

ePortfolio user guide

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Preparation and school responsibilities

The *ePortfolio user guide* should be used in conjunction with *Assessment procedures* and *The responsibilities of IB World Schools for uploaded and submitted student work publications*. These publications provide a framework on upload requirements, deadlines and school responsibilities.

Access

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

IBIS - International Baccalaureate Information System				
MYP Session: JUNE 2019 School: 000001 - Test school of the world Role: MYP COORDINATOR				
Home	Canvas	DECEMBER	JUNE	Library
Home page		2020	2020	
		2019	2019	
		2018	2018	
		2017	2017	
		2016	2016	
		2015	2015	
		Show more years		

To open the **ePortfolio** system select **Subject > ePortfolio** or if you are a teacher, click on the **ePortfolio** tab. The **ePortfolio** 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 upload screens by clicking on a **candidate**, a **subject** or the **upload status**.

ePortfolio subjects will only appear after the teacher-assessed totals submission, sample selection and criterion levels 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

The screenshot shows the IB ePortfolio dashboard. At the top, there is a search bar and a user profile dropdown. The main area is divided into a left sidebar with filters, a central table of subjects, and a right sidebar with an overall completion chart and a legend. Callouts point to the filter/order menu, the search bar, the settings/language dropdown, the candidate list, the subjects list, and the upload status legend.

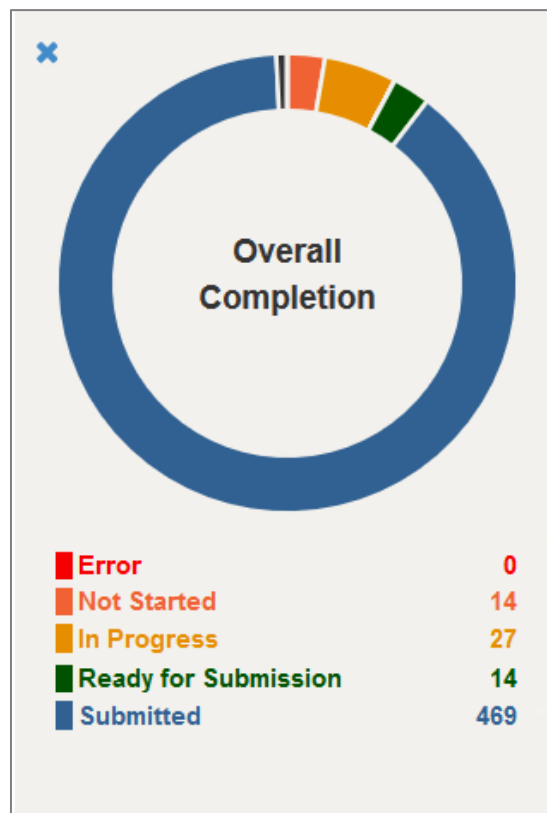
Candidate list
Click on a candidate to access their portfolios.

Subjects list
Click on a subject to access all candidate portfolios. The components in the dashboard are listed in subject group order.

Upload status
Shows number of candidate portfolios per upload status for each subject. 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.

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 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.

Status Icons



Subject upload screen

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

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

The screenshot shows the subject upload interface with the following callout boxes:

- Candidate information**: Points to the candidate name and ID.
- Portfolio details**: Points to the subject information and portfolio status.
- Preview**: Points to the preview button.
- Subject element upload information**: Points to the upload status and options.
- Upload options**: Points to the 'Upload' and 'g Upload' buttons.
- Permitted file types and size restrictions**: Points to the list of allowed file formats and their maximum sizes.
- File storage**: Points to the 'Upload to File Storage' and 'Upload from Google Drive' buttons.

Candidate Name
June 2018 000001-0003 - glx564

PERSONAL PROJECT
INTERNAL ASSESSMENT - ENGLISH - PERSONAL PROJECT

Personal Project Report 0 Uploaded / 1 Required

Upload **g Upload**

- Fichiers audio (M4A, MP3; 60 MB max)
- Documents (DOC, DOCX, PDF, RTF; 50 MB max)
- Fichiers vidéo (M4V, MOV, MP4; 500 MB max)

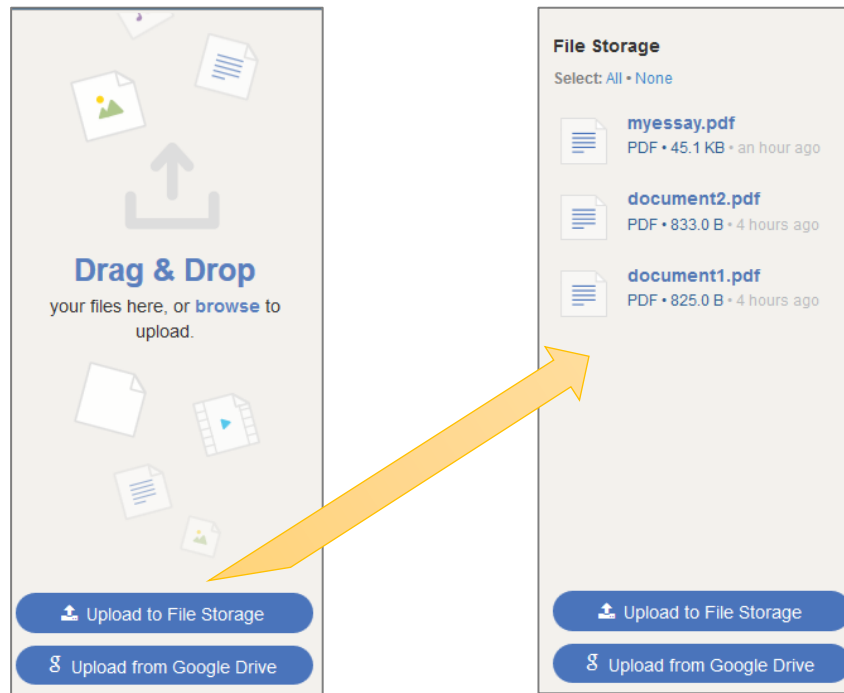
Drag & Drop
your files here, or **browse** to upload.

Upload to File Storage

Upload from Google Drive

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

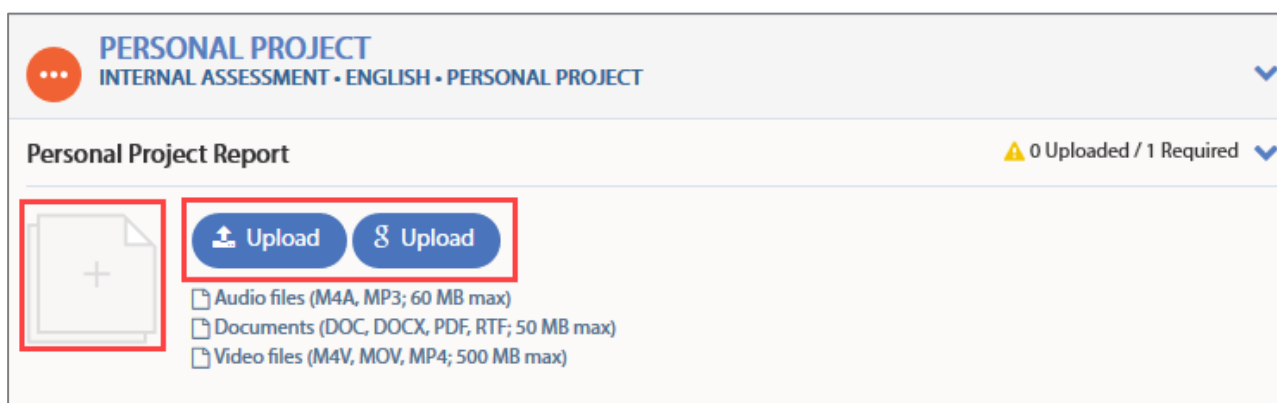
The **Preview** option allows you to view or download the uploaded files.

The screenshot shows the ePortfolio interface. On the left, there is a candidate profile for 'Candidate Name' (June 2018, ID: 000396-0007 • ggr282) and subject information for 'MUSIC' (INTERNAL ASSESSMENT - ENGLISH • MUSIC). The main area is titled 'PERSONAL PROJECT' (INTERNAL ASSESSMENT - ENGLISH • PERSONAL PROJECT) and shows a list of files: 'Sample Essay.docx' (DOCX • 11.4 KB), 'form.pdf' (PDF • 70.5 KB), and 'Personal Project_Academic Honesty.pdf' (PDF • 1.5 MB). On the right, a preview window shows the content of the selected file, which is 'Sample text' repeated in multiple lines. The preview window has a 'Download' button and a 'Close' button.

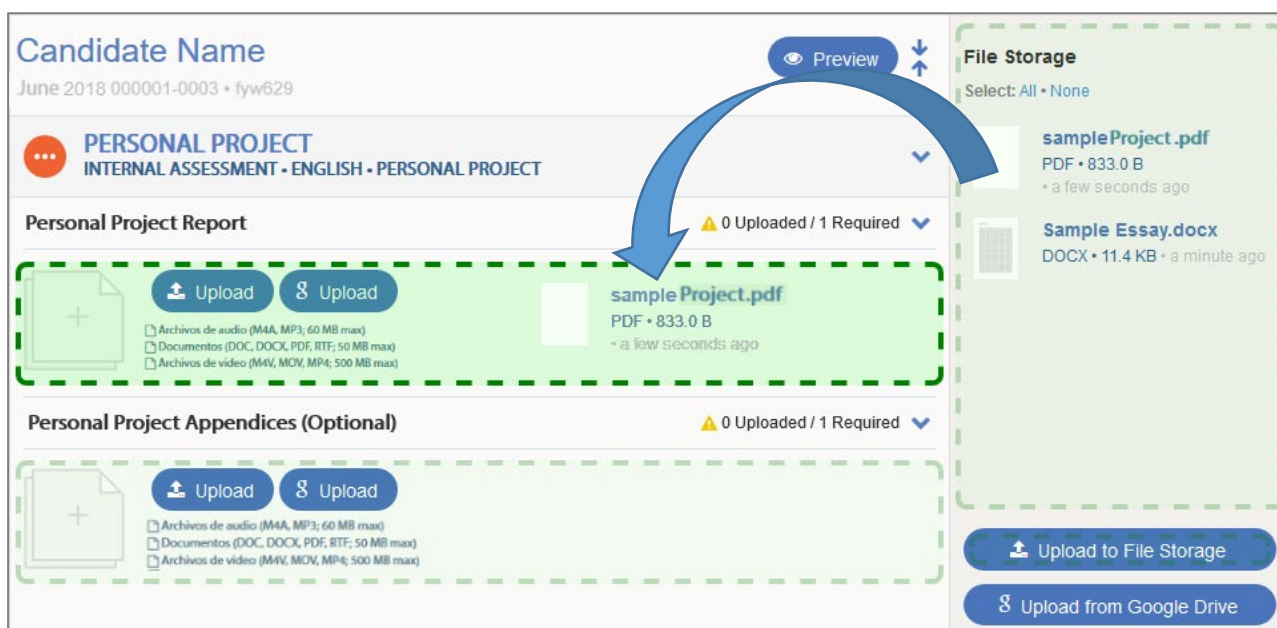
Uploading and submitting candidate portfolios

Upload process

To upload coursework from your computer, click **Upload** or the thumbnail. Click on **g Upload** to upload from Google drive. The file will be uploaded to the 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 subjects allow supporting files to be shared between candidates. For these subjects, 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.



SPANISH LA
INTERNAL ASSESSMENT - SPANISH - SPANISH LANG ACQUISITION CAPABLE

Task 1 - Stimulus 1 Complete

 **Replace** **Delete** **Share...**

 Documents (DOC, DOCX, PDF, RTF; 50 MB max)
 Image files (JPG, PNG; 5 MB max)

[spanish shared.pdf](#)



Share

 **spanish shared.pdf**
PDF • 378.9 KB • an hour ago

This file is not yet shared with other candidates.

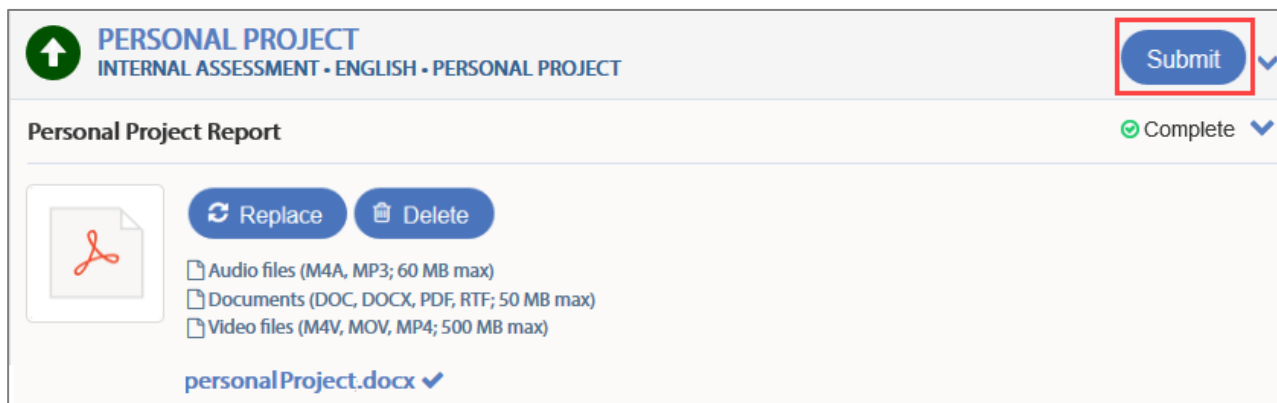
✕ Candidate **Name**
000001-13 • ydm116

This file can be shared with:

+ Candidate2 **Name2**
000001-15 • ydm246

Submitting the portfolio


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



PERSONAL PROJECT
INTERNAL ASSESSMENT - ENGLISH - PERSONAL PROJECT

Submit ✓

Personal Project Report Complete ✓

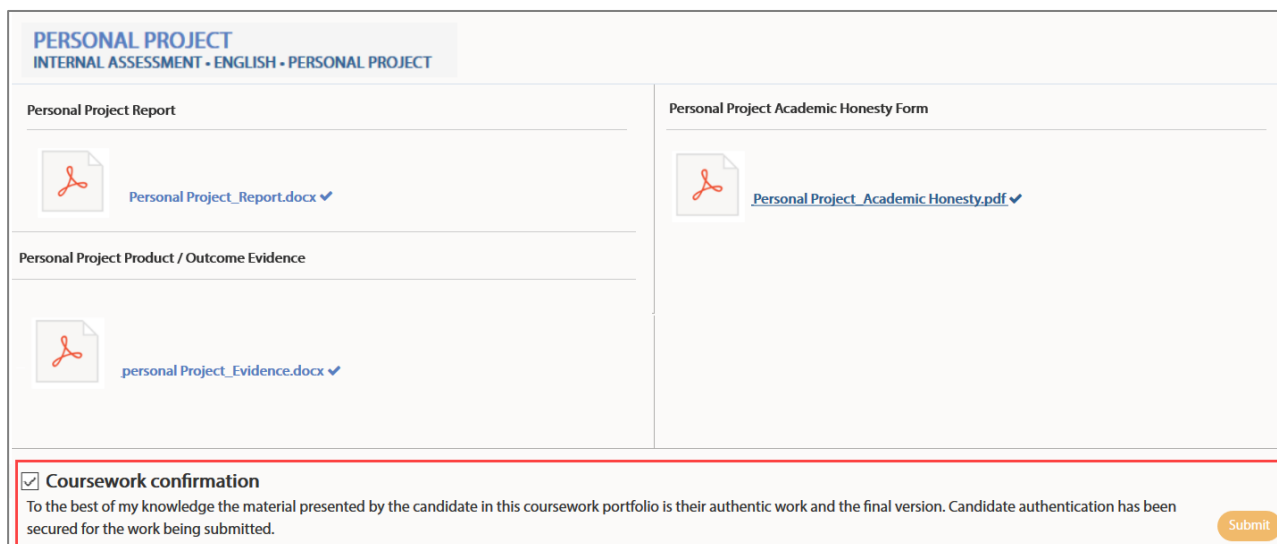
 **Replace** **Delete**

- Audio files (M4A, MP3; 60 MB max)
- Documents (DOC, DOCX, PDF, RTF; 50 MB max)
- Video files (M4V, MOV, MP4; 500 MB max)




personalProject.docx ✓

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**.



PERSONAL PROJECT
INTERNAL ASSESSMENT - ENGLISH - PERSONAL PROJECT

<p>Personal Project Report</p> <p> Personal Project_Report.docx ✓</p>	<p>Personal Project Academic Honesty Form</p> <p> Personal Project_Academic Honesty.pdf ✓</p>
<p>Personal Project Product / Outcome Evidence</p> <p> personal Project_Evidence.docx ✓</p>	

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


Errors

The ePortfolio 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 Submission	Submitted
PERS PROJECT / MY INTERNAL ASSESSMENT ENGLISH PERSONAL PROJECT	1	0	0	0	10



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.

 **PERSONAL PROJECT**
INTERNAL ASSESSMENT - ENGLISH - PERSONAL PROJECT

[Restart](#) ▼

Personal Project Report ⚠ 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.