

## Submission of Portfolio

1. Click on this link: <http://www.surveymonkey.com/s/GCUnitOperations>
2. Fill out the surveys.
3. On the final page of the survey, you will be asked to tell us the key (password) of the portfolio
4. Set this key by going into the settings of the portfolio and setting a key. For more information on how to do this, go to this link:

[http://edu2.georgetowncollege.edu/gportfolio/file.php/1/video\\_tutorials/intro\\_config/config/config.html](http://edu2.georgetowncollege.edu/gportfolio/file.php/1/video_tutorials/intro_config/config/config.html)

Towards the end of this tutorial, instructions are given about how to make the portfolio available to other people.