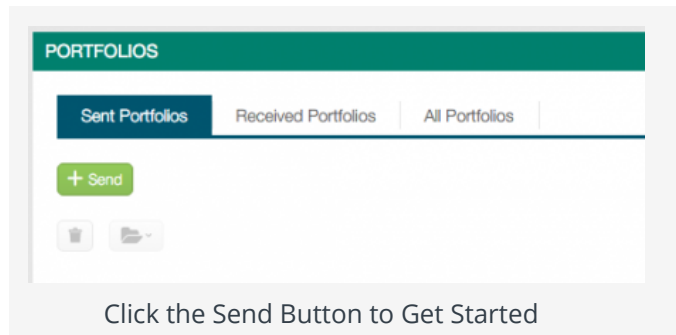# Sending an Assessment Portfolio

1. Select **Portfolios** in the sidebar.

2. Click **Send**.
3. Select the template you want to use by clicking the radio button beside it.

4. Click **Next**.

Click the Send Button to Get Started

Step 2: Select Recipient

1. Click .
2. Select **Person**, **User Group** or **Program**, depending on who you want to send the portfolio to.

3. Select the person, user group or program you want to send to, using search fields as needed. Click **Add**.

4. Click **Next**.

Select Recipients
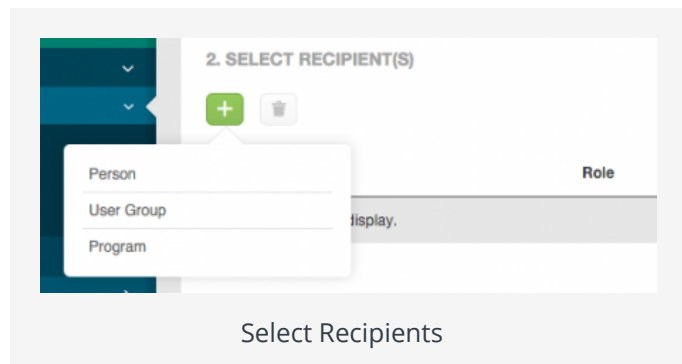
Step 3: Select Assessor(s)

1. Click the assessor link to select an assessor.

2. Search for the assessor you want to add.

3. Click the radio button beside their name, then click **Select**.

4. Repeat this process as needed for all assessors.

Select Assessor(s)
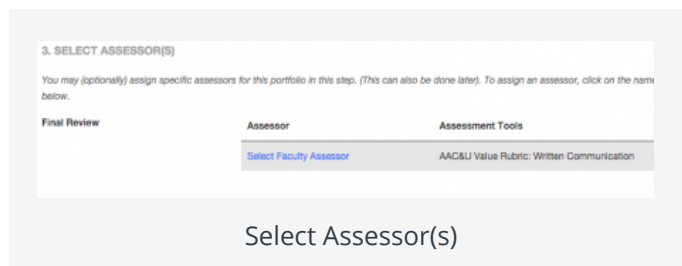
Step 4. Review and Finish

1. Give the Portfolio a **Name**.

2. Select a **Due Date/Time**.

3. Decide whether to leave the setting "Allow submission after due date" selected or not.

> Leaving this setting selected will allow students to submit their portfolio after the due date has passed.
>
> Deselecting this option means that once the due date has passed, students will be unable to edit or submit the Portfolio.
>
> **NOTE:** This default setting is to allow submission after due date

4. Choose whether you want to **Send Now** or **Send Later** and choose a future date/time if needed.

5. You can also add a reminder for students and additional administrators if desired.

> **NOTE:** Additional administrators are granted a ready-only view of the portfolios they to which they are assigned. They can see both student and assessor submissions, but cannot make any changes to those submissions.

6. Click **Send**.

SEND

1. SELECT TEMPLATE   2. SELECT RECIPIENTS   3. SELECT ASSESSOR(S)   4. REVIEW AND FINISH

4. REVIEW AND FINISH

Name:*

Due Date / Time:*   MM / DD / YYYY   1 ˅   00 ˅   AM ˅

Select If applicable: ☑ Allow submission after due date

Send Date / Time: ◉ Send Now

                                ○ Send Later

                                MM / DD / YYYY   1 ˅   00 ˅   AM ˅

Add Reminder: ⊕ Add Reminder

Additional Administrators: [+] [🗑]

                                Administrator(s)

                                There is no data to display.

Prev   Next   Send   Cancel

Send Portfolio: Step 4