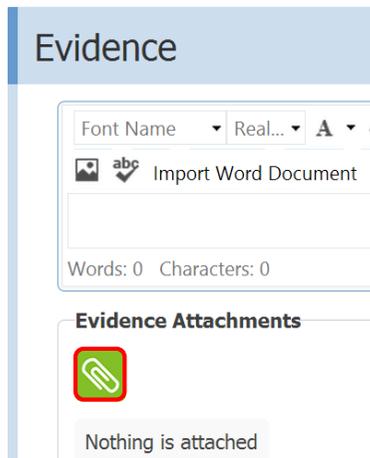


Uploading new evidence

You can upload evidence straight from your computer and onto your assessments. When new evidence is uploaded onto an assessment, it will store in the **Assessment Evidence** folder. You can attach single pieces of evidence to multiple assessments.

To upload or attach evidence, please follow the steps below.

1. Open the assessment.
2. Scroll down to the **Evidence** section.
3. Click the **attachments** icon which will look like a paperclip.



To upload a single file

or

To upload several files

4. Click the **Select files** button.
5. Choose your file from your documents.
6. Click **Open**. Your file will begin to upload.

4. Open the folder on your computer that contains the files you would like to upload.
5. Click and drag your mouse over the files so that they highlight.
6. Drag the files to the **Drag files here to upload into this folder** section on the page.



7. Enter a **description**, and click the **save** icon on the right hand side.

Select	Description	Folder	Document Type	Size (KB)	Used in Assessments	Date Created	Date Last Modified	Options
<input type="checkbox"/>	Observation for Unit 1	No folder	Microsoft Word Open XML Document	13		21/07/2014 13:49	21/07/2014 13:49	

Note

Steps 7 & 8 are only required if any changes need to be made to the description or folder.

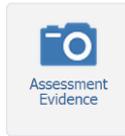
8. Add a tick into the check box on the left side and click the **Attach** button to return to the assessment.

Select	Description	Folder	Document Type	Size (KB)	Used in Assessments	Date Created	Date Last Modified	Options
<input checked="" type="checkbox"/>	Observation for Unit 1	No folder	Microsoft Word Open XML	13		21/07/2014 13:49	21/07/2014 13:53	

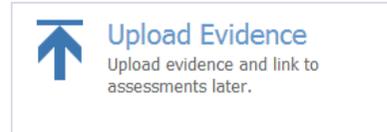
Storing evidence for later use

You can upload evidence into the **Assessment Evidence** folder that can then be attached to an assessment at a later date. The Assessor, Learner and other users with access to the learner portfolio have the ability to upload files into this area. The files can only be attached to an assessment by the Learner and/or Assessor.

1. Click the **assessment evidence** icon,
2. Follow steps 4-6 on the previous page.



or the **Upload Evidence**



icon on the learner homepage.

Attaching exiting evidence

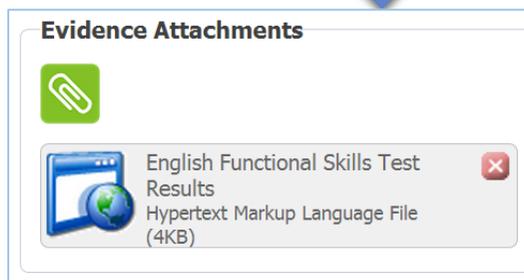
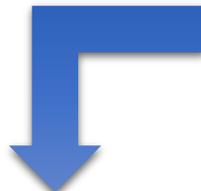
You may have uploaded files into the Assessment Evidence folder, to attach to an assessment at a later date. You may open the assessment from a task, or from the Assessments Pending page.



1. Scroll down to the **Evidence** section.
2. Click the **Attachments** icon which will look like a paperclip.

To attach a file onto an assessment

3. Scroll down to the **Uploaded Files** section.
4. Add a tick next to the piece of evidence that you wish to attach.
5. Click the **Attach** button.



Here you can see a list of files that have previously been uploaded.

Uploaded Files in All folders (10)

Select	Description	Folder	Document Type	Size (KB)	Used in Assessments	Date Created	Date Last Modified	Options
<input type="checkbox"/>	English Functional Skills Test Results	No folder	Hypertext Markup Language File	4		20/11/2013 14:23	23/07/2014 10:34	
<input type="checkbox"/>	ERR Workbook	Folder for unit 1	Microsoft Excel Open XML Document	13		19/06/2014 10:06	23/07/2014 10:35	

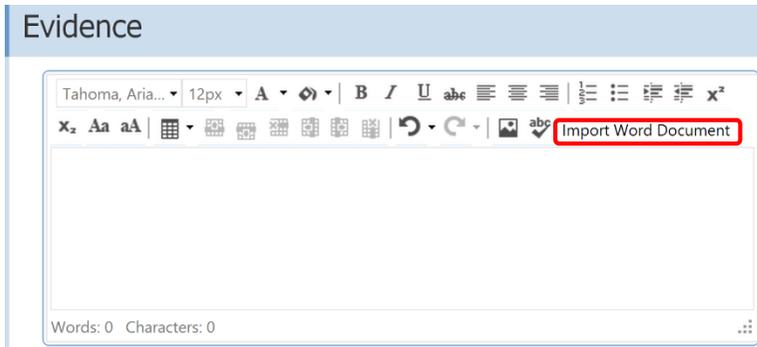
Note

You will be navigated back to the assessment. Your evidence can be viewed if you scroll to the **Evidence** section.

Importing a Word Document

If evidence has been typed into a Word Document, you can import the text and images directly onto your assessment. This prevents other users from having to download the file and open it in Microsoft Word. It also allows the Assessor to annotate your evidence on the screen (if enabled).

1. Scroll to the **Evidence** section.
2. Click the **Import Word Document** button.



3. Click the **Choose file** or **Browse** button, select your file and click the **Import Word Document** button.

Your evidence will then be visible within the assessment evidence text box.

Import Word Document (*.doc, *.docx)

Importing a Word document will **overwrite any content currently displayed** in the editor window. Non-Word documents, or Word documents that you do not want to paste into the editor window should be uploaded using the 'add attachments' buttons.

Choose File No file chosen

Import Word Document

Cancel



It is important to read this message before you import a Word Document!