Submitting a Learning Portfolio Presentation to a Course Dropbox

This document assumes you have a Learning Portfolio Presentation already created and ready to submit for grading. If you have already submitted something through Avenue’s Dropbox tool, the process for submitting a Learning Portfolio Presentation is very similar to submitting a Word document to a Dropbox.

First go into the course, and under Assessments, select Dropbox.

You may have multiple Dropboxes, or just one. Select the correct Dropbox for this assignment.
Click the **Add a File** button.

From the pop-up window, choose **Learning Portfolio**
Select the item from the list of Learning Portfolio items by selecting the radio button next to the item. You can also use the search box to search by tag, or by title. When finished click the Select Item button to begin the process.

Depending on the size of the Presentation or Artifact, it may take several minutes to add this item to the Dropbox.
Do not close or leave this window yet – when the process is finished the pop-up window will automatically close. When you return to the Submit Files window, click the **Submit** button to complete the submission process.

Once complete, you will see a screen that confirms your submission and a copy of that confirmation was sent to your Avenue Mail. The Submission Date is the same date that is applied to the Avenue Mail that is generated and the date stamp applied to the item which your Instructor can see.