

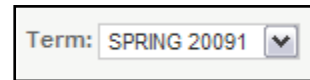
Submit a Course Assignment from your LiveText Document

Follow the directions below to submit your assignment once you have completed your work and posted to your portfolio. All PBA assignments are to be **in your portfolio**. Please do not attach them to the submission!

1. In your Portfolio, click the **Submit Assignment** button on the top of the document.



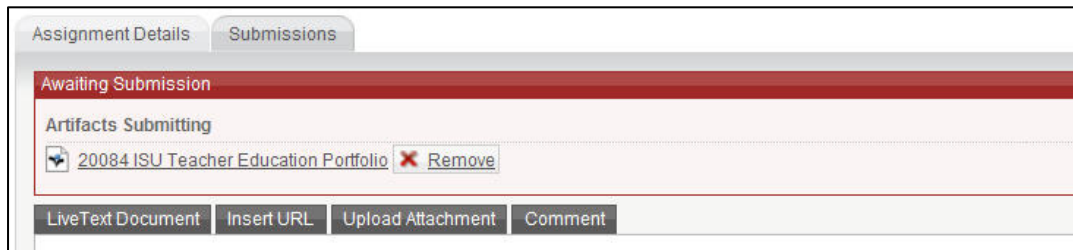
2. Select the corresponding academic term in the Term dropdown menu (if not the current term).



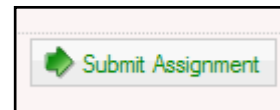
3. Click the round radio button next to the assignment you are submitting for. Assignments are listed below each of your course listings.

The **Submission** tab will open and allow you to choose other methods for submitting your work and artifact(s). **DO NOT attach your work here.** All of your evidence, images and written work must be posted **IN** your portfolio.

4. To add a comment to your instructor, click on the **Comment** tab, write your comment and close out of the box. If you have submitted your work properly you will see your portfolio listed in the red area at the top of the page. Remember, all of the artifacts are to be included **in** your portfolio, not attached separately. **NOTE:** *This is the time to click on the page of your assignment and check your work. Once you have submitted your assignment, it will be locked until the instructor Requests Resubmission or assesses your work.*



5. If you are satisfied with your work and ready to submit your assignment, click the **Submit Assignment** button.



6. The **Submission** tab will turn yellow and display the most recent submission, links to your portfolio and/or associated artifacts, the date of the submission, and the status of the submission (e.g. Awaiting Assessment).

