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.

2. Upload Files

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