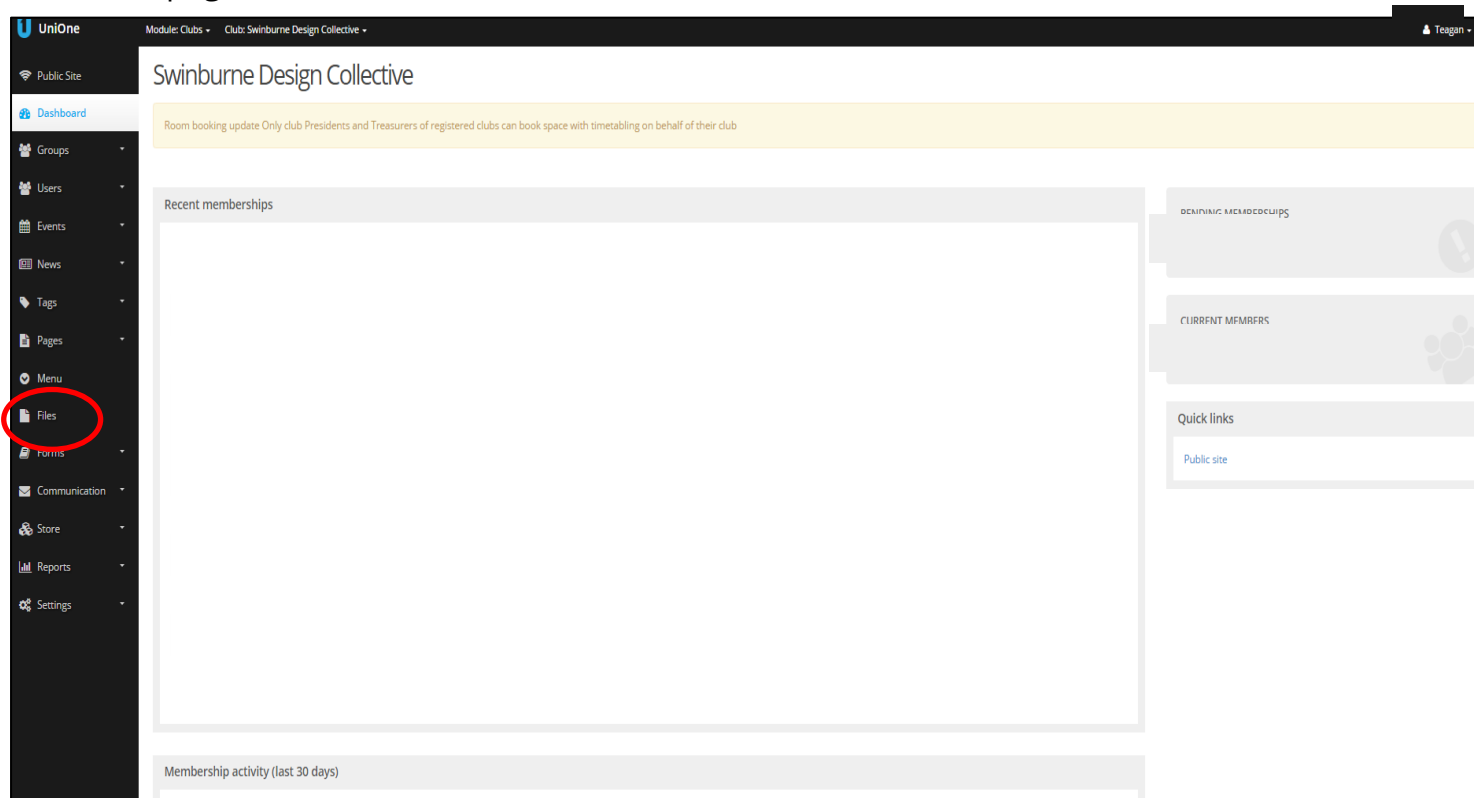


UPLOADING DOCUMENTS TO THE STUDENT PORTAL

Step 1.

-In the club page, select the File tab

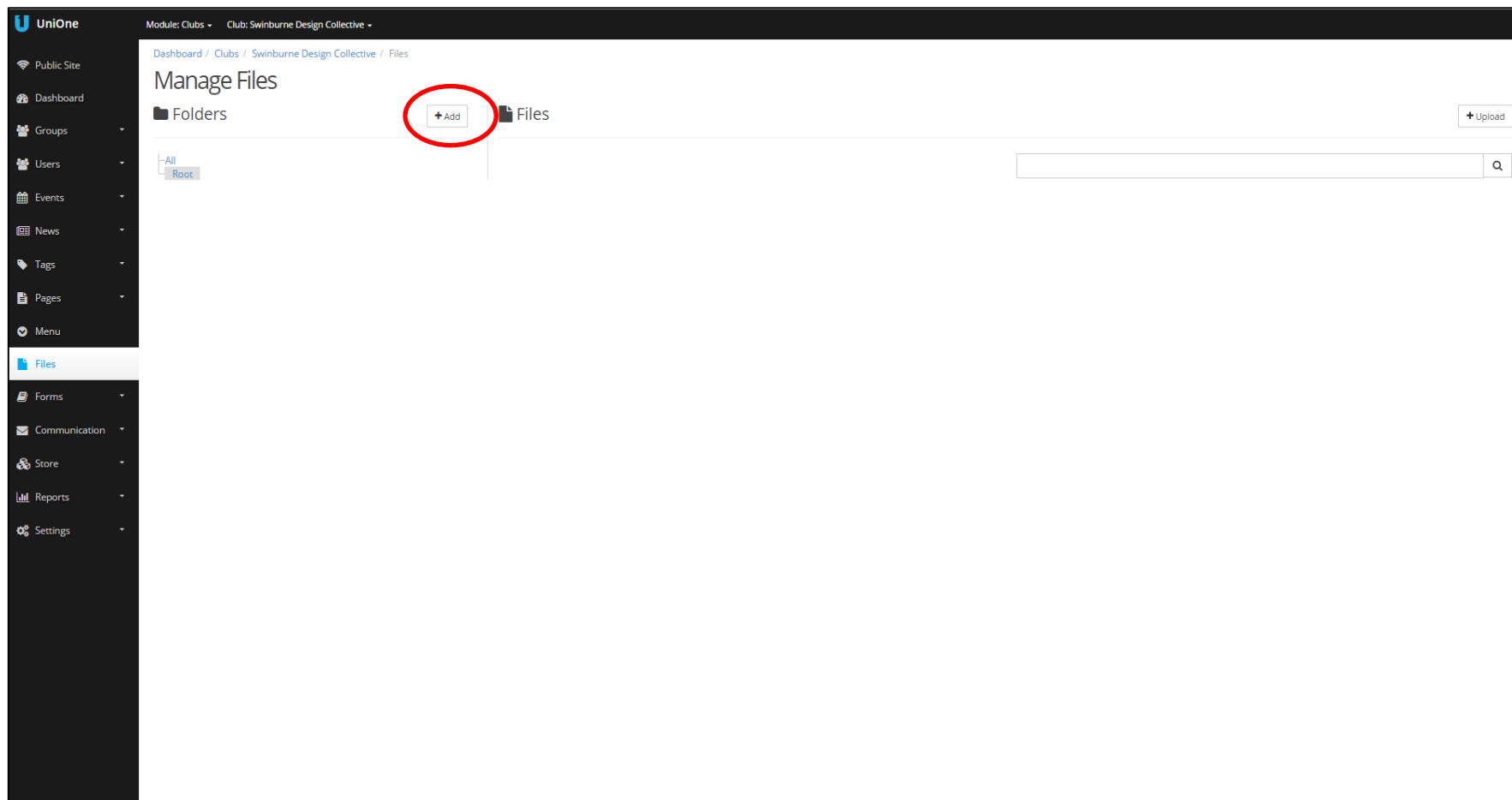
A screenshot of the UniOne student portal interface. The page title is "Swinburne Design Collective". The left sidebar contains a navigation menu with items: Public Site, Dashboard, Groups, Users, Events, News, Tags, Pages, Menu, Files (circled in red), Forms, Communication, Score, Reports, and Settings. The main content area shows a yellow notification banner at the top: "Room booking update Only club Presidents and Treasurers of registered clubs can book space with timetabling on behalf of their club". Below this is a "Recent memberships" section with a large empty box. To the right, there are three grey placeholder boxes labeled "DEFINING MEMBER CLIPS", "CURRENT MEMBERS", and "Quick links". The "Quick links" box contains a link for "Public site". At the bottom, there is a section for "Membership activity (last 30 days)".

UPOLADING FILES TO THE STUDENT PORTAL



Step 2.

-Click on the 'add' button



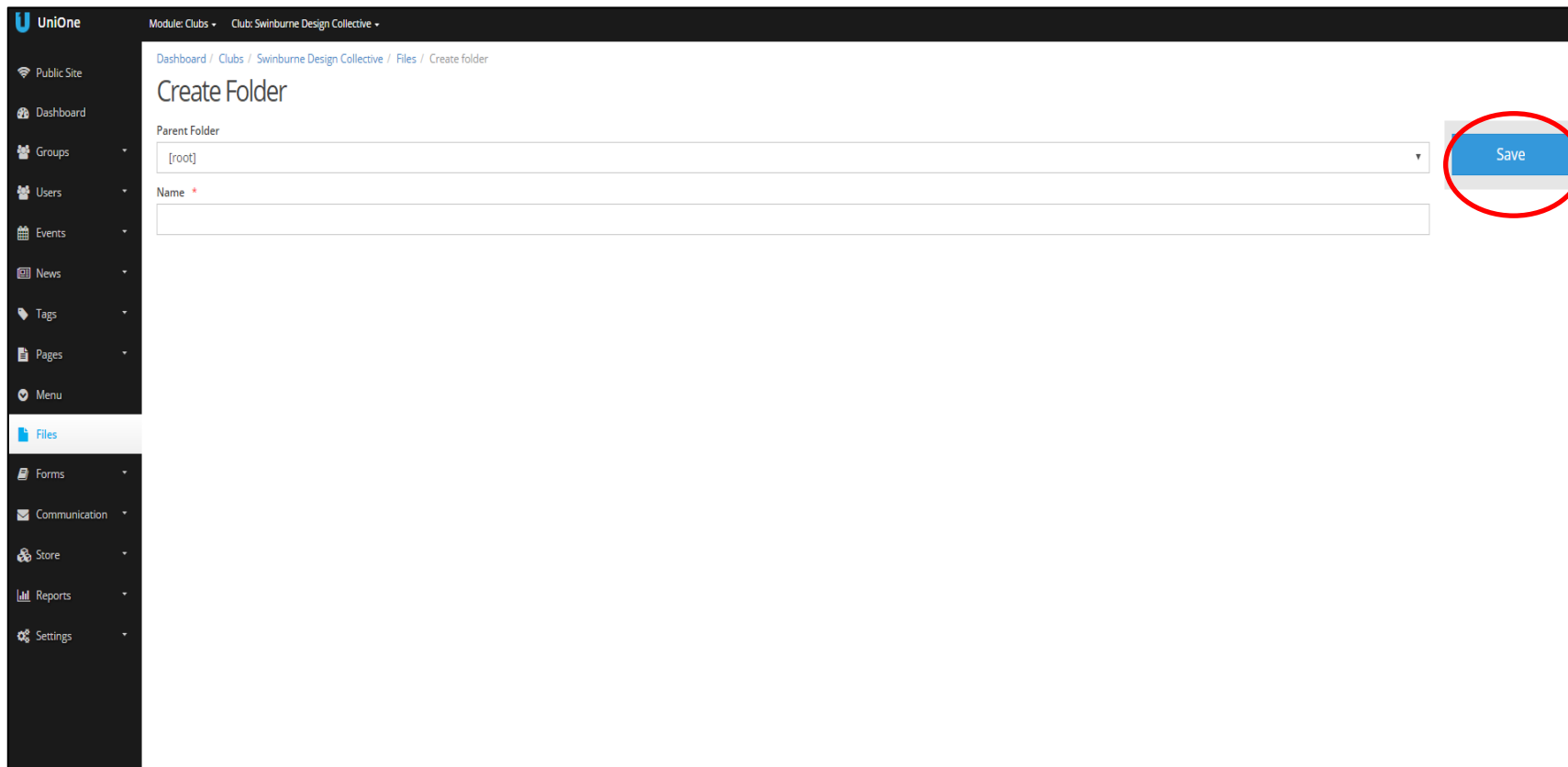
The screenshot shows the UniOne interface for managing files. The breadcrumb path is "Dashboard / Clubs / Swinburne Design Collective / Files". The main heading is "Manage Files". Below the heading, there are two tabs: "Folders" and "Files". The "Folders" tab is active, showing a tree view with "All" and "Root" folders. A red circle highlights the "+ Add" button located between the "Folders" and "Files" tabs. To the right of the "Files" tab, there is an "+ Upload" button. A search bar is visible on the right side of the interface.

UPOLADING FILES TO THE STUDENT PORTAL



Step 3. Please ensure:

- The correct parent folder is selected (sub folders can be placed under newly created parent folders. HOWEVER, Root will always be the main and default parent folder).
- There are no spaces in the folder name
- There are no symbols in the folder name
- The folder name is titled appropriately



The screenshot shows the UniOne interface for creating a folder. The breadcrumb path is "Dashboard / Clubs / Swinburne Design Collective / Files / Create folder". The "Create Folder" form has a "Parent Folder" dropdown menu currently set to "[root]". Below it is a "Name" input field with a red asterisk indicating it is required. A blue "Save" button is located to the right of the form and is circled in red.



Step 4. Please ensure:

- The correct parent folder is selected
- There are no spaces in the file name
- There are no symbols in the file name
- The file name is titled appropriately

The screenshot displays the UniOne 'Manage Files' interface. On the left is a dark sidebar with navigation icons and labels: Public Site, Dashboard, Groups, Users, Events, News, Tags, Pages, Menu, Files (highlighted), Forms, Communication, Store, Reports, and Settings. The main content area has a breadcrumb trail: Dashboard / Clubs / Swinburne Design Collective / Files. Below this, the 'Manage Files' section is divided into two panes: 'Folders' on the left, containing a tree view with 'All' and 'Root' folders, and an '+ Add' button; and 'Files' on the right, containing a search bar and a circled '+ Upload' button. Below the 'Files' pane is an 'Upload files' section with the instruction 'Select a folder (left) and supply files.' and a dashed box containing the text 'Drop files here or click to browse'.

UPOLADING FILES TO THE STUDENT PORTAL

