

eCoursework user guide

Version: 2-0 (15 November 2017)

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Access

Log into ibis.ibo.org and select the current assessment **Session** in the yellow banner.

IBIS - International Baccalaureate Information System

Diploma session: **MAY 2018** School: 000001 - Test school of the world Role: DIPLOMA COORDINATOR

Home Can Library

MAY	NOVEMBER
2019	2019
2018	2018
2017	2017
2016	2016
2015	2015
2014	2014

Show more years

To open the **eCoursework** system select **Subject > eCoursework** or if you are a teacher, click on the **eCoursework** tab. The **eCoursework** system will open in a new tab.

Teacher accounts can be created on IBIS by the coordinator using the **School > School Person Maintenance** option. After the teacher account is created, subjects can be assigned using the **School > School Person Maintenance > Teacher subject maintenance** option. Teachers will only be able to upload portfolios for the subjects assigned to them.

Dashboard

The **dashboard** gives an overview of the work to be uploaded as well as a graphic view of the overall upload progress. From the **dashboard** you can access the component upload screens by clicking on a **candidate**, a **subject component** or the **upload status**.

NOTE: The internally assessed components will only appear on eCoursework after the mark entry, sample selection and criteria entry are completed on IBIS.

Search bar and navigation

Filter / order candidate list

Search
Search for a candidate or uploaded file.

Settings and Language selection

Candidate Name	Subject & Component	Error	Not Started	In Progress	Ready for Candidate Submission	Candidate Submitted Pending School Upload	Ready for Authentication	Ready for Submission	Submitted	Non-Submission
00001-0001-gg2019	ENGLISH A (EE) EXTENDED ESSAY ENGLISH A	0	52	1	1	1	0	0	3	0
00001-0002-gg2776	ENGLISH A LIT (EL) INTERNAL ASSESSMENT (ORAL) ENGLISH A Literature	0	3	1	0	0	0	1	0	0
00001-0003-gg2777	ENGLISH A LIT (EL) WRITTEN ASSIGNMENT ENGLISH A Literature	0	11	0	0	0	0	0	0	0
00001-0004-gg291	KOREAN A LIT (EL) WRITTEN ASSIGNMENT KOREAN A Literature	0	4	0	0	0	0	0	0	0
00001-0005-gg298	SPANISH A LIT (EL) WRITTEN ASSIGNMENT SPANISH A Literature	0	10	1	0	0	0	0	0	0
00001-0006-gg297	ENGLISH A LAL (SL) WRITTEN TASK ENGLISH A Lang and Literature	0	18	0	0	0	0	0	0	0
00001-0007-gg282	SPANISH A LAL (SL) WRITTEN TASK SPANISH A	0	19	0	0	0	0	0	0	0

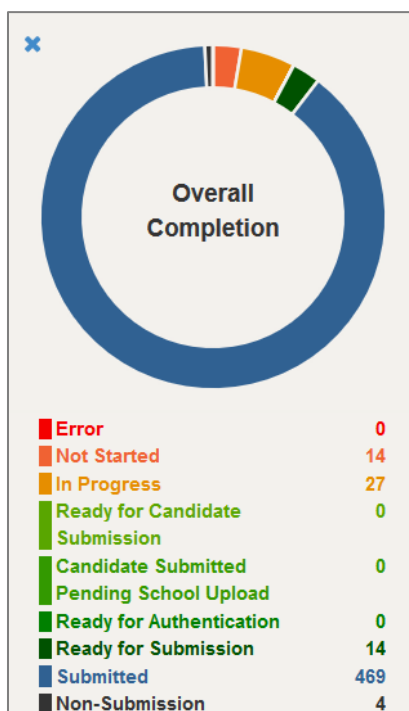
Candidate list
Click on a candidate to access all their portfolios.

Subject components
Click on a component to access all candidate portfolios for the specific component. The components in the dashboard are listed in subject group order.

Upload status
Shows number of candidate portfolios per upload status for each subject component. Click the number to access the portfolios.

Overall progress

An overall progress panel on the dashboard provides statistics on the status of the portfolio uploads.



Upload status descriptions

The following statuses are used for the upload process. The highlighted statuses are only used when candidates upload coursework for their own portfolios.

Not started – Portfolio not started.

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

Ready for candidate submission – The candidate has added all elements of the portfolio but has not submitted.

Candidate submitted, pending school upload – The candidate has submitted their portfolio but additional action is required by yourself before authentication.

Ready for authentication – The candidate has submitted their portfolio and it is ready for authentication by yourself.

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

Submitted – The portfolio has been submitted for assessment.

Error – There is a problem with an uploaded file within the portfolio that requires attention.

Non-submission – You have indicated that the candidate is not submitting a portfolio for the subject component.

Status Icons



Subject component upload screen

The component upload screen provides different upload options for a candidate's portfolio.

Navigate to the component upload screen from the dashboard by clicking on a **candidate**, a **subject component** or the **upload status**.

The screenshot shows the user interface for uploading a subject component. It includes a candidate's name and ID, the subject component name (THEORY KNOWL.), and the component type (TOK Essay). The interface features several upload options: a standard 'Upload' button, a 'g Upload' button for Google Drive, and buttons for 'Upload to File Storage' and 'Upload from Google Drive'. A 'Drag & Drop' area is also present. A warning icon indicates that additional information is required for the upload. A 'Preview' button is visible in the top right corner. The interface is annotated with callout boxes that provide detailed instructions for each element.

Candidate information
Candidate Name
May 2018 000001-0003 • glx564

Portfolio details
Subject component information and portfolio status.
THEORY KNOWL.
THEORY OF KNOWLEDGE • ENGLISH • THEORY KNOWL.

Preview
Preview uploaded files
Preview

Component element upload information
Non-Submission
TOK Essay
0 Uploaded / 1 Required
Drag & Drop
your files here, or browse to upload.
Upload to File Storage
Upload from Google Drive

Upload options
Click **Upload** or the thumbnail to upload from your computer. Click on **g Upload** to upload from your Google drive.

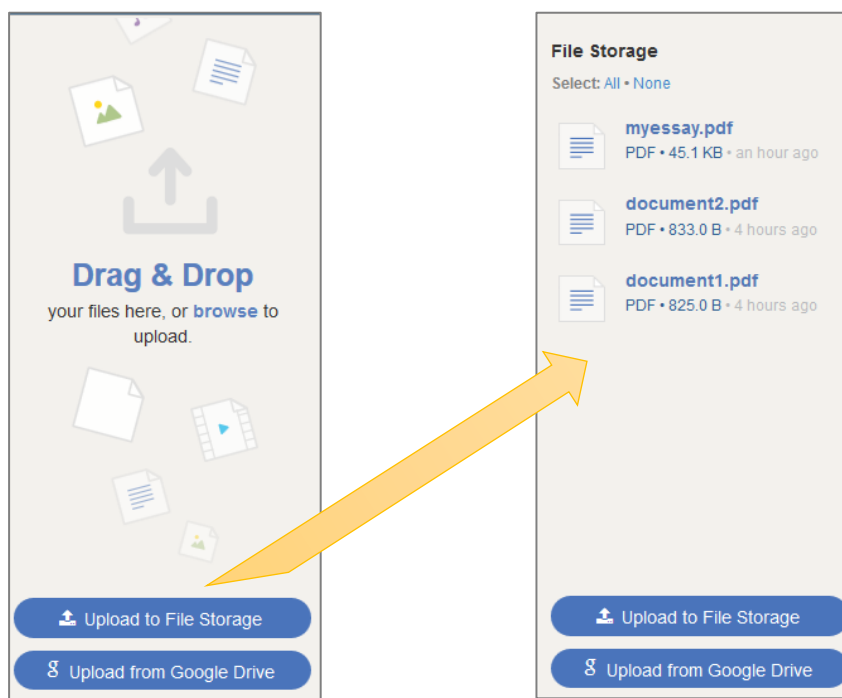
Additional information warning
Indicates if the component element requires additional on screen data after the upload of the file.
Additional information required
Documents (DOC, DOCX, PDF, RTF) 50 MB max

Permitted file types and size

File storage
Upload files to a storage area to assist with building a candidate's portfolio

File Storage

The **File Storage** section allows you to upload and store files for later use. You can upload files from your computer (**Upload to File Storage**) or Google Drive (**g Upload from Google Drive**).



Preview

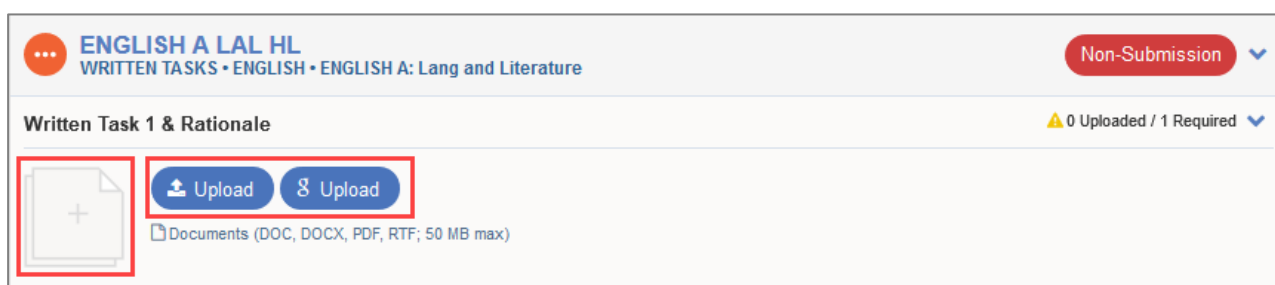
The **Preview** option allows you to view or download the uploaded files.

The screenshot shows the Preview interface for an 'Extended essay'. On the left, there is a sidebar with 'Candidate Name' (May 2018), 'Subject & Component' (ENGLISH A, THEORY KNOWL.), and 'File Storage' (1 File). The main area shows the 'Extended essay' section with 'Sample Essay.docx' (DOCX • 11.4 KB • 14 minutes ago) and 'Form EE/RPPF' section with 'form.pdf' (PDF • 70.5 KB • 17 minutes ago). The preview window shows the content of 'form.pdf', which is a 'Sample Essay' with multiple lines of placeholder text.

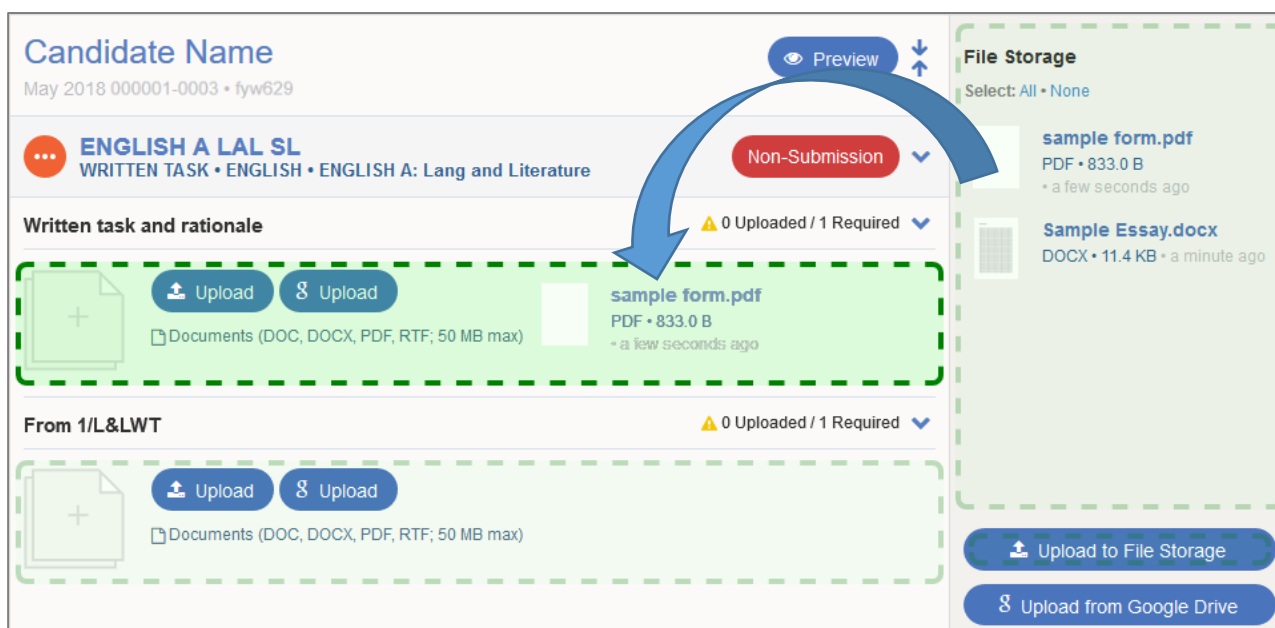
Uploading and submitting candidate portfolios

Upload process

To upload coursework 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 a file stored on 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**.

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.

Share a file

Certain subject components allow supporting files to be shared between candidates. For these components, the option to **Share** becomes available after a file has been uploaded. The **Share** option allows you to add and remove candidates who need to share the file.




The screenshot shows the top section of the assessment interface. At the top, it says "GERMAN B HL" and "INTERNAL ASSESSMENT (ORAL) • GERMAN • GERMAN B". Below this is a section titled "Photograph and Caption" with a "Complete" status. In the center, there is a file upload area with a document icon and a red Adobe PDF icon. To the right of the icon are three buttons: "Replace", "Delete", and "Share...". The "Share..." button is highlighted with a red box. A large blue curved arrow points from the "Share..." button down to the "Share" dialog box shown in the next screenshot.



The screenshot shows a "Share" dialog box. At the top, it says "Share" with a close button. Below this is a file icon and the text "German_B.pdf" and "PDF • 378.9 KB • an hour ago". Below the file information, it says "This file is not yet shared with other candidates." There is a list of candidates with a minus sign and the text "Candidate Name" and "000001-13 • ydm116". Below this, it says "This file can be shared with:" and there is a plus sign and the text "Candidate2 Name2" and "000001-15 • ydm246".


Submitting the portfolio

When the portfolio is complete and you are ready to submit it, click on **Submit**.

 **FRENCH B SL**
WRITTEN ASSIGNMENT • FRENCH • FRENCH B

Non-Submission **Submit** ▼

Rationale and Written Assignment Complete ▼

 **Replace** **Delete**

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

writtenassignment.pdf ✓

IMPORTANT: Ensure that the portfolios are correct for each candidate before clicking on submit. The preview option will allow to check the files which have been uploaded. **You will not be able to make changes or recall the portfolio after it is submitted.**

Upon clicking **Submit** you will be asked to acknowledge that the work is authentic and final by ticking the **Coursework confirmation** checkbox. To finalize the submission, click on **Submit**.

FRENCH B SL
WRITTEN ASSIGNMENT • FRENCH • FRENCH B

Rationale and Written Assignment

 **1. writtenassignment.pdf**


Coursework confirmation
To the best of my knowledge the material presented by the candidate in this coursework portfolio is their authentic work and the final version.
Candidate authentication has been secured for the work being submitted.

Submit

Non-Submission




Click on **Non-Submission** if the candidate is not submitting a portfolio for the subject component. Following this, the candidate will be awarded a mark of F (No work submitted) for the component.


IMPORTANT: After confirming the **Non-Submission** you will not be able to undo it.

 **FRENCH B SL**
WRITTEN ASSIGNMENT • FRENCH • FRENCH B

Non-Submission ▼

Rationale and Written Assignment ⚠ 0 Uploaded / 1 Required ▼

  Upload  Upload

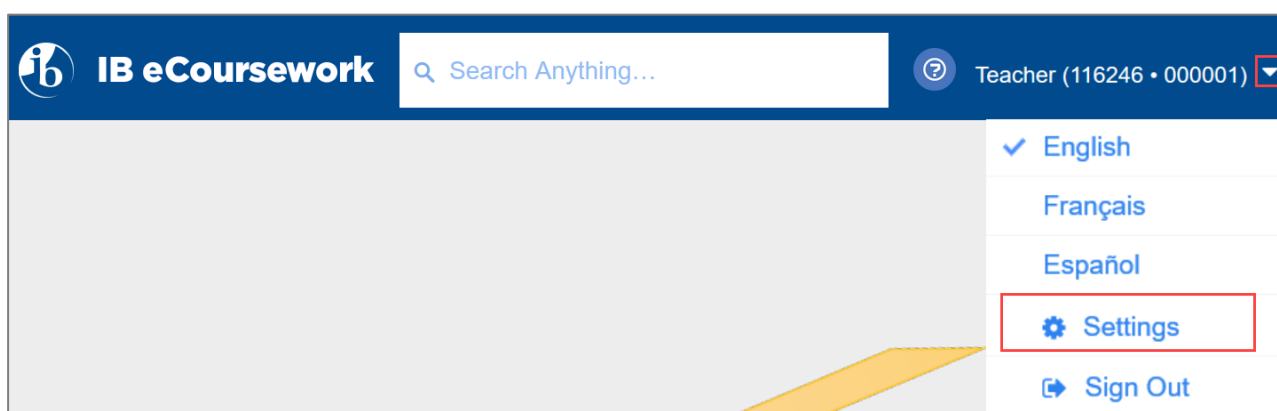
 Documents (DOC, DOCX, PDF, RTF; 50 MB max)

Managing and authenticating portfolios submitted by candidates

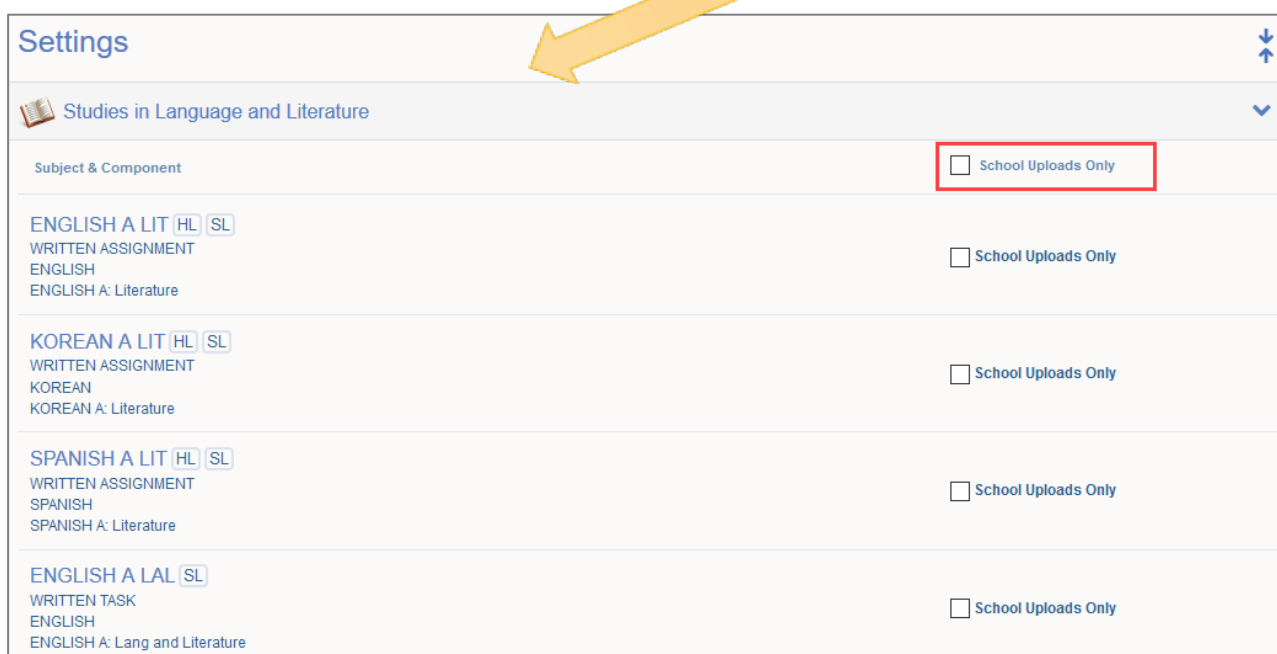
For certain subject components, candidates can upload to their own portfolios on candidates.ibo.org and submit to you for authentication. Depending on the subject component you may be required to upload more elements of the portfolio following the candidate's submission. When this is complete you will be able to authenticate the work.

Managing candidate upload settings

For the subject components which allow candidates to upload to their own portfolio, by default, candidates will have access to do so. To restrict this access and complete the uploads yourself, go to the **Settings** page and set the subject component to **School uploads only**.



The screenshot shows the top navigation bar of the IB eCoursework system. On the left is the IB logo and the text "IB eCoursework". In the center is a search bar with the placeholder text "Search Anything...". On the right is a user profile dropdown menu for "Teacher (116246 • 000001)". The dropdown menu is open, showing options: "English" (selected), "Français", "Español", "Settings" (highlighted with a red box), and "Sign Out". A yellow arrow points from the "Settings" option in the dropdown menu down to the "Settings" page shown in the next screenshot.



The screenshot shows the "Settings" page for the subject "Studies in Language and Literature". The page has a table of settings for various subject components. The "Subject & Component" row is highlighted, and the "School Uploads Only" checkbox is checked and highlighted with a red box. Below this are rows for "ENGLISH A LIT", "KOREAN A LIT", "SPANISH A LIT", and "ENGLISH A LAL", each with a "School Uploads Only" checkbox that is currently unchecked.

Subject & Component	School Uploads Only
ENGLISH A LIT [HL] [SL] WRITTEN ASSIGNMENT ENGLISH ENGLISH A: Literature	<input type="checkbox"/> School Uploads Only
KOREAN A LIT [HL] [SL] WRITTEN ASSIGNMENT KOREAN KOREAN A: Literature	<input type="checkbox"/> School Uploads Only
SPANISH A LIT [HL] [SL] WRITTEN ASSIGNMENT SPANISH SPANISH A: Literature	<input type="checkbox"/> School Uploads Only
ENGLISH A LAL [SL] WRITTEN TASK ENGLISH ENGLISH A: Lang and Literature	<input type="checkbox"/> School Uploads Only

Authenticating portfolios submitted by candidates

The statuses on the dashboard allow you to monitor candidate uploads

Subject & Component	Error	Not Started	In Progress	Ready for Candidate Submission	Candidate Submitted Pending School Upload	Ready for Authentication	Ready for Submission	Submitted	Non-Submission
ENGLISH A EE EXTENDED ESSAY ENGLISH ENGLISH A	0	52	1	1	1	0	0	3	0

Ready for candidate submission status portfolios have been uploaded by the candidate, but the candidate has not submitted the portfolio to you. You will not be able to authenticate the portfolio until the candidate has submitted.

Candidate submitted, pending school upload status portfolios have been submitted by the candidate but additional items need to be completed by yourself. These additional items will depend on the subject component and could be text entry or files to upload. The option to **Authenticate** will become available after all elements of the portfolio have been completed.

At this stage you will be able to **Preview** the files submitted by the candidate. You will also have the option to **Reject**. **Reject** will return the portfolio back to the candidate, unlocking their view and therefore allowing them to make changes and resubmit. The system will not send a notification to the candidate when you reject, so they will need to be informed.

Ready for authentication status portfolios have been submitted by the candidate and are ready for you to authenticate. You will be able to **Preview**, **Reject** and **Authenticate** the portfolio.

By clicking on **Authenticate**, the portfolio will be submitted to the IB.


Candidate Name Preview

May 2018 000001-0003 • glx564

SPANISH A
EXTENDED ESSAY • SPANISH • SPANISH A Reject Non-Submission Authenticate

Portfolio Information Portfolio Information Completed

Extended essay Complete

 Replace Delete

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

myessay.pdf ✓

Errors

The eCoursework system will scan every uploaded file for viruses, duplication and issues with format. On rare occasions the file scanning may run after submission time. If an issue is identified after a file is uploaded, the portfolio will appear in the **Error** column on your dashboard.

Subject & Component	Error	Not Started	In Progress	Ready for Candidate Submission	Candidate Submitted Pending School Upload	Ready for Authentication	Ready for Submission	Submitted	Non-Submission
THEORY KNOWL. TK THEORY OF KNOWLEDGE ENGLISH THEORY KNOWL.	1	9	0	0	0	0	0	0	0

Click on the number in the column to access the affected portfolio and view further details of the error.

To re-open the portfolio to amend, click on **Restart**. You will be asked to provide a replacement file and submit again.

If the file was originally submitted by a candidate, click on **Restart** and then **Reject**. **Reject** will return the portfolio back to the candidate, unlocking their view and therefore allowing them to make changes and resubmit.

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

Restart ▼

TOK Essay

▲ Error ▼

myessay.pdf 🗑️

Please upload a replacement file.

- There are issues with contents of this file.
This file is not actually of the requested file type. Please update another file.

Title * ▼

Word count *