

Overview:

- You will be advised by your tutor if you are required to **submit your portfolio**
- **Only your tutors** will be able to see the submitted portfolio.

Before Submission:

STEP 1:

Additional learning support students - if you will have marking guidelines applied to your assignments, when you submit your portfolio online you must include the term **“ALS Marking Guidelines”** in the title of your page or collection.

“ALS Marking Guidelines” will then be displayed on every page of your ePortfolio, ensuring your tutor is aware when marking your submission.

STEP 2:

Include your name in the title of your ePortfolio.

This will assist markers and is good practice if sharing your portfolio with other lecturers or future employers.

STEP 3:

Create a collection if you have more than one page to submit.

This will ensure the pages are submitting together, in the order you choose.

Submission:

STEP 4:

1. Go to the **page** or **collection** you want to submit
2. At the bottom of the page you will see a **Submit** button
3. Your tutor will assign you to a submission group, select this group from list and click **Submit**
4. Once submitted you will still be able to view your portfolio, but you will not be able to make any changes. You will no longer see the **Edit** button
5. Click **Yes** to confirm submission
6. Your submission is **Date and Time** stamped and this shows you have successfully submitted
7. Within the group your tutor will see your portfolio and the date and time submitted.

SUPPORT:

If you have any issues with Mahara, or have other IT related queries please contact the IT Service Desk.

- Phone (available 24/7): (01202) 965515
- or [Report your problem online](#)
- [Password reset \(further information at log in services\)](#)