

Upload Items to ePortfolio

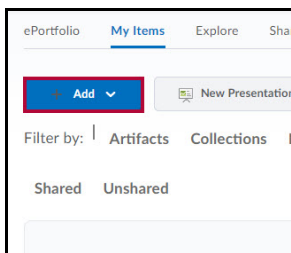
Last Modified on 03/22/2021 8:47 am CDT

ePortfolio is a personal portfolio tool for storing, organizing, reflecting on, and sharing items that represent a body of learning. Users can include documents, graphics, audio files, videos, presentations, or other course work that demonstrate improvement or mastery in a certain area. Users can decide what items they wish to include in their ePortfolio, how they want to organize them, and who they want to share them with.

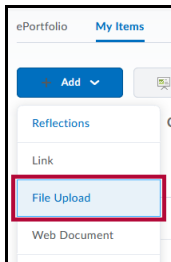
Uploading Artifacts

An artifact is an individual item in ePortfolio that can be shared with others.

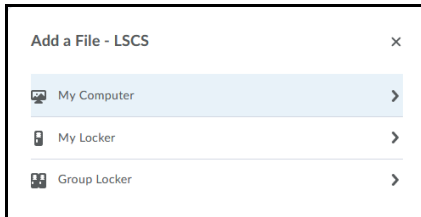
1. Click on **Collaboration** on the navbar and choose **ePortfolio**.
2. On the **My Items** tab, click the **Add** button.



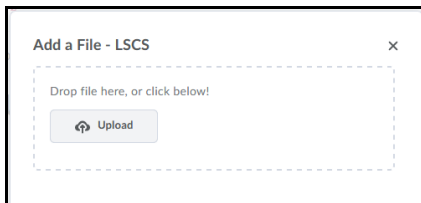
3. From the **Add** menu, select the object type (in this example, **File Upload**).



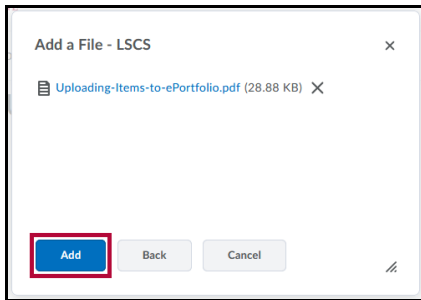
4. Select the location of your file. To upload a file from your computer, click **My Computer**.



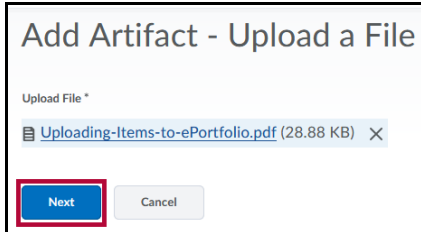
5. Click **Upload**, then browse on your computer to the file you want to upload.



6. Once you have selected your file, click **Add**.



7. Click **Next**.



8. Edit the Name and, if desired, add a description any relevant tags (tags will be used for searching and collections). Click **Save**.

A form titled "Add Artifact - Upload a File". It displays the file name "Uploading-Items-to-ePortfolio.pdf (28.88 KB)". Below this, there is a "Name*" field containing "Uploading-Items-to-ePortfolio". A "Description" text area is empty. There is a "Tags" field with an "Add Tag" button and a prompt "What are tags?". At the bottom, there are three buttons: "Save" (highlighted with a red box), "Back", and "Cancel".

9. Click **Save and Close**.