

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 **Teacher Tools** in the upper-right hand corner of any page in **SAS**.
2. Choose **My ePortfolio** from the **Teacher Tools** 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 on the right side of the screen – as of now, all of these items will be stored within the **My ePortfolio** folder.
4. Click **Add 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**.
7. Click on the – (**minus**) sign to the left of the **My Files** folder. This will hide the **Images** folder. Clicking on the + (**plus**) sign to the left of the **My Files** folder will show the folder(s) underneath the **My Files** folder – in this case, the **Images** folder.
8. **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 **Add 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 move it to another folder, 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 **Edit icon (pencil)** to the right of an item in the **My ePortfolio** folder.
3. Select an appropriate folder from the **Folder** drop-down list (e.g., My Files, My Bookmarks, etc.).
4. Click **Save**.
5. Click on the selected folder (from step 3) and the item will appear on the right side of the **ePortfolio**.

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 from the **Folder drop-down menu**.
3. 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).
4. To save time you can elect to upload multiple files to a folder at once. Click the **Add** button. Click **Browse** and choose another image file. Once you select the file, highlight it and click **Open** (or double-click the file).
5. Click **Remove** to the right of the second image file. This will delete the selection of the second image file prior to upload.
6. 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 **Add Bookmark** button above the folder list.
2. Select the **My Bookmarks** folder from the **Folder drop-down menu** to save the file to.
3. Type the **Title *Technology Tools to Get Teachers Started***.
4. 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**.)

5. Type the **URL** (web address) - <http://www.edutopia.org/dg-manual>
6. 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.

7. Click on the **My Bookmarks** folder and the bookmark will appear on the right side of the ePortfolio. Click on the title ***Technology Tools to Get Teachers Started*** to test the bookmark. Close the window (or tab) to return to the **ePortfolio**.