

eCoursework user guide

For candidates

Version: 2-0 (15 November 2017)

Contents

Access	3
Screen layout	3
Coursework portfolio	4
Portfolio status descriptions	4
File Storage	5
Preview	5
Uploading and submitting your portfolio	6
Upload process	6
Submitting the work for Assessment	8

Access

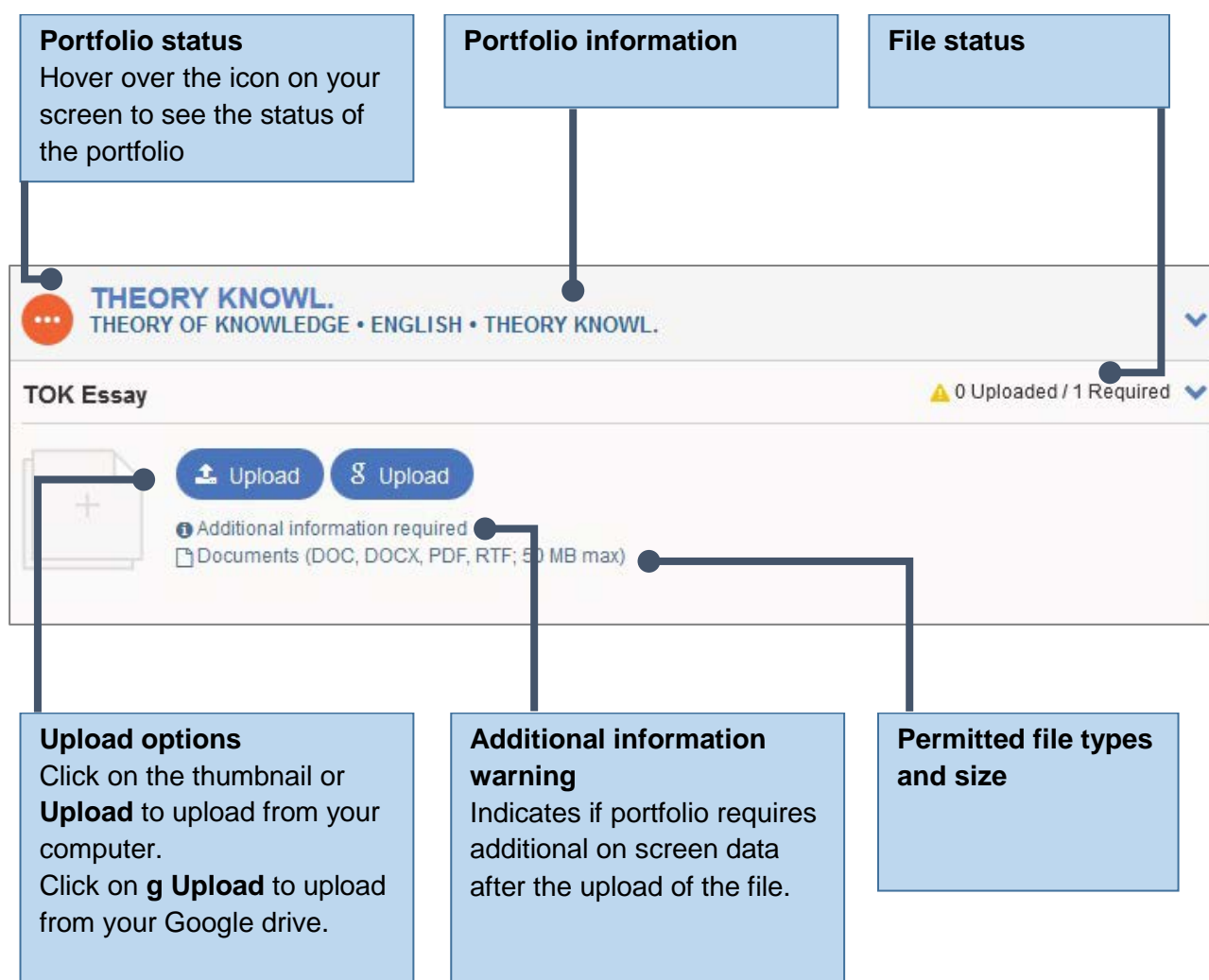
Log into candidates.ibo.org and select the **My Coursework** tab.
The **eCoursework** system will open in a new tab.

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 the user's profile and two subject sections: 'ENGLISH B HL' and 'THEORY KNOWL.'. Each section includes a title, a dropdown arrow, and a progress indicator (e.g., '0 Uploaded / 1 Required'). Below each section are 'Upload' buttons and a file upload area with a plus sign icon and a list of supported document types (DOC, DOCX, PDF, RTF; 50 MB max). The right column is a 'File storage' area with a 'Drag & Drop' section and two buttons: 'Upload to File Storage' and 'Upload from Google Drive'. Four callout boxes with lines pointing to specific elements provide the following descriptions:

- 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.

Coursework portfolio



Portfolio status descriptions

The following statuses are used for the upload process.

Not started – Portfolio not started.

In progress – An element of the portfolio has been added.

Ready for submission – All elements of the portfolio have been added, but it has not yet been submitted.

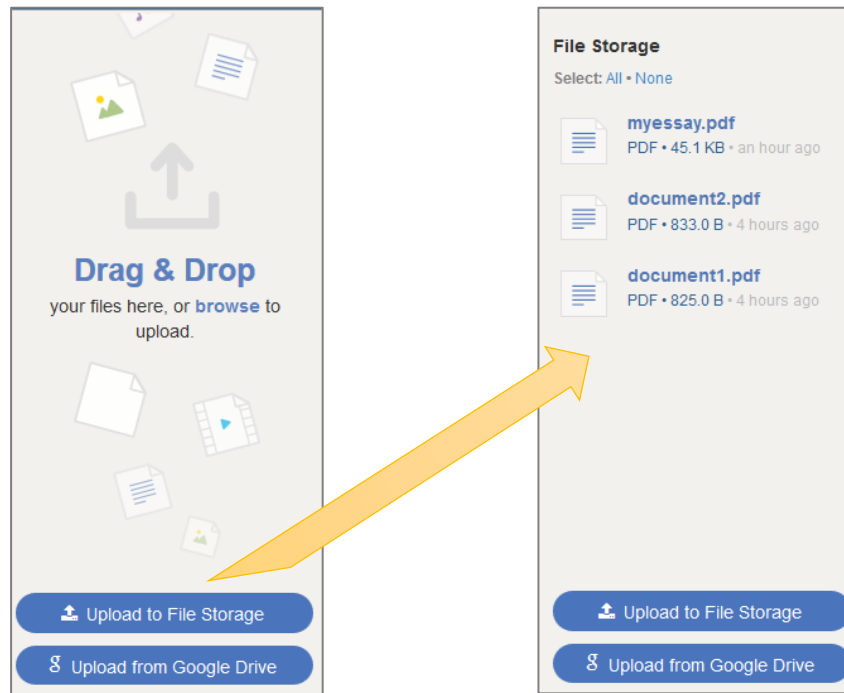
Candidate submitted – The portfolio has been submitted for assessment.

Status Icons



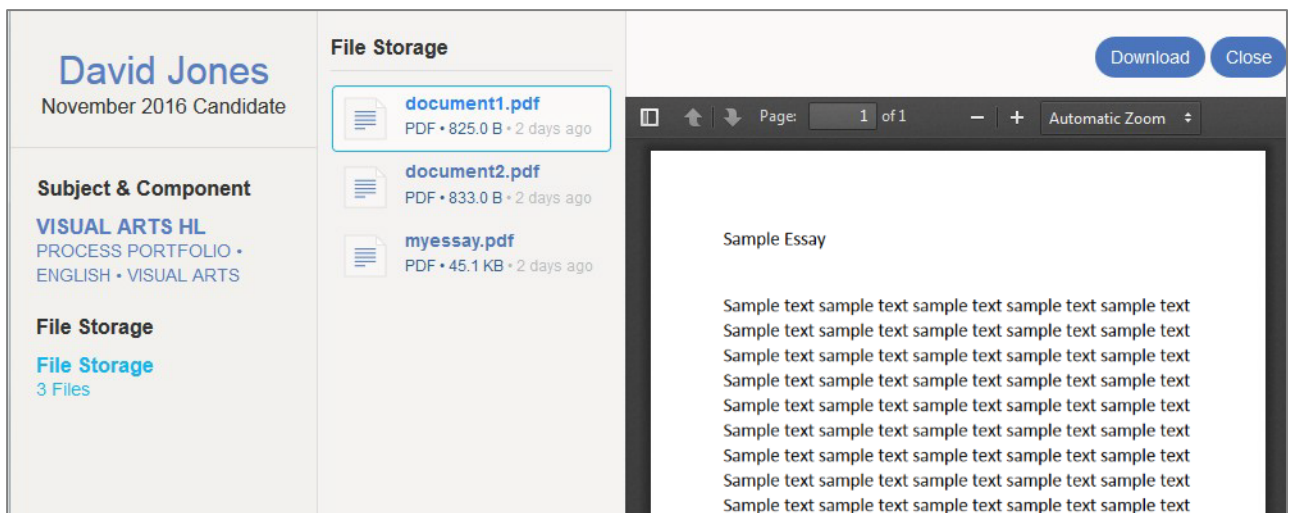
File Storage

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.



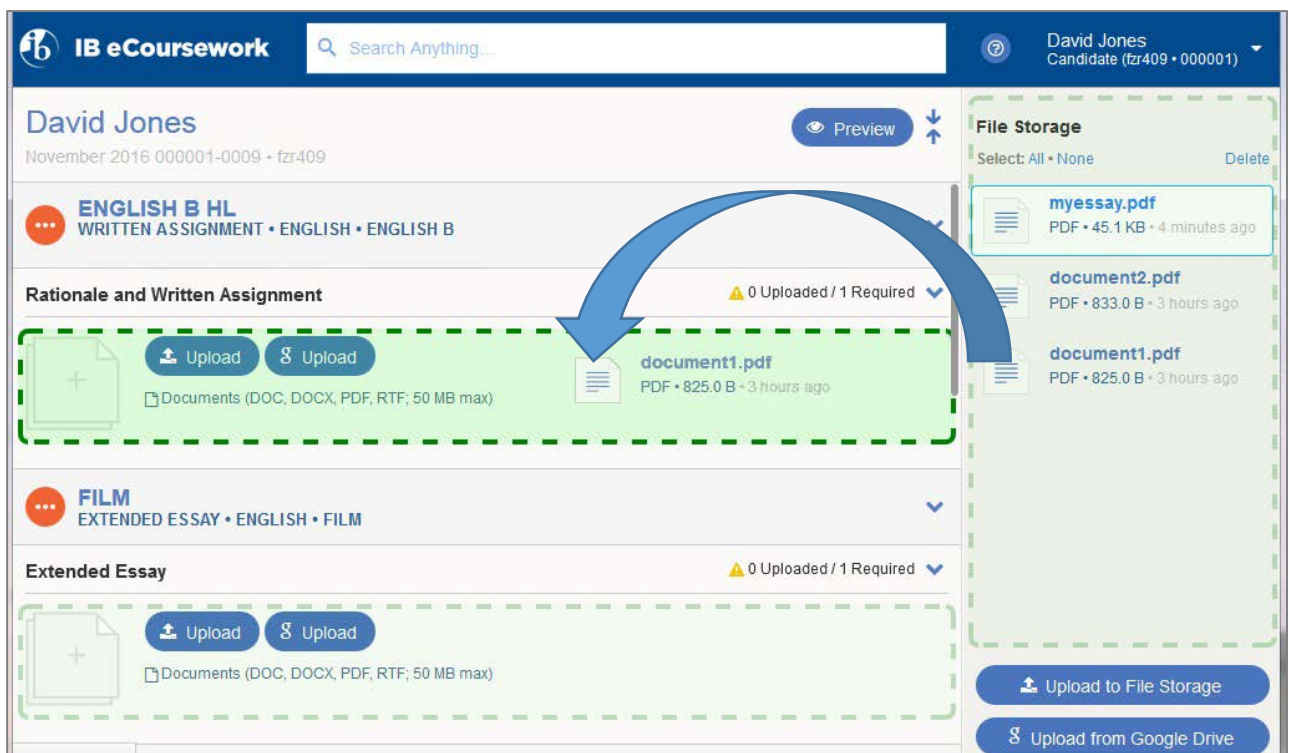
Uploading and submitting your portfolio

Upload process

To upload your coursework portfolio for a subject component, click on an **Upload** option. Click **Upload** or the thumbnail to upload from your computer or click on **g Upload** to upload from Google drive. The file will be uploaded to the coursework portfolio.




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



If additional information for a file is required, relevant entry fields will appear after it is uploaded. Enter the information and click on **Save Changes**.

THEORY KNOWL.
THEORY OF KNOWLEDGE • ENGLISH • THEORY KNOWL.

TOK Essay ⚠ Pending Additional Information

 Replace Delete

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

tokessay.pdf

Title * **Word count ***


Save Changes

When all elements of the portfolio are added, the option to **Submit** will appear. At this stage, before the portfolio is submitted, you can **Replace** or **Delete** a file.

THEORY KNOWL.
THEORY OF KNOWLEDGE • ENGLISH • THEORY KNOWL.

Submit

TOK Essay ✔ Complete

 Replace Delete

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

tokessay.pdf

Title * **Word count ***

Save Changes

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 the submission, click on **Submit for Assessment**.

ENGLISH B HL

WRITTEN ASSIGNMENT • ENGLISH • ENGLISH B

Rationale and Written Assignment



1. mycourseworkfile.pdf

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](#)