

UPLOADING WORK SAMPLES

- Create a folder on your computer for the Marking Period—example “MP1”
- Select/Group Work Samples to be Scanned/Uploaded (For each student)
- Bundle and Scan Sample Documents for the student into your computer—
 - NOTE: You can now combine & scan ALL work samples for the student as a single upload
 - Sample Upload Bundle will include work samples for each course in which activity occurred during the Marking Period
- Label Sample Bundle file as follows & place it in the current MP folder on your computer in ALL CAPS
 - **LAST NAME, FIRST NAME__MARKING PERIOD_SCHOOL YEAR_WORK SAMPLES**
 - **Example: SMITH, JIM_MP1_2019_WORK SAMPLES**

Reference Training Manual for additional assistance

NOTES:

