- 1. Locate the appropriate course from your Canvas dashboard.
- 2. Access the "Assignments" tab on the left-hand side and then click "University Writing Portfolio."

| Assignments<br>Discussions<br>Grades<br>People<br>Syllabus<br>Quizzes<br>Conferences | ning Assignments<br>niversity Writing Portfolio<br>ailable until Jun 22 at 11:59pm   Due Jun 22 at 11:59pm |  |
|--|--|--|
| Discussions<br>Grades<br>People<br>Syllabus<br>Quizzes<br>Conferences                | ning Assignments<br>niversity Writing Portfolio<br>ailable until Jun 22 at 11:59pm   Due Jun 22 at 11:59pm |  |
| Grades<br>People Un<br>Syllabus<br>Quizzes<br>Conferences                            | niversity Writing Portfolio<br>ailable until Jun 22 at 11:59pm   Due Jun 22 at 11:59pm                     |  |
| People Un<br>Syllabus<br>Quizzes<br>Conferences                                      | niversity Writing Portfolio<br>ailable until Jun 22 at 11:59pm   Due Jun 22 at 11:59pm                     |  |
| Syllabus<br>Quizzes<br>Conferences   |  |  |
| Quizzes<br>Conferences   |  |  |
| Conferences  |  |  |
|  |  |  |
| Collaborations   |  |  |
| Office 365   |  |  |
| Course Evaluations   |  |  |

3. You'll see a window with "tasks" that have not yet been started/completed.

| Home                      | University Writing Portfolio  |
|---------------------------|---|
| Assignments               | Due Monday by 11:59pm Points 0 Submitting an external tool Available Jun 1 at 12am - Jun 22 at 11:59pm 22 days                        |
| Discussions               |   |
| Grades                    | As part of campus writing assessments, you will submit one major writing project, along with a description of the assignment for that |
| People                    |   |
| Syllabus                  |   |
| Quizzes                   | ≡ Tasks Q 👂   |
| Conferences               |   |
| Collaborations            | William Banks Sandbox Area  |
| Office 365                | ASSIGNMENT  |
| <b>Course Evaluations</b> | University Writing Portfolio  |
|                           | Not Started   |
|                           | 5/15/2020 at 11:59 PM   |

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4. Move your cursor into the "Tasks" window and scroll down until you see the icon to "Start Assignment." Click the box to accept cookies, then click "Start Assignment."

| ≡ Tasks   | ۹ 🟅  |
|---|--|
| +<br>Start Assignment   |  |
| <b>Instructions</b><br>As part of campus writing assessments, you will<br>that project and thorough responses to four que | submit one major writing project, along with a description of the assignment for<br>estions about your writing, near the end of this course. |
| Our websites use c  | ookies. By continuing, you agree to their use. See details   |
|   | ACCEPT & CLOSE   |

5. You will see a space in the middle for uploading your University Writing Portfolio files.

| Due Monday by 11:59p                           | m                  | Points 0 Subr                                | nitting an extern                      | al tool Av                         | ailable                 | Jun 1 at 12am - Ju                       | ın 22 at 11:59pm 22 days          |
|--|--------------------|--|--|------------------------------------|-------------------------|--|-----------------------------------|
| As part of campus wri<br>project and thoughtfu | ting as<br>I respo | sessments, you will<br>onses to four questic | submit one major<br>ons about your wri | writing projec<br>iting as part of | t, along v<br>this Writ | with a description<br>ting Intensive cou | of the assignment for tha<br>rse. |
| PORTFOLIUM                                     | Edit               | Assignment                                   |  | PREVIEW                            |                         | FINISH LATER                             | SUBMIT ASSIGNMENT                 |
| U  | Inive<br>anksw     | ersity Writing I • View instructions         | Portfolio                              |                                    |                         |  |                                   |
| At   | ttachm             | ients  |  |                                    |                         |  |                                   |
|  | <b>1</b>           | Upload files                                 |  | .po                                | df, .doc, .xl           | s, .ppt, .mp3, .psd, e                   | etc.                              |
|  |                    |  |  |                                    |                         |  | —                                 |

6. By moving your cursor below the "University Writing Portfolio" heading, you'll be able to scroll and access the "Attachments" window; there is an option for you to upload a variety of file types.

|                             | Home               | University Writing Portfolio   |  |  |  |  |  |  |
|-----------------------------|--------------------|--|--|--|--|--|--|--|
| ECU                         | Assignments        | Due         Monday by 11:59pm         Points         O         Submitting         an external tool         Available         Jun 1 at 12am - Jun 22 at 11:59pm 22 days   |  |  |  |  |  |  |
|                             | Discussions        |  |  |  |  |  |  |  |
| Account                     | Grades             | As part of campus writing assessments, you will submit one major writing project, along with a description of the assignment for that<br>project and thoughtful responses to four questions about your writing as part of this Writing Intensive course. |  |  |  |  |  |  |
| Dashboard                   | People             |  |  |  |  |  |  |  |
|                             | Syllabus           |  |  |  |  |  |  |  |
| Courses                     | Quizzes            | PORTFOLIUM Edit Assignment PREVIEW FINISH LATER SUBMIT ASSIGNMENT  |  |  |  |  |  |  |
|                             | Conferences        | Attachments  |  |  |  |  |  |  |
| Calendar                    | Collaborations     | Audelments   |  |  |  |  |  |  |
| Ē                           | Office 365         | Upload files   |  |  |  |  |  |  |
| Inbox<br>Commons            | Course Evaluations | CO Paste a link YouTube, Prezi, or any website   |  |  |  |  |  |  |
| <b>ب</b> ر<br>پرو<br>Studio |                    | ••• More options Google Drive, Dropbox, etc.   |  |  |  |  |  |  |

7. Clicking the "Upload Files" link will prompt you to locate your intended files on your computer.

| 🔒 ecu.instructure  | e.com/courses/12368/as  | signments/302381  |            |                         | ☆ 🥝   | Z          |
|--|---|---|------------|-------------------------|---|------------|
| Welcome, Zachar  |   | Down  | nloads 🗘   | Q Search                | Professing Multic   |            |
| Home<br>Assignments<br>Discussions<br>Grades<br>People<br>Syllabus<br>Quizzes<br>Conferences | Favorites<br>Recents<br>Applications<br>Downloads<br>iCloud<br>Cloud Drive<br>Desktop<br>Documents<br>Tags<br>Red<br>Orange<br>Yellow | <ul> <li>AndreRevisionLink</li> <li>andrews peer review.docx</li> <li>Annotated Biaphy (1).docx</li> <li>Annotated Bibliography.docx</li> <li>Appalachian FYC.docx</li> <li>Apsignmentection (1).docx</li> <li>Banks-Dissoil.ogoi.docx</li> <li>Banks-Dissoil.ogoi.docx</li> <li>Banks-Databases</li> <li>BaumgartnerFall 2019).pdf</li> <li>BBCh-1.pdf</li> <li>BBCh-1.pdf</li> <li>Becoming-Rhal-pp1-7.pdf</li> <li>Becoming-Rhuced (1).pdf</li> <li>Becoming-Rhuced.pdf</li> <li>Becoming-Rhented.pdf</li> <li>Becoming-Rhal-pp1-7.pdf</li> <li>Becoming-Rhal-pp1-7.pdf</li> <li>Becoming-Rhal-pp1-7.pdf</li> <li>Becoming-Rhal-pp1-7.pdf</li> <li>Becoming-Rhal-pp1-7.pdf</li> <li>Becoming-Rhal-pp1-7.pdf</li> <li>Becoming-Rhal-pp1-7.pdf</li> <li>Becoming-Rhal-pp1-7.pdf</li> </ul> |            |                         | Jun 22 at 11:59pm 22 day<br>n of the assignment for t<br>purse.<br>SUBMIT ASSIGNMEN | /s<br>:hat |
| Collaborations   | Green   | <ul> <li>BeyondPostPssPrecis.docx</li> <li>BIOL3550_FiozbehiS.docx</li> </ul>   |            |                         |   |            |
| Office 365   | Blue  | Biophilic desilish final.pptx   |            |                         | , etc.  |            |
| Course Evaluation  | Options   |   |            | Cancel                  | Open  |            |
|  |   | Paste a li  | nk<br>ions | YouTube, Pr<br>Google [ | rezi, or any website  |            |

- ecu.instructure.com/courses/12368/assignments/302381 ☆ 📀 z 👯 Apps 🛛 🚯 Welcome, Zachar... Frofessing Multic.. < > 📼 🖻 Maag Syllabu...all 2019.docx
   Mad at you visual 2.pptx
   Matthews\_Fal...yllabus.docx
   meader.proj1 (h)Favorites Home EĆU Applications Assignments Meader.Project2.Comments Medieval Rhe...Group 2.docx Jun 22 at 11:59pm 22 days 🕑 Do Discussions MeekMill.RhetAna Account lCloud Drive MGMT4272B...TFall19.docx n of the assignment for that Grades MGMT4842T...EFall19.docx .... Desktop Mini portfolio draft Morris-F18-E...t-guide.docx ourse. (6) People Documents Dashboar Morris-SP18...heet (1).docx Morris-SP18...nt-sheet.docx Syllabus 밑 Morris-SP18...heet (1).docx Morris-SP18...nt-sheet.docx MRCH 4300...\_Fall 2019.pdf **m**-MeekMill.RhetAna Rec SUBMIT ASSIGNMENT Quizzes Courses ••• •• 😑 Orange Conferences Ē Nature Group 2.pptx Information Yellow Nature Princi...up 1 (1).pptx Calenda PМ Collaborations 🔵 Green Saturday, September 21, 2019 at 3 Nature Princi...Group 1.pptx
   Nature Principle Flyer.docx Saturday, September 21, 2019 at 3:39 PM 山 Office 365 etc bor 21 2010 at 2.20 DM Catu Conto Inbox Options Cancel **Course Evaluatio** ¢ Paste a link Ð YouTube, Prezi, or any website Commons <mark>두</mark> More options Google Drive, Dropbox, etc. ... Studio
- 8. Selected the appropriate file and then click "Open" to upload the file to your Portfolio.

9. Your attachment may need time to load (as indicated by a loading bar underneath the file name). Once loaded, you should see the file name and an image of the file in the middle of your screen.

| University W                                 | 'ritir                | ng Portfolio  |   |                              |   |                         |                 |
|--|-----------------------|---|---|------------------------------|---|-------------------------|-----------------|
| Due Monday by 11:59                          | pm                    | Points 0 Submitting a   | n external tool                             | Available                    | Jun 1 at 12am -                         | Jun 22 at 11            | L:59pm 22 days  |
| As part of campus wr<br>project and thoughtf | riting as<br>ful resp | ssessments, you will submit or<br>onses to four questions about | ne major writing pro<br>your writing as par | oject, along<br>t of this Wr | with a descriptio<br>iting Intensive co | n of the assi<br>ourse. | gnment for that |
| PORTFOLIUM                                   | Edit<br>Attachn       | Assignment Saved.   | PREVIE                                      | W                            | FINISH LATER                            | SUBMI                   | TASSIGNMENT     |
|  | torest<br>torest      | MeekMill.RhetAna  | .docx                                       |                              | 1                                       | Î                       |                 |
|  | <u>*</u>              | Upload files  |   | .pdf, .doc, .)               | kls, .ppt, .mp3, .psd                   | , etc.                  |                 |
|  | Θ                     | Paste a link  |   | YouTub                       | e, Prezi, or any we                     | bsite                   |                 |
|  | •••                   | More options  |   | Goo                          | gle Drive, Dropbox                      | , etc.                  |                 |

- 10. To upload an additional file(s), simply click the "Upload files" link again and repeat Steps 7 9.
- 11. Once you've finished, you will see all uploaded files listed in the middle of the screen. If any are not there, simply go back and "Upload files" again.

| University Writir  | ng Portfolio   |   |
|--|--|---|
| Due Monday by 11:59pm                                    | Points 0 Submitting an extern  | nal tool <b>Available</b> Jun 1 at 12am - Jun 22 at 11:59pm 22 days   |
| As part of campus writing as project and thoughtful resp | ssessments, you will submit one major<br>onses to four questions about your wi | writing project, along with a description of the assignment for that riting as part of this Writing Intensive course. |
| PORTFOLIUM Edit  | Assignment Saved.  | PREVIEW FINISH LATER SUBMIT ASSIGNMENT  |
|  | MeekMill.RhetAna.docx  | / 1   |
|  | 8600.Proposal.docx   | 1   |
| 1  | Upload files   | .pdf, .doc, .xls, .ppt, .mp3, .psd, etc.  |

12. If you scroll down below the uploaded files, you'll see options to add a <u>Description</u>, <u>Skills</u>, or <u>Tags</u>. Check with your instructor to find out if these additional pieces are required; if not, skip them.

| PORTFOLIUM | Edit Assignment Saved. PREVIEW FINIS  | H LATER SUBMIT ASSIGNMENT                                       |
|------------|---|---|
|            | Description   |   |
| PORTF      | Describe your project DLIUM Edit Assignment Saved. PREVIEW  | FINISH LATER SUBMIT ASSIGNMENT                                  |
|            | Tags<br>Search for a tag to add   | Q   |
|            | PORTFOLIUM Edit Assignment Saved.   | PREVIEW FINISH LATER SUBMIT ASSIGNMENT                          |
|            | Skills, Tools or Software   |   |
|            | Search for a skill to add   | Q   |
|            | Solidworks (CAD) +     Analyzing +     Market       Research +     Planning +     Self reflection - | eting + Writing + Public Speaking +<br>+ Drawing + Leadership + |

13. Once you've added all the appropriate information and documents, click "Submit Assignment." Read the pop-up text box, and then click submit.

| Assignments        | Due     Monday by 11:59pm     Points     0     Submitting     an external tool     Available     Jun 1 at 12am - Jun 22 at 11:59pm 22 days |
|--------------------|--|
| Discussions        |  |
| Grades             | As part of campus writing assessments, you will submit one major writing project, along with a description of the assignment for that      |
| People             | project and thoughtfull responses to four questions about your writing as part of this writing intensive course.                           |
| Syllabus           |  |
| Quizzes            | PORTFOLIUM Edit Assignment Saved. PREVIEW FINISH LATER SUBMIT ASSIGNMENT   |
| Conferences        |  |
| Collaborations     | Search for a tag to add Q  |
| Office 365         |  |
| Course Evaluations | Submit this assignment?  |
|                    | #leadership + Are you ready to submit this assignment? You can   |
|                    | #fluhonorscollege unsubmit and revise this assignment prior to the   |
|                    | due date.  |
|                    |  |
|                    |  |
|                    |  |

14. You will return to the "Tasks" screen, which will have the status updated to "Submitted."

| Due Monday by 11:59pm  | Points 0 Submit                                       | ting an external tool                            | Available Jun 1 at 12am -   | Jun 22 at 11:59pm 22 days              |
|--|---|--|---|--|
| As part of campus writing a project and thoughtful resp  | assessments, you will sub<br>ponses to four questions | mit one major writing<br>about your writing as p | project, along with a descriptio<br>part of this Writing Intensive co | n of the assignment for that<br>ourse. |
| ≡ Tasks  |   |  |   | ۹ 🌻                                    |
| <ul> <li>William Banks Sandbox A</li> <li>ASSIGNMENT</li> <li>University Writing</li> <li>STATUS</li> <li>Submitted</li> <li>DUE DATE</li> <li>5/15/2020 at 11:59</li> <li>SCORING TYPE</li> <li>Base ( 5ail)</li> </ul> | g <b>Portfolio</b>                                    |  |   |  |

15. Click "Accept & Close" at the bottom of your window and you're done!