

Contents

Background Information	1
Before the Submission Deadline.....	1
1.1 About the FYP/Dissertation Preservation Template.....	1
1.2 Setup the FYP/Dissertation Preservation Template	2
1.3 Inform Students of Key Points	4
After Submission	4
2.1 Export FYPs/Dissertations Information Collection Form and Full text via LMO	4
2.2 Check the Exported Form and full-text Documents.....	5
2.3 Submit the Documents to the Library.....	5

BACKGROUND INFORMATION

XJTLU Library initiated the project of preservation of Final Year Projects (FYPs), dissertations, and theses in July 2018. The project aims to collect and preserve the Final Year Projects (FYPs), dissertations, and theses done by all XJTLU students. The '[Policy on Preservation of FYPs, Dissertations and Theses](#)' was reviewed by the Head of Department (HoD) committee on 8 Nov 2018 and got approved by the Senior Management Team (SMT) on 11 Dec 2018.

This guideline is designed to clarify module leaders' responsibilities and streamline the process and operational practices of the preservation of FYPs, dissertations, and theses.

BEFORE THE SUBMISSION DEADLINE

1.1 ABOUT THE FYP/DISSERTATION PRESERVATION TEMPLATE

In order to easily collect FYP, dissertation, and theses information, a FYP/Dissertation Preservation template, composed of one FYP/Dissertation Information Collection Form (Online questionnaire) and one Drop Box, will be set up on FYP/Dissertation module page by the Learning Mall Online Office.

The screenshot displays a user interface with four activity cards arranged vertically. Each card has a document icon on the left, a title in the center, and a button on the right. The first card is titled 'FYP Information Collection Form Template' with a 'Complete the activity' button. The second card is titled 'FYP Drop Box' with a 'Make a submission' button; below the title is a lock icon and the text 'Not available unless: The activity FYP Information Collection Form Template is marked complete'. The third card is titled 'Master Dissertation Information Collection Form Template' with a 'Complete the activity' button. The fourth card is titled 'Master Dissertation Drop Box' with a 'Make a submission' button; below the title is a lock icon and the text 'Not available unless: The activity Master Dissertation Information Collection Form Template is marked complete'.

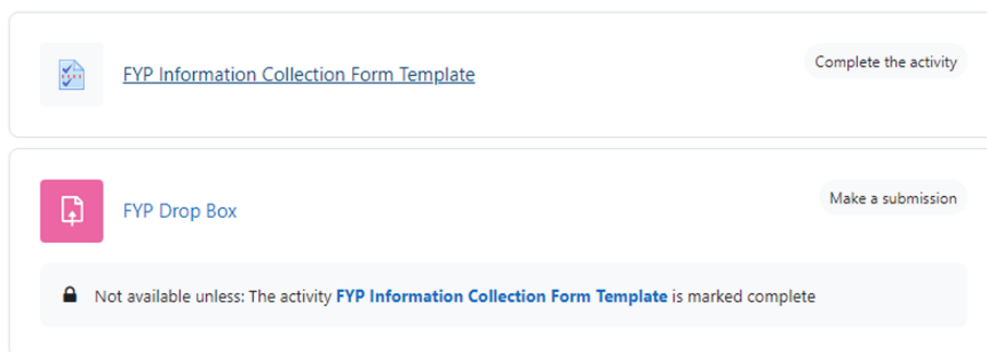
- FYP/ Master Dissertation Information Collection Form -- This form is used for collecting information on students' FYPs/dissertations, which was required by the Ministry of Education (MoE) Undergraduate Programmes Comprehensive Evaluation Project.
- FYP/Master Dissertation Drop Box -- The Drop Box is used for students to submit their final version of the full-text FYP/Dissertation document in PDF format and other supplementary materials (if applicable). Please use the Drop Box provided by the Library.

The Library will inform module Leaders in advance that the template would be inserted into the FYP/Dissertation module page.

1.2 SETUP THE FYP/DISSERTATION PRESERVATION TEMPLATE

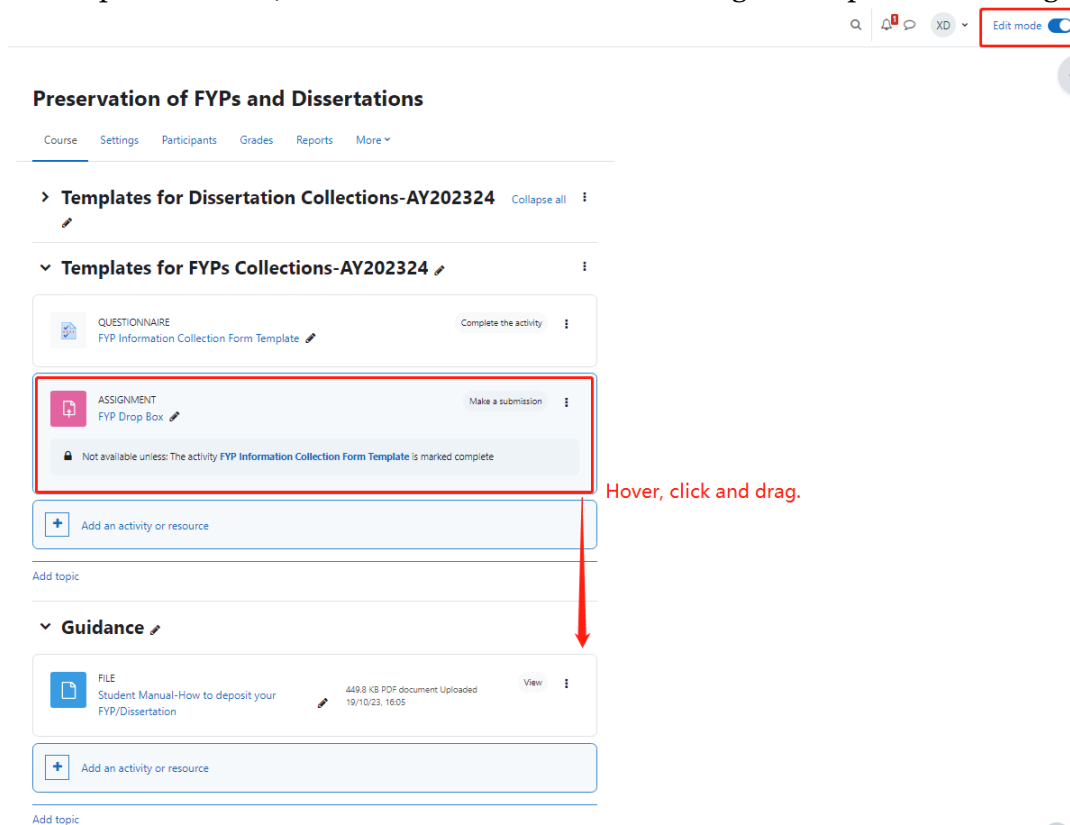
The template will be temporarily added to the bottom of the first section of the FYP/Dissertation module page on Learning Mall Online. Please kindly check the template. If there is any problem, please contact ETD@xjtlu.edu.cn. If not, kindly take the following steps:

- 1) Check whether the form has been set up as a compulsory step for students to fill before they could submit their final version of FYP/dissertation reports to Drop Box.



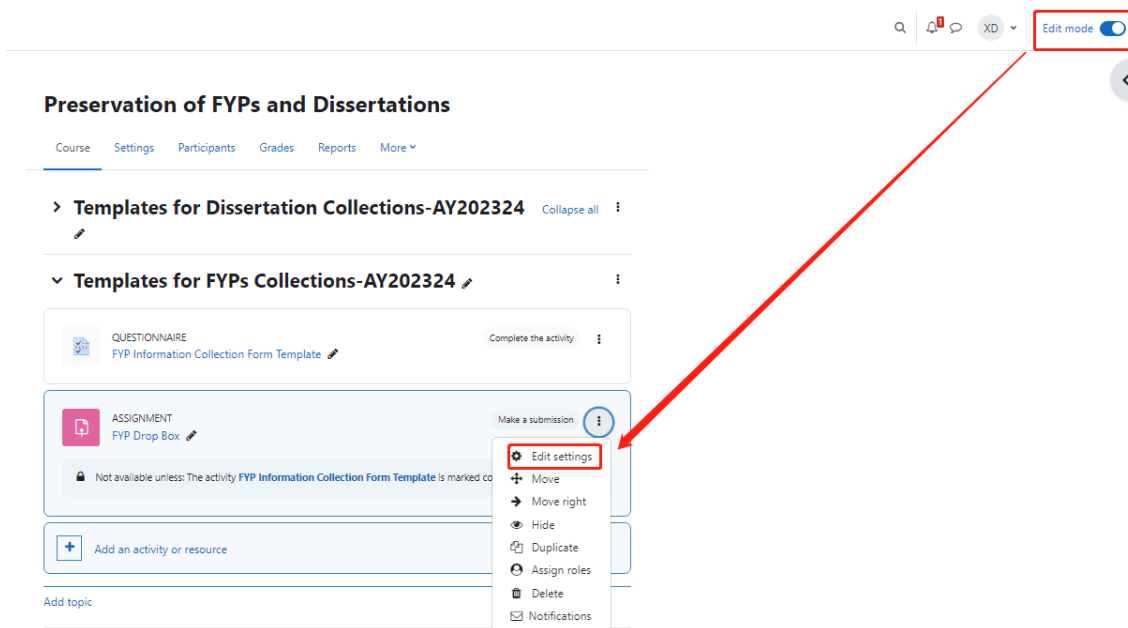
- 2) Move the form and the drop box to your target section.

For example, add the form in the 'Guidance' section. Go to "Edit mode", hover over and click the drop box module, then hold the mouse button to drag the drop box to the target section.



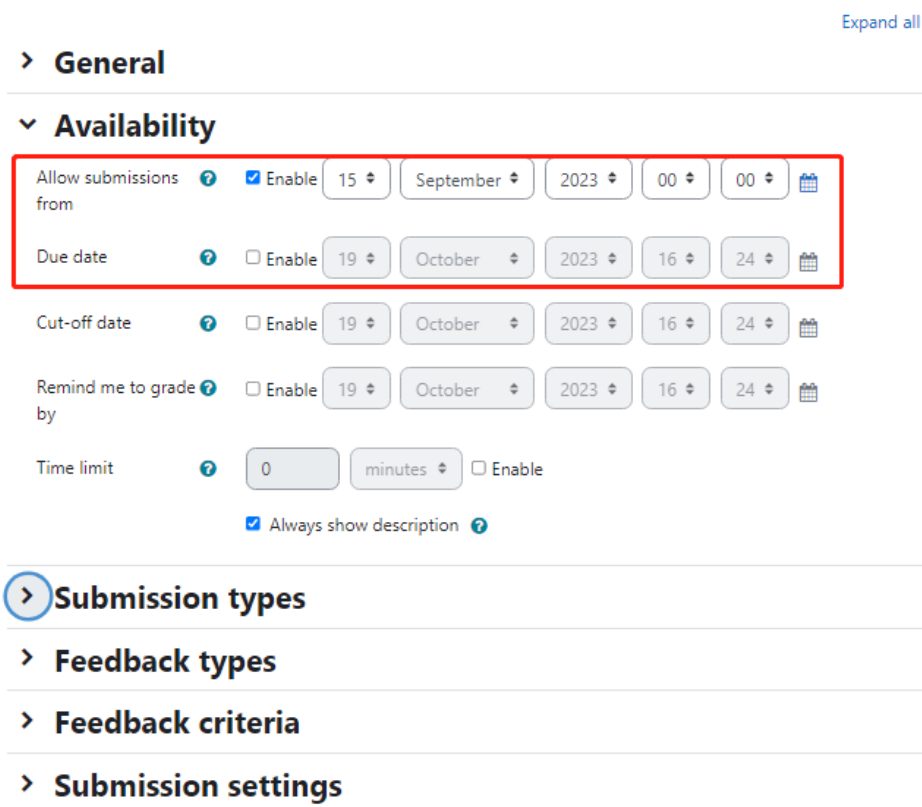
3) Set the due date according to your teaching plan. Please refer to the following steps.

Go to the 'Edit mode' – 'Edit' of 'drop box' – 'Edit settings'



The screenshot shows the Canvas LMS interface. At the top right, the 'Edit mode' toggle is highlighted with a red box. A red arrow points from this toggle to the 'Edit settings' option in the context menu of an assignment titled 'FYP Drop Box'. The assignment is part of a collection titled 'Templates for FYPs Collections-AY202324'. The context menu also includes options like 'Move', 'Move right', 'Hide', 'Duplicate', 'Assign roles', 'Delete', and 'Notifications'.

Tick the 'enable' box to activate and set the 'Allow submission from' and the 'Due date'.



The screenshot shows the 'Availability' settings section in Canvas LMS. The 'Allow submissions from' and 'Due date' rows are highlighted with a red box. The 'Allow submissions from' row shows the submission start date as September 15, 2023, at 00:00. The 'Due date' row shows the submission due date as October 19, 2023, at 16:24. Other settings include 'Cut-off date' (October 19, 2023, at 16:24), 'Remind me to grade by' (October 19, 2023, at 16:24), and 'Time limit' (0 minutes). The 'Always show description' checkbox is checked.

There are some other settings available for you such as submission types, notifications, Turnitin plagiarism plugin settings, etc.

1.3 INFORM STUDENTS OF KEY POINTS

Academic departments/Schools shall take responsibility to send communication to all candidates about the requirement of FYPs/dissertations preservation, and collect all full texts and FYPs/dissertations information.

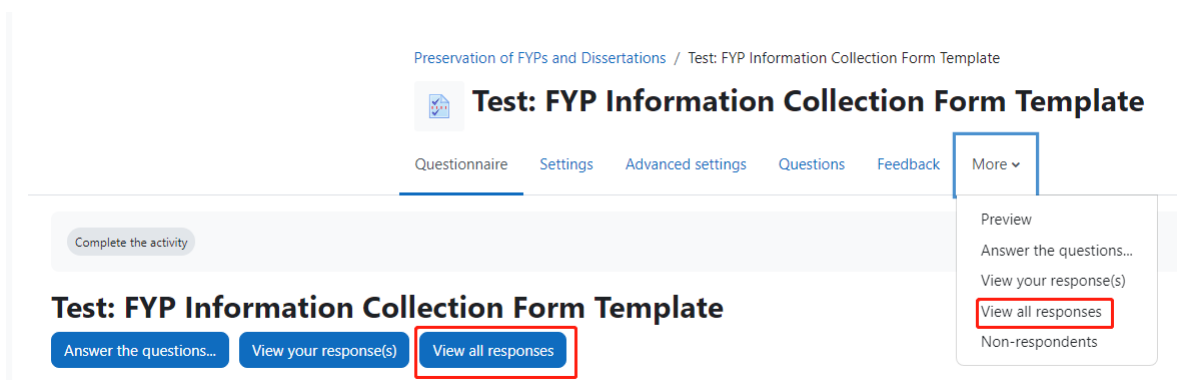
The Library prepared [a student manual](#) for UG/PGT students on the key points of document and file name conventions. Please deliver this document to students before they start the FYP/Dissertation.

AFTER SUBMISSION

Module leaders should submit the finalized form and the packed full-text documents to the Library via the Preservation of FYPs and Dissertations Module page as the following steps.

2.1 EXPORT FYPs/DISSERTATIONS INFORMATION COLLECTION FORM AND FULL TEXT VIA LMO

- 1) Click the link of FYPs & dissertations information collection form on the LMO module page.
- 2) Click “View all responses” to go to the detailed page.



- 3) Click “Download” menu under the “summary” and untick “Include choice codes”, and choose “Microsoft Excel (.xlsx)” in the drop-down box.

The screenshot shows the 'Test: FYP Information Collection Form Template' interface. At the top, there are tabs for 'Questionnaire', 'Settings', 'Advanced settings', 'Questions', 'Feedback', and 'More'. Below these is a 'Complete the activity' button. A 'Download' button is visible. Below the 'Download' button are tabs for 'Advanced settings', 'Questions', 'Feedback', 'Preview', 'View your response(s)', 'View all responses' (highlighted with a red box), and 'Non-respondents'. Below these are tabs for 'Summary' and 'List of responses'. Below the 'List of responses' tab are buttons for 'View Default order', 'Delete ALL Responses', and 'Download' (highlighted with a red box). Below the 'Download' button is a section titled 'Options for CSV download'. This section contains several checkboxes: 'Include choice codes' (unchecked, highlighted with a red box), 'Include choice text' (checked), 'Include incomplete responses' (unchecked), and 'Include rank question averages' (unchecked). Below these is a 'Report type' dropdown menu set to 'Microsoft Excel (.xlsx)' (highlighted with a red box) and a 'Download' button. At the bottom, there are checkboxes for 'Send download to roles' and 'Send download to emails', and a 'Send reports' button.

- 4) Click the "Download" button to retrieve the form in Microsoft Excel format (.xlsx).
- 5) Click the link of FYPs & dissertations drop box on the LMO module page.
- 6) View all submissions and Download all the submissions. Please refer to [the Learning Mall guide](#) for more information on this.

2.2 CHECK THE EXPORTED FORM AND FULL-TEXT DOCUMENTS

All documents submitted to the Library should meet the following requirements:

- Form information checked without missing/inappropriate information and duplicates
- Failed students records removed
- The number of form records corresponds with the full-text documents
- Embargo period checked

2.3 SUBMIT THE DOCUMENTS TO THE LIBRARY

- 1) Go to the [Preservation of FYPs and Dissertations](#) module page



Learning Mall Core

Academy of Future Education

Preservation of FYPs and I



Expand all

1 2 »

► Academy of Future Education

Courses / Search / Preservation of FYPs and Dissertations

Preservation of FYPs and I



Learning Mall Core

Preservation of FYPs and I



Search results: 1

Preservation of FYPs and Dissertations

This module is used for FYP/dissertation module leaders to deliver FYP/dissertation information collection forms and full texts to the library.

Category: Library

- 2) Find your departmental folder on the module page and click on the corresponding folder name.

► Academy of Film and Creative Technology

► Academy of Future Education

▼ International Business School Suzhou



ACC304 - Upload FYPs Here

View



BUS303 - Upload FYPs Here

View



ACC411 - Upload Dissertations Here

View



ECO415 - Upload Dissertations Here

View



ECO421 - Upload Dissertations HereFolder

View



- 3) Click edit to upload the finalized form and packed full-text documents

[Preservation of FYPs and Dissertations](#) / [BUS303 - Upload FYPs Here](#)



BUS303 - Upload FYPs Here

Folder

Settings

More ▾

View

Edit



- 4) Drag your files into the folder and click “Save changes”

[Preservation of FYPs and Dissertations](#) / [BUS303 - Upload FYPs Here](#)



BUS303 - Upload FYPs Here

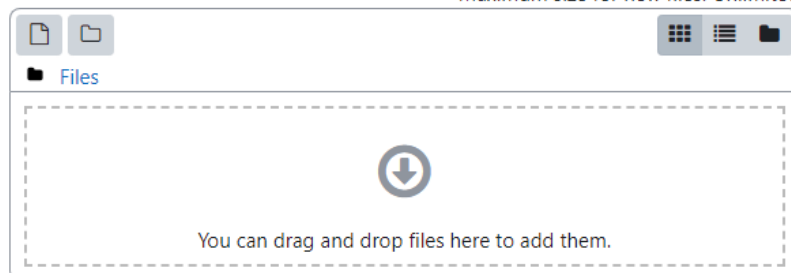
Folder

Settings

More ▾

Files

Maximum size for new files: Unlimited



Save changes

Cancel

