

Uploading a File for an Assignment in the Student Family Portal

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		Details	Options Reports	s 🕶 Help 💌		۵	
		Assignments	X Cancel			Default Template	
		Attendance	Category > Description	n			
			Assignment name				
			Date assigned Date due				
1	Refer to the ORG Accessing an Assignment		Score				
	from the Student Family Portal to access the						
	submission area of an assignment		Description				
2	Click on the Submit a File button						
Ζ.							
			Remark				
			Resources Provided	by the Teacher	Resources Submitted by	the Student	
					Submit a File 🛛 🕘		
			%				
			X Cancel				
3.	Click on the Browse button			Submission Upload Assignment:			
				Upload a File			
				Choose the file to upload, then click Uple	Browse		
				1. Upload			
				X Cancel			
	Locate and select the file you wish to submit Click on the Open button		CI	hoose File to Upload		×	
4. 5.			← Org	→ × ↑	• 0		
				4			
			<			>	
				File <u>n</u> ame:	✓ All Files (*.*)	Cancel	
				Submission Upload			
6.	Click on the Upload button			Assignment: Core Competencies Self-/	ssessment		
				Upload a File	and to submit		
				choose the life to upload, their cick opi	Browse		
				6 🛓 Upload			
				X Cancel			
_				Resources Submitted by the St	udent		
7.	The date and time of submission will be displayed			🖹 Submitted (🛛 🌈) Delete		
				Submit a File			
8	You can download the submitted file by						
0.	clicking on the file icon						
0	Vou will be able to click on the Delete butter			Resources Submitted by the St	Jdent		
9.	to will be able to click off the Delete Dutton) 9 Delete		
	to remove the submitted file and resubmit a			Submit a File			
	file (steps 2 to 6) until you have received a						
	mark and/or feedback on the assignment						
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