

# How to submit Assessment documents

This guide describes the process of assessment submission. The students must have their files ready for submission. You can chose to do it in large groups or for individual accounts.

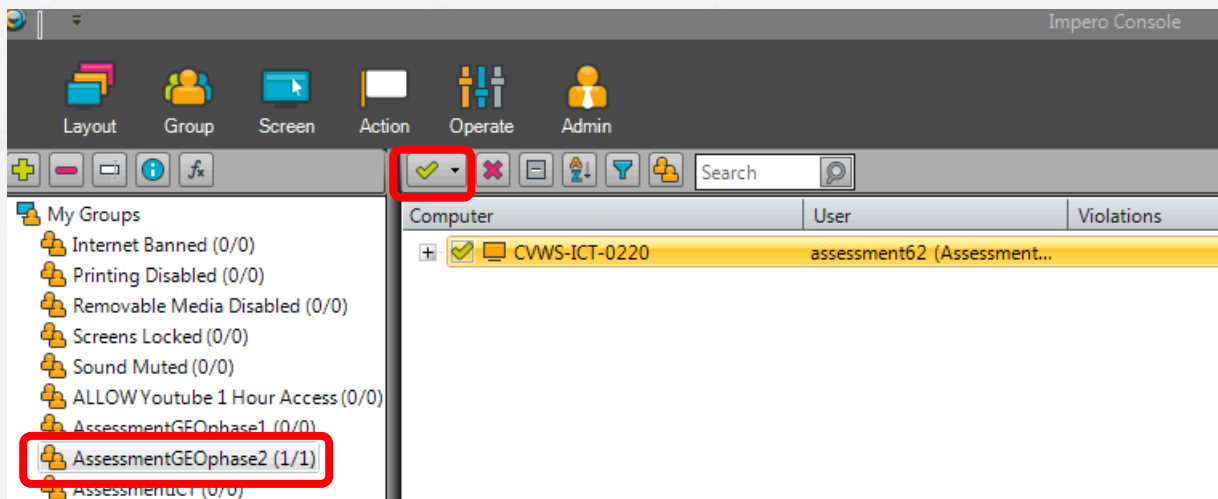
Open Impero Console.



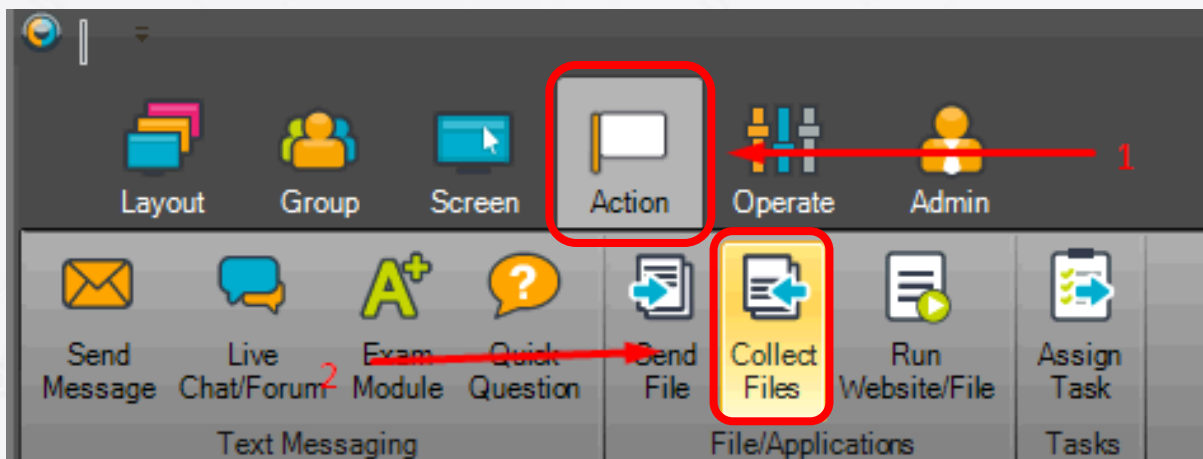
Select the **AssessmentGEOphase2** group

Select the users you wish to collect the files from.

Tip: You can click the green tick and select all available users in the group

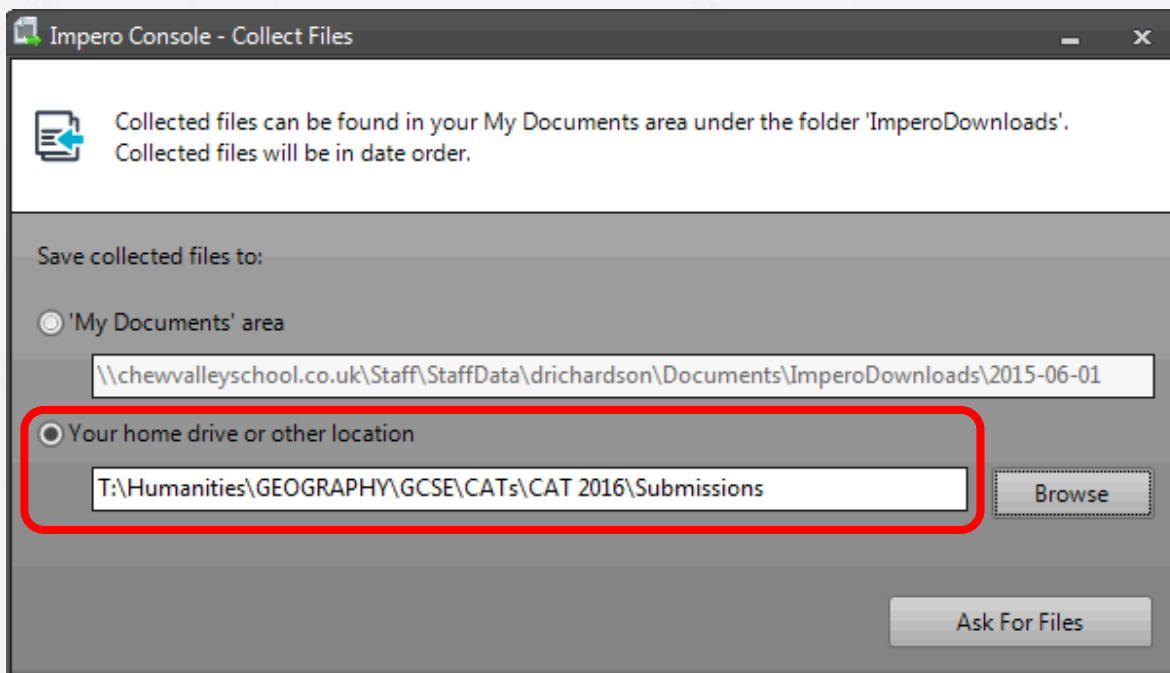


Select Action then Collect Files

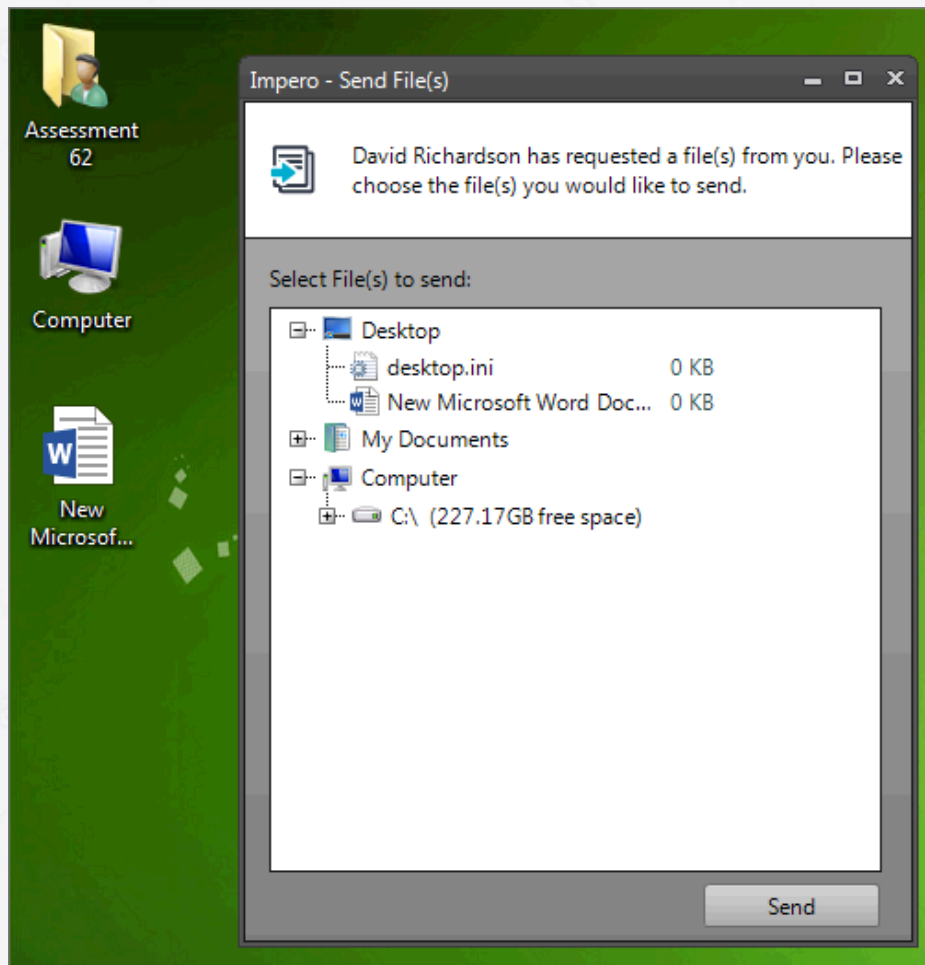


Select your home drive or other location and select

**T:\Humanities\Geography\GCSE\CATs\CAT 2016\Submissions**



The students should then see the following popup:



Students need to select the file from where they have it saved and click **Send**.

Multiple files can be selected by pressing Ctrl and clicking.

Their submitted work will then appear in the Submissions folder.

The system creates a folder for every submission with the time of the day.

