

Term papers and Fronter

This is a guide that contains general information about deadlines, as well as a step-by-step explanation on how to upload your term paper in Fronter.

Fronter login: <https://fronter.com/uio>

Information about the regulations concerning compulsory assignments can be found here:

<http://www.uio.no/english/studies/admin/compulsory-activities/sv-econ-compulsory.html>

1 Deadlines

We recommend that you familiarize yourself with Fronter and check if you have access to the seminar room and filing folder **in advance** of your deadline. Anyone who has been accepted on the course will have access to Fronter.

On the submission date the term paper should usually be delivered within 3pm, **unless a different deadline is given**. You will not be able to upload your term paper after the deadline. We do not accept term papers by email or on paper.

Note: You will only be able to get help with uploading files in Fronter until 3pm on the same day as the deadline.

2. How do I upload a file in Fronter?

All courses have a common room and a seminar room in Fronter. You will find the filing folder in your seminar room*. There is a separate room for those who are not registered for the seminars.

The screenshot shows the Fronter interface with the 'Rom' dropdown menu open. The 'Favoritter' section is expanded, showing a list of rooms. The entry 'ECON1220 høst 2015 - PRIV...' is circled in red. A red arrow points from the text 'Find your seminar room here' to this entry.

*Some courses use the common room for handing in term papers. The procedure is otherwise the same.

Sign in fronter.com/uio with your UiO username and password.

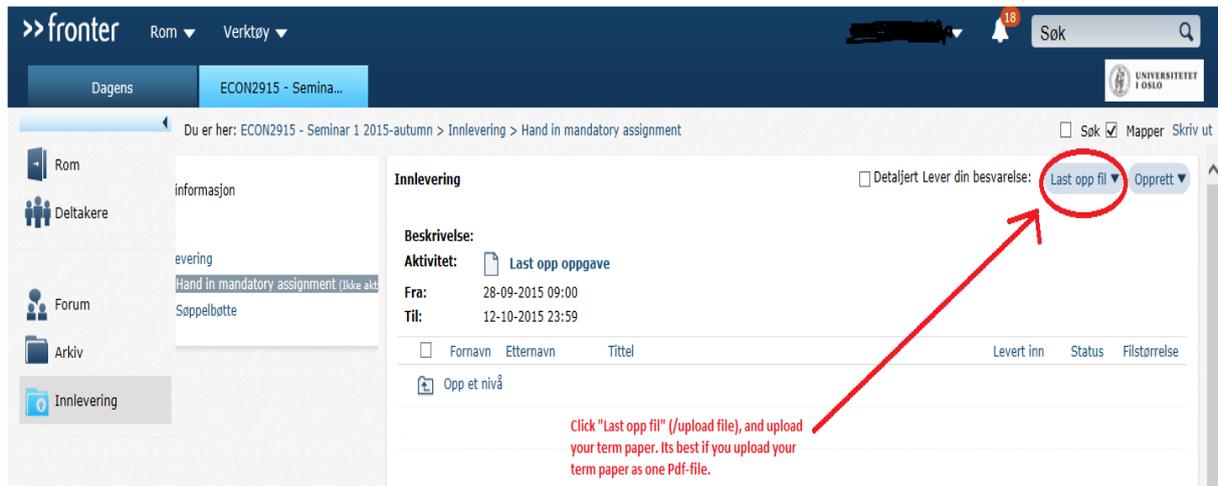
- Click "Room" on the top left.
- Find your seminar room: «ECONXXXX – seminar X 2016-spring».

The screenshot shows the Fronter interface with the 'Innlevering' section selected. The 'Innlevering' folder is highlighted in the left sidebar, and the 'Hand in mandatory assignment' folder is highlighted in the main content area.

In the seminar room:

1. Click on "Innlevering" on the left.
2. Click on the folder.

- In the menu on the left there should be a folder called “Submission” (or “Innlevering” in Norwegian). Click on this folder.
- You will now see a folder called "Hand in your mandatory term paper". Click on the folder, and click on "Upload file".



3. What should my term paper look like?

The term paper should be submitted as one pdf file, and the file name should be like this: **lastname_firstname.pdf**

- **MS Word:** Save your paper as a PDF file by selecting "File" → "Save as ..." → choose "PDF" from the dropdown menu.
- **OpenOffice/ LibreOffice:** use the same approach as above (MS Word), but you must save the document by clicking «File» → «Export as PDF...».
- **If you write by hand,** you should have access to the scanner on the third floor in Eilert Sundts house (“Læringscenteret”/ The learning center).

If you want to merge multiple PDF files into one file, this could for example be done in Adobe Acrobat Pro: "File" → "Create" → "Combine files into a single PDF." Click "Add files" at the top left.

Access to software

Both Adobe Acrobat Pro and Word are available on UiO Programkiosk:

<https://kiosk.uio.no>

Note: To access the Program Kiosk, you must use Internet Explorer. If you're using Mac or Linux and want to access the applications on Program Kiosk, you have to follow the instructions on the website.