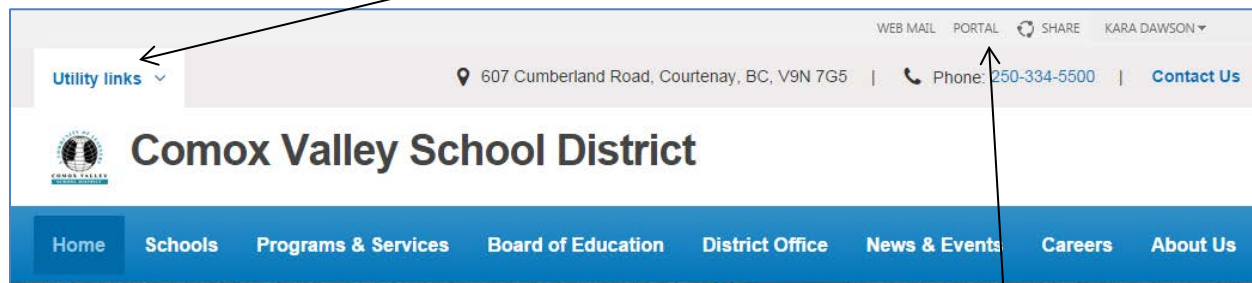


# How Parents/Guardians can Access Student Portfolios

1. Open an Internet Browser (Google Chrome works best)
2. Go to **www3.sd71.bc.ca**
3. At the top left of the screen, click on **Utility Links** and then click on **Sign In**



4. Use your child's password and user name to go sign in. Your child or their teacher will provide you with this.
5. Now click on **PORTAL** at the top right-this will take them to their site
6. Click on **My Portfolio** to view your child's Portfolio.



7. Click on the portfolio item that you would like to look at.
8. Underneath the work sample, there is a comment box. We encourage you to leave comments.
9. When you are done, you can click on the **X** in the top right corner in order to return to the portfolio.
10. To log off at the end, make sure that you completely close the browser.