

www.am.qut.edu.au

Assignment Minder

Your quick reference guide to submitting assignments



a university for the **real** world[®]



Important facts about using the service:

- Assignments must be submitted with an assignment submission form, which is available at www.am.qut.edu.au
- Assignments of A4 size must be submitted in a cardboard document wallet
- Assignments may be submitted at any campus, but must be collected from the unit home campus
- If you are unable to collect your assignment you may nominate a proxy to do so via the online form available at www.am.qut.edu.au
Your proxy must know your student number.

For other information about using the service, see Assignment Minder Policy at www.am.qut.edu.au

For further information about **Assignment Minder** contact the IT Helpdesk on 07 3138 4000 or email ithelpdesk@qut.edu.au

Assignment Minder provides security for students' work and streamlines the assignment collection and distribution process.

Gardens Point opening hours 2009

Vlab – Level 2, V Block

Semester One and Semester Two

Monday to Friday	7.00am – 9.45pm
Weekends and Public Holidays	9.00am – 5.45pm
Good Friday	Closed

Mid-year Break

Monday, Thursday and Friday	8.00am – 5.45pm
Tuesday and Wednesday	8.00am – 9.45pm
Weekends	Closed

Summer School

Monday, Thursday and Friday	8.00am – 5.45pm
Tuesday and Wednesday	8.00am – 9.45pm
Weekends	9.00am – 5.45pm

Kelvin Grove opening hours 2009

Opposite Library entrance, R Block

Semester One and Semester Two

Monday to Friday	8.00am – 8.45pm
Weekends and Public Holidays	10.00am – 2.45pm
Good Friday	Closed

Mid-year Break and Summer School

Monday to Friday	8.00am – 3.45pm
Weekends and Public Holidays	Closed

Assignment Minder is co-located with the IT Helpdesk at Gardens point and Kelvin Grove campuses, and with the Library at Caboolture campus.

Caboolture opening hours 2009

In the Library, B Block

Semester One and Semester Two

Monday and Tuesday	8.30am – 6.00pm
Wednesday and Thursday	8.30am – 9.00pm
Friday	8.30am – 5.00pm
Saturday	9.00am – 4.00pm
Sunday and Public Holidays	Closed

Mid-year Break and Summer School

Monday to Friday	8.30am – 4.00pm
Weekends and Public Holidays	Closed

Please note that Assignment Minder provides document wallets when there is a supply available, as a service to all students. These document wallets will be stamped *Property of Assignment Minder* and you will be asked to return them upon collecting your assignments.

When this supply of free document wallets is exhausted, you will be expected to purchase a document wallet to submit your assignment. At Gardens Point and Kelvin Grove campuses, these can be purchased at QUT Printing Services or at the QUT Bookshop.

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