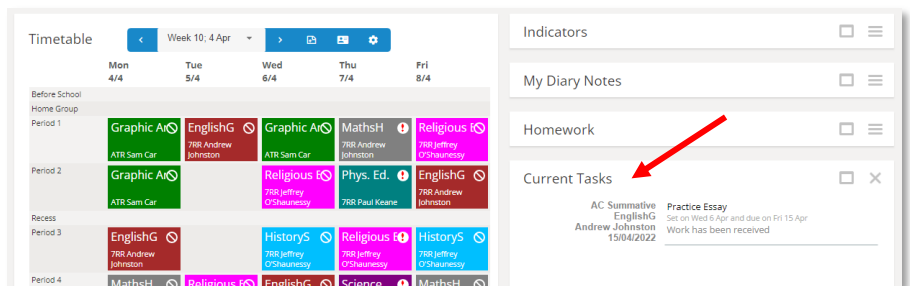


Accessing your Assessments

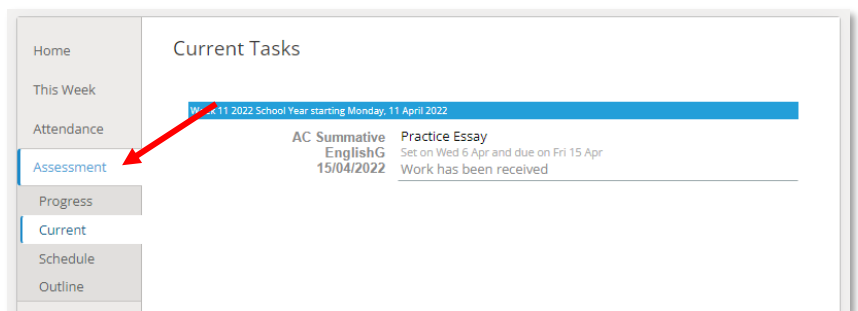
Task information can be found in multiple places.

1. From your Timetable:



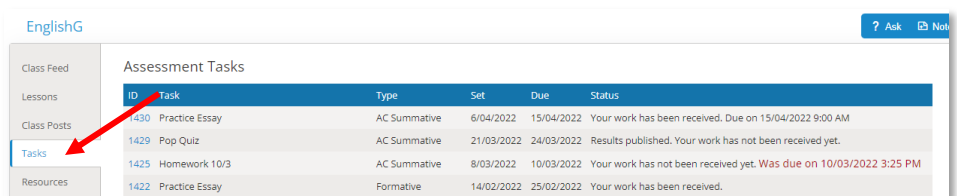
The screenshot shows a weekly timetable for 'Week 10, 4 Apr'. The timetable grid includes subjects like Graphic Art, EnglishG, MathsH, Religious Ed, Phys. Ed., and HistoryS. On the right, a sidebar contains 'Indicators', 'My Diary Notes', 'Homework', and 'Current Tasks'. A red arrow points to the 'Current Tasks' section, which lists 'AC Summative EnglishG' and 'Practice Essay'.

2. The assessment tab from your portfolio:



The screenshot shows the 'Current Tasks' page. On the left, a navigation menu has 'Assessment' highlighted with a red arrow. The main content area shows 'Week 11 2022 School Year starting Monday, 11 April 2022' and lists tasks: 'AC Summative EnglishG' (due 15/04/2022) and 'Practice Essay' (due Fri 15 Apr).

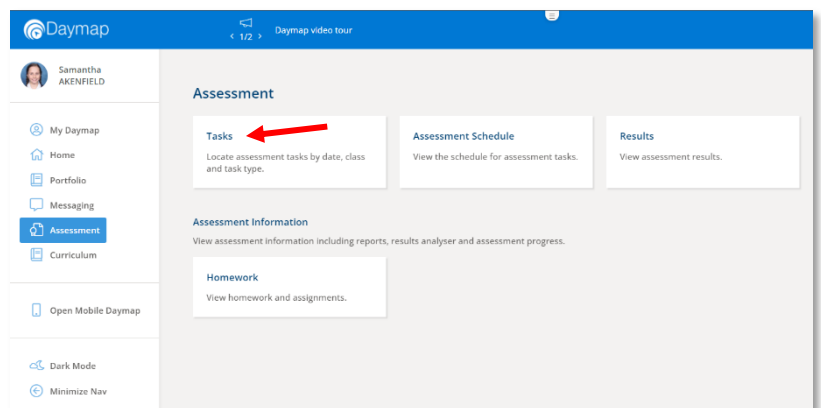
3. Tasks on the class page:



The screenshot shows the 'EnglishG' class page. On the left, a navigation menu has 'Tasks' highlighted with a red arrow. The main content area is titled 'Assessment Tasks' and contains a table with the following data:

ID	Task	Type	Set	Due	Status
1430	Practice Essay	AC Summative	6/04/2022	15/04/2022	Your work has been received. Due on 15/04/2022 9:00 AM
1429	Pop Quiz	AC Summative	21/03/2022	24/03/2022	Results published. Your work has not been received yet.
1425	Homework 10/3	AC Summative	8/03/2022	10/03/2022	Your work has not been received yet. Was due on 10/03/2022 3:25 PM
1422	Practice Essay	Formative	14/02/2022	25/02/2022	Your work has been received.

4. The task list (access via the Assessment menu):



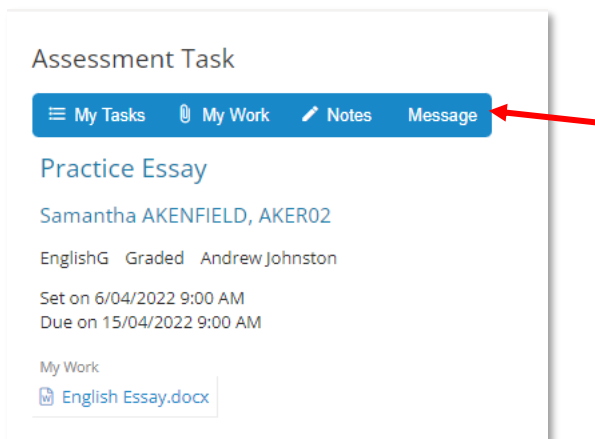
The screenshot shows the 'Assessment' menu page. On the left, a navigation menu has 'Assessment' highlighted. The main content area has a 'Tasks' button with a red arrow pointing to it. Other buttons include 'Assessment Schedule' and 'Results'. Below these are sections for 'Assessment Information' and 'Homework'.

Assessment Information

To see the details of your task, click directly on the task from the Timetable or Portfolio or the Task ID from the class page or assessment list.

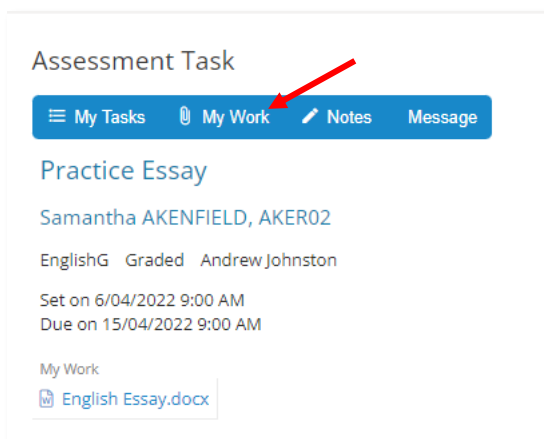
On this screen you will be able to see detailed information about the task and access any attachments, you can also check the due date or if the results have been returned to you.

If your school uses Messaging, you can click the Message button to send the teacher a question about the assignment and how you can submit it.



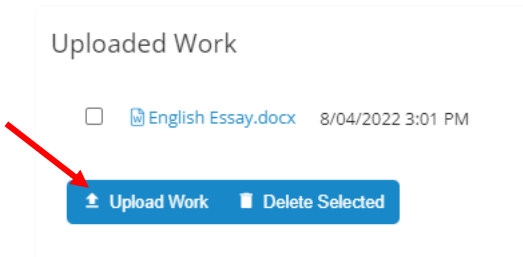
Submitting Your Work

To submit your work electronically, locate the task and open the assessment information. Click **My Work**.

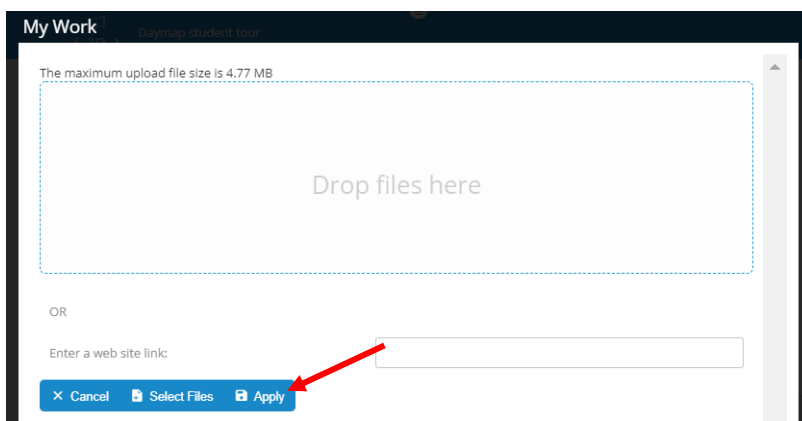


If the My Work button is not visible, you will need to speak to a teacher as your work might be overdue or they may wish to receive the work a different way.

After clicking **My Work**, you will see any work you have already uploaded for the task. To add files, select **Upload Work**.

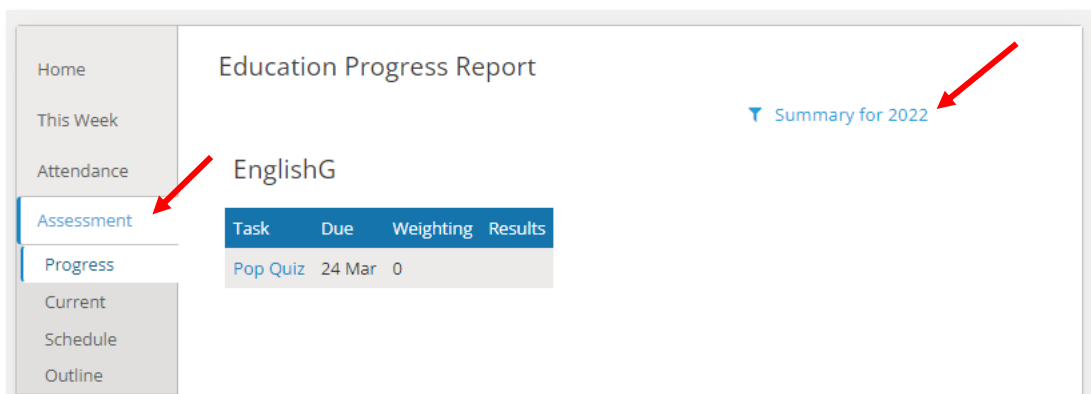


Drag and drop to add one or more documents, or browse to select a single file and then choose **Apply**.



Checking Your Results

To view your results and feedback for an assignment, go to your Portfolio and select Assessment. Use the filter in the top right corner to change the view and click on the tasks for results.



Results Filters

Results View

Summary
 List
 Tabular

2022
 31/01/2022 - 31/12/2022

Education Progress Report

[Completed tasks 2022](#)

Week 11 2022 School Year starting Monday, 11 April 2022

AC Summative EnglishG Andrew Johnston 15/04/2022	Practice Essay Set on Wed 6 Apr and due on Fri 15 Apr Work has been received
---	---

Week 8 2022 School Year starting Monday, 21 March 2022

AC Summative EnglishG Andrew Johnston 24/03/2022	Pop Quiz Set on Mon 21 Mar and due on Thu 24 Mar Overdue. Work has not been received
---	--

If the teacher has returned your uploaded mark electronically, you can access it by clicking on the task. The returned work will appear under your work:

Assessment Task

Practice Essay

Samantha AKENFIELD, AKER02

EnglishG Graded Andrew Johnston

Set on 6/04/2022 9:00 AM
Due on 15/04/2022 9:00 AM

My Work

Grade: **A**

Samantha showed initiative by reading a variety of texts. She needed to proofread work closely to check punctuation, grammar and fluency. She showed an excellent understanding of the need to use language differently in a range of circumstances. She showed continued improvement in her written tasks this semester.

Planning Your Time

To help you plan what to do next, use the Assessment Schedule in your Portfolio. Here you can see a calendar showing due dates for your assignments. Click on a task to see the task information.

