

'How to do an e-submission' Instructions

1. Go to SEQTA student homepage.
2. Click on 'Assessments' in the left-hand column.

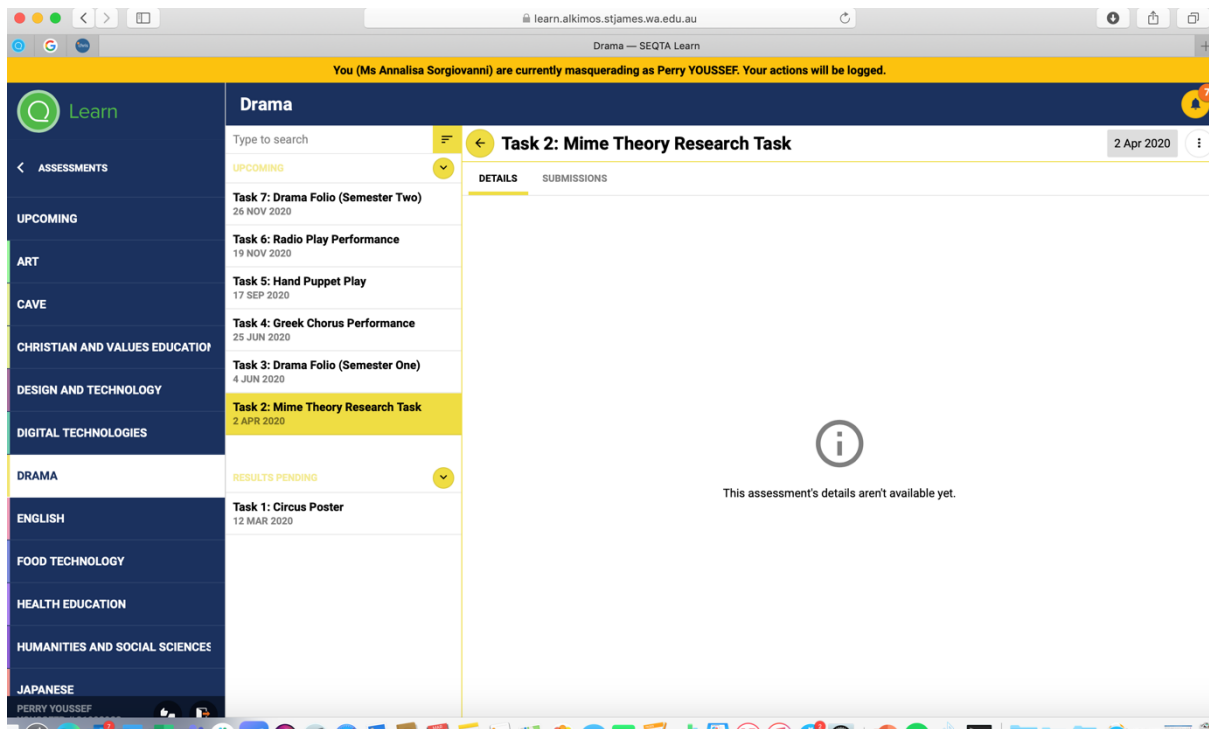
The screenshot shows the SEQTA Learn homepage. On the left is a dark blue navigation menu with icons and labels for: WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DIREQT MESSAGES, DOCUMENTS, FOLIOS, GOALS, NOTICES, REPORTS, SETTINGS, and TIMETABLE. The main content area has a dark blue header with 'Welcome' and a notification bell. Below the header is a yellow banner that says 'Welcome to SEQTA Learn'. The main content area contains several sections: 'Use the menu on the left to navigate.', 'If you're on a small screen, the menu hides automatically, but you can summon it using the menu button in the corner. Use the menu to explore and see what you can find.', 'Your dashboard' (with a note that the dashboard includes dashlets enabled by the school and optional ones that can be toggled), and 'Colour your timetable' (with a note to tap or click on a class to access more details and then tap the palette button to colour up the timetable). Below these are three yellow banners: 'References' (with links to 'Office 365' and 'St James' Anglican School Website'), and 'Documents' (with a note that documents can also be found in the Documents Folder on the left, and links to 'Assessment Policy for Years 7 to 10' and 'Assessment Policy for Years 11 and 12').

3. Click on 'Humanities and Social Sciences'.

The screenshot shows the SEQTA Learn 'Drama' assessment page. The browser address bar shows 'learn.alkimos.stjames.wa.edu.au'. A yellow banner at the top says 'You (Ms Annalisa Sorgiovanni) are currently masquerading as Perry YOUSSEF. Your actions will be logged.' The left navigation menu is expanded to show 'ASSESSMENTS' and 'UPCOMING'. The main content area has a dark blue header with 'Drama' and a notification bell. Below the header is a search bar and a dropdown menu set to 'UPCOMING'. The main content area contains a list of tasks: 'Task 7: Drama Folio (Semester Two)' (26 NOV 2020), 'Task 6: Radio Play Performance' (19 NOV 2020), 'Task 5: Hand Puppet Play' (17 SEP 2020), 'Task 4: Greek Chorus Performance' (25 JUN 2020), 'Task 3: Drama Folio (Semester One)' (4 JUN 2020), 'Task 2: Mime Theory Research Task' (2 APR 2020), and 'Task 1: Circus Poster' (12 MAR 2020). Below the list is a yellow banner that says 'RESULTS PENDING'. The main content area also contains a large information icon and the text 'Select an assessment. Tap or click on an assessment in the list to get started.'

4. Click on the correct 'Assessment ___'.

5. Click on icon that says 'Submissions'.



6. Upload word document to SEQTA.

