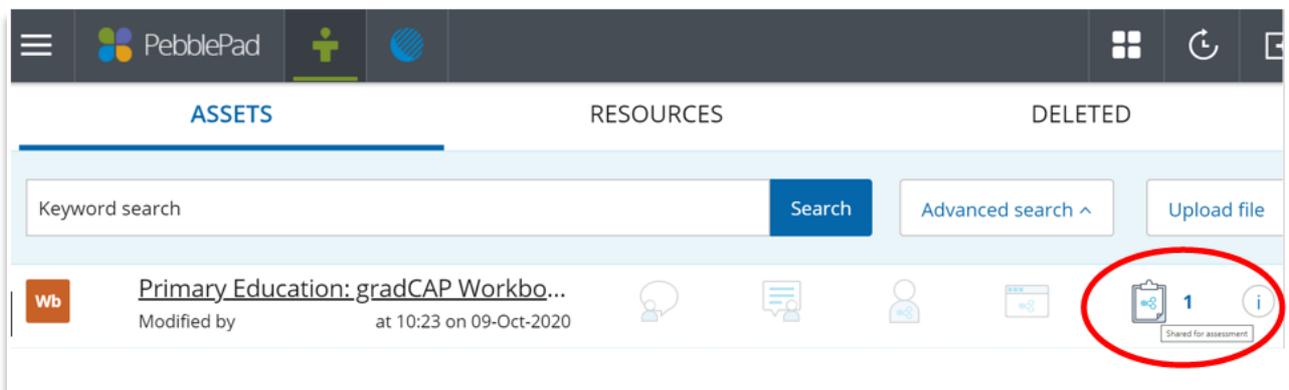


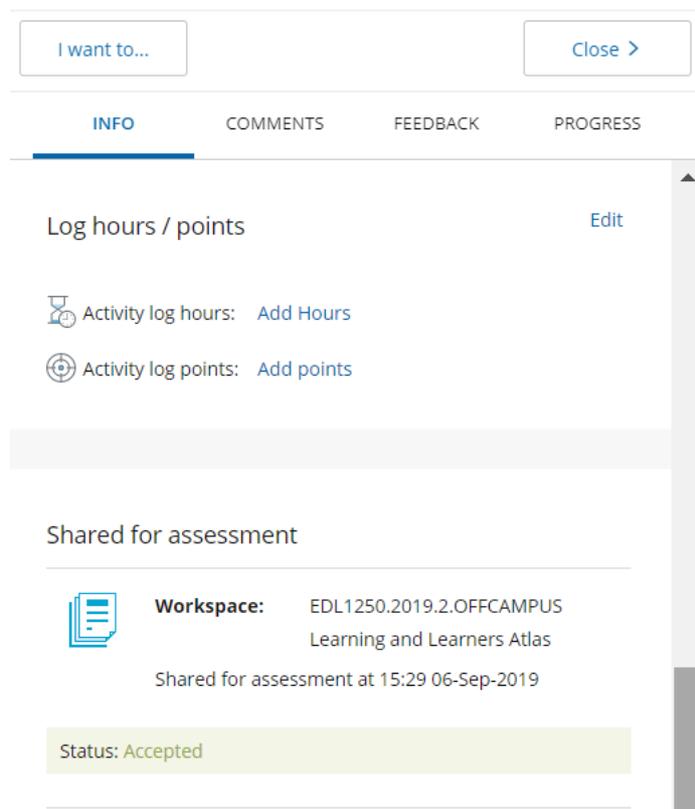
In PebblePad, your work is often submitted automatically to an assignment as soon as you start using it. However, sometimes you will need to manually submit the work to the ATLAS workspace. If you are unsure whether your assignment has been submitted, or you would like to check which assignment it has been submitted to, please follow the steps below.

## Check your work has been submitted to the correct assignment

1. Go to the **Asset store**
2. Locate your Asset (**e.g. portfolio or workbook**)
3. Check whether the **Shared for Assessment** icon aligned to your asset is illuminated
  - If it is **illuminated**, you have submitted your work



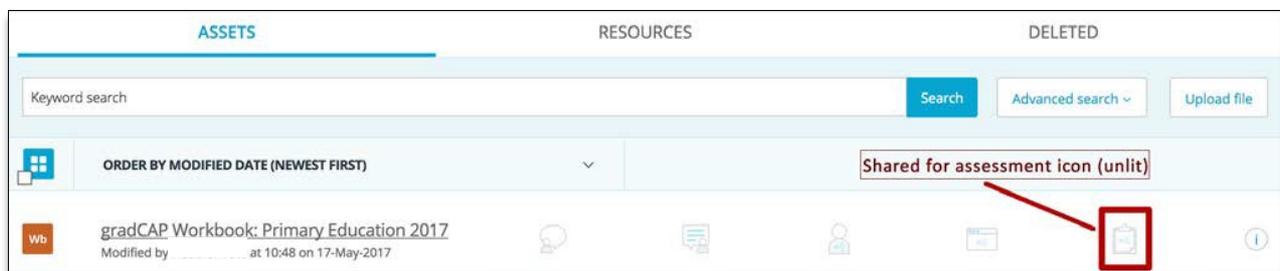
- You can check which ATLAS workspace or which assignment (if there is more than one) the asset has been submitted to by clicking on the illuminated shared for assessment icon. This will take you to the information panel. Scroll down to see where the asset has been shared.



- If your asset has been shared for assessment, a banner will appear at the top of the page indicating so, see below.



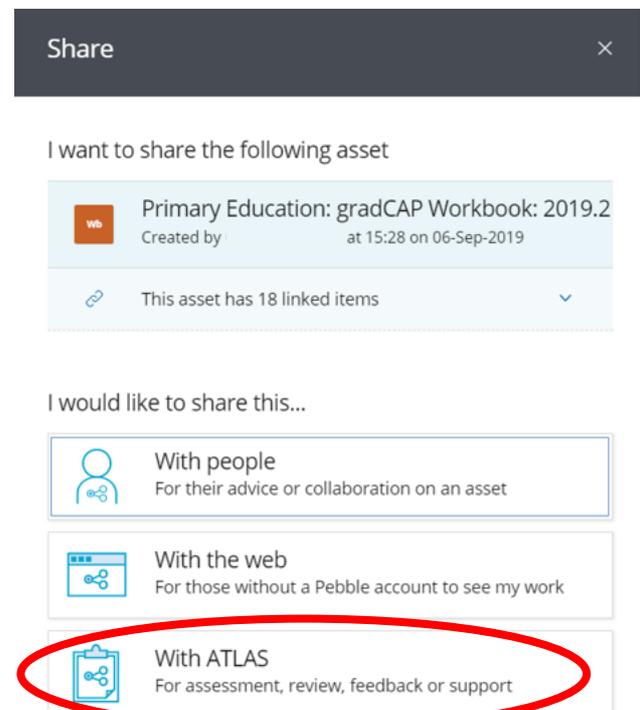
- If you need to submit your work to a different Workspace or assignment please follow the steps below under [Manually submit your work](#)
- If the Shared for Assessment icon is **greyed out** you have not submitted, and you must manually submit your work.



## Manually submit your work

4. Select the information icon aligned to your Asset (e.g. portfolio or workbook)
5. Select the **I want to...** button
6. Choose **Share**
7. Select **With ATLAS** - For assessment, review, feedback or support
8. Select your unit name
9. If there is more than one assignment select the assignment name
10. Tick the **terms of usage box** and click **Share asset**

Once you have shared for assessment, a live link is created between the selected Workspace and your Asset. Any changes you make to your Asset will be immediately reflected in the Workspace, unless a deadline has passed. There is no need to share your Asset again unless you need to share it with a different assignment or Workspace.



### [Chat with a Virtual Peer Assistant](#)

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