



# OSA Portal Hand in your digital work online


**1** Go to <https://portal.oxfordspiresacademy.org>

**2** You are not logged in. (Log in)



In the top right click Log in, then enter the same username and password you use to login to Academy computers.

**3** UPCOMING EVENTS

 Homework - 25/02/2014  
**History Class 7Y**  
Tuesday, 25 February, 12:00 AM

[Go to calendar...](#)

[New event...](#)

On the right hand side will be your upcoming hand in dates, click on the assignment you would like to hand work in for.

**4** Homework - 25/02/2014

Due 25/02/2014

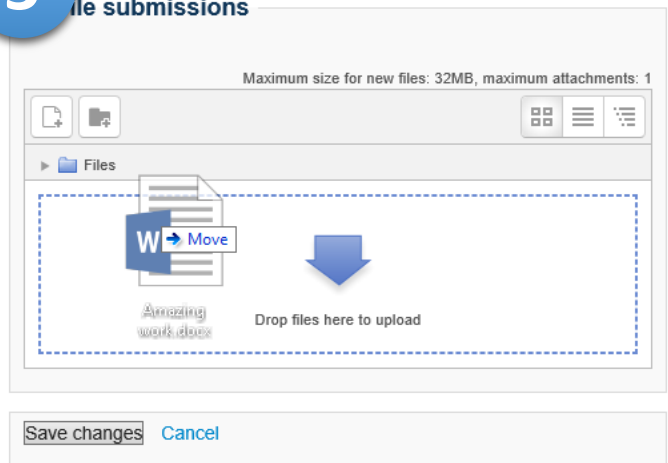
#### Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 25 February 2014, 12:00 AM
Time remaining	4 days 9 hours

[Add submission](#)

On the page that appears click Add submission.

**5** File submissions



Drag and drop your work into the 'Drop files here to upload' box then press Save changes to submit your work.

**Note** – once you click Save changes you will not be able to make additions or changes to your work.

**6** When you press Save changes both you and your teacher will receive an email confirming receipt of the work. You can check the progress of your marking and see any comments by visiting the link in the email.

For more information and for help and support email [ictservicedesk@oxfordspiresacademy.org](mailto:ictservicedesk@oxfordspiresacademy.org)