

# How to upload a document into SIMON from a laptop

1. First find the task in Class Resources and click submit.

The screenshot shows the SIMON interface with several panels. The 'Class Resources' panel is active, displaying a table of tasks. The task 'Uploading a word document' is highlighted, and its 'Submit' button is circled in yellow. Other panels include 'Today's Calendar', 'Daily Messages', 'School Links', and 'Timeta'.

Year	Task Name	Due Date	Category	Action
2020	Game	in 4 hours		VIEW RESULT
Wed 22 Apr 2020	Transition (TRA071C)	in 2 days	Uploading a word document	Classwork <b>Submit</b>

2. Then click start submission.

The screenshot shows the 'Transition (TRA07)' task page. The 'Start Submission' button is highlighted in yellow. The page includes a sidebar with navigation icons, a task description, and instructions for submission.

**Transition (TRA07)**  
Domain Component: Humanities Class: C Year: 2020, Semester 1

**Task Submission for "Uploading a word document"**

Topic: General  
Description: Task  
Think of a place you would like to explore. This can be any place in the world or an imaginary place. Write 25 words about why you'd like to explore this place.

Instructions:  
Open a word document.  
Save the file with the title 'Imaginary travel and your name':  
e.g 'Imaginary travel - Tom Jones.docx'  
In the word doc:  
At the top of the document add a title: 'Imaginary travel'  
On the second line add your name  
Paste an image of the place you'd like to explore into the document.  
Write exactly 25 words about why you'd like to explore this place.  
Upload the word document into SIMON.

**Start Submission**

3. Then click choose file

The screenshot shows the 'Transition (TRA07)' task page with the 'File Selection' section. The 'Choose Files' button is highlighted in yellow. The page includes a sidebar, task description, and instructions for submission.

**Transition (TRA07)**  
Domain Component: Humanities Class: C Year: 2020, Semester 1

**Task Submission for "Uploading a word document"**

Topic: General  
Description: Task  
Think of a place you would like to explore. This can be any place in the world or an imaginary place. Write 25 words about why you'd like to explore this place.

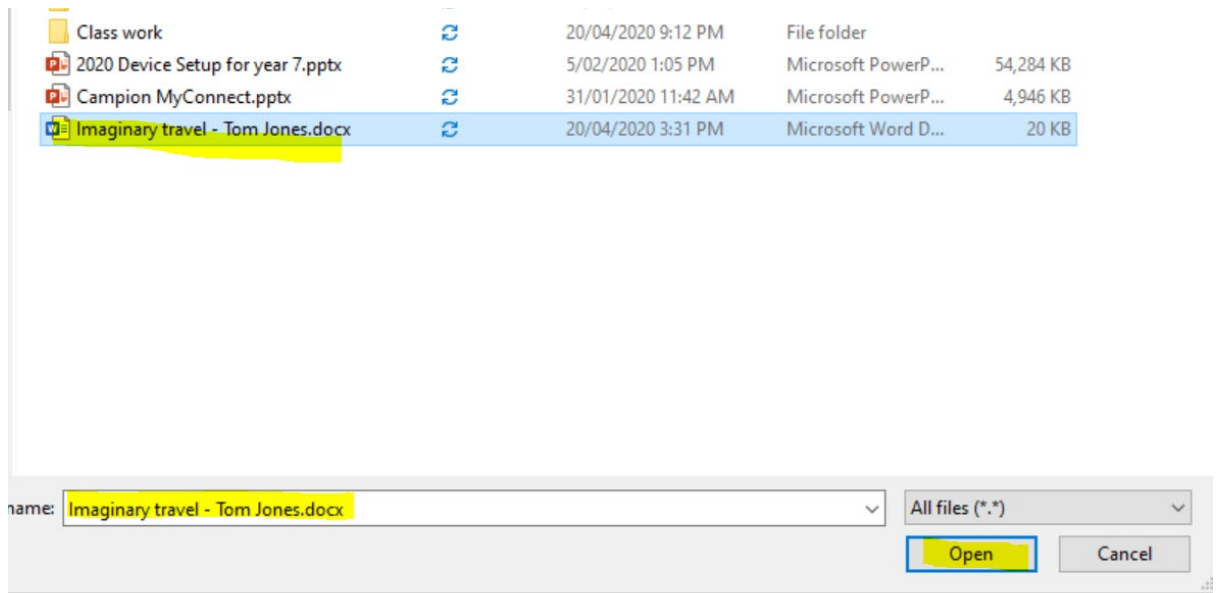
Instructions:  
Open a word document.  
Save the file with the title 'Imaginary travel and your name':  
e.g 'Imaginary travel - Tom Jones.docx'  
In the word doc:  
At the top of the document add a title: 'Imaginary travel'  
On the second line add your name  
Paste an image of the place you'd like to explore into the document.  
Write exactly 25 words about why you'd like to explore this place.  
Upload the word document into SIMON.

**File Selection**  
**Choose Files** No file chosen

Drop files here.

**Cancel Submission**

4. Then find and select the file you want to upload click open.



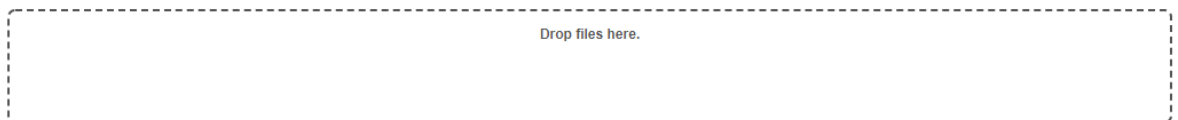
5. Then check the correct file has been uploaded for submission. Click submit task.

#### Instructions for Task Submission

- Once you have confirmed that all the files are correctly listed under Uploaded Files for Submission, click the Submit Task button to submit your task.
- Once you click the Submit Task button, you will be unable to submit additional files, so please ensure all files are listed prior to submitting the task.

#### File Selection

Imaginary t... Jones.docx



Imaginary travel - Tom Jones.docx

#### Uploaded Files for Submission

Imaginary travel - Tom Jones.docx 19.65 KB

#### Submission Notes:

Submission notes are optional, and allows you to supply feedback to your teacher regarding the task.

6. Finally check that you have uploaded the correct file. Now just wait for the feedback. Good luck!

Task Details

This task was submitted on Monday, 20th April 2020 at 9:16 PM. It is currently waiting to be marked by the Class Teacher.

Task Submission Files

The following file(s) have been uploaded as part of the submission.

Submitted File	File Type	Time Submitted	File Size
Uploading a word document (Submission)	docx File	20/04/2020 9:16 PM	19.65 KB