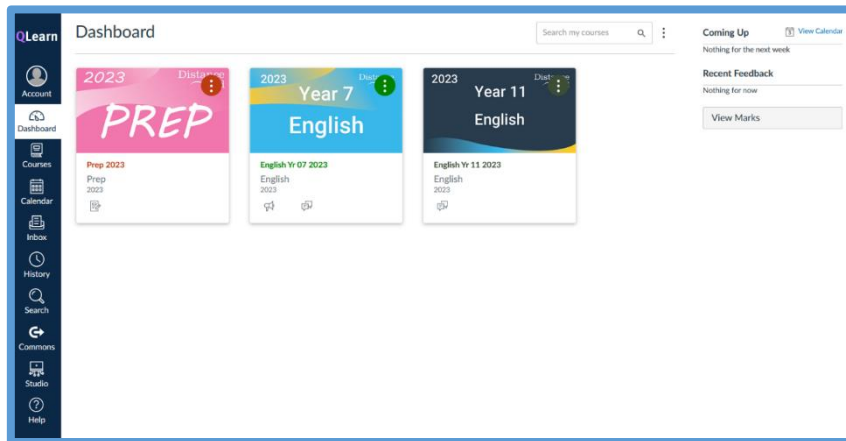


## Submitting Assessments in Qlearn

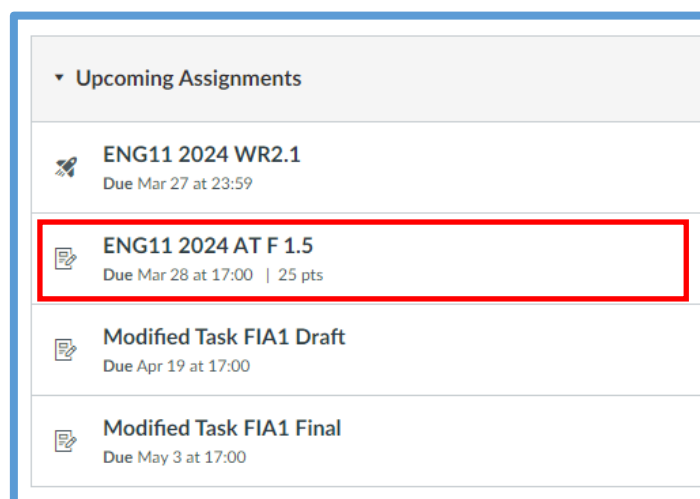
Open Qlearn in your browser and click on a Year level course (Primary) or Subject course (Secondary).



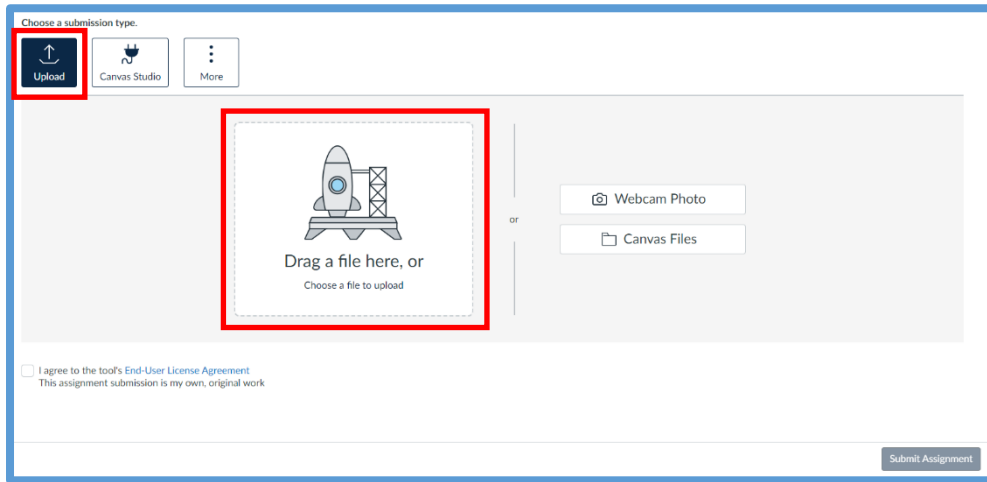
On the course home page, click the 'Assessments' button



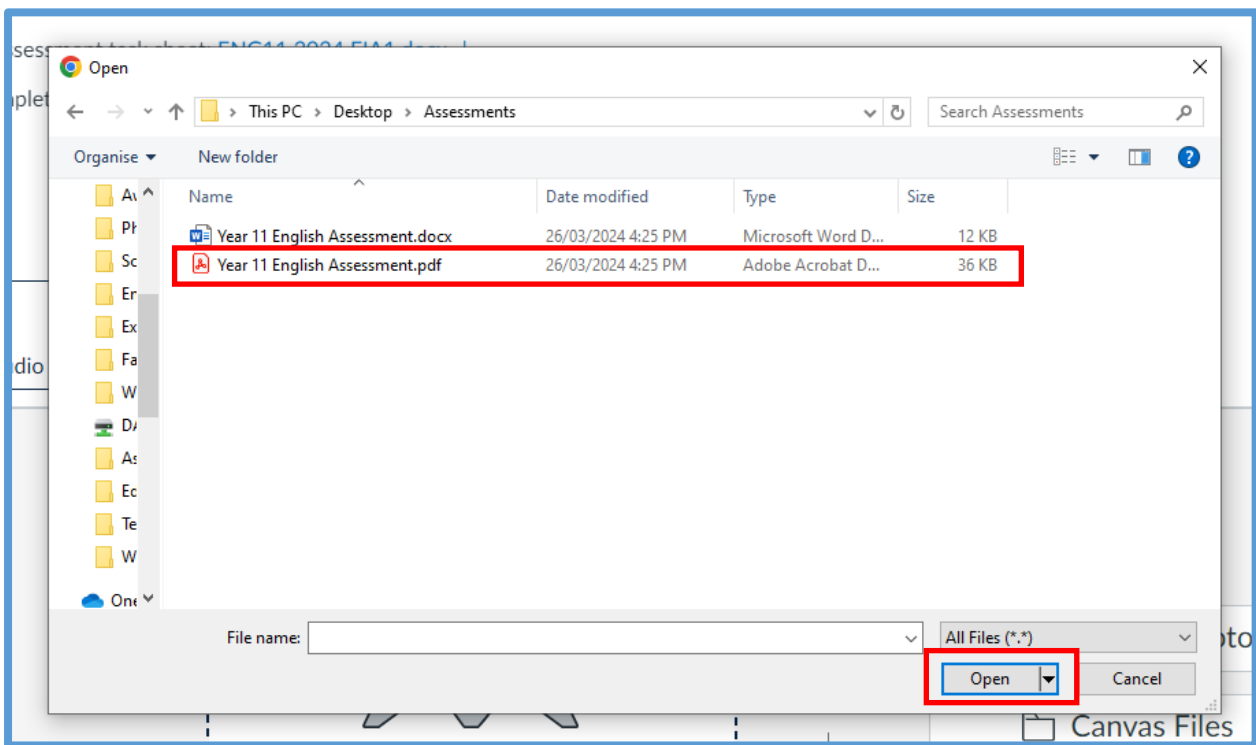
Select the assignment you need to submit assessment for.



Scroll down to the bottom of the page. Click on the 'Upload' button or the rocket ship icon 'Drag a file here, or choose a file to upload'.



This will launch your file explorer. Find and select your assessment that you would like to upload, then press 'Open'.



This will upload your assessment. You can upload multiple files at once. To check that your file has uploaded successfully, check that you can view the file name beneath the 'Upload' button.

The screenshot shows the 'Choose a submission type' interface. At the top, there are three buttons: 'Upload', 'Canvas Studio', and 'More'. Below these is a file upload area with a red border. It contains a file icon, the name 'Year 11 E...sment.pdf', a green checkmark, and a trash icon. In the center, there is a large dashed box with a rocket icon and the text 'Drag a file here, or Choose a file to upload'. To the right of this box are two buttons: 'Webcam Photo' and 'Canvas Files'. At the bottom left, there is a checkbox labeled 'I agree to the tool's End-User License Agreement This assignment submission is my own, original work'. At the bottom right, there is a 'Submit Assignment' button.

If you haven't uploaded your file and/or haven't selected the 'I agree to the tool's End-User License Agreement' button in the bottom left corner (Secondary Students Only), the 'Submit Assignment' button remains greyed out.

Once you select this option and your file has uploaded successfully, select the 'Submit Assignment' button in the bottom right corner which will now become active and the colour blue.

This screenshot is identical to the one above, but with two key changes. The checkbox 'I agree to the tool's End-User License Agreement This assignment submission is my own, original work' is now checked. The 'Submit Assignment' button at the bottom right is now active and has a blue background.

You have now uploaded your assignment!