

Instructions for Using the Sheridan Assignment Cover Sheet

Wherever possible the Sheridan Assignment Cover Sheet must be the first page of your submission.

To make it the first page simply copy, paste and rename the file.

Please name assignment files in this order: your surname, followed by the initial of your first name, the unit code, and the assignment number.

As an example, Ravi Shankar would submit his first assignment for the Servant Leadership unit as follows:

Shankar R BU671 Assig1

If separate parts of the assignment are to be submitted include the part number as follows:

Shankar R ED690 Assig1 Part1

Complete your details in the form and remember to click the “agreement” box.

At the bottom of the Assignment Cover Sheet is a line that reads as follows:

(At the end of this line advance to a new page and begin your assignment)

This can be done using keyboard shortcuts.

If using Microsoft Word use **Control + Enter**

If using a Mac use **Return**

If you have any difficulties following these instructions please contact your tutor or another member of the Academic staff.