## **STUDENT SUBMITTAL PROCESS FOR ePORTFOLIO**

After all content is uploaded and published.

Log into Digication with your Siena credentials.

| Siena College |                             | LOGIN |
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|               | LOGIN G Sign in with Google |       |

Open the **ePortfolio** that you wish to submit for your course.



In the upper right hand corner under the three bar menu click Submit to Course.



## **STUDENT SUBMITTAL PROCESS FOR ePORTFOLIO**

Choose the appropriate **Assignment** for which you are submitting your ePortfolio and click the blue **Submit button**.

| Digication Assignment First Writing<br>Parlett-Sweeney Training Course, Paper Submittal<br>O Submissions - No deadline |               |
|--|---------------|
|  |               |
|  |               |
|  |               |
|  |               |
|  | CANCEL SUBMIT |

Check the circle next to the pages you wish to submit from your ePortfolio and click on **Publish & Submit.** 



Once submitted you will receive confirmation.

| About Me     | My Academics ~ | Relevant Experiences                                | Extracurricular Activit                         | ties Resume               | Contact Me   |
|--------------|----------------|---|---|---------------------------|--------------|
| Technical He |                | F   | ++  |                           |              |
|              |                |   |   |                           |              |
|              |                |   |   |                           |              |
|              | Congra         | atulations! Your ePorf<br>2 pages were submitted to | Olio was successfu<br>Paper Submittal at 10:584 | Illy submitted.<br>am EST |              |
| About Me     |                |   |   |                           |              |
| • FYS Fall   |                |   |   |                           |              |
|              |                |   |   |                           |              |
|              |                |   |   |                           |              |
|              |                |   | NDO SUBMISSION                                  | VIEW SUBMITT              | EDEPORTFOLIO |
|              |                |   |   |                           |              |

\*Note: It is recommended to screenshot or print confirmation of your ePortfolio submittal.

## **STUDENT SUBMITTAL PROCESS FOR ePORTFOLIO**



| Requirements Two Year Review Hast                                     | Is Four Year Review Materials             |  |  |  |
|---|---|--|--|--|
| Congratulations! Your ePorfolio was successfully submitted.           |   |  |  |  |
| e Portfol 4 pages were submitted to Faculty Submission at 10:31am EST |   |  |  |  |
| Requirements  |   |  |  |  |
| Sabbatical Application  |   |  |  |  |
| Cover Letter to VPAA  |   |  |  |  |
| Official Application Request  |   |  |  |  |
|   |   |  |  |  |
|   | UNDO SUBMISSION VIEW SUBMITTED EPORTFOLIO |  |  |  |

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