.doc

File Comment

← **Final Step**

- If your file is NOT listed, repeat step 10.
 - If it IS listed, you can either add an additional document or proceed to step 12.
12. If the correct file is attached, click the “**Submit**” button at the bottom of the page.

Note: You will be able to see your posted message on the discussion board, complete with date and time stamp, but you will not be able to see your attached files. Only the professors can see and download these files. If you have followed the above instructions you can assume your project has been submitted. We will notify you by email if for some reason the file did not make it.

If you have trouble you cannot seem to solve, Go to the “**Submit Work Here**” Forum and click on the “**Trouble Uploading**” Topic. Read through the posts there to see if anyone has a suggestion that solves your problem. If not, post a detailed message of what isn’t working.

Do I have to submit my assignments this way?

No. For all the reasons listed in the first question, we ask that you do. However, there are some students who have been unable to access the website or have had difficulty with their web browser (especially AOL) or other technical issues.

If you cannot submit your assignment through the discussion board, you will need to find out which professor is grading your assignment. Please look first on the discussion board. If that doesn’t work, you will need to contact the professors to find out who you need to submit your assignment to. Contact them directly to make arrangements for turning in your project. They might prefer you mail a hard copy or email it directly to them. Please follow-up to ensure they received your assignment.

Thanks for your participation in the Institute for Sexual Wholeness.