If a student has mistakenly submitted an assignment within Aportfolio, you will need to go in and clear the student's assignment.

A student **cannot** re-submit an assignment until the older one has been cleared. The tutorial below shows you how to clear a submission for an assignment.

Step 1: To begin, select the **Assignments** tab within your course.	SAMPLE COURSE › **COURSE NOTIFICATIONS** **Notifications** **Assignments** **Standards** **e-Portfolios** **People** **Settings** ☐ I would like to receive email notifications from this course. **Assignments** **List** Course Checklist **Quick Links** There are currently no notifications. Look in the **Assignments** section.
Step 2: Find the student's name. You will see a **yellow C**, for the assignment, unless you have added additional steps. If you have added additional steps, the box may be an orange F, instead. Once you have located the assignment for the student that needs to be cleared, click on the **yellow C** or **orange F** box.	**STATUS KEY:** - N/A S Waiting for Student F Waiting for Faculty C Complete Columns: Writing Sample, reflection, sample assignment, Journal, Finn Assignment 1, Sample Assignment, Sample Assignment, Sample Assignment Joseph O'neill: S S S S S - - S Wesley Shipley: S S S S S - - S Alisha Sprinkle: S S S S S - - S Jill Student: P C C ... S

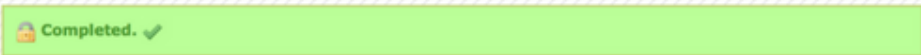|	

Step 3: Next, click on the **step** in which you wish to clear the submission.	Jill Student's Progress Toward:
	
	reflection
	
	✔ Step 1: Final Aportfolio
	    e-Portfolio Evidence
	      ■ **Sample** View e-Portfolio
	      e-Portfolio "Sample" submitted on Jun 29, 2015 at 4:00 pm by Jill Student
	
	      ☐ **Jill's Sample** View e-Portfolio
	      e-Portfolio "Jill's Sample" submitted on Jul 27, 2017 at 2:56 pm by Jill Student
	
	✔ Step 2: Final Aportfolio
	    e-Portfolio Evidence
	      ☐ **Jill's Sample** View e-Portfolio
	      e-Portfolio "Jill's Sample" submitted on Nov 14, 2017 at 3:46 pm by Jill Student

Step 4: At the bottom of the page, click on the gray **Submit Evidence** button. This will take you into the student's submission for that assignment.
 	
If there is only one step in the assignment, the Submit Evidence button will be grayed out, as shown. The button is still *clickable*.
	🔓 Completed. ✓
	
	C Complete **FINAL RUBRIC**
	
	STEP 1: Final Aportfolio
	Evidence :
	Submit all pages in your Aportfolio!
	The student being assessed can see the results of this step.
	This step will become locked upon completion.
	e-Portfolio Evidence
	  ■ Sample View e-Portfolio
	  e-Portfolio "Sample" submitted on Jun 29, 2015 at 4:00 pm by Jill Student
	
	  ☐ Jill's Sample View e-Portfolio
	  e-Portfolio "Jill's Sample" submitted on Jul 27, 2017 at 2:56 pm by Jill Student
	
	Comment:
	I made corrections to the ENG page, as you suggested.
	
	[Submit Evidence]

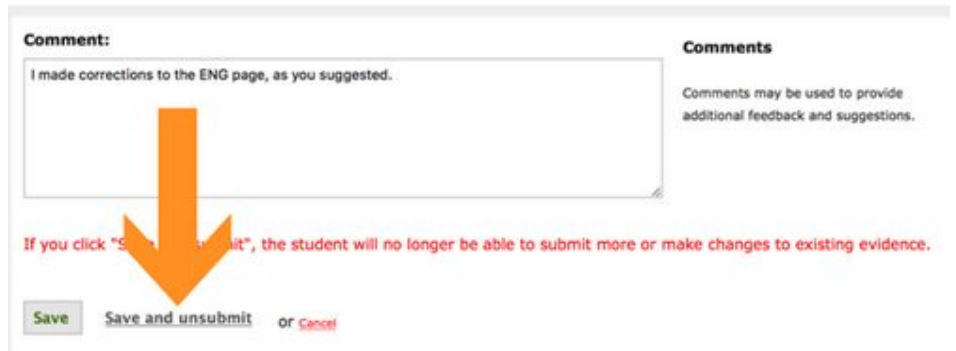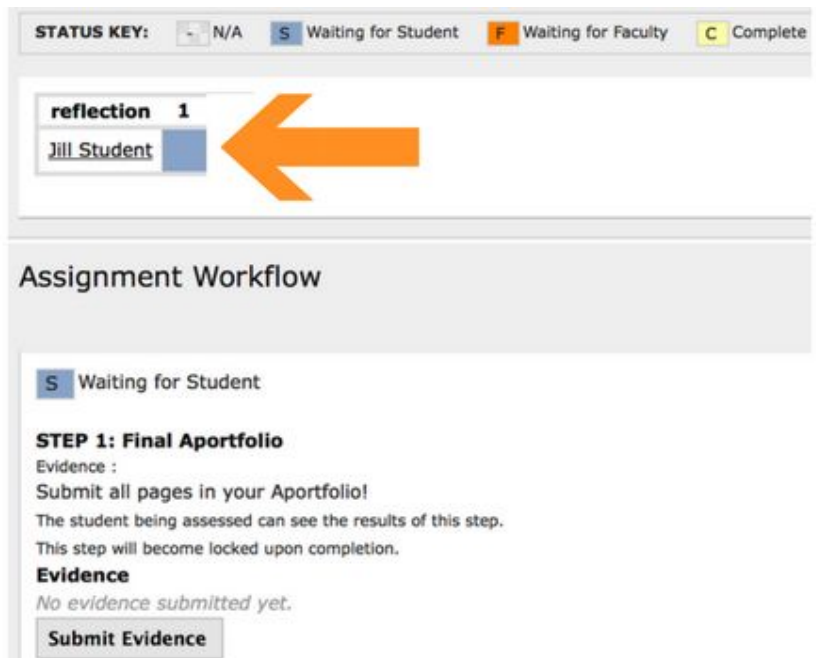|	
Step 5: In the Evidence Added section, you will be able to see what the student has submitted. If there is more than one portfolio submitted, then *all* of the submissions will need to be deleted. To delete, click the **red Delete** beside the assignment(s).	**STEP 1: Final Aportfolio** Evidence : Submit all pages in your Aportfolio! The student being assessed can see the results of this step. This step will become locked upon completion. Evidence Added **Submitted e-Portfolio Pages** **Sample Jun 29, 2015 4:00pm** Delete **Jill's Sample Jul 27, 2017 2:56pm** Delete
Step 6: After clicking Delete, a pop-up box will appear that asks you if you are sure you want to delete the submission. Click the **OK**. Once you have deleted a submission, the Evidence Added section will be blank, no longer displaying any submissions.	This action cannot be undone. Are you sure you want to delete this? Cancel OK

Step 7: Once you have deleted the submission(s), scroll down to the bottom of the page. You will see a **Save and unsubmit** button, be sure to click it <u>instead</u> of just clicking *Save*. Again, do **not** click the green Save button.	**Comment:** I made corrections to the ENG page, as you suggested. **Comments** Comments may be used to provide additional feedback and suggestions. If you click "S... ...it", the student will no longer be able to submit more or make changes to existing evidence. Save Save and unsubmit or Cancel
Step 8: You will see that the box is now blue, indicating it is waiting for a student submission. The student should be able to re-submit the correct assignment now.	**STATUS KEY:** - N/A **S** Waiting for Student **F** Waiting for Faculty **C** Complete reflection 1 Jill Student **Assignment Workflow** **S** Waiting for Student **STEP 1: Final Aportfolio** Evidence : Submit all pages in your Aportfolio! The student being assessed can see the results of this step. This step will become locked upon completion. **Evidence** *No evidence submitted yet.* **Submit Evidence**
If you have any questions, please schedule an appointment in the Aportfolio Office with Elaine Gray.	