

Assignment Portal

Student guide to using the Assignment Area

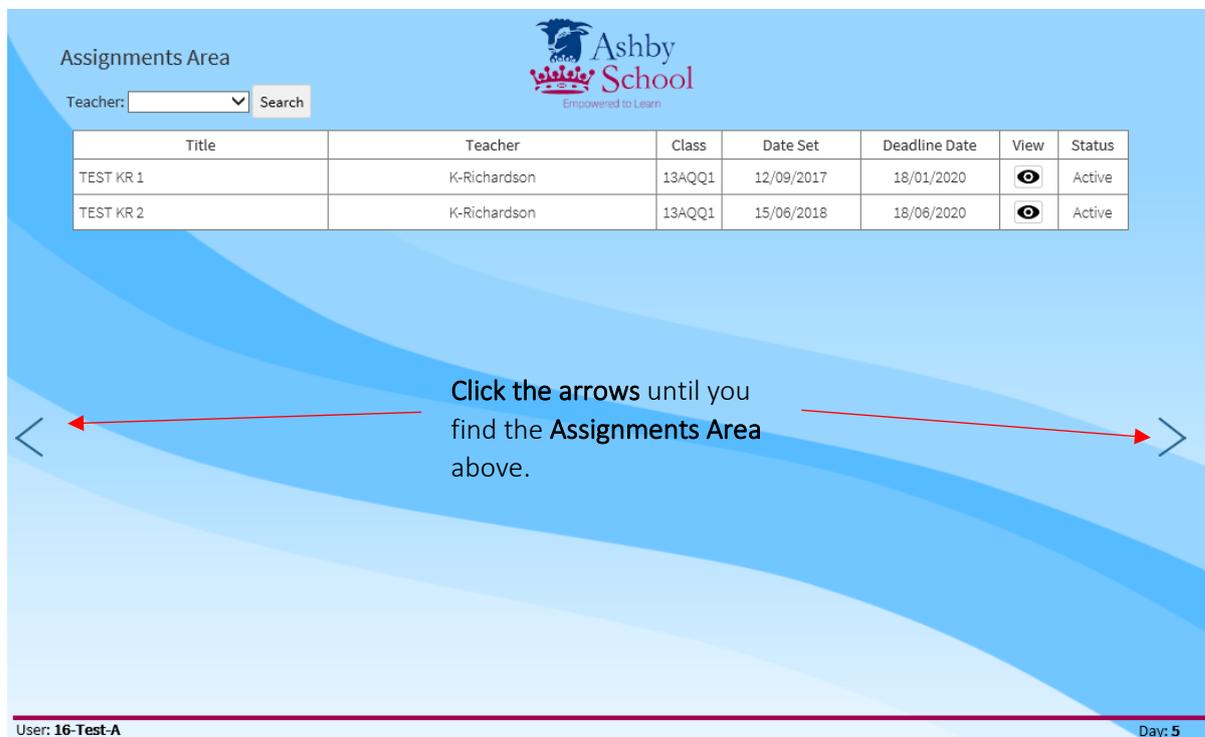


This document provides information for Students on how to access and use the Assignment Portal from any device at home.

Accessing the Assignment Portal

1. Finding Assignments

You can access Assignments via the **Ashby School Portal Site**.

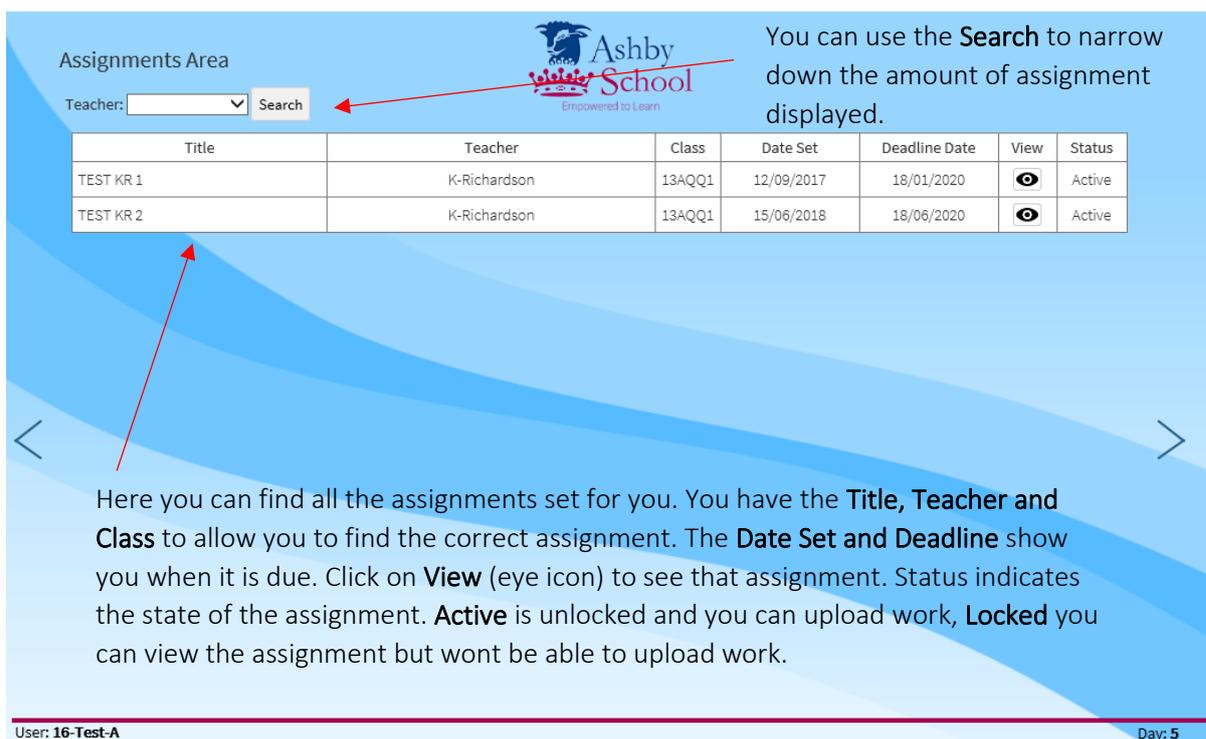


The screenshot shows the 'Assignments Area' of the Ashby School Portal. At the top right is the Ashby School logo with the tagline 'Empowered to Learn'. Below the logo is a search bar with a dropdown menu for 'Teacher' and a 'Search' button. A table lists two assignments: 'TEST KR 1' and 'TEST KR 2', both set by 'K-Richardson' for class '13AQQ1'. The first is due 18/01/2020 and the second is due 18/06/2020. Both have an eye icon in the 'View' column and are marked as 'Active'. Navigation arrows are present on the left and right sides of the page. A red arrow points from the text 'Click the arrows until you find the Assignments Area above.' to the left navigation arrow.

Title	Teacher	Class	Date Set	Deadline Date	View	Status
TEST KR 1	K-Richardson	13AQQ1	12/09/2017	18/01/2020		Active
TEST KR 2	K-Richardson	13AQQ1	15/06/2018	18/06/2020		Active

User: 16-Test-A Day: 5

2. Assignments



The screenshot shows the 'Assignments Area' with the search bar highlighted by a red arrow. The table is identical to the previous screenshot. A red arrow also points from the text 'Here you can find all the assignments set for you...' to the table. The text explains that users can find assignments by Title, Teacher, and Class, and that the Date Set and Deadline show when it is due. It also explains that clicking on View (eye icon) shows the assignment and that Active status means it is unlocked for upload, while Locked means it is only viewable.

You can use the **Search** to narrow down the amount of assignment displayed.

Title	Teacher	Class	Date Set	Deadline Date	View	Status
TEST KR 1	K-Richardson	13AQQ1	12/09/2017	18/01/2020		Active
TEST KR 2	K-Richardson	13AQQ1	15/06/2018	18/06/2020		Active

Here you can find all the assignments set for you. You have the **Title, Teacher and Class** to allow you to find the correct assignment. The **Date Set and Deadline** show you when it is due. Click on **View** (eye icon) to see that assignment. Status indicates the state of the assignment. **Active** is unlocked and you can upload work, **Locked** you can view the assignment but wont be able to upload work.

User: 16-Test-A Day: 5

3. Assignments View

Click on **View** (eye icon) will bring up the assignment.

The screenshot shows the 'TEST KR 2' assignment page. At the top, it displays 'Set: 15/06/2018' and 'Due: 18/06/2020'. A '5' mark is shown in a white box. The 'Assignment Notes' section contains a text box with the instruction: 'Make sure you hand in both parts of the assessment. Read the resource on planning.' The 'Assignment Resources' section is a table with two rows: 'Good Planning Website' and 'Demo.docx', each with a 'View' button (eye icon). Below this is the 'Feedback Received' section, which is a table with one row: 'Note', 'note', '15/06/2018', and a 'View' button. The 'Your Submitted Work' section shows a table with one row: 'No Work Submitted'. At the bottom, there is a 'Submit Work' button.

Title	Type	Date	View
Note	note	15/06/2018	

Title	Type	View
No Work Submitted		

Any **notes** left by the teacher will be shown here.

Feedback left by the teacher will be shown here. Click view to download/view the feedback.

Click **Submit** to upload work.

This is a **mark** for the current assignment.

In this box will be all the **Assignment Resources** left for you class by the teacher. These could be notes/file or URL's

Here you can view all your **submitted work**. Once submitted it cannot be changed or deleted.

4. Submitting Work

The screenshot shows a 'Submit Work' dialog box with two main sections: 'Attach URL' and 'Document Upload'. The 'Attach URL' section has 'Title' and 'URL' input fields. The 'Document Upload' section has a file selection area with a 'Browse...' button. Below these is an 'Attach' button and an 'Upload Status' area. Red arrows and numbers '1' and '2' point to the 'Title' and 'URL' fields, the 'Browse...' button, and the 'Attach' button respectively. Text instructions explain how to attach a link or a file and what to expect during the upload process.

Submit Work

Attach URL

Title

URL

OR

Document Upload

Browse...

Attach

Upload Status

1 Attach a link to website or video. Enter in a Title to show what the link is for then paste the address in the URL box.

1 Attach a file by click the **Browse** or **Choose File** button. When the explorer window appears navigate to your file and click

2 Click **Attach** to upload your work. (May take a few seconds)

The **Status area** will tell you if it is successful or the reason it has failed. If it has failed and the file is larger the 60MB see below. If **NOT larger than 60MB** please contact network services with a screenshot of the message.

NO WORK SUBMITTED

* **You cannot upload file larger than 60MB.** If you have a document that is more than 60mb please compress the pictures, re-save the file and upload again. In most Word/PowerPoint click highlighted below. **1-Click on picture, 2-Format, 3-Compress Pictures, 4-Untick Apply only, 5-Select Web or Email.**

