

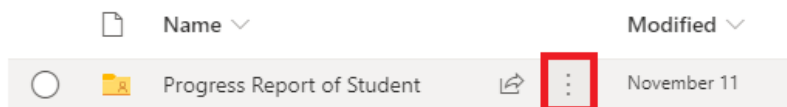
Instructions to ILE students Progress Report – ILE I

All the information related to the ILE is put under one folder on one drive, accessed through the link: "[ILE AY 2023-24](#)". You can also access the folder through the PHEO student portal (under [ILE 1 Submissions](#)).

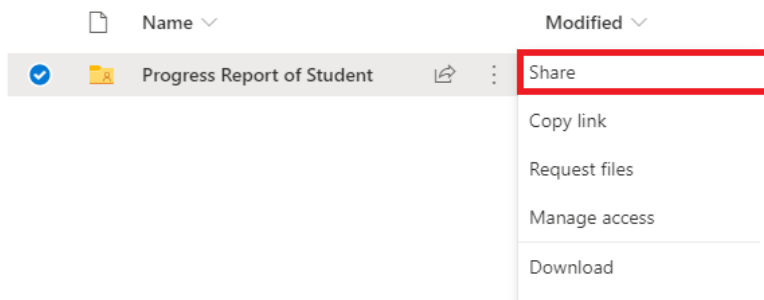
Once you have finalized the progress report, please follow the steps below:

Step 1: Upload your Progress Report to the folder: "Progress Report of Student"

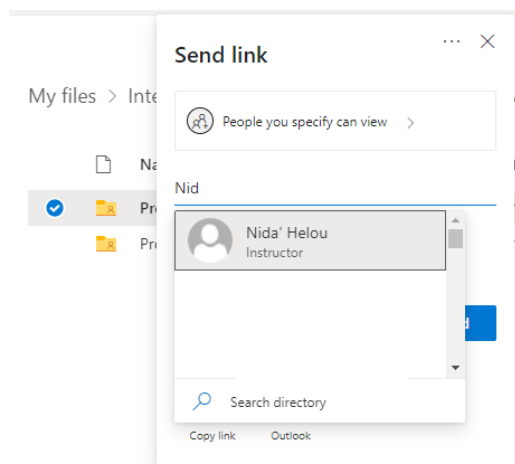
Step 2: Click on the three dots next to the folder titled "Progress Report of Student"



Step 3: Click on "Share"



Step 4: Share the progress report with your **ILE advisor and me**. This notifies us that you have submitted the progress report so it can be assessed and graded.



PS: The progress report is due for submission on ONE drive on **December 11-13, 2023**. As per the ILE manual, "the submission of the progress report beyond the deadline leads to a reduction of 10 points from the grade over 100".

Good luck!