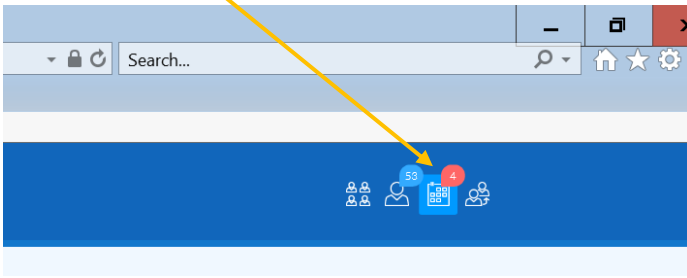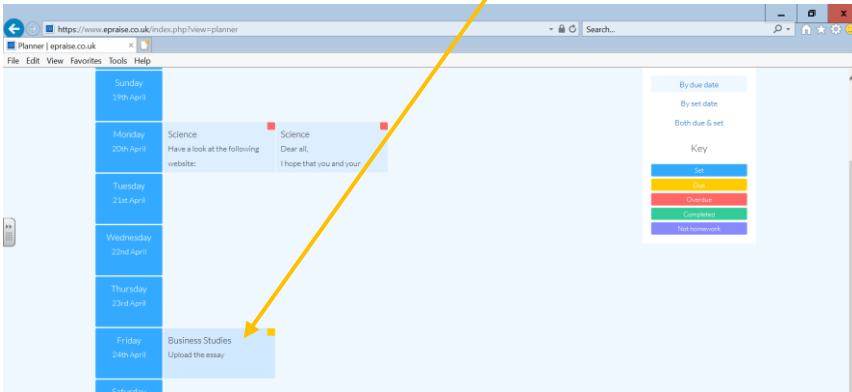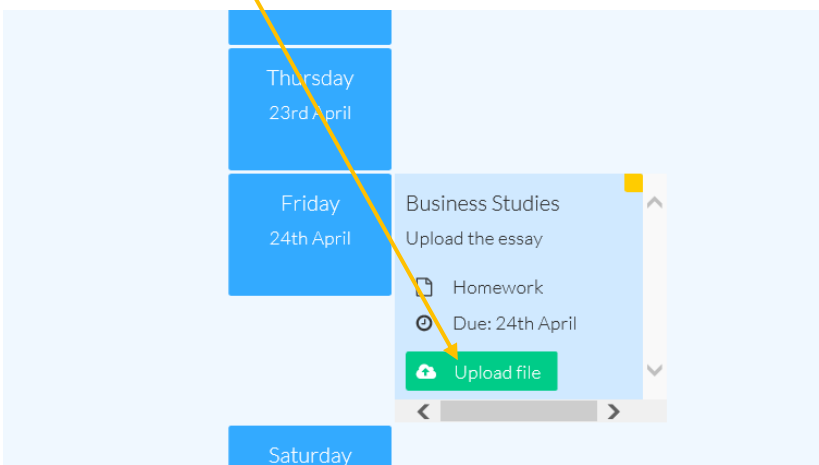# How to upload work to e-praise - Students
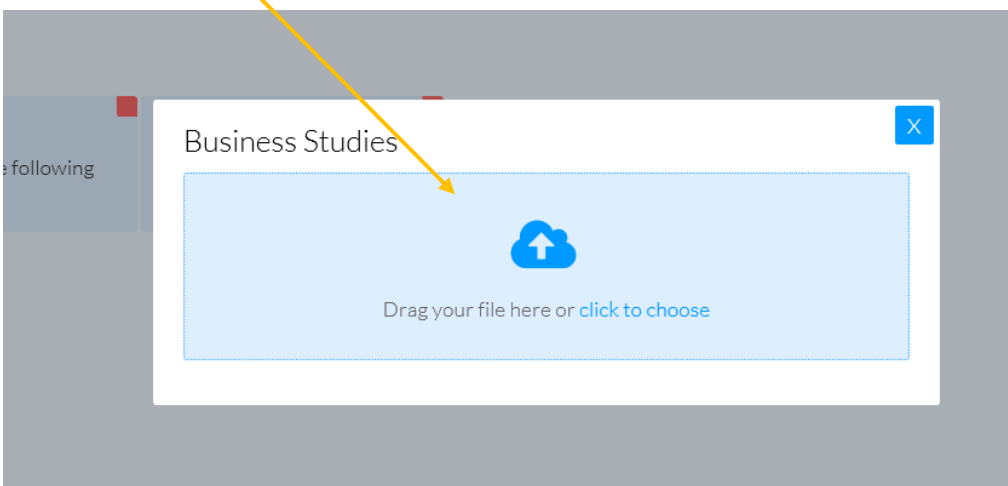
Select your planner
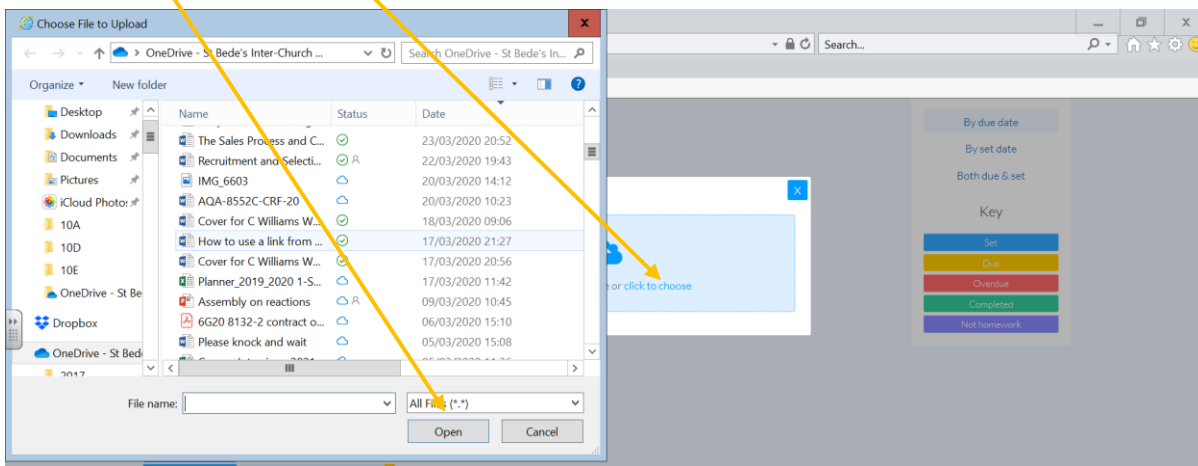

Select the work you want to complete/ upload

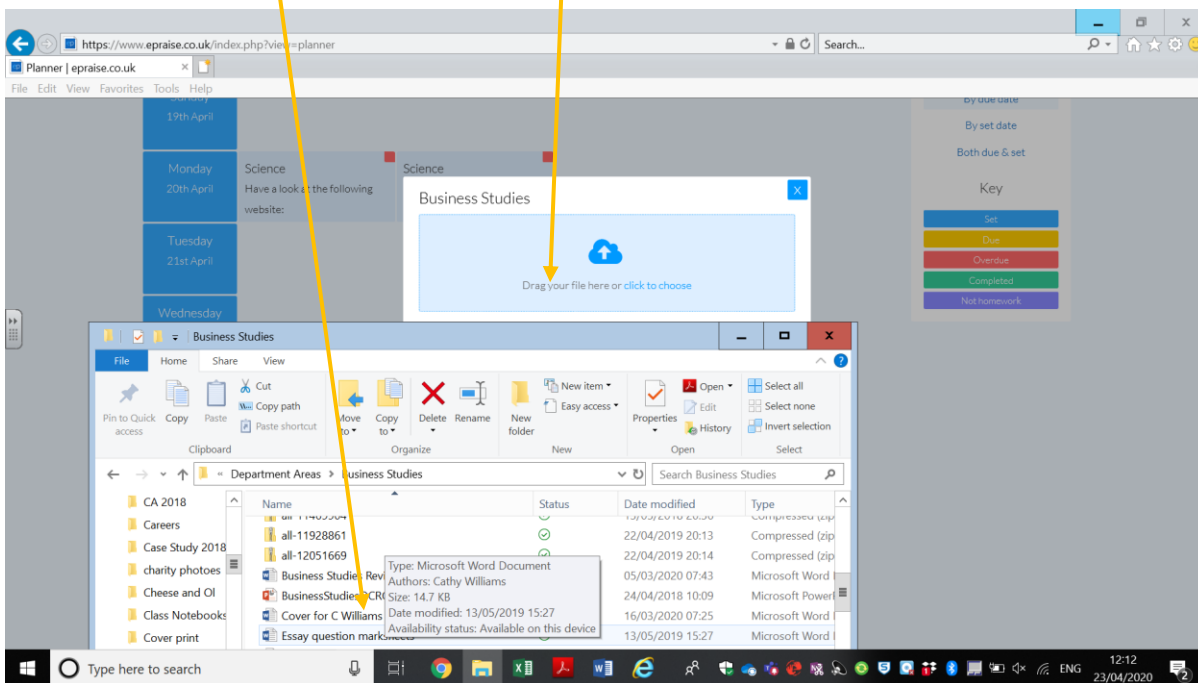Then select the upload file option
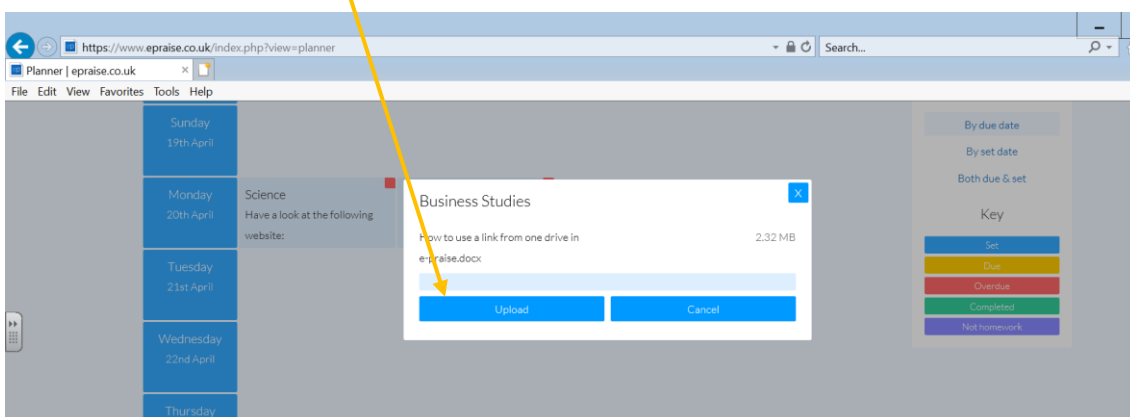

The following box will appear

If you select "click to choose", your file explorer will automatically open and you can navigate to the file you want and select "open"
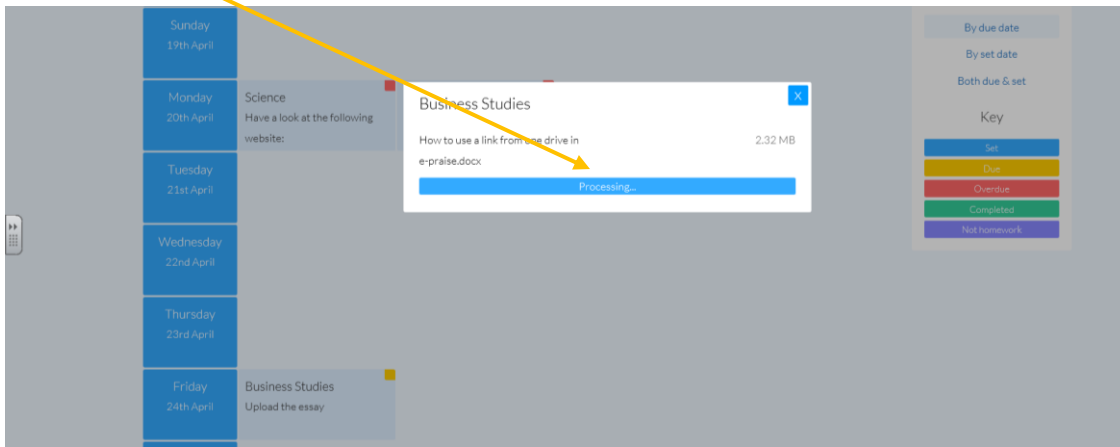

If you want to drag the file into place then you will need to open file explorer yourself and hold the mouse button down to drag the doc you want across
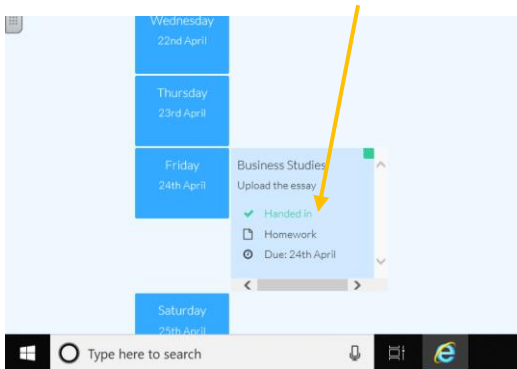

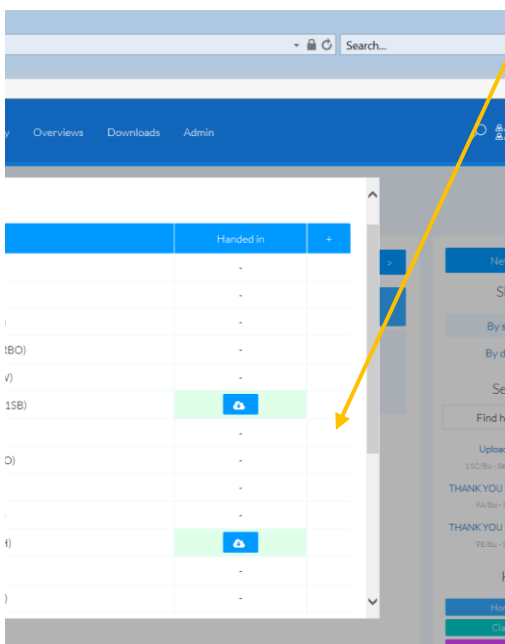Once the file is selected select upload

The file will upload and the box will close automatically when it has uploaded.

The work will now show as handed in

This is how it looks in your teachers mark books

REMEMBER YOU CAN ONLY UPLOAD ONE DOCUMNET PER HOMEWORK!