

School of Law Online Coursework Submission

To submit coursework using the online submission system, go to:

www.law.ed.ac.uk/ease/handin

If you are enrolled on a course for which there is an active submission, it will be listed on this page, otherwise you will be redirected to an error page. If you see an error page, or if you do not see the submission you expected, there may be an error/omission in the data regarding your courses. Check your registry details to ensure you are enrolled on the course, otherwise report the error to the Law School Teaching Office (for UG courses) or the Law School Postgraduate office.

Currently active submissions are listed on a page similar to this:

The screenshot shows a submission page for 'School of Law Coursework Submission for Nick Dyson'. It displays the current server time as '21 October 2007 21:14 GMT +1.00' and lists pending deadlines for 'EC Competition Law (LW0035) - First Semester Essay'. The due date is '04 January 2008 at 16:00' with 74 days left. The status is 'You have not submitted any work for this hand-in as yet'. A 'Submit a file' button is visible. Callout boxes point to: 'Your name should appear here' (pointing to the header), 'Local server time is displayed here.' (pointing to the server time), and 'Submission deadlines are relative to local server time' (pointing to the due date).

- To submit a file, click the “Submit a file” button for the relevant coursework.
- You will be asked to confirm a declaration regarding plagiarism. Tick all the boxes and you will be able to proceed.
- Click the “Continue to Upload File” button.
- At the “File Upload” screen, you will see a reminder of the course name, code and coursework name for which you are submitting a file. Click the “Browse...” button to view the files on your computer.
- Navigate to the file you wish to submit and select it in the file browser.
- You can submit files in all Microsoft Word formats (DOC, DOCX), or Rich Text Format (RTF). All currently available word processors will be able to submit files in at least one of these formats.
- Click the “Upload” button to send the selected file to the system.

Once a file has been uploaded to the system, you can resubmit new work to replace it at any time. Note that previous versions of a submission will not be saved by the system; only your most recently submitted file is retained by the system for any piece of coursework. Note also that the system allows only one file per submission, If you have separate files for your essay (such as a separate document for your index or bibliography) you must first merge these files together before uploading.

The screenshot shows a submission page for 'Contract Law in Europe (P02185) - First Semester Essay'. It displays the due date as '02 January 2008 at 16:00' with 72 days left. The status is 'You last submitted work for this hand-in on 01/09/2007 00:01:54'. Two buttons are visible: 'Download/View Submission' and 'Update Submission'. Callout boxes point to: 'Click this button to submit a new version of your work' (pointing to the 'Update Submission' button) and 'You can also download previously submitted files to verify their contents' (pointing to the 'Download/View Submission' button).

Saving as Word or RTF format

The online submission system will allow you to upload files saved in Rich Text Format (RTF) or in Word 2.0, 6.0, 97, 2000, XP, 2003, and 2007 (DOC and DOCX) file formats. The following are brief instructions on how to save in a compatible file format from other word processors.

Wordpad

This is a free, very basic word processor that comes with most version of Windows. Wordpad saves natively in Rich Text Format (RTF), so you need only select “Save” or “Save as...” from the Wordpad menu to save in a compatible file format.

OpenOffice Writer

OpenOffice is a freely available software suite that can be installed on almost any operating system. The word processor that comes with OpenOffice is called Writer, and saves natively in “OpenDocument Text” format (ODT). In order to submit a document created in OpenOffice Writer, it is first necessary to save it in either Word or RTF format. From within Writer, go to the “File” menu and select “Save As...”. Change the “Save as Type” option to either “Microsoft Word 97/2000/XP”, or “Rich Text Format”, and click the “Save” button. Note that this will create a new copy of your file, so ensure that this is the final version before submitting it to the system.

Microsoft Works

Works does not, by default, use either RTF or DOC file formats, but instead uses a proprietary one native only to Works for Windows. To save as RTF or DOC, you must use “File”, “Save as...” in Works, and then pick either “Rich Text Format” or “Word for Windows” when choosing a file format to save in. Note that this will create a new copy of your file, so ensure that this is the final version before submitting it to the system.