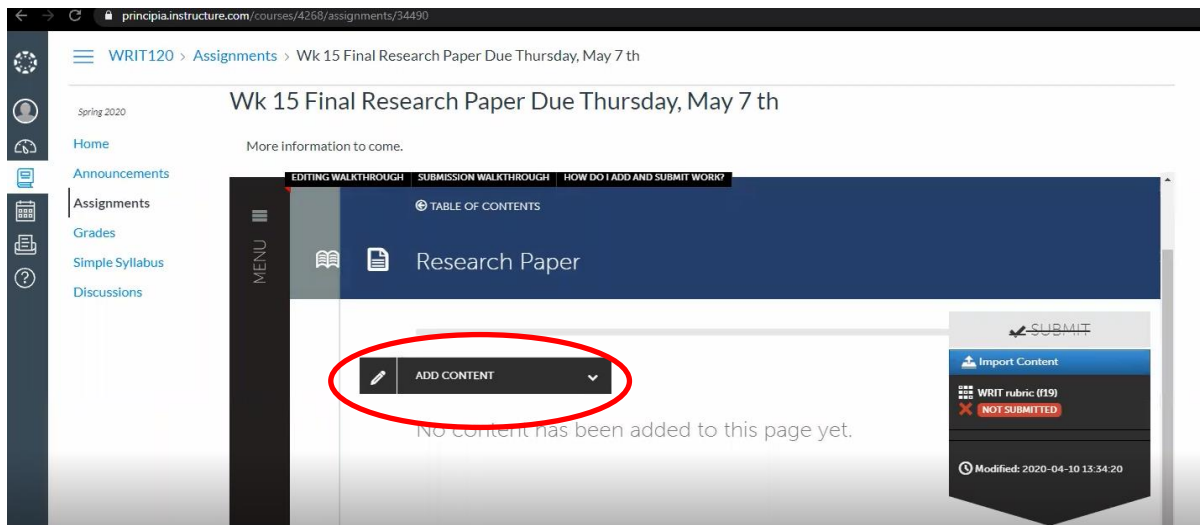


Uploading Your Work to Portfolio **within Canvas**

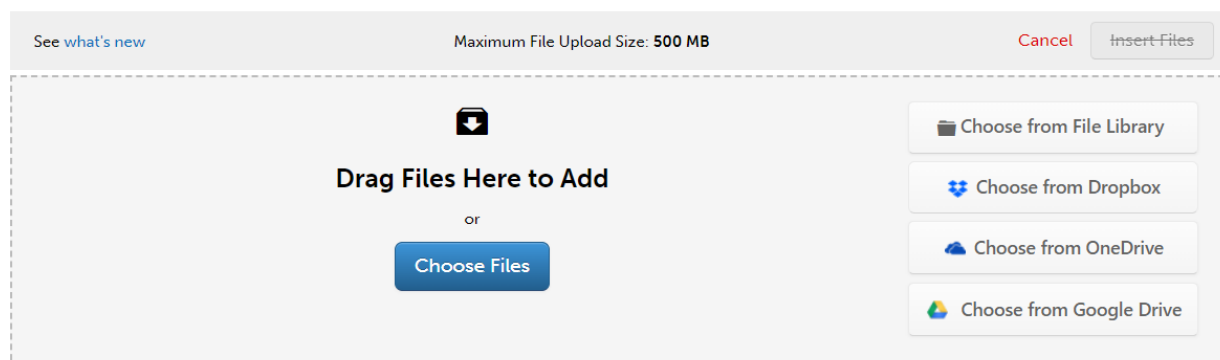
Before you start:

- **Save your work as a Doc, PDF, or Docx file.** Google Docs or Apple Pages will not work in Portfolio.
- Make sure your file (to upload) includes your name and course assignment.
- **Use Chrome or Firefox browser** (not Safari or Edge).

1. Login to your Canvas account and locate the course and assignment.
2. Click on the assignment and you will see a screen like the example below.



3. Click the “Add Content” button (see screen above). Then a dropdown menu/black box will appear. Select “Add File” option.
4. This button will prompt another screen (see below). Click “Choose Files” or drag the file here. Once you have selected a file, click the “Insert Files” (upper right-hand corner) to upload it. **YOU ARE NOT FINISHED YET. The paper is uploaded to Portfolio, but it still needs to be submitted.**



5. In the upper-right screen, click the blue “SUBMIT” button.

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161 Assignment (GESL)

✓ Add Content

Submit When Ready

ADD CONTENT

test

Modified: 2022-12-02 19:17:56

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If there are check boxes for you to check, please check them all!

6. You will be prompted to **select the name of an assessor(s)** for your paper; **type your professor’s name into the box** and your professor’s name will pop up below the box. Choose your professor’s name and then click the blue “SUBMIT” button.

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161 Assignment (GESL)

Submitting Content

Close

STATUS NOT SUBMITTED

GESL Outcome 2 (s19)

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

Type here...

Submit

7. You should see a green "**SUBMITTED**" status message in the upper right corner.

Submitting Content Close

STATUS **SUBMITTED**

✓ Content Submitted

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

Assessor	Assessment Instrument	Page	Submitted
Cornell, Sue	GESL Outcome 2 (s19)	161 Assignment (GESL)	2022-12-02

[REVIEW SUBMISSION](#)

Congratulations, you have submitted your assignment. 😊

Don't forget to log off and close your web browser.

If you have any questions or need help, email Sue Cornell:

sue.cornell@principia.edu