

# **eCoursework user guide**

For candidates

Version: 1-0 (15 November 2016)

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## Access

Log into [candidates.ibo.org](https://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. Four callout boxes at the top describe key features:

- 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.

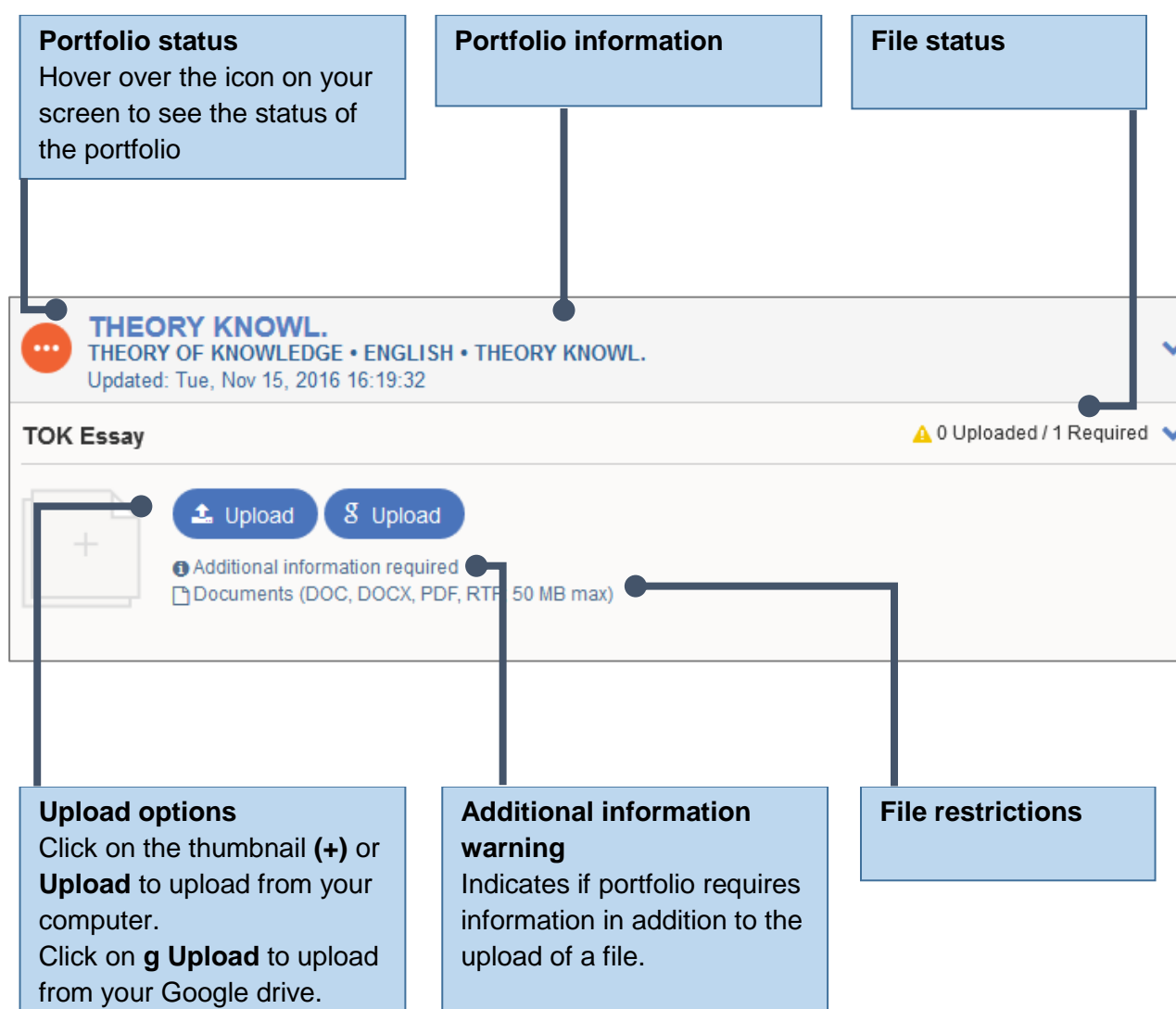
The interface itself is divided into a header, a main content area, and a right-hand sidebar.

**Header:** Includes the IB eCoursework logo, a search bar labeled "Search Anything...", and a user profile for David Jones (Candidate ftr409 • 000001).

**Main Content Area:** Displays the user's profile and a list of coursework items. The first item is "ENGLISH B HL WRITTEN ASSIGNMENT • ENGLISH • ENGLISH B", updated on Nov 16, 2016. It shows a "Rationale and Written Assignment" section with a "0 Uploaded / 1 Required" status. Below this is an "Upload" button and a note: "Documents (DOC, DOCX, PDF, RTF; 50 MB max)". The second item is "THEORY KNOWL. THEORY OF KNOWLEDGE • ENGLISH • THEORY KNOWL.", updated on Nov 15, 2016. It shows a "TOK Essay" section with a "0 Uploaded / 1 Required" status. Below this is an "Upload" button, a note "Additional information required", and another note "Documents (DOC, DOCX, PDF, RTF; 50 MB max)".

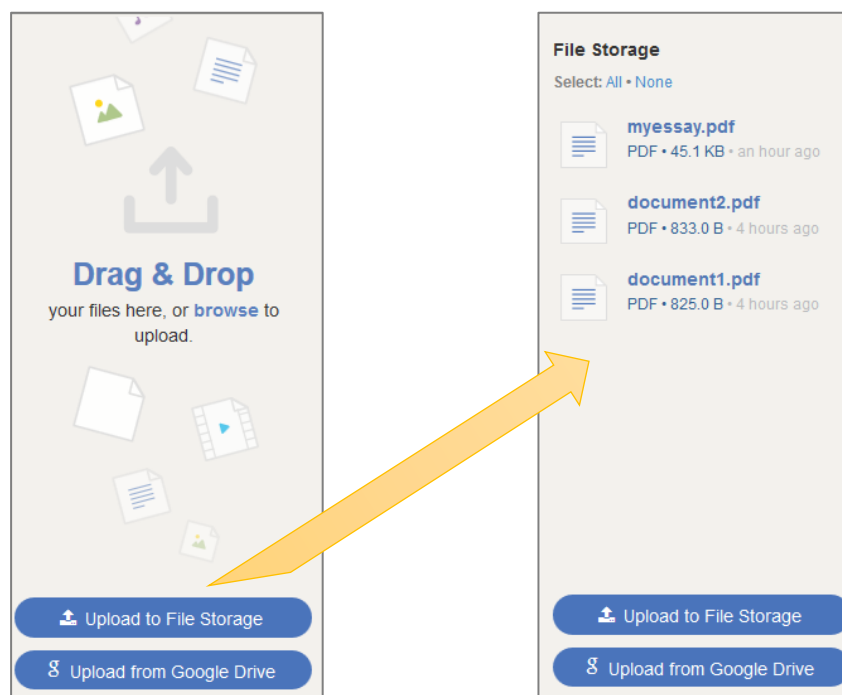
**Right-hand Sidebar:** Features a "Drag & Drop" area with the text "your files here, or browse to upload." and a "Preview" button. At the bottom, there are two buttons: "Upload to File Storage" and "Upload from Google Drive".

## Coursework portfolio



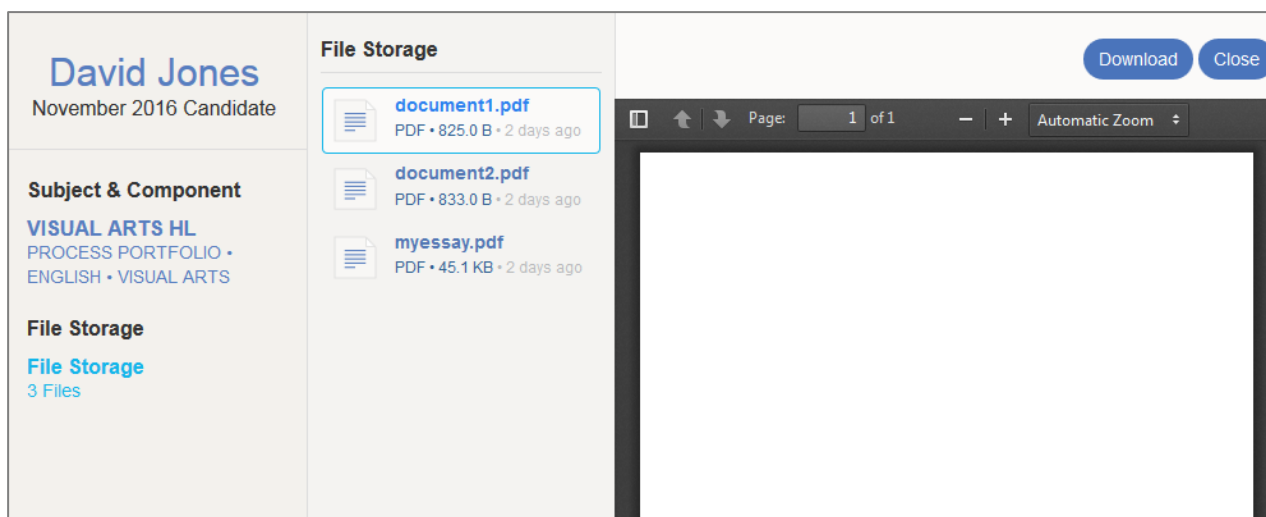
## File Storage

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

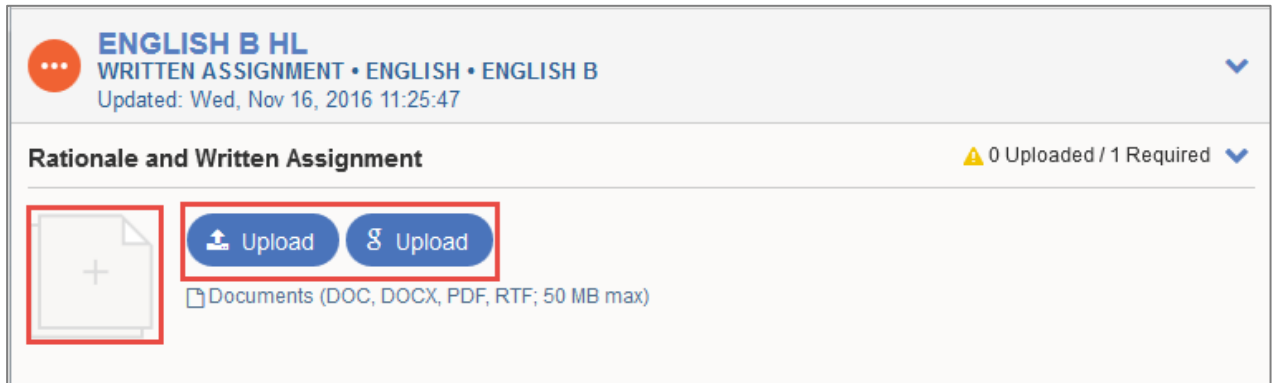
Click on **Preview** to view or download your uploaded files.



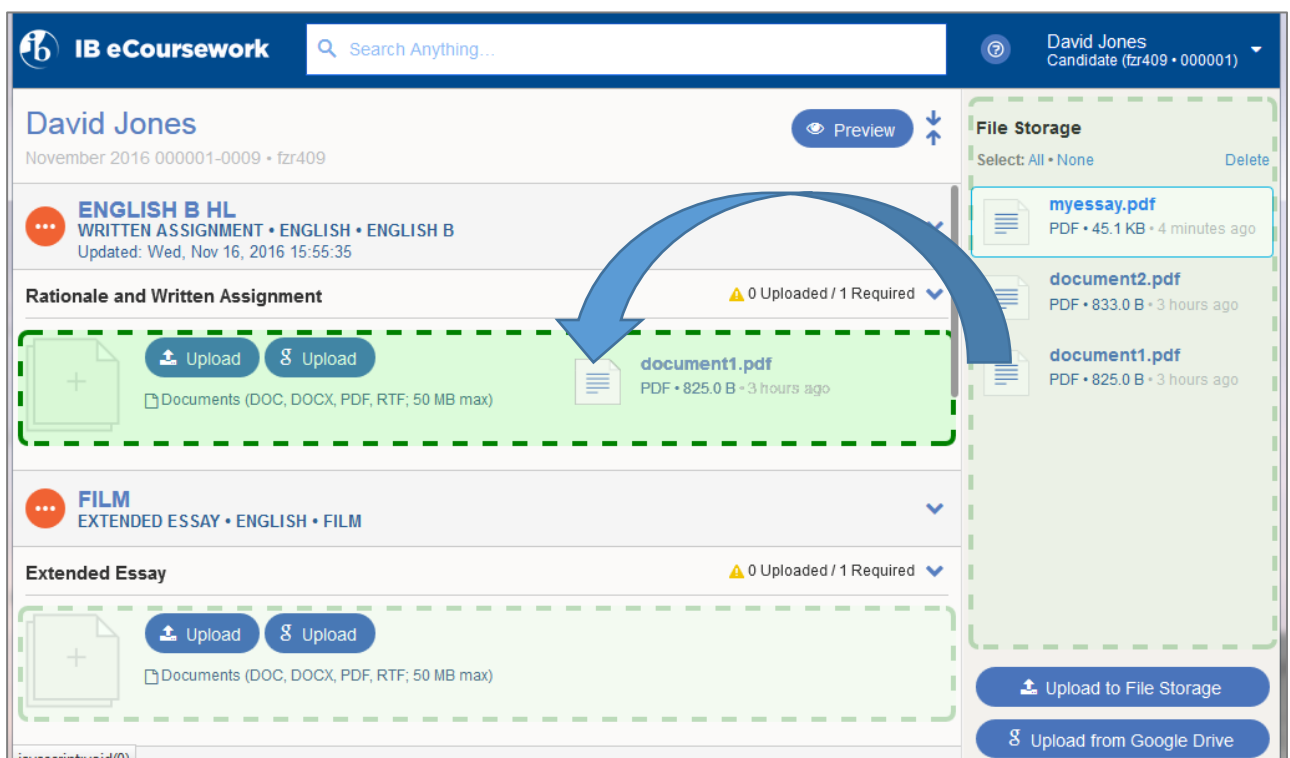
## Uploading and submitting your work

### 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.

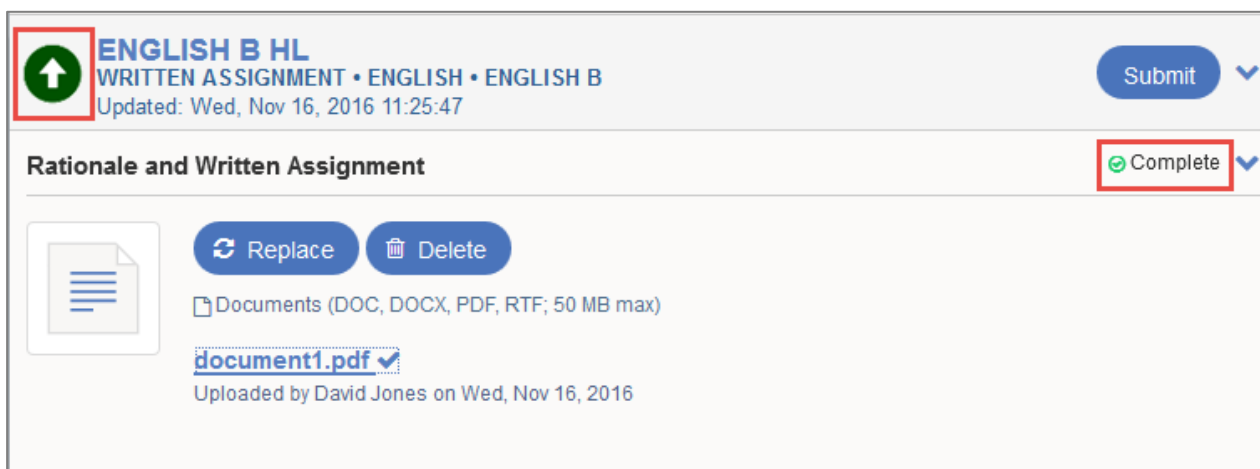


Alternatively, drag and drop the file from the **File Storage**.




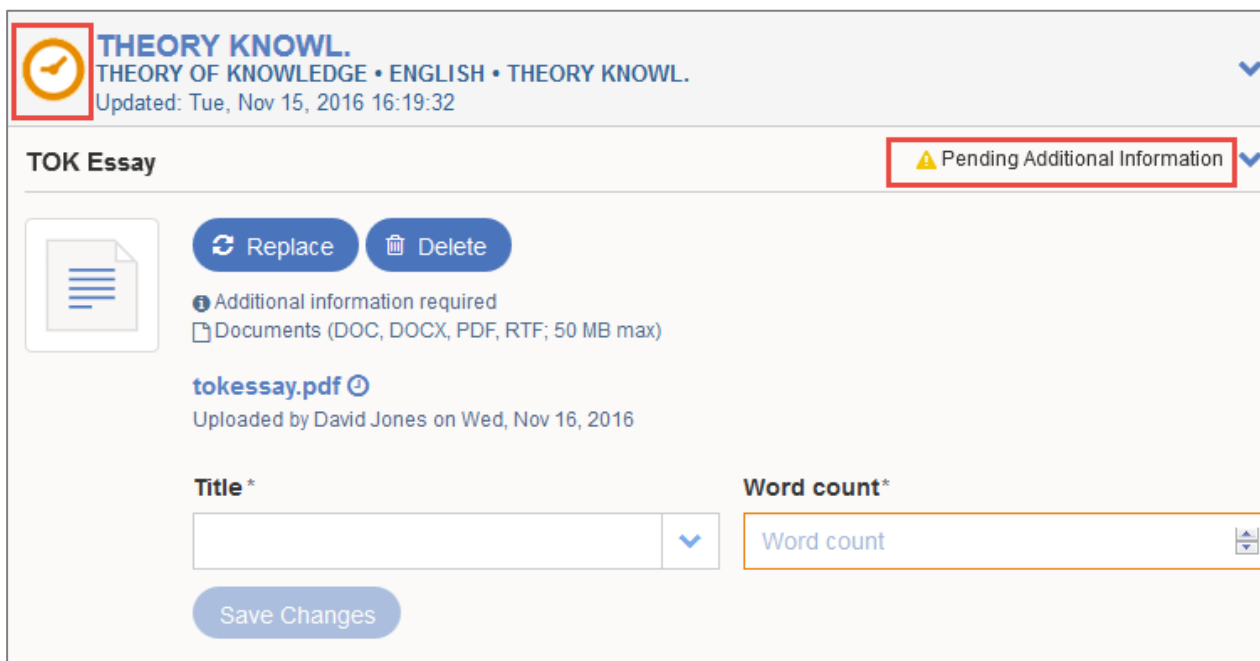
The file will be uploaded to the coursework portfolio.

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** .





The screenshot shows the 'ENGLISH B HL' assignment page. At the top, there is a green upward arrow icon in a red box. The assignment title is 'ENGLISH B HL' and the subject is 'WRITTEN ASSIGNMENT • ENGLISH • ENGLISH B'. The status is 'Complete' in a green box with a checkmark. Below the title, there is a section for 'Rationale and Written Assignment'. It includes a document icon, 'Replace' and 'Delete' buttons, and a file named 'document1.pdf' uploaded by David Jones on Wed, Nov 16, 2016. A 'Submit' button is visible in the top right corner.

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** .



The screenshot shows the 'THEORY KNOWL.' assignment page. At the top, there is an orange clock icon in a red box. The assignment title is 'THEORY KNOWL.' and the subject is 'THEORY OF KNOWLEDGE • ENGLISH • THEORY KNOWL.'. The status is 'Pending Additional Information' in a red box with a warning triangle. Below the title, there is a section for 'TOK Essay'. It includes a document icon, 'Replace' and 'Delete' buttons, and a file named 'tokessay.pdf' uploaded by David Jones on Wed, Nov 16, 2016. Below the file, there are fields for 'Title \*' and 'Word count \*'. The 'Title' field is empty, and the 'Word count' field has a placeholder 'Word count'. A 'Save Changes' button is at the bottom.

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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