

eCoursework user guide

For candidates

Version: 1-0 (15 November 2016)

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Access

Log into candidates.ibo.org and select the **My Coursework** tab.
The **eCoursework** system will open in a new tab.

Screen layout

The diagram illustrates the layout of the IB eCoursework interface. It features a dark blue header with the 'IB eCoursework' logo, a search bar, and the user's name 'David Jones' with their candidate ID. The main content area is divided into two columns. The left column displays a list of coursework items, including 'ENGLISH B HL WRITTEN ASSIGNMENT' and 'THEORY KNOWL. THEORY OF KNOWLEDGE'. Each item has a 'Preview' button and a status indicator (e.g., '0 Uploaded / 1 Required'). Below each item are 'Upload' buttons and a file upload area. The right column is a 'File storage' area with a 'Drag & Drop' section and buttons for 'Upload to File Storage' and 'Upload from Google Drive'. Four callout boxes provide descriptions for key features: 'Coursework portfolio' (uploading and building a portfolio), 'Search' (searching for uploaded files), 'Preview' (previewing uploaded files), and 'File storage' (uploading files to assist with building a portfolio).

Coursework portfolio
Upload coursework and build your portfolio for each subject.

Search
Search for uploaded files.

Preview
Preview uploaded files

File storage
Upload files to a storage area to assist with building your portfolio

IB eCoursework Search Anything... David Jones Candidate (fzr409 • 000001)

David Jones
November 2016 000001-0009 • fzr409

ENGLISH B HL
WRITTEN ASSIGNMENT • ENGLISH • ENGLISH B
Updated: Wed, Nov 16, 2016 11:25:47

Rationale and Written Assignment 0 Uploaded / 1 Required

Upload Upload
Documents (DOC, DOCX, PDF, RTF; 50 MB max)

THEORY KNOWL.
THEORY OF KNOWLEDGE • ENGLISH • THEORY KNOWL.
Updated: Tue, Nov 15, 2016 16:19:32

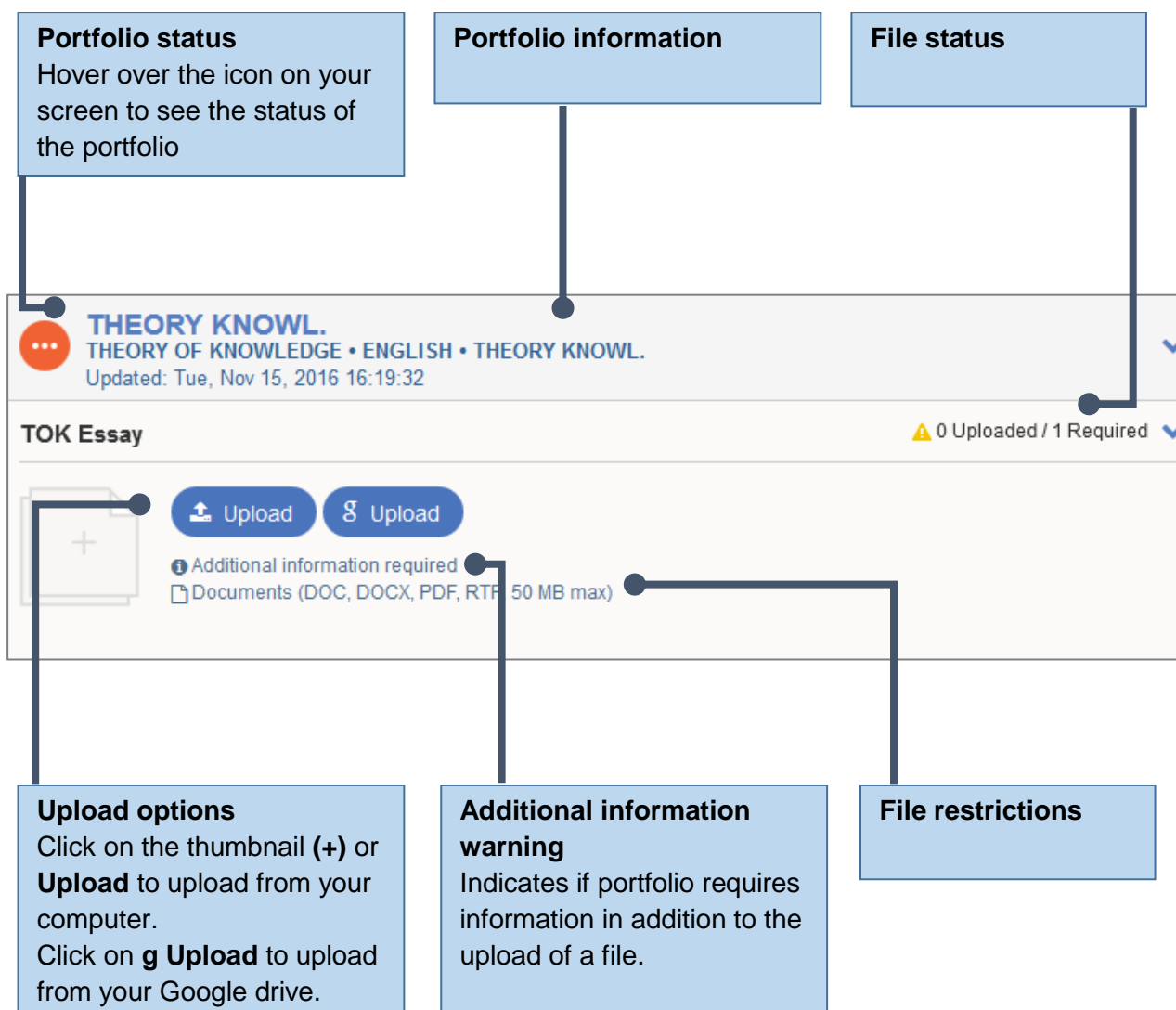
TOK Essay 0 Uploaded / 1 Required

Upload Upload
Additional information required
Documents (DOC, DOCX, PDF, RTF; 50 MB max)

Drag & Drop
your files here, or browse to upload.

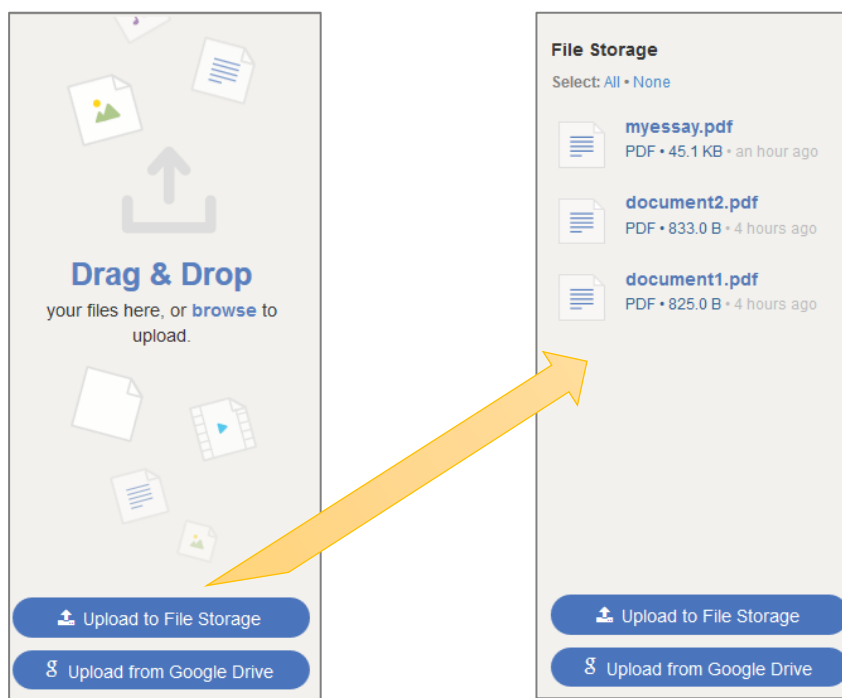
Upload to File Storage
Upload from Google Drive

Coursework portfolio



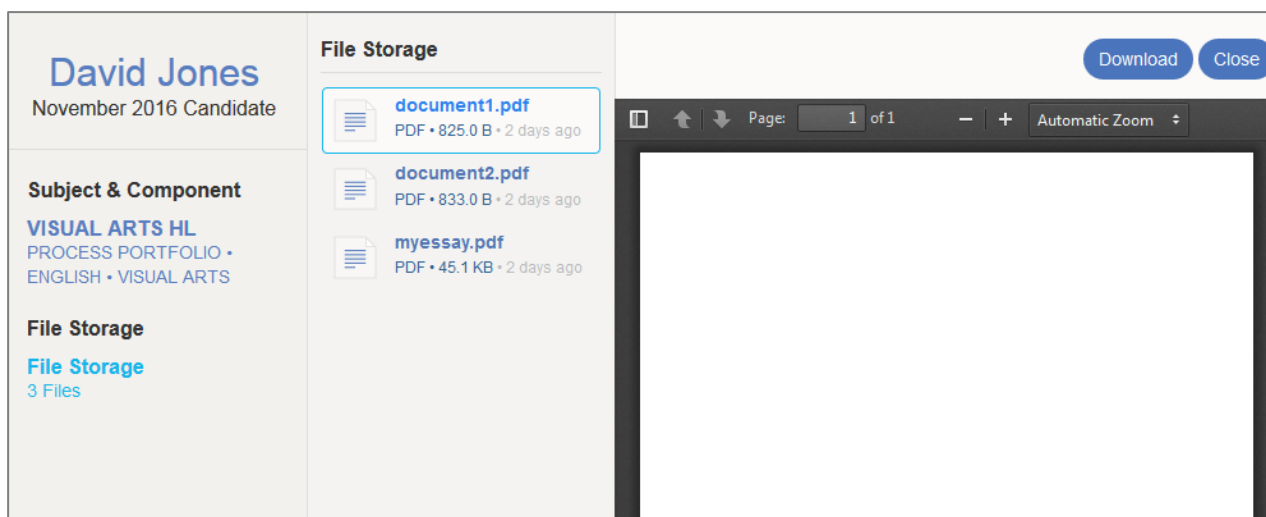
File Storage

The **File Storage** section allows you to upload and store files for future use. You can upload files from your computer (**Upload to File Storage**) or Google Drive (**g Upload from Google Drive**).



Preview

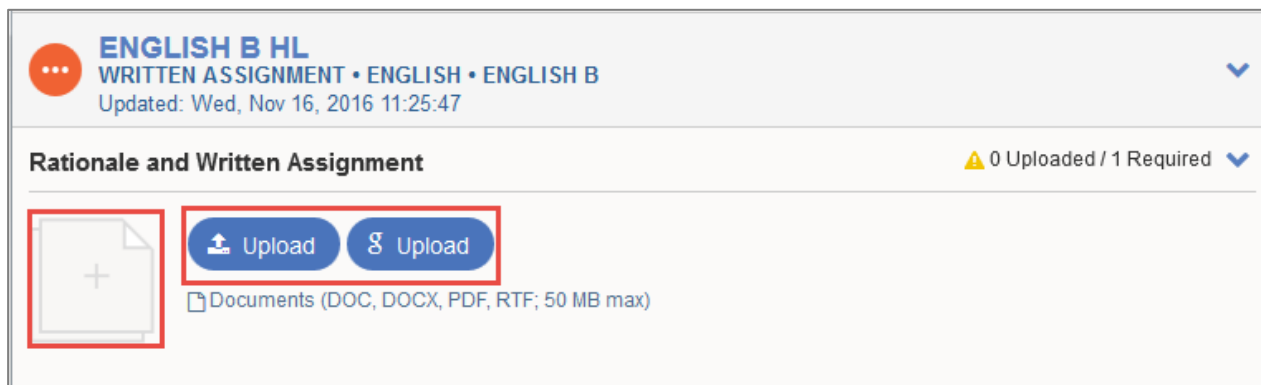
Click on **Preview** to view or download your uploaded files.



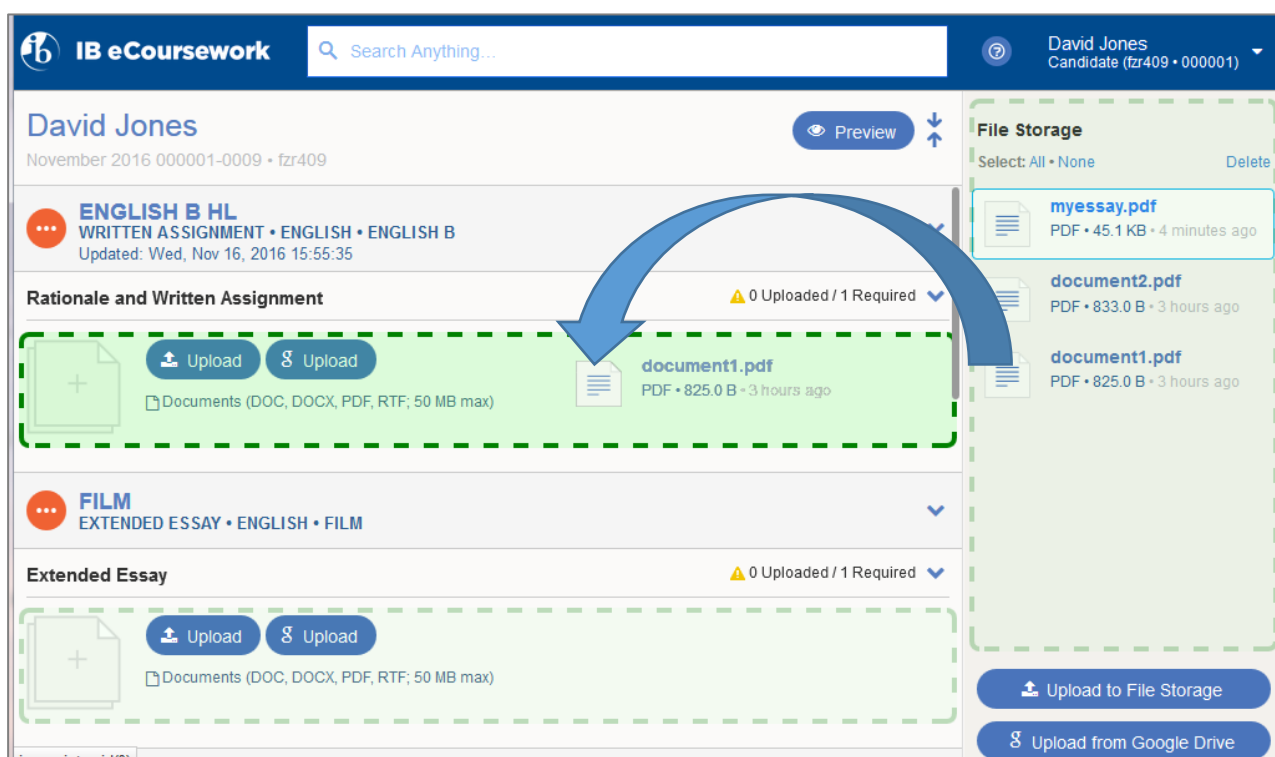
Uploading and submitting your work

Upload process



To upload your coursework portfolio for a subject component click on an **Upload** option. Select the file from your computer or Google drive.

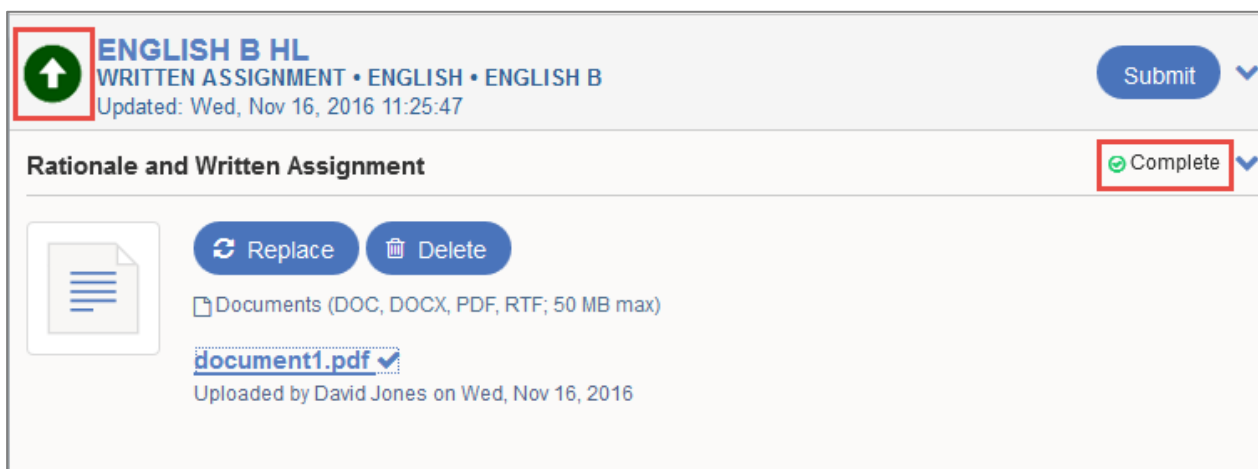



Alternatively, drag and drop the file from the **File Storage**.

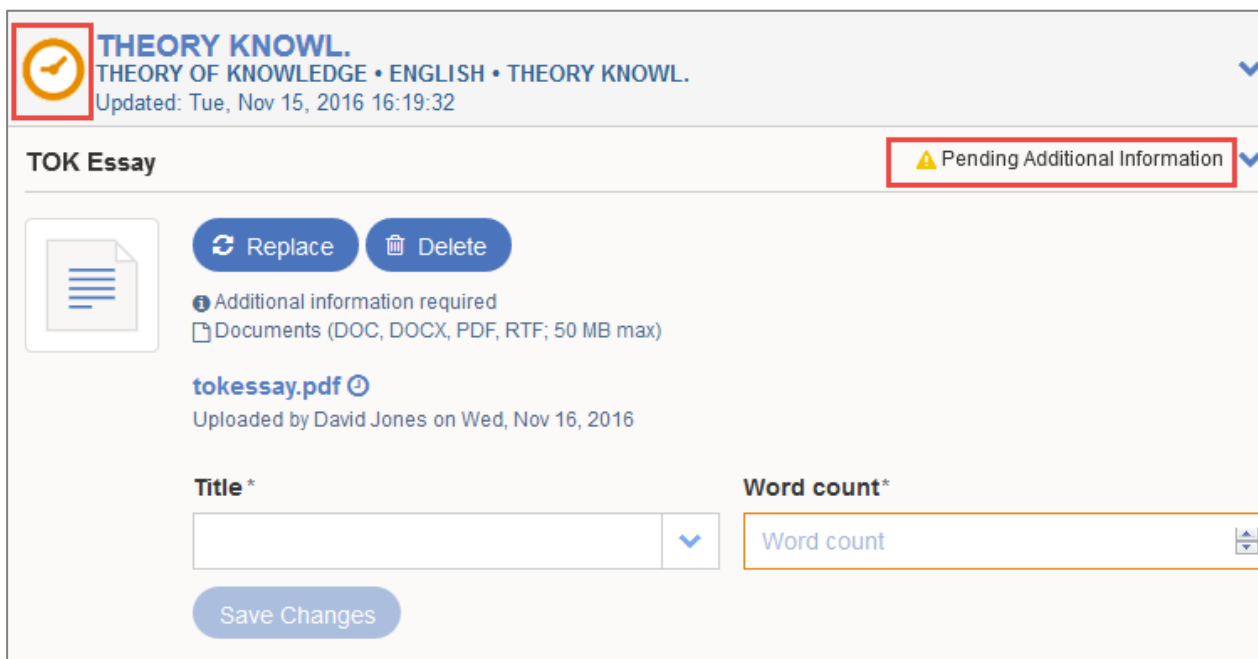




The file will be uploaded to the coursework portfolio.

If no additional information is required, the file status will change to **Complete** and portfolio status will update from **Not started**  to **Ready for submission** .



If additional information is required, the file status will change to **Pending Additional Information** and relevant entry fields will appear. The Portfolio status will update to **In progress** .



Enter the information and click on **Save Changes**. The Portfolio status will change from **In progress**  to **Ready for submission**  when all mandatory files are **Complete**.

At this stage, before the portfolio is submitted, you can **Replace** or **Delete** a file if required.


Submitting the work for Assessment

When the portfolio is complete and you are ready to submit it, click on **Submit**. You will not be able to make any changes after the work is submitted.

Upon clicking on **Submit** you will be asked to acknowledge that your work is authentic and final by ticking the **Declaration** checkbox. To finalize, click on **Submit for Assessment**.


ENGLISH B HL
WRITTEN ASSIGNMENT • ENGLISH • ENGLISH B


Rationale and Written Assignment

 **1. mycourseworkfile.pdf**
Uploaded by David Jones on Wed, Nov 16, 2016

Declaration
I confirm that this work is my own work and is the final version. I have acknowledged each use of the words or ideas of another person, whether written, oral or visual.

[Submit for Assessment](#)

The portfolio status icon will change to **Candidate submitted** .

 **ENGLISH B HL**
WRITTEN ASSIGNMENT • ENGLISH • ENGLISH B
Submitted: Wed, Nov 16, 2016 14:28:25

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