

# Context & Culture (CCE) 2015



## Assessment Task 1 - Submit your essay file with VU Collaborate

### How to access VU Collaborate

1. Login to <http://myportal.vu.edu.au> with your AD username and password (s9999999)
2. Select the link [VU Collaborate](#)
3. Select the link in **My Spaces:**  
[\(BSBCRT403A\) Explore the history and social impact of creativity - C](#)
4. Go to the **Assessments** menu item and choose **Assessment Dropbox** from the drop-down list
5. Choose your essay group by clicking on the link: for example – [Essay 1 – Australian Indigenous Art](#)
6. Submit your electronic file by clicking the **Add File** button and choosing your electronic file to upload and clicking the **Add** button once you have your file there in the modal window.
7. Add comments if you want to add a message and then click the Submit button
8. That's it!! You should see the text "**File Submission Successful**"  
*Ask me for help if you can't login, and see Student Services or call ITS, if you can't remember your username and password.*