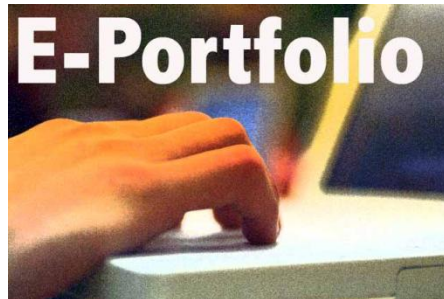


Submitting Your ePortfolio:  
First Year Experience

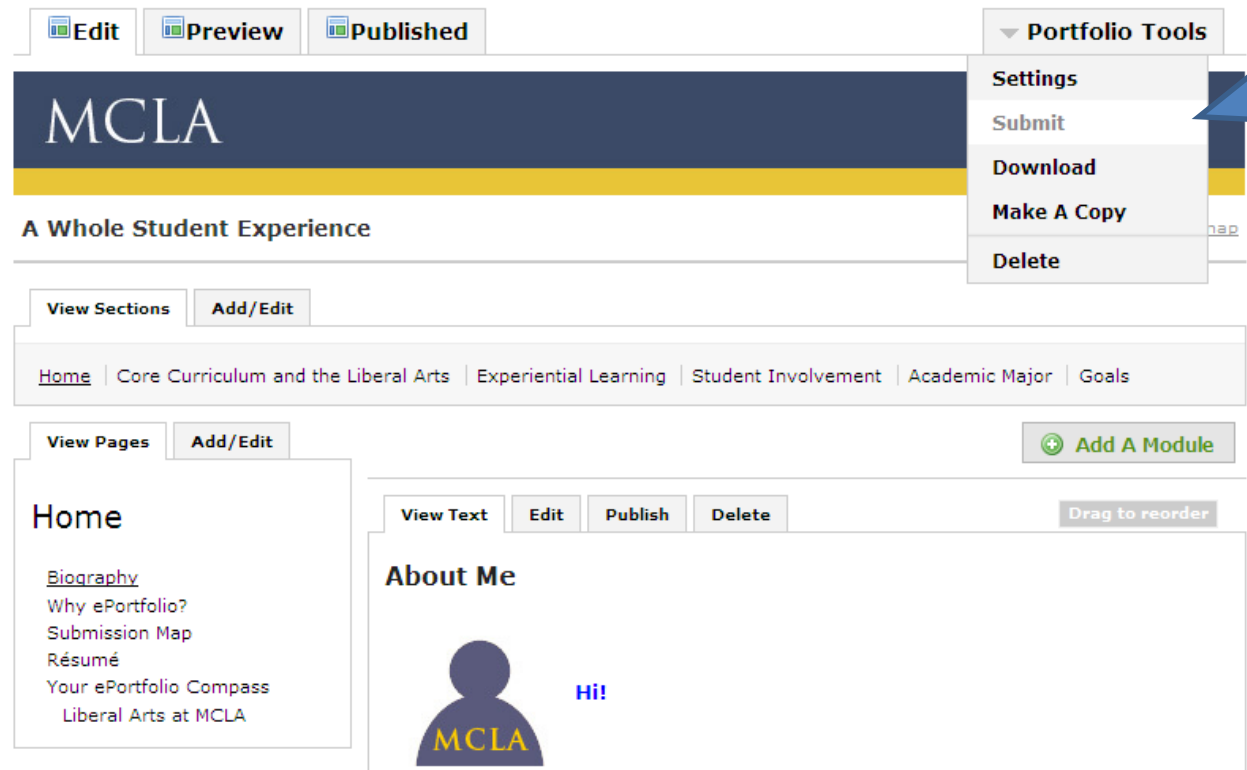


# Ready to Submit Your Work?

Once you've published the first-semester requirements (**Biography** and **First Semester Goals**), you're ready to **submit** your work. This step allows your professor and PA to keep track of who's keeping up-to-date, and who might need some help. Depending on your particular FYE class, **submitting** your ePortfolio is **a course requirement!**

## Step 1:

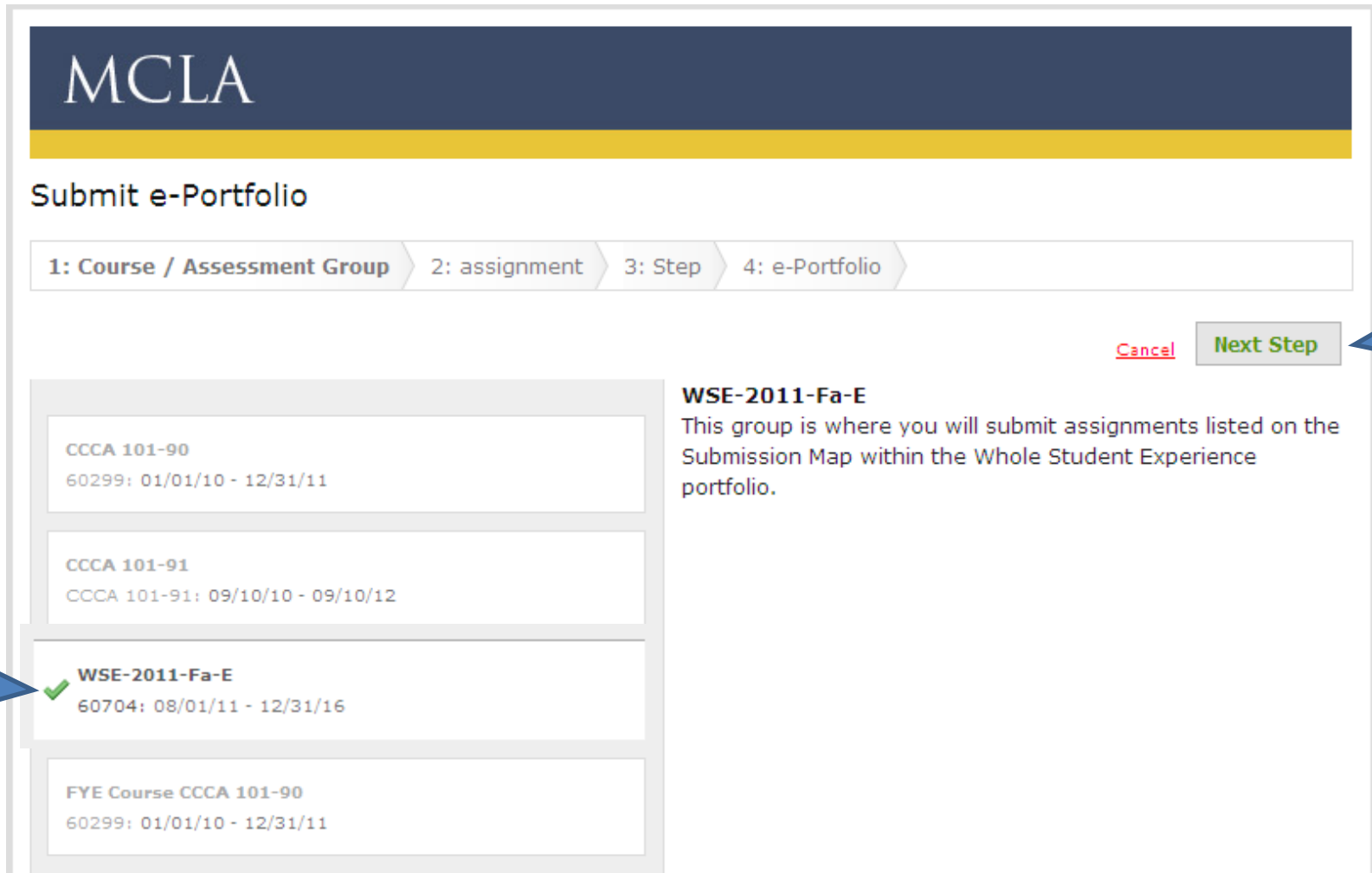
Within your ePortfolio, click the **Portfolio Tools** tab at the upper right, and choose **Submit**.



The screenshot displays the MCLA ePortfolio interface. At the top, there are three tabs: "Edit", "Preview", and "Published". To the right, a "Portfolio Tools" dropdown menu is open, showing options: "Settings", "Submit", "Download", "Make A Copy", and "Delete". A blue arrow points to the "Submit" option. Below the tabs, the MCLA logo is visible, followed by the tagline "A Whole Student Experience". The main content area includes a navigation bar with links for "Home", "Core Curriculum and the Liberal Arts", "Experiential Learning", "Student Involvement", "Academic Major", and "Goals". Below this, there are sections for "View Sections" and "Add/Edit", and "View Pages" and "Add/Edit". The "Home" page is currently selected, showing a list of links: "Biography", "Why ePortfolio?", "Submission Map", "Résumé", "Your ePortfolio Compass", and "Liberal Arts at MCLA". The "About Me" section is also visible, featuring a profile picture placeholder with the MCLA logo and the text "Hi!".

# Submitting Your Work.

**Step 2:** Click the box on the left of the screen with a name like WSE-2011-Fa-E. (You should see only one of these on your screen.) Once you select it, you should see a **green check mark**, and will be able to click the green **Next Step** button on the upper right.



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## Submit e-Portfolio

1: Course / Assessment Group   2: assignment   3: Step   4: e-Portfolio

[Cancel](#)   [Next Step](#)

|   |
|---|
| <b>CCCA 101-90</b><br>60299: 01/01/10 - 12/31/11            |
| <b>CCCA 101-91</b><br>CCCA 101-91: 09/10/10 - 09/10/12      |
| <b>WSE-2011-Fa-E</b> ✓<br>60704: 08/01/11 - 12/31/16        |
| <b>FYE Course CCCA 101-90</b><br>60299: 01/01/10 - 12/31/11 |

**WSE-2011-Fa-E**  
This group is where you will submit assignments listed on the Submission Map within the Whole Student Experience portfolio.

# Submitting Your Work.

**Step 3:** You'll see a list of **assignments** corresponding to each part of your ePortfolio. (Remember, you only have to worry about **two** right now: **Biography** and **Goals: First Semester!**) Click **Biography** first, then the green **Next Step** button.

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## Submit e-Portfolio

1: Course / Assessment Group > 2: **assignment** > 3: Step > 4: e-Portfolio

[Cancel](#) [Next Step](#)

Course / Assessment Group: WSE-2011-Fa-E

|                            |
|----------------------------|
| ✓ Biography                |
| Résumé                     |
| Goals: First Semester      |
| Community Reading Artifact |
| Goals: Second Semester     |
| Tier I Writing Sample      |

**Biography**  
This page is your introduction to the world: we want to know who you are! In addition to the basics, consider including brief reflections on **one or more** of the following:

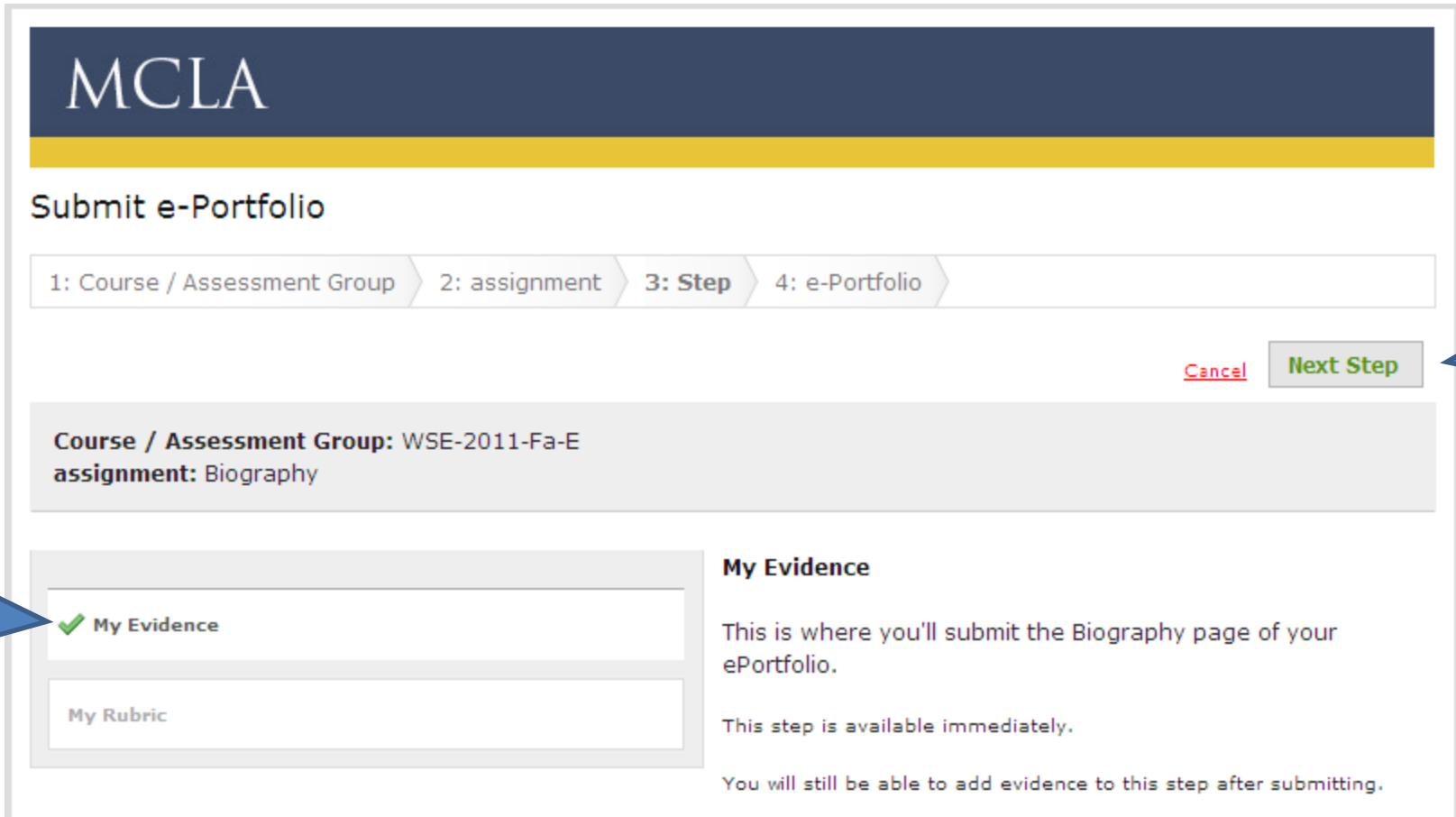
- a **moment** that defined you;
- an **achievement** of which you are especially proud;
- an **activity** that gives you great satisfaction.

Please **upload** an image or include some other form of visual media that you believe accurately depicts who you are.

# Submitting Your Work.

## Step 4:

Click **My Evidence**, then **Next Step**. (Getting boring, huh?)



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### Submit e-Portfolio

1: Course / Assessment Group 2: assignment 3: Step 4: e-Portfolio

[Cancel](#) [Next Step](#)

**Course / Assessment Group:** WSE-2011-Fa-E  
**assignment:** Biography

My Evidence

My Rubric

#### My Evidence

This is where you'll submit the Biography page of your ePortfolio.

This step is available immediately.

You will still be able to add evidence to this step after submitting.

# Submitting Your Work.

**Step 5:** Select the **check-box** for your Biography. If you like, you can attach a comment for your professor to read – just use the **Comments** text field on the right. When you're ready, click the **Save and submit** button.

**MCLA**

## Submit e-Portfolio

1: Course / Assessment Group   2: assignment   3: Step   4: e-Portfolio

If you are done with this step, [Save and submit](#)

If you want to submit additional e-Portfolios to this step, [Save, do not submit](#)

[Cancel](#)

**Course / Assessment Group:** WSE-2011-Fa-E  
**assignment:** Biography  
**Step:** My Evidence  
You will still be able to add evidence to this step after submitting.

**A Whole Student Experience** (All Pages)

Home 06/01/11 [\(view page\)](#)

Biography 08/10/11 [\(view page\)](#)

**Choose One or More Pages from Your e-Portfolio**

The pages in your e-Portfolio are shown at left. Please check the pages you would like to submit and enter

# Submitting Your Work.

You'll see a screen like this, verifying that you've successfully submitted your **Biography**.  
**Congratulations!**

Now, you'll follow the same procedure to submit your **First Semester Goals**.

Home | Calendar | People | Courses | e-Portfolios | Subscriptions | Administration | Welcome, Gerol | Logout | More | HELP?

## MCLA

You have successfully submitted your e-Portfolio

*Your submission has been archived on:  
October 6, 2011 at 7:52AM.*

**Course / Assessment Group:**  
WSE-2011-Fa-E

**assignment:**  
Biography

**Step:**  
My Evidence

**Pages submitted from "A Whole Student Experience":**

- Biography

[Return to e-Portfolio](#)

[Go to this assignment](#)

