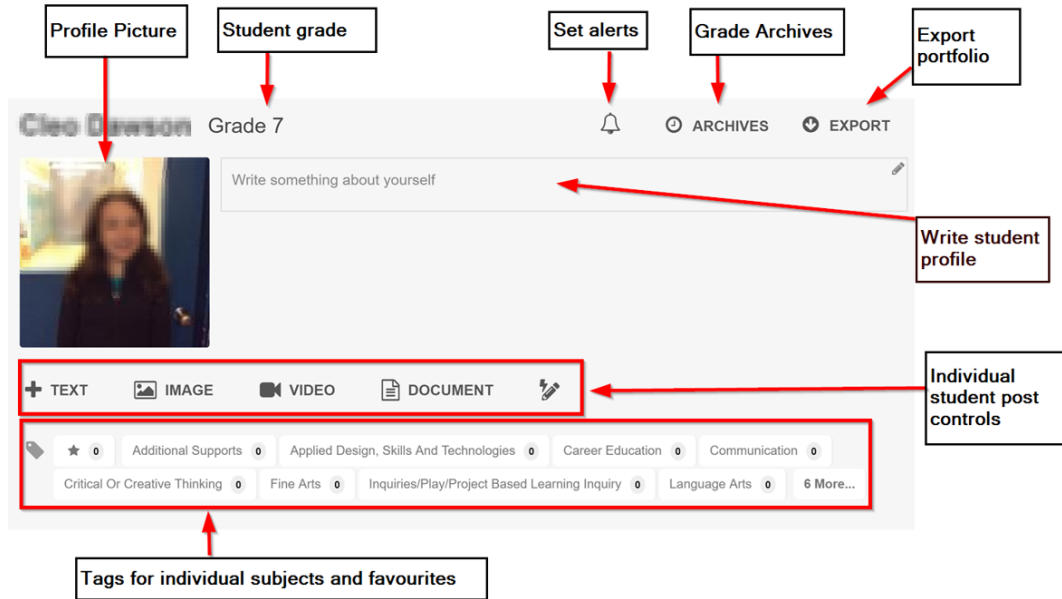


How Parents and Students Add or Change Portfolio Posts

This set of instructions will help guide you through adding pictures, documents and recordings to ePortfolio posts. You will also learn how to go back and edit them. To follow these instructions you need to already be inside of the student portfolio.

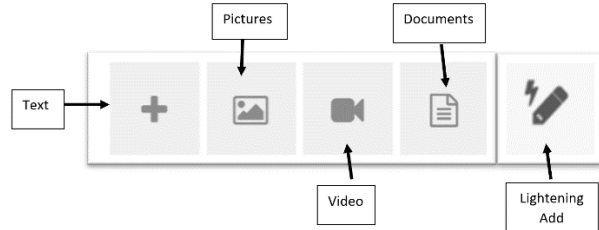
Steps

When you enter an ePortfolio this is what you are looking at:



1

Click on the symbol to add the type of post that you would like to place. Use the Text (+) button if you have a bunch of different things to put in.



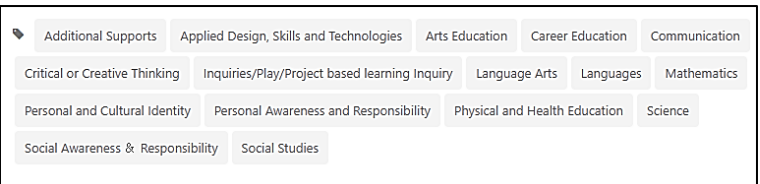
2

Add a title to the post.
You can change the date if you wish-it always starts with today's date.
You can click on the **star** if you would like to showcase or favorite that post.

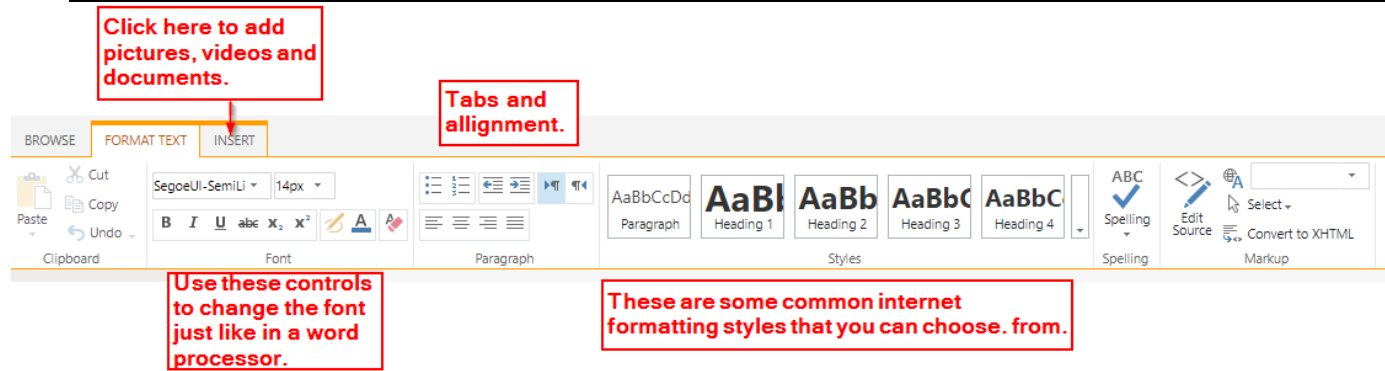


3

You can “tag” the post by subject. Click on the subject or subjects that best fit your work.



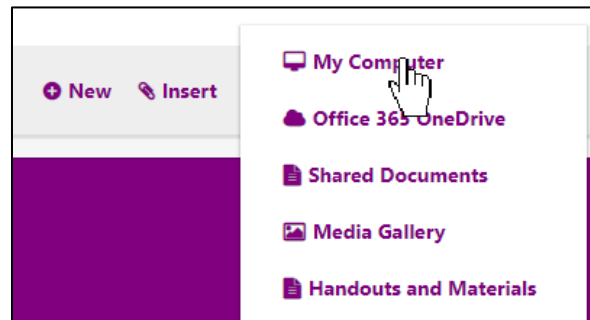
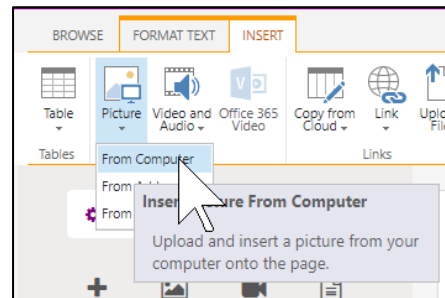
4 Now click on the white space underneath the post-this is called the “Body” and this is where you can place or do your work. You will notice that you get a set of controls at the top like a word processor.



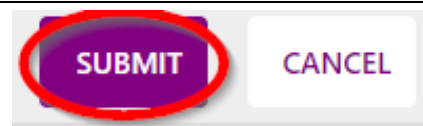
7 Click on **Insert** either at the top or at the bottom of your post box to add pictures, videos or documents.

If you are using a phone or tablet, clicking on **My Computer** will bring you to the camera to take a picture that will go straight in to the portfolio or to the photo gallery on your device.

Clicking on **New** at the bottom will allow you to start a document in Word, Excel or PowerPoint right in the portfolio.



8 When you are finished, click on **Submit** and you are done.



How to Edit a Portfolio Post

1 If you would like to add more to a post or change one, click on the post to open it.

2 Click on **Edit** at the top.

