How to submit Work to Workflow

If you are a member of a course group (as opposed to a standard group) you may be asked by your tutor to submit a page or pages to the group for assessment.

Submitting work to a course group is different from sharing work to a group.

<table>
<thead>
<tr>
<th>Submitting work to a group</th>
<th>Sharing work to a group</th>
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<tbody>
<tr>
<td>The page becomes locked and uneditable until it is signed off by the group administrator or a tutor in the group. The page is only visible to the tutors and administrators in the group - not to normal members. The normal sharing mechanism for pages is bypassed, so you don't need to add access rules to the page you are submitting.</td>
<td>The page is visible to all group members. The page is still editable after it has been shared. An appropriate access rule is required.</td>
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</tbody>
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There are two ways to submit a page to a group:

1. Submit a Page to a Group via the Page
2. Submit a Page to a Group via the Group
Submit a Page to a Group via the Page

1. Click on your page

2. Click Portfolio and Pages

3. Select the group you wish to submit the page to

4. Click Submit
Submit a Page to a Group via the Group

1. Click Groups and My
2. Select a group
When you submit a page to a group, the group administrators and tutors receive a notification.

Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at dlsupport@arts.ac.uk