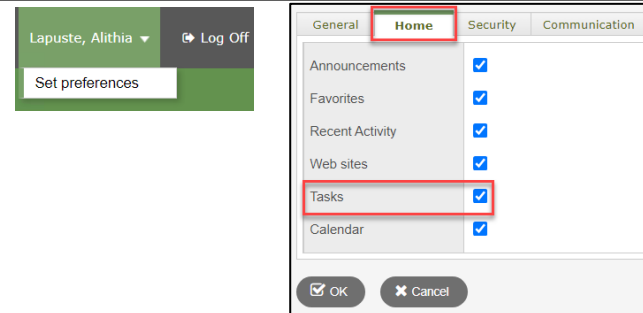
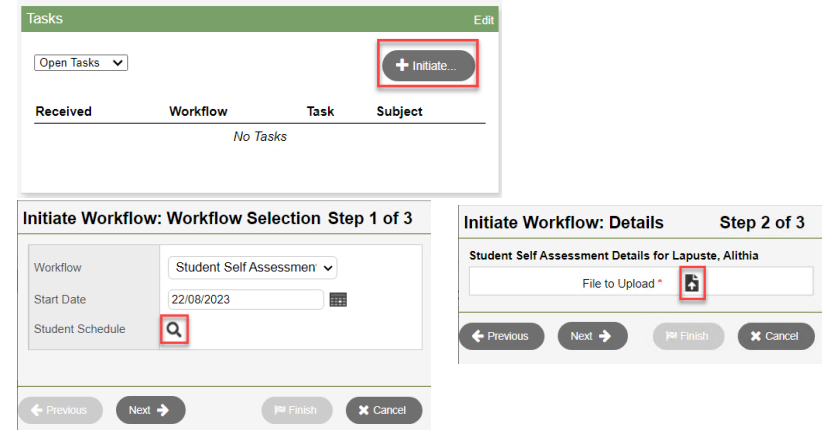


In MyEducation BC, students are able to submit self assessments. This card assumes that the setup steps at the school have already been completed.

- Ensure that the Tasks widget is on the Pages top tab, Student View.
 - If not, click on your name in the top right corner and **Set Preferences**.
 - In the preferences window select the **Home** tab and ensure **Tasks** is selected.



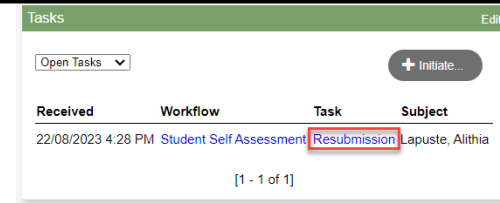
- Students can **Initiate** a new Task to submit a reflection on their learning. This could be any number of files, like a Word document, handwritten story, drawing, photograph or video.
 - Select the appropriate course to reflect on, clicking **Q** then **Next**
 - Upload the desired file clicking **+**
 - Clicking **Next** and **Finish** will send the task to the teacher



- Students can verify that the submission was successful by selecting **Closed Tasks**

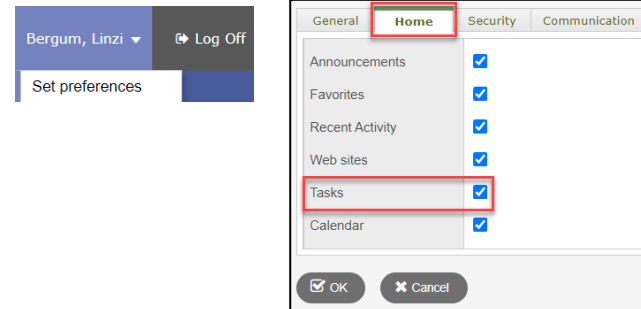
Received	Workflow	Task	Subject	Outcome	Date Closed
03/08/2023 10:38 AM	Student Self Assessment	Submission	Lapuste, Alithia	Complete	03/08/2023
02/08/2023 3:46 PM	Student Self Assessment	Resubmission	Lapuste, Alithia	Complete	02/08/2023

- If the teacher would like the student to **Resubmit** the request will appear under Open Tasks. The student can click **Resubmission** following the prompts to upload a new file.




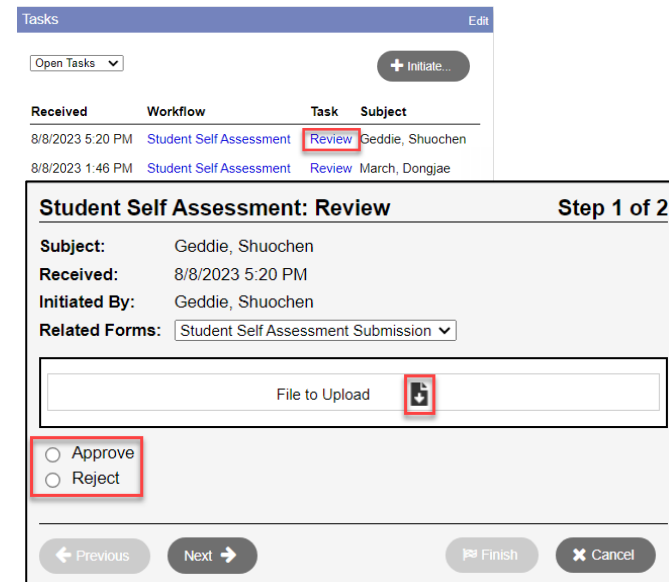
In MyEducation BC, students are able to submit self assessments. This card assumes that the setup steps at the school have already been completed.

1. Ensure that the Tasks widget is on the Pages top tab, Teacher View.
 - If not, click on your name in the top right corner and **Set Preferences**.
 - In the preferences window select the **Home** tab and ensure **Tasks** is selected.



The screenshot shows a user profile menu for 'Bergum, Linzi' with a 'Log Off' button and a 'Set preferences' link. To the right is a 'Preferences' window with tabs for 'General', 'Home', 'Security', and 'Communication'. The 'Home' tab is selected. A list of features is shown with checkboxes: Announcements, Favorites, Recent Activity, Web sites, Tasks, and Calendar. The 'Tasks' checkbox is checked and highlighted with a red box. 'OK' and 'Cancel' buttons are at the bottom.

2. Teacher can **Review** a submission from a student.
 - Click on the *Review* link for the student.
 - Download the submitted file using  and review the submission.
 - Choose to Approve or Reject the submission.
 - If the submission is rejected, feedback can be left for the student. This will appear on the Student's task widget for follow up.



The screenshot shows a 'Tasks' widget with a table of submissions. The 'Review' link for the first submission is highlighted with a red box. Below the table is a 'Student Self Assessment: Review' form titled 'Step 1 of 2'. The form contains the following information:

- Subject:** Geddie, Shuochen
- Received:** 8/8/2023 5:20 PM
- Initiated By:** Geddie, Shuochen
- Related Forms:** Student Self Assessment Submission

Below the form is a 'File to Upload' field with a download icon. At the bottom, there are radio buttons for 'Approve' and 'Reject', with the 'Approve' button highlighted by a red box. Navigation buttons for 'Previous', 'Next', 'Finish', and 'Cancel' are at the very bottom.