1. Login to IBIS
2. At the top : 
3. Be sure you select correct **Diploma Session** (shown in blue) **May 2020**
4. Select correct **subject** in field for EE
5. Ignore predicted grade; I will take care of prediction and verification based on updating the excel spreadsheet I am sharing with the staff.
6. Select “eCoursework” in gray tab
	1. If pop up doesn’t occur verify ***POP UPS BLOCKED*** is off
7. DASHBOARD on the left
	1. **Select** your EE **student**
	2. **Select** the **hours spent** with candidate (0-5)
	3. Under **FORM EE/RPPF** you will place the pdf file of the student’s reflections/supervisor viva voce that you saved in your teacher network folder \*\*\*file names you used do not show up for this portion of the transfer-identification is secured for the student.
	4. AUTHENTICATE\*\*\*Students will upload end of February
		1. Candidate was to upload directly from Managebac the final draft that you read
		2. This will appear and you will need to look through to verify it is the same
		3. Click on the box at the bottom to verify to the best of your ability this is the student’s work
	5. **Submit to IBO – you cannot undo this action so please be sure you have it all ready to go**