

## **Preparing, uploading and sending portfolios via Google Drive or Dropbox**

Advice on how to create an account, organise and upload portfolios, and share with Trinity

This guidance is specific to Google Drive and Dropbox, however there are other file hosting sites through which you may upload and share portfolios. This guidance also offers best practice solutions to laying out online submissions of young people's work for any moderation type. These are not compulsory, and you may adapt/choose your own layout style as necessary.

**Note: We are not able to accept portfolios via email or via a file sharing site. All digital work MUST be accessible via online link without the need to download onto Trinity/moderator computers.**

**All assessment report forms must refer to the specific parts of the online portfolio that the adviser has identified as evidence for meeting the assessment criteria for each part of the award.** This includes referencing specific file names or timeframes of audio/video files that you wish the moderator to view to validate your marking choices. If the evidence signposted in your assessment report form (e.g. "page 1") **does not match** the file names of the uploaded work, the moderator will not be able to moderate the work.

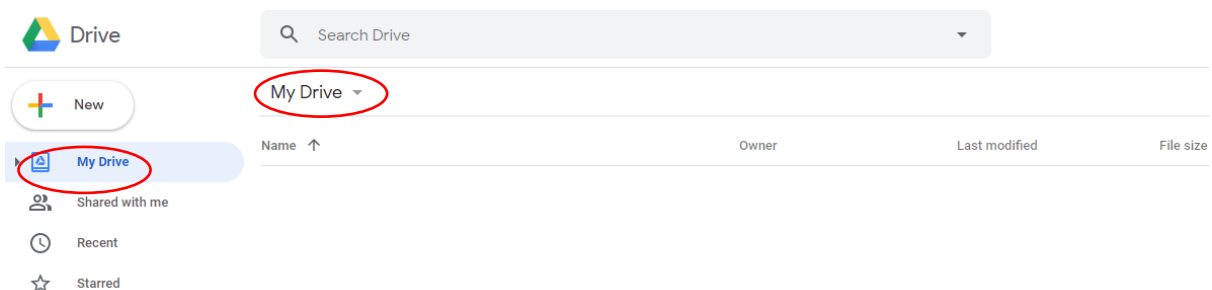
**Please Note: For their free accounts, Google Drive has a max. storage of 15 GB per account, whereas Dropbox has a max. storage of 2GB.**

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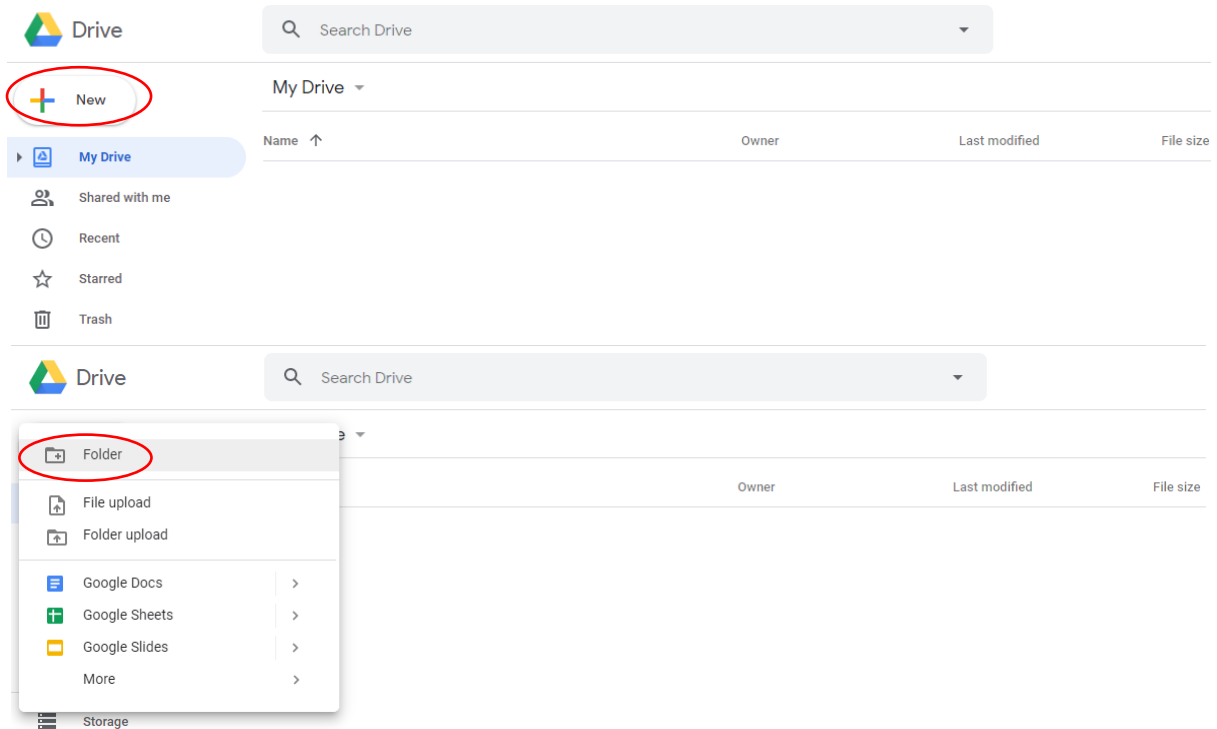
### **Google Drive**

Google Drive hosted guides – [How to use Google Drive](#) / [System requirements](#) / [Accessibility](#) / [Terms of Service](#) / [Privacy](#)

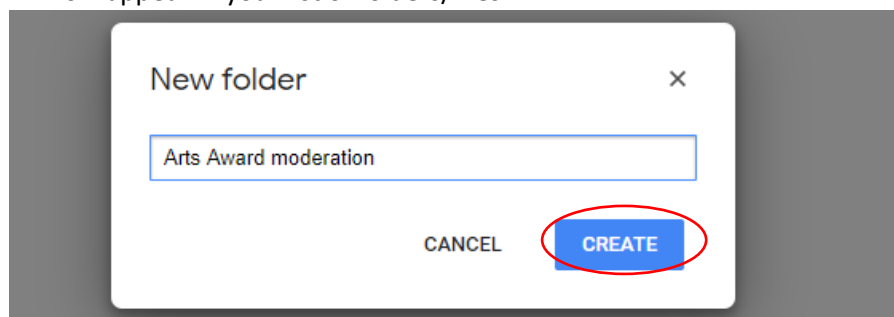
1. Create an account – [Please see this guide on Google's website](#)
2. Prepare a folder to upload portfolios –
  - a. Log in to Google Drive at <https://drive.google.com>
  - b. Make sure you are in the 'My Drive' section, if not, click the 'My Drive' link on the left menu.



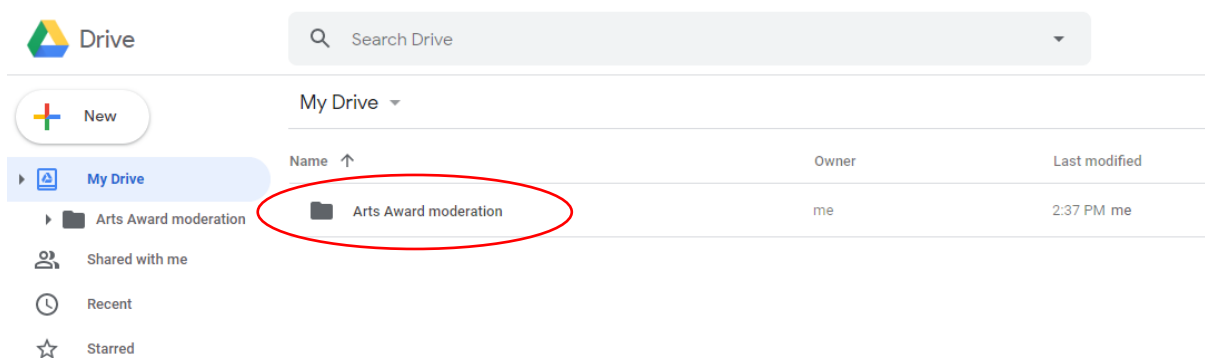
- c. Click 'New' on the left side and then select 'Folder'.



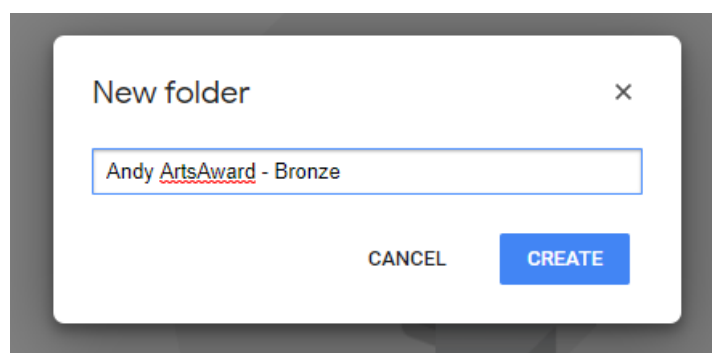
- d. Name the folder 'Arts Award moderation' or similar and click 'Create'. The folder will now appear in your list of folders/files.



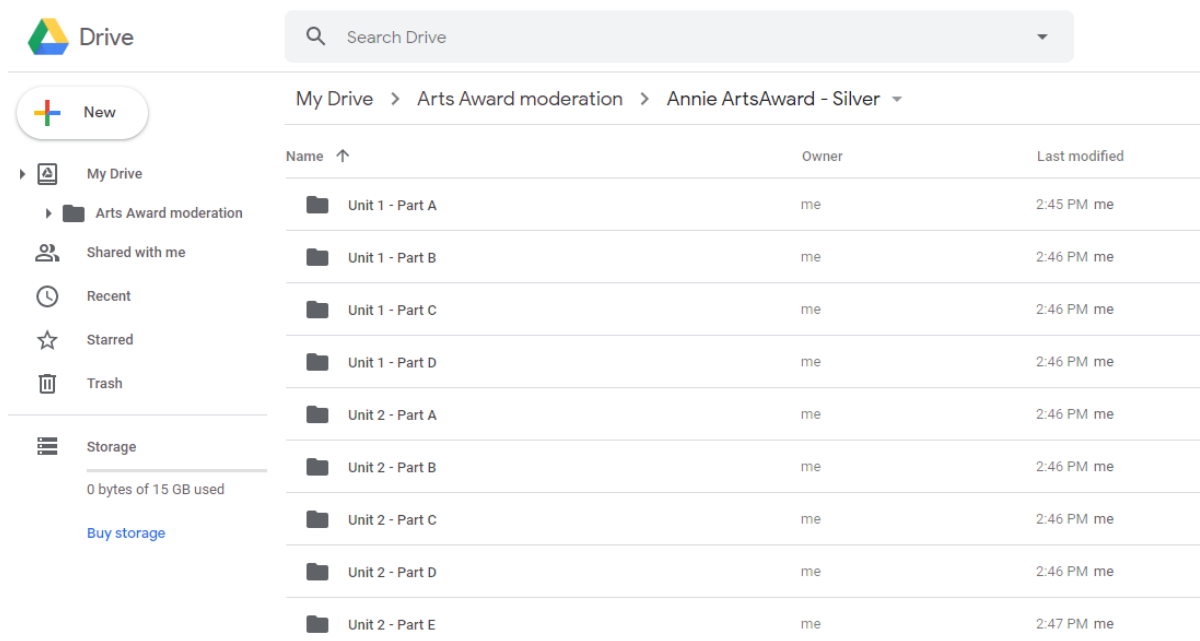
- e. Double click the folder name to open.



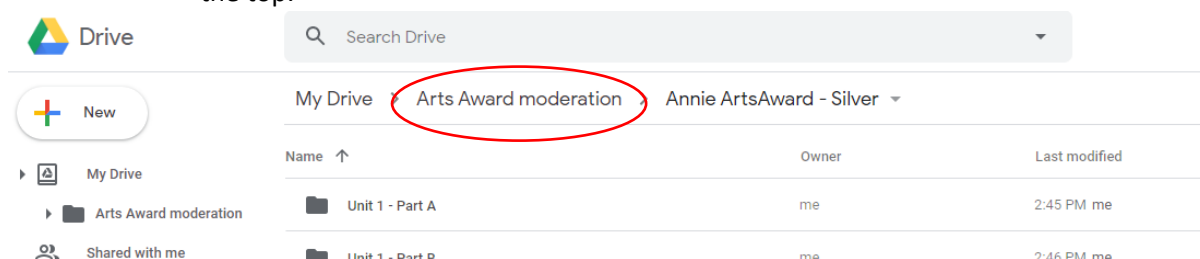
- f. Repeat steps 2.c to 2.e to create and open a new folder and name it after the young person and Arts Award level for which you are uploading work.



- g. Repeat steps 2.c and 2.d to create a new folder for each part of the award. If the portfolio is for Silver or Gold Arts Award, make sure to label which are Unit 1 and Unit 2.



- h. Return to your main 'Arts Award moderation' folder by clicking the folder name at the top.



- i. Repeat steps 2.f to 2.h for all the young people whose portfolios you are uploading.

**Remember:** For Large Group online and Explore online moderation, you do not need to upload work for all the young people, only those requested in your sample confirmation email.

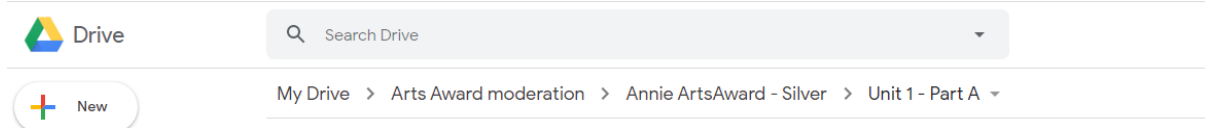
- j. You have now created the template for your young people's online portfolios, through which you can upload the young people's work and share it with your Trinity contact for moderation.

### 3. Upload work –

- a. First, make sure the files you are going to upload are one of Google Drives' [supported file types for preview](#). Non-supported file types can still be uploaded into Google Drive, however will not be able to be previewed by Trinity/the moderator

without downloading the file. **All digital work MUST be accessible via online link without the need to download onto Trinity/moderator computers.**

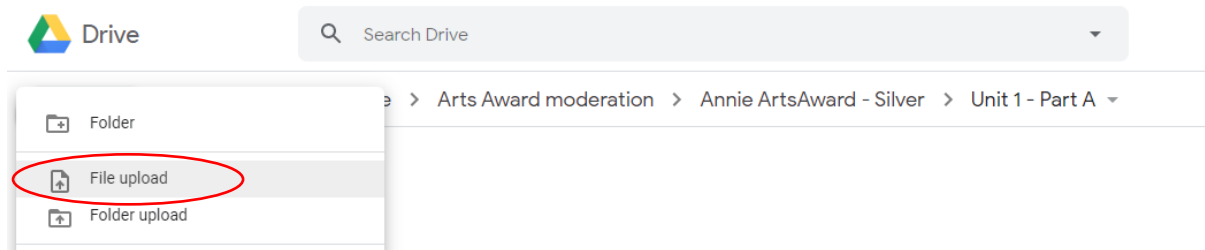
- i. If you are unsure whether a file can be previewed, try uploading and then double-clicking on the file name. If it opens, it can be previewed. If you are asked to download the file, it cannot be previewed. In this scenario you will need to delete the file and reupload in a different format.
  - ii. To save your file as one of the supported file types, open the file in your computer and use the 'Save As' function to select the file type you'd like to save as. Recommended file types are PDF, MP3 and AVI for general documents, audio and video respectively.
- b. Open the folder for which you wish to upload work by double clicking it. (e.g. in the below, we are uploading evidence for Unit 1 – Part A to Annie ArtsAward's folder)



- c. **Either** drag and drop the files you wish to upload from your computer into the webpage.

**OR** click 'New' on the left side and then select 'File upload'.

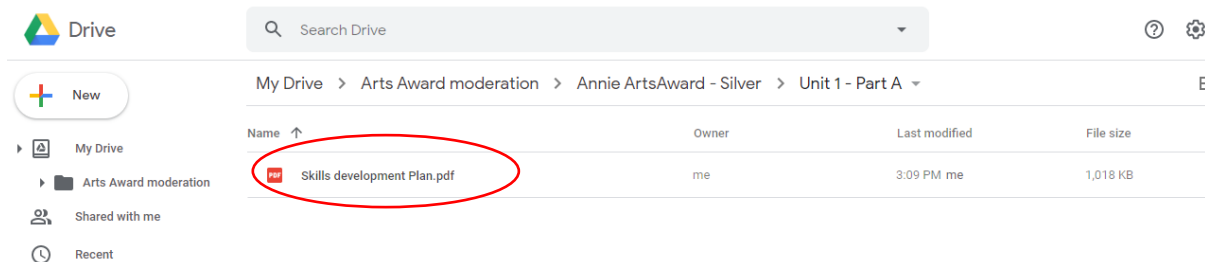
- i. Locate and select the file you'd like to upload, then click 'Open'.



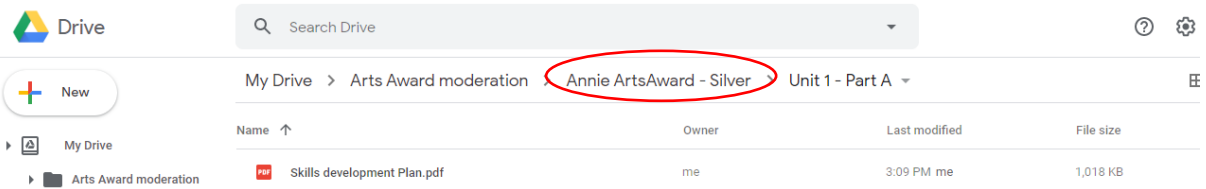
A pop-up will appear in the bottom-right corner of the screen to show you the upload progress, and a green tick will appear when complete.

**Remember: Large files may take a while to upload.** If you continue to upload to other folders whilst a large folder is uploading, make sure to double check it has uploaded correctly (and can be previewed) after the upload is complete.

- d. Double-click the file name to open the preview. If the file does not preview, please see step 3.a for advice.



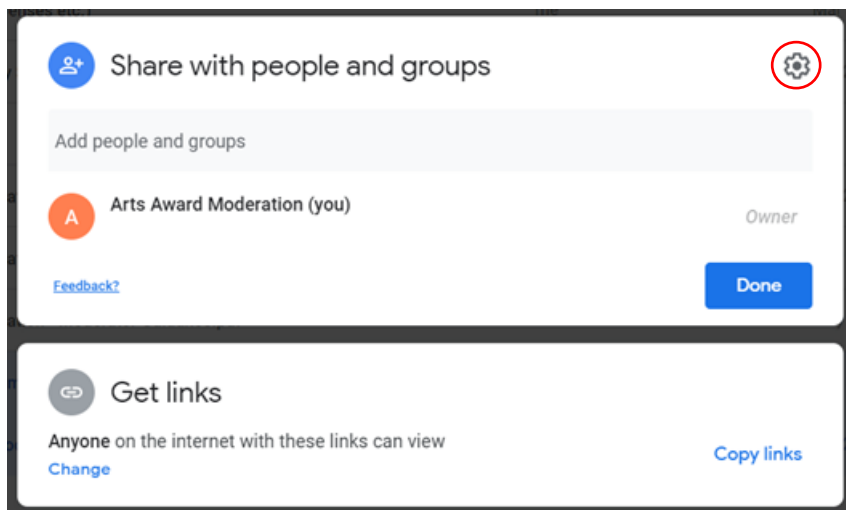
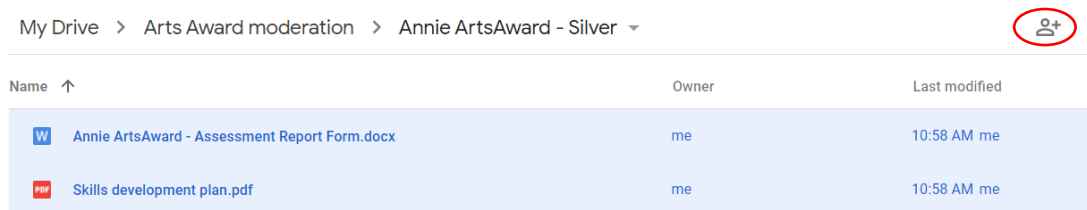
- e. Repeat steps 3.b to 3.d with all files you need to upload for that portfolio.
- f. Once complete, return to the main folder for the young person by clicking the folder name at the top.



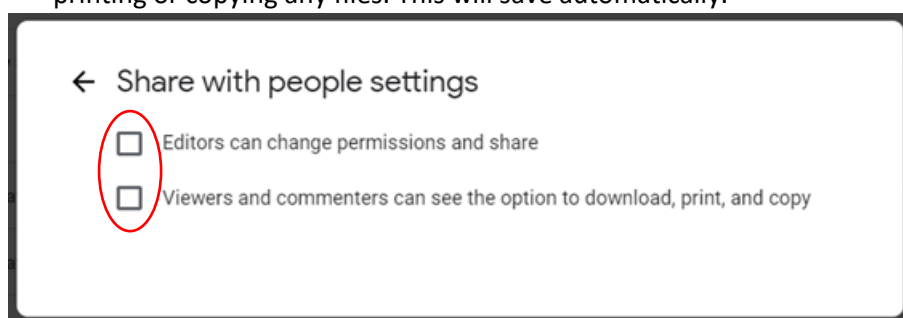
- g. Repeat steps 3.c to 3.d to upload and check the assessment report form for the young person. **Don't forget to make sure the adviser and young person sign the assessment report form. If it has been completed on a computer, a digital signature will suffice.**

**Remember:** If the evidence signposted in your assessment report form (e.g. "page 1") **does not match** the file names of the uploaded work, the moderator will not be able to moderate the work.

- h. Select all uploaded files (not folders) by clicking one and then using the Ctrl+A keyboard shortcut or by clicking dragging over all files. Once highlighted, the files will turn blue.
- i. Click the 'share' button and then, on the pop-up that appears, click the cog-shaped icon.



- j. Under 'Share with people settings' **unselect** both check boxes. This will prevent anyone that the link is shared with from changing permissions or downloading, printing or copying any files. This will save automatically.



- k. Repeat steps 3.h to 3.j for any files within the other folders containing work (e.g. if you've created one folder per part of the award, you will need to do this for every folder, for all files within that folder).
- l. The portfolio is now complete and ready for moderation.
- m. Return to your main 'Arts Award moderation' folder by clicking the folder name at the top.
- n. **Large Group moderation ONLY** - Repeat steps 3.c to 3.d to upload and check the assessment report forms for all the young people who were **not selected as part of the sample**.

**Don't forget to make sure the adviser and young person sign the assessment report form. If it has been completed on a computer, a digital signature will suffice.**

**Assessment report forms for non-sampled young people should also be labelled clearly, e.g. 'FULL NAME – LEVEL – Assessment report form'.**

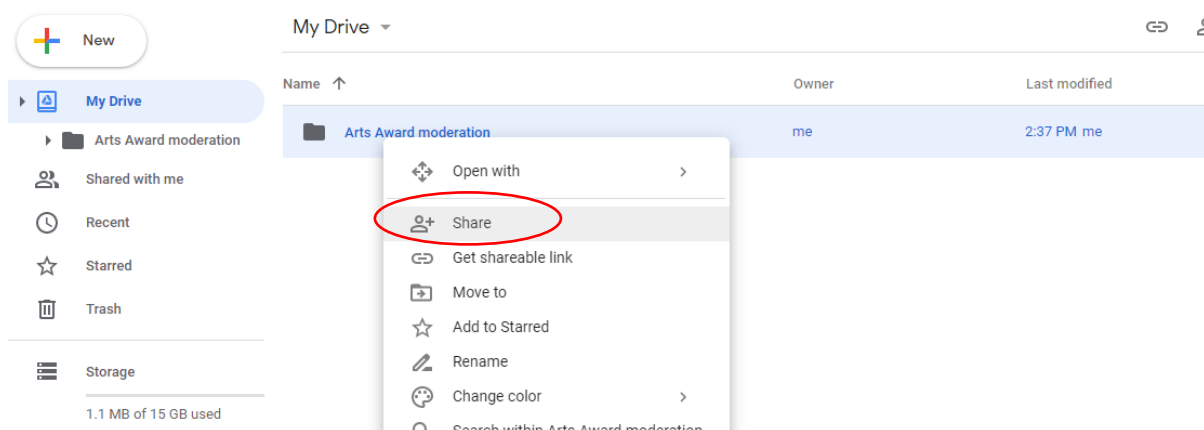
**Any missing assessment report forms or discrepancies between the data entered at enrolment and that on the assessment report form (e.g the named adviser who assessed the work) will not be eligible for moderation and the young people will be marked as absent and need to be resubmitted on a new moderation.**

- o. **Large Group online moderation ONLY** – Repeat steps 3.h to 3.j to restrict download and sharing permissions for the uploaded assessment report forms.
- 4. Sharing the portfolio(s) with your Trinity contact for moderation –**
- a. For your moderation you will need to provide:
    - i. **Bronze/Silver/Gold online moderation** – Portfolios and assessment report forms for **all** young people enrolled.
    - ii. **Explore online moderation** – Arts logs and assessment report forms for **only** the young people selected as part of the sample.
    - iii. **Large Group online moderation** – Portfolios/arts logs for **only** the young people selected as part of the sample, plus assessment report forms for **all** the young people enrolled.
  - b. **If you have already uploaded all portfolios, regardless of the moderation type booked, the link(s) you share with your Trinity contact will be as follows:**
    - i. **Bronze/Silver/Gold online moderation** – Link to the main folder containing all the young people's work and assessment report forms, as created in step 2.
    - ii. **Explore online moderation** – Links to the specific folders containing the work and assessment report forms for the young people selected in the sample **only**.
    - iii. **Large Group online moderation** – Links to the specific folders containing the work and assessment report forms for the young people selected in the sample **plus** a folder containing the assessment report forms for those not selected in the sample.

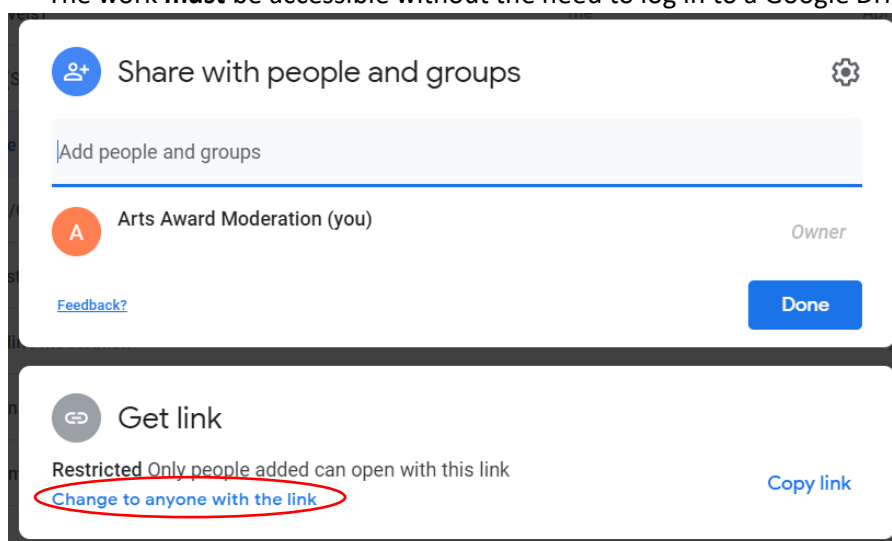
With **Explore online and Large Group online moderation**, you may also create a new folder, move the requested portfolios/assessment reports into this, and then create a single link to this folder which you can share with your Trinity contact.

- c. Return to the 'My Drive' section by clicking the 'My Drive' link on the left menu.

- d. Right click on the folder containing the portfolios/assessment report forms that you wish to share with your Trinity contact and click 'Share'.



- e. In the box that appears, under 'Get link' and 'Restricted Only people added can open with this link', click 'Change to anyone with the link'. **DO NOT** enter the email address of your Trinity contact, as they then will need to log in to access the work. The work **must** be accessible without the need to log in to a Google Drive account.



- f. A shareable link will appear which you can copy, and then email the link to your Trinity contact. **By default**, the link is 'Viewer' which means that no one with the link can edit any of the folders/files within. This is the recommend sharing style.
- g. Your Trinity contact will confirm when the work has been received.

If your Trinity contact has any concerns or the work sent does not match the details entered at enrolment, they will query this and provide a deadline for which corrections must be made so that the work is ready in time for the moderation.

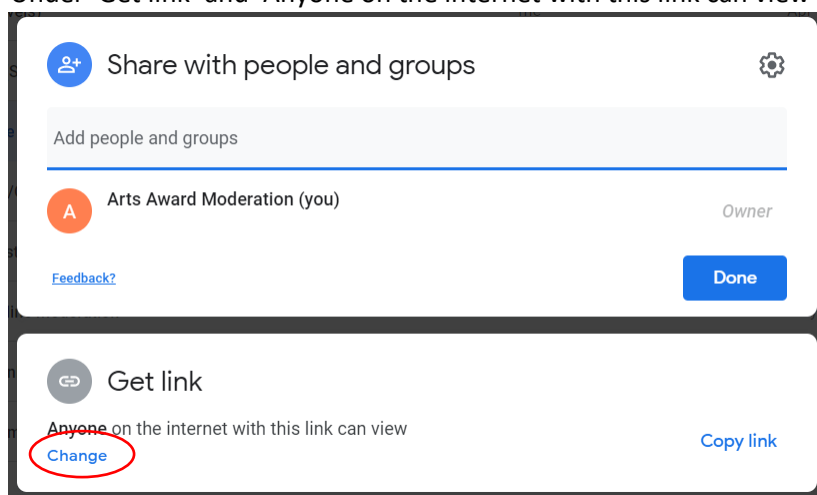
**Remember: Online portfolios must be ready for moderation by no later than 7 days after your sample confirmation date (Large Group/Explore online moderation) OR 7 days prior to your moderation date (Bronze/Silver/Gold online moderation).**

## 5. After moderation – removing sharing permissions –

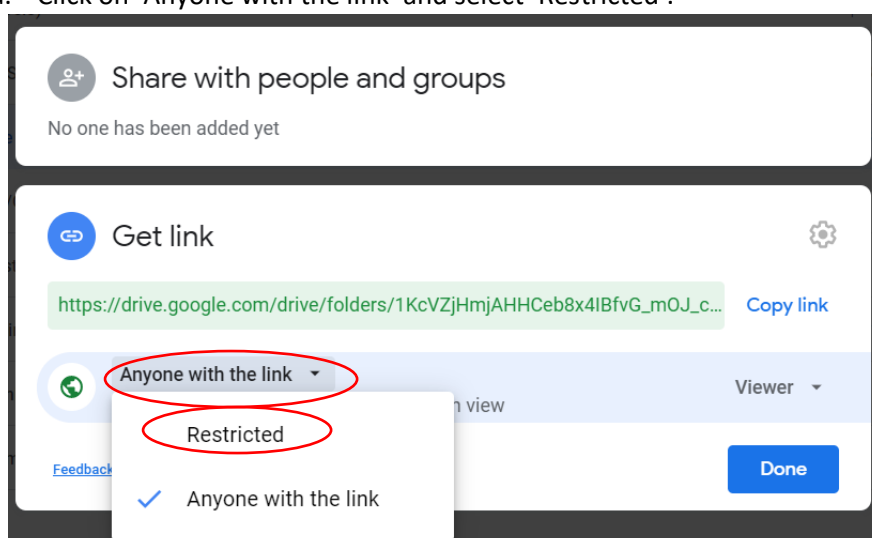
Once you have received the results of your moderation, it is best practice to remove sharing permissions for the young people's work and/or delete the files/folders. To do this:

- a. Return to the 'My Drive' section by clicking the 'My Drive' link on the left menu.

- b. Right click on the folder(s) that was shared with Trinity for moderation and click 'Share'.
- c. Under 'Get link' and 'Anyone on the internet with this link can view', click 'Change'.



- d. Click on 'Anyone with the link' and select 'Restricted'.



- e. The setting save automatically. Click 'Done' to finish.
- f. The link will now be deleted and the folders no longer accessible by anyone but yourself.

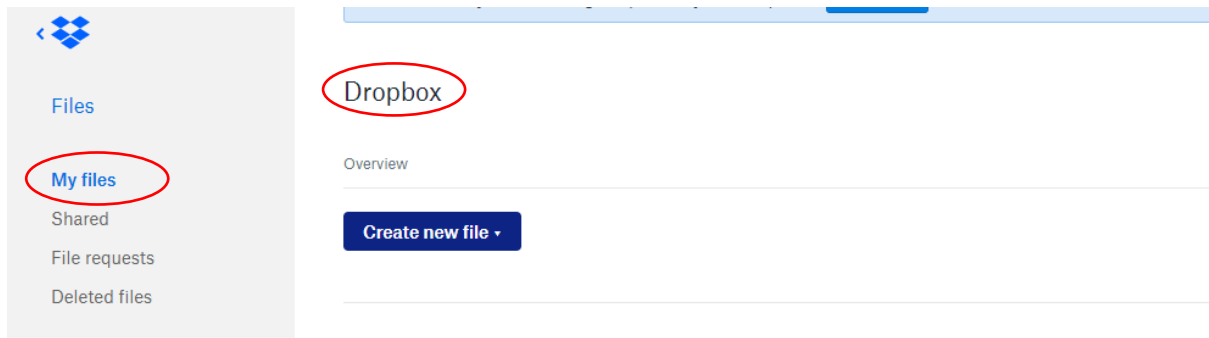
### **Dropbox**

Dropbox hosted guides – [How to use Dropbox](#) / [System requirements](#) / [Accessibility](#) / [Terms of Service](#) / [Privacy](#)

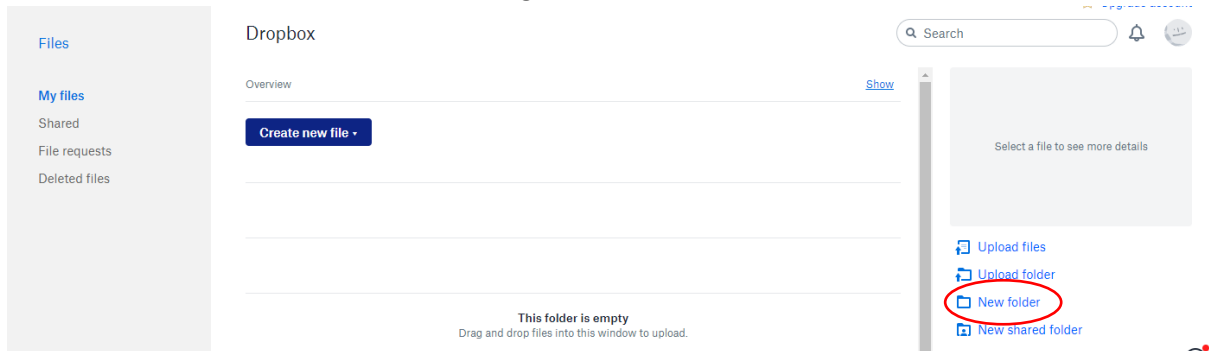
**Note on using Dropbox to share young people's work:** Only Professional and Business accounts can disable downloads for shared links. If, for security reasons, you require this setting and do not have a professional or business account with Dropbox, we would recommend using Google Drive to upload the work instead.

1. Create an account – [Please see this guide on Dropbox's website](#)
2. Prepare a folder to upload portfolios –
  - a. Login to Dropbox at <https://www.dropbox.com/>
  - b. Make sure you are in the 'My Files' section (it will have the title 'Dropbox'), if not, click the 'My Files' link on the left menu.

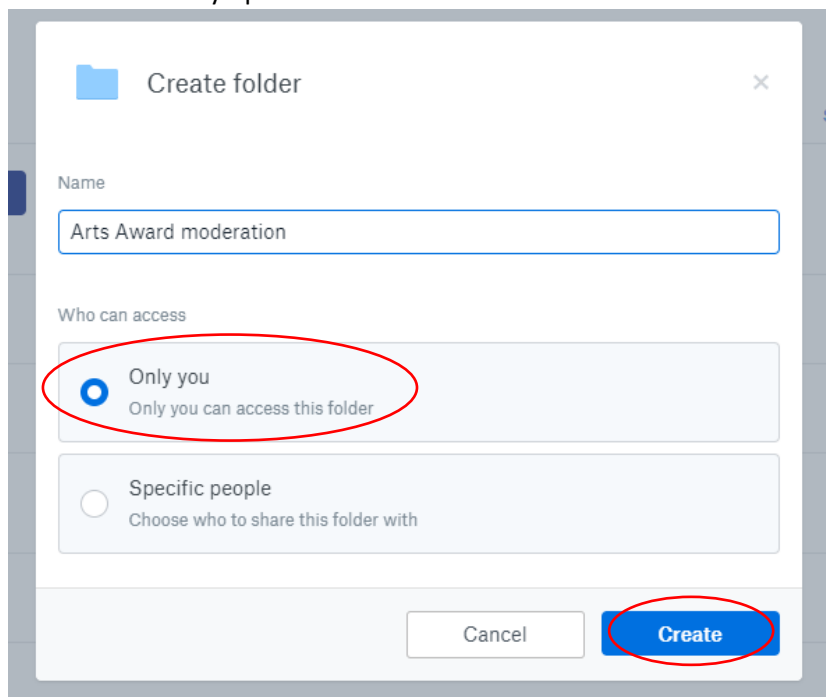




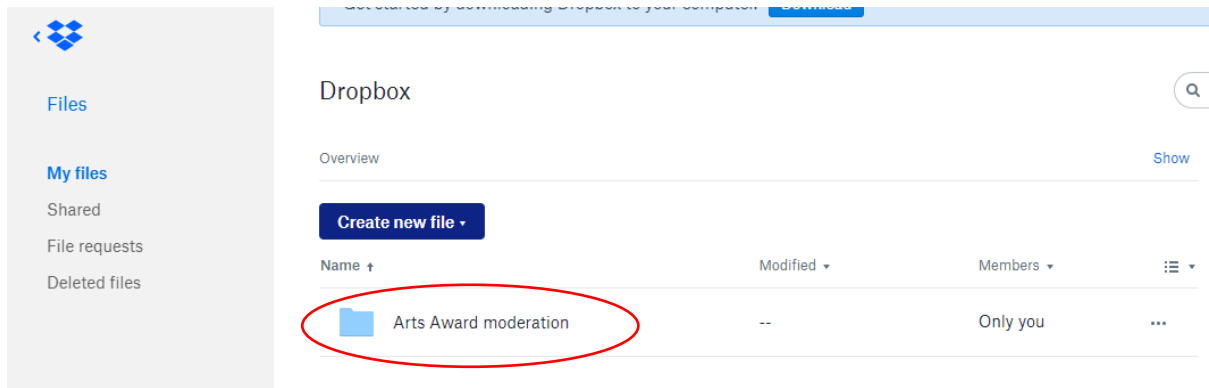
- c. Click 'New Folder' on the right side.



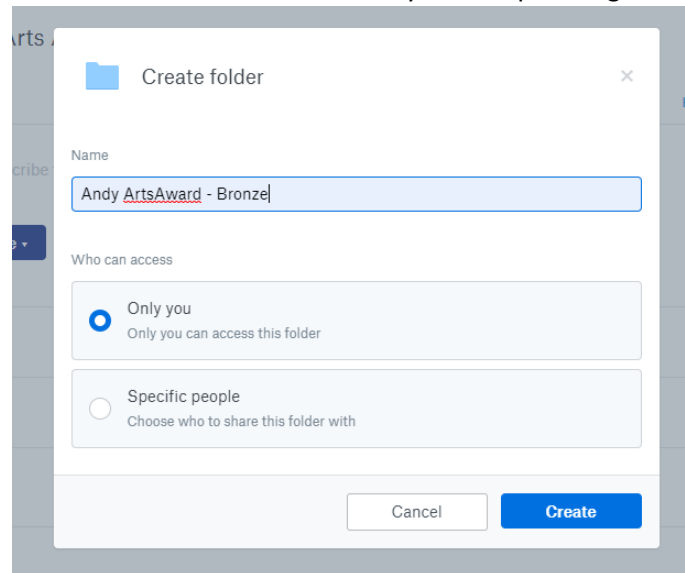
- d. Name the folder 'Arts Award moderation' or similar. Under 'who can access', click 'Only you'. Click 'Create'. The folder will now appear in your list of folders/files and will automatically open.



- e. If the folder has not automatically opened, click the folder name to open.

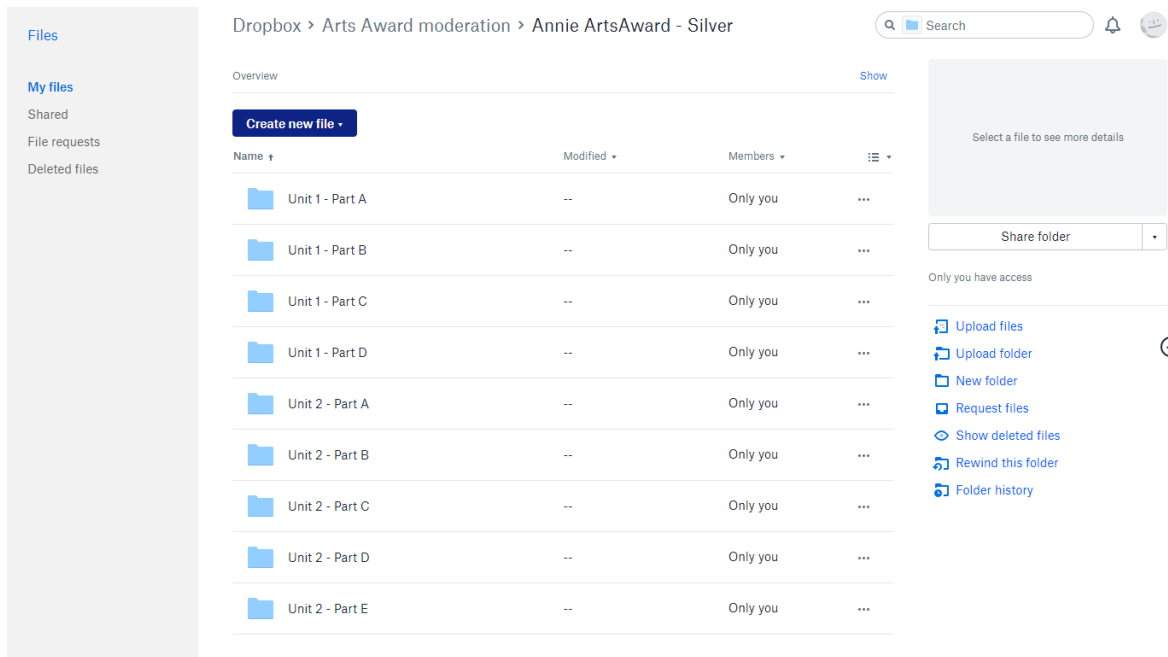


- f. Repeat steps 2.c to 2.e to create and open a new folder and name it after the young person and Arts Award level for which you are uploading work.

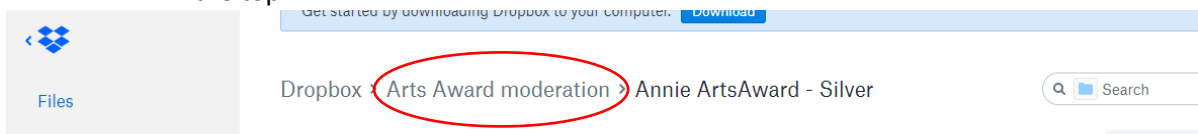


- g. Repeat steps 2.c and 2.d to create a new folder for each part of the award. If the portfolio is for Silver or Gold Arts Award, make sure to label which are Unit 1 and Unit 2. **Note: As the folders automatically open you will need to return to the main portfolio folder for that young person each time. You can do this by clicking the young person's name at the top.**





- h. Return to your main 'Arts Award moderation' folder by clicking the folder name at the top.



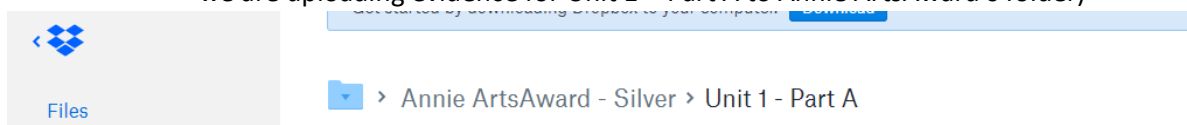
- i. Repeat steps 2.f to 2.h for all the young people whose portfolios you are uploading.

**Remember:** For Large Group and Explore online moderation, you do not need to create folders or upload work for all the young people, only those listed in your sample confirmation email.

- j. You have now created the template for your young people's online portfolios, through which you can upload the young people's work and share it with your Trinity contact for moderation.

### 3. Upload work –

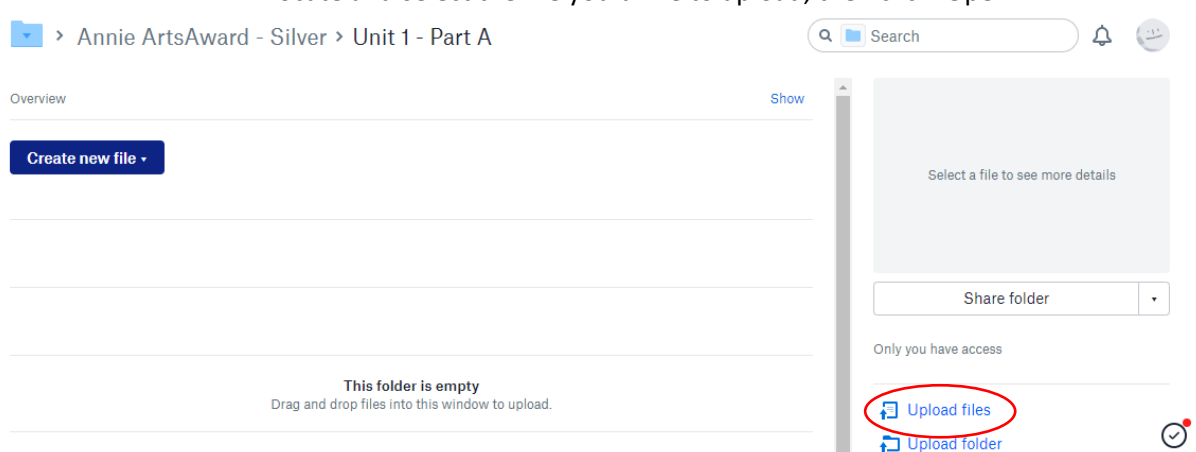
- First, make sure the files you are going to upload are one of Dropbox's [supported file types for preview](#). Non-supported file types can still be uploaded into Dropbox, however will not be able to be previewed by Trinity/the moderator without downloading the file. **All digital work MUST be accessible via online link without the need to download onto Trinity/moderator computers.**
  - If you are unsure whether a file can be previewed, try uploading and then double-clicking on the file name. If it opens, it can be previewed. If you are asked to download the file, it cannot be previewed. In this scenario you will need to delete the file and reupload in a different format.
  - To save your file as one of the supported file types, open the file in your computer and use the 'Save As' function to select the file type you'd like to save as. Recommended file types are PDF, MP3 and AVI for general documents, audio and video respectively.
- Open the folder for which you wish to upload work by clicking it. (e.g. in the below, we are uploading evidence for Unit 1 – Part A to Annie ArtsAward's folder)



- c. **Either** drag and drop the files you wish to upload from your computer into the webpage.

**OR** click 'Upload Files' on the right side.

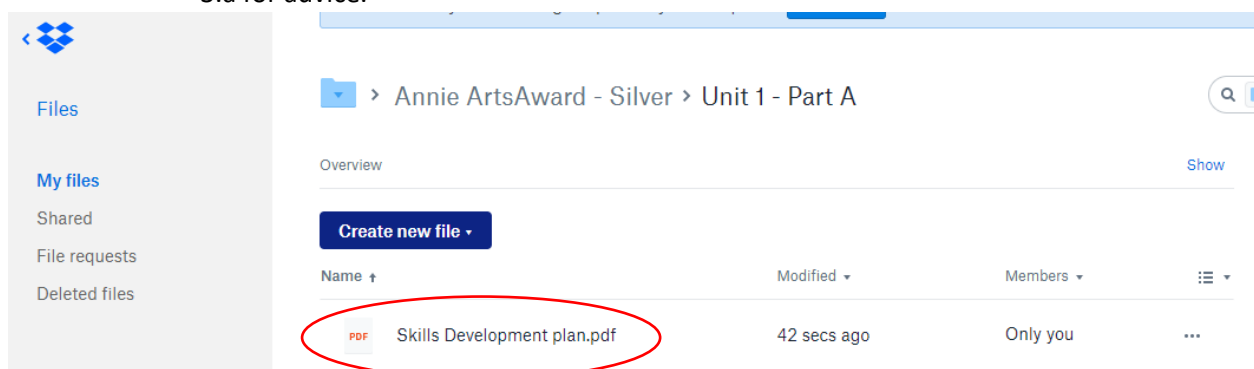
- i. Locate and select the file you'd like to upload, then click 'Open'.



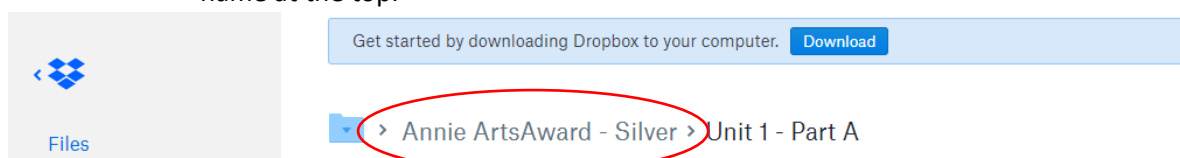
A pop-up will appear at the bottom of the screen to show you the upload progress, and a green tick will appear when complete.

**Remember: Large files may take a while to upload.** If you continue to upload to other folders whilst a large folder is uploading, make sure to double check it has uploaded correctly (and can be previewed) after the upload is complete.

- d. Click the file name to open the preview. If the file does not preview, please see step 3.a for advice.



- e. Repeat steps 3.b to 3.d with all files you need to upload for that portfolio.
- f. Once complete, return to the main folder for the young person by clicking the folder name at the top.



- g. Repeat steps 3.c to 3.d to upload and check the assessment report form for the young person. **Don't forget to make sure the adviser and young person sign the assessment report form. If it has been completed on a computer, a digital signature will suffice.**

**Remember:** If the evidence signposted in your assessment report form (e.g. "page 1") **does not match** the file names of the uploaded work, the moderator will not be able to moderate the work.

- h. The portfolio is now complete and ready for moderation.
- i. Return to your main 'Arts Award moderation' folder by clicking the folder name at the top.
- j. **Large Group online moderation ONLY** - Repeat steps 3.c to 3.d to upload and check the assessment report forms for all the young people who were **not selected as part of the sample**.

**Don't forget to make sure the adviser and young person sign the assessment report form. If it has been completed on a computer, a digital signature will suffice.**

**Assessment report forms for non-sampled young people should also be labelled clearly, e.g. 'FULL NAME – LEVEL – Assessment report form'.**

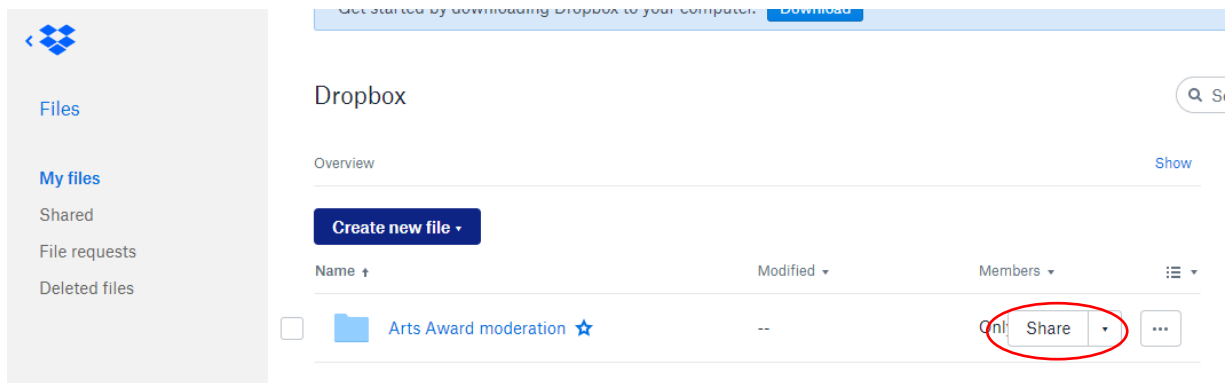
**Any missing assessment report forms or discrepancies between the data entered at enrolment and that on the assessment report form (e.g the named adviser who assessed the work) will not be eligible for moderation and the young people will be marked as absent and need to be resubmitted on a new moderation.**

#### **4. Sharing the portfolio(s) with your Trinity contact for moderation –**

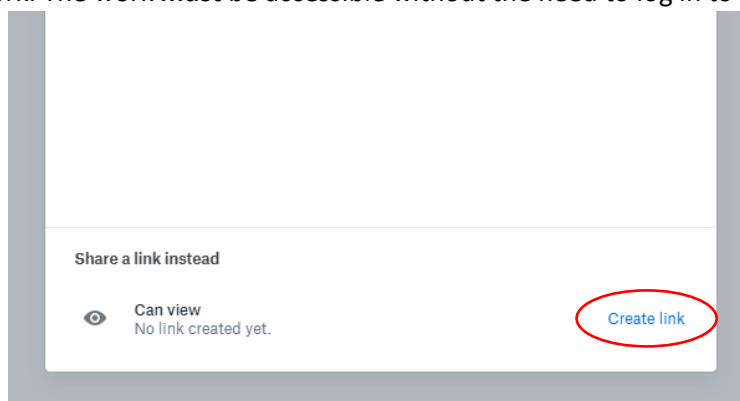
- a. For your moderation you will need to provide:
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  - ii. **Explore online moderation** – Links to the specific folders containing the work and assessment report forms for the young people selected in the sample **only**.
  - iii. **Large Group online moderation** – Links to the specific folders containing the work and assessment report forms for the young people selected in the sample **plus** a folder containing the assessment report forms for those not selected in the sample.

With **Explore online and Large Group online moderation**, you may also create a new folder, move the requested portfolios/assessment reports into this, and then create a single link to this folder which you can share with your Trinity contact.

- c. Return to the 'My Files' section (it will have the title 'Dropbox') by clicking the 'My Files' link on the left menu.
- d. Hover (don't click) over the folder containing the portfolios/assessment report forms that you wish to share with your Trinity contact and click 'Share'.



- e. In the box that appears, click 'Create link' on the bottom-right. **DO NOT** enter the email address of your Trinity contact, as they will then need to log in to access the work. The work **must** be accessible without the need to log in to a Dropbox account.



- f. After a few seconds 'Create link' will change to 'Copy link'. Click this to copy. **By default**, the work is 'view only' which means that no one with the link can edit any of the folders/files within. This is the recommend sharing style.
  - i. Professional and Business Dropbox accounts can disable downloads for a shared link. Please see this [guide on Dropbox's website](#) for instructions on how to do this.
  - ii. Professional and Business Dropbox accounts can set a password for a shared link. Please see this [guide on Dropbox's website](#) for instructions on how to do this.

Email the link (and password, where applicable) to your Trinity contact.

- g. Your Trinity contact will confirm when the work has been received.

If your Trinity contact has any concerns or the work sent does not match the details entered at enrolment, they will query this and provide a deadline for which corrections must be made so that the work is ready in time for the moderation.

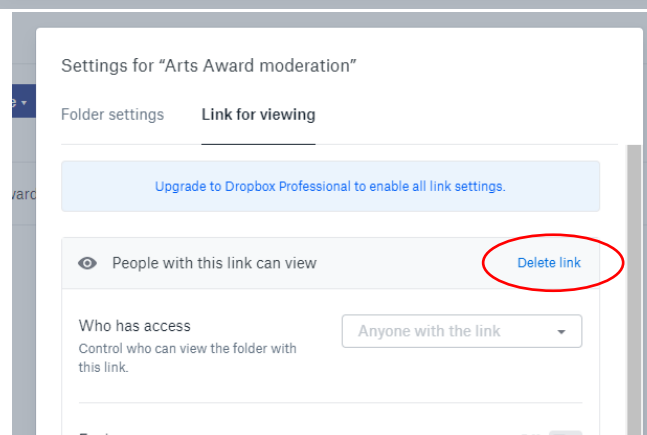
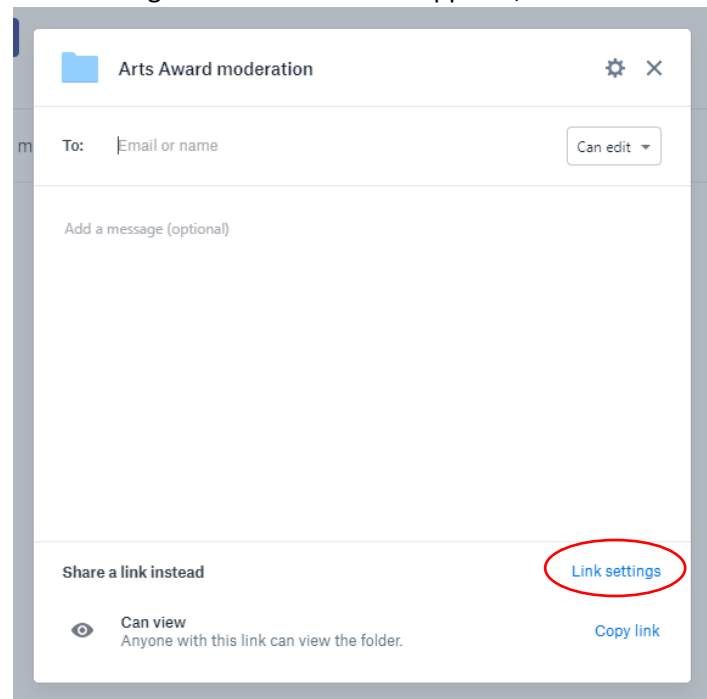
**Remember: Online portfolios must be ready for moderation by no later than 7 days after your sample confirmation date (Large Group/Explore online moderation) OR 7 days prior to your moderation date (Bronze/Silver/Gold online moderation).**

## 5. After moderation – removing sharing permissions –

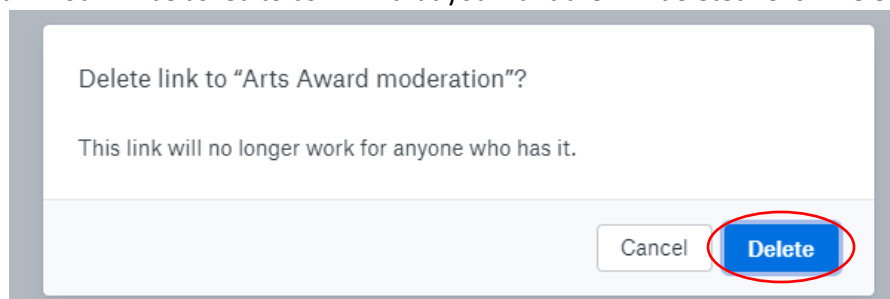
Once you have received the results of your moderation, it is best practice to remove sharing permissions for the young people's work and/or delete the files/folders. To do this:

- a. Return to the 'My Files' section (it will have the title 'Dropbox') by clicking the 'My Files' link on the left menu.

- b. Hover (don't click) over the folder that was shared with Trinity for moderation and click 'Share'.
- c. Click 'Link settings' and in the box that appears, click 'Delete link'.



- d. You will be asked to confirm that you want the link deleted. Click 'Delete'.



- e. Repeat for any other folders for which shared links were created.
- f. The link(s) will now be deleted and the folders no longer accessible by anyone but yourself.