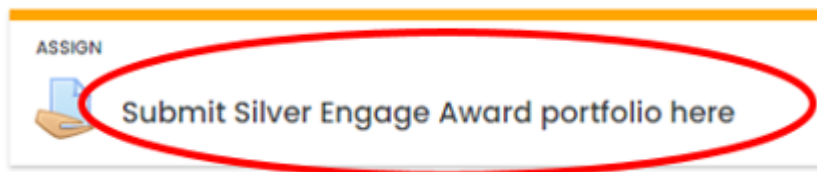


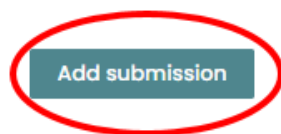


Submitting Your Engage Loop Portfolio (Silver Award)

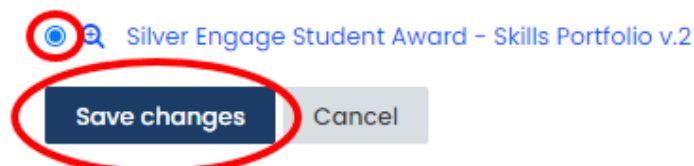
1. When you have completed your portfolio, you will need to go to the [Engage Award homepage on Loop](#) to submit the portfolio for grading.
2. On the homepage, scroll down to the submission boxes (see image below) and click on the relevant box (i.e. Silver Award Portfolio).



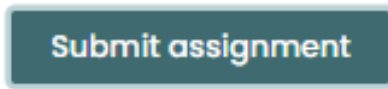
3. Scroll down to the bottom of this new page. Click on the blue button called 'Add Submission'. (See below)



4. At the bottom of this page you will see a list of any portfolio pages that you have recently created on **Loop Reflect**. Tick the circle beside the portfolio page that you want to submit (i.e. your final Silver Engage Award portfolio) and click on the 'save changes' button. Your portfolio has now been submitted for final grading.



5. On the next page, scroll to the bottom of page and click on the **'submit assignment'** button (see below).



Please note that once the assignment is submitted you will not be able to make any more changes to it.