Student File Upload

## Introduction

This is the student upload form user manual. On this page, students can upload their forms and receive messages if they are incorrect or in the wrong file format. Students can use the links on the page to either download a form or redirect them to the online form.

## Accessing the page.

Timeline

Description automatically generated

Figure 1

As shown in Figure 1, students can access the Student Form page by going to domain\_name/newStudentUpload . This page provides all features and necessary information for students to upload their forms.

## Selecting and uploading a form: A picture containing text, screenshot, indoor, monitor Description automatically generated

Figure 2

Graphical user interface, application, website

Description automatically generated Figure 3

Figure 2 shows how students can browse and select files and Figure 4 shows the submit button where the form will be uploaded to the database when clicked.

## Graphical user interface, text, application, website Description automatically generatedUpload states and alters

Figure 4

Graphical user interface, text, application, website

Description automatically generated

Figure 5

After students upload their form, a status message will appear on the button right of the page describing the status of the form (Accepted or rejected). Forms get accepted or rejected depending on their states. If the form does not have the student number, the form will not be saved and the rejection/alert message will appear. The message is general and it does not explain anything about the actual missing values. Forms get accepted if they are complete and have the correct file extension (docx).

## Placements team email:

At the button of the page, as shown in Figure 1, there is a hyperlink for the placements team email so they can be contacted if the student has questions or difficulties using the system.