

Cancelling Your Work Submission

1. Click the **Scores/Results** tab of your E-portfolio.

The screenshot shows the TaskStream interface for a user named Gina Meyer at Grand Canyon University. The page title is "B.S. Elementary Education 'N'" and the template is "B.S. Elementary Education: BenchmarkView Published URL". The "Scores/Results" tab is selected. The "Scores/Results Summary" table is displayed with the following data:

Area	Status	Actions	Results	History
CORNERSTONE A				
EDU 273N	Submitted	Submitted: 08/07/2009 02:17:40 PM Submitted to: Grand Canyon Manager Cancel Submission		History/Comments
EDU 303N/303N (H)		Edit Work		
EDU 363N		Edit Work		
SPE 325N		Edit Work		
EDU 313N		Edit Work		
Content Artifacts	In Progress	Edit Work Submit Work		
CORNERSTONE B				
ESL 423N		Edit Work		

2. Under the Actions column of the Scores/Results Summary, click the **Cancel Submission** button for the appropriate assignment/module.

3. To confirm cancellation of the submission, click the **Yes- Undo Submission and Unlock Work** button.

The screenshot shows a confirmation dialog box overlaid on the TaskStream interface. The dialog asks: "Are you sure you want to undo your submission of 'EDU 273N'?" and provides the following text: "You will need to resubmit your work when you are ready for Evaluation." There are two buttons: "No - Do Not Cancel My Submission" and "Yes - Undo Submission and Unlock Work". The background shows the same "Scores/Results Summary" table as in the previous screenshot, with the "EDU 273N" row highlighted.

4. This will unlock the assignment, so that you may edit and revise your work. You may return to the **Scores/Results** tab to Submit Work once again.