

eCoursework user guide

For candidates

Version: 2-0 (15 November 2017)

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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. Below the header, the interface is divided into several sections. On the left, there are two subject-specific assignment cards: 'ENGLISH B HL WRITTEN ASSIGNMENT' and 'THEORY KNOWL. THEORY OF KNOWLEDGE'. Each card includes an 'Upload' button and a 'Preview' button. On the right, there 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 provide descriptions for key features: 'Coursework portfolio' (uploading and building a portfolio), 'Search' (searching for uploaded files), 'Preview' (previewing uploaded files), and 'File storage' (uploading files to assist with building a portfolio).

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

IB eCoursework Search Anything... David Jones Candidate (fzr409 • 000001)

David Jones
November 2016 000001-0009 • fzr409

ENGLISH B HL
WRITTEN ASSIGNMENT • ENGLISH • ENGLISH B

Rationale and Written Assignment 0 Uploaded / 1 Required

Upload Upload
Documents (DOC, DOCX, PDF, RTF; 50 MB max)

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

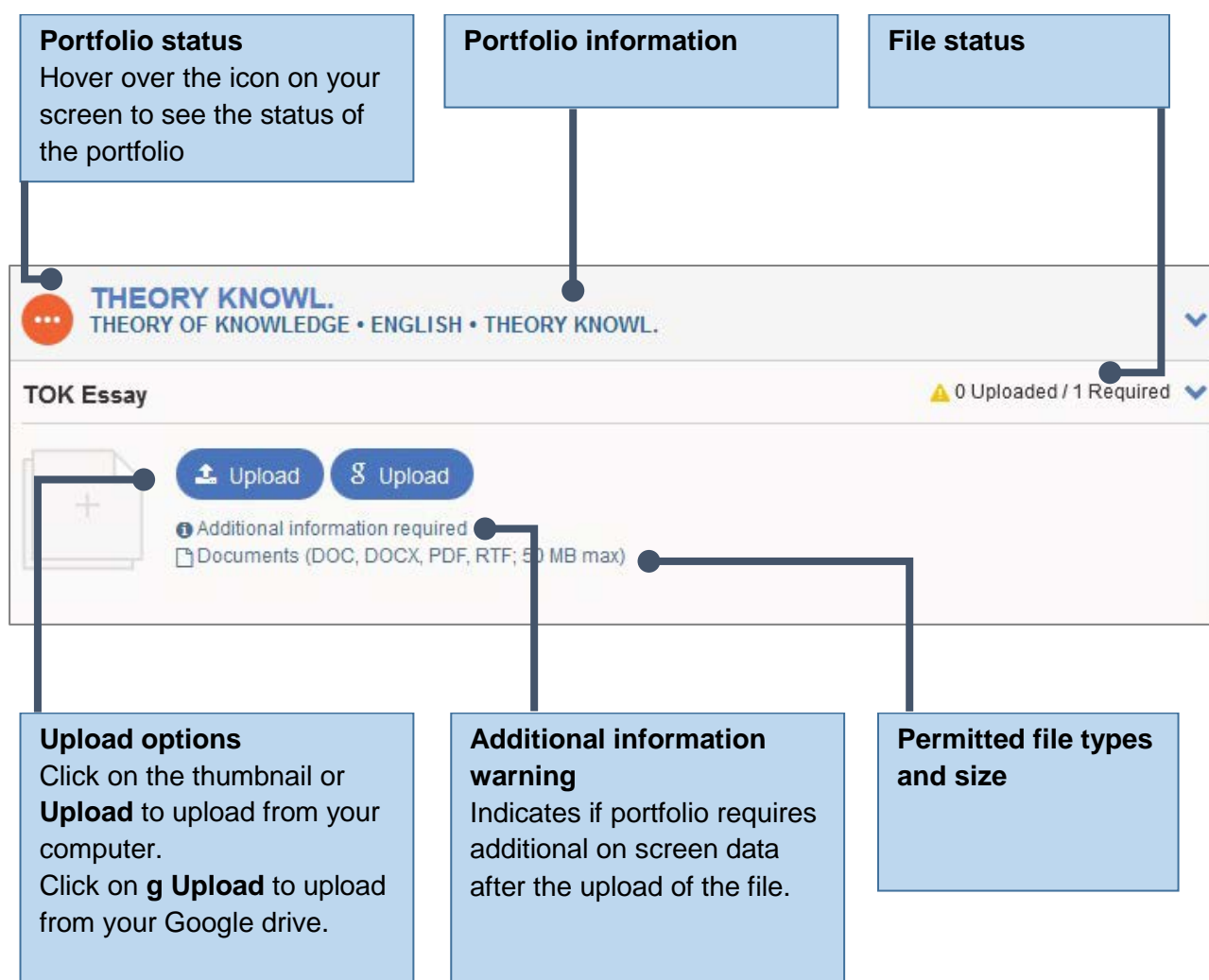
TOK Essay 0 Uploaded / 1 Required

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

Drag & Drop
your files here, or browse to upload.

Upload to File Storage
Upload from Google Drive

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.

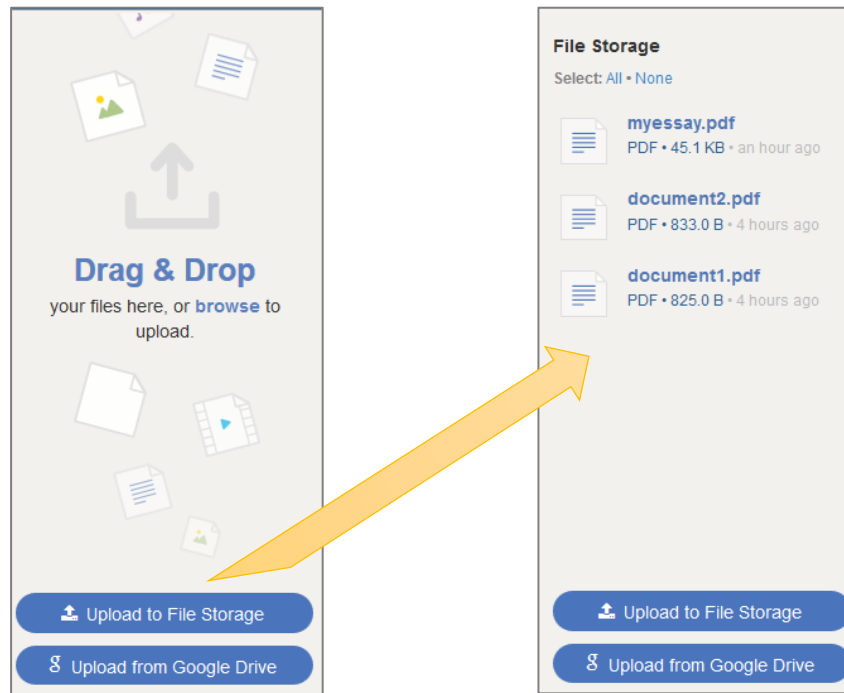
Candidate submitted – The portfolio has been submitted for assessment.

Status Icons



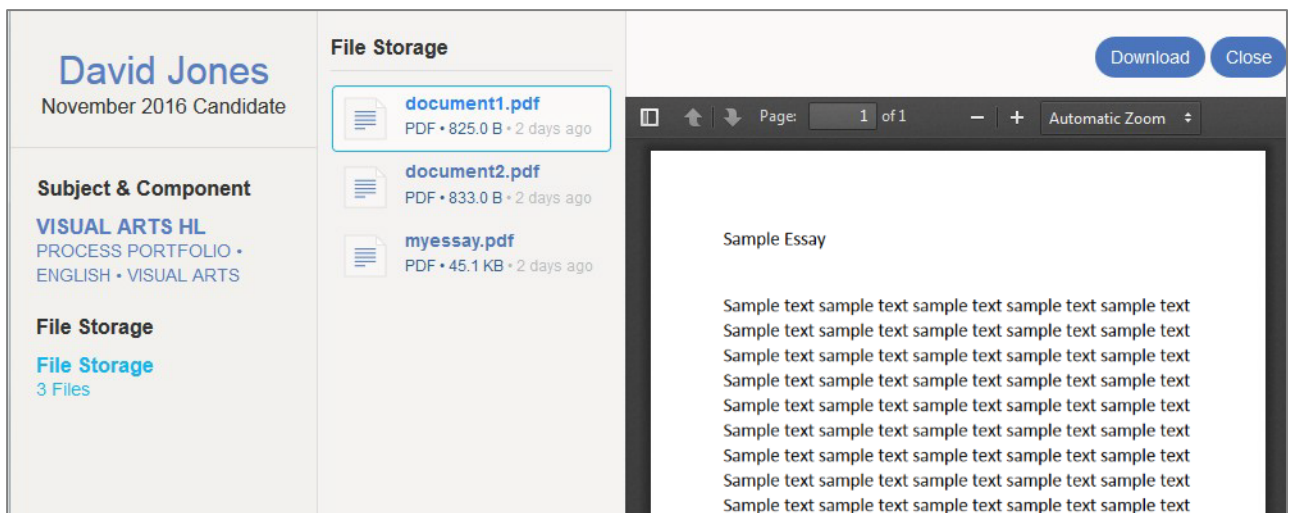
File Storage

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.



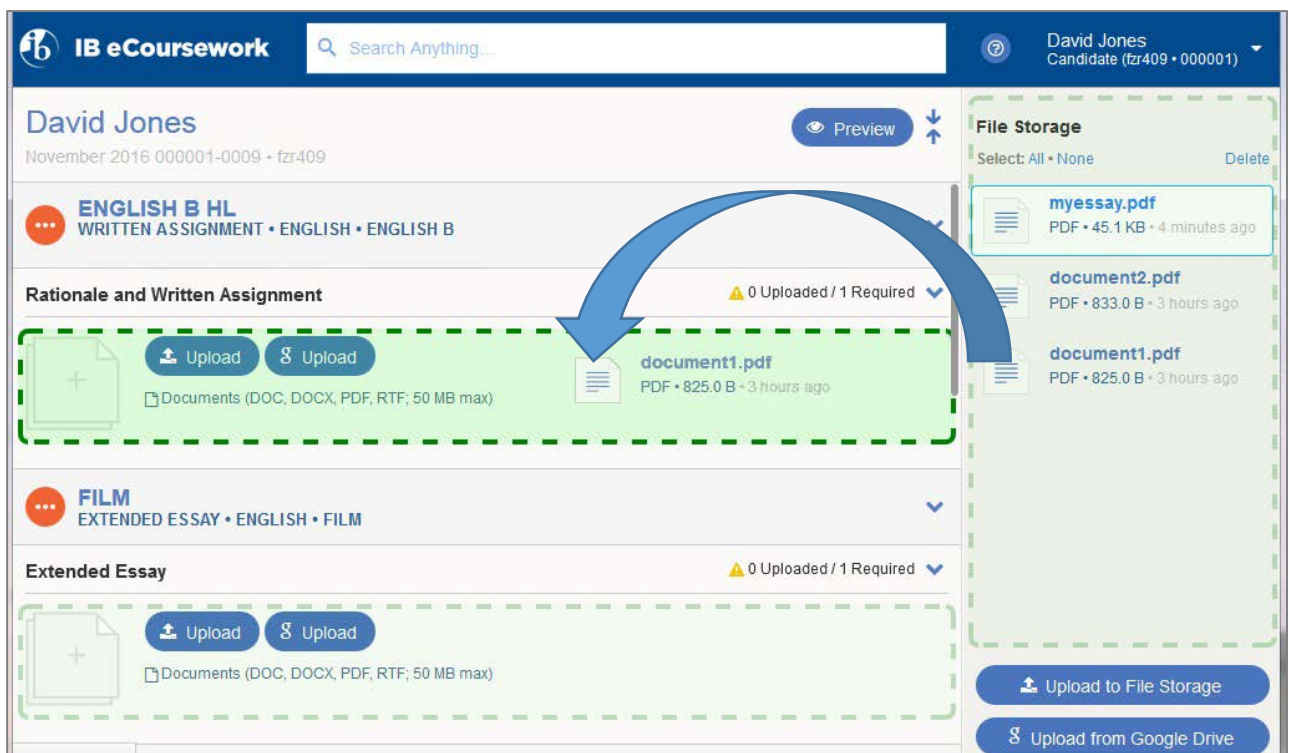
Uploading and submitting your portfolio

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.

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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](#)