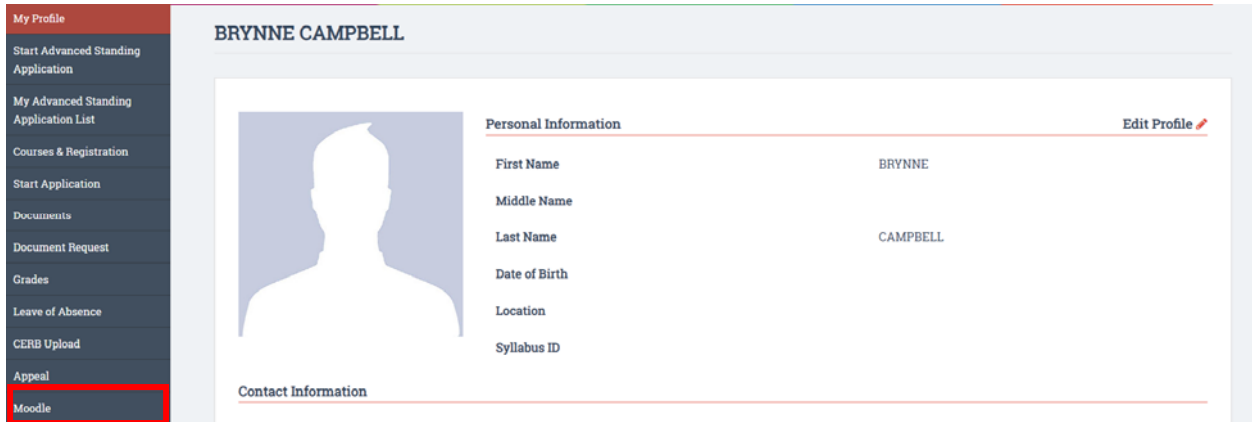


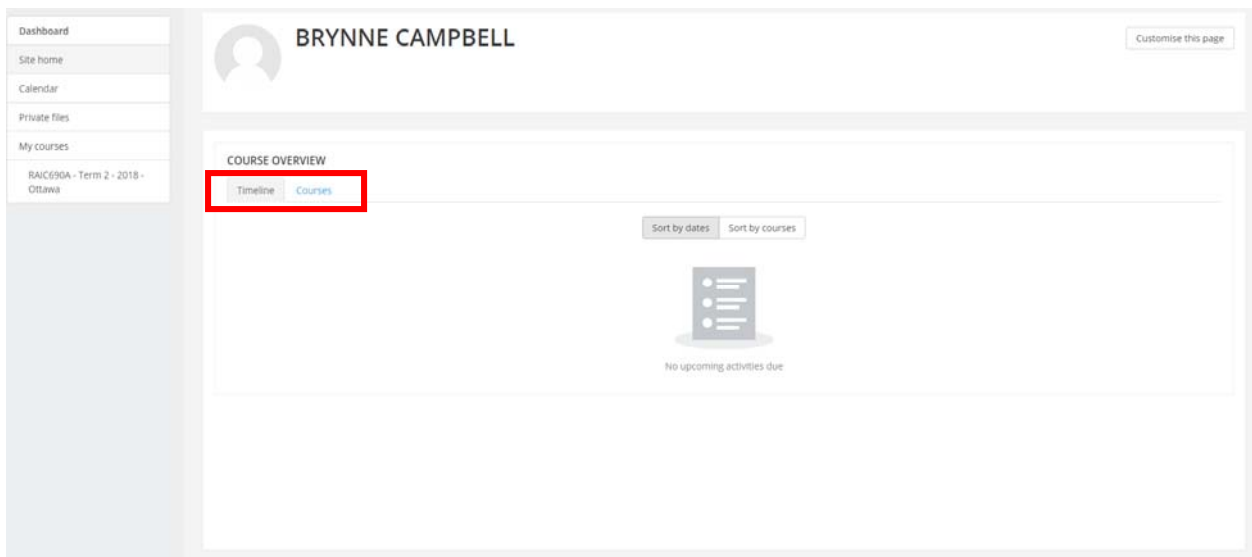
RAIC Syllabus Design Documentation Upload Instructions – FOR STUDENTS

Uploading Studio Design Documentation:

Log into your Syllabus Student Account at www.syllabus.raic.ca. On the left menu bar select “Moodle” and enter your student Moodle account. Your profile page should look similar to this:

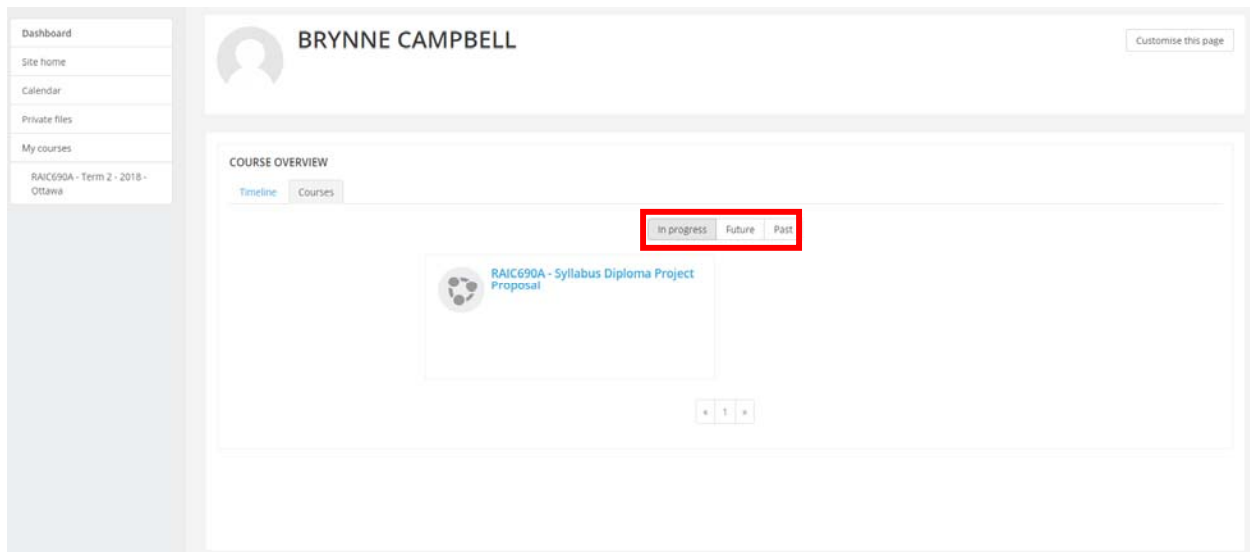


In Moodle, you can view your currently enrolled courses under the “Courses” tab.

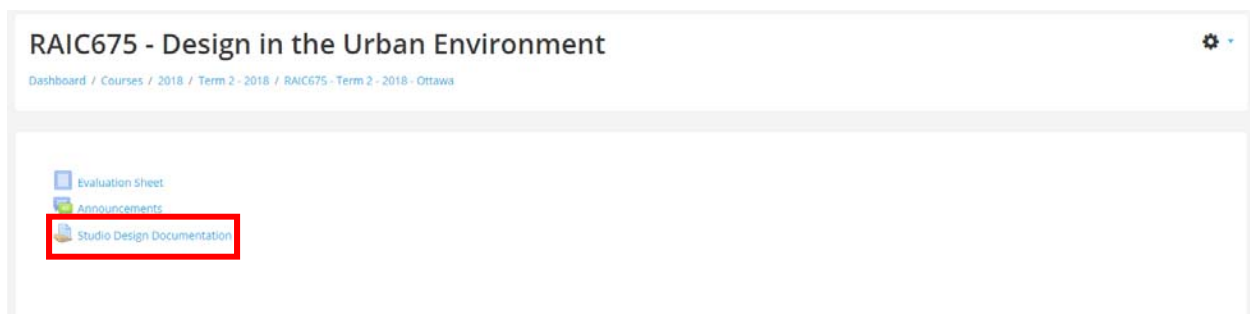


RAIC Syllabus Design Documentation Upload Instructions – FOR STUDENTS

Courses in which you are currently enrolled in will show up under “In progress”.

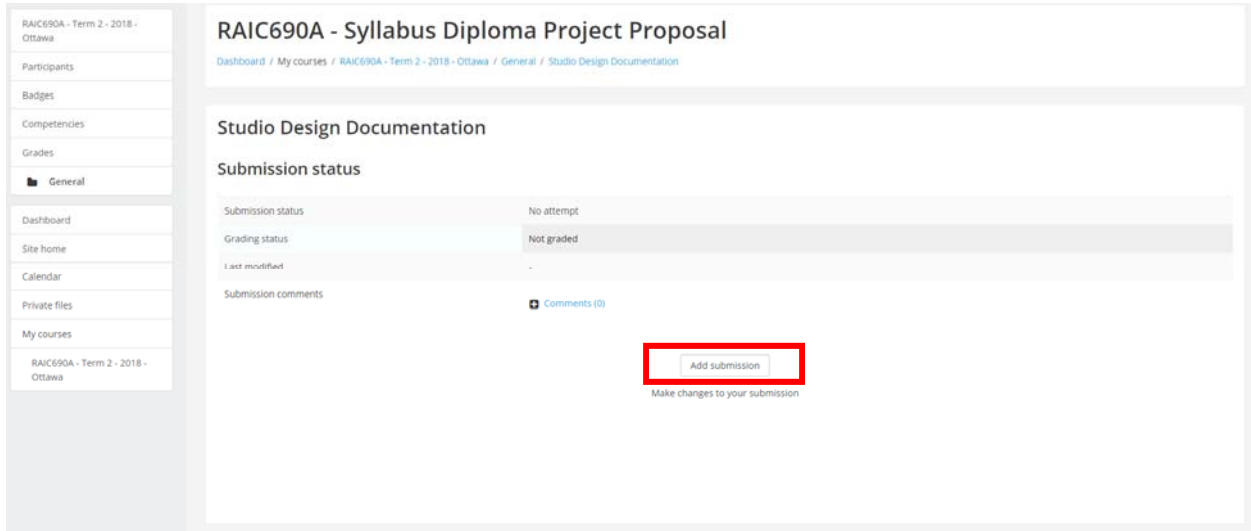


Click on the studio course you are enrolled in and click on “Studio Design Documentation”.

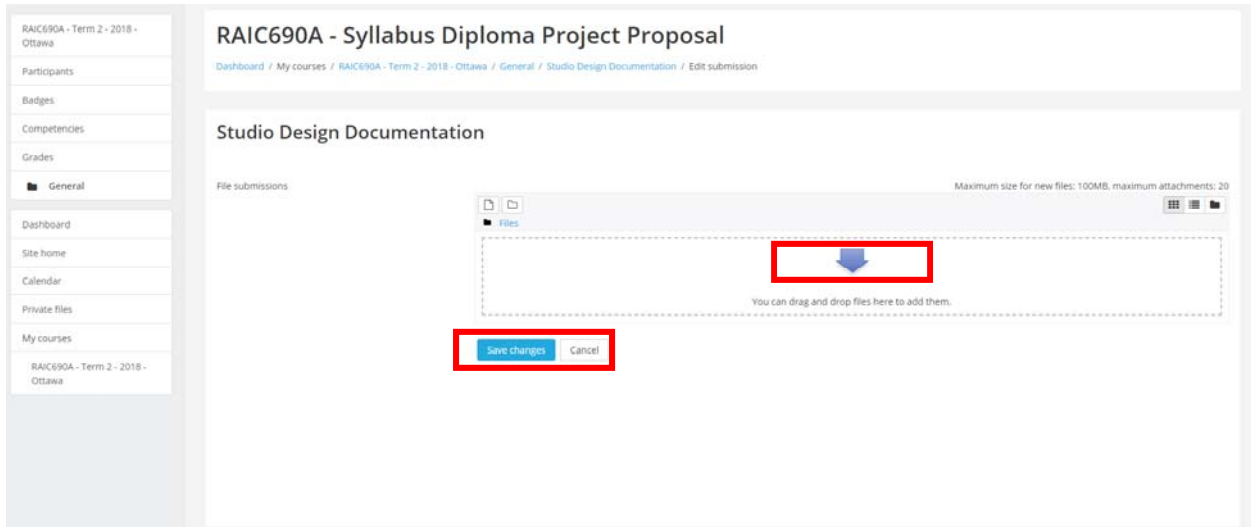


RAIC Syllabus Design Documentation Upload Instructions – FOR STUDENTS

On the bottom of the page click on “Add submission”.

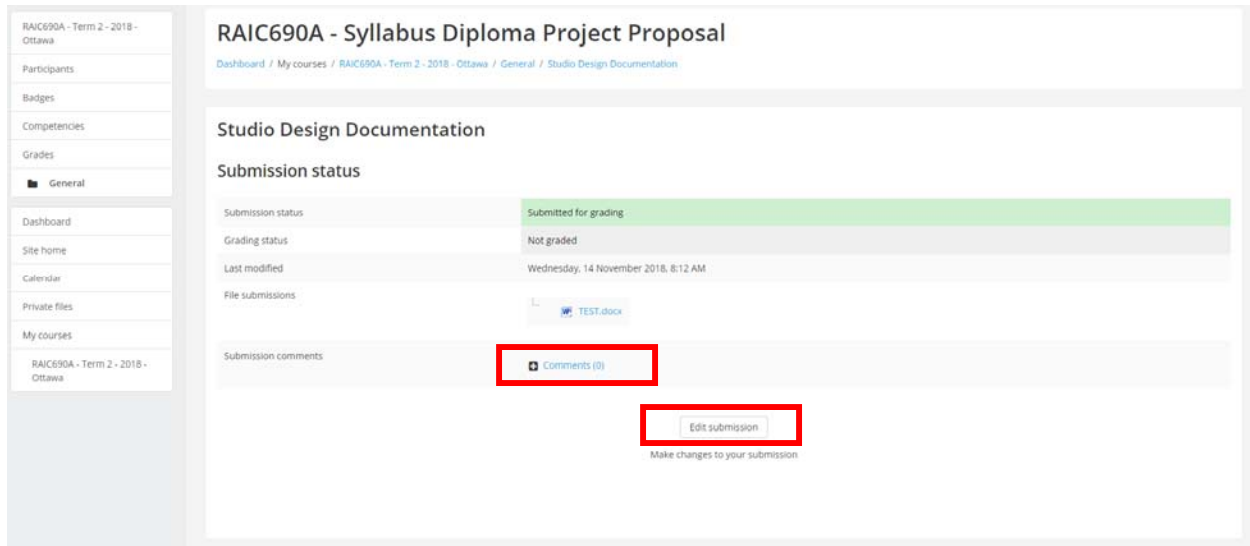


You can now upload your design documentation. You can either drag and drop the file in the upload window, or you can click on the upload window and you will be prompted to upload files from your computer. Please note that maximum size for files is 100MB and up to 20 attachments. Once all files are selected click on “Save Changes”.



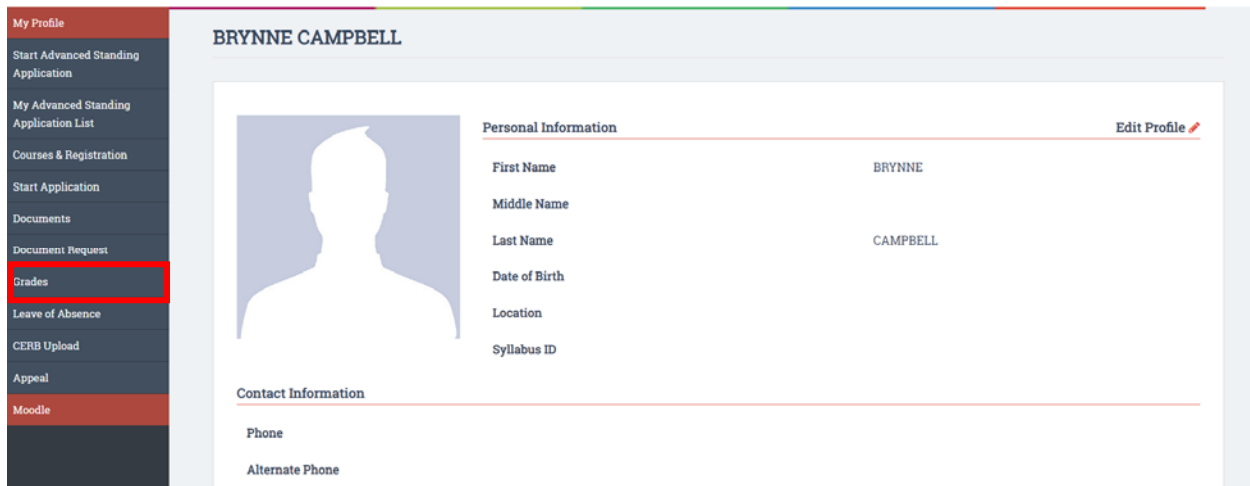
RAIC Syllabus Design Documentation Upload Instructions – FOR STUDENTS

Once submitted, a submission status window will appear. This will outline the date submitted, whether the submission has been graded and any comments from the student or instructor. If you would like to add comments to your submission you can click on “Comments”. You can also still edit your submission once you have submitted by clicking on “Edit Submission”.



The screenshot shows the Moodle submission status page for a course titled "RAIC690A - Syllabus Diploma Project Proposal". The page is divided into a left sidebar and a main content area. The sidebar contains navigation links such as "Participants", "Badges", "Competencies", "Grades", "General", "Dashboard", "Site home", "Calendar", "Private files", and "My courses". The main content area displays the submission status for "Studio Design Documentation". The status is "Submitted for grading", the grading status is "Not graded", and the last modified date is "Wednesday, 14 November 2016, 8:12 AM". A file named "TEST.docx" is listed under "File submissions". The "Submission comments" section shows "Comments (0)". Two buttons are highlighted with red boxes: "Comments (0)" and "Edit submission". Below the "Edit submission" button is the text "Make changes to your submission".

Once submitted, your instructor or studio coordinator will be notified that you have submitted your design documentation. Grades will be submitted by the studio coordinator, along with Jury Comment Forms and students will be able to view their grades in their student profile under the “Grades” tab.



The screenshot shows the Moodle user profile page for "BRYNNE CAMPBELL". The page is divided into a left sidebar and a main content area. The sidebar contains navigation links such as "My Profile", "Start Advanced Standing Application", "My Advanced Standing Application List", "Courses & Registration", "Start Application", "Documents", "Document Request", "Grades", "Leave of Absence", "CERB Upload", "Appeal", and "Moodle". The "Grades" link is highlighted with a red box. The main content area displays the user's profile information, including a profile picture placeholder, "Personal Information", and "Contact Information". The "Personal Information" section includes fields for "First Name" (BRYNNE), "Middle Name", "Last Name" (CAMPBELL), "Date of Birth", "Location", and "Syllabus ID". The "Contact Information" section includes fields for "Phone" and "Alternate Phone". An "Edit Profile" link is visible in the top right corner of the profile section.

If you have further questions about uploading your design documentation to Moodle, or if you are having technical issues, please email the Syllabus Registrar at info@raic-syllabus.ca.