2015 - eCoursework user guide

For coordinators, administrative assistants and teachers

All components

Contents

Access

Ensure the correct session is selected in the IBIS banner and then select the '**Ecoursework**' menu option, located under the '**Subject**' tab.

Dashboard – navigation and upload process

The eCoursework dashboard will be displayed. The dashboard provides of an overview of the required uploads for the school per component, displaying the statistics for each and what status they are currently in.

The table below indicates who has the ability to upload each component:

Component	Who can upload?
Theory of knowledge essay	**Candidate** or **School** (coordinator/teacher/admin assistant)
Theory of knowledge presentation	**School only** (coordinator/teacher/admin assistant)
Visual Arts	**Candidate** or **School** (coordinator/teacher/admin assistant)
Groups 1&2 orals	**School only**(coordinator/teacher/admin assistant)
Group 2 written assignment	**Candidate** or **School** (coordinator/teacher/admin assistant)

For the components that can be uploaded by either candidate or school, the first person (candidate or school) to begin the upload takes priority. The upload screen will then be view only for the other person. If you decide, you do not want your candidates to upload any files and would prefer to do this yourselves, you should introduce internal procedures to cater for this.

At the beginning of the process, the overall status for each candidate will state '**Not started'**; this will change at different stages throughout the process.

The different status' are as follows:

- **Not started** – no files are selected or uploaded
- **In progress** – The portfolio compilation is 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 (where required)
- **Ready for authorization** - the candidate has uploaded all mandatory files, completed the additional information and submitted to the school
- **Submitted** – the candidates work has been successfully submitted for assessment
- **Error** – virus scanning has detected a virus, or a duplicate file, the affected file will need to be deleted and replaced

The dashboard also provides the primary navigation for the eCoursework system.

View all candidates for a specific component by clicking on the component name in the table, or alternatively view candidates for a component with a specific status by clicking on the associated number in the table (at the beginning of the process all candidates will be displayed as 'Not started').

The ability to search on an individual candidate basis is also available via the 'Search' at the top of the screen (the search is available on all pages).

Screen layout and functions

After making the relevant selection on the dashboard, the component upload screen will be displayed.

The screen is split into 5 key areas:
1. **Secondary navigation** – provides the ability to switch between subject groups or to return to the dashboard.
2. **Back to dashboard** – quick access back to the dashboard.
3. **Candidate filter and candidates list** – provides the ability to filter on the candidates' different statuses (for the selected component or group) and change the order in how the candidates are displayed. It is also possible to bookmark a candidate and filter the candidate list by the bookmark tag (star) providing an easy way of tagging candidates.
4. **Portfolio elements** – provides the status for the component portfolio and what files are required, and a way to upload each of the files.
5. **Actions bar** – displays the actions that are available to select at the relevant stages throughout the process:
    a. Upload to file storage – allows the upload of single or multiple files to a file storage area (please see section, 'Upload to file storage')
    b. Preview – allows image, movie and audio file to be viewed or played
    c. Submit all – allows multiple completed portfolios to be submitted at the same time
    d. Share – where appropriate allows an uploaded file to be shared between numerous candidates (please see section, 'Share file')
    e. Download – allows uploaded files to be downloaded
    f. Delete – allows single or multiple selected files to be deleted
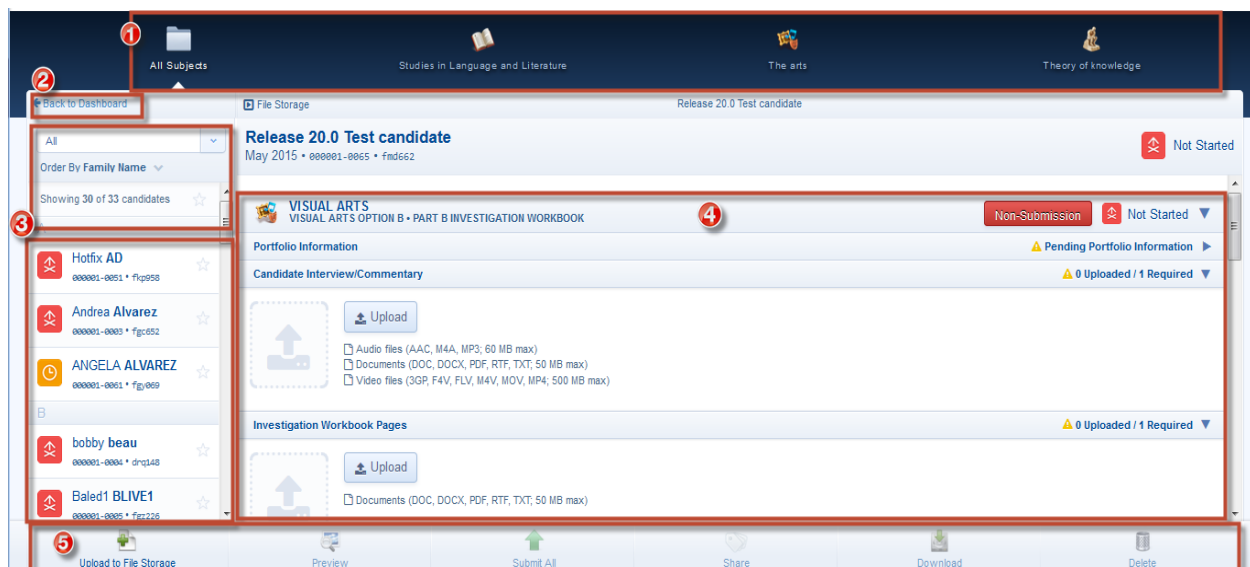
Uploading files

Component upload

Groups 1&2 orals

Candidates Internal assessment marks need to entered, verified and the sample selected before the candidates will appear in the eCoursework system
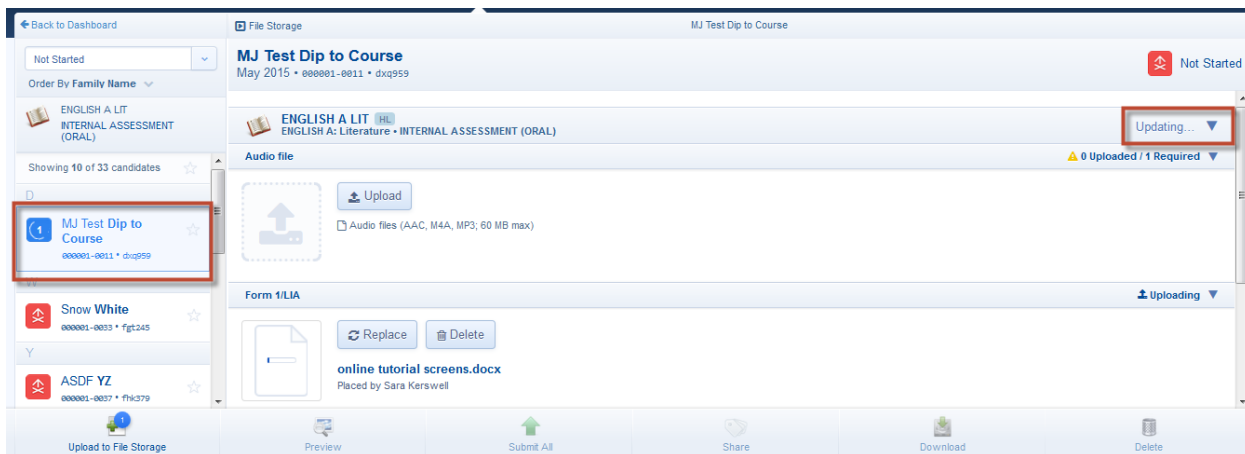
After selecting the appropriate subject in the dashboard, the related component upload screen will be displayed (*N.B: the screenshot below corresponds to a language A upload. Each language will have a component upload screen tailored to the requirements for that language).*

To start uploading files for a candidate:

- Click on the required candidate in the candidate filter
- Then click on either the <Upload> button or thumbnail placeholder to upload a file. *Please note, before selecting a file to upload please take note of the file restrictions in place for each required file. If an incorrect file type or size is selected an error message will be displayed on screen to inform the user.*
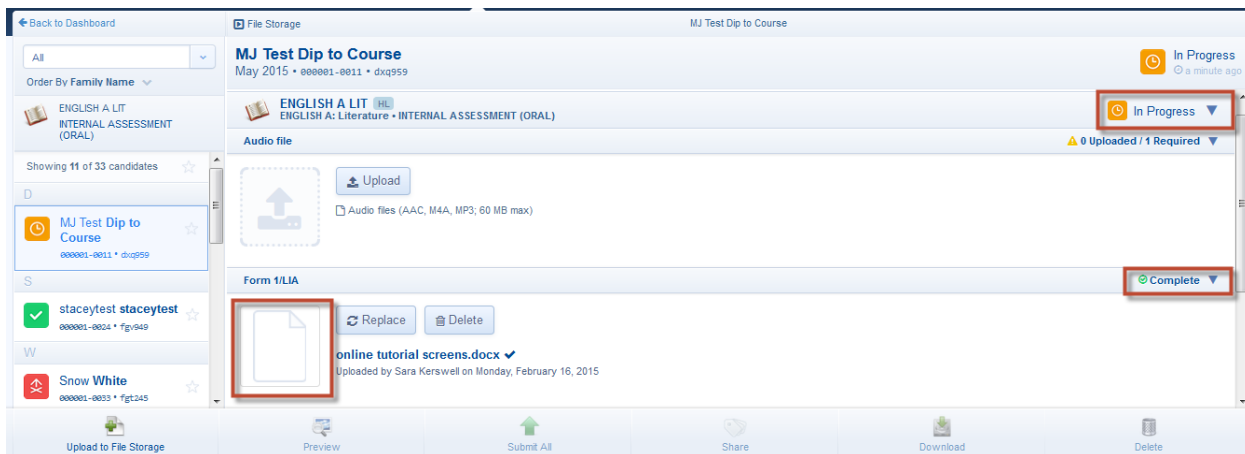
The file will start uploading immediately to the Amazon cloud.

When the file has uploaded the portfolio status will update from 'Not started' to 'In progress' and the file status will state 'Complete'.

The uploaded file can be viewed by double clicking on the thumbnail.

If the incorrect file has been uploaded, it can be replaced by a new one or deleted completely by clicking on either the <Replace> or <Delete> buttons displayed alongside the thumbnail.

If a file can be shared, the <Share> button will display as soon as the file has uploaded, please refer to the 'Share file' section for further information.

Please note, the files do not need to be uploaded all in one go, they can be built up over time.

When all the files in the portfolio have been uploaded the portfolio status will change from 'In progress' to 'Complete' and the overall status will state 'Ready to submit'. At this point the portfolio is complete and can be submitted to the IB for assessment, please refer to the '**Submit for assessment'** section.

Share file

If the same extract and guiding questions or visual stimuli were used by more than one candidate, select the <Share> button alongside the uploaded file.
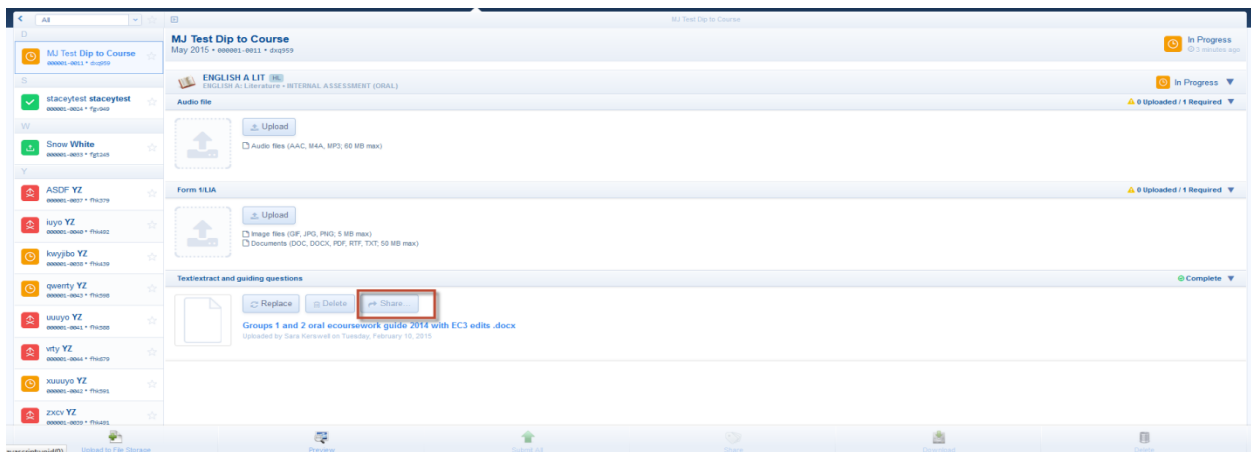
The share file window will be displayed, click on the candidate name or '+' icon to select the candidates the file is to be shared with. When finished click away from the window to close it.
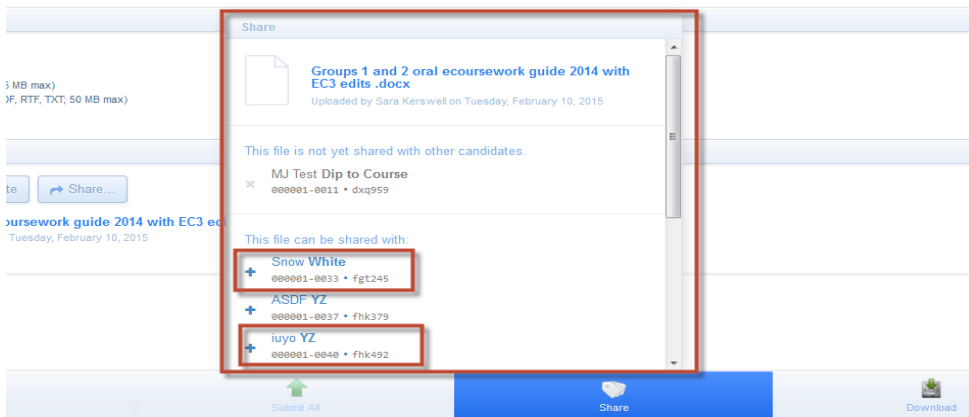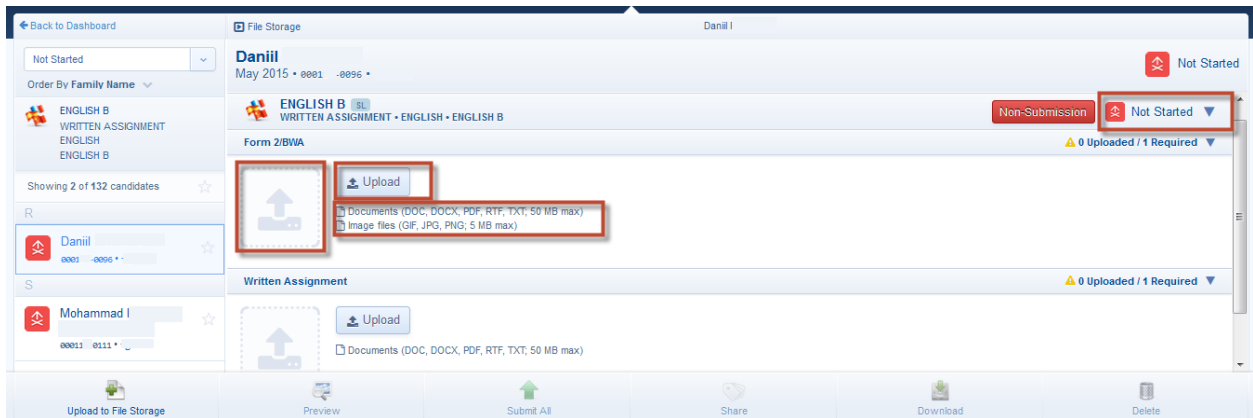

Similarly, to remove a shared file, reselect the <Share> button and select the candidates name or 'X' icon.
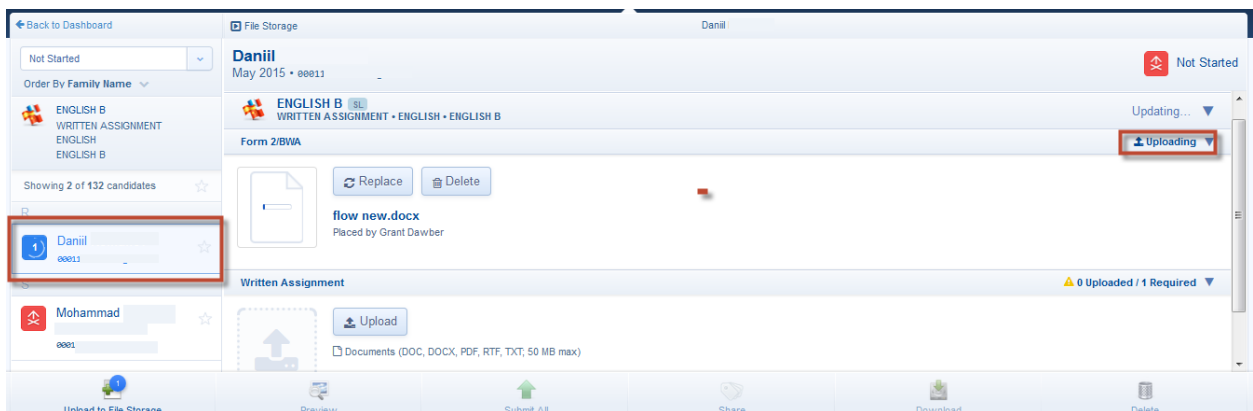
Group 2 – written assignment

After selecting the appropriate subject in the dashboard, the related component upload screen will be displayed (*N.B: the screenshot below corresponds to an English B written assignment. Each language will have a component upload screen tailored to the requirements for that language*).

To start uploading files for a candidate:
- Click on the required candidate in the candidate filter
- Then click on either the <Upload> button or thumbnail placeholder to upload a file. *Please note, before selecting a file to upload please take note of the file restrictions in place for each required file. If an incorrect file type or size is selected an error message will be displayed on screen to inform the user.*
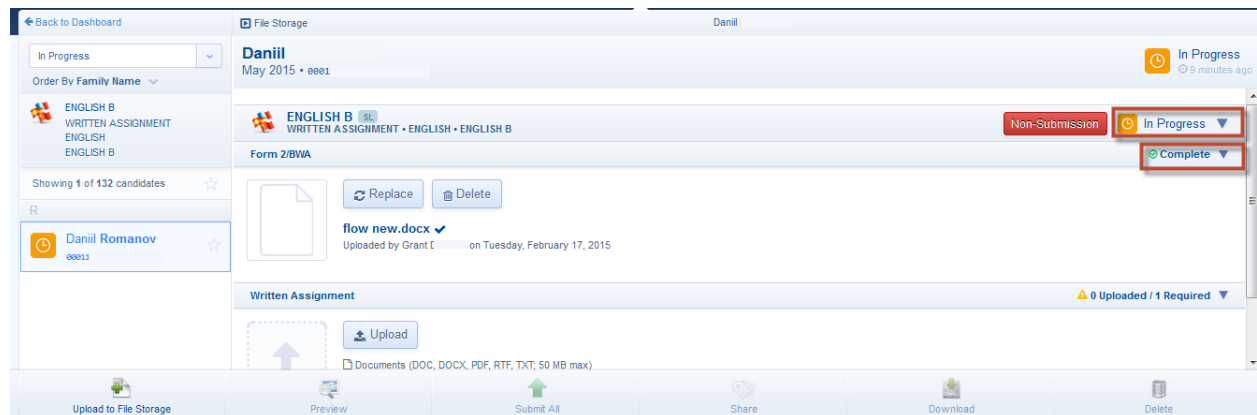

The file will start uploading immediately to the Amazon cloud.

When the file has uploaded the portfolio status will update from 'Not started' to 'In progress' and the file status will state 'Complete'.

The uploaded file can be viewed by double clicking the thumbnail

If the incorrect file has been uploaded, it can be replaced by a new one or deleted completely by clicking on either the <Replace> or <Delete> buttons displayed alongside the thumbnail.

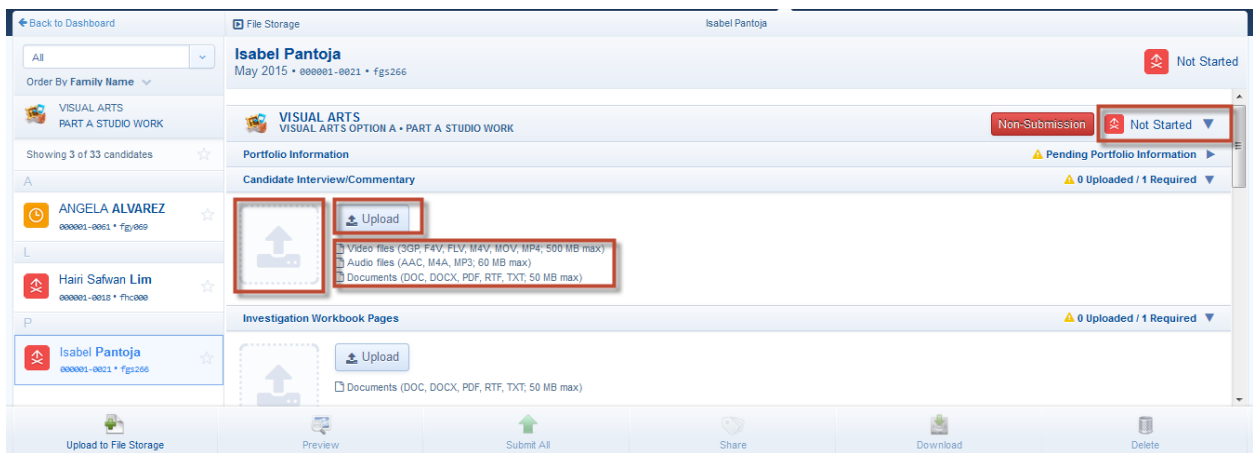Please note, the files do not need to be uploaded all in one go they can be built up over time.

When all the files in the portfolio have been uploaded the portfolio status will change from 'In progress' to 'Complete' and the overall status will state 'Ready to submit'. At this point the portfolio is complete and can be submitted to the IB for assessment, please refer to the '**Submit for assessment'** section.
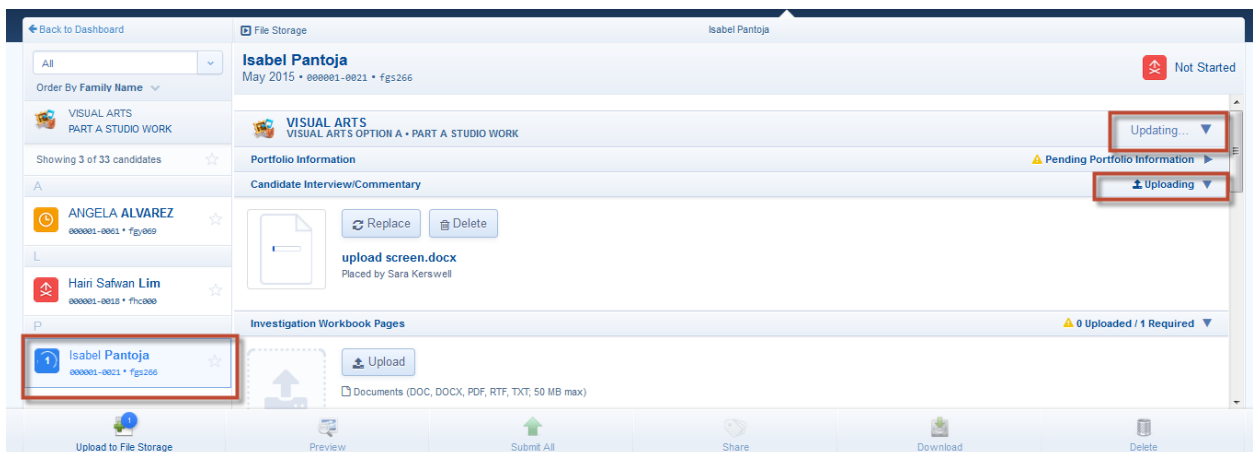
Visual arts

After selecting visual arts in the dashboard, the component upload screen will be displayed.
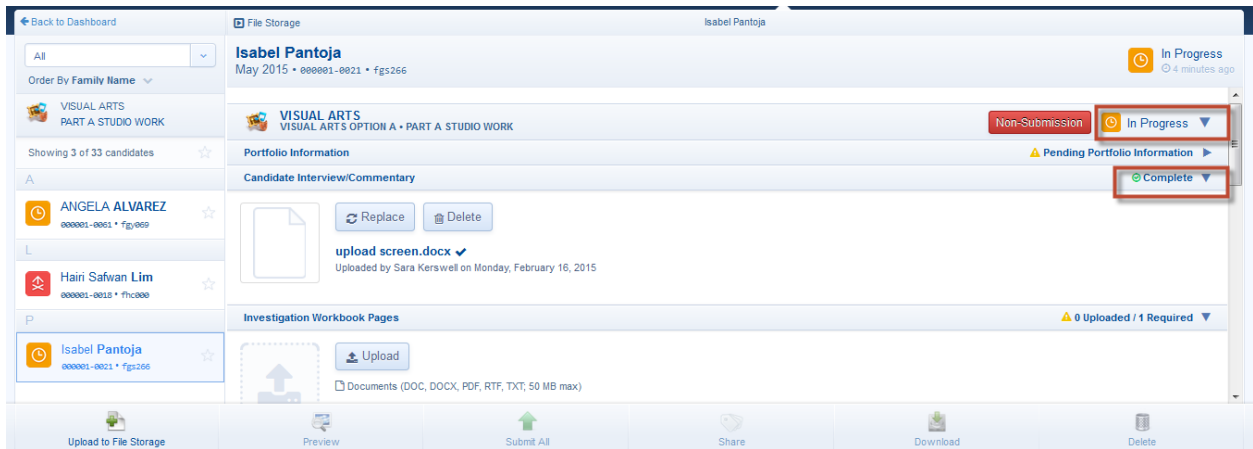
To start uploading files for a candidate:
- Click on the required candidate in the candidate filter
- Then click on either the <Upload> button or thumbnail placeholder to upload a file. *Please note, before selecting a file to upload please take note of the file restrictions in place for each required file. If an incorrect file type or size is selected an error message will be displayed on screen to inform the user.*

The file will start uploading immediately to the Amazon cloud.

When the file has uploaded the portfolio status will update from 'Not started' to 'In progress' and the file status will state 'Complete'.

The uploaded file can be viewed by double clicking the thumbnail.

If the incorrect file has been uploaded, it can be replaced by a new one or deleted completely by clicking on either the <Replace> or <Delete> buttons displayed alongside the thumbnail.

With certain files, additional information will be required; these fields will be displayed as soon as the related file has been uploaded. The segment level status will also change to state 'Pending additional information'. When the additional information has been entered and saved the status will change to 'Complete'.
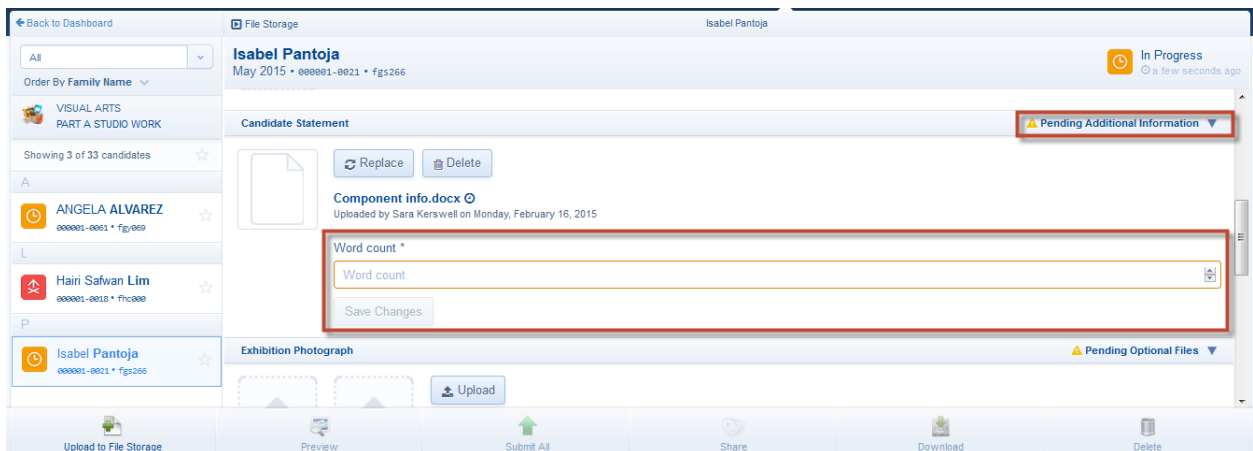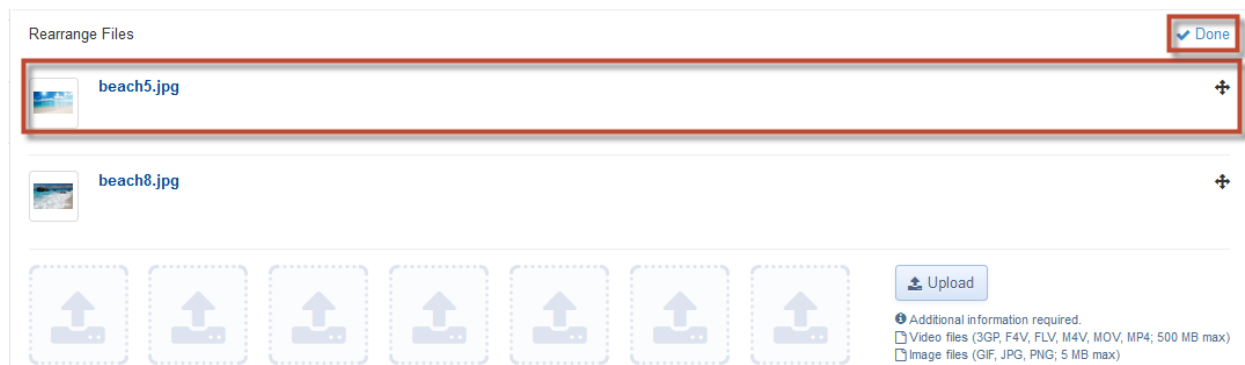

The additional information can be completed now or after the remaining files have been uploaded.

If a portfolio segment has more than one required file, e.g. studio work, multiple files can be uploaded in one go. To do this click on either the thumbnail placeholder or the upload button and select multiple files in the explorer window.

Uploaded studio work can also be rearranged into a specific order by clicking on the 'Rearrange files' link displayed at the top of the studio work segment.
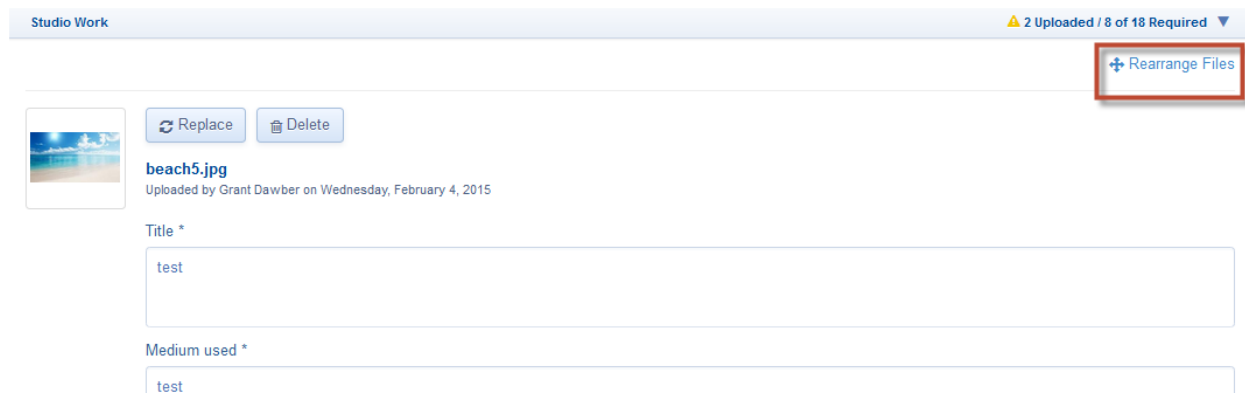
Drag and drop the files into their preferred order. When finished click on the 'Done' link.

Please note, the files do not need to be uploaded all in one go they can be built up over time.
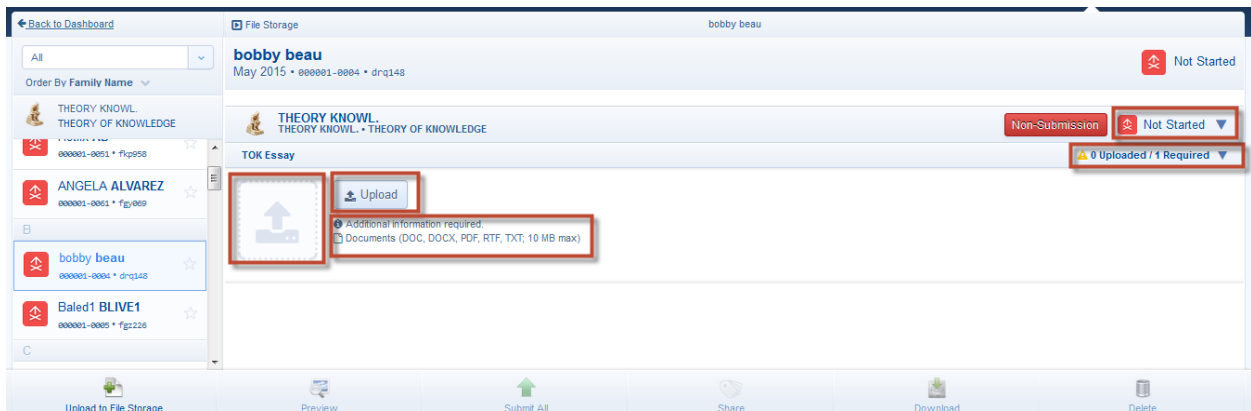
When all the files in the portfolio have been uploaded and all the additional information has been entered and saved, the portfolio status will change from 'In progress' to 'Complete' and the overall status will state 'Ready to submit'. At this point the portfolio is complete and can be submitted to the IB for assessment, please refer to the '**Submit for assessment**' section.

Theory of knowledge essay

After selecting Theory of knowledge essay on the dashboard, the related component upload screen will be displayed.

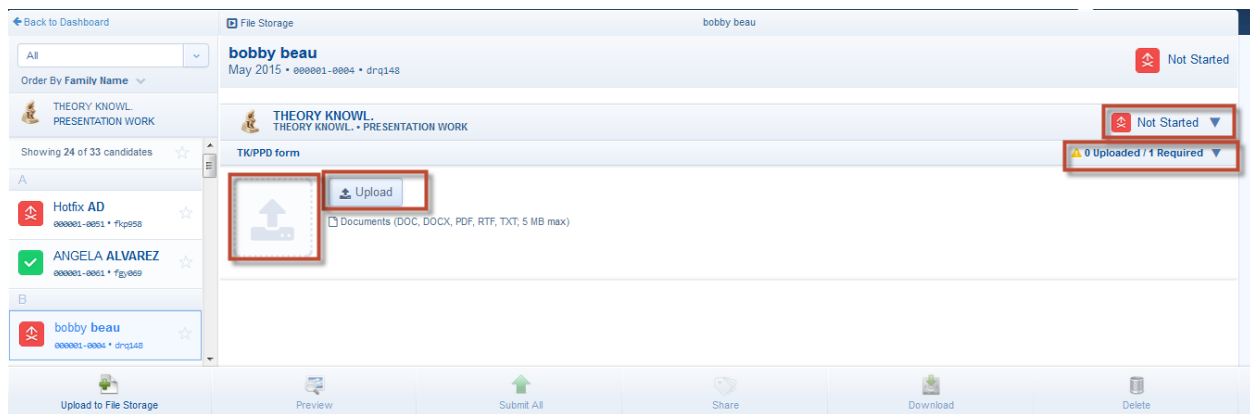To start uploading files for a candidate:

- Click on the required candidate in the candidate filter
- Then click on either the <Upload> button or thumbnail placeholder to upload a file. *Please note, before selecting a file to upload please take note of the file restrictions in place for each required file. If an incorrect file type or size is selected an error message will be displayed on screen to inform the user.*

The file will start uploading immediately to the Amazon cloud.
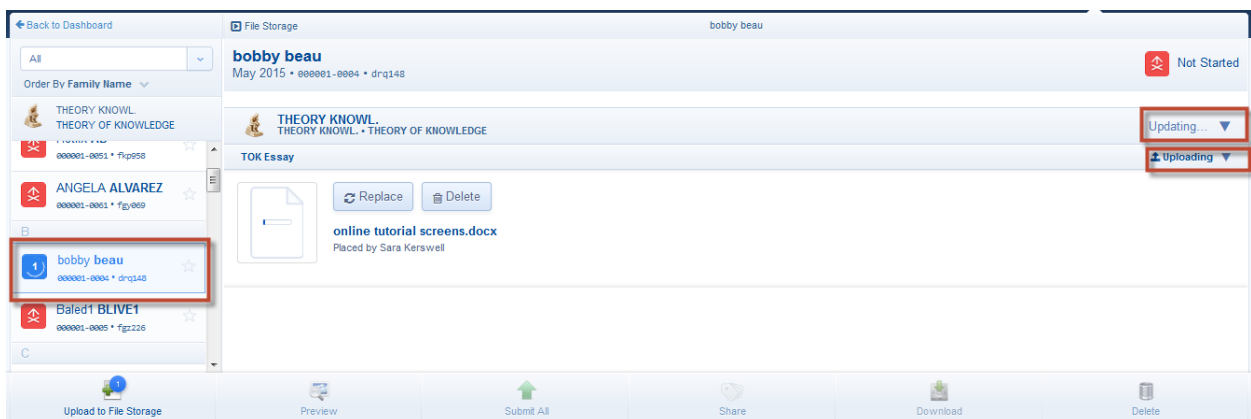
When the TOK essay has uploaded, the portfolio status will change from 'Not started' to 'In progress'. Also, the required additional information will be displayed. Complete the information and click <Save>.
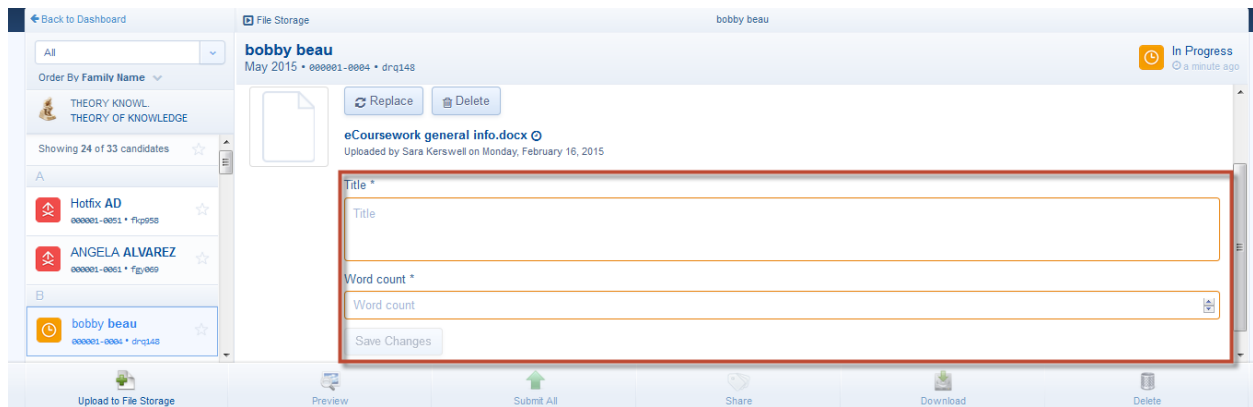
To view the uploaded file double click the thumbnail.

If the incorrect file has been uploaded, it can be replaced by a new one or deleted completely by clicking on either the <Replace> or <Delete> buttons displayed alongside the thumbnail.

When the Essay has uploaded and the additional information entered the portfolio status will change from 'In progress' to 'Complete' and the overall status will state 'Ready to submit'. At this point the portfolio is complete and can be submitted to the IB for assessment, please refer to the '**Submit for assessment'** section.

Theory of knowledge – Presentation

Candidates Internal assessment marks need to entered, verified and the sample selected before the candidates will appear in the eCoursework system

After selecting the Theory of knowledge presentation in the dashboard, the related component upload screen will be displayed.

To start uploading files for a candidate:

- Click on the required candidate in the candidate filter
- Then click on either the <Upload> button or thumbnail placeholder to upload a file. *Please note, before selecting a file to upload please take note of the file restrictions in place for each required file. If an incorrect file type or size is selected an error message will be displayed on screen to inform the user.*

The file will start uploading immediately to the Amazon cloud.
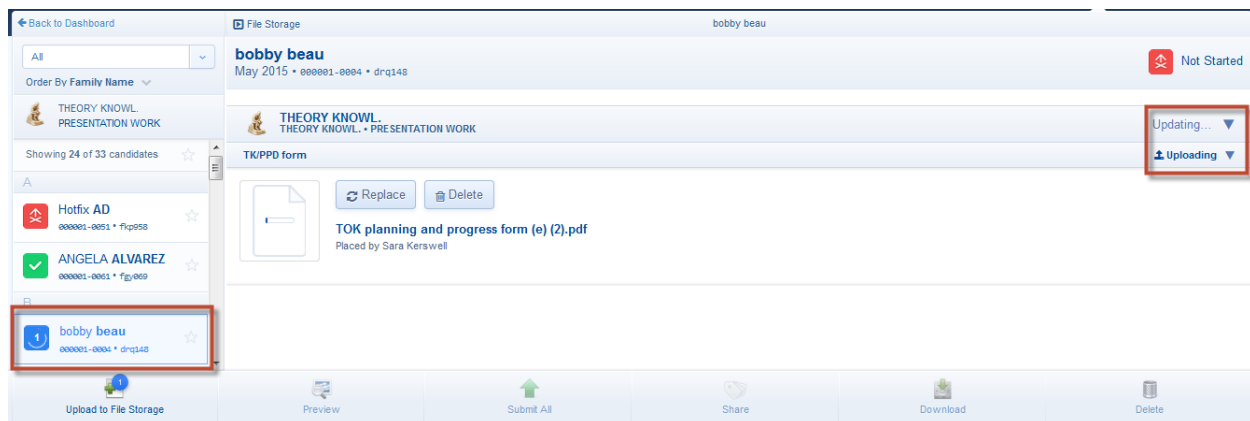
When the file has uploaded the portfolio status will update from 'Not started' to 'Complete' (as there is only one file to upload) and the file status will also state 'Complete'. The overall status displayed at the top of the screen will update from 'Not started' to 'Ready to submit'
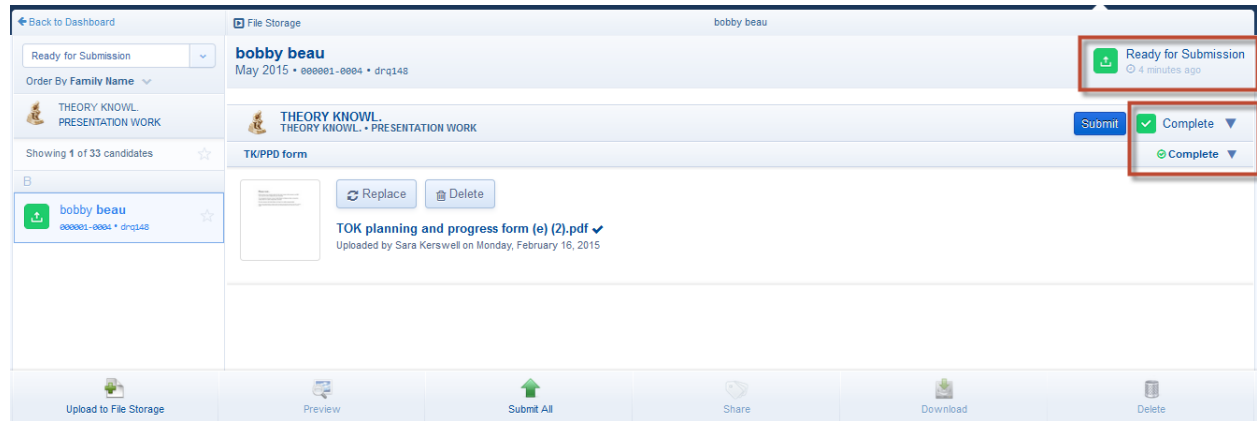
The uploaded file can be viewed by double clicking the thumbnail

If the incorrect file has been uploaded, it can be replaced by a new one or deleted completely by clicking on either the <Replace> or <Delete> buttons displayed alongside the thumbnail.

At this point the portfolio is complete and can be submitted to the IB for assessment, please refer to the '**Submit for assessment**' section.

Upload to file storage

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

- Select the relevant component on the dashboard
- Select the required candidate from the candidate list
- Then select the 'Upload to file storage' link displayed on the bottom left of the screen
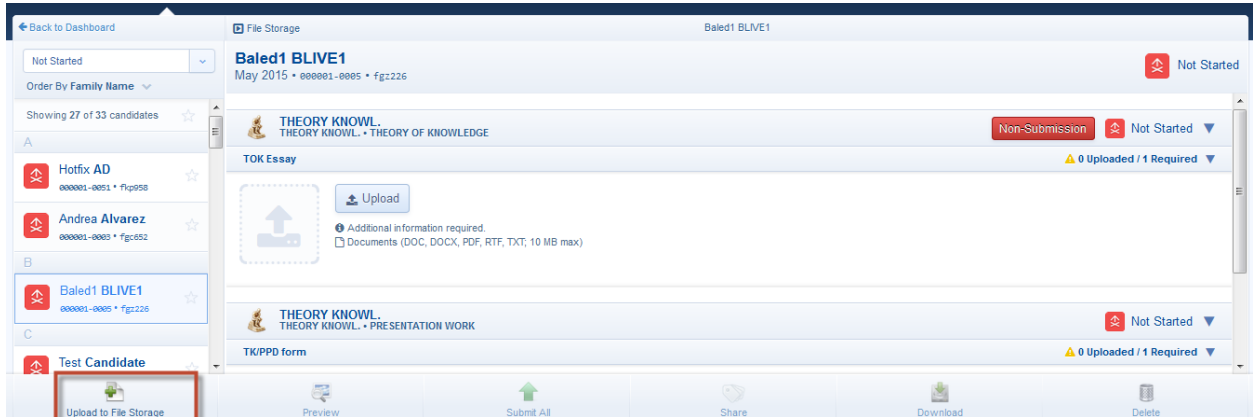
Click the <Select files> button to select the files or drag and drop the files directly into the 'Upload to file storage' window from an open explorer window.
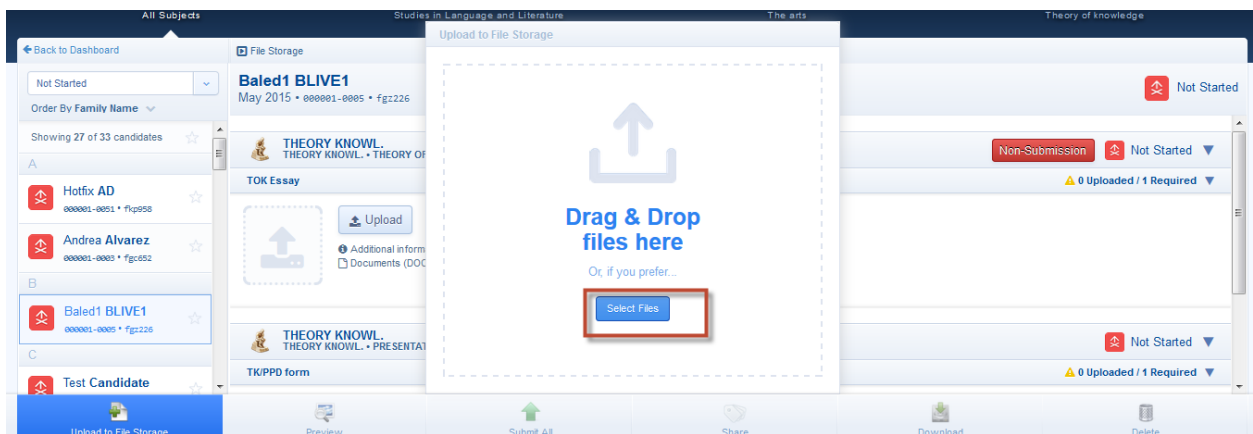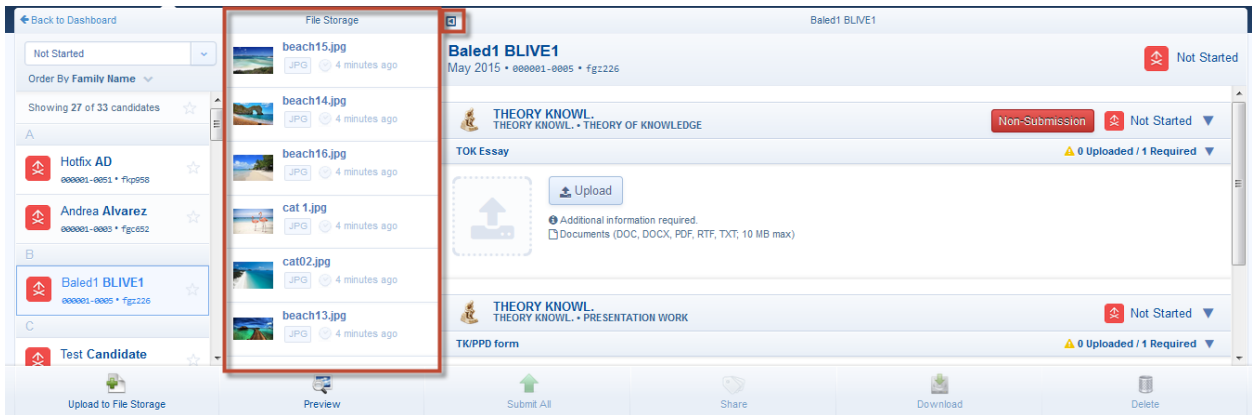
As the files start to upload, the 'File storage area' will open.
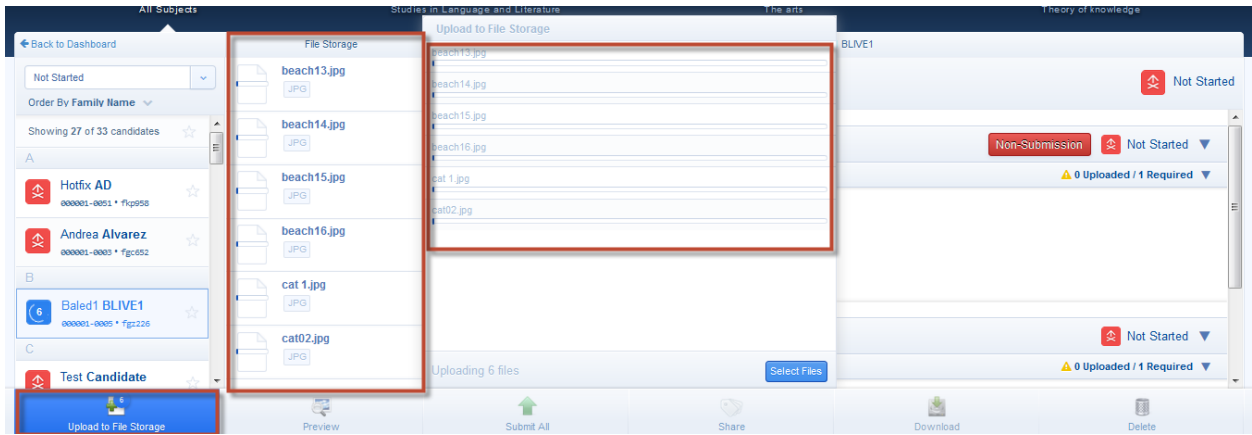
When all files have finished uploading, click away from the 'Upload to file storage' window to close it.

The files in the file storage area are now uploaded to the Amazon cloud and can be dragged and dropped into the selected candidates' portfolio when convenient.

The file storage can be closed and reopened by clicking on the arrow icon (displayed alongside the file storage title).

To delete files from the file storage area, hold down the <ctrl> button on the keyboard and click the relevant files and then click on the 'Delete' icon displayed on the bottom right of the screen.

Submit for assessment

If all mandatory files have been uploaded and additional information entered (where required), the overall status for the selected candidate and component will now state 'Ready for submission' and a <Submit> button will be displayed alongside the 'Complete' status.

The dashboard will also provide an overview of the number of candidates in a status of 'Ready for submission' for each component, which can be selected to navigate to the candidates portfolios in that status.
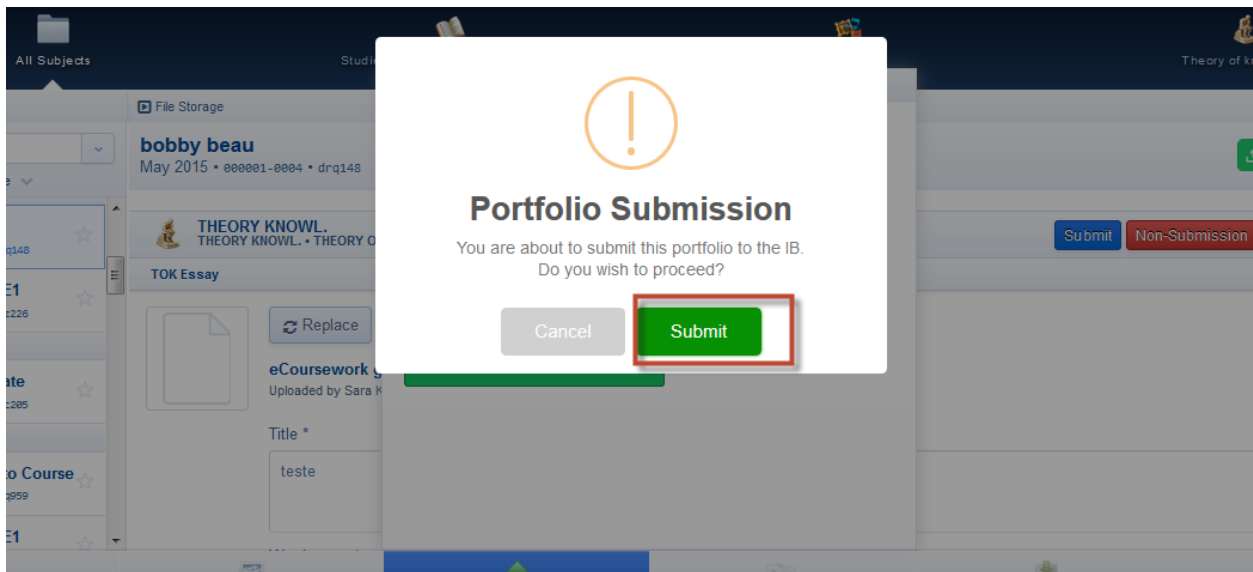
Click on the <Submit> button.
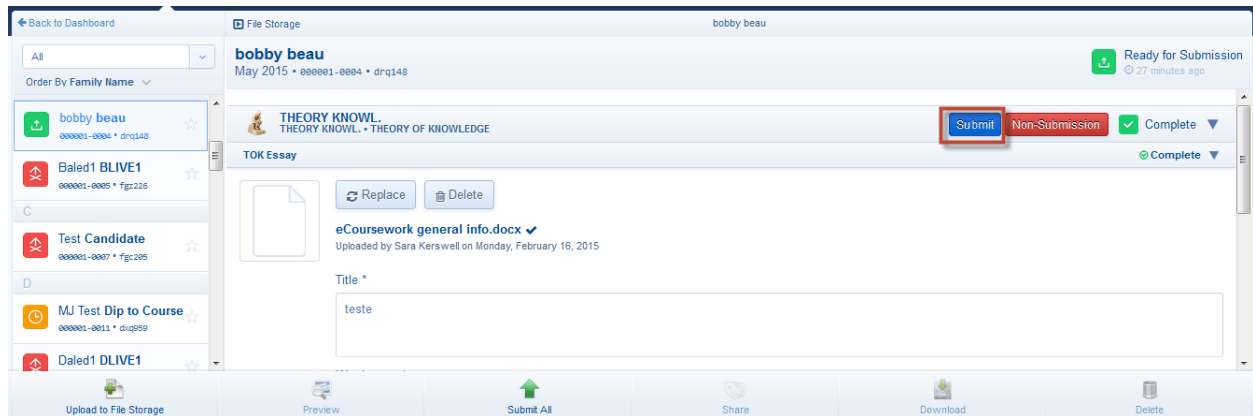
Click on the coursework confirmation checkbox acknowledging that the work is authentic and final and then click on the <Submit for assessment> button.
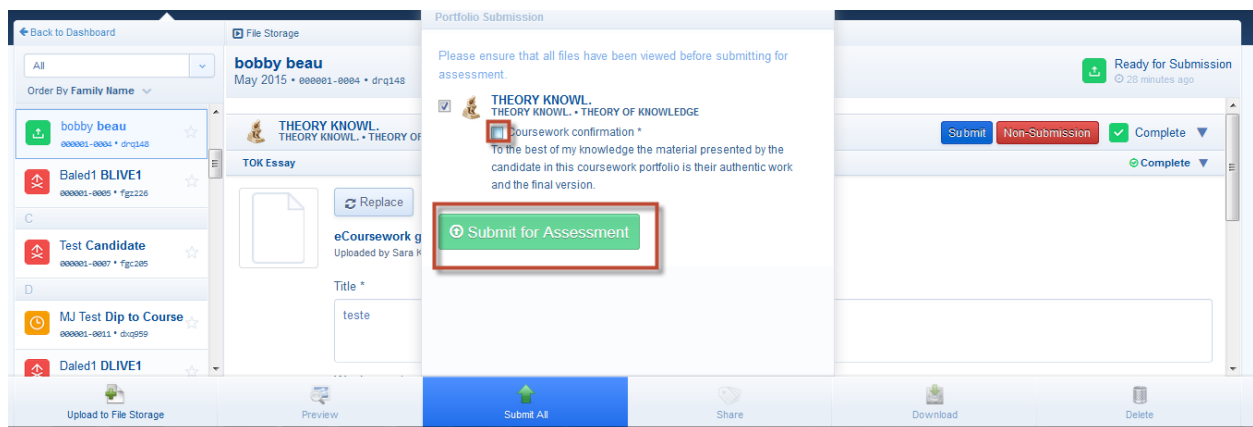
Click on the <Submit> button to confirm.

The portfolio will now be submitted to the IB and the portfolio status will change to 'School submitted' and the overall status will change to 'Complete'.

The upload process is now complete for the selected candidate and component.
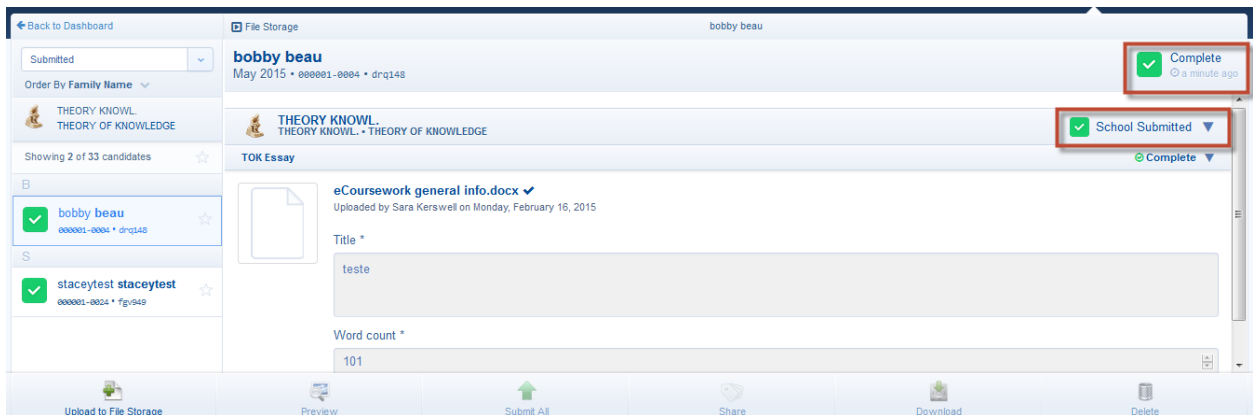
Please note, if a candidate has more than one portfolio in a status of 'Ready for submission', selecting the 'Submit all' icon displayed at the bottom of the screen will allow you to submit multiple portfolios at the same time.

Authenticating candidates submitted portfolios

If the candidate has uploaded and submitted their work to the coordinator/teacher/admin assistant, this will be highlighted on the dashboard by a number displaying in the 'Ready for authentication' column for the relevant component.

Click on the number in the dashboard.

Candidates with the selected status will be displayed.

Select the relevant candidate from the candidate list and the candidates' uploaded portfolio will be displayed. There will be three options available in the form of buttons:
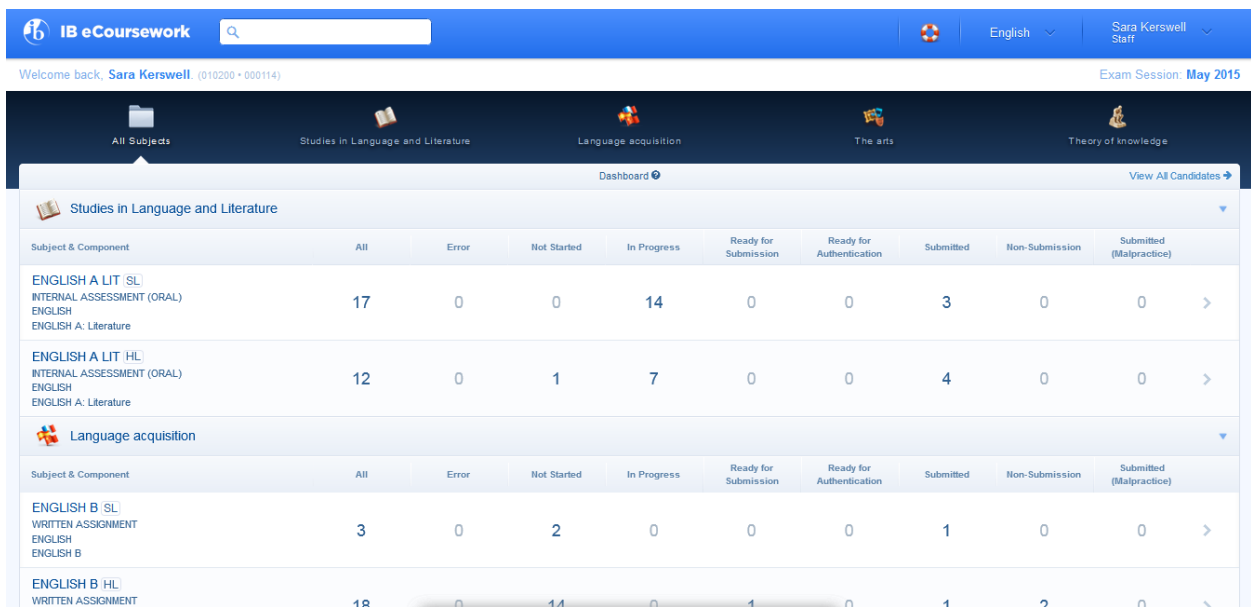
- **Authenticate** – on selecting and confirming the authenticity of the candidates work the portfolio will be submitted to the IB
- **Reject** – on selecting and confirming, the candidates submitted portfolio will be sent back to the candidate to make changes (the candidate will need to be notified of this) and allow them to resubmit.
- **Malpractice** – on clicking and confirming the action, the portfolios status will change to 'submitted (malpractice)', the candidate will not see this status.

Error checking

Once a candidate's portfolio has been submitted to the IB, the files will be scanned for viruses and checked for duplication. If viruses or duplicates are detected a notification will be displayed on the dashboard and an indication in the error column.

These files will need to be removed and new ones uploaded. To view the affected files, click on the number in the error column.

The related component upload screen will be displayed.

Select a candidate from the candidate list (if there is more than one candidate).

Click on the <Delete> button alongside the indicated file and then click on the <Upload> button or thumbnail placeholder to upload a new file.

When the files have been uploaded they will need to be submitted, please refer to the '**Submit for assessment' section**.

Repeat this process until all affected files are deleted and new files uploaded and submitted.