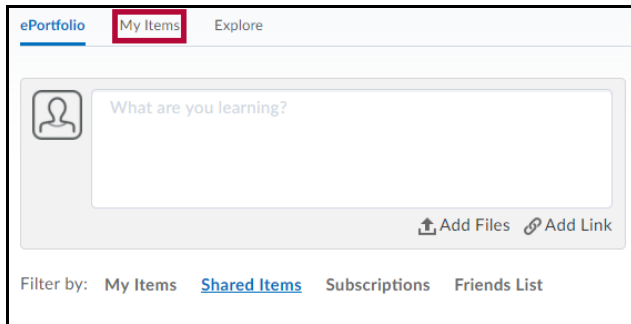


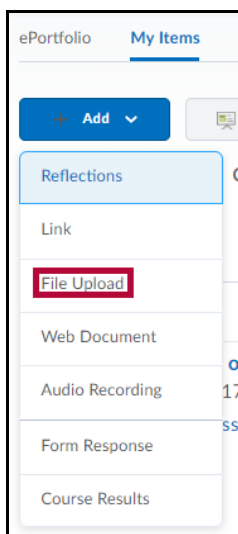
# Upload ePortfolio Artifacts

Last Modified on 11/29/2021 10:58 am CST

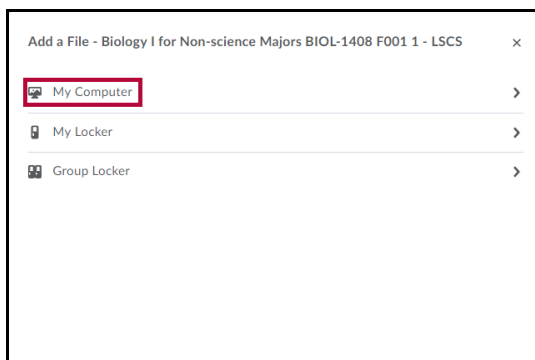
1. Click on **Collaboration** on the navbar and choose **ePortfolio**.
2. Click **My Items**.



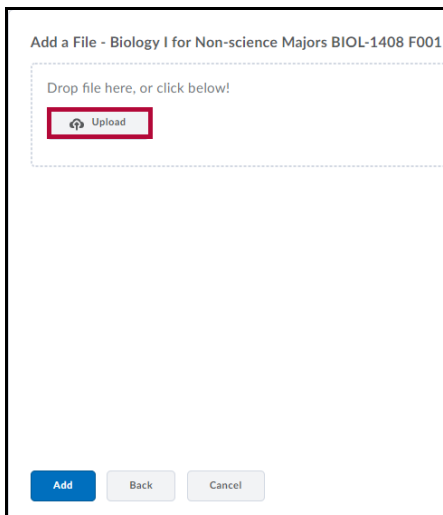
3. Click **+Add** then select the object type (in this example, **File Upload**).



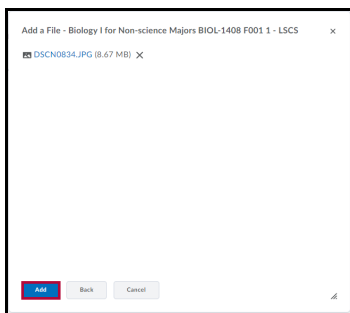
4. Click the location of the file you wish to upload (in this example **My Computer**).



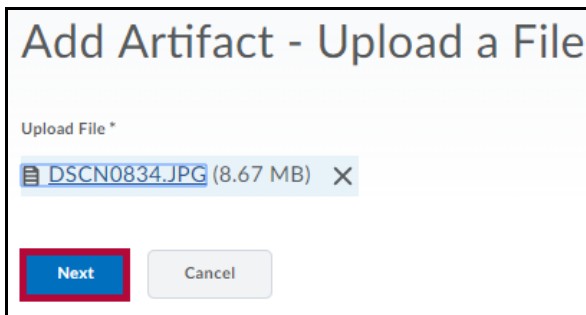
5. Click **Upload** and browse to the file you want.



6. After selecting the file from your computer, click **Add**.



7. Your artifact is now ready to upload. Click **Next**.



8. Edit the name and description if desired, then add any relevant tags (tags will be used for searching and

## Add Artifact - Upload a File

File

DSCN0834.JPG (8.67 MB)

Name \*

DSCN0834

Description


Tags

What are tags?

Save Back Cancel


collections). Click **Save**.

9. On the properties page you may edit the name and/or description of the file, add Tags, change comments and assessment options and more. Click **Save and Close** to complete the upload or **Cancel** to cancel the upload.

 **DSCN0834** ▼  
March 6 1:36 PM | [Open File](#)

Name

Description

File  
 **DSCN0834.JPG** (8.67 MB)

Tags  
   
What are tags?

**Comments / Assessments**  
When you select the check boxes for Comments and Assessments you allow users with sufficient permission to add comments, or assessment based on rubrics.  
 Allow others to add/view comments if they have sufficient permission  
 Allow others to add/view assessments if they have sufficient permission

**Presentations Containing this Artifact**  
Display this artifact in a presentation to make it part of a showcase of your work.  

There are no presentations displaying this artifact

**Learning Objectives**  
Link this item with learning objectives to track evidence of your learning.