UPLOADER

Student manual

Mgr. Peter Fraňa
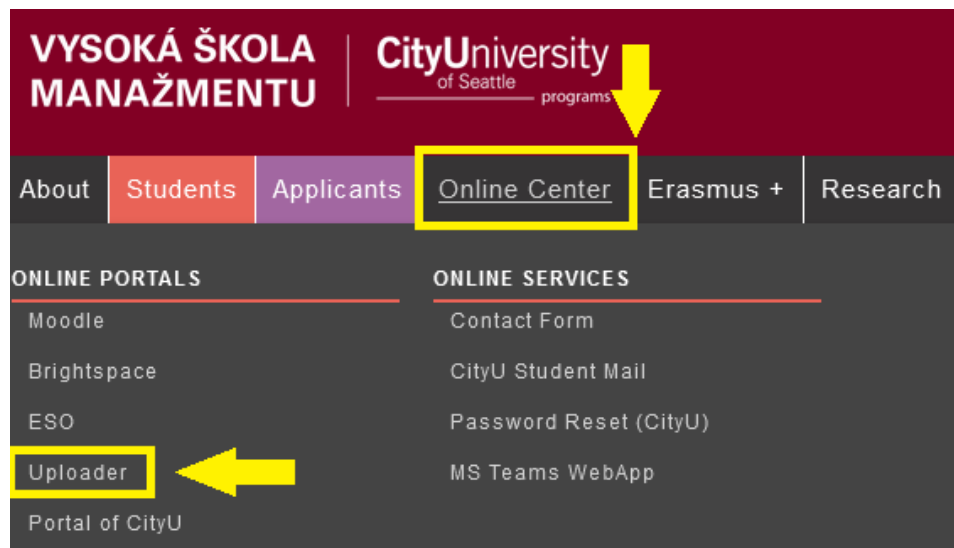**Vysoká škola manažmentu**
IT department

2022

ℹ️ **Intro**

As you start your studies at Vysoká škola manažmentu (VŠM) / City University of Seattle (CU), it will be your responsibility to upload each of your written assignments to online archives, unless otherwise instructed by your instructor.

Assignments, uploaded via Uploader, are automatically sent to a specialized anti-plagiarism system for the originality check. They are compared with over 10 billion web pages, books, databases of journal articles, periodicals and student papers submitted before. Students whose papers show signs of plagiarism are subject to allegation of violation of current VŠM / CU Scholastic Honesty Policy.

❓ **How can I access Uploader?**

1) Open a web browser (Firefox, Chrome, Edge etc.)

2) Type **www.vsm.sk/us** into the address bar *(you will get to the VŠM site)*

3) Hover cursor over **Online Center** in the main menu and select **Uploader** *(see below)*

💡 ***ADVICE FOR YOU!*** *You will use Uploader all the time during your studies at VŠM. You do not have to repeat this entry procedure, every time you upload a paper. Just go through those 3 steps above and save the Uploader home page to favorites in your browser.*

❓ How do I upload my paper?

1) Once you have entered Uploader successfully, select your **program** and **delivery type** (in class, online or weekend) in the first step. Programs of VŠM / City University of Seattle (BSBA & MBA) are always listed in English, while programs of VŠM (Bc. & Mgr.) are in Slovak.

Select your program and delivery type

Select ⌄
Select
VSM[CU] BSBA InClass
VSM[CU] BSBA Online
VSM[CU] MBA Online
VSM[CU] MBA Weekend
VSM Bc Denne
VSM Bc Online
VSM Bc Vikend
VSM Mgr Denne
VSM Mgr Online
VSM Mgr Vikend
VSM Online Hodnotenie

⚠️ *NOTE! All courses are categorized in accordance with current course offer. Let's say you are a daily student, but you decide to take an online course. Then, you have to look for it within online sections! Anytime you are not sure what to choose in this step, check your registrations in the ESO system where you can find details about the delivery type for each course.*

2) In the 2nd step, go through individual boxes in the form as explained below

    A. Enter your surname **(no diacritics!)**

    B. Select the **course** the paper is written for

    C. Click **Browse** to attach a file from your device

    D. Confirm your upload by clicking the **Upload** button

Student surname:	Frana	(without diacritics) ← A
Cohort / Course:	SELECT COURSE Summer 2022, ADQ 170 (ON), Balboa Summer 2022, EDU 239 (ON), Parker Summer 2022, GTA 415 (ON), Hooks Summer 2022, VHS 399 (ON), Gump	← B
Attach file:	Browse...	← C
	Upload	← D

💡 *To avoid any mismatch while uploading, the course offer for each program (see 2-B) always contains information about current term, course code, delivery type and instructor's name.*

3) Finally, wait for a system **confirmation** about successful upload (see below)

File **Frana_CaseStudy.doc** of size **22016** bytes is uploaded successfully!

ℹ️ Useful tips

✓ Current courses appear in the offer within **1 week** after their official start

✓ Size of the file you want to upload **must NOT exceed 10MB**

✓ You can upload **supported file formats** only: .doc(x), .xls(x), .ppt(x), .pdf, .rtf, .txt

✓ If you cannot upload your paper, contact the IT department at **pfrana@vsm.sk**