

Cultural Studies (CSG & CSV) 2015



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

Assessment Task 1 - Submit your 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: CLUS-Cultural Studies-C**
4. Go to the **Assessments** menu item and choose **Assessment Dropbox** from the drop-down list
5. Choose your group by clicking on the link – **Group 1: GD (graphic design)** or **Group 1: VA (visual 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.