

## Exploration - My ePortfolio

My ePortfolio is an electronic (web-based), portable filing cabinet. Participants can store virtually any file they want - word processing, presentations, spreadsheets, images - as long as it is already saved to their computer or another storage device. You can also organize your ePortfolio by creating specific folders.

### Adding/Deleting Folders:

1. Click MySAS in the upper-right hand corner of any page in SAS.
2. Choose My ePortfolio from the MySAS menu.
3. The first time you enter your ePortfolio, you will see one main folder, My ePortfolio, as well as three subfolders; My Bookmarks, My Files and My Classes. The subfolders are empty, and can be renamed if desired. You will also see items that you have saved throughout previous training sessions listed below the folders - as of now, all of these items will be stored within the My ePortfolio folder.
4. Click New Folder above the folder list. Type the Name *Images* and then click OK.
5. A folder named Images will be added to the list of folders within the ePortfolio.
6. Click and drag the Images folder on top of the My Files folder. When you let go of the mouse, the Images folder will appear as a sub-folder under My Files.

NOTE: You can create as many folders as necessary to get yourself organized. If you wish to create a main folder, you should click on the My ePortfolio folder prior to clicking on the New Folder button. If you wish to create a sub-folder, you should click on the folder you wish to make a sub-folder for prior to clicking on the Add Folder button.

### Organizing the ePortfolio:

1. Once an item is in the ePortfolio, you can rename it, edit the description, or delete it. In the case of an Uploaded File, you will also be able to browse for a different file. (Note: If you delete a folder, you also delete all of its contents. If there are any subfolders attached to that folder, you will also delete them and all of their contents.)
2. Click the Options to the right of an item in the My ePortfolio folder to Edit or Delete an item.

## Uploading Files:

1. The Upload File button allows you to upload almost any type of file to your ePortfolio. Click Upload File. (Note: There are two file types that cannot be saved to the ePortfolio; HTML files (.html, .htm) and Bitmap image files (.bmp).)
2. Select the Images folder.
3. Click Upload File(s).
4. Click Browse to locate a file. Navigate to the My Pictures folder on your hard drive. Choose any image file. Once you select the file, highlight it and click Open (or double-click the file).
5. To save time you can elect to upload multiple files to a folder at once. Click Browse and choose another image file. Once you select the file, highlight it and click Open (or double-click the file).
6. Click Remove to the right of the second image file. This will delete the selection of the second image file prior to upload.
7. Click the Upload button. The window will close. Click the Image folder and the uploaded file will appear on the right side of the ePortfolio.

## Adding Bookmarks:

1. You can bookmark your favorite Internet websites. Click the New Bookmark button above the folder list.
2. Type the Title *Technology Tools to Get Teachers Started*.
3. Type a Description for the file - *A mini-manual to web readiness*. (Note: The Description is (optional) wording describing a file that appears when the mouse is rolled over the item in the ePortfolio.
4. Type the URL (web address) - <http://www.edutopia.org/dg-manual>
5. Click the Save button. The window will close, and the bookmark will be added to the My Bookmarks folder.

### To Copy and Paste a URL:

- Open two windows/tabs with the web browser.
- In one window/tab, login to SAS.
- In the other window/tab, find the desired web site.
- Highlight the URL in the address/location bar, and copy it.
- Return to SAS and paste the URL into the correct field. Be sure the pasted URL completely replaces any other text.