

## Uploading Assessment Online Procedure

### Google Drive

To submit your assessment via Google Drive, you will need to have a Gmail email address, i.e. [xxx@gmail.com](mailto:xxx@gmail.com) or a Google account and set up a share folder inside Google Drive.

*To set up a shared Google drive folder*

1. On your computer, go to Google Drive log in page:  
[https://accounts.google.com/signin/v2/identifier?service=wise&passive=true&continue=http%3A%2F%2Fdrive.google.com%2F%3Futm\\_source%3Den&utm\\_medium=button&utm\\_campaign=web&utm\\_content=gotodrive&usp=gtd&ltmpl=drive&urp=https%3A%2F%2Fsupport.google.com%2Fdrive%2Fanswer%2F2424368%3Fco%3DGENIE.Platform%253DDesktop%26hl%3Den%26oco%3D1&flowName=GlifWebSignIn&flowEntry=ServiceLogin](https://accounts.google.com/signin/v2/identifier?service=wise&passive=true&continue=http%3A%2F%2Fdrive.google.com%2F%3Futm_source%3Den&utm_medium=button&utm_campaign=web&utm_content=gotodrive&usp=gtd&ltmpl=drive&urp=https%3A%2F%2Fsupport.google.com%2Fdrive%2Fanswer%2F2424368%3Fco%3DGENIE.Platform%253DDesktop%26hl%3Den%26oco%3D1&flowName=GlifWebSignIn&flowEntry=ServiceLogin)
2. Enter your email or phone number and your password
3. At the top left, click **New** and then **Folder**
4. Enter a name for the folder
5. Click **Create**.
6. Click the new folder you created and click **Share**
7. At the top right, click **Get shareable link**
8. Next to “Anyone with the link”, click the Down arrow ▼
9. Choose “Edit and View”
10. Copy and paste this link to your assessment submission email to your trainer.

*In order to submit your assessment, you will need to upload your assessment files into the shared folder you created above.*

1. Open the New Folder you just created
2. At the top left, click **New** and then **File Upload**
3. Choose assessment files you want to upload.

## Dropbox

To submit your assessment via Dropbox, you will need to have a Dropbox account and set up a share folder inside your Dropbox. You will need to put all your assessment files in one folder.

*To set up a shared Dropbox folder*

1. Log in to Dropbox (<https://www.dropbox.com/login>)
2. Enter your email and password
3. Click **Upload**
4. Choose **Folder**, select your assessment folder and click **Upload**.
5. Right-click the folder you've uploaded and click **Share**.
6. Type the email of your trainer and then click **Share**.

*In order to submit your assessment, you will need to upload your assessment files into the shared folder you created above and email your trainer to notify them of your submission.*

1. Follow step 1 – 2 above.
2. Open the folder you used for your assessment submission
3. Click **Upload**
4. Choose your assessment files to be submitted and click **Upload**.

## OneDrive

To submit your assessment via OneDrive, you will need to have a Hotmail or outlook email address, i.e. [xxx@hotmail.com](mailto:xxx@hotmail.com) or [xxx@outlook.com](mailto:xxx@outlook.com) or a Microsoft account and set up a share folder inside OneDrive.

*To set up a shared OneDrive folder*

1. Log in to OneDrive (<https://office.live.com/start/OneDrive.aspx?ui=en%2DUS&rs=ET>)
2. Enter your email and password when prompted
3. On the toolbar, click **New**.
4. In the menu, click **Folder**.
5. Enter a name for the new folder.
6. Click the **Create** button
7. On the new created folder, click **Share** button
8. Choose Invite People
9. Enter your trainer email address
10. Click the Recipients Can Edit Link, a drop-down menu will appear
11. On the first menu, choose recipients can view and edit the file(s)
12. On the second menu, choose recipients does not need an Office 365 subscription to view or edit the file(s).
13. Click the **Share** button.

*In order to submit your assessment, you will need to upload your assessment files into the shared folder you created above and email your trainer to notify them of your submission.*

1. Follow step 1 – 2 above
2. Open the shared folder you created above,
3. Select **Upload**
4. Select the assessment files you want to upload, and then select Open.