

## 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 displays the UAL Workflow interface. 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 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 content area is titled 'About | 1617 - Visual Communication for Fashion'. 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, including Jason Kass, Kim Coleman, Antony Price, Andrew Cavers, Leigh Kelly, and Nova Dando. Below this is a 'Group pages' section. At the bottom, there is a submission box with the text 'Submit a page or collection to this group:' 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)