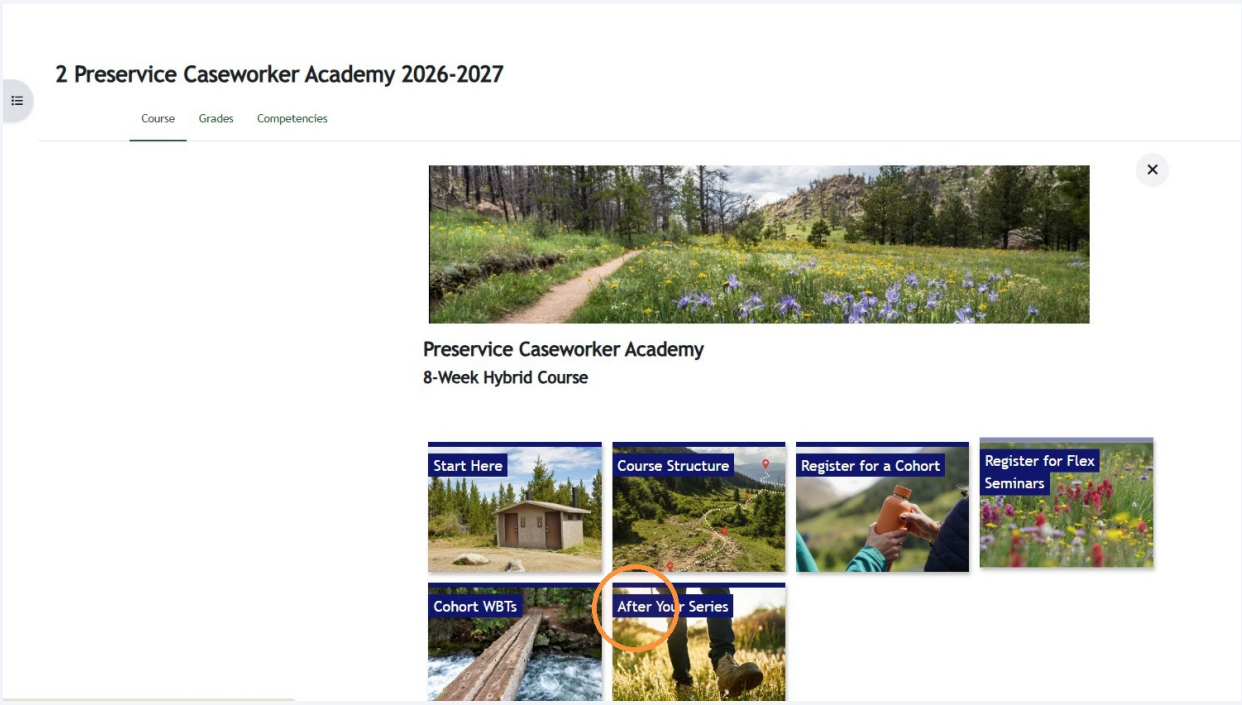
Enter the Date of Your PCA Learner Portfolio Review Meeting

COLORADO
Office of Children, Youth & Families
Division of Child Welfare
Child Welfare Training System

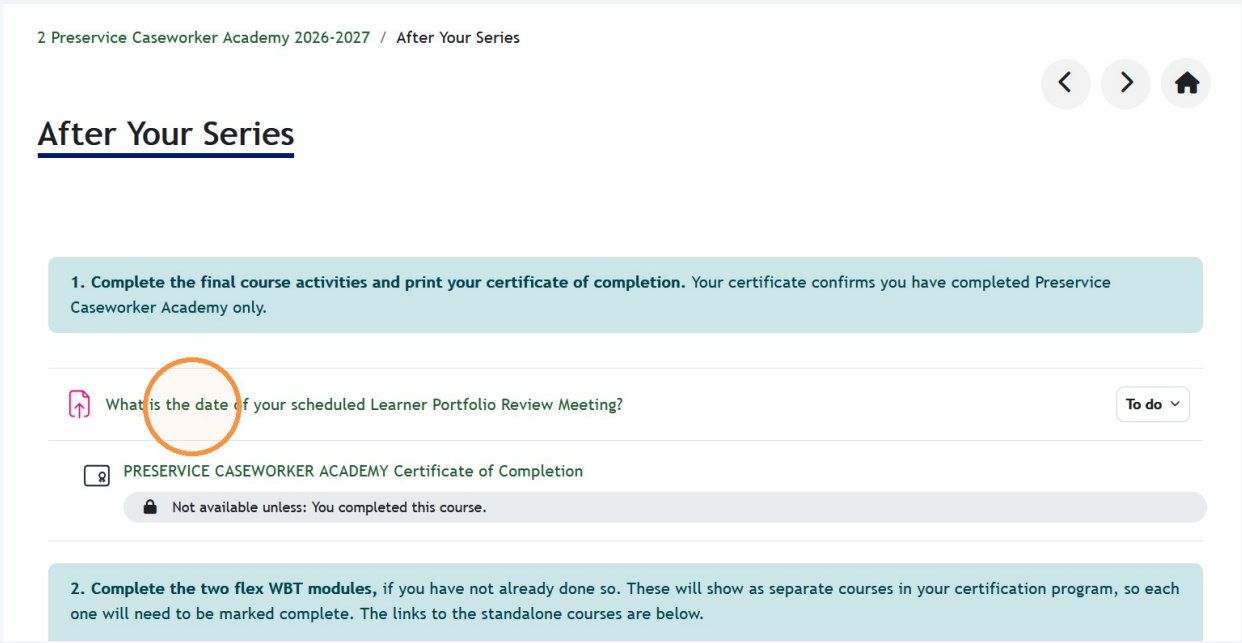
In Cohort Seminar 1, your facilitator will provide instructions for scheduling your Learner Portfolio Review Meeting.

Once you have the meeting officially scheduled with your facilitator and supervisor, you will need to enter the date in the LMS.

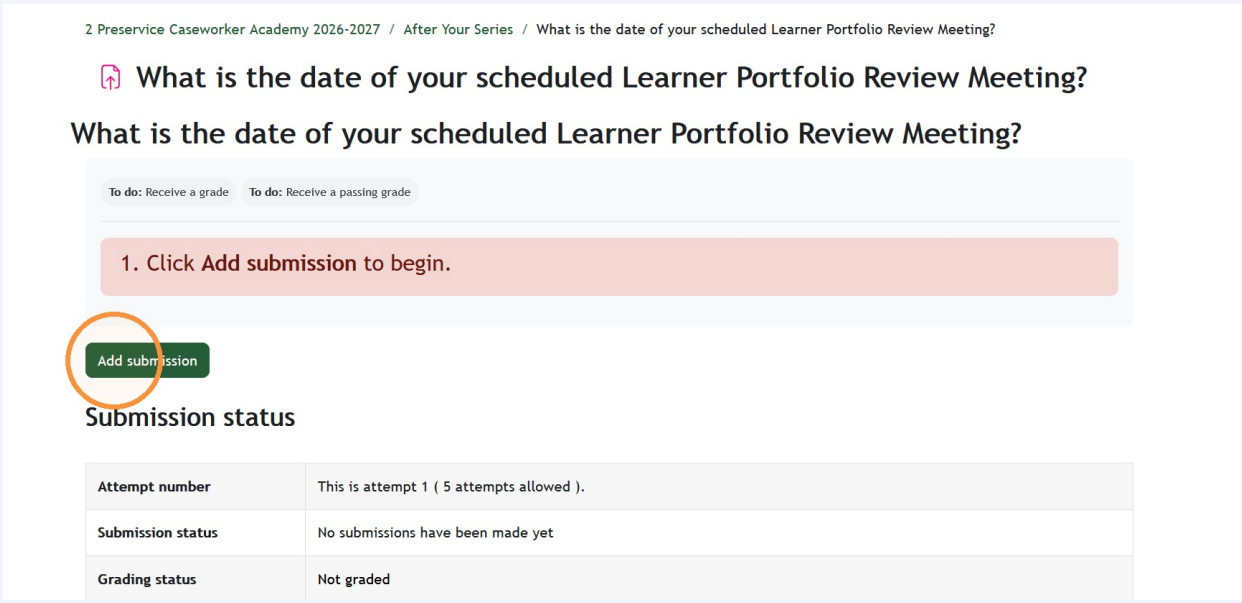
1 From the PCA course page, click the tile **After Your Series.**



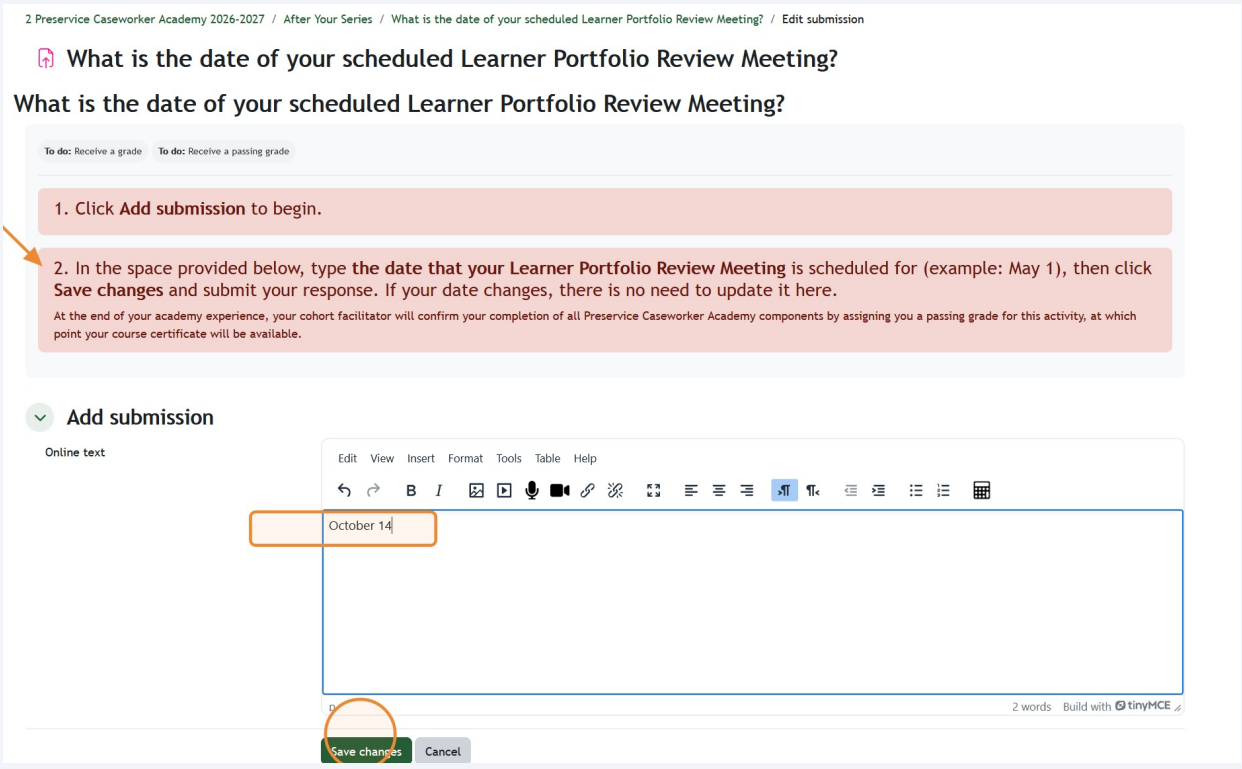
2 Click the activity **What is the date of your scheduled Learner Portfolio Review Meeting?**



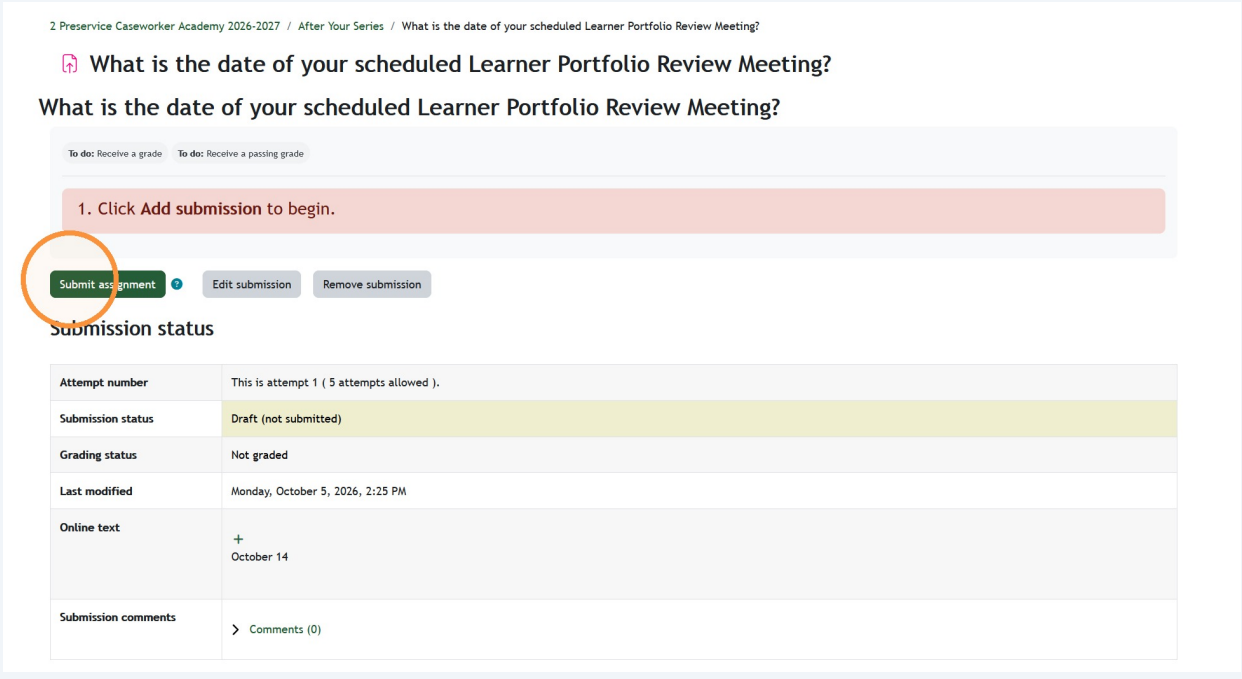
3 Click **Add submission.**



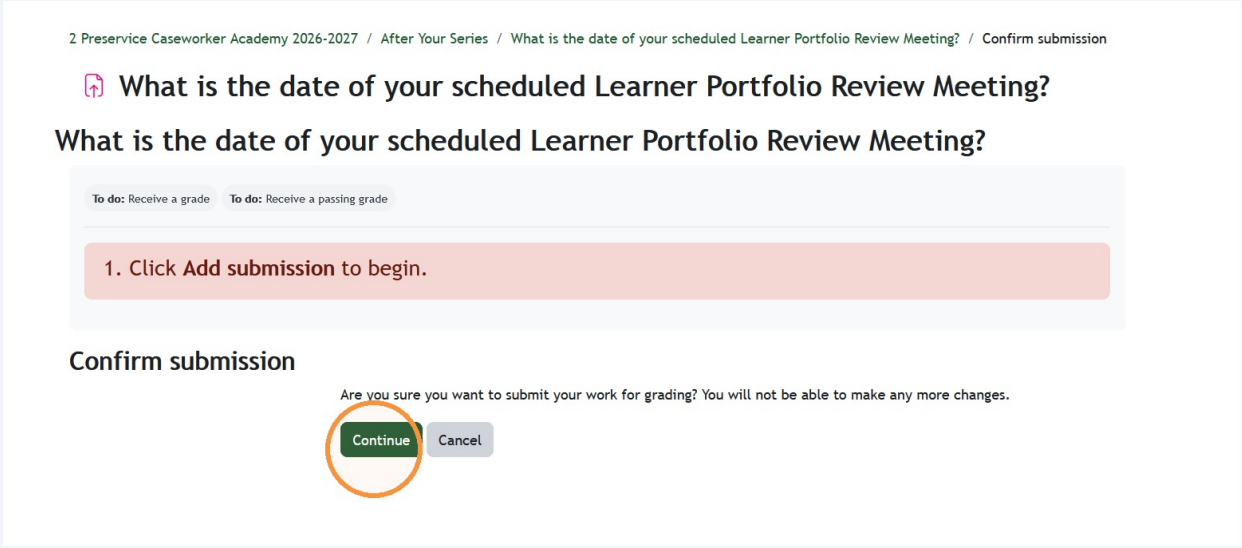
4 Type the date in the space provided and click **Save changes**.



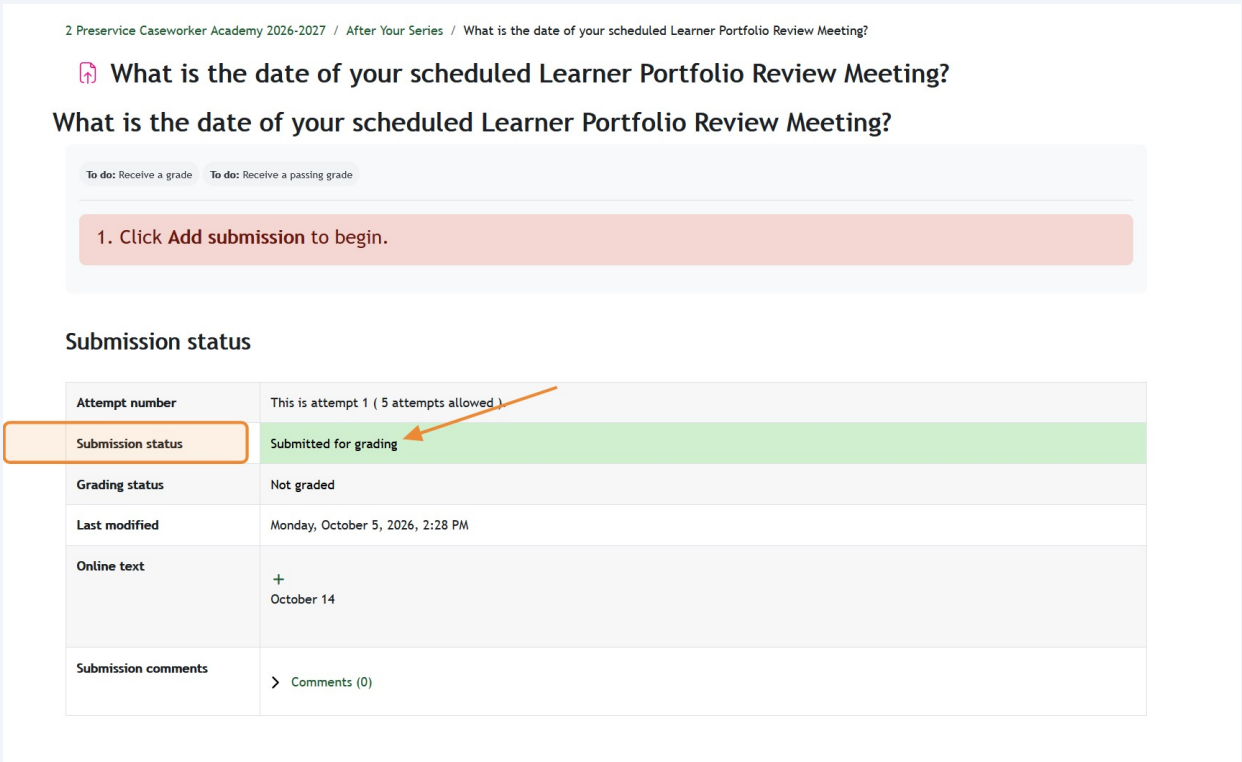
5 Click **Submit assignment.**



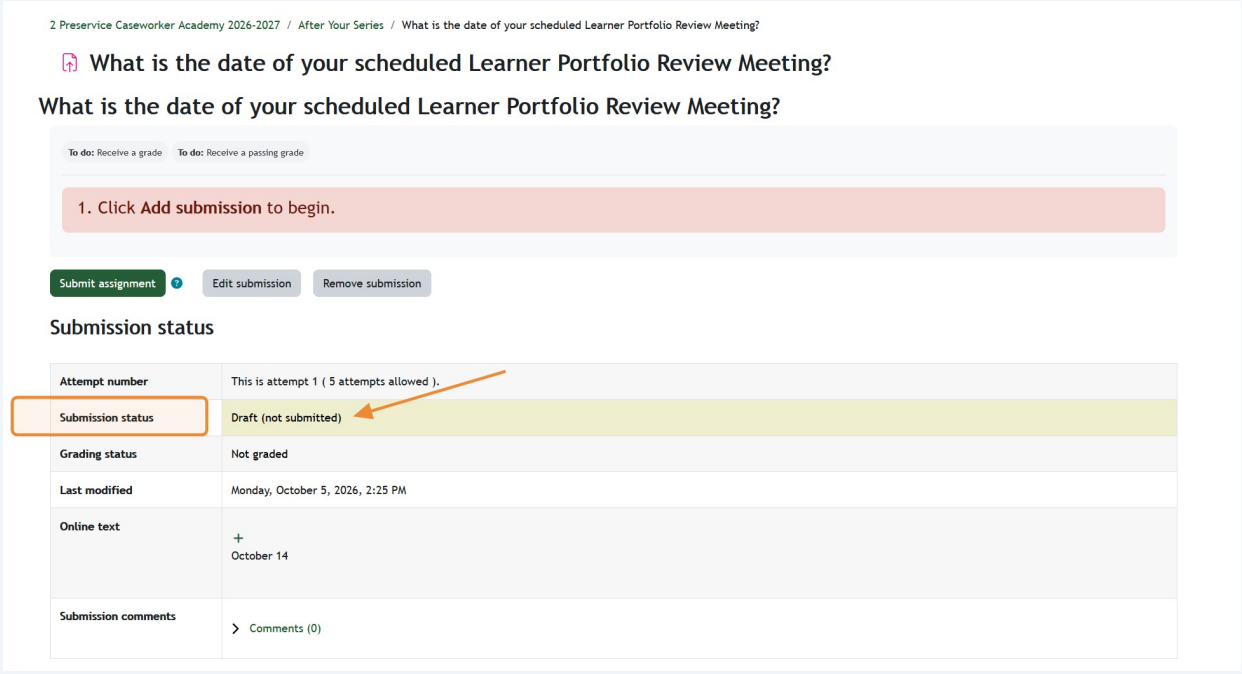
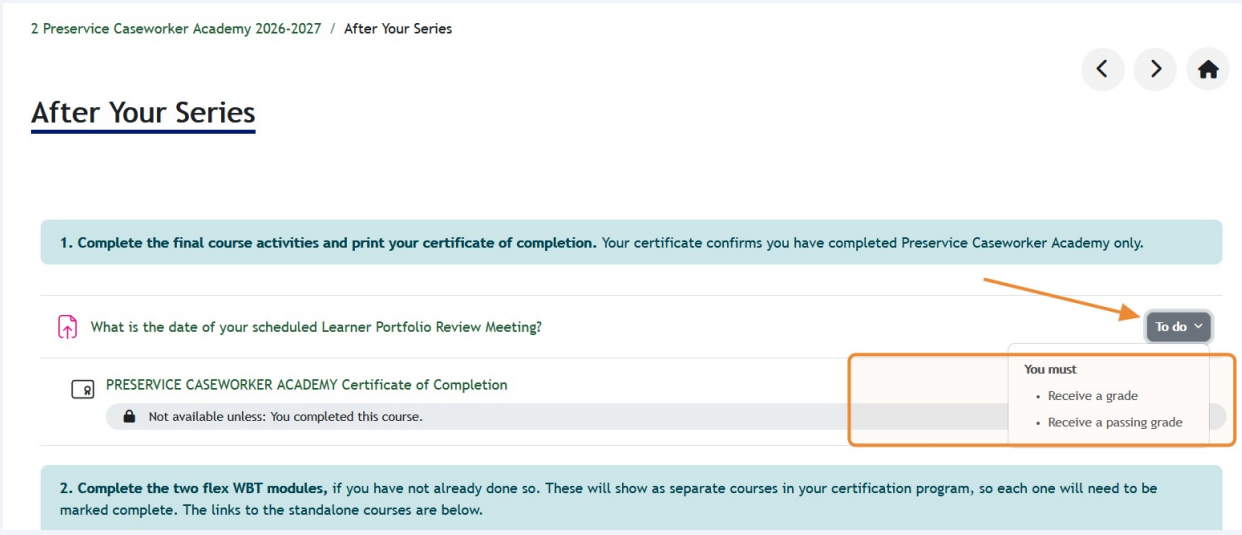
6 Click **Continue** to complete your submission.



7 If the submission status shows as **Submitted for grading,** you are done. (You will also receive an email confirmation that you have submitted an assignment—check your junk/spam filters.)



8 If the submission status shows as **Draft (not submitted),** repeat steps 5-7 until it shows as **Submitted for grading** (and you receive the email confirmation).



9 Note that even though your submission status is **Submitted for grading,** the activity will still show as **To do** until your facilitator confirms you have completed the entirety of the academy and assigns you a passing grade in this activity. If the date of your meeting changes, there is no need to update it in the LMS.