

Once you get to the Portal Unit Assessment tab in PP, click on the student submission you want to delete so they can re-submit:

This section contains your current Portal Unit Assessment assignment(s)

Portal Unit Assessment

You may filter your unit assessment tasklist by the last name of the student who sent the evaluation request.

[VIEW ARCHIVE](#)

TaskList Filter: 

[Portal VIII: Proficiency Portfolio: Educational Leadership \(MED\)*, W0300277, Kewanda August, 2 tasks](#)

[Portal VIII: Proficiency Portfolio: Educational Leadership \(MED\)*, W0079358, Debra Fleming, 2 tasks](#)

[Portal VIII: Proficiency Portfolio: Educational Leadership \(MED\)*, W0128000, Elisabeth Sanders, 2 tasks](#)

[Portal IX: Capstone Portfolio: Educational Leadership \(MED\)*, W0131169, Amanda Dillon, 3 tasks](#)

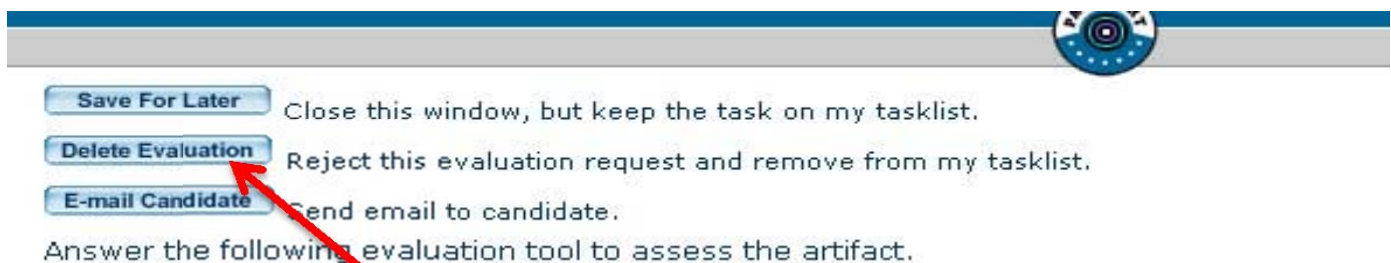
[Portal IX: Capstone Portfolio: Educational Leadership \(MED\)*, W0053812, Shannon Fowler, 4 tasks](#)

[Portal IX: Capstone Portfolio: Educational Leadership \(MED\)*, W0209541, Lisa Turnage, 4 tasks](#)

[Portal IX: Capstone Portfolio: Educational Leadership \(MED\)*, W0459578, Heather Williams, 3 tasks](#)

Then scroll down and click on the [Evaluate](#) button beside the artifact you want to delete for re-submission.

On the top right side of your screen you will see:



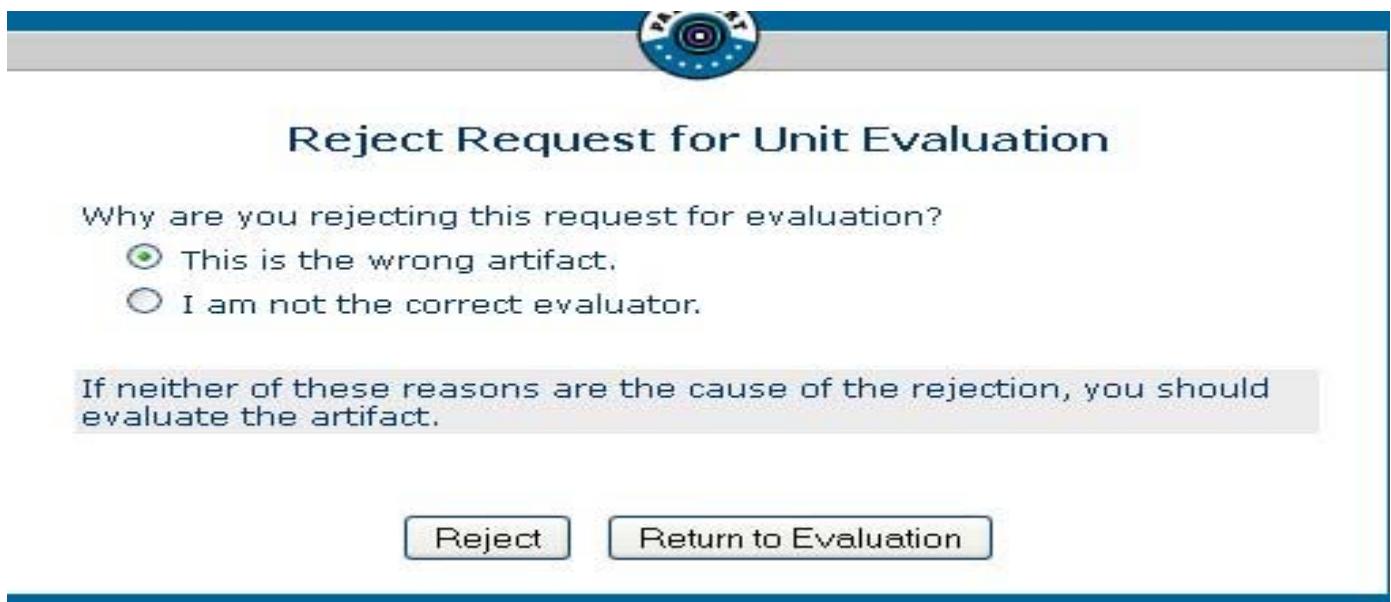
Save For Later Close this window, but keep the task on my tasklist.

Delete Evaluation Reject this evaluation request and remove from my tasklist.

E-mail Candidate Send email to candidate.

Answer the following evaluation tool to assess the artifact.

Click on the Delete Evaluation link. Then click on one of the two choices and hit Reject. This will send the artifact back to the candidate and allow them to submit the correct one.



Reject Request for Unit Evaluation

Why are you rejecting this request for evaluation?

- This is the wrong artifact.
- I am not the correct evaluator.

If neither of these reasons are the cause of the rejection, you should evaluate the artifact.