



Toledo
*Elektronic learning
environment*
Associatie K.U.Leuven

Electronic submission of masterpaper through Toledo
Manual for students

Creating a pdf-version of the masterpaper and attachments

Intro The safest way to submit documents is in the pdf-format. Therefore, we ask that all electronic documents, created with tools like Word, Powerpoint, Excel etc. are converted into a pdf-version.

Possible scenarios There are several ways to convert a document into a pdf-version :

- By using a PDF-creator programme, like PDF995 or PDFCreator (free for students of K.U.Leuven through a campus license)
- By using an extension of Office 2007
- By using Open Office

Via PDFCreator PDFCreator is installed by default in all pc rooms that are managed by ICTS (Dekenstraat, Ludit, Campus).

1. Save the final version of your document in the programme in which it was created (e.g. Word, Powerpoint, ...);
2. Go to the print options of that same programme (e.g. in Word 2003: File > Print). A dialogue screen appears. Change the default printer to the printer 'PDFCreator'. Click 'OK' to 'print'. Instead of a printed copy, the document will be converted to a pdf-file.
3. If needed, change the metadata (title, subject, ...). Click 'Save'.
4. If needed, change the filename and save the pdf-document.

Via PDF995 All students can download this software for free through the campus license webpage (ludit.kuleuven.be/software/campuslicenties/).

1. Save the final version of your document in the programme in which it was created (e.g. Word, Powerpoint, ...);
2. Go to the print options of that same programme (e.g. in Word 2003: File > Print). A dialogue screen appears. Change the default printer to the printer 'PDF995'. Click 'OK' to 'print'. Instead of a printed copy, the document will be converted into a pdf-file.
3. If needed, change the filename and save the pdf-document.

**Via Office
2007**

One can download and install a plug-in for Office 2007 to save a document automatically as a pdf-version.

1. Download and install the extension from the Microsoft website (search in Google for '2007 Microsoft Office add-in PDF').
 2. In Office 2007 (e.g. in Word) , choose 'Save as' and save as a pdf-document
 3. If needed, change the filename and save the pdf-document.
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**Via
OpenOffice**

Through the latest version of OpenOffice, one can automatically save a document as a pdf-version.

1. Open the menu 'Save' and choose 'Export as PDF'.
2. If needed, change any settings and click 'Export'.
3. If needed, change the filename and save the pdf-document.

Submitting the masterpaper through Toledo

Intro

Every master programme has a course module for the masterpaper in Toledo, containing an assignment through which one can upload the paper and attachments.

One can only submit once Don't do this before you have finished all parts of your paper (text and attachments)!

Please read the instructions below very carefully to avoid problems!

Check file names

In the file names of your documents, make only use of the 26 letters of the alphabet, numbers and lines. (a-z, A-Z, 0-9, -, _).

Do NOT use blanks, special characters (é, ç, ...) or other special symbols (% , & , \$, ...)!

Submitting a paper

Follow these steps to submit your paper electronically:

1. Log on to Toledo;
2. On the tab page 'My Toledo', click on the link of the Toledocourse for the masterpaper;
3. In the course menu, click on 'Masterpaper';
4. Read the instructions carefully;
5. Click on the link 'View/Complete Assignment: Masterpaper';
6. Download the form 'Metadata.pdf', open it in Acrobat Reader, fill out the form and save it to your local disk without changing the filename (save it as 'Metadata.pdf'), This filled out form must be uploaded together with your masterpaper;
7. Next to 'Attach local file' click on the 'Browse' button to select your masterpaper on your pc;
8. If needed, click on the button 'Add Another File' to upload additional documents (attachments);
9. Click 'Submit' to submit your paper and attachments.

Be careful, by using the button 'Save' you do not send your paper, you only save it for yourself. It is only after clicking 'Submit' that you will have successfully send the paper to the department.

Checking your assignment

Intro

After the deadline for the electronic submission, the responsible for the masterpaper will check your submitted document(s).

If everything is correctly submitted, (s)he will confirm this with a message 'approved'.

If not, (s)he will contact you to give more feedback about the problem. You'll get another attempt to re-submit your paper..

Checking an assignment

Follow these steps to check an assignment:

1. Log in into Toledo;
2. On the tab page 'My Toledo', click on the link of the Toledocourse for the masterpaper;
3. In the menu, click on 'Masterpaper';
4. Click on the link 'View/Complete Assignment: Masterpaper';
5. Klik on 'OK' to view the results;
6. Verify whether the 'Feedback from Instructor' contains the message 'approved'.