

ONE PAGER: STUDENT SUBMISSION OF ASSIGNMENTS TO ANTHOLOGY PORTFOLIO (C&W) VIA CANVAS

WORKFLOW OVERVIEW:

PURPOSE

This Overview for students identifies the step-by-step process for student assignment submission in Anthology Portfolio (C&W) via Canvas.

A Detailed Instruction Guide is Hyperlinked to Each Step

1. **Student:** Log into Canvas
2. **Student:** Locate assignment (via Canvas Module)
3. **Accept First Time Log in Users Legal Agreement:** First Time Anthology Portfolio (C&W) Users Only
 - a. **All users-** Anthology Portfolio (C&W) is Single Sign on (SSO) via Canvas. Students will not need login credentials.
4. **View Assignment Instructions in Anthology Portfolio (C&W)**
5. **To Add Assignment to Anthology Portfolio (C&W):**
 - a. Click “Add Content”
 - b. Click “Insert Content Here”
 - c. Click “Choose Files” or appropriate location of the file to be submitted. d. Click “Insert Files”
 - e. Click Blue “SUBMIT” button in top right corner
 - *Submission is not finished yet.* The assignment is NOT YET SUBMITTED
6. Select Assessor: This means type in the name of YOUR COURSE INSTRUCTOR
7. Click Blue “Submit” button under **CURRENT** Course Instructor’s Name
8. Now the assignment HAS BEEN submitted.
9. Students will see a confirmation screen that says, **CONTENT SUBMITTED**
 - This will show the name of the selected Assessor and the date submitted.
 - **If the name of assessor is not student’s course instructor, they MUST RESUBMIT to THEIR instructor.**
10. **Resubmission (if needed) Repeat Step 2:** Locate assignment via course module.
 - **Or, if still on the confirmation of submission page-**, click “close” and be returned to initial submission options.
11. Student will see a notification that states your assignment has been **SUBMITTED**
 - **IF** there is an **orange clock icon** next to the submission date, students are still able to withdraw that assignment and resubmit. This means the instructor has not yet graded the assignment.
 - **To withdraw that submission and resubmit:** Click on the three grey lines on the right side of the submission date. ii. **Select** the option to Withdraw your assignment submission.
 - **Click Red Withdraw icon iv. Go to** top of Page and Select “Return” icon
 - **Resubmit** the assignment to course faculty.
 - **IF** there is a **green check mark** next to the submission date under the **SUBMITTED** icon, the instructor has already graded your assignment.
 - i Communicate with course instructor and ask them to return it for resubmission. Faculty have an option to “Request Resubmission”. This is a conversation and decision to be made by course faculty and their students.
 - ii **OR** students can resubmit a second copy of your assignment. However, it is up to the course faculty to determine if they will accept and assess a second submission. This is an issue to discuss with faculty, and not a Anthology Portfolio (C&W) feature. Once an assignment has been assessed, it is a faculty decision.

****** Important Note*** If a student withdraws an assignment that has not been graded by faculty and resubmits it, the date stamp will be of the date and time of the resubmission. Anthology Portfolio (C&W) WILL NOT keep a record of a submission that has not been assessed by your faculty.***

***** Students are welcomed and encouraged to “explore” the Anthology Portfolio (C&W) platform, as it will be used more extensively as they progress through the program. However, ALL assignment submissions MUST be done through the Canvas course module to ensure proper submission.*****