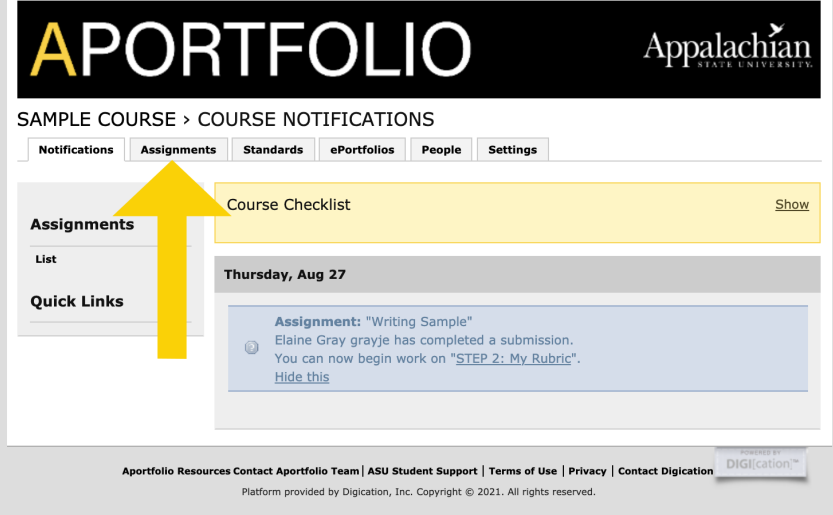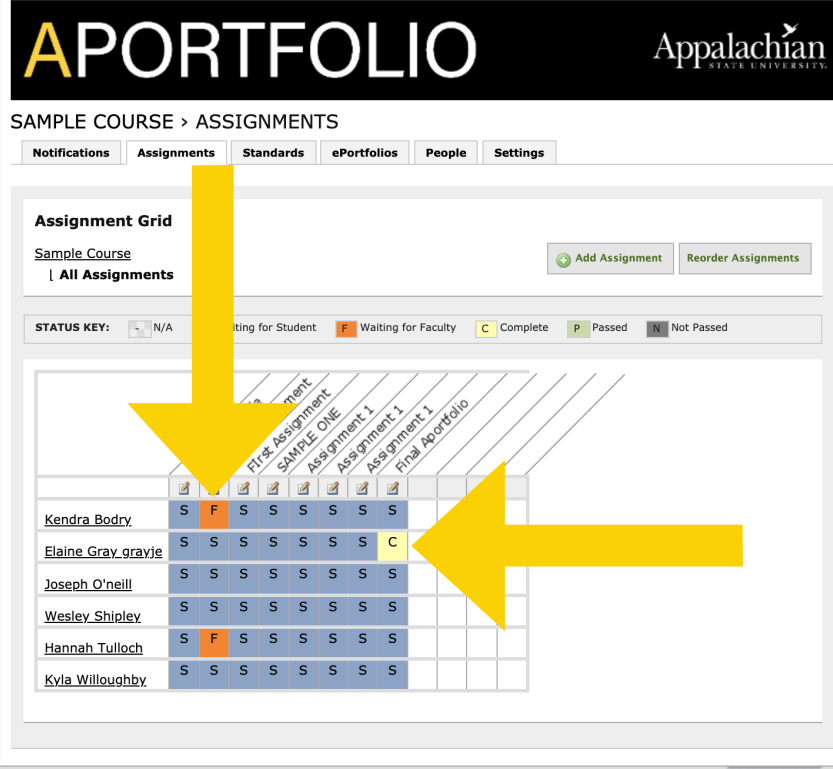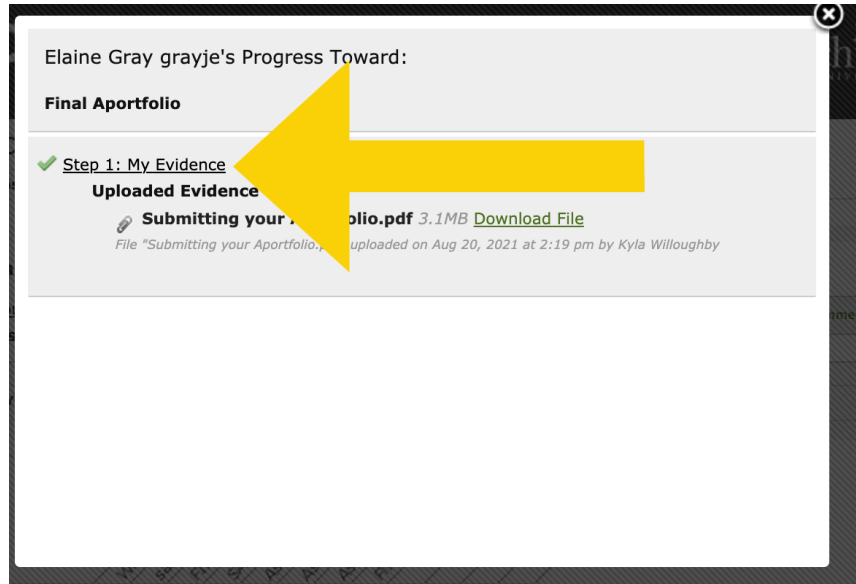If a student has mistakenly submitted an assignment within Aportfolio, you will need to go in and clear the student's assignment.

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.	
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.	

Step 3
 	
Next, click on the **step** in which you wish to clear the submission.
	Elaine Gray grayje's Progress Toward:
	
	Final Aportfolio
	
	✓ Step 1: My Evidence
	   Uploaded Evidence
	   📎 **Submitting your ~~olio.pdf~~** *3.1MB* Download File
	   File "Submitting your Aportfolio.~~ uploaded on Aug 20, 2021 at 2:19 pm by Kyla Willoughby

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.
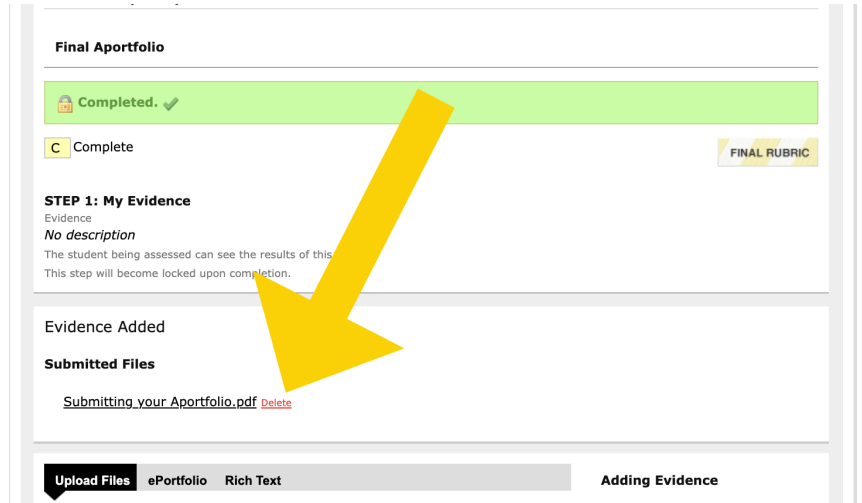 	
If there is only one step in the assignment, the Submit Evidence button will be grayed out, as shown. The button is still *clickable*.
	APORTFOLIO Appalachian
	
	SAMPLE COURSE › ASSIGNMENTS
	Notifications Assignments Standards ePortfolios People Settings
	
	View Evidence/Assessment
	Sample Course
	⎸ All Assignments
	  ⎸ Final Aportfolio
	    ⎸ Elaine Gray grayje
	      ⎸ **Step 1: My Evidence**
	
	                               UNLOCK THIS BLOCK
	
	🔒 C~~~~eted. ✓
	C C~~~~e **FINAL RUBRIC**
	STEP~~~~ Evidence
	Eviden~~~~
	No de~~~~on
	The stu~~~~ing assessed can see the results of this step.
	~~ked upon completion.
	~~ce
	📎 ~~ng your Aportfolio.pdf *3.1MB* Download File
	File ~~tting your Aportfolio.pdf" uploaded on Aug 20, 2021 at 2:19 pm by Kyla Willoughby
	[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).

Final Aportfolio

🔒 Completed. ✓

C Complete

FINAL RUBRIC

STEP 1: My Evidence
Evidence
No description
The student being assessed can see the results of this
This step will become locked upon completion.

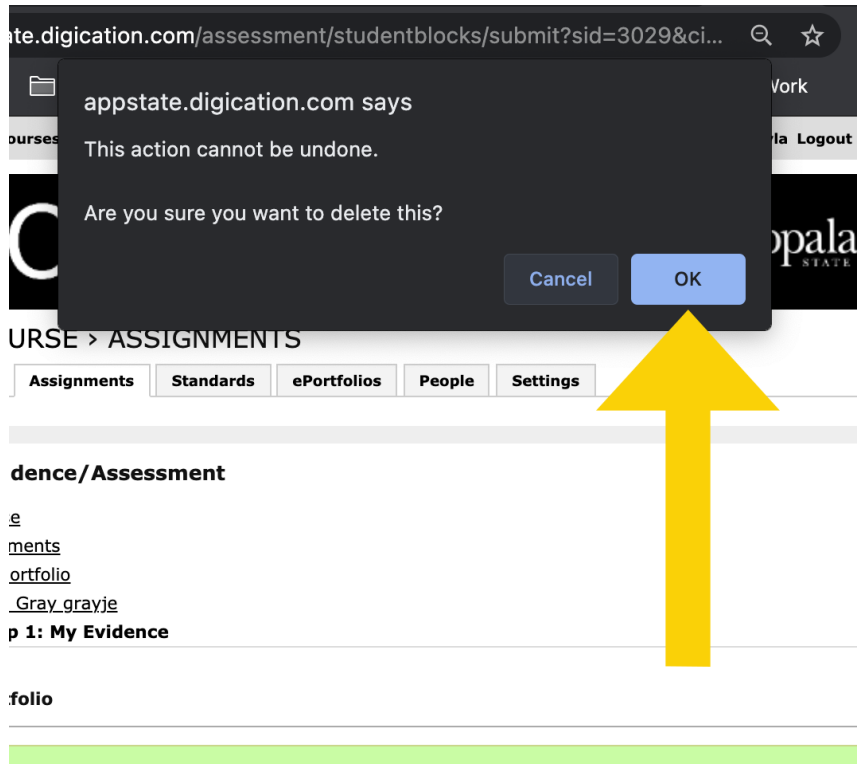Evidence Added

Submitted Files

Submitting your Aportfolio.pdf Delete

Upload Files   ePortfolio   Rich Text   Adding Evidence

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.

ate.digication.com/assessment/studentblocks/submit?sid=3029&ci...   🔍 ☆

appstate.digication.com says
This action cannot be undone.

Are you sure you want to delete this?

Cancel   OK

URSE > ASSIGNMENTS

Assignments   Standards   ePortfolios   People   Settings

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 Gray grayje
p 1: My Evidence

folio

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.

Evidence Added

Submitted Files

Upload Files   ePortfolio   Rich Text

Add File:
Choose Files   No file chosen

Add Video

Adding Evidence

Evidence is the work you've done to support the completion of an an assignment or standard. You can submit any number of papers, e-portfolios, or other files as evidence.

Comment:

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.

SAMPLE COURSE › ASSIGNMENTS

Notifications | Assignments | Standards | ePortfolios | People | Settings

Assignment Grid

Sample Course
| All Assignments

⊕ Add Assignment   Reorder Assignments

STATUS KEY: - N/A   S Waiting for Student   F Waiting for Faculty   C Complete   P Passed   N Not Passed

	Writing Sample	sample assignment	First Assignment	SAMPLE ONE	Assignment 1	Assignment 1	Assignment 1	Final Aportfolio		
Kendra Bodry	S	F	S	S	S	S	S	S		
Elaine Gray grayje	S	S	S	S	S	S	S	S		
Joseph O'neill	S	S	S	S	S	S	S	S		
Wesley Shipley	S	S	S	S	S	S	S	S		
Hannah Tulloch	S	F	S	S	S	S	S	S		
Kyla Willoughby	S	S	S	S	S	S	S	S		