

How to Submit Coursework Using PlusPortals/E-Locker

This illustration will show you how to submit your assignment to a teacher using PlusPortals. Use the screenshots and steps below to simplify the process.

1. Go to your **class page** or **home page** and look for the **Coursework** section to view the assignment you wish to submit work. After locating, **click on the three dots** to the left of the assignment and select **Submit Assignment** as shown below.

The screenshot displays the PlusPortals/E-Locker interface. The 'Coursework' section is highlighted, showing a table of assignments. The table has columns for Class, Title, Description, Type, Due Date, and Actions. Two assignments are listed for 'Global 1 (B) 0910/05': 'Crash Course Crusades' and 'Middle Ages Review'. A tooltip is visible over the 'Actions' column for the 'Middle Ages Review' assignment, showing the 'Submit Assignment' option.

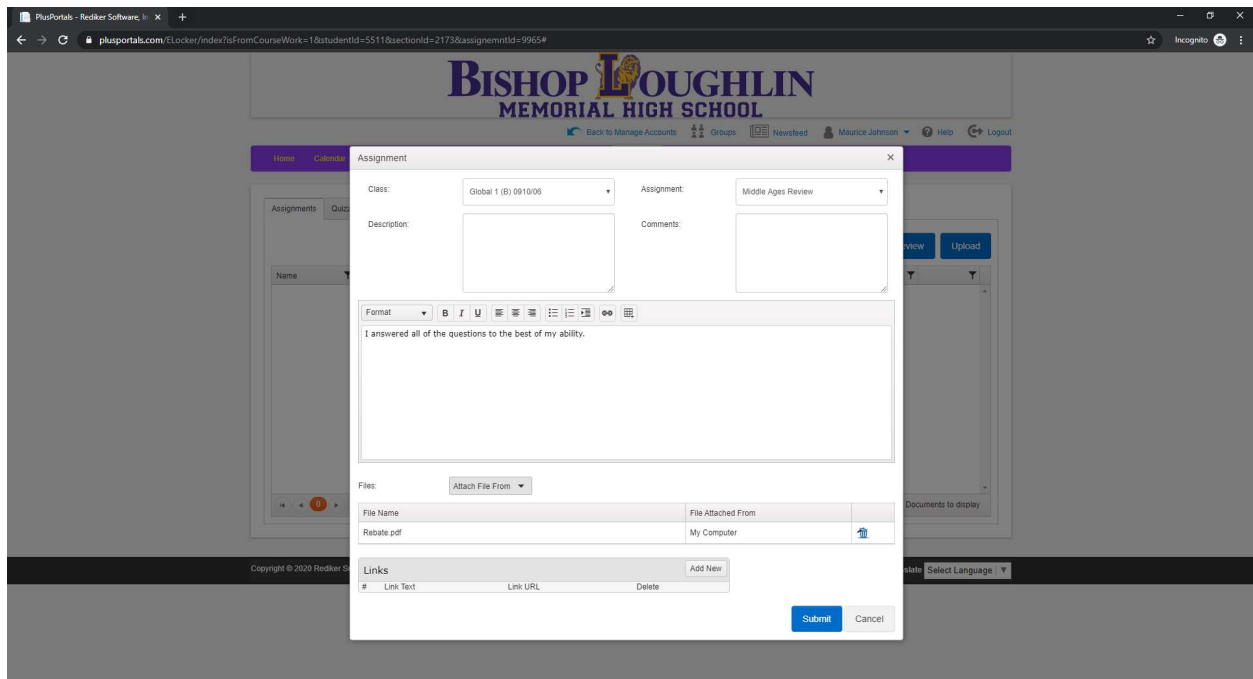
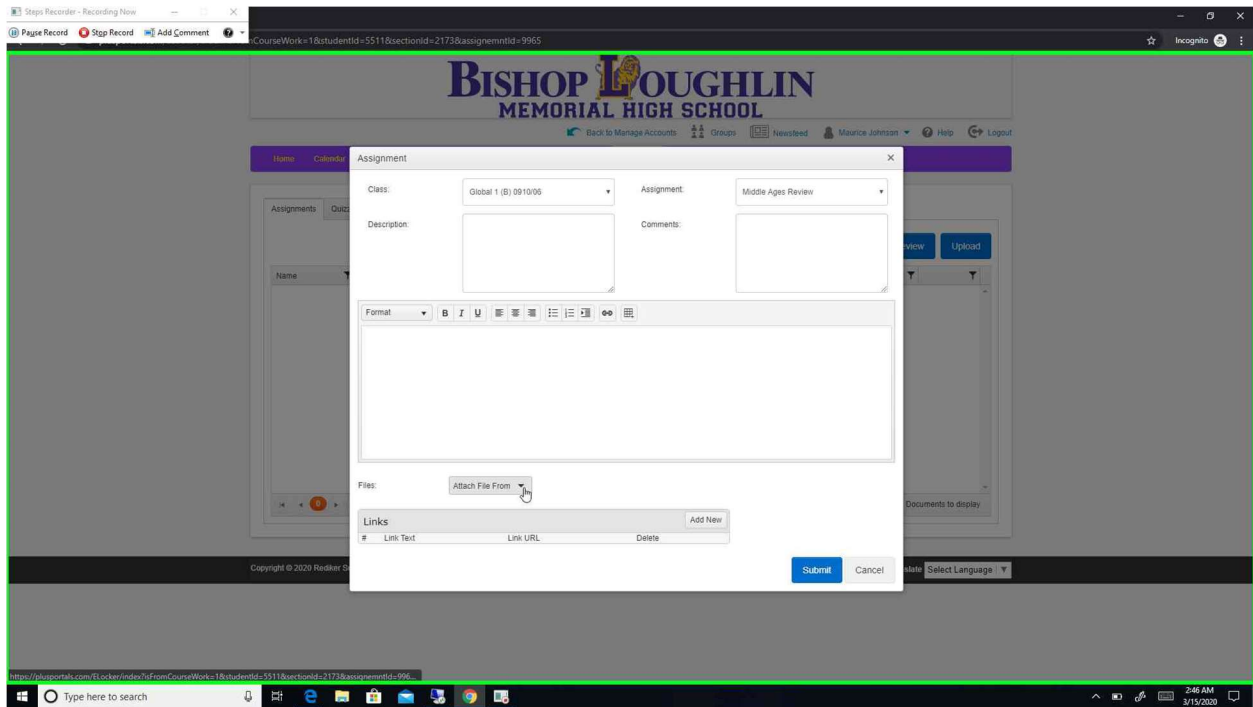
Class	Title	Description	Type	Due Date	Actions
Global 1 (B) 0910/05	Crash Course Crusades	complete attached handout. You must save handout and then complete it. After saving changes please submit the assignment through plusportals/E-Locker	Assignment	Tomorrow	...
Global 1 (B) 0910/05	Middle Ages Review	Answer all questions in complete sentences and then upload completed assignment through e-locker. 1. Go to E-locker-Choose Class Section 2. Click Upload-Say "NO" to OneDrive 3. Choose Class Assignment & Assignment Name (Middle Age Review) 4. Attach Assignment File & Click	Assignment	Tomorrow	...

The screenshot shows a web application interface for 'ParentStudentDetails'. The interface is divided into several sections:

- Attendance Totals:** A table showing attendance records for various categories like ABS EX FUNERAL, ABS EX HOLIDAY, etc.
- Incidents:** A table showing incident records with dates and descriptions like 'Late to school'.
- Coursework:** A table showing assignments for different classes. A context menu is open over this section, listing actions like 'E-Mail Teacher', 'Submit Assignment', 'Mark as Completed', 'Print Assignment', and 'Download Files'.
- School Links and Files:** A section displaying links and files such as 'School Uniform.pdf', 'Play Tuition Online', and 'SLA Lunch Payment'.
- Calendar:** A section at the bottom of the main content area.

The Windows taskbar at the bottom shows the time as 2:45 AM on 3/15/2020.

2. You will now see a separate window that comes up. In that window, **confirm the class and assignment** information is correct. Once confirmed, go down below and select **Attach File From** and select the location of the file you want to submit to your teacher. Once attached, click **Submit Assignment** and your document to your teacher. If you need to add a note, you can use the textbox to include a note to the teacher.



And that's it! You have submitted your answer to your teacher. If you have any questions about this process, send an email to dmoe@blmhs.org