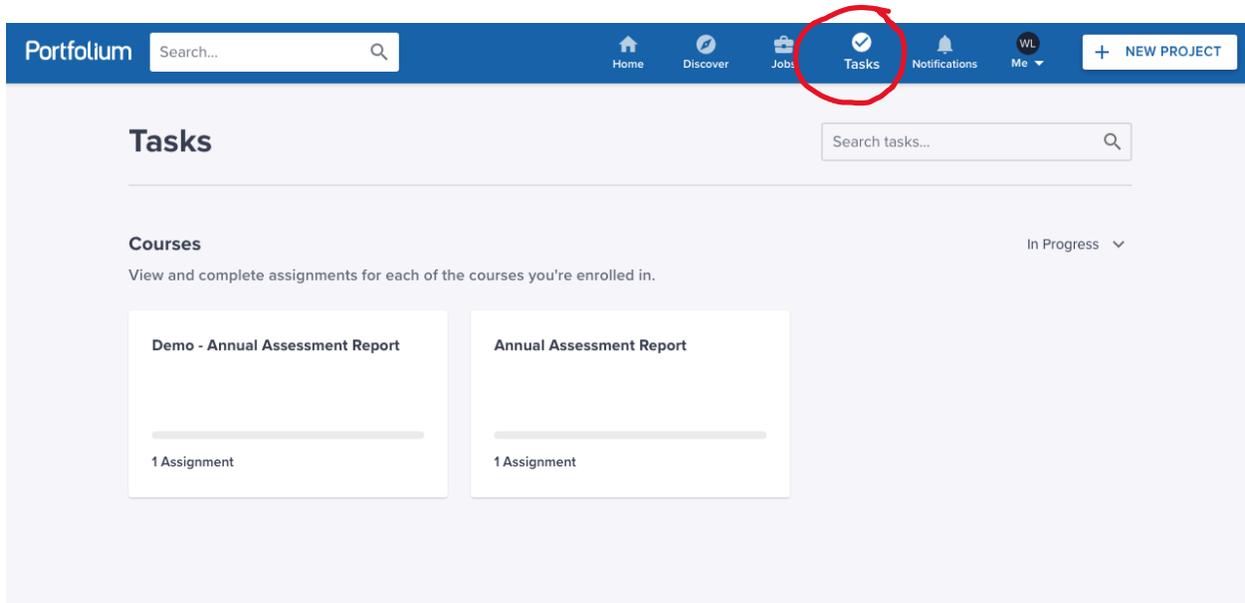


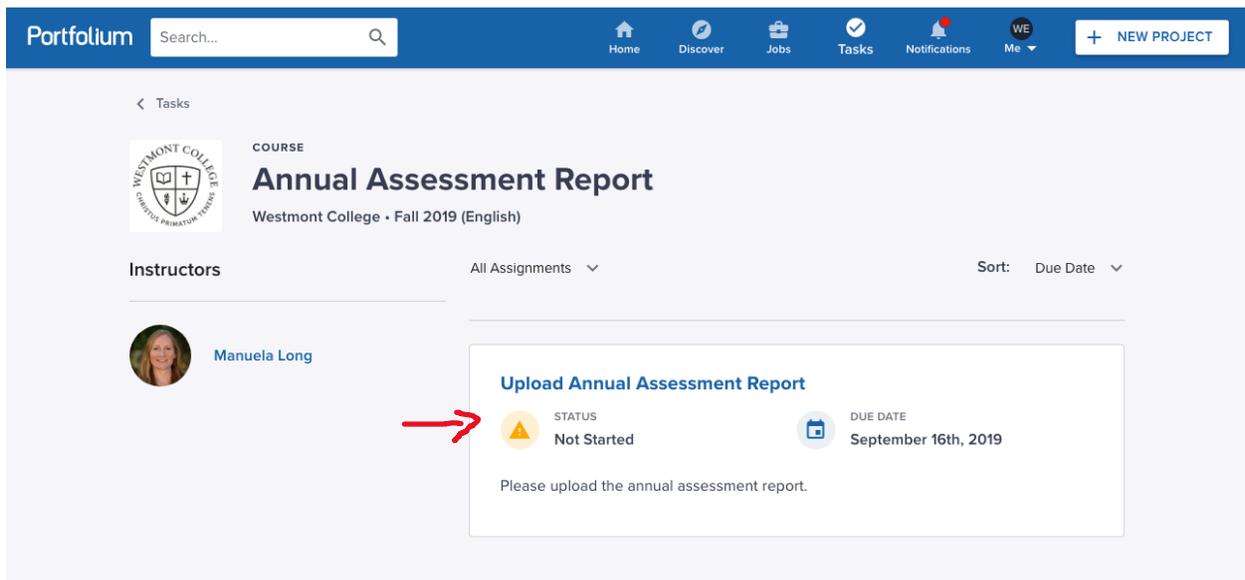
Uploading Annual Reports into Portfolium

Task Bar

On the Task Dashboard, you can see the courses you are enrolled in.



From there, you can click into the course and view the assignments to complete.



Submitting Assignments

1. Click on Start Assignment.

The screenshot shows the Portfolium interface for an assignment titled "Upload Annual Assessment Report". At the top, there is a navigation bar with "Portfolium" and a search bar, and icons for Home, Discover, Jobs, Tasks, Notifications, and Me. A "NEW PROJECT" button is also present. Below the navigation bar, the assignment title is displayed, along with its status ("Not Started"), due date ("9/16/2019 at 11:59 PM"), scoring type ("Rubric"), and assigned to ("Westmont English Dep..."). The "Instructions" section says "Please upload the annual assessment report." Below this, there is a "Skills" section with a tag for "Annual Reports". A "History" section shows that "Manuela Long" created the assignment on "9/6/19 at 10:47AM". A large blue button with a plus sign and the text "Start Assignment" is highlighted with a red arrow.

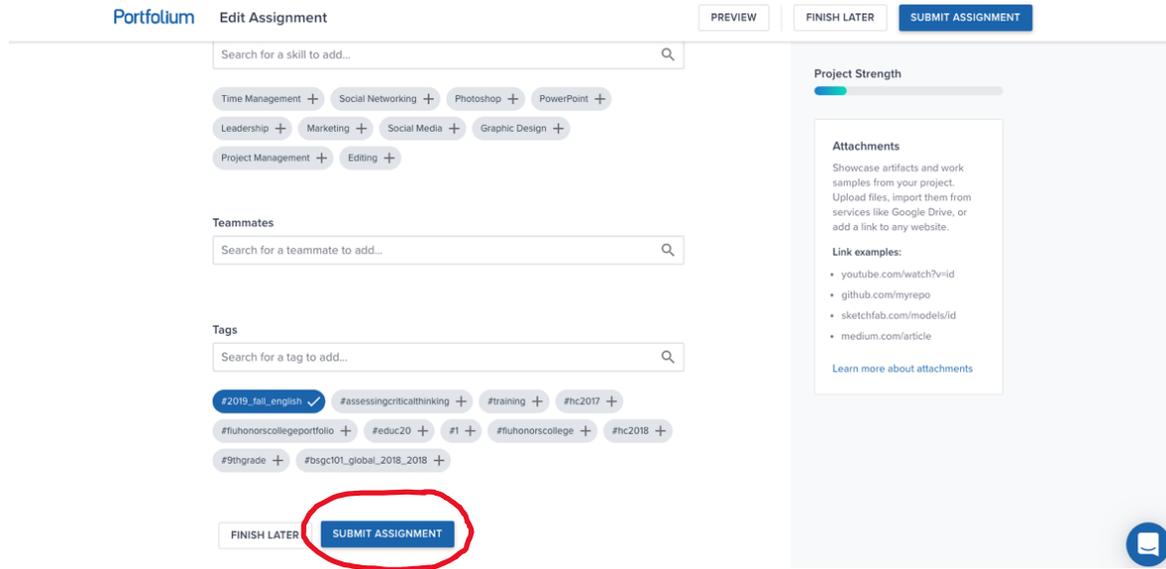
2. Upload Files

Here you can upload multiple files such as the report and appendices all at once.

The screenshot shows the "Upload Annual Assessment Report" page in Portfolium. At the top, there is a navigation bar with "Portfolium" and "Edit Assignment", and buttons for "PREVIEW", "FINISH LATER", and "SUBMIT ASSIGNMENT". The main content area is titled "Upload Annual Assessment Report" and includes a link to "View instructions". Below this, there is an "Attachments" section with three options: "Upload files" (with a red arrow pointing to it), "Paste a link", and "More options". The "Upload files" option has a text input field and a list of supported file formats: ".pdf, .doc, .xls, .ppt, .mp3, .psd, etc.". The "Paste a link" option has a text input field and a list of supported services: "YouTube, Prezi, or any website". The "More options" option has a text input field and a list of supported services: "Google Drive, Dropbox, etc.". Below the attachments section, there is a "Category" dropdown menu with "Professional Development" selected. On the right side, there is a "Project Strength" section with a progress bar and an "Attachments" section with a description and link examples.

3. Submit Assignment

Once finished, scroll all the way down. You don't have to fill in the following fields: Description, Skills, Tools or Software, Teammates, and Tags. Now click the Submit Assignment button.



Unsubmitting Assignments

If you accidentally uploaded the wrong report, just hit the Unsubmit Assignment button, delete your upload and resubmit the correct report.

