

## Set Up a Submission Area in Workflow

To enable students to submit a page in Workflow you will need to follow the instructions within [How to setup a Course Group](#).

Once this has been set up correctly student will be able to submit a page or collection to this group. When a page is submitted to the group, it becomes locked (uneditable) until a group tutor or administrator signs it off, unlocking it.

The screenshot shows the UAL Workflow interface. At the top, there are navigation tabs: Workflow, Content, Portfolio, Groups, and Administration. Below these are links: My groups, Find groups, My friends, Find friends, Institution membership, Topics, Explore Content, Explore Profile Pages, and Explore Skillshare. The main header features the UAL logo and the group name '1617 - Visual Communication for Fashion' in a green bar, with 'About' and 'Group Pages' buttons. The main heading is 'About | 1617 - Visual Communication for Fashion'. Below this, it states 'Membership of this group is controlled' and lists details: Created: 5 September 2016; Controlled, Allows submissions; Group category: LCF; Editable: Between 04 October 2016, 12:00 PM and 22 November 2016, 10:10 AM; 2 Pages, 0 Files, 0 Folders, 1 Forums, 0 Topics, 0 Posts. A list of group administrators is provided with their names and profile pictures. At the bottom, there is a 'Group pages' section and a submission box with the text 'Submit a page or collection to this group:'. The submission box includes a dropdown menu for 'Submit for assessment' (currently set to 'AAATE99') and a 'Submit' button. A red arrow points from a text box to the 'Submit' button.

Submission box will appear at the bottom of the Group homepage

## Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at [dlsupport@arts.ac.uk](mailto:dlsupport@arts.ac.uk)