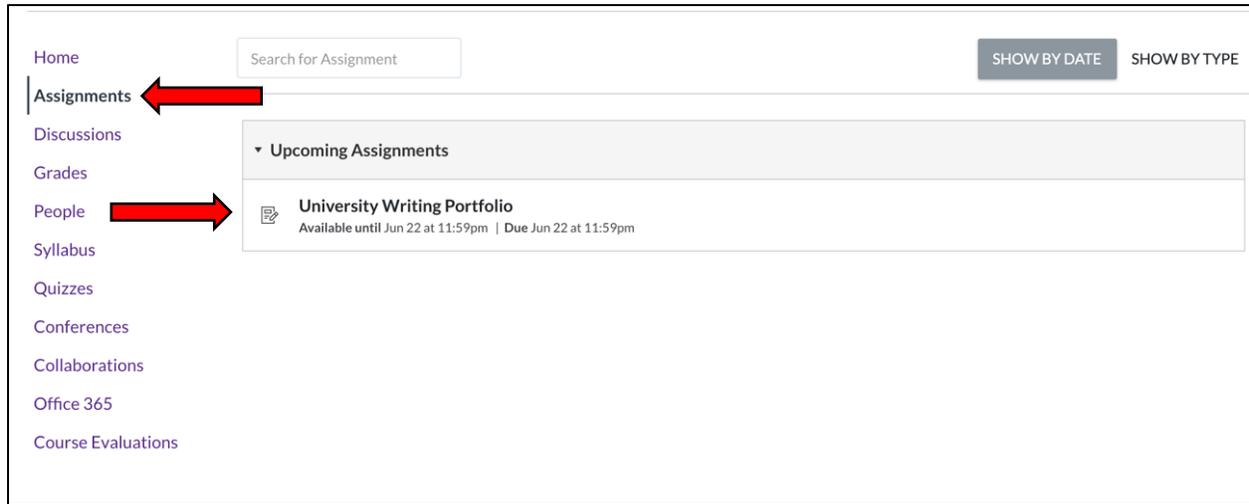
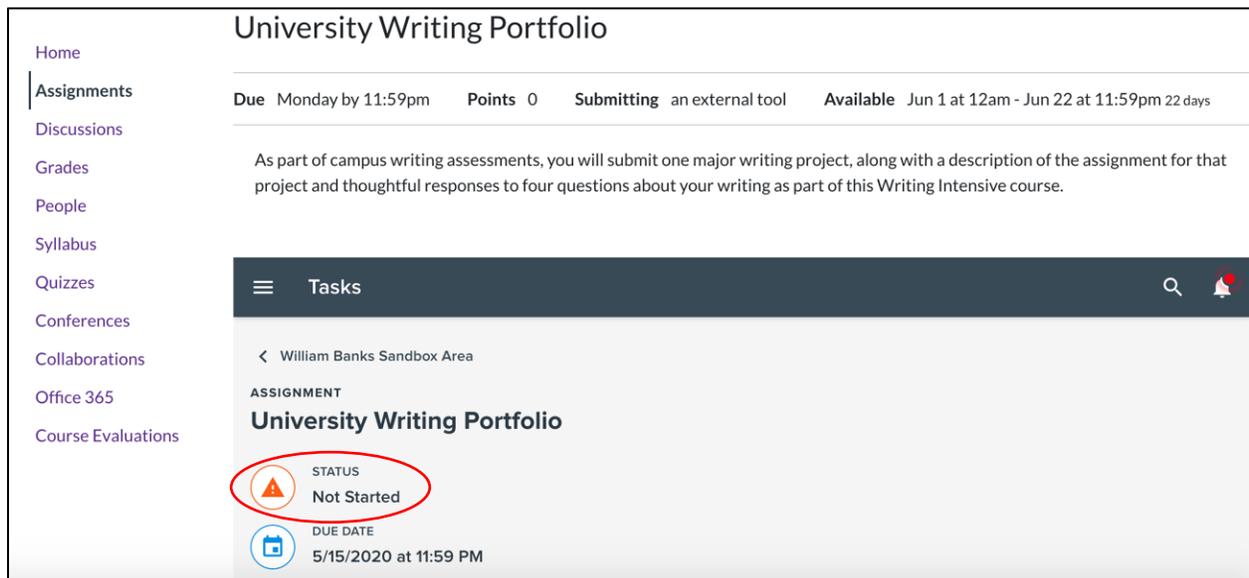


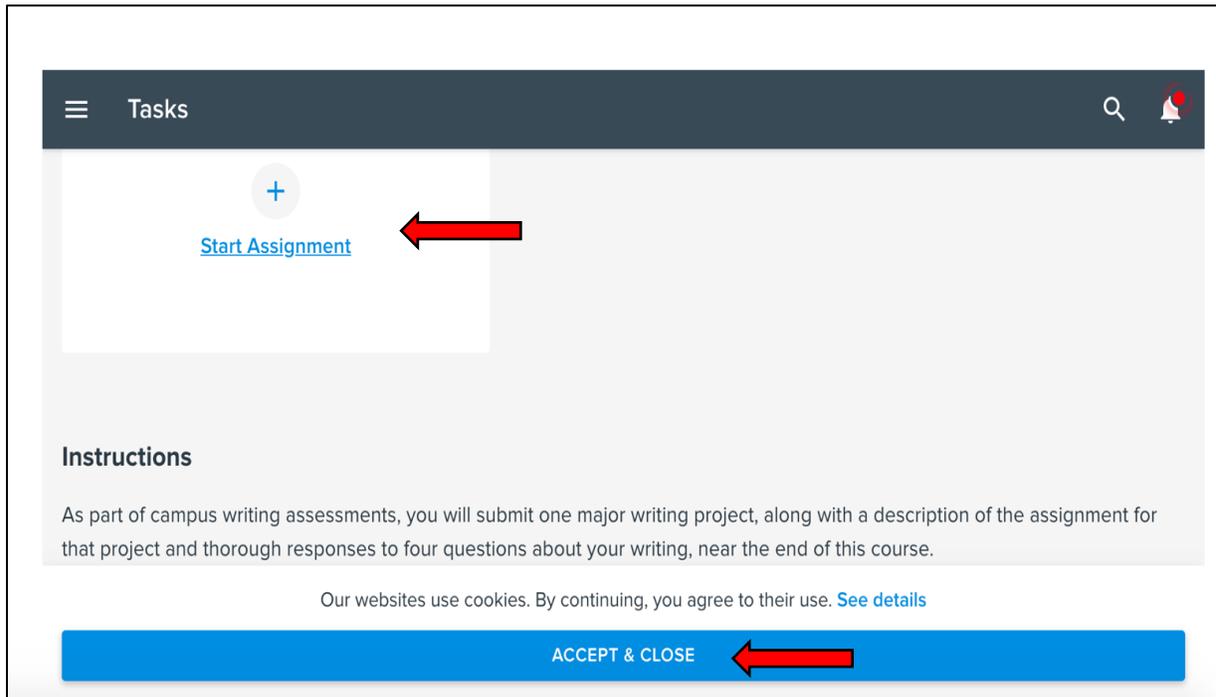
1. Locate the appropriate course from your Canvas dashboard.
2. Access the “Assignments” tab on the left-hand side and then click “University Writing Portfolio.”



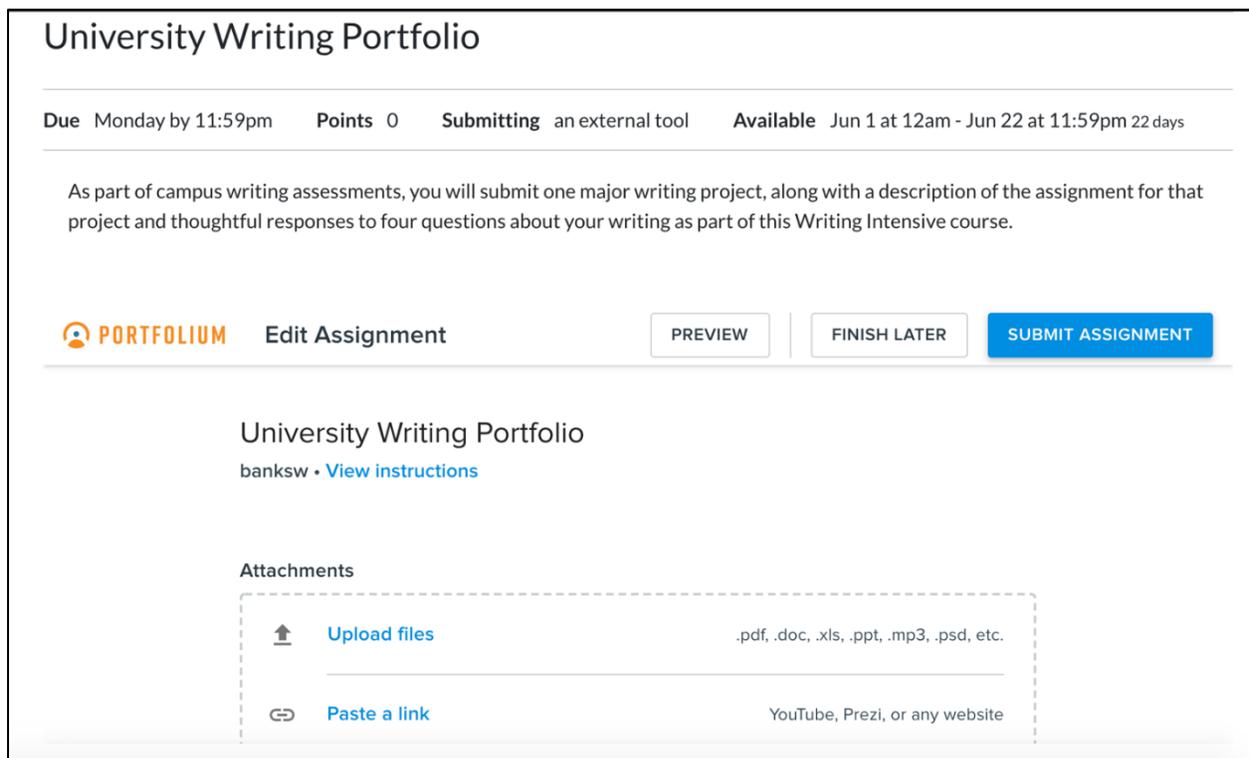
3. You’ll see a window with “tasks” that have not yet been started/completed.



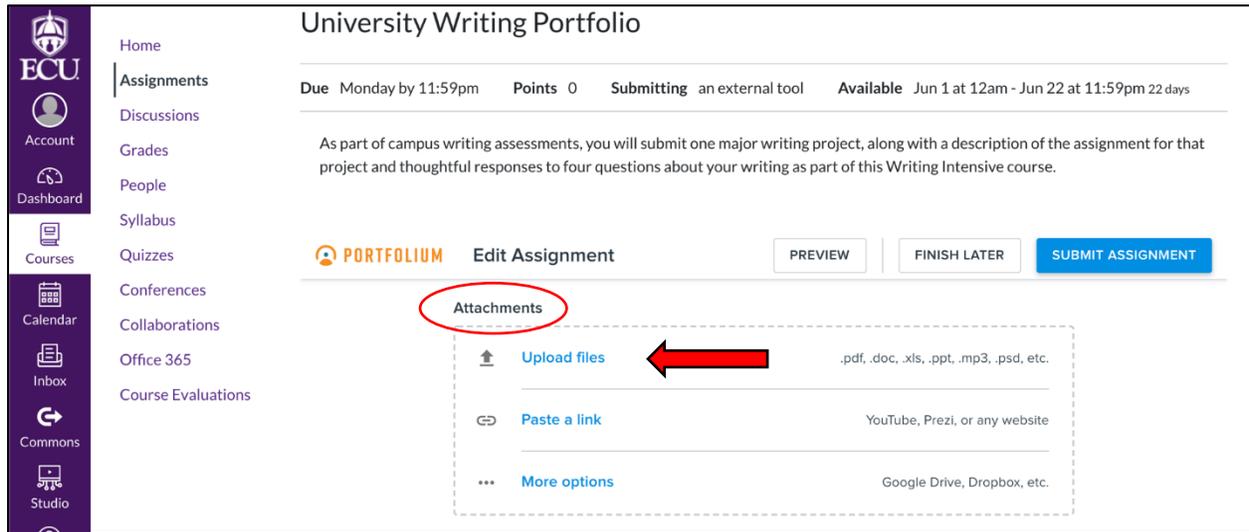
4. Move your cursor into the “Tasks” window and scroll down until you see the icon to “Start Assignment.” Click the box to accept cookies, then click “Start Assignment.”



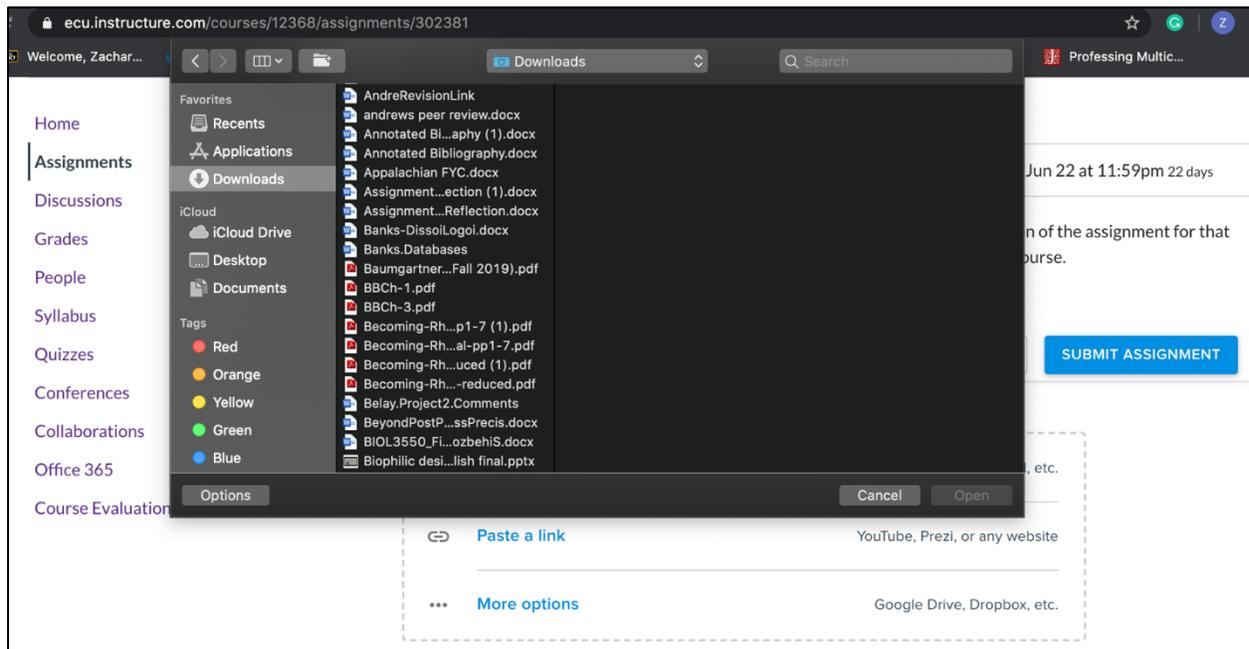
5. You will see a space in the middle for uploading your University Writing Portfolio files.



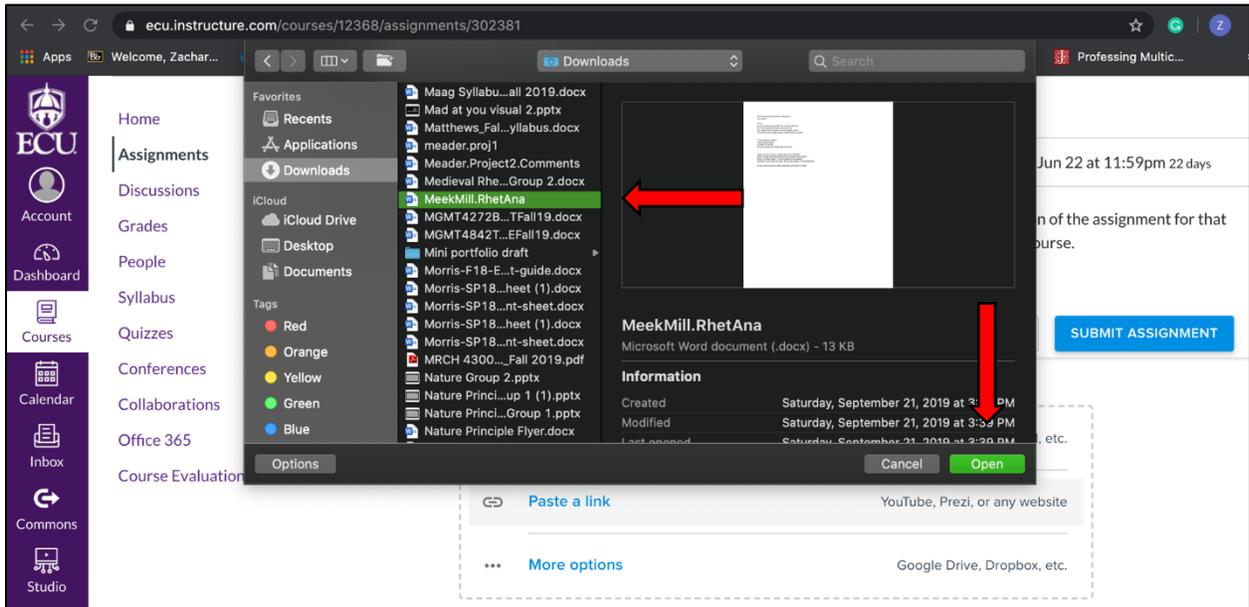
- By moving your cursor below the “University Writing Portfolio” heading, you’ll be able to scroll and access the “Attachments” window; there is an option for you to upload a variety of file types.



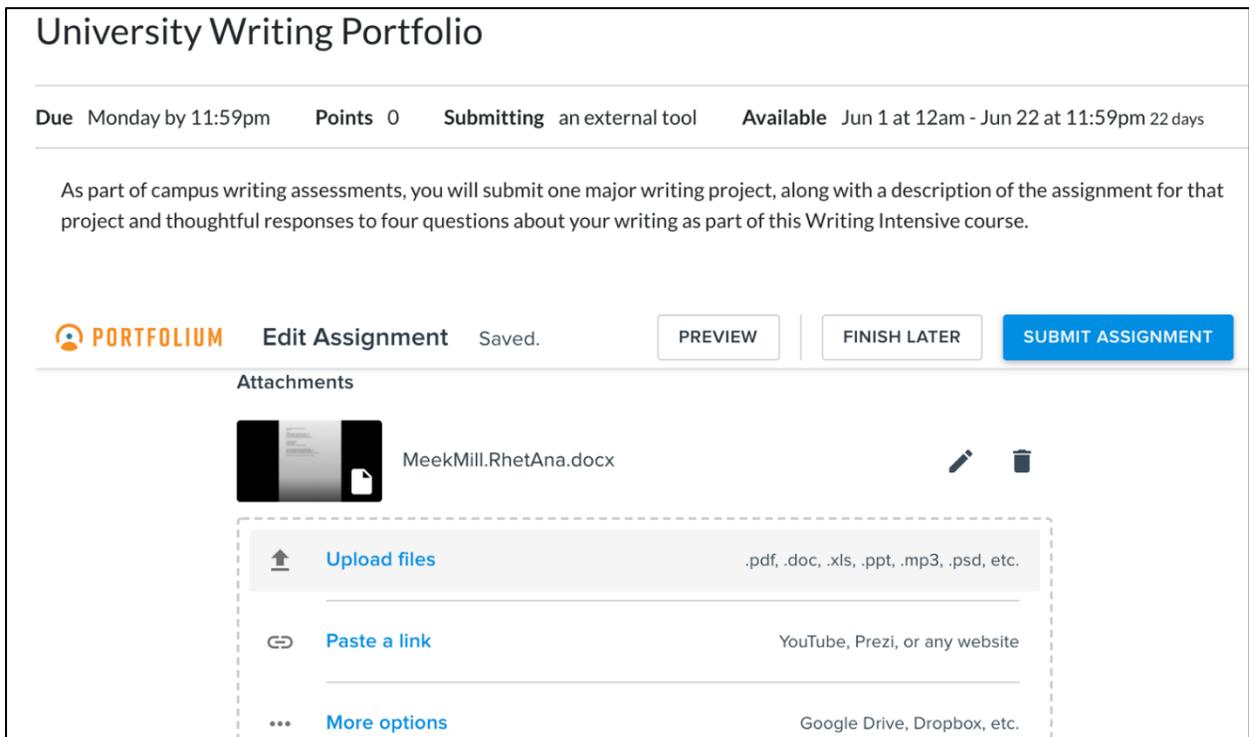
- Clicking the “Upload Files” link will prompt you to locate your intended files on your computer.



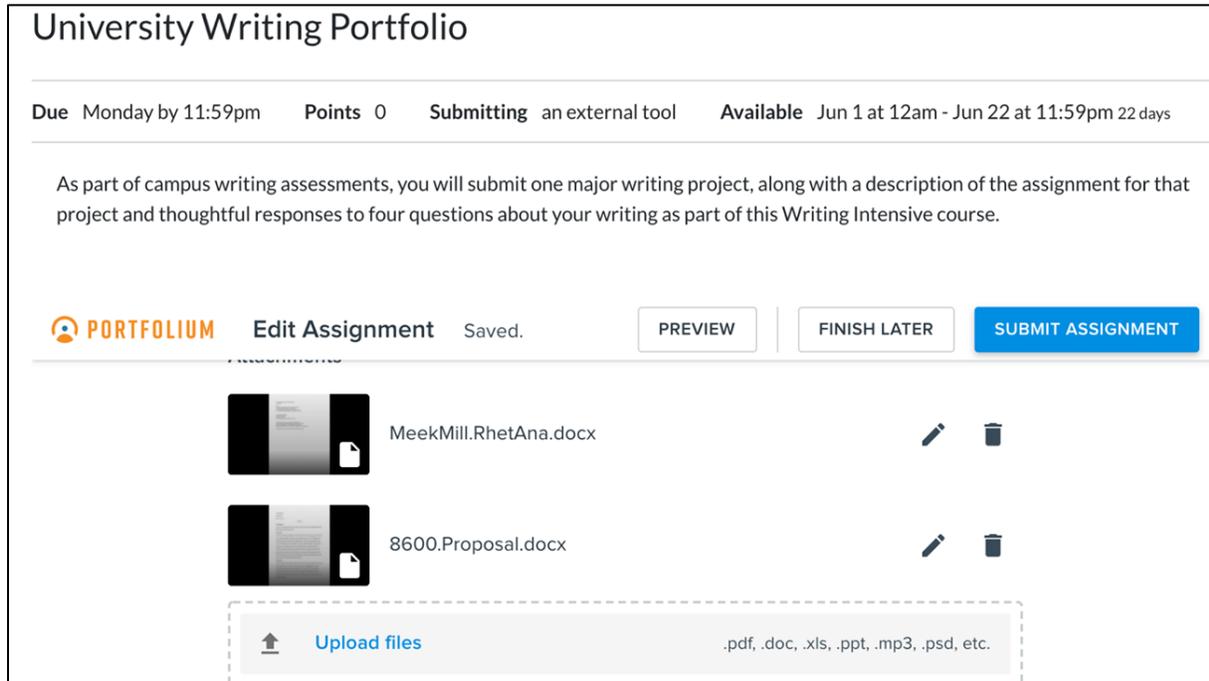
8. Selected the appropriate file and then click “Open” to upload the file to your Portfolio.



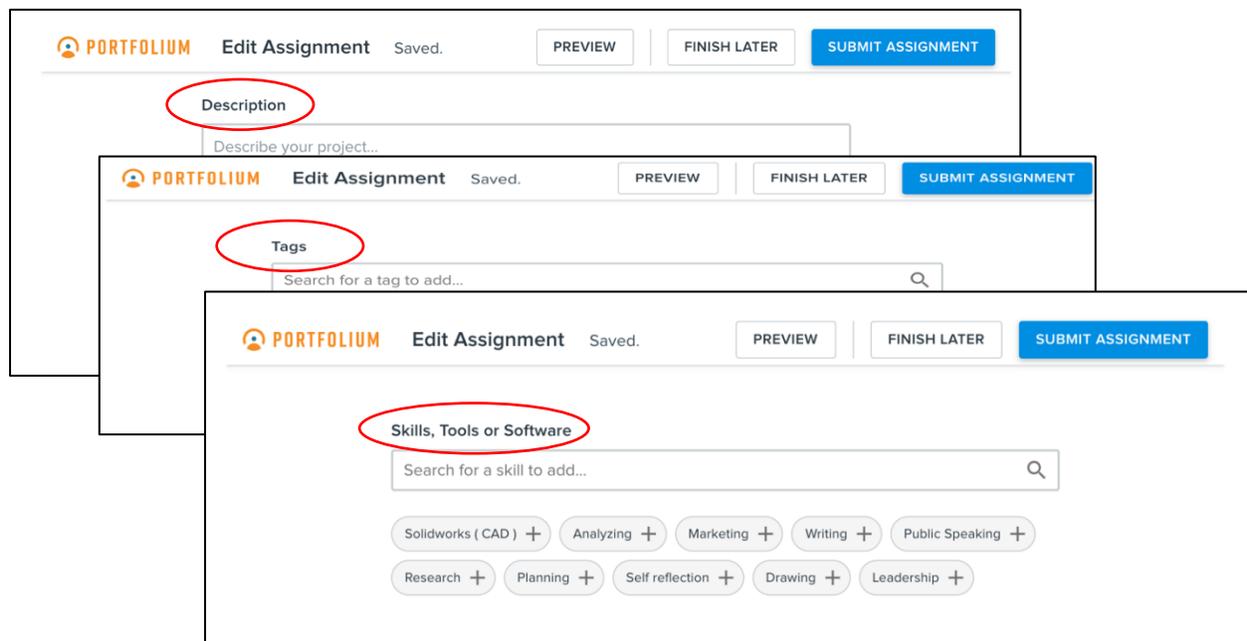
9. Your attachment may need time to load (as indicated by a loading bar underneath the file name). Once loaded, you should see the file name and an image of the file in the middle of your screen.



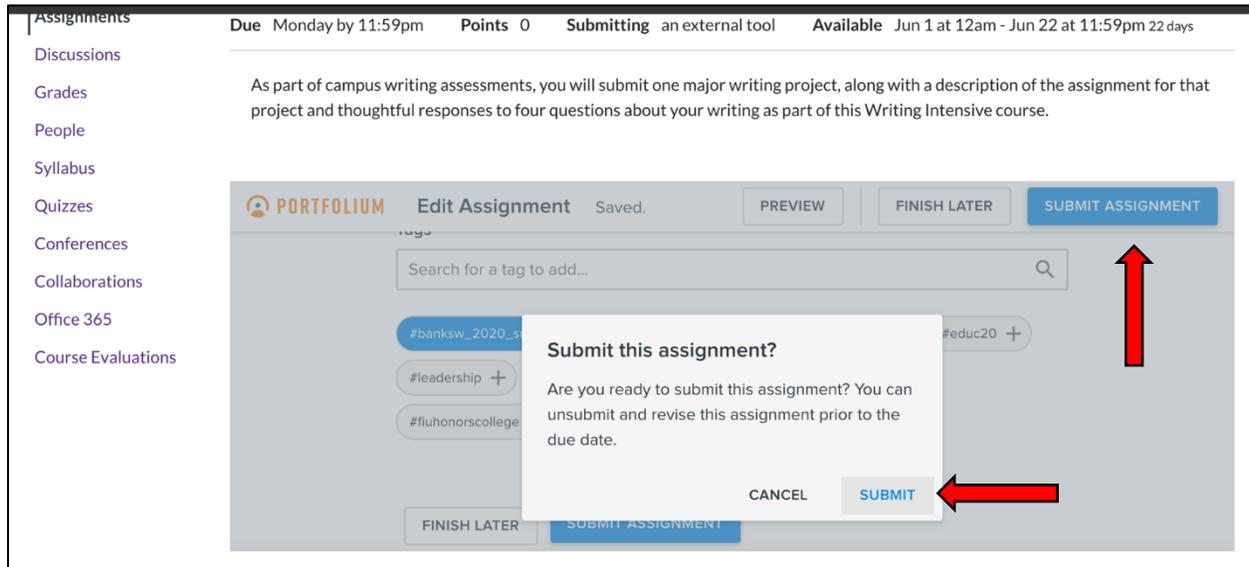
- 10. To upload an additional file(s), simply click the “Upload files” link again and repeat Steps 7 - 9.
- 11. Once you’ve finished, you will see all uploaded files listed in the middle of the screen.
If any are not there, simply go back and “Upload files” again.



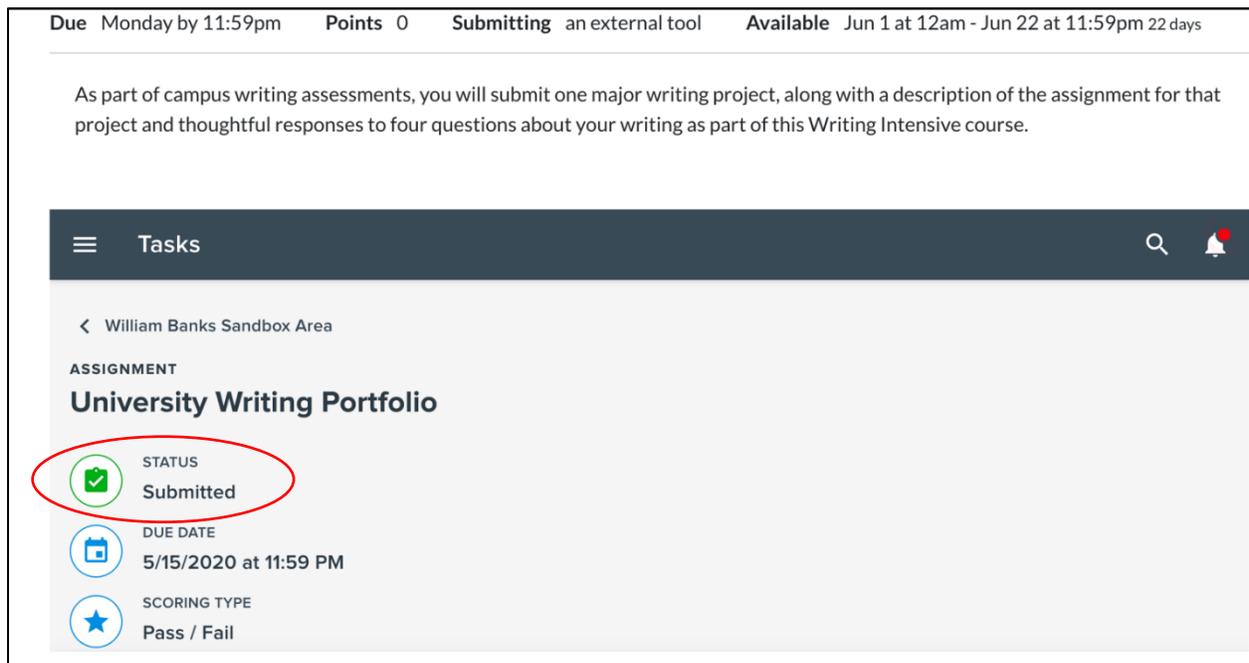
- 12. If you scroll down below the uploaded files, you’ll see options to add a Description, Skills, or Tags. Check with your instructor to find out if these additional pieces are required; if not, skip them.



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



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



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