

How to Submit Homework

All homework submissions, self assessments and your practice session feedback will be shared online, so here is how to do it.

All three documents are to be included together in your folder for one complete submission:

1. Intake with permission
2. Session report
3. Feedback from practice client

Thanks!

How to submit your homework upload:

On your computer's desktop:

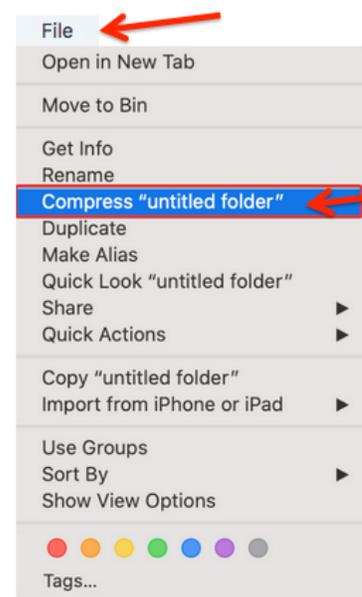
- 1 – Create a new folder, rename it with *your* name (e.g., Bob-buddy session report)
- 2 – Drag all 3 of your docs for each session into this folder.
- 3 – Compress the folder:

For Macs:

Mouse – right click on the folder to get this menu

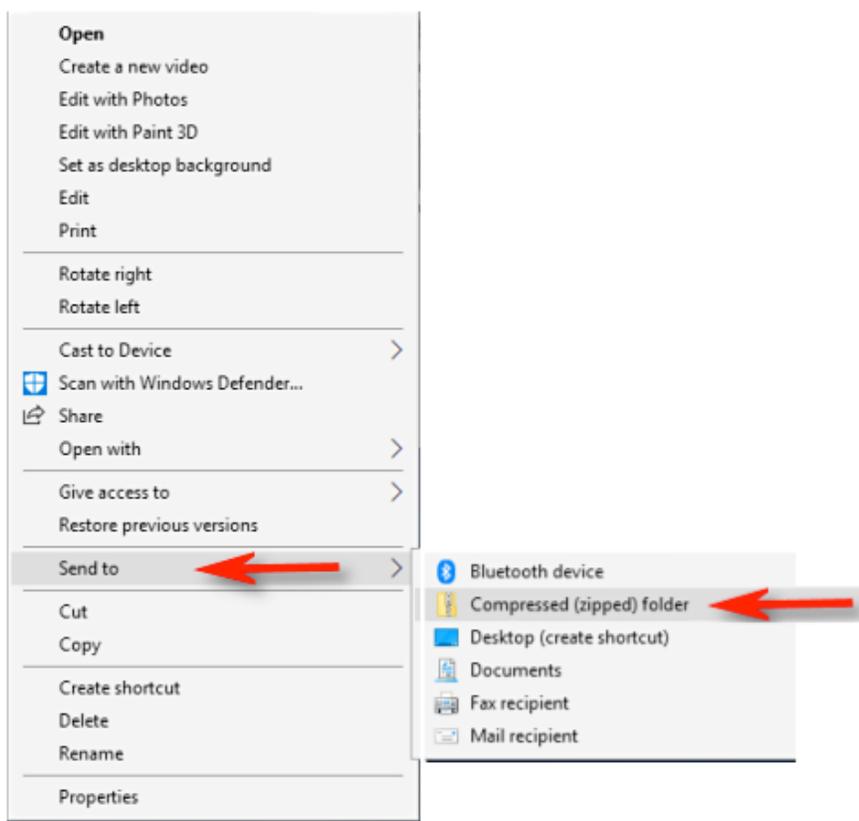
Touchpad – hold the “option’ key and then click the touchpad on the file

File> Compress “myfoldername” the folder and its contents.



For Windows:

Right-click on folder and a menu will pop up. Click “Send to,” and then click “Compressed (Zipped) Folder.”



Windows compresses the folder, and a new ZIP file appears in the same location as the files you’re working with. The ZIP file icon looks like a standard Windows folder with a zipper on it.



Open Browser, go online: go to your “Class Home Page”
4 –and scroll to the bottom to see this form:

Fill out the form below to submit your homework for this class

Your first name...

Name of your buddy or practice client

Upload your homework here

Drop files here or
[Select files](#)

Homework Type *

Select One

Comments

[Submit](#)

5 – in the form (shown above) fill out your name, the type of session (buddy, client, other), the name of the buddy or client, and any comments you might want to make

6 – Either drag your zipped/compressed folder onto the form, or use the browse button/ [Select files](#) to locate it on your computer

7 – Click the ‘Submit’ button

It’s always important to include your name and designate the full name of the buddy or client on each folder.

General note:

If you need to photograph a doc, read this:



- 1 – use black ink to complete your form
- 2 – keep the document in bright light, no shadows
- 3 – Stabilize your phone to avoid blurring
- 4 – Please review the photos to make sure they are legible – you can save them to your computer and view them in full size to be sure.
- 5 – Change the file name of the photo

Example:

Susanna-buddy-Taisha-intake p2

Tom-client-Marco-report p3

Thanks!