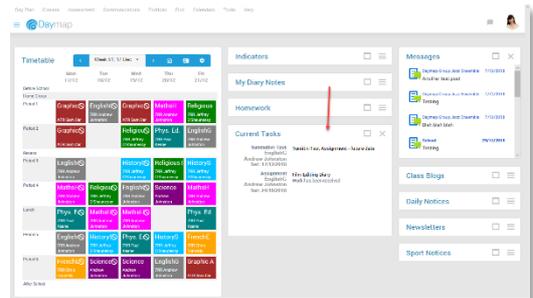


Accessing your assessments

Task information can be found in multiples places.

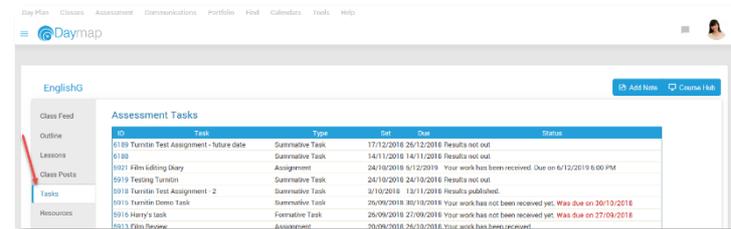
1. From your Timetable:



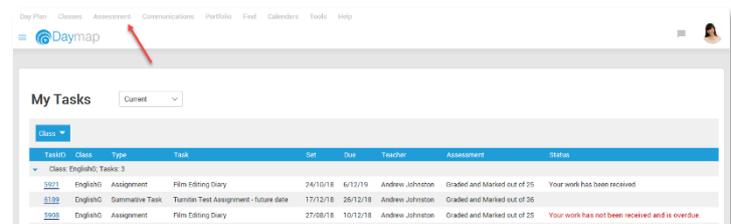
2. The assessment tab from your portfolio



3. Tasks on the class page



4. The task list (accessed via the Attendance menu)



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.

Assessment Task

My Tasks Message

Task: Film Editing Diary
Class: EnglishG
Type: Assignment

Attachments: rockstar.jpg
Set: 27/08/2018
Teacher: Andrew Johnston
Due: 10/12/2018 12:00 AM
Assessed: Graded and Marked out of 25
Status: Your work has not been received and is overdue.

Task Description:
During our study of **film editing**, keep a diary of each film we study and record your thoughts about the editing choices that have been made.
Keep different headings for:
* sound
* scene changes
* deleted scenes
Your diary must include not only the details of the editing choices, but your own views about these choices. For example:
* Do you agree with the editor's decision? Why or why not?
* What would you do differently?

Submitting your work

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

Assessment Task

My Work Message

Task: Film Editing Diary
Class: EnglishG
Type: Assignment

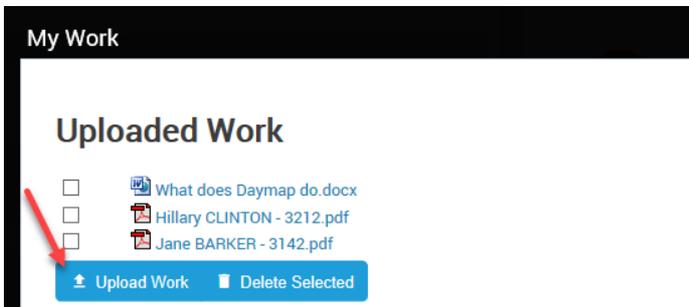
Attachments: testfile.txt
rockstar.jpg
Set: 2/01/2019
Teacher: Andrew Johnston
Due: 6/12/2019 6:00 PM
Assessed: Graded and Marked out of 25
Status: Your work has been received

My Work: What does Daymap do.docx
Hillary CLINTON - 3212.pdf
Jane BARKER - 3142.pdf

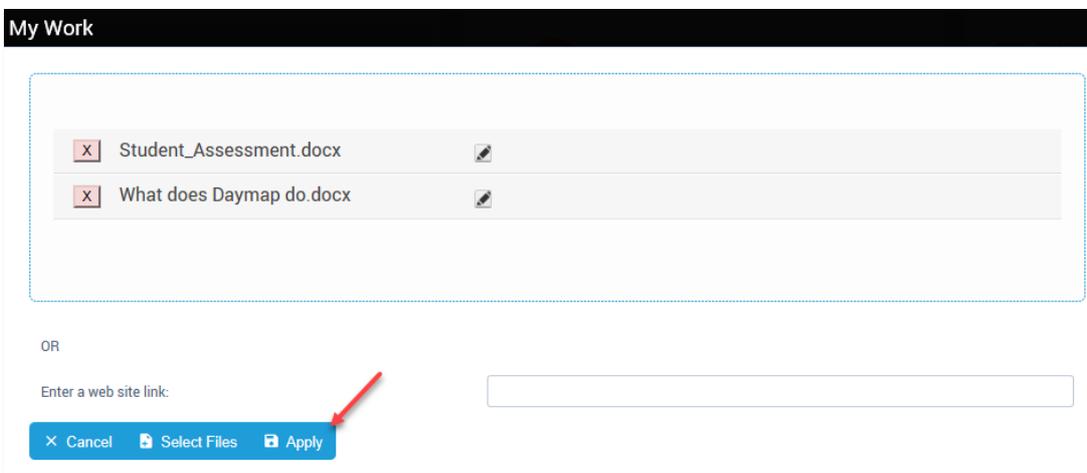
Task Description:
During our study of **film editing**, keep a diary of each film we study and record your thoughts about the editing choices that have been made.
Keep different headings for:
* sound
* scene changes
* deleted scenes
Your diary must include not only the details of the editing choices, but your own views about these choices. For example:
* Do you agree with the editor's decision? Why or why not?
* What would you do differently?
Your diary should be a minimum of 200 words per film studied and is due at the end of the unit.

If the My Work button is not visible, you will need to speak to your 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**

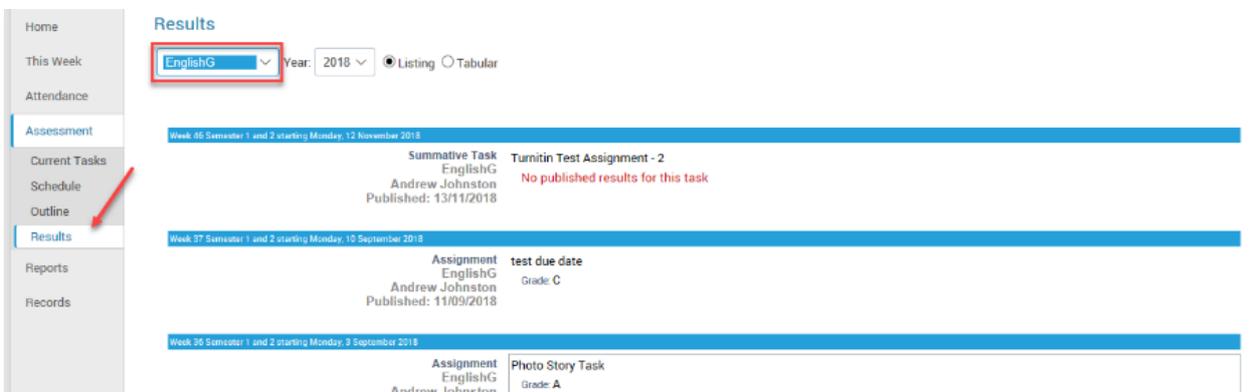


Drag and drop to add 1 or more documents, or browse to select a single file and then choose **Apply**.

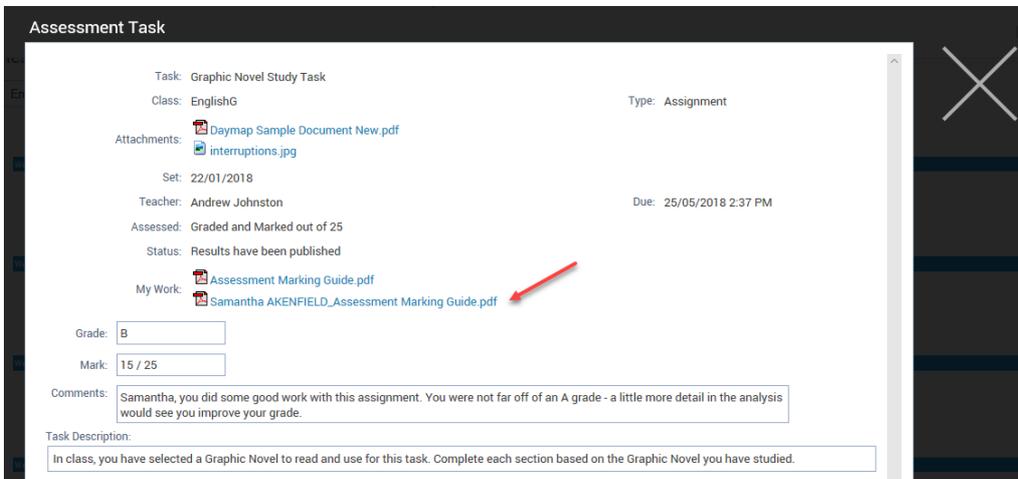


Checking your results

To view your results and feedback for an assignment, go to your Portfolio and select Assessment, then Results. Use the drop-down list to select a specific subject.



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:



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.

