2016 - eCoursework user guide

For candidates

All components

Contents

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Access

Log into the candidates.ibo.org website and select the '**My coursework'** tab.

Screen layout and upload process

The new eCoursework system will be displayed.

The screen is split into 3 key areas:

1. **Search –** provides the ability to search on file names
2. **Portfolio elements** – provides the status for the component portfolio with what files are required, and a way to upload each of the files.
3. **File storage** – allows the upload of single or multiple files to a file storage area (for further information refer to 'Upload to file storage')
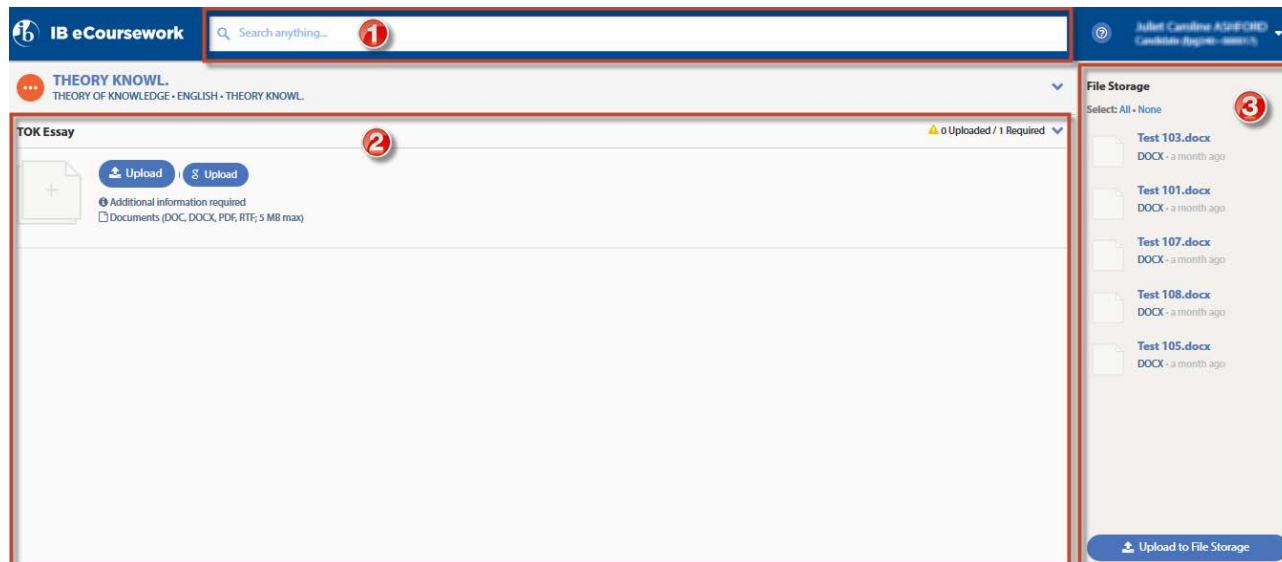
At the beginning of the process the status for each component will be '**Not started**', this will change at different stages throughout the process.

Status descriptions:

The different status' are as follows (hovering over the icons displayed on screen will display their descriptions):

- 🔴 **Not started** – no files are selected or uploaded
- 🟡 **In progress** – the process of uploading files and adding additional portfolio information is in progress
- 🟢 **Ready for submission** – all mandatory files have been uploaded and additional information is complete
- 🟢 **Candidate submitted** – the portfolio has been successfully submitted to the school

Components available for candidate upload

The following components are available for candidate upload (at the schools discretion).

- Theory of knowledge essay
- Visual arts Comparative study
- Visual arts Process portfolio
- Visual Arts Exhibition
- Group 1&2 written assignment/tasks
- Dance investigation
- Film independent study
- Music: Musical links investigation
- Theatre: Directors notebook

Uploading files

Component upload

The screen shots used are based on Theory of knowledge, however the process for uploading coursework is the same for each component.

To start uploading files for a component:

- Take note of the file restrictions
- Click on either the <Upload> button or thumbnail placeholder to upload a file
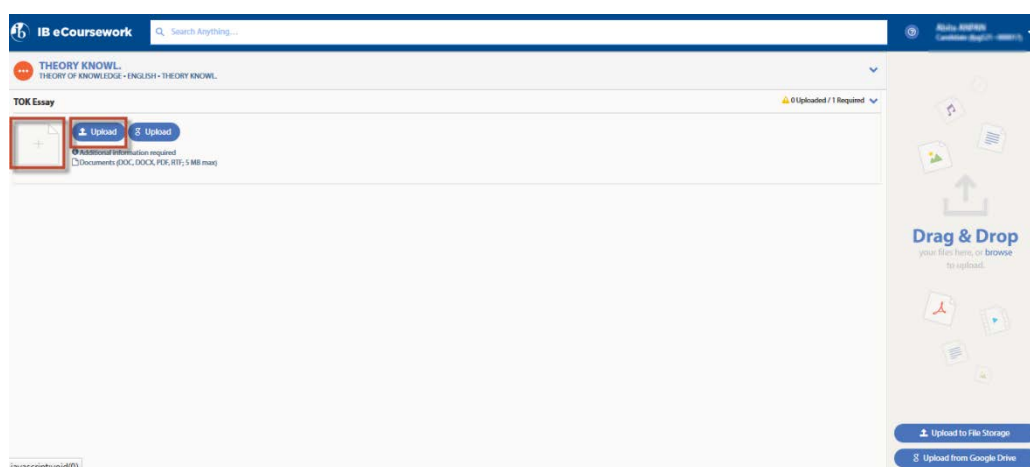
The file will immediately start to upload to the amazon cloud.

When the file has uploaded the portfolio status icon will update from 'Not started' to 'In progress' (hover over the status icons for a status description) and the file status will state 'Complete'.

If a file requires additional information to be entered; these fields will be displayed as soon as the related file has been uploaded. The file level status will state 'Pending additional information' until the information has been entered and saved.
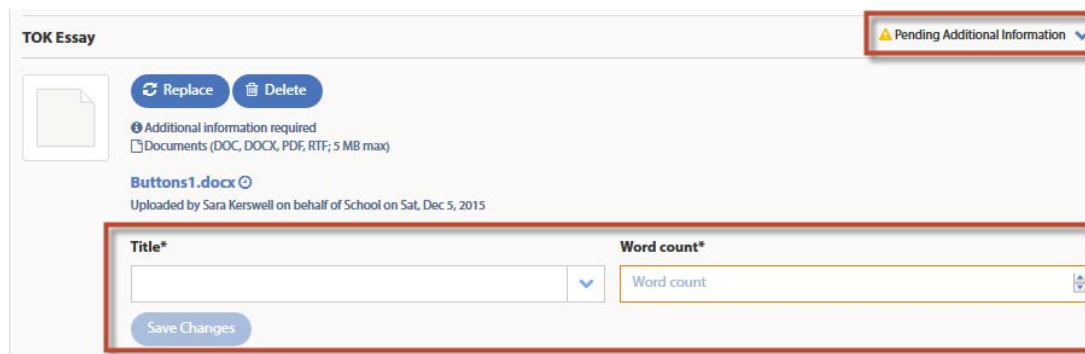

When all of the mandatory files have been uploaded the portfolio status icon will change from 'In progress' to 'Ready for submission'. At this point the portfolio is complete and can be submitted to the school for submission.

Upload from Google drive

If you have work uploaded to google drive, these can now be easily uploaded to the eCoursework system.

- Log into the candidates.ibo.org website and navigate to the eCoursework system
- Click on the <g Upload> button to upload directly into the portfolio
- Alternatively to upload to the file storage area click on the <g Upload from Google Drive> button
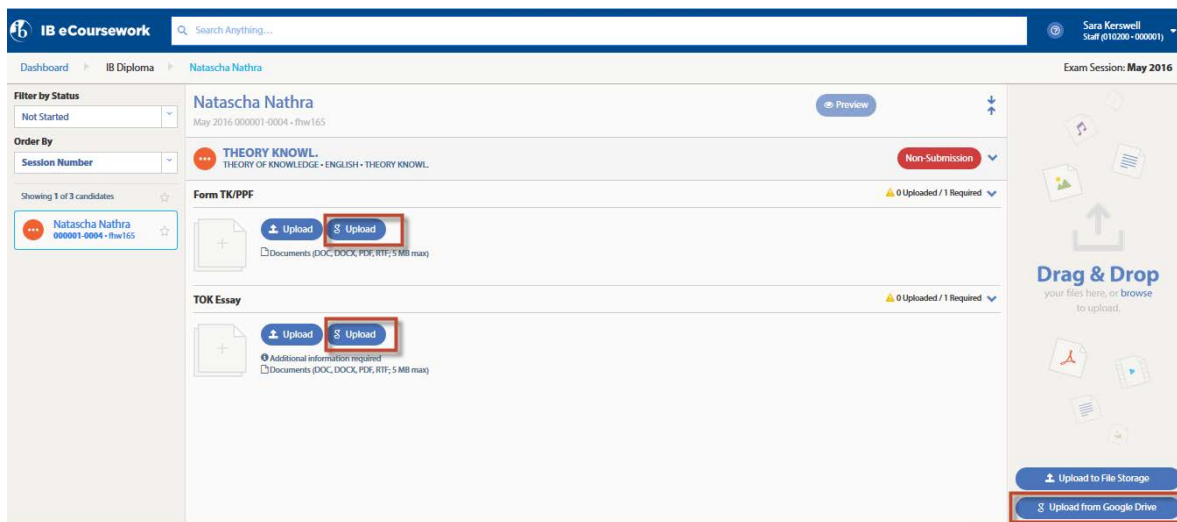
- Log in to your google drive account
- Select the relevant file and click on the <Select> button
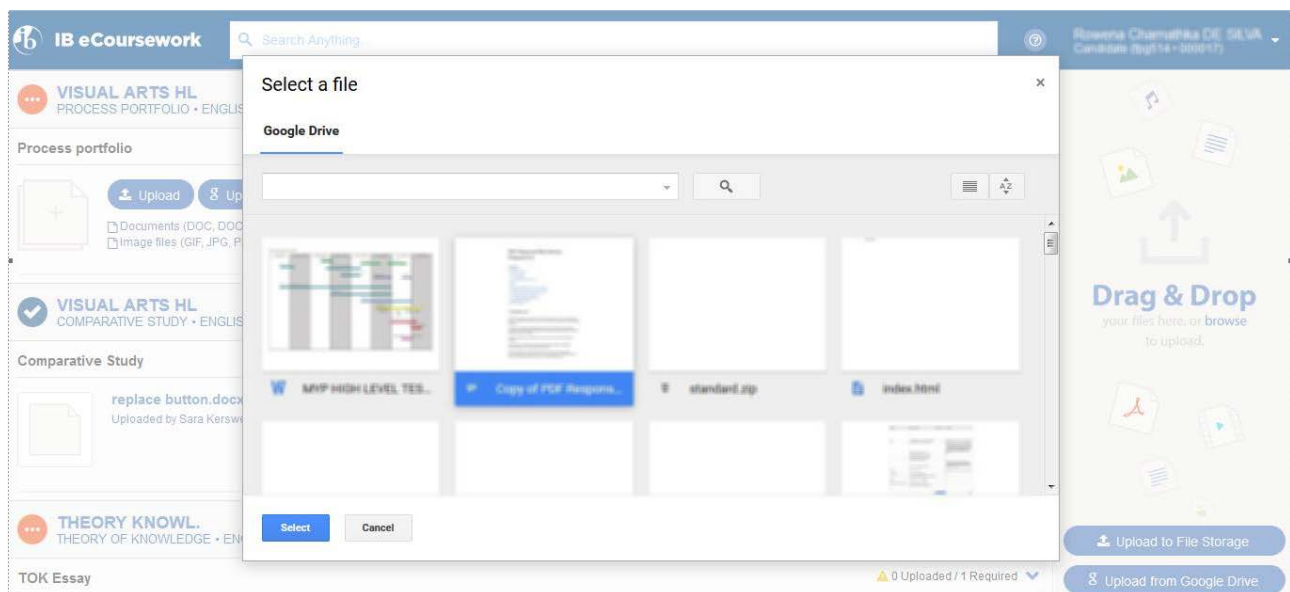
The file will start uploading to the portfolio or file storage area depending on which button was selected.
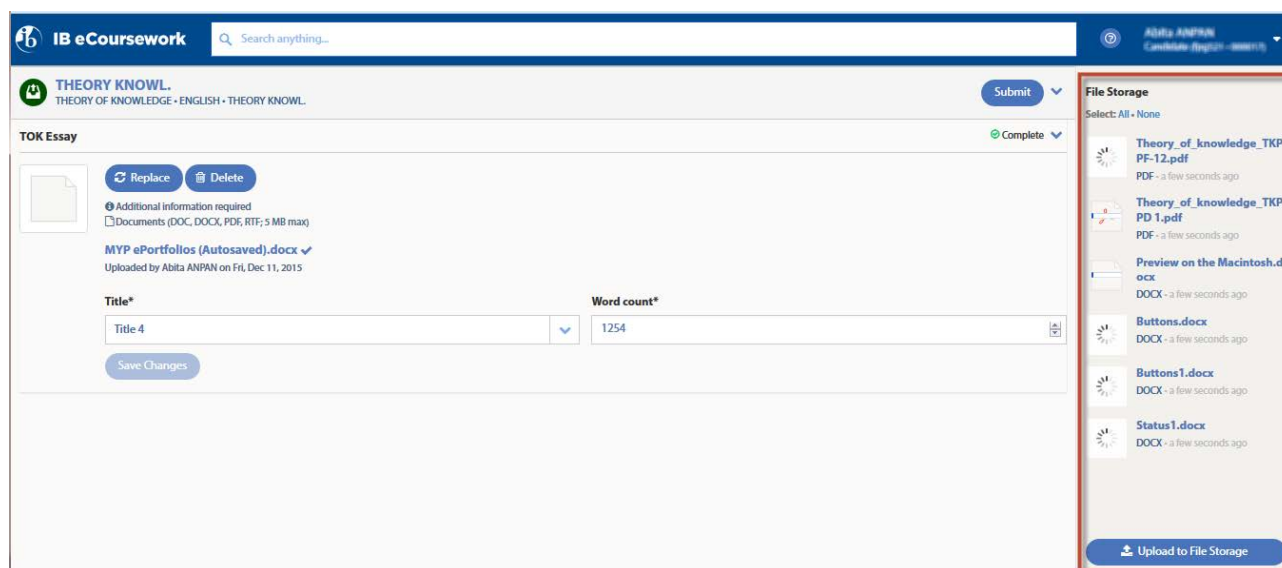
Upload to file storage

Files can also be uploaded in bulk to a file storage area. To do this:

- Click on the <Upload to file storage> button and select the relevant files or alternatively drag and drop your files directly into the file storage from your computer
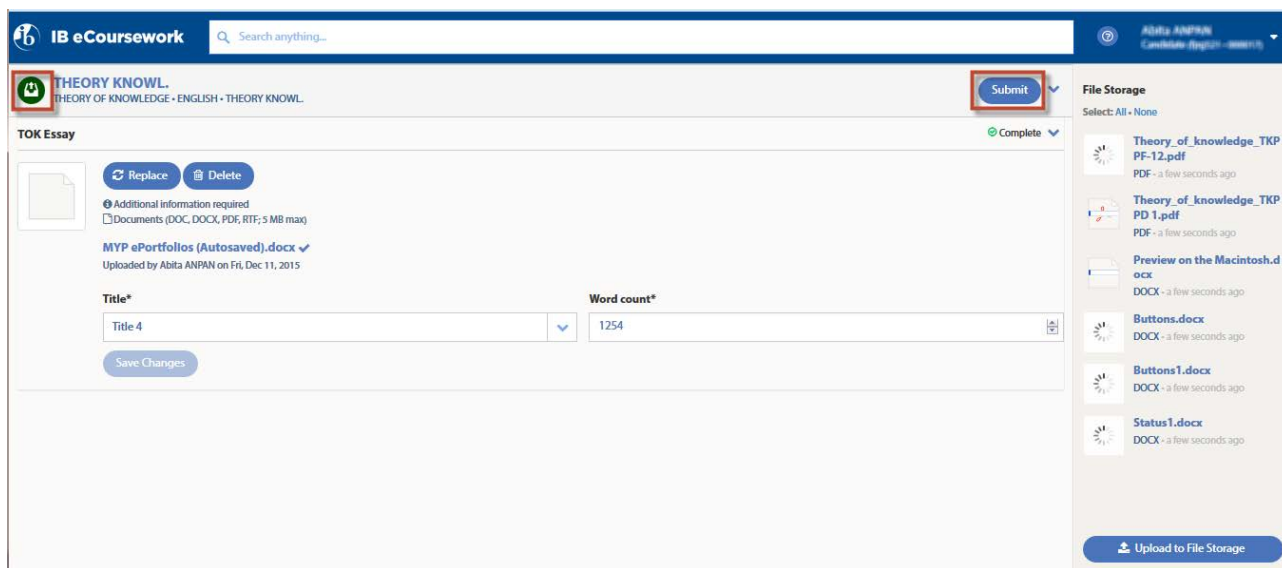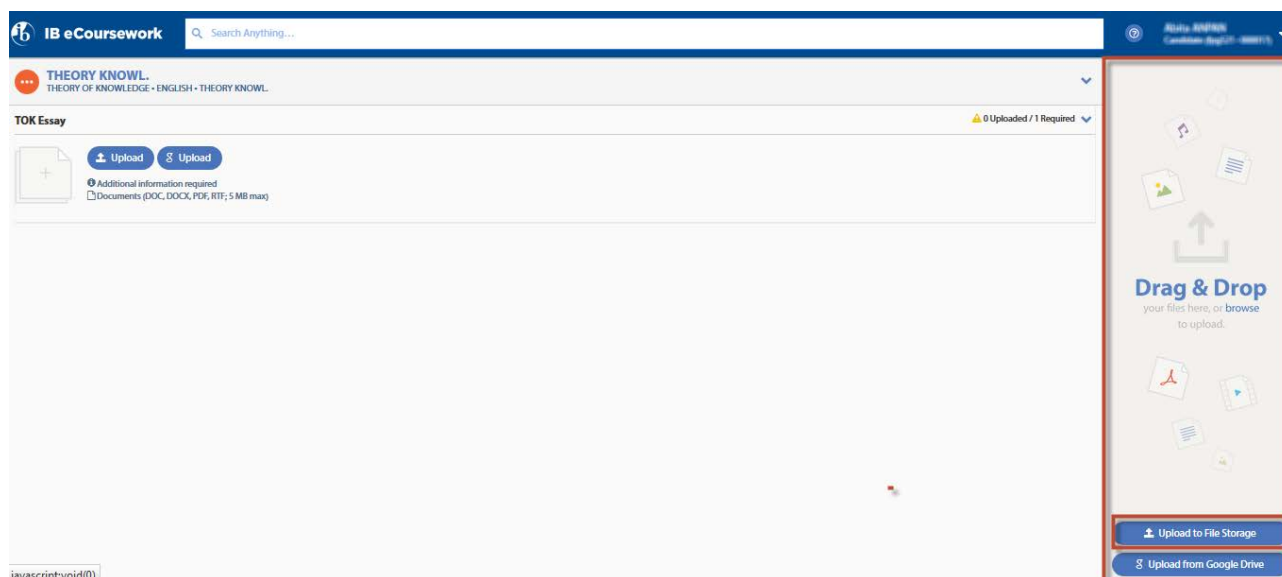

The selected files will start to upload immediately.

When each file has finished uploading, they can be dragged and dropped into the relevant portfolio.

Submit to school

If all mandatory files have been uploaded and additional information entered (where required), the portfolio status icon will state 'Ready for submission' and a <Submit> button will be displayed.
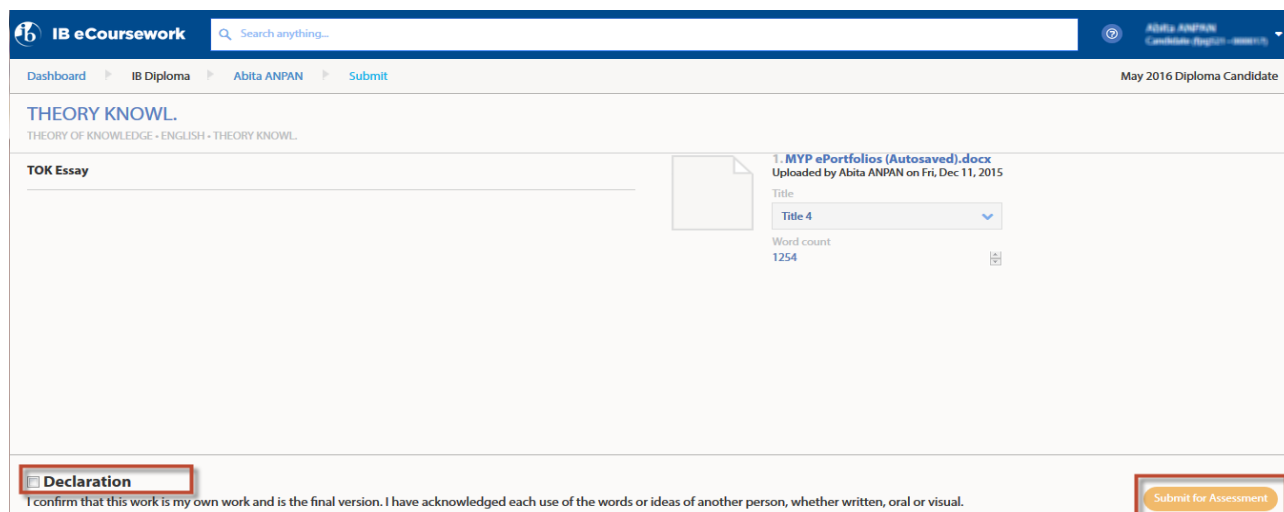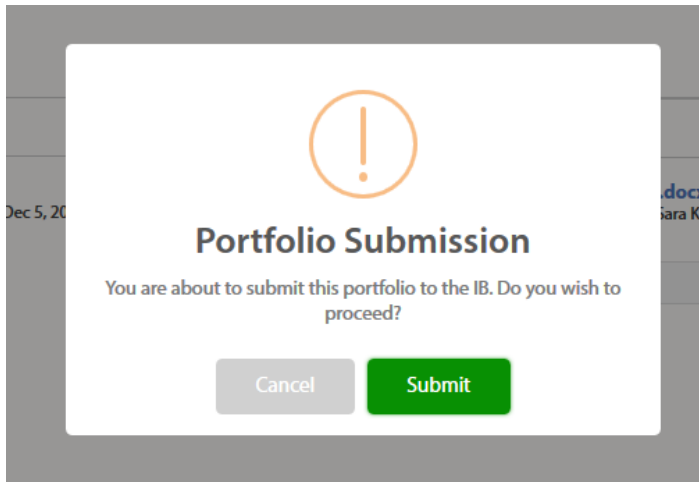
- Click the <Submit> button.

The uploaded files will be displayed for a final check.

- Click on the '**Declaration'** checkbox acknowledging that the work is authentic and final
- Then click on the <Submit for assessment > button

- Click on the <Submit> button

The portfolio will now be submitted to the school and the portfolio status icon will change to 'Candidate submitted'.

The upload process is now complete for the selected component.