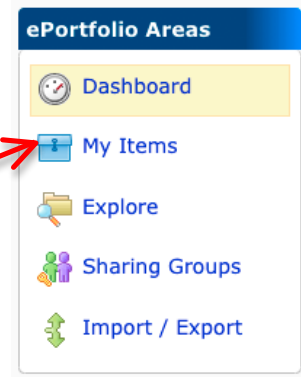


Adding an Artifact – Upload a File

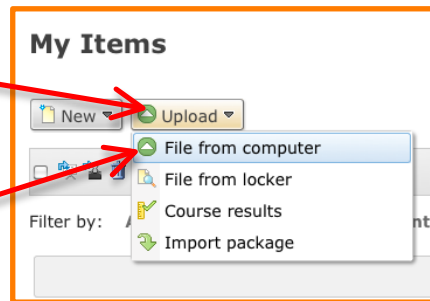
1. Select **ePortfolio** from the Navbar.



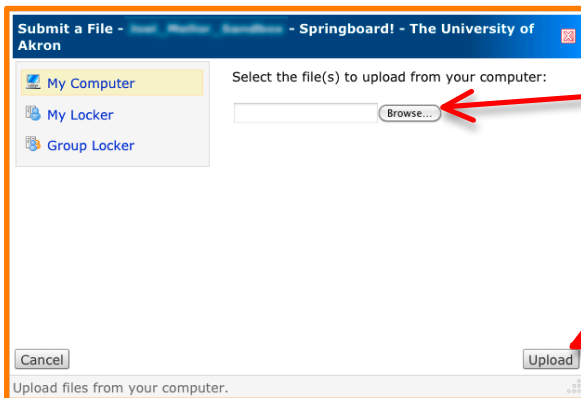
2. ePortfolio opens to the Dashboard display. Select **My Items** from the **ePortfolio Areas** options in the upper left-hand corner of the window.



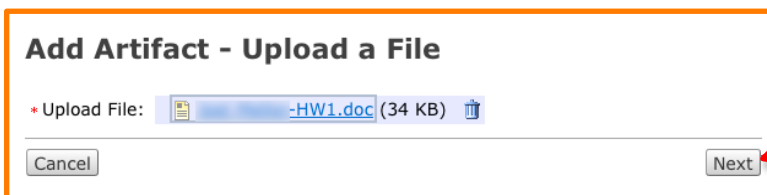
3. Select **Upload**.
4. You can upload a file from your Computer, or from a Locker. Select **File from computer** from the pull-down menu.



5. Browse to find the desired file, and select the **Open** button to enter your choice. Then select **Upload**.



6. Your uploaded file appears in the list. Select **Next**.



7. *Optional:* Artifact Details: This step allows you to **Name** the Artifact and provide a **Description**.

8. Select **Add**. *Optional:* Select **Add and New** to repeat the process and upload another file.

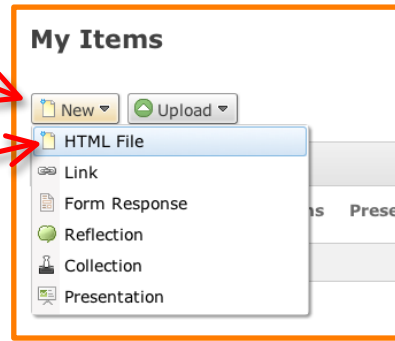
Adding an Artifact - Create A Link

1. In **My Items** of ePortfolio, select **New**.
2. From the pull-down menu, select **Link**.

3. Enter the **Artifact Details**.
 - a. Enter the **Name** for the link, as you want it to be stored.
 - b. Enter the **URL** for the link.
 - c. *Optional:* Enter a **Description**.
4. When done, select **Add**.
 - a. *Optional:* Select **Add and New** to complete this link and repeat the procedure for another new link.

Adding an Artifact – Creating an HTML File

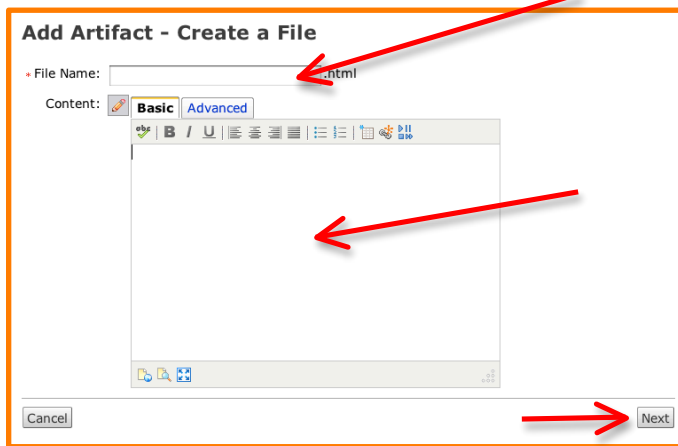
1. In **My Items** of ePortfolio, select **New**.



2. From the pull-down menu, select **HTML File**.

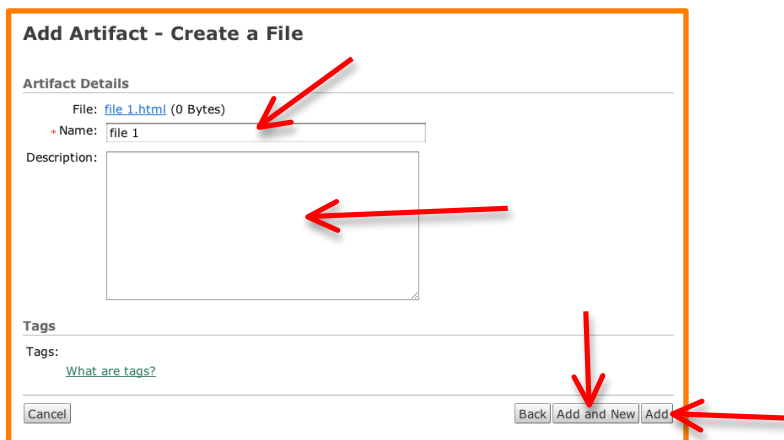
3. Enter the file **Name** as you want it to be stored. Use the HTML Editor to add your content.

Note: This HTML file can contain formatted text, images, links to videos, links to audio files, and links to content in Springboard!



4. When done – select **Next**.

5. Artifact Details: This step allows you to **Name** the Artifact and provide a **Description**.



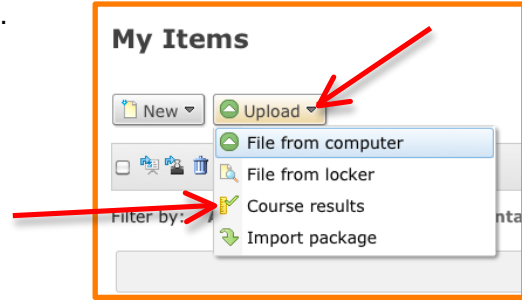
6. When done, select **Add**.

- a. *Optional:* Select **Add and New** to complete this file and repeat the process to add another HTML file.

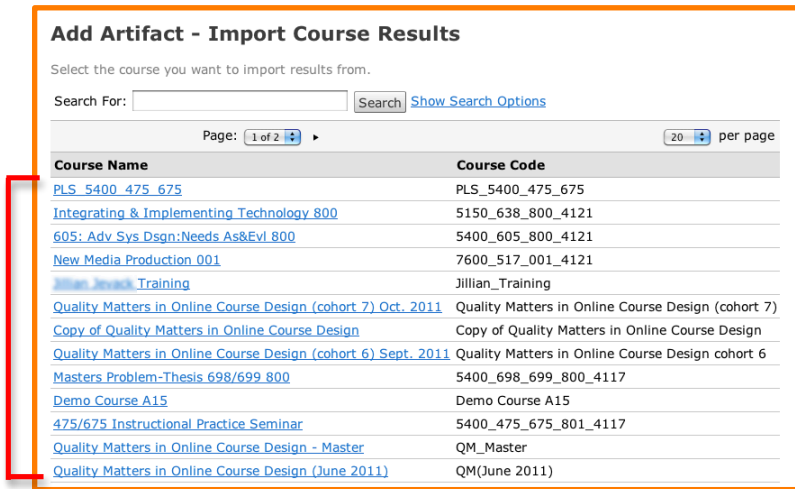
Adding an Artifact – Import Course Results

1. In the My Items section of ePortfolio, select **Upload**.

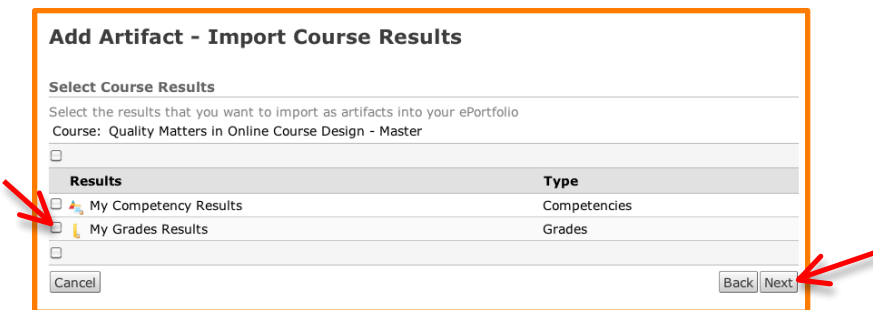
2. From the pull-down menu, select **Course results**.



3. Find the name of the course you wish to import results from. Select it from the list of course names.



4. Select the item or items from the Results list that you want to import.



5. Select **Next**.

6. Enter a **Name**.

a. *Optional:* Enter a **Description** for the item.

7. Select **Add**.
 - a. *Optional:* Select **Add and New** to complete this file and repeat the process to import another course result.

Adding an Artifact – Fill Out a Form Response

1. From the My Items section of ePortfolio, select **New**.
2. From the pull-down menu, select **Form Response**.

3. Select the name of the form you want to complete.

4. Complete the form.
5. In the **Artifacts Detail** area, provide a **Name**.
 - a. *Optional:* Enter a **Description** that is unique to your form entry.

Add Artifact - Fill Out a Form

Form Contents

First Name: Joel
Last Name: Mellor
• address:

Artifact Details

• Name:
Description:

Tags

Tags: [What are tags?](#)

The screenshot shows a form titled "Add Artifact - Fill Out a Form". It is divided into three sections: "Form Contents", "Artifact Details", and "Tags". In the "Form Contents" section, the "First Name" is "Joel" and the "Last Name" is "Mellor". There is a red arrow pointing to the "address" input field. In the "Artifact Details" section, there is a red arrow pointing to the "Name" input field and another red arrow pointing to the "Description" input field. In the "Tags" section, there is a link "What are tags?". At the bottom of the form, there are four buttons: "Cancel", "Back", "Add and New", and "Add". Red arrows point to the "Add and New" and "Add" buttons.

6. Select **Add**.

- a. *Optional:* Select **Add and New** to complete the current form and repeat the process for another form response entry.