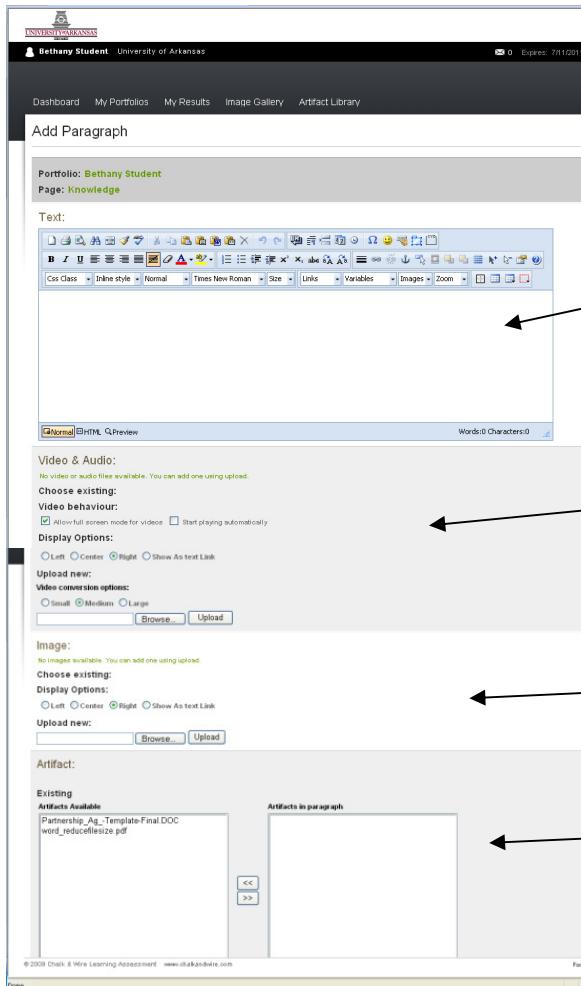
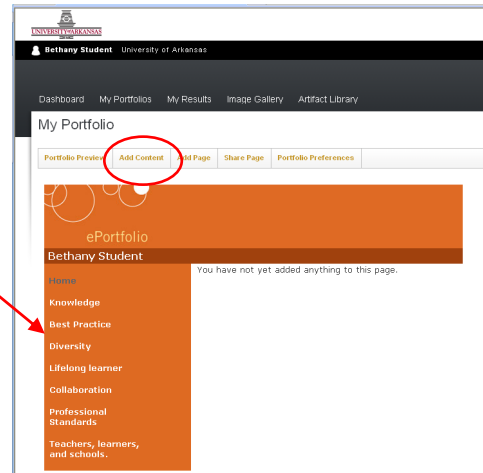


4) Adding Content to a page (Images, assignments, video)

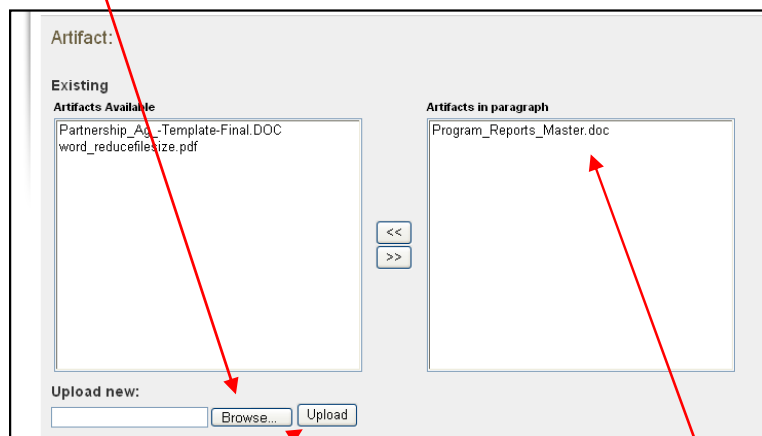
- Go to your Portfolio Home Page (see 3. Going back into an already created Portfolio)
- Choose the tenet (from the column on the left) that you want to add your assignment/image/video to
- Once you are on the correct page/tenet, click "Add Content" (second from the left along the top of your portfolio)
- You should see the screen pictured below



- **Text and Heading:**  
The first section allows you to title your work and add a brief description if desired (it is suggested that you title your work in a logical way, e.g. professor name, date, assignment name)
- **Video and Audio:**  
This feature can be used to upload video or audio clips (shorter than 30 min.) and embed them in your profile
- **Image:**  
Upload an image to submit to your professor
- **Artifact:**  
This is the most important of the Add Content features. Use this to upload word documents, Excel files, etc.

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- To upload, click "Browse" in the appropriate section (video/audio, image, artifact) and find the file you wish to upload



- Click "Upload" once you've retrieved the desired document
- When your file is uploaded correctly, the title will appear in the artifacts boxes (or in the drop down menu under Video & Audio or Image). Make sure that the desired file is in the "Artifacts in paragraph" box or selected from the appropriate drop down menu. Then scroll up and click the Save button near the top right corner.
- Your uploaded work should now appear on your portfolio page

