

# How To Upload Your Class Activities & Homework Assignments

**Step 1:** [Login to Mind Shift Academy.](#)



**Step 2:** Click on **VIEW** Mind Shift Virtual ESTA Course.



# How To Upload Your Class Activities & Homework Assignments

**Step 3:** Go to **Uploads** tab.

Mind Shift Virtual ESTA  
Instructor Led Course  
★ ★ ★ ★ Rate This Course

Course Content Resources **Uploads**

The Employment Success Training and Acculturation (ESTA) Process at Mind Shift is mandatory for all new hires. This is a period of time where we cover a variety of topics in discussion, activities, team projects and one on one discussion. Topics covered include general workplace skills, goal setting, time management, self awareness, communication skills, stress management, conflict management, and team building. This training will also allow Mind Shift and yourself to identify your preferred learning style. The intent of this process is to assure that information is shared and exchanged with the goal of your success in the workplace. The information obtained during this process allows us to build a complete business profile for you to be utilized in the search of viable employment opportunities that match your interests, hobbies, and transferable skill set.

My Session

JULY 2021  
19 Virtual ESTA Sessions  
12:30 PM - 3:30 PM (CDT)

Add to Calendar

Instructor: Jolynn Larson  
Class Size: 6  
Recurrence: Daily

Not Started  
0/14  
0%

Evaluation  
Evaluate Course

Uploads  
Day 1 Activity #1: Time Management  
Day 1 Activity #2: Strengths and We...  
Day 1 Activity #3: Workplace Quest...  
Day 1 Homework #1: HGMI Learnin...  
View All

Resources  
Day 1 Activity #1: Time Management  
Day 1 Activity #2: Strengths and We...  
Workspaces

**Step 4:** Click **UPLOAD** on the right-hand side of the activity/homework you would like to upload.

Course Content Resources Uploads Comments

Uploads

Day 1 Activity #1: Time Management  
Status: Pending Approval File Size: 251KB Upload Date: July 19, 2021  
Test Replace

Day 1 Activity #2: Strengths and Weaknesses Upload

Day 1 Activity #3: Workplace Questionnaire Upload

Day 1 Homework #1: HGMI Learning Styles Upload

Day 1 Homework #2: Kolb Learning Inventory Upload

Not Started  
0/14  
0%

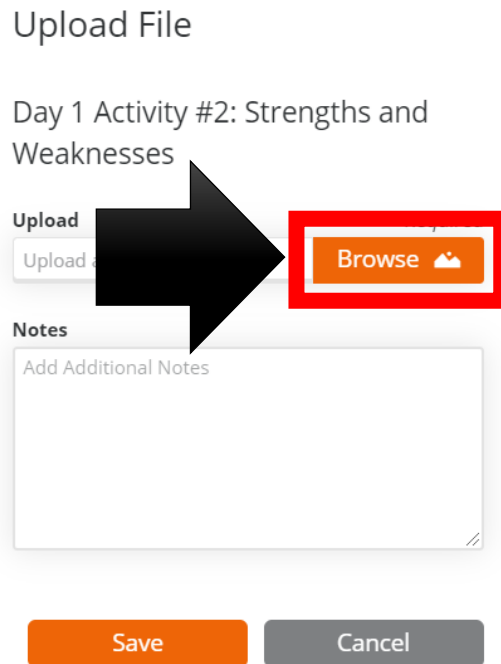
Evaluation  
Evaluate Course

Uploads  
Day 1 Activity #1: Time Management  
Day 1 Activity #2: Strengths and We...  
Day 1 Activity #3: Workplace Quest...  
Day 1 Homework #1: HGMI Learnin...  
View All

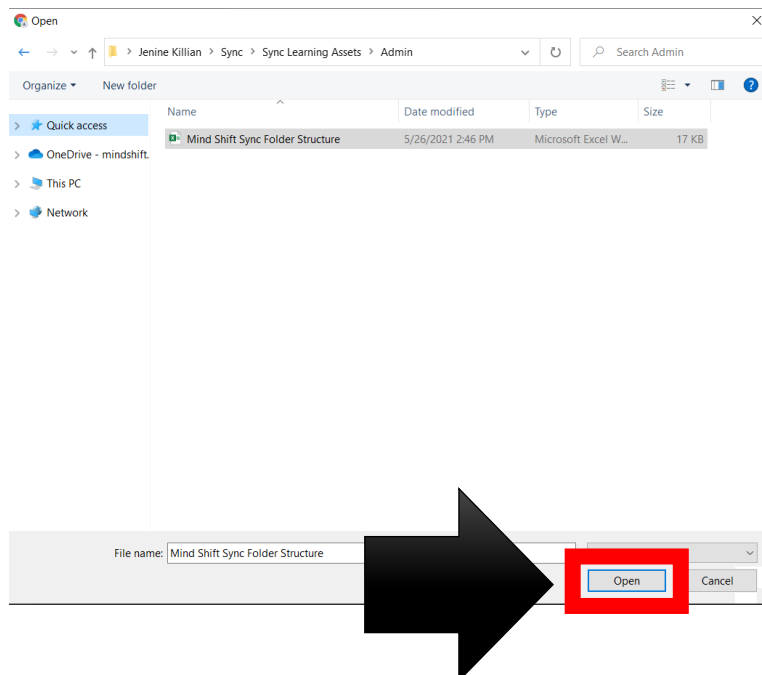
Resources  
Day 1 Activity #1: Time Management

# How To Upload Your Class Activities & Homework Assignments

**Step 5:** Click **BROWSE**.

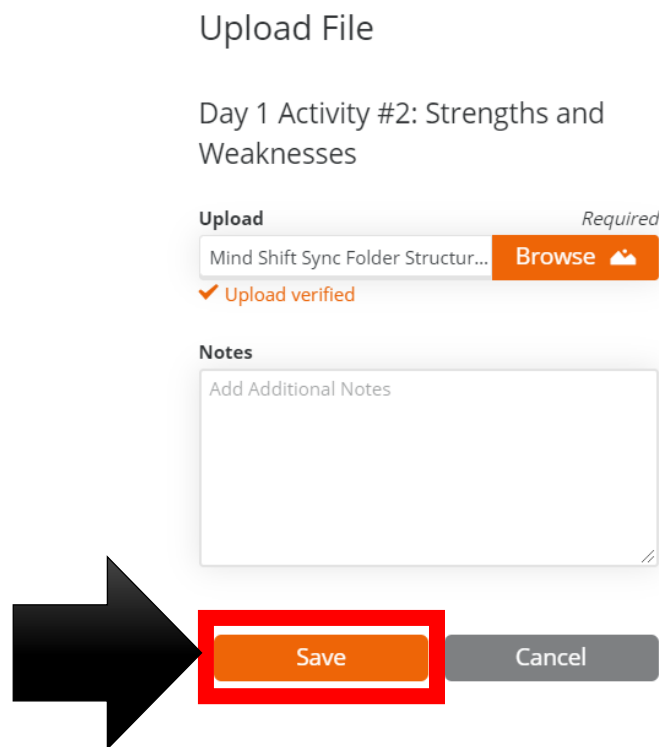


**Step 6:** Click on the document you want to upload, then click **OPEN**.



# How To Upload Your Class Activities & Homework Assignments

**Step 7:** Once you see **UPLOAD VERIFIED**, click **SAVE**.



The screenshot shows a web interface for uploading files. At the top, it says "Upload File". Below that, the title of the activity is "Day 1 Activity #2: Strengths and Weaknesses". Under the "Upload" section, there is a text input field containing "Mind Shift Sync Folder Structur..." and a "Browse" button with a folder icon. Below the input field, it says "✓ Upload verified". Under the "Notes" section, there is a text area with the placeholder text "Add Additional Notes". At the bottom, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular border, and a large black arrow points to it from the left.

**Step 8:** You have now uploaded your activity/homework. You will receive an email confirming whether your upload was accepted or declined from your instructor.