# Uploading Annual Reports into Portfolium

### Task Bar

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

Portfoliur	n Search	Q		<b>↑</b> Home	Ø Discover	en Jobs	<b>⊘</b> Tasks	Notifications	WL Me 👻	+ N	EW PROJECT
	Tasks						Search ta	isks		Q	
	<b>Courses</b> View and complete assignm	ents for each of the	e courses you're en	rolled in.					In Prog	iress 🗸	
	Demo - Annual Assessmo	ent Report	Annual Assess	ment Rep	port						
	1 Assignment		1 Assignment								

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



# Submitting Assignments

1. Click on Start Assignment.



#### 2. Upload Files

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

Portfolium	Edit A	Assignment		PREVIEW	FINISH LATER	SUBMIT ASSIGNMENT			
	Uploa Annual A	ad Annual Assessn Assessment Report • View	nent Report		Project Strength				
	Attachm	nents		Attachments Showcase art	s ifacts and work				
	±	Upload files	load filespdf, .doc, .xls, .ppt, .mp3, .psd, etc.		samples from Upload files, i services like 0 add a link to a	your project. mport them from Google Drive, or iny website.			
	Θ	Paste a link	YouTube, Prezi, or any website		Link examples	5: n/watch?vrid			
	•••	More options	Google Drive, Dropbax, etc.		<ul> <li>github.com/</li> <li>sketchfab.com/</li> <li>medium.com/</li> </ul>	myrepo om/models/id n/article			
	Categor	ry			Learn more al	pout attachments			
	Profes	sional Development	×						

#### 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.

Portfolium	Edit Assignment	PREVIEW	FINISH LATER SUBMIT ASSIGNMENT	
	Search for a skill to add Q			
	Time Management + Social Networking + Photoshop + PowerPoint +		Project Strength	
	Leadership + Marketing + Social Media + Graphic Design +			
	Project Management + Editing +		Attachments	
	Teammates		Showcase artifacts and work samples from your project. Upload files, import them from services like Google Drive, or add a link to any website.	
	Search for a teammate to add Q		Link examples:	
			<ul> <li>youtube.com/watch?v=id</li> </ul>	
			github.com/myrepo	
	Tags		sketchfab.com/models/id	
	Search for a tag to add Q		medium.com/article  Learn more about attachments	
	#2019_fail_english  #assessingcriticalthinking + #training + #hc2017 +			
	#fluhonorscollegeportfolio + #educ20 + #1 + #fluhonorscollege + #hc2018 +			
	#9thgrade + #bsgc101_global_2018_2018 +			
	FINISH LATER SUBMIT ASSIGNMENT			0

## **Unsubmitting Assignments**

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

Portfoliur	m s	earch	Q		<b>f</b> Home	Ø Discover	<b>de</b> Jobs	✓ Tasks	Notifications	WE Me 👻	+	NEW PROJECT		
	Annual Assessment Report Assignment Upload Annual Assessment Report Status Due date Scoring type						ASSIGNED TO							
	Instructions Your assignment has been submitted. A reviewer at Westmont College will be reviewing your work.						Submission							
	Please upload the annual assessment report.							We want the schedule and the schedule an						
	Annual	Reports					Upload 1 Attaci	Annual A	ussessment Re ubmitted 9/9/1	eport 9				
	Histor WE	<b>You submitted Upload</b> 9/9/19 at 11:40AM	Annual As	sessment Report				UNS	UBMIT ASSIGN	MENT				