



Learner Basics

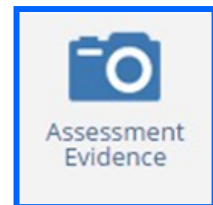
How to upload evidence attachments

Uploading Evidence

During your learning you will be required to upload files to show evidence or learning activities.

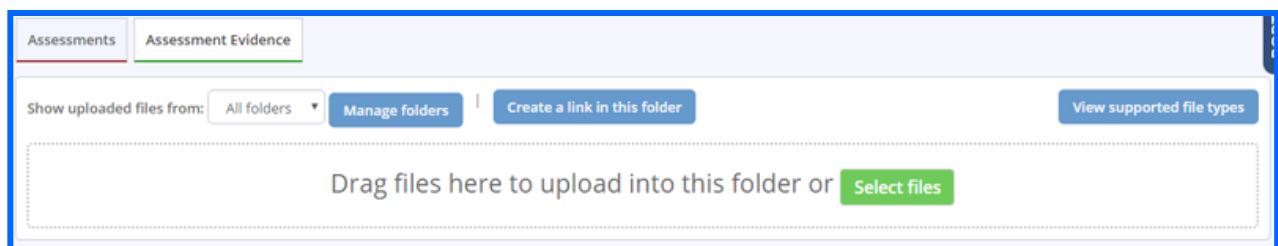
How to upload evidence

1. On your **Dashboard**, select your **Portfolio** and then the **Assessment Evidence** icon.





2. To upload a single file, click the **Select Files** button, and choose the file from your documents. Once you've selected **Open**, your file will begin to upload.

3. To upload several files, you can drag the files into the **Drag files here** to upload into this folder section.



4. Enter a **Description/Name** to identify each file before selecting **Save**.

Select	Description	Folder	Document Type	Size (KB)	Used in Assessments	Date Created	Date Last Modified	Options
<input type="checkbox"/>	UG16	No folder	Microsoft Word Open XML Document	663		25/05/2016 11:59	25/05/2016 11:59	 

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