

Open your ePortfolio

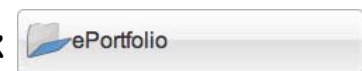
Your ePortfolio is a space to record your achievements. You can add your achievement records to a collection to show them to other people.



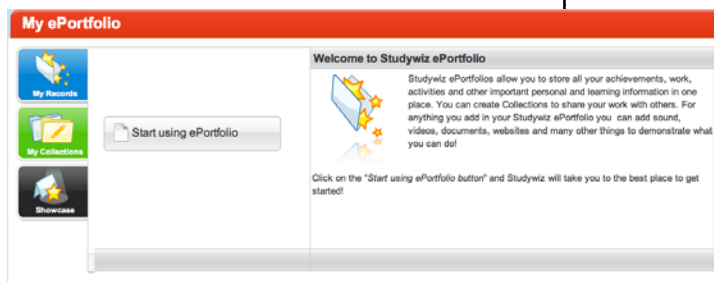
1 Click



2 Click

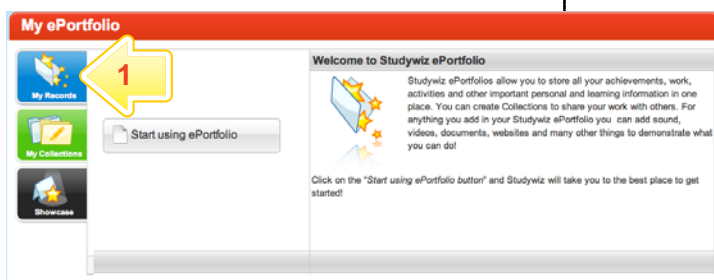


Your ePortfolio appears.



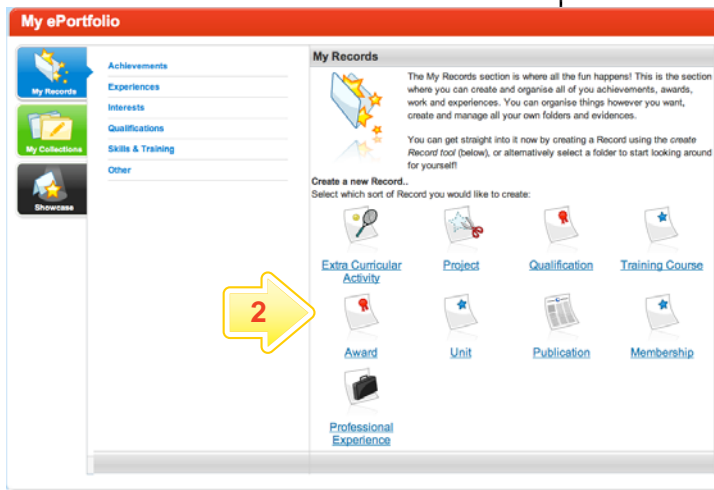
Add a new Record to your ePortfolio

The My Records section of your ePortfolio is a place to record your achievements, interests, qualifications, skills and training, and any other notable activity or event.

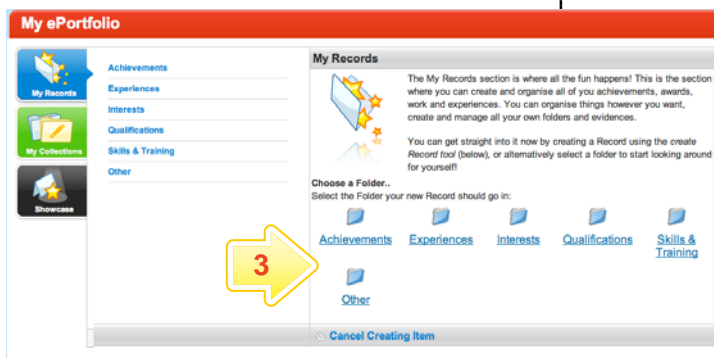


1 Click



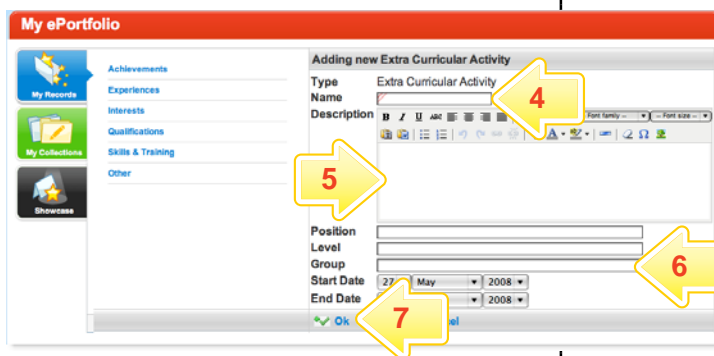


2 Click the type of record that you want to create.



3 Click the folder in which you want to store the new record.

The Adding New Record page appears. This page is slightly different for every type of record.

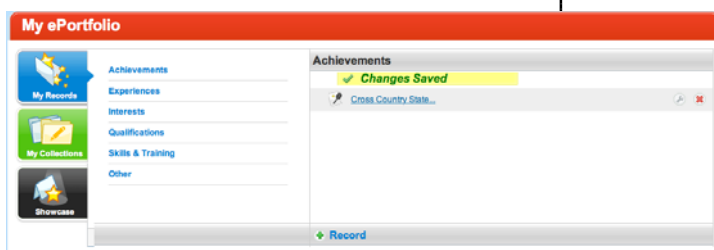


4 Type a name for the record.

5 Type a description for the record.

6 Complete the other record fields.

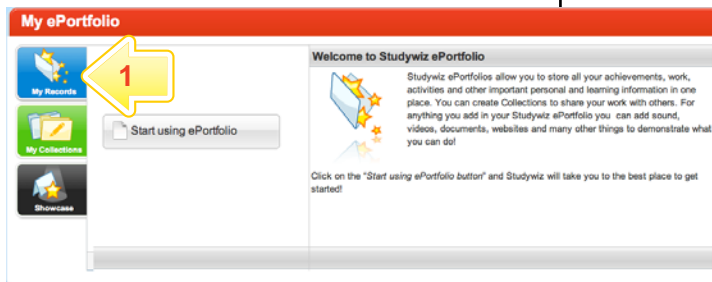
7 Click .



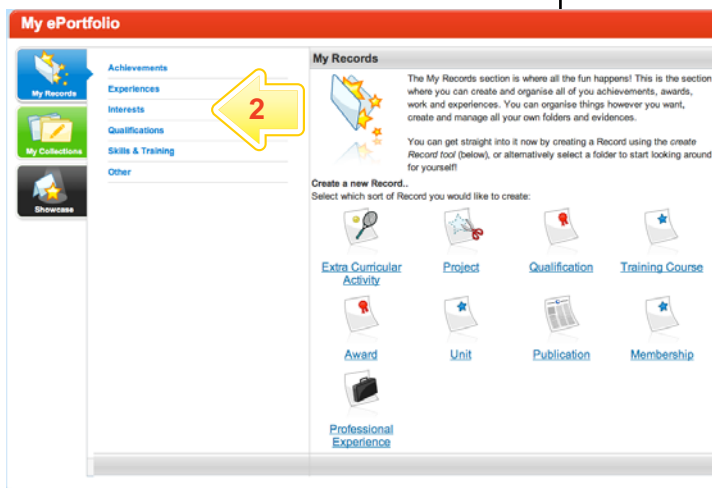
The ePortfolio My Records page appears.

Add Evidence to an ePortfolio Record

Each record you add to your ePortfolio can be supported by examples of work which can be added to the record. These are called evidences.



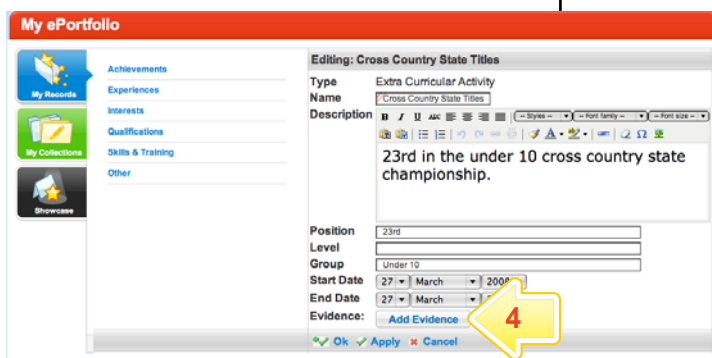
1 Click 



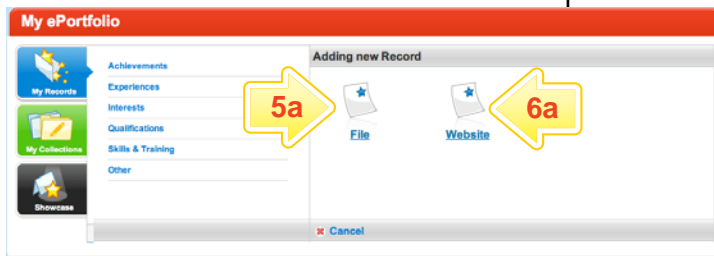
2 Click the folder that contains the Record to which you want add evidence.



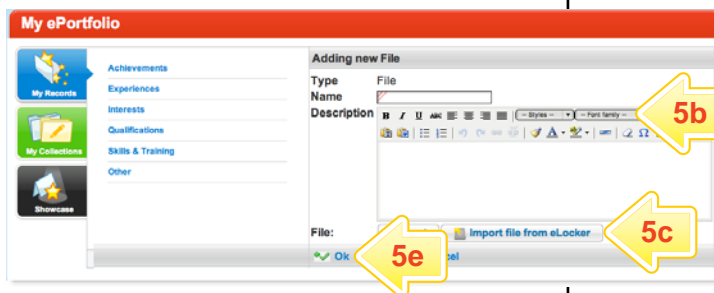
3 Next to the Record click 



4 Click 

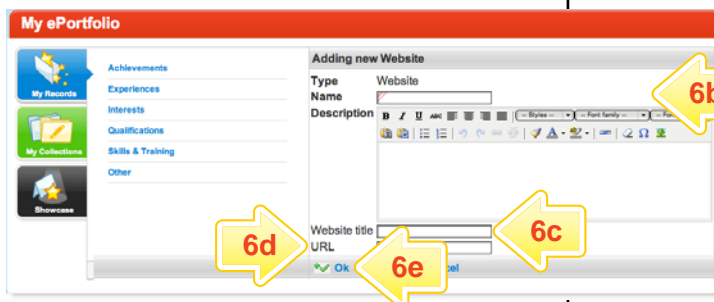


You can either add a file as evidence or add a link to a website. To add a file, follow step 5. To add a link to a website, follow step 6.



- 5
 - a Click [File](#)
 - b Type a name and description for the evidence.
 - c Click (to upload a file from your computer) or click (to import a file from your eLocker).
 - d Find and then add the file.
 - e Click .

The file is added to the Record as evidence.

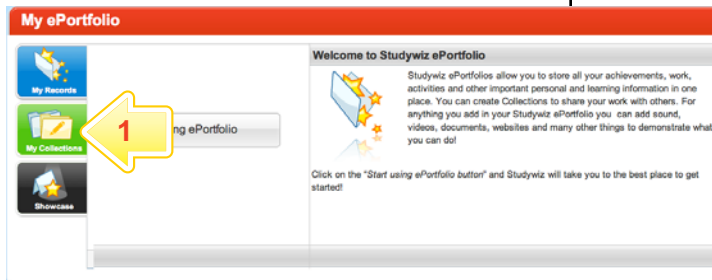


- 6
 - a Click [Website](#)
 - b Type a name and description for the evidence.
 - c Type a title for the website.
 - d Type or paste the website URL.
 - e Click .

The website is now linked to the Record as evidence.

Add Records to an ePortfolio Collection

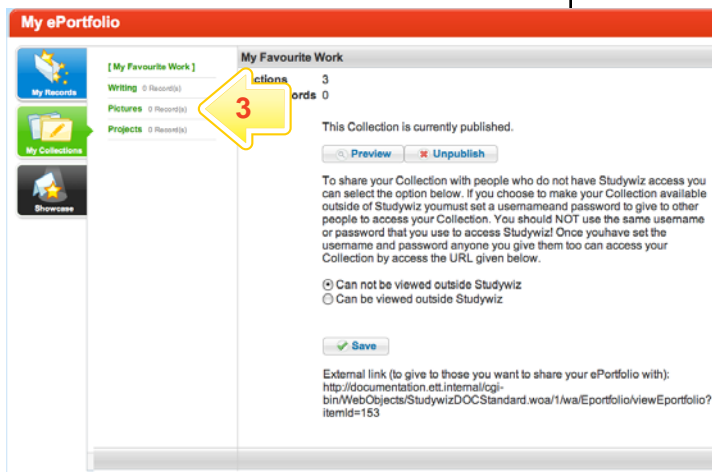
A collection is a group of ePortfolio records that together show a part of your learning. You can build a collection by selecting items from your My Records section.



1 Click 



2 Click the collection you want to build.



3 Click the Collection folder to which you want to add the record.



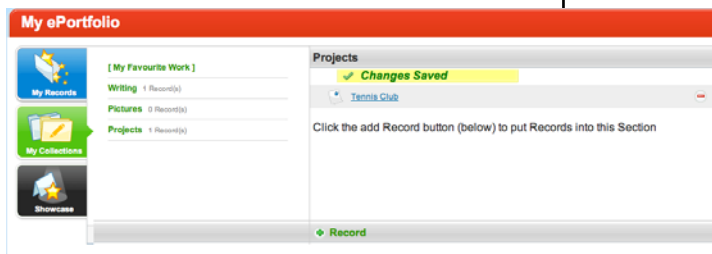
4 Click 



5 Click the Records folder that contains the record that you want to add.

6 Next to the Record, click 

The record is added to the Collection.



To add more records to the collection repeat steps 3 to 6.