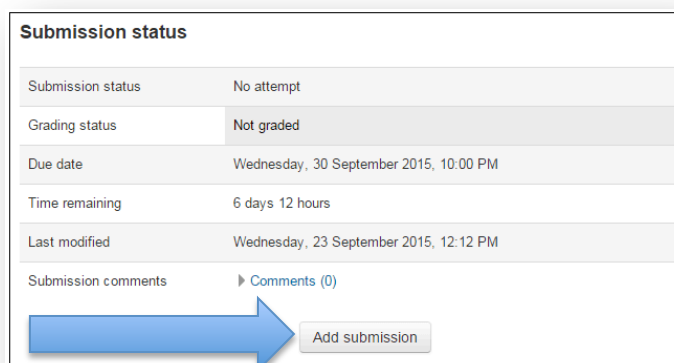


MyPortfolio: Quick Guide to Submitting your work

1. Firstly you are going to see a page that looks like this



Submission status	
Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 30 September 2015, 10:00 PM
Time remaining	6 days 12 hours
Last modified	Wednesday, 23 September 2015, 12:12 PM
Submission comments	▶ Comments (0)

2. You're going to click 'Add submission'

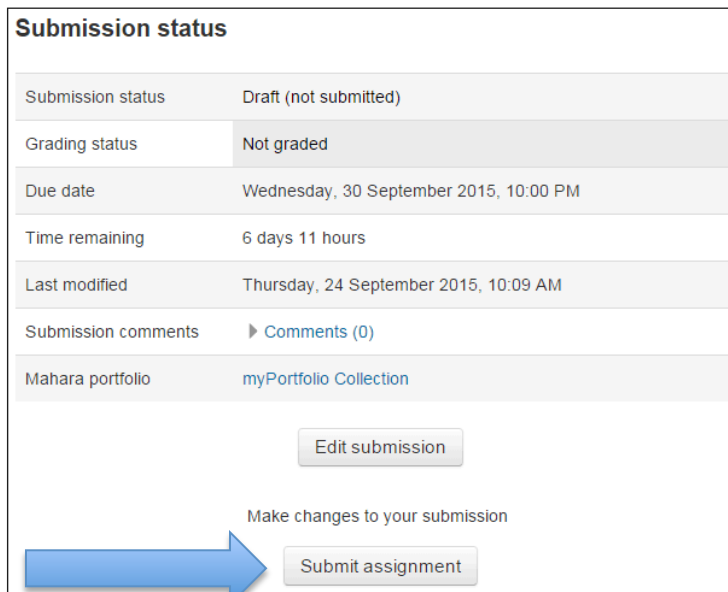
Pages by Rhiannon Spiller

- myPortfolio Page
- SWOT Analysis

3. So now you need to select (check the circle next to your page/collection that you wish to submit)

Collections by Rhiannon Spiller

- myPortfolio Collection



Submission status	
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Wednesday, 30 September 2015, 10:00 PM
Time remaining	6 days 11 hours
Last modified	Thursday, 24 September 2015, 10:09 AM
Submission comments	▶ Comments (0)
Mahara portfolio	myPortfolio Collection

Make changes to your submission

4. Remember until the 'Submit assignment' button has been clicked your status will be draft and you can edit this submission.

5. As soon as you press 'Submit assignment' then your submitted portfolio page/collection will be locked and you can no longer edit this!

6. You should receive an email when you have submitted your work and an email when your tutor has released grading/feedback

IMPORTANT: You can visit the help guide by clicking this link for further information
<http://mycourse.solent.ac.uk/mod/book/view.php?id=421152&chapterid=57008>