How learners upload and tag files to ManageAssess on a mobile device

January 2020
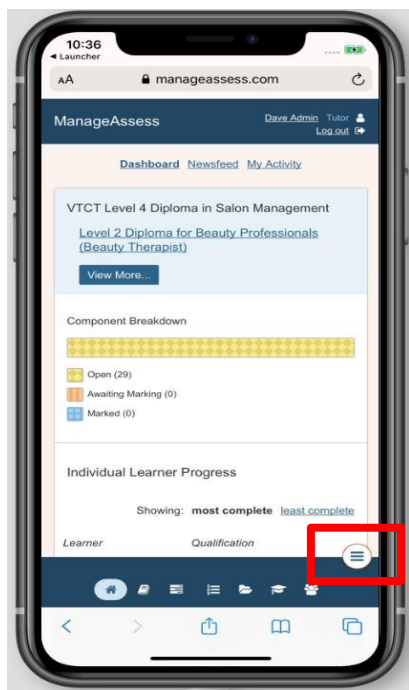
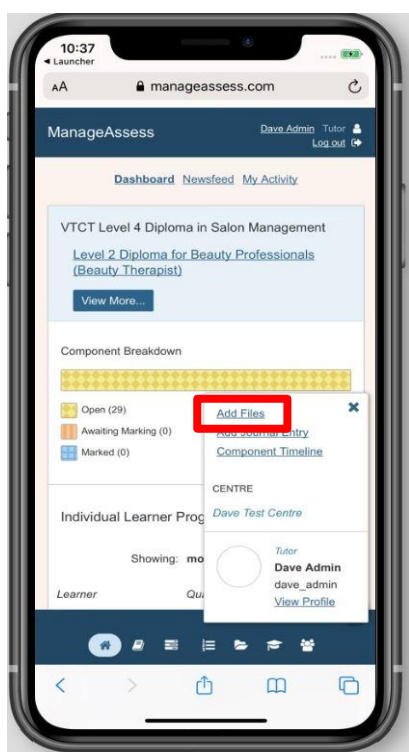## Contents

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1. Uploading the file

1. Once logged in, select the Flyout menu button

2. Select Add Files

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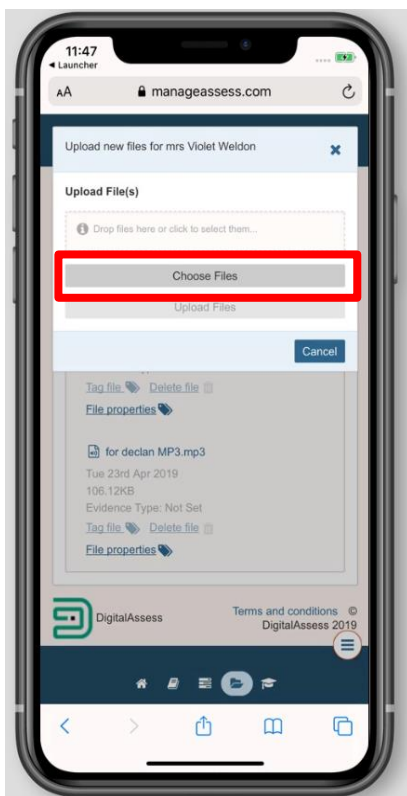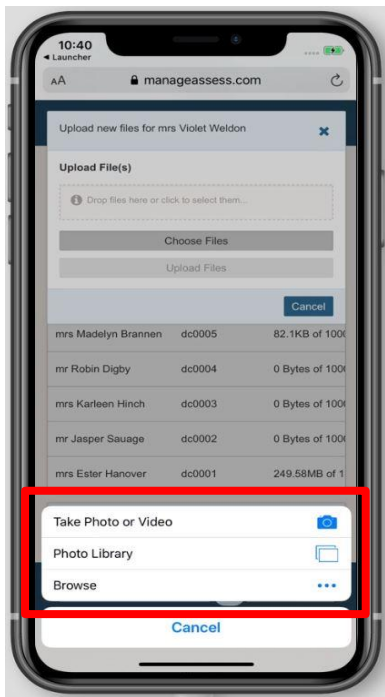If printed this document becomes uncontrolled
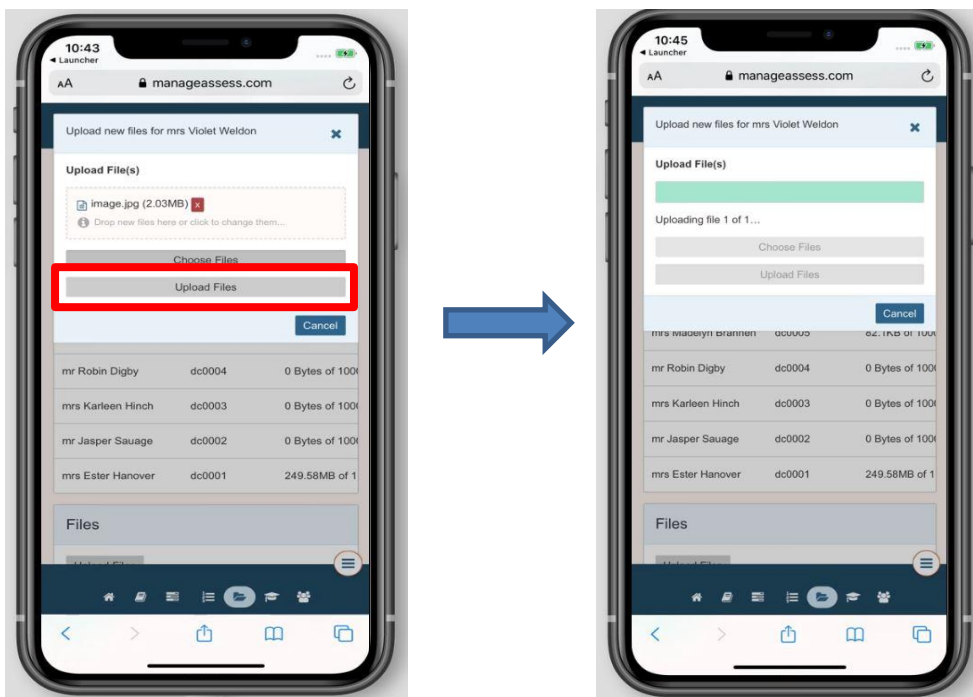
3. Select Upload Files
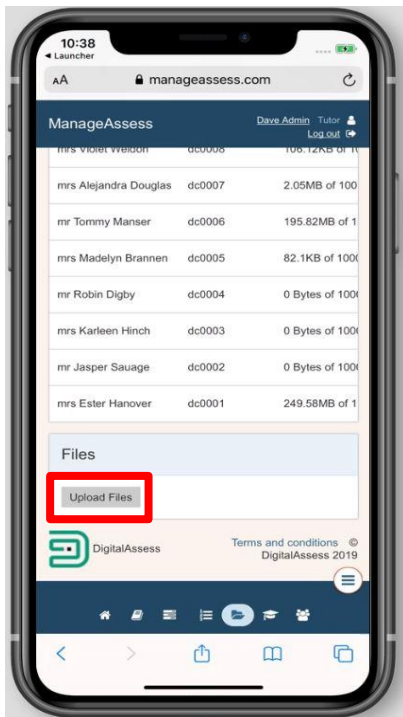
4. Select Choose Files

5. Select whether you want to take a photo or video or select from your existing photo library. You can only upload one file at a time.

   The wording of the available options may vary depending on your operating system.

6. Once you have selected your file, select Upload Files

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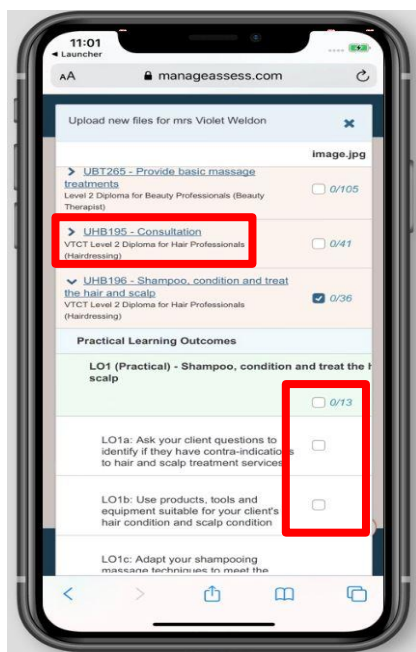
1.1. Tagging the file

1. Select where within your portfolio you want to tag the file to.
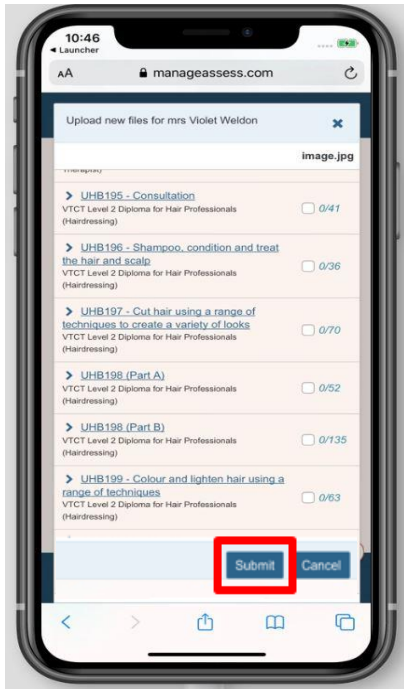   You can tag a file to a unit by selecting the relevant check box.
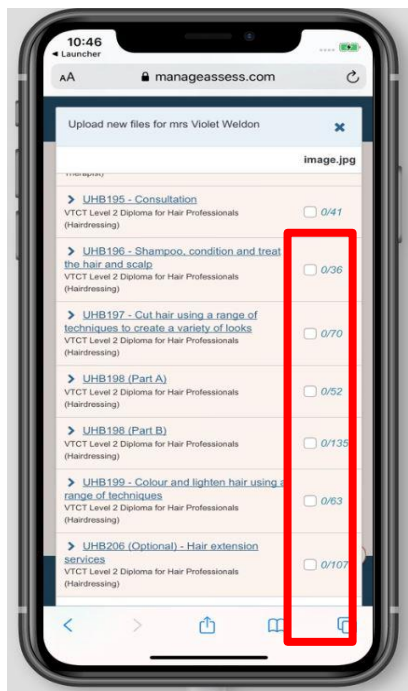
2. You can tag a file to Learning Outcomes/Assessment Criteria within a unit. First expand the unit, and then select the relevant Learning Outcome/Assessment Criteria check box.

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3. After making your tagging choices select Submit.

4. The file has been successfully uploaded and tagged.

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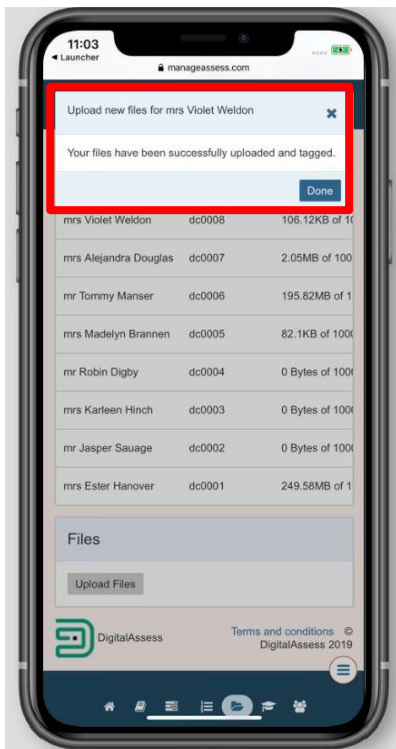
Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
[0.1 Draft]	Customer Support Manager	11/12/2019	[First draft for internal consultation]	Customer Support Manager
1	Customer Support Manager	19/12/2019	Document reviewed	Customer Support Manager
2	Customer Support Manager	30/01/2020	Title change; Document published	Customer Support Manager

Document Review

Role	Review Status
QA and Technical Support Manager	Reviewed

Document Owner

Document Owner	Document shared with
Customer Support Manager	QA and Technical Support Manager

Document Sign-off

Role	Sign-off Date
QA and Technical Support Manager	19/12/2019