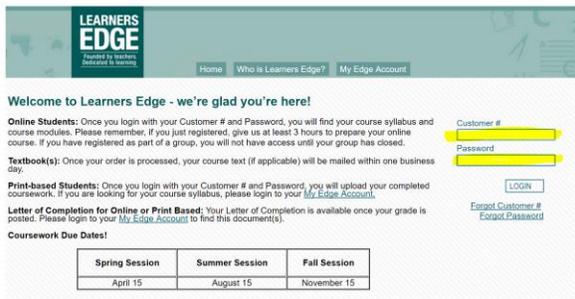


# Learners Edge Print Based Coursework Upload Instructions

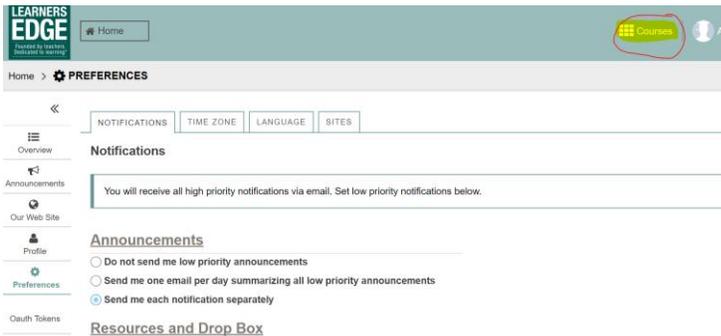
(Please note the following screen shots are examples and the courses listed in your environment will be different)

1. Go to <https://sakai.learnersedgeinc.com>

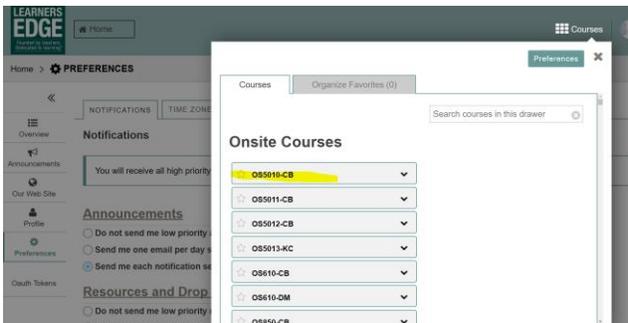
2. Login using your customer number and password



3. Click on the Courses Grid Icon in the upper right corner

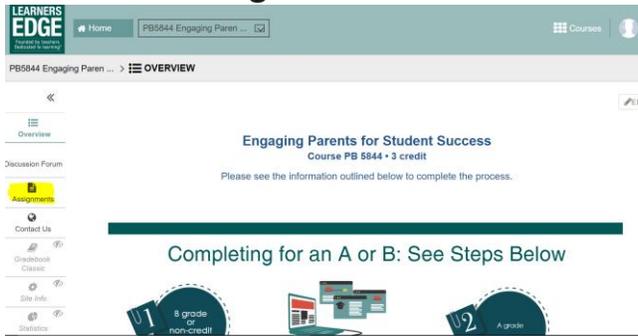


4. Select and click on your course from the list

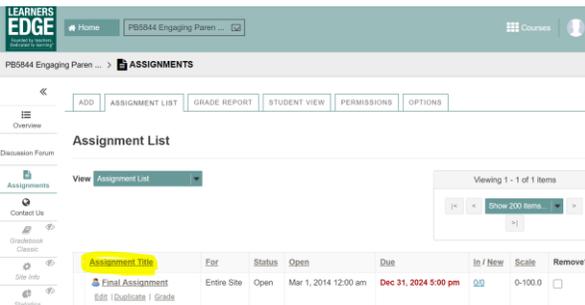


5. This will take you to the home page of your course

6. Click on the Assignment link on the left menu



7. Click on the underlined link for the final assignment



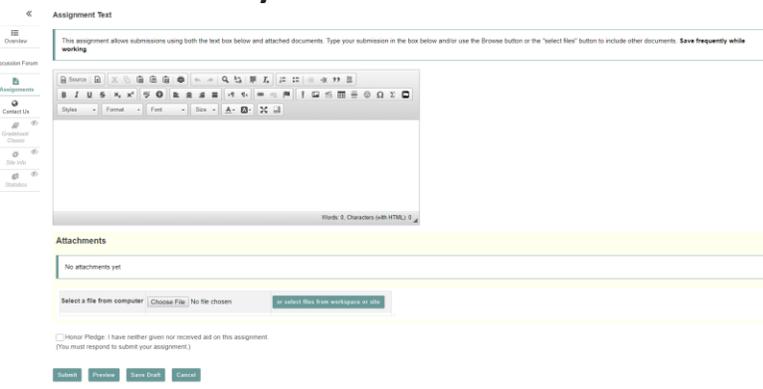
8. You will see this screen



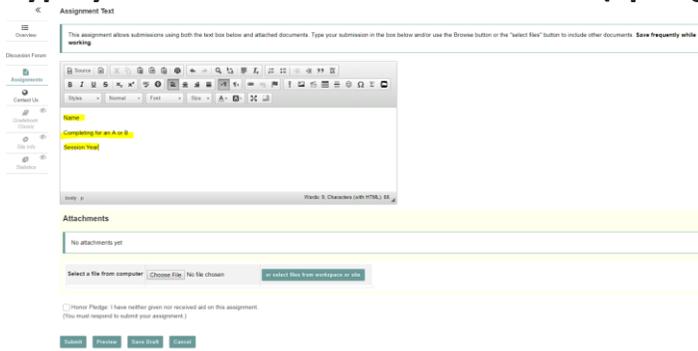
This is your evaluator speaking...please remind me of the work you do, as this helps me contextualize your response and offer informed feedback. Please write a brief statement that will help provide context for your responses; here are three examples to guide you:

- Example 1: I'm a fourth grade teacher and teach all subjects
- Example 2: I'm a middle school counselor
- Example 3: I'm out of the classroom on leave this year, but next year I'll be back teaching 9th grade science.

9. Scroll down and you will see the text box



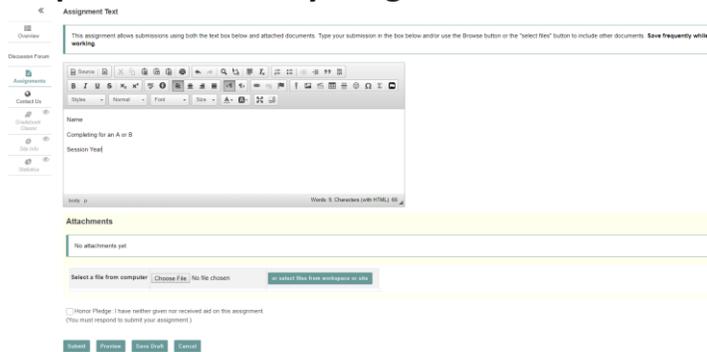
## 10. Type your session date in the text box (Spring/Summer/Fall & Year)



The screenshot shows an 'Assignment Text' submission interface. At the top, there is a navigation menu with 'Overview', 'Discussion Forum', 'Assignments', 'Contact Us', 'Feedback', 'Help', and 'Support'. Below the menu, a text editor is active, containing the text 'Completed for an A or B' and 'Session Year'. The text editor has a toolbar with various formatting options. Below the text editor, there is an 'Attachments' section with the text 'No attachments yet' and a button to 'Select a file from computer'. At the bottom, there are buttons for 'Submit', 'Previous', 'Save Draft', and 'Cancel'.

## 11. Upload your coursework

**\*Copy and paste your work from your document on your computer into the text box provided below your grade date information**

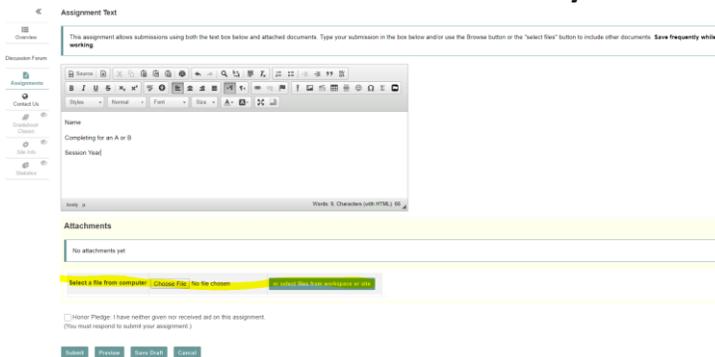


This screenshot is identical to the one above, showing the 'Assignment Text' submission interface. The text editor contains the same text: 'Completed for an A or B' and 'Session Year'. The 'Attachments' section is visible below the text editor, and the submission buttons are at the bottom.

Select all the text in your document and copy and paste into the box

or

**\*Scroll below the text box and choose your PDF file to attach from your computer**



This screenshot is identical to the previous ones, but the 'Select a file from computer' button in the 'Attachments' section is highlighted in yellow, indicating the next step in the process.

Click the button and choose the **PDF** file(s) from your computer

## 12. Check the Honor Pledge

The screenshot shows a web interface for submitting an assignment. On the left is a navigation menu with options like Overview, Discussion Forum, Assignments, Contact Us, Checkbook, Course, Site Info, and Statistics. The main content area is titled "Assignment Text" and contains a rich text editor with a toolbar and a text area. Below the editor is an "Attachments" section with a "No attachments yet" message and buttons for "Select a file from computer" and "or select files from workspace or site". At the bottom, there is a checkbox for the honor pledge:  Honor Pledge: I have neither given nor received aid on this assignment. (You must respond to submit your assignment.) Below this are buttons for "Submit", "Preview", "Save Draft", and "Cancel".

## 13. Click Submit

This screenshot is identical to the one above, but the "Submit" button at the bottom left is highlighted in yellow, indicating the final step of the submission process.

**\*\*\*You can only submit when you have all your work loaded. You can click Save Draft multiple times. You will need to click the honor pledge when you save a draft.\*\*\***