

Uploading of files on the SALA platform

- For purposes of the second semester, a reader will consist of no more than **350 pages**;
- Ensure the correct and complete file is uploaded with the applicable module code and name (tutorial letter, assessment pack or reader);
- Load the documents per faculty and per module
- Indicate in what manner the material must be bound and distributed;
- Ensure documents have appropriate headings and cover pages;
- Uploaded module files should be created as **a unit**, with an indication of which material follows what text;
- Ensure there is no duplication of material or text;
- Include **page numbers** on the submitted material;
- All pages in submitted material must be in A4, portrait format;
- Scanned pages should allow enough margin space for binding when printed;
- Guard against poor resolution, by ensuring material provided is clearly readable and printable;
- Take care not to include information such as student names or numbers.