## 1. Use the drop-down menu and choose



## 2. Click on



3. Select the method that you would like to use to add your files from those provided:

Drag Files Here to Add

4. When you are done adding all your files, click on the assignment page.

button to upload your files to the



Once you have added all required work to the portfolio page, a blue button will appear on your submission page. If the button is not shown on your page after adding your content, then please make sure that all required content has been added to the portfolio page.

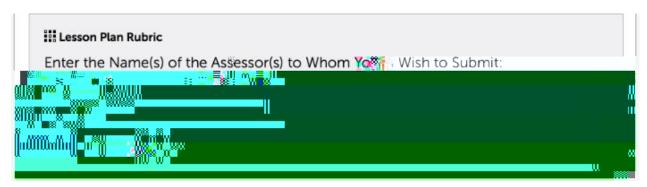
1. Click on the button.



2. Begin typing the to whom you wish to submit. (This is usually the instructor for your course.) As you type, matches in the system will appear.

When the correct name appears, click on it to select it. The name will appear next to a checkmark to indicate that it has been selected.

3. Click



4. A message will appear to indicate that your content has been submitted. Click on the button if you would like to review the submission that you just made.



1. If you need to recall your submission before it has been assessed by your instructor, dick the three horizontal lines to the right of the submission date.



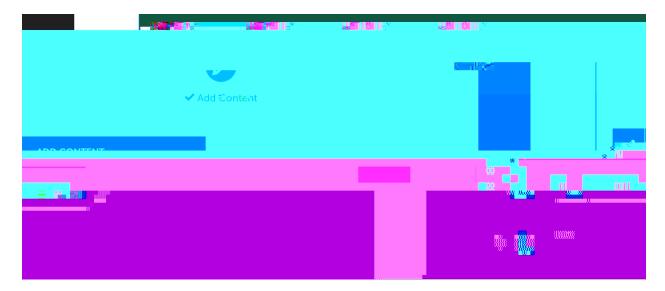
 3.



4.



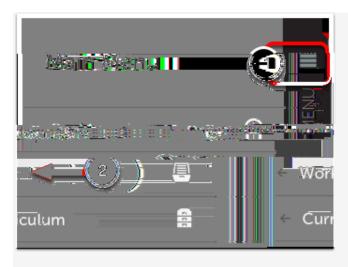
5. To delete your files, click the menu button to the left of the



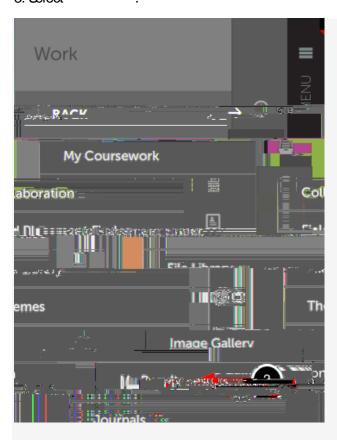
7.

Once your submissions have been assessed and the results made available to you, you can access and view them from the My Results screen. To access the My Results screen:

- 1. Click on the lcon.
- 2. Click on the option.



3. Select



4. If your submission has already been assessed, its score will appear in the	column.
5. If you wish to view the assessment details, including feedback comments and i criterion scores, dick anywhere on the row for the submission.	ndividual rubric
6. When you see the pop-up menu, select the or option. If you would like to view myour assessor or send them a message, select .	ntion. If you wish to view nore information about