

## How to submit your QA tools

After completing your tools in the QA portal, follow these steps for submitting the Self-Assessment, Learning Plan and/or Learning Record to the CRPO:

1. In the green header bar that runs across the screen, locate the “X”. (See image below for the Learning Plan).
2. Click the “X”, which will cause the “Tool Complete” box to appear.
3. Read the options and select the appropriate one. “Submit to the College” means you have completed the tool and are ready to turn it in to CRPO. The option of “save/close (do NOT submit to college)” means you are only saving your work and will submit it to CRPO at a later date.

Note: Submitted tools cannot be edited or re-opened for editing, so ensure you have completed them prior to submitting them to the College.

See images below for an example of submitting a Learning Plan.



The screenshot displays the CRPO QA portal interface. At the top, the CRPO logo and name are visible. Below the logo, there are four navigation buttons: "My QA Portal", "Self Assessment", "Learning Plan", and "Learning Record". A red arrow points to a green header bar labeled "Learning Plan" which contains a close button (an 'X' icon) and the word "close". Below this header, a message states "You have multiple versions. Please select by date completed:" followed by a dropdown menu currently set to "Current version". The main content area shows a goal entry for "Goal #1" with a status of "Goal met". The goal details include a title "My Goal", a description "This is a test sample - not an example.", and sections for "Action Plan" and "Reflection". Below the goal entry, there is a green bar for "Goal #2" with a status of "Not yet started".

## Learning Plan Complete

You may return to your Learning Plan as many times as you like.  
But, once completed, you will not be allowed to change or update it. You can create a new one.

- Exit/close (do NOT submit to college)
- Submit to college



Save