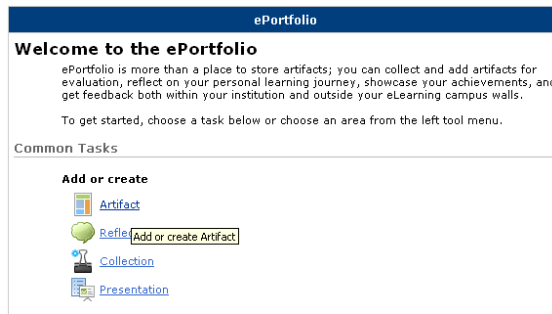


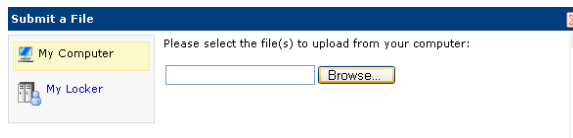


Adding an Artifact – Upload a File

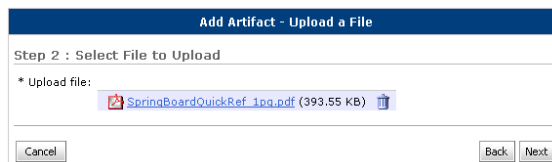
1. Go to ePortfolio. Click **Artifact** under Common Tasks – Add or Create. Click **Upload a File**.



2. You can upload a file from your computer or from My Locker. **Browse** for the file you want to add. Select your file, click **Open** and then **Upload**.



3. You will see your file on the screen labeled **Step 2: Select File to Upload**. Confirm the correct file was selected. Click **Next**.



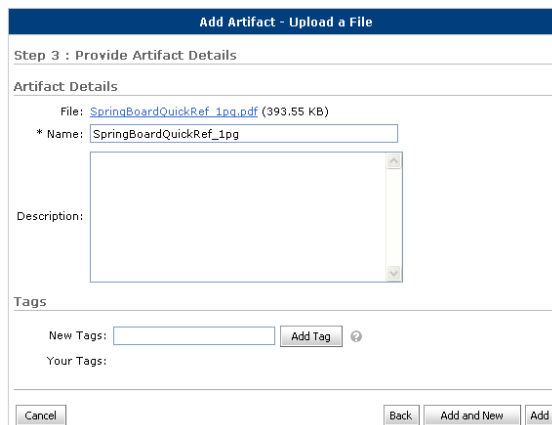
4. **Step 3: Provide Artifact Details:** This step allows you to **Name** the Artifact and provide a **Description**.


Tags: Tags are keywords or descriptive labels that can be attached to items to categorize them. For example, users can tag items with course codes, topics, years, or status.

When a user creates a tag, an auto-complete dropdown displays other tags created within Springboard!

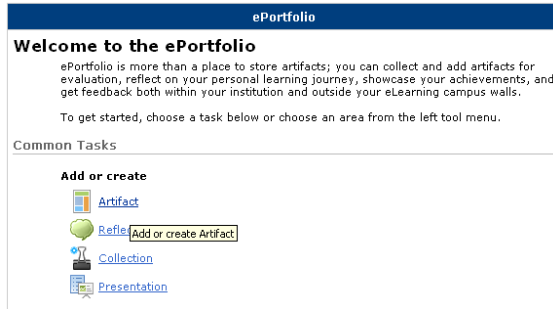
Add any tags you want the artifact to have.

Click **Add**.



 **Adding an Artifact – Create A Link**

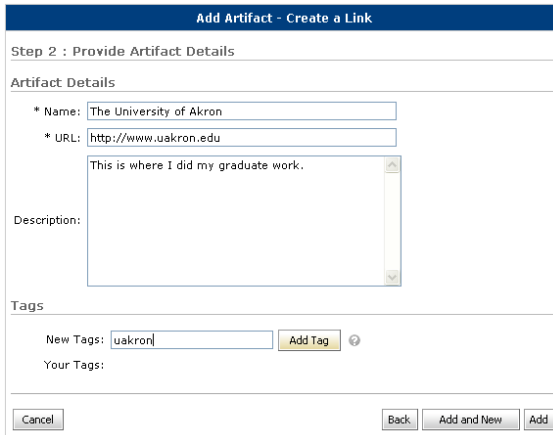
1. Go to ePortfolio. Click **Artifact** under Common Tasks – Add or create. Select **Create a Link**.



2. Enter the name for the link as you want it to be stored. Enter the URL for the link and a Description.

Add any tags you want the artifact to have.

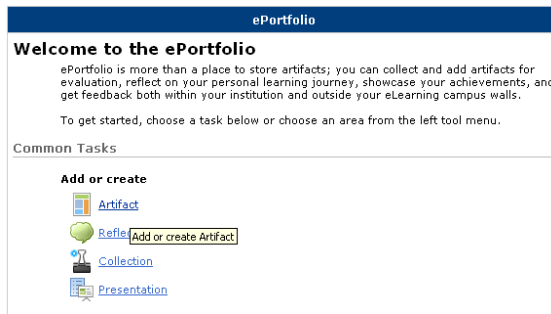
When done – click **Add**.





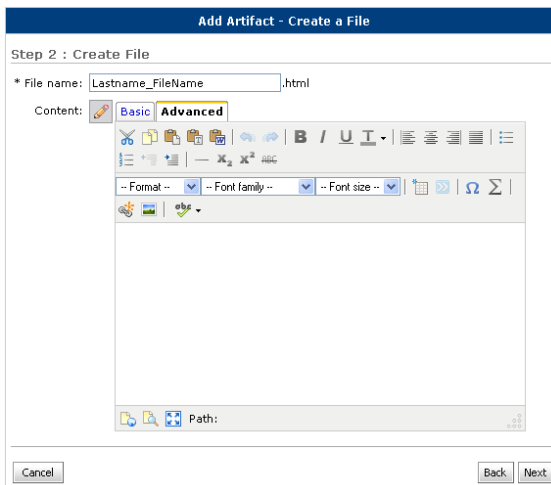
Adding an Artifact – Creating an HTML File

- Go to ePortfolio. Click **Artifact** under Common Tasks – Add or create. Select **Create a File**.



- Enter the file name as you want it to be stored. Use the HTML Editor to add your content. This HTML file can contain formatted text, images, links to videos, links to audio files, and links to content in Springboard!

When done – click **Next**.



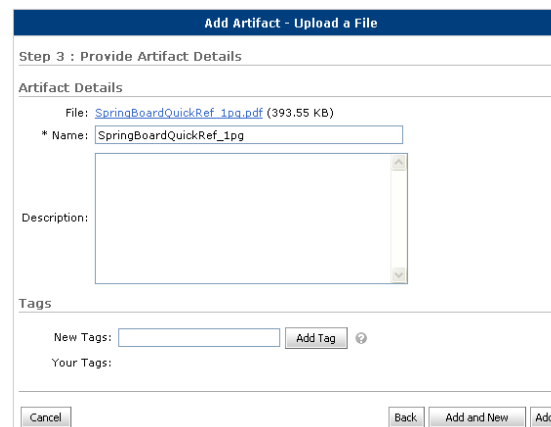
- Step 3: Provide Artifact Details:** This step allows you to **Name** the Artifact and provide a **Description**.

Tags: Tags are keywords or descriptive labels that can be attached to items to categorize them. For example, users can tag items with course codes, topics, years, or status.

When a user creates a tag, an auto-complete dropdown displays other tags created within Springboard!

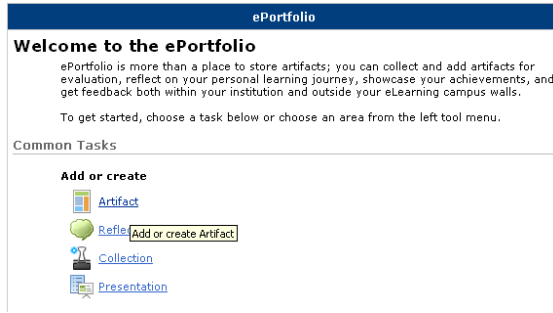
Add any tags you want the artifact to have.

Click **Add**.

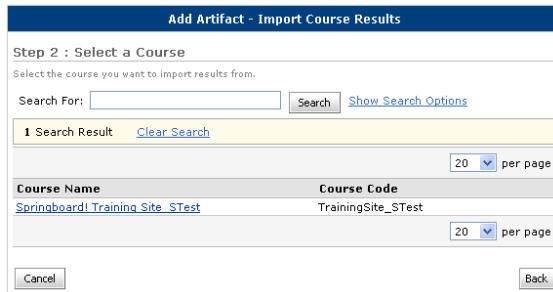


 **Adding an Artifact – Import Results from a Course**

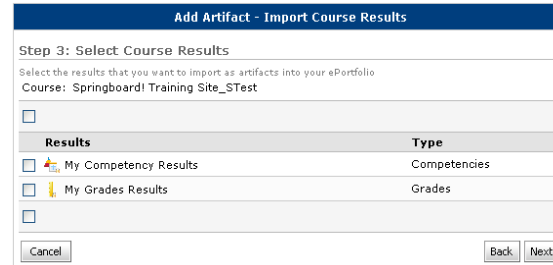
1. Go to ePortfolio. Click **Artifact** under Common Tasks – Add or create. Select **Import Results from a Course**.



2. Select the name of the course you wish to import results from. Click on the name of the course.



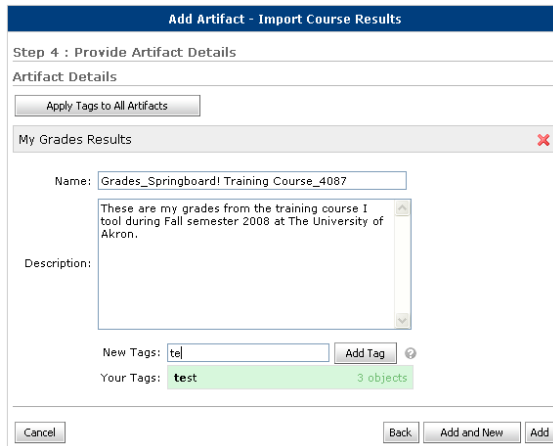
3. Select the item or items from the Results list that you want to import. Click **Next**.



4. Enter a Name and Description for each item.
Add any tags you want the artifact to have.

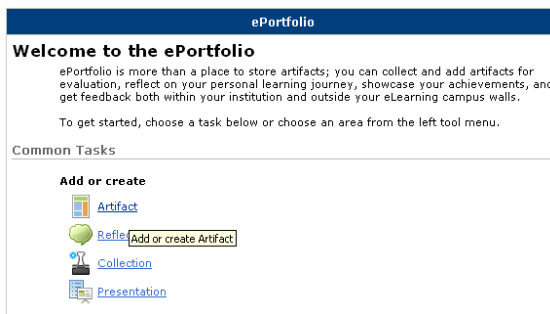
NOTE: You can click **Apply Tags to All Artifacts** to add a set of tags to all items on the page.

Click **Add**.



 Adding an Artifact –  Fill Out a Form

1. Go to ePortfolio. Click **Artifact** under Common Tasks – Add or create. Select  **Fill Out a Form**.



2. Click the name of the form you want to complete.



3. Complete the form.
Click **Next**.
4. In the Artifacts Detail area, provide a Name and Description that is unique to your form entry.

Add any tags you want the artifact to have.

Click **Add**.

