
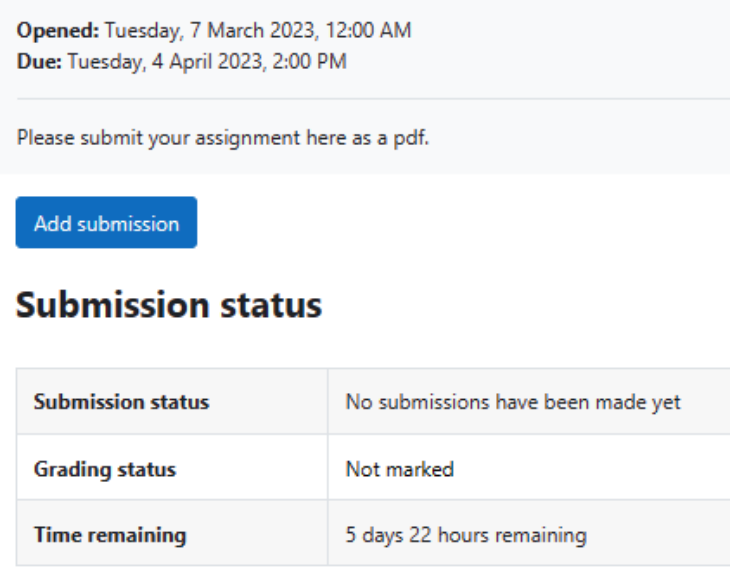
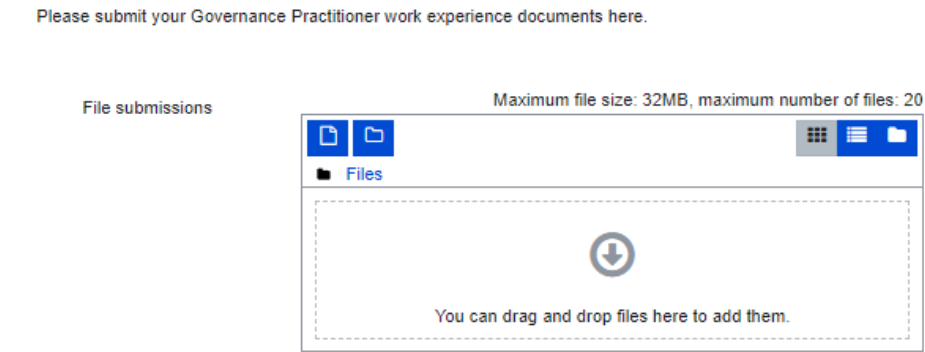


| <p>Step 1</p> | <p>Navigate to the upload link within the Work Experience course. We are using the assignment function for this- Pink icon with the paper and arrow. It will be labelled.</p> |  | | | | | | |
|-------------------|--|---|-------------------|-----------------------------------|----------------|------------|----------------|---------------------------|
| <p>Step 2</p> | <p>When you open your upload link it will have the more details and a submission status. Click the 'Add submission' button to bring up the file upload page.</p> |  <table border="1" data-bbox="564 972 1283 1171"> <thead> <tr> <th>Submission status</th> <td>No submissions have been made yet</td> </tr> </thead> <tbody> <tr> <th>Grading status</th> <td>Not marked</td> </tr> <tr> <th>Time remaining</th> <td>5 days 22 hours remaining</td> </tr> </tbody> </table> | Submission status | No submissions have been made yet | Grading status | Not marked | Time remaining | 5 days 22 hours remaining |
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| Grading status | Not marked | | | | | | | |
| Time remaining | 5 days 22 hours remaining | | | | | | | |
| <p>Step 3</p> | <p>Upload your portfolio of evidence file into the submission. You are able to 'drag and drop' the file into the submission box from your computer. Or you can attach a file by clicking on the file icon and searching through your computer.</p> |  | | | | | | |

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|--------------------------|---|---|-------------------|-----------------------|--|----------------|------------|--|----------|-----------------------------------|--|----------------|------------------|--|---------------|------------------------------|--|--------------------------|----------------------|--------|--|
| <p>Step 4</p> | <p>Click 'Save Changes' at the bottom of the screen. Your submission will be saved onto the system as a Draft.</p> <p>There should now be a Last modified date and the file uploaded will also be displayed. The submission status will read 'Draft (not submitted)'.</p> | <div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="margin: 0;">Submission status</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">Submission status</td> <td colspan="2">Draft (not submitted)</td> </tr> <tr> <td style="background-color: #f2f2f2;">Grading status</td> <td colspan="2">Not marked</td> </tr> <tr> <td style="background-color: #f2f2f2;">Due date</td> <td colspan="2">Monday, 6 September 2021, 2:00 PM</td> </tr> <tr> <td style="background-color: #f2f2f2;">Time remaining</td> <td colspan="2">65 days 22 hours</td> </tr> <tr> <td style="background-color: #f2f2f2;">Last modified</td> <td colspan="2">Friday, 2 July 2021, 3:01 PM</td> </tr> </table> <p>File submissions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">1234567 Assignment 1.pdf</td> <td style="text-align: right;">2 July 2021, 3:01 PM</td> </tr> <tr> <td style="text-align: center;">Queued</td> <td></td> </tr> </table> <p>Submission comments ▶ Comments (0)</p> <div style="text-align: center; margin-top: 20px;"> Edit submission Remove submission </div> <p style="text-align: center; font-size: small;">You can still make changes to your submission.</p> <div style="text-align: center; margin-top: 20px;"> Submit assignment </div> <p style="text-align: center; font-size: x-small; margin-top: 10px;">Once this assignment is submitted you will not be able to make any more changes.</p> </div> | Submission status | Draft (not submitted) | | Grading status | Not marked | | Due date | Monday, 6 September 2021, 2:00 PM | | Time remaining | 65 days 22 hours | | Last modified | Friday, 2 July 2021, 3:01 PM | | 1234567 Assignment 1.pdf | 2 July 2021, 3:01 PM | Queued | |
| Submission status | Draft (not submitted) | | | | | | | | | | | | | | | | | | | | |
| Grading status | Not marked | | | | | | | | | | | | | | | | | | | | |
| Due date | Monday, 6 September 2021, 2:00 PM | | | | | | | | | | | | | | | | | | | | |
| Time remaining | 65 days 22 hours | | | | | | | | | | | | | | | | | | | | |
| Last modified | Friday, 2 July 2021, 3:01 PM | | | | | | | | | | | | | | | | | | | | |
| 1234567 Assignment 1.pdf | 2 July 2021, 3:01 PM | | | | | | | | | | | | | | | | | | | | |
| Queued | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 5</p> | <p>This is your last opportunity to make edits to your submission.</p> <p>When you are happy, click Submit Assignment, it will ask you to confirm submission. Click continue.</p> | <div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="margin: 0;">Confirm submission</h3> <p style="text-align: right; font-size: small;">Are you sure you want to submit your work for grading? You will not be able to make any more changes.</p> <div style="text-align: center; margin-top: 10px;"> Continue Cancel </div> </div> | | | | | | | | | | | | | | | | | | | |
| <p>Step 6</p> | <p>The submission status will read 'Submitted for grading'.</p> <p>Your portfolio has now been successfully submitted and you can log off the system.</p> | | | | | | | | | | | | | | | | | | | | |