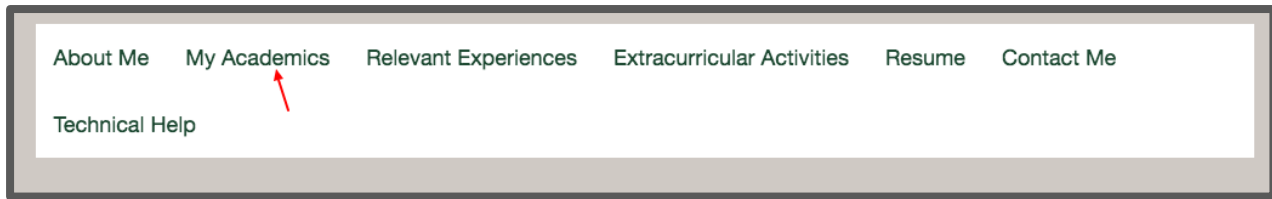
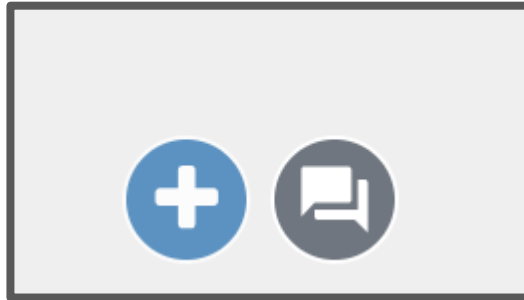


STUDENT UPLOADING CONTENT TO YOUR ePORTFOLIO

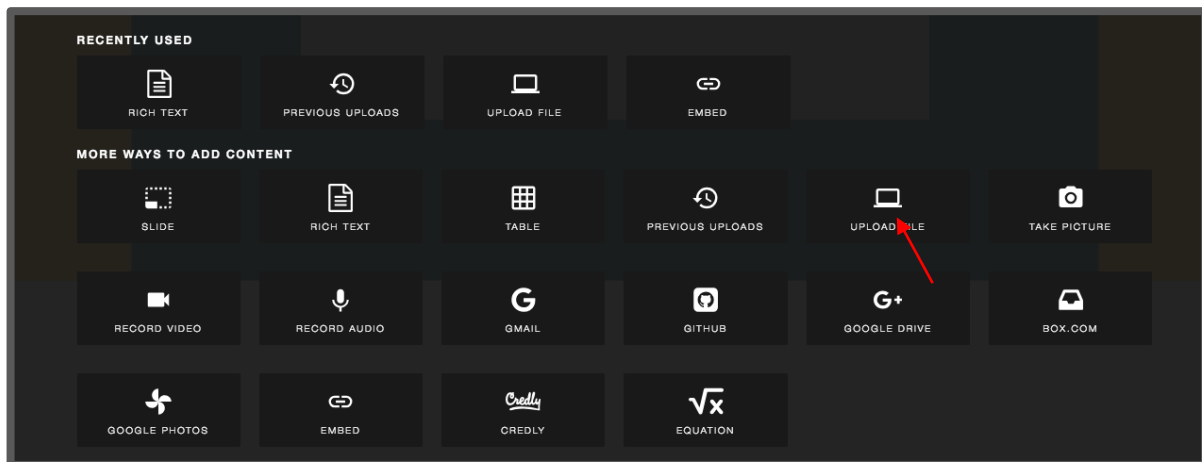
On the menu bar click the section you wish to add a content module to. For example: **My Academics**.



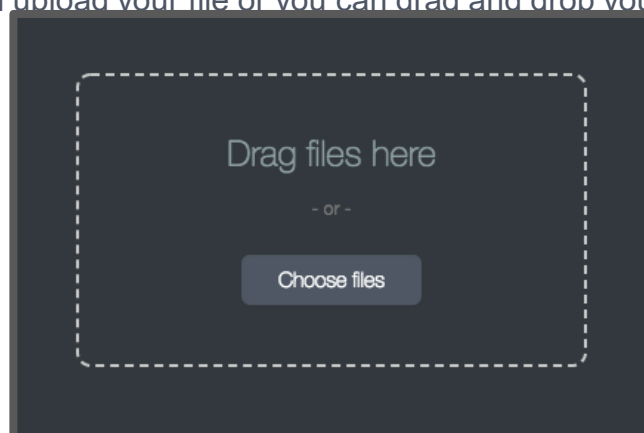
Select the **blue plus sign** at the bottom of the page.



Select the type of content module you would like to add. In our example we have selected the **Upload File**.

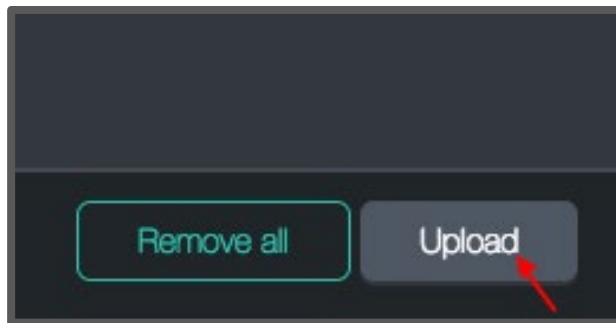


You can **Choose File** and upload your file or you can drag and drop your file.



STUDENT UPLOADING YOUR CONTENT TO ePORTFOLIO

Once the file selection is complete click **Upload** in the lower right hand corner.

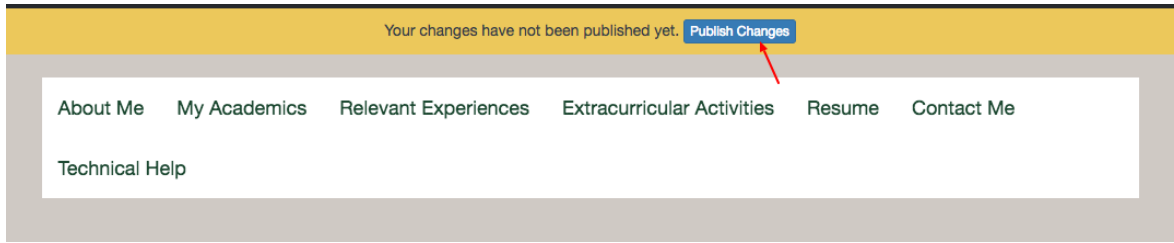


To add more content modules click the plus sign at the bottom of the page and repeat.

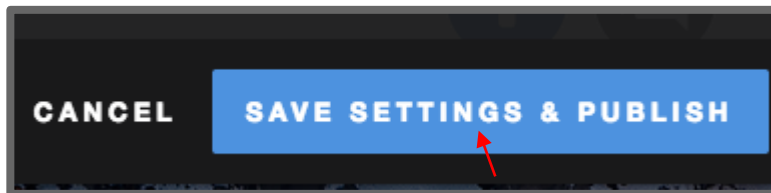


STUDENT PUBLISHING CONTENT TO YOUR ePORTFOLIO

When you are ready to submit, you will need to publish your work before it can be viewed. A banner will appear at the top of your page. Click the **Publish Changes**.



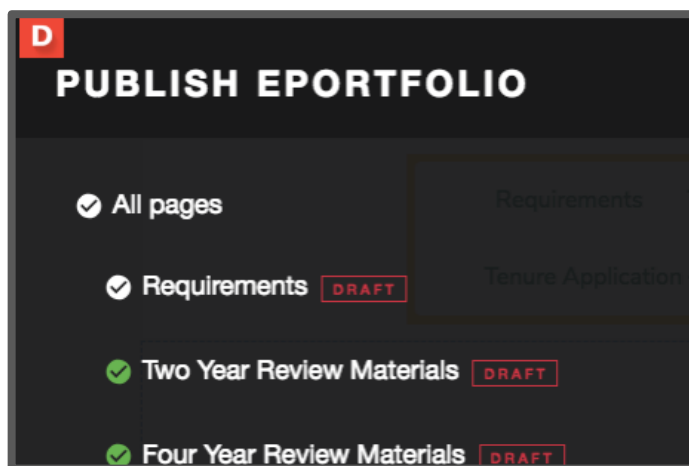
Leave your ePortfolio settings as default (the portfolio can remain private) and click the blue **Save Settings and Publish** button.



When your page has been successfully published, a notification will be displayed at the top of your window letting you know your changes have been published.



If you made changes to multiple pages, you can select which pages are published. Go to your ePortfolio menu (three bars) and selecting **Publish Pages**. Select the checkmarks next to the pages you want published and deselect the checkmarks next to pages you do not want to publish. By default, all Draft pages in your ePortfolio will be selected. Click **Publish** to bring your draft pages into published view.



****Note:** Publishing the portfolio is not the same as submitting to your course.