

## HOW TO DOWNLOAD and UPLOAD YOUR STUDENT ASSESSMENTS USING THE STUDENT PORTAL

### STEP 1

To complete an assessment task, you will need to log on to your student portal and navigate to your desired topic. For this example, we will use '**Topic 1 of 12 | TLIL2060 COMPLETE INDUCTION TO THE TRANSPORT INDUSTRY**'. Once you have scrolled down to your topic, simply click on the topic (heading) to open the topic.

Once you have opened your topic, scroll down to the student assessment section of this topic. The student assessment section is generally titled by the unit (topic) code together with the words Student Assessment (Example: [TLIL2060 | STUDENT ASSESSMENT](#))

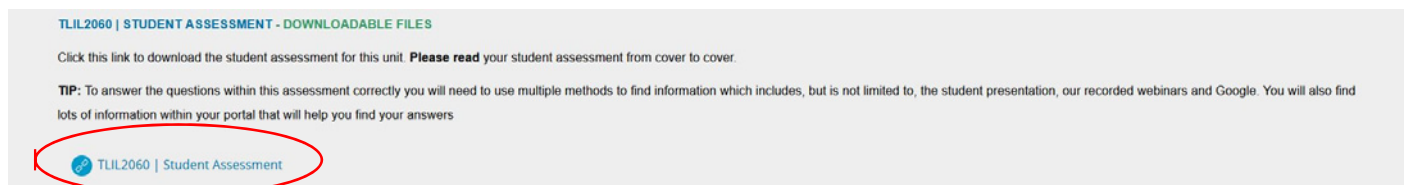
To view the materials within this section you may need to click on the checkbox located next to the student assessment label. (See picture below).



After you have checked this box your screen will refresh, and you will see the assessment materials within this section.

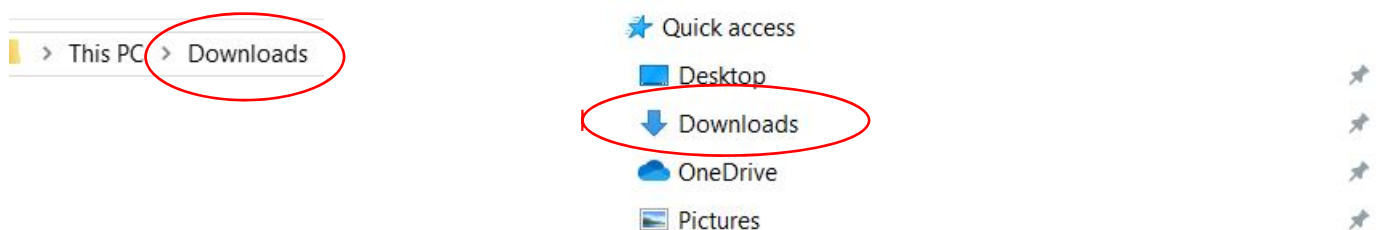
### STEP 2 | DOWNLOADING FILES

To download the student assessment for this unit, scroll down to the section titled student assessment – downloadable files. Again, this section is generally titled by the unit code first (Example: [TLIL2060 | STUDENT ASSESSMENT – DOWNLOADABLE FILES](#), see picture below.)



Once here, click the link titled '<unit code> | Student Assessment' and follow the instruction to download this file to your computer.

**NOTE:** Computers running Microsoft Windows, files **can** automatically download to a folder called 'Downloads'. If your computer does not prompt to you pick a download location, please check your downloads folder.



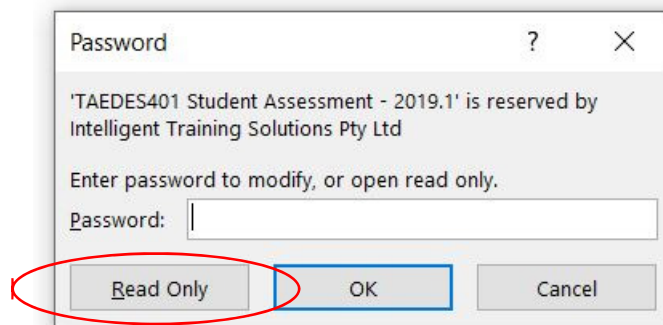
# STUDENT PORTAL INSTRUCTIONS

## STEP 3 | OPENING WORD DOCUMENTS

All the assessment documents in our student portal are available in a secured MICROSOFT WORD (.DOCX) format. Once you have downloaded the file to your computer, simply double click on the file to open it.

**NOTE:** You will need a current version of Microsoft Word to open your assessment files. If you do not have a current version of MS Office or MS Word, we recommend using Microsoft OPEN OFFICE, a free online version of Microsoft Office.

Once the file opens, you will be presented with the following window.



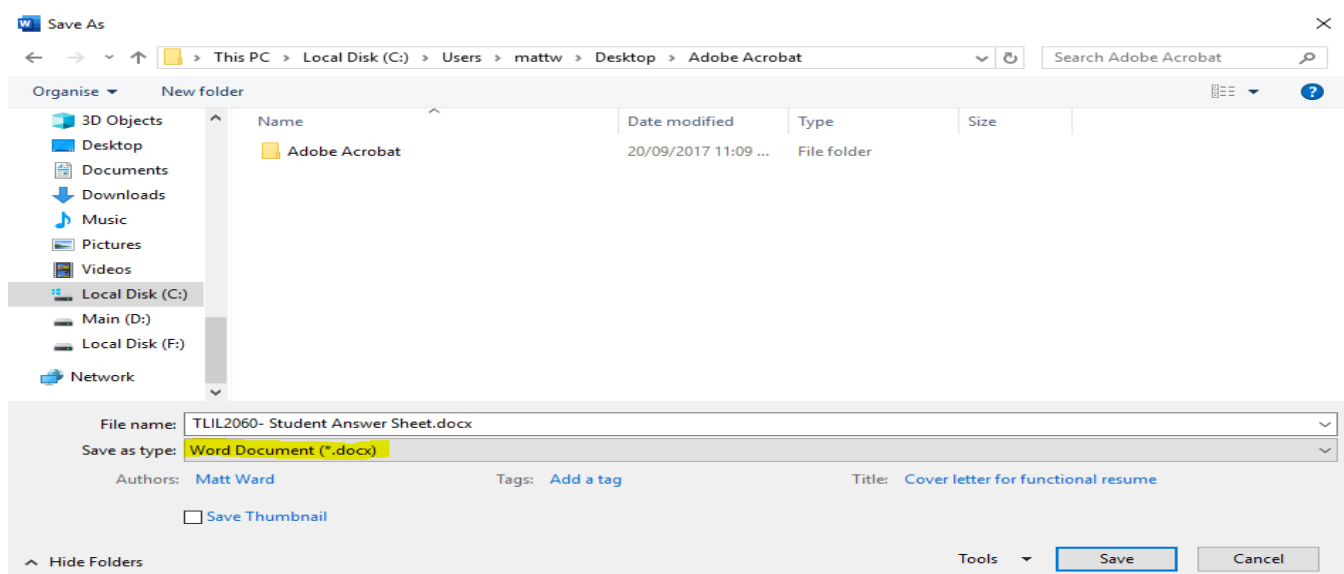
When prompted, click the 'Ready Only' button highlighted in the above picture.

## STEP 4 | SAVING YOUR WORK

We strongly recommend constantly saving you work. The staff at I.T.S are trained to hit the 'CTRL + S' keys after each new paragraph they write.

Once you have clicked the 'Save' button or used what-ever method you are accustomed to when it comes to saving your work you will be prompted with the following window.

**NOTE:** As our files are 'Read Only' you will be prompted to change the file name the **first time** you try to save your document.



# STUDENT PORTAL INSTRUCTIONS

We strongly recommend using the filename we recommend on your student portal when naming your file. For this example, the filename would be the unit code together with the assessment task number and your name. (Example: **TLIL2060\_ASSTASK1\_Yourname**)

## STEP 5 | CONVERTING YOUR ASSESSMENT INTO A PDF DOCUMENT

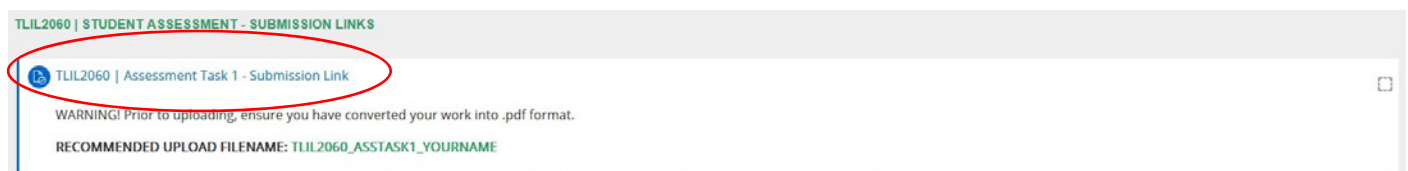
Once you have completed your assessment and answered all the questions, you will need to convert your WORD document into PDF document before submitting it to your assessor for correction.

Converting a WORD document into a PDF document is simply using MS Word. To watch a video on how to convert your Microsoft Word document to a PDF document, click (or type) the following link into your web browser.

**LINK:** [https://youtu.be/KyZ4\\_xv2bxM](https://youtu.be/KyZ4_xv2bxM)

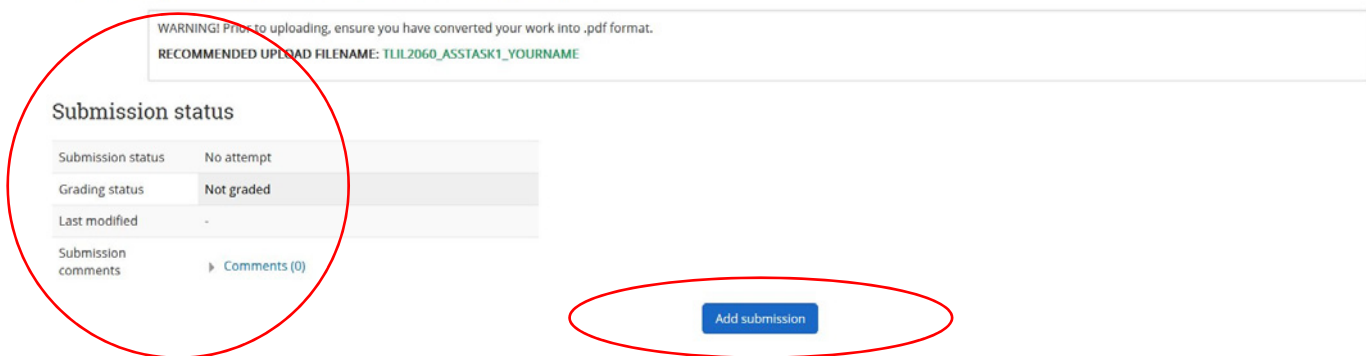
## STEP 6 | UPLOADING (SUBMITTING) YOUR ASSESSMENT

To submit your assessment, simply click the assessment submission link provided to you within the topic.

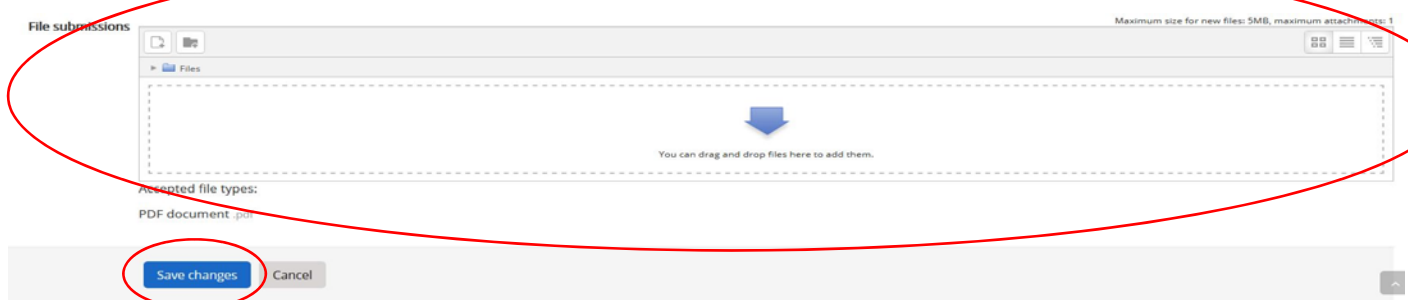


Here you will be prompted with a Submission Status window, click on the 'Add Submission' button to upload your assessment task.

### TLIL2060 | Assessment Task 1 - Submission Link



From here you will be provided with the option to 'Drag and Drop' your PDF file into the student portal. Please note, file sizes must be 5MB or under. Each submission link is labelled and will allow you to upload one assessment task.



# STUDENT PORTAL INSTRUCTIONS

Once the submission box shown above is opens, you can drag and drop your file into the box shown above. Once your document is in the box, click on '**Save Changes**' button, your submission will be marked as a DRAFT submission as seen on the photo below.

**IMPORTANT STEP!** You will then need to click '**Submit Assignment**' and follow further instructions.

## Submission status

Attempt number	This is attempt 1.	
Submission status	Draft (not submitted)	
Grading status	Not graded	
Last modified	Monday, 8 July 2019, 12:47 PM	
File submissions	form.pdf	8 July 2019, 12:47 PM
Submission comments	▶ Comments (0)	

Edit submission

You can still make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

Once you have clicked the 'Submit Assignment' button, your assessment will be stored on our systems and your assessor will be notified via email that they have an assessment waiting to be corrected.

If you have any problems downloading or uploading your assessment tasks to our portal, please see your teacher in class or contact the student support team on 5415 0214.

## PLEASE NOTE

Your assessor has 14 DAYS in which to correct your assessment. Please do not ask your teacher to correct your assessment any sooner as refusals may offend. If you require your assessment to be prioritised, you can consider using our priority marking service. Priority marking is optional and will cost you \$45 per assessment.

For more information visit the student administration section of our website.