

DIGI[cation]TM

The instructions below provide step-by-step instructions for uploading an assignment/assignment instructions to your Gen Ed ePortfolio, submitting your assignment to a course, undoing a submission and navigating to additional guidesheets and student resources on the Curry College portal.

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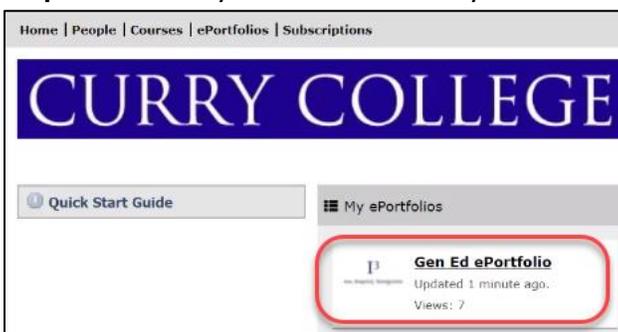
UPLOADING AN ASSIGNMENT AND ASSIGNMENT INSTRUCTIONS

Step 1: Login to the Portal at <https://my.curry.edu>

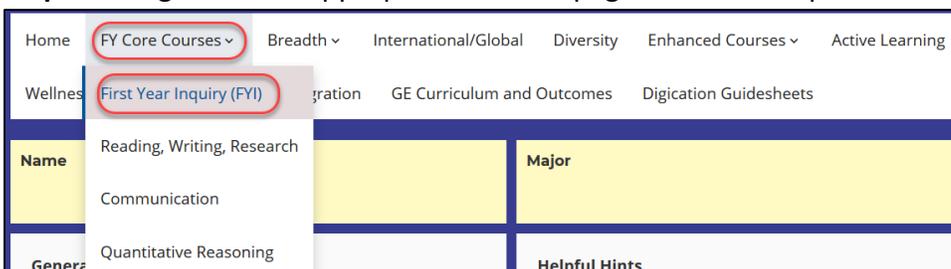
Step 2: Click on the Digication Icon in the Quick Launch area:



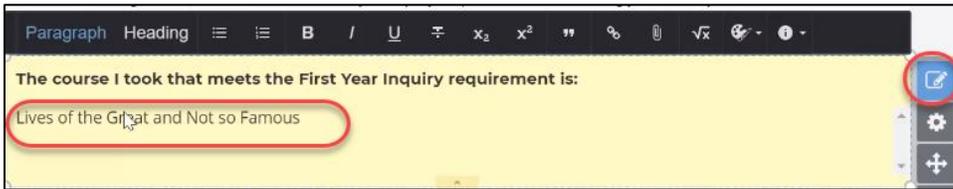
Step 3: Under My ePortfolios select your ePortfolio:



Step 4: Navigate to the appropriate tab and page from the drop down menu of your ePortfolio:



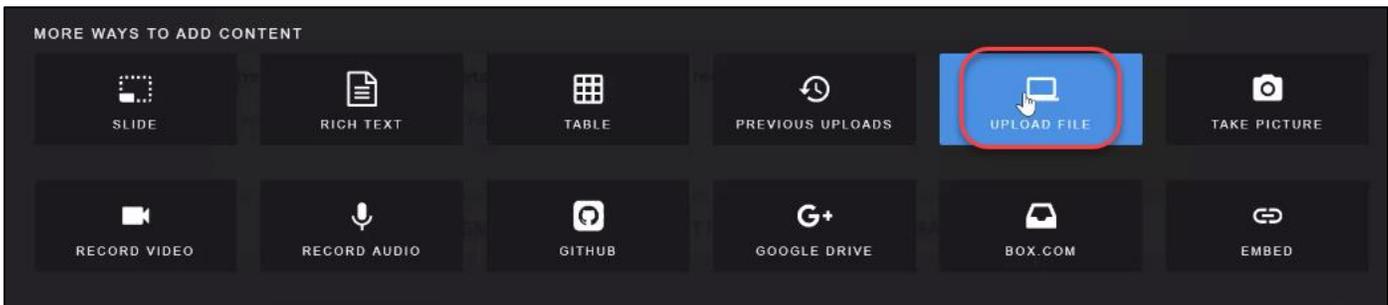
Step 5: Hover over the box where you would like to add text. To the right of your screen, click on the Edit icon, and then type the name of the course you took to fulfill that Gen Ed requirement in the box:



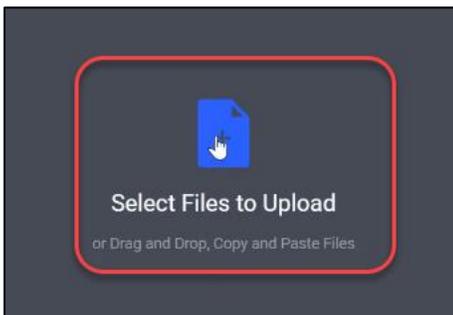
Step 6: Click on the Blue/White Plus sign to add your assignment and assignment instructions:



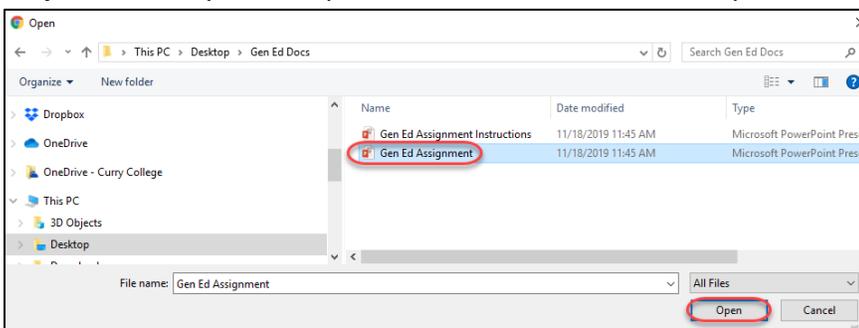
Step 7: Click on Upload File:



Step 8: Click on Select Files to Upload or drag and Drop, Copy and Paste Files:



Step 9: Browse your computer, select the file and click Open:

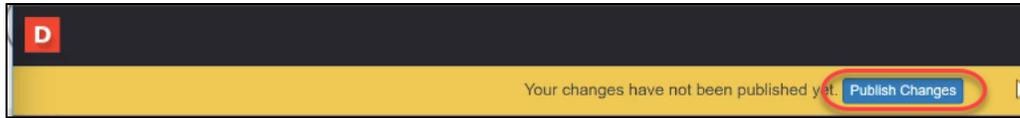


Step 10: Click Upload:



You will follow steps 6-10 twice, once to submit your assignment and again to submit your assignment instructions.

Step 11: Click Publish Changes:

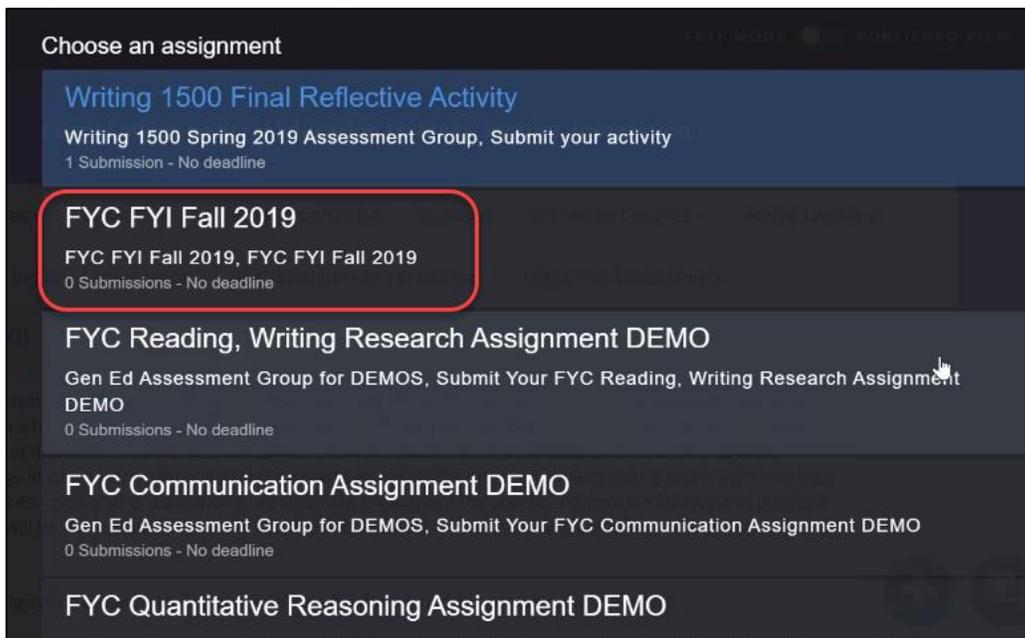


SUBMITTING YOUR ASSIGNMENT TO A COURSE

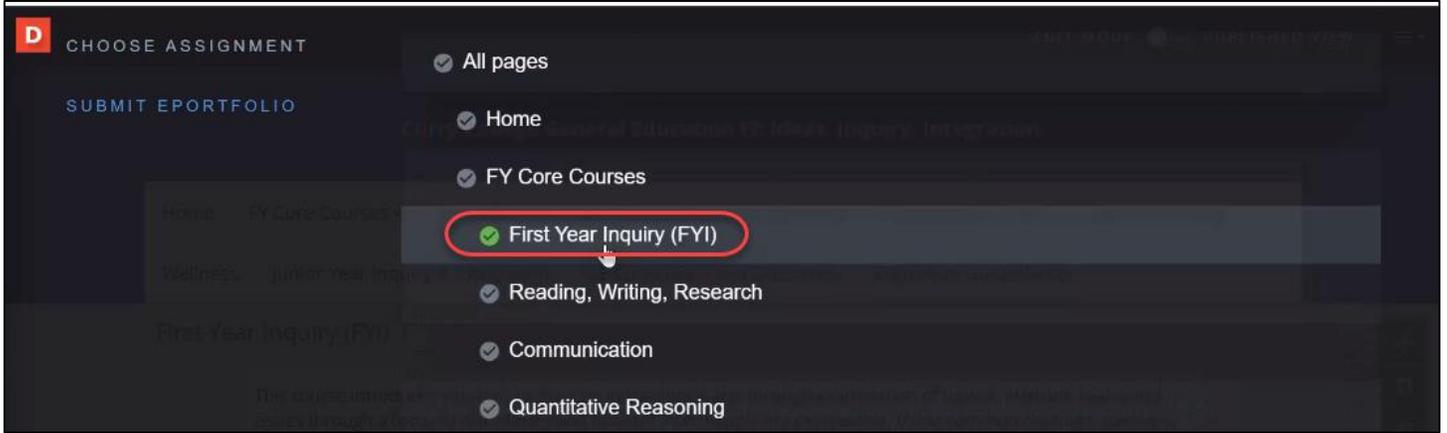
Step 1: Click on the three lines in the upper right corner then select Submit to Course:



Step 2: Select the the assignment from the list:



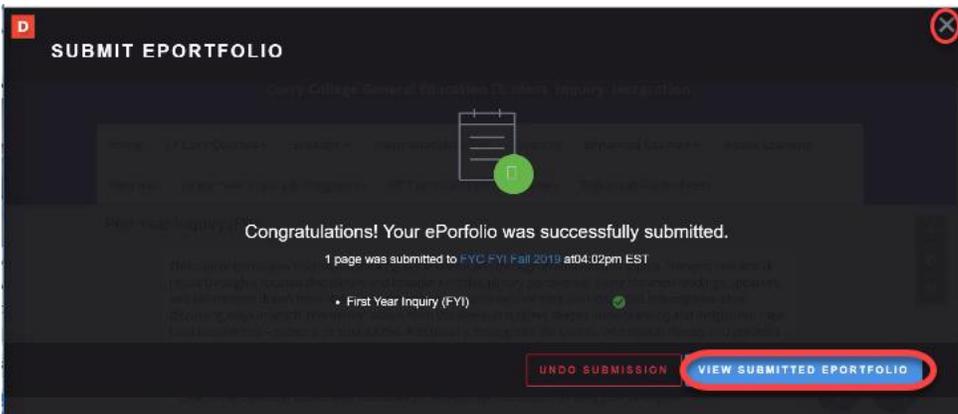
Step 3: Select the ePortfolio page to submit:



Step 4: Click Submit to finish your submission:



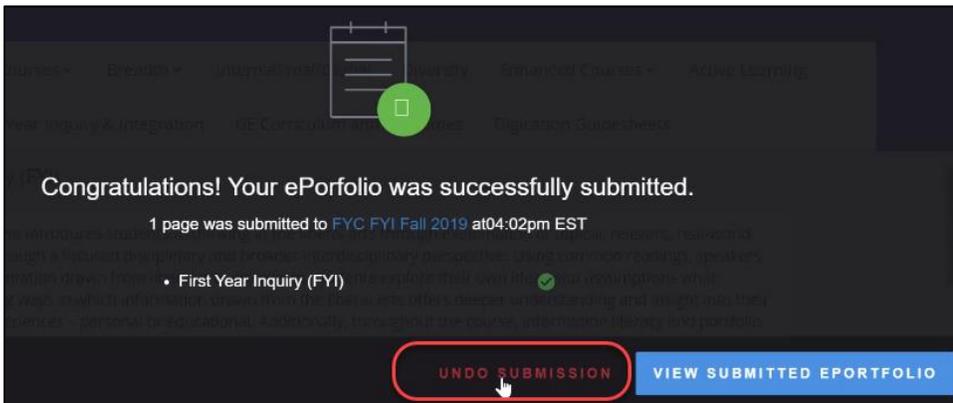
You can click View Submitted ePortfolio to see your submission or click the X to close.



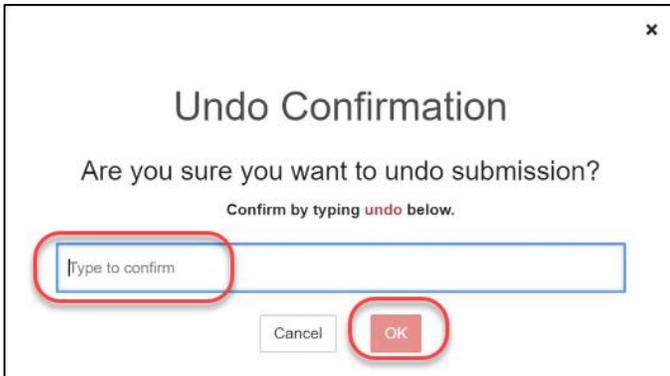
UNDO SUBMISSION

If you realize that you have put your assignment in the wrong place, you can undo it.

Step 1: Click Undo Submission:



Step 2: Type undo and click OK



GUIDESHEETS AND STUDENT RESOURCES

Step 1: Login to the Portal at <https://my.curry.edu>

Step 2: Click Technology then select Student Resources

