

Copying a group QMplus Hub page to submit as an assignment

elearning.qmul.ac.uk/guide/copying-a-group-qmplus-hub-page-to-submit-as-an-assignment/

Some assignments set-up in QMplus require you to submit group work which has been completed in QMplus Hub. This group work will most likely need to be submitted by a nominee from each group, but to do so a personal copy of the QMplus Hub page will need to be created.

This guide covers:

- Creating a copy of a group-owned QMplus Hub page
- Submitting the QMplus Hub page

Creating a personal copy of a group-owned QMplus Hub page

1. Log in to QMplus Hub via <https://hub.qmplus.qmul.ac.uk>
2. Navigate to the group that your collaborative work has been created in:

The screenshot shows the QMplus Hub interface. At the top, the 'GROUPS' menu item is circled with a red '1.'. Below the navigation bar, the 'My groups' link is circled with a red '2.'. The main content area shows a list of groups. The 'GEG4001 - Group Project' group is highlighted with a red box and circled with a red '3.'. A red arrow points from this group to the 'My groups' sidebar, which also has a red box around the group name. The sidebar shows the user's profile 'Richard Chantler' and a list of groups: 'E-Learning Unit (Administrator)', 'ELU Support Team', 'GEG4001 - Group Project (Administrator)', and 'My Group 2 (Administrator)'.

- In the following screen you may see the option to copy the page to your personal profile straight away, or this may need enabling via the settings. Please see the screenshot below:

- If the option appears, then click the copy button and then scroll to the bottom of the following screen to save the new copy of the page. If the copy button doesn't appear, click on the 'share' button and the ability to copy can be enabled (providing you have the appropriate access):
- First, click on edit access via the padlock icon:

6. Then click on 'advanced options' and enable the slider to 'Yes' for allowing copying.

The screenshot shows the 'Share' page for 'GEG4001 - Group Project v.2'. The page has a blue header with navigation links: 'About', 'Members', 'Forums', 'Pages and collections', 'Journals', 'Share', and 'Files'. The 'Share' link is circled in red with the number '1.'. Below the header, the page title 'Share | GEG4001 - Group Project v.2' is displayed, with an information icon. The 'Advanced options' link is circled in red with the number '2.'. The main content area is titled 'Pages' and contains a search bar with the text 'Tutorial Group C - Sunil, Amarpreet, Richard, Vikram, Kevin, Ying'. Below the search bar, there are three settings: 'Allow comments' set to 'Yes', 'Moderate comments' set to 'No', and 'Allow copying' set to 'Yes'. The 'Allow copying' setting is circled in red with the number '3.'. A callout box with a black border and white background contains the text 'Change the 'Allow Copying' setting to 'Yes''. Below the settings, there is a note: 'If people have access to your selected pages / collections, they can make their own copies.' At the bottom, there is a section for 'Overriding start/stop dates'.

7. Once you've done this, scroll to the bottom of the screen and save the changes. Now when you navigate back to the group you should see the option to copy the page from the group.

Submitting your copy of the QMplus Hub page

1. Navigate to the QMplus course area which you need to submit your QMplus Hub page to.
2. Click on the assignment name

3. Click add submission:

QMPLUS HUB ASSIGNMENT

SUBMISSION STATUS

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Saturday, 27 June 2020, 12:00 AM
Time remaining	6 days 2 hours 9 mins 37 secs
Last modified	-
Submission comments	+ Comments (0)

Add submission

You can still make changes to your submission

4. Select the name of the QMplus Hub page that you wish to submit and click 'save changes':

QMPLUS HUB ASSIGNMENT

QMplus Hub

Select one of your available portfolio pages or collections from the list below, or [click here](#) to visit "QMplus Hub" and create a new one.

None selected

Search



Pages by Richard Chantler (ycw104)

- [Richard Chantler](#)
- [Test page 2 \(1\)](#)
- [Tutorial Group C - Sunil, Amarpreet, Richard, Vikram, Kevin, Ying](#)
- [Untitled \(2\)](#)

Save changes

5. Click submit when you are sure that this is the correct version/page and that it is ready to submit:

SUBMISSION STATUS

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Saturday, 27 June 2020, 12:00 AM
Time remaining	6 days 2 hours 4 mins 6 secs
Last modified	Saturday, 20 June 2020, 9:55 PM
QMplus Hub portfolio	 Tutorial Group C - Sunil, Amarpreet, Richard, Vikram, Kevin, Ying
Submission comments	 Comments (0)

Edit submission

You can still make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

6. There is then one final change to check your submission info before you click 'continue' to confirm it as final & it is classed as 'submitted':

QMPLUS HUB ASSIGNMENT

CONFIRM SUBMISSION

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

7. You will now receive an email with your submission receipt.