

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.

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

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

This screenshot shows the 'Pages' section of the UAL system. The top navigation bar includes 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, a secondary menu has 'Pages' (highlighted in green), 'Collections', 'Shared', 'Shared with me', 'Skins', 'Export', and 'Import'. A red arrow points from the 'Portfolio' tab to the 'Pages' menu item. Another red arrow points from the 'Pages' menu item to the 'Profile page' entry in the results list. A box labeled '2. Click Portfolio and Pages' is positioned over the 'Portfolio' and 'Pages' areas. The main content area is titled 'Pages' and includes a search bar with a dropdown menu set to 'Title, description, tags' and a 'Search' button. Below the search bar, a 'Results' section lists three items: 'Profile page', 'Dashboard page', and 'lazer cutting'. Each item has an edit icon. A box labeled '1. Click on your page' is positioned over the 'Profile page' entry. A red arrow points from this box to the 'lazer cutting' entry.

This screenshot shows the submission interface for a page. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Introduction to Workflow' and includes a 'Text' field and a 'How to Guides' section with various links. A box labeled '3. Select the group you wish to submit the page to' has a red arrow pointing to a dropdown menu in the submission bar. The dropdown menu is open, showing 'BAQD1 2010 Group A Cath Cathwell's total group'. A box labeled '4. Click Submit' has a red arrow pointing to the 'Submit' button in the submission bar. The submission bar also includes a 'Submit this page for assessment to' label and a 'Submit' button.

Submit a Page to a Group via the Group

The screenshot shows the UAL Groups page. At the top, there is a navigation bar with tabs for Workflow, Content, Portfolio, Groups, and Administration. Below this, there are sub-tabs: My groups (highlighted in green), Find groups, My friends, Find friends, Institution membership, Topics, Explore Content, Explore Profile Pages, and Explore Skillshare. A red arrow points from the 'Groups' tab to the 'My groups' sub-tab, with a callout box containing the text '1. Click Groups and My'. Below the navigation, the 'My groups' section is displayed, featuring a search bar with 'All my groups' and 'All categories' dropdowns, a 'Filter' button, and a '+ Create group' button. The 'Results' section lists three groups: 'Artscom Login Admin: CCW, LCC and LCF - Controlled' (with a 'Settings', 'Archive group', and 'Delete' menu), 'BAGD 2010 Stage 1 All SHOWCASE - Controlled, Publicly visible' (with a note 'You are a member of this group.'), and 'BAGD1 2010 Group A Cath Caldwell's tutor group - Controlled, Allows submissions' (with a note 'You are a member of this group.'). A red arrow points from the 'BAGD 2010 Stage 1 All SHOWCASE' group to a callout box containing the text '2. Select a group'.

The screenshot shows the 'About | Course Group' page. At the top, there are navigation tabs: Workflow, Content, Portfolio, Groups, and Administration. Below these are links for My groups, Find groups, My friends, Find friends, Institution membership, Topics, Explore Content, Explore Profile Pages, and Explore Skillshare. The main header includes the UAL logo and a green bar with 'Course Group' and sub-tabs: About, Members, Forums, Group pages, Collections, Share, and Files. The main heading is 'About | Course Group'. To the right of the heading are buttons for 'Edit this page', 'Settings', 'Archive group', and 'Delete'. Below the heading, there are sections for 'Group Pages' (listing 'Group Homepage' created 07 March 2011), 'Pages shared with this group:' (listing 'Term 1 page' updated 09 October 2014), and 'Collections shared with this group:' (stating 'There are no collections shared with this group yet'). At the bottom, there is a 'Submit a page or collection to this group:' section with a dropdown menu showing 'AAAATE99' and a 'Submit' button. Two red arrows point to the dropdown and the 'Submit' button, with callout boxes containing the text '4. Select a collection or a page' and '3. Click Submit' respectively.

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