

## 8) Withdrawing an assignment that has been submitted to a professor

- Reminders: you cannot withdraw your work once your professor has assessed it *and* if you withdraw work, your professor will see a message saying that you have withdrawn your assignment
- Once you have submitted your work for assessment, you may withdraw it if your professor has not yet assessed it
- Go to the portfolio page with the content that you wish to withdraw and click "Toggle Page Information" near the top right corner
- Under the "Submission Summary" column, you will see a link for "Pending Assessment(s)"
- To the right of that link, click the (Withdraw) button
- Chalk and Wire will list any work posted to that portfolio page and ask you to select the items that you wish to withdraw
- Click "Withdraw" near the top right corner

