

# How to Upload Files (Documents, Images, Videos and Audio) (Mobile)

A Guide for Students and Faculty

**Who is this for?** This guide is for students and faculty to learn more about how to upload content to their ePortfolio on a mobile device. These steps are for adding content to a new page or an existing page with content.

**Step 1:** Click on the “Add Content” button or the (+) sign on the bottom right corner. (See Image 1)

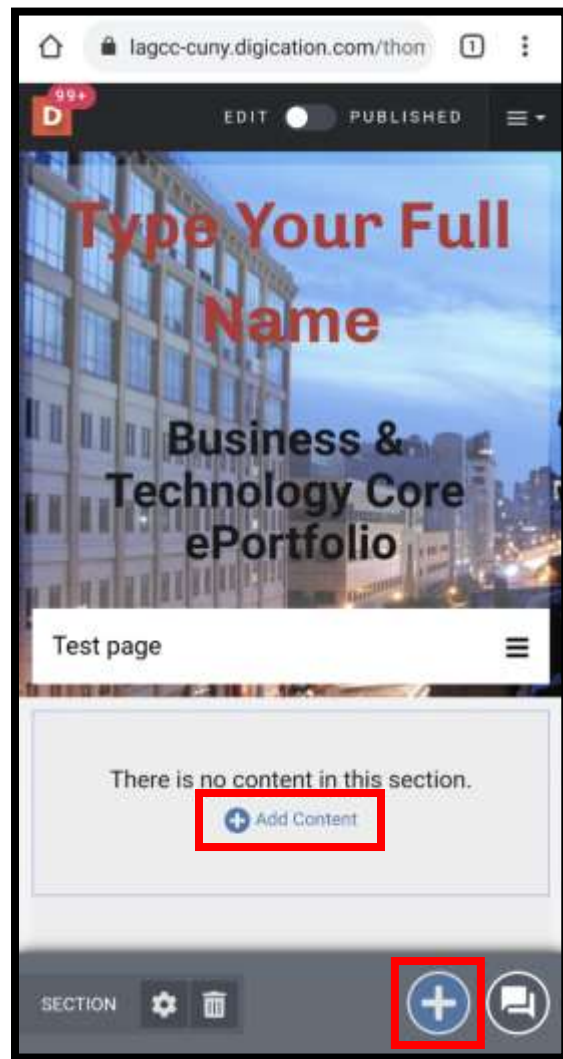


Image 1

**Step 2:** In the library, scroll down to locate and click “Upload File.” (See Images 2 and 3)

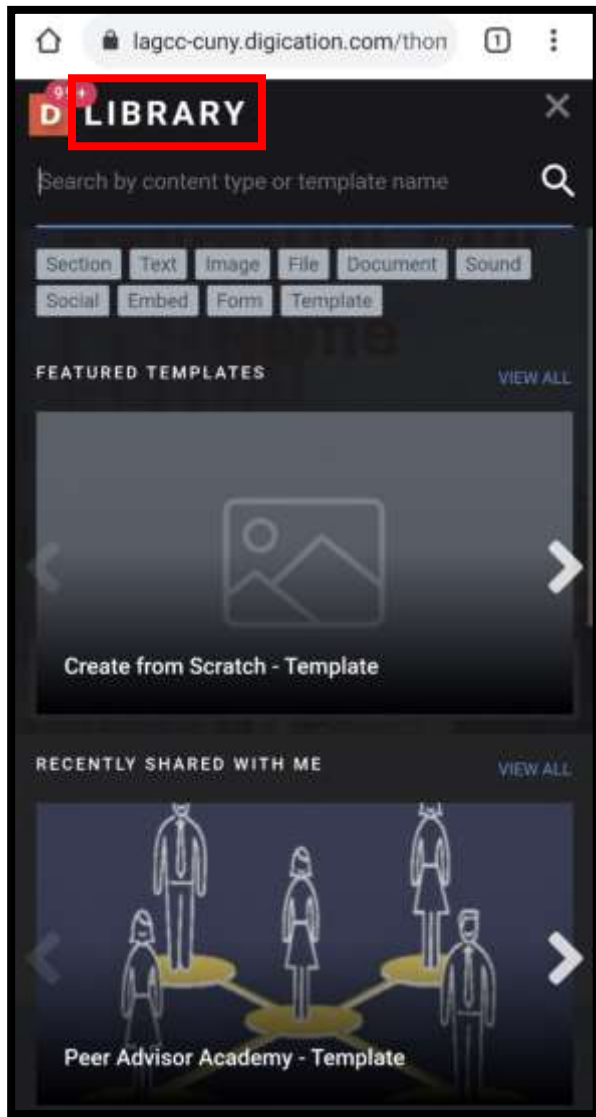


Image 2

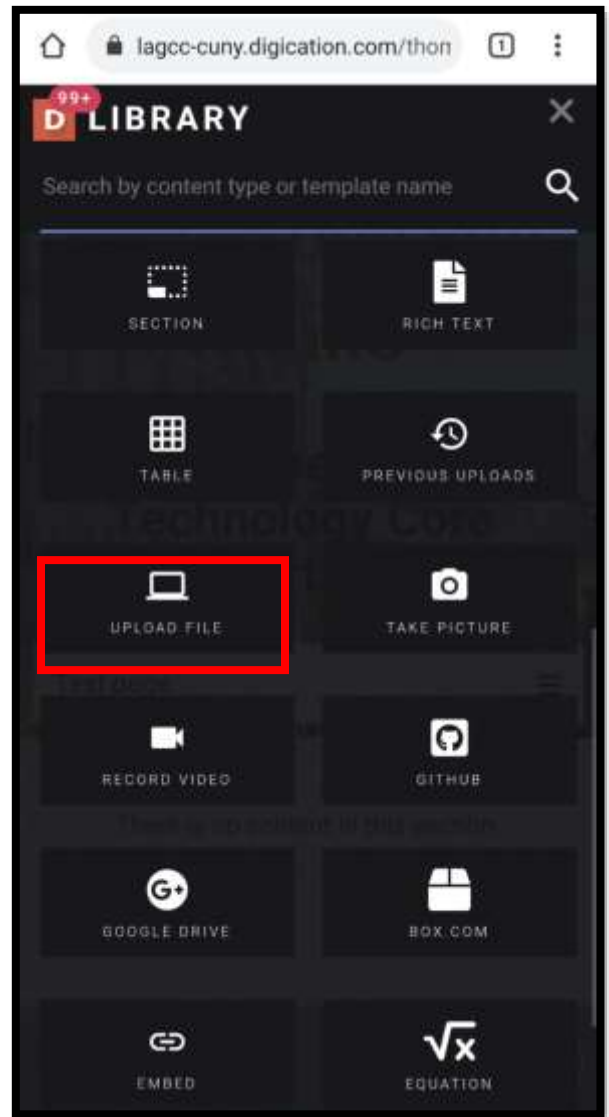


Image 3

**Step 3:** Next, click the “Select Files to Upload” icon to bring up the “Open From” window on your mobile device (*This example is being done on an Android Phone*). Select the folder you want to open from. Then, locate the file and click it. (See image 4, 5 and 6)

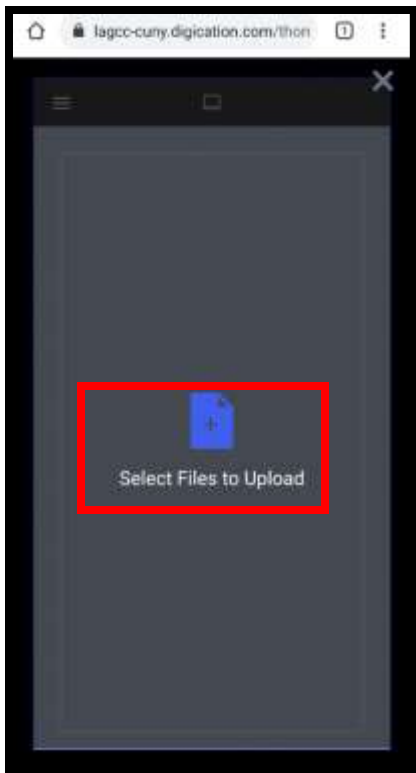


Image 4

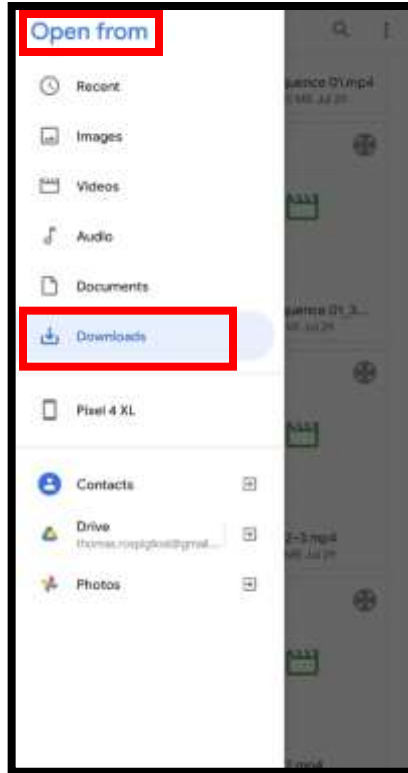


Image 5

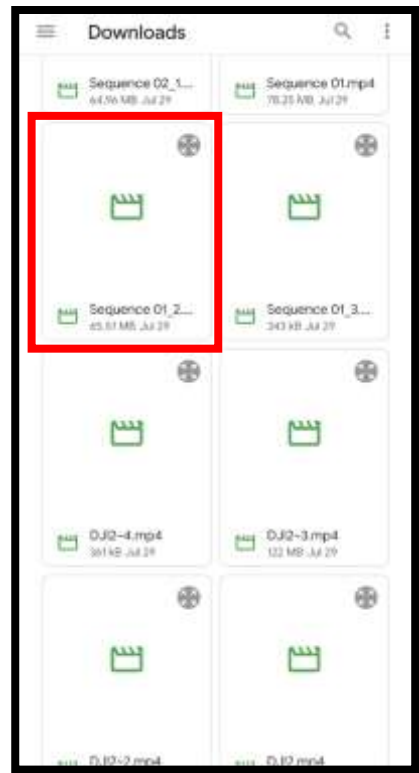


Image 6

**Step 4:** With the file listed in the “Selected Files” window, click “Upload.” It will be uploaded to ePortfolio. A video was used for this example, you will see the video processing before you can view it. (See image 7, 8 and 9)

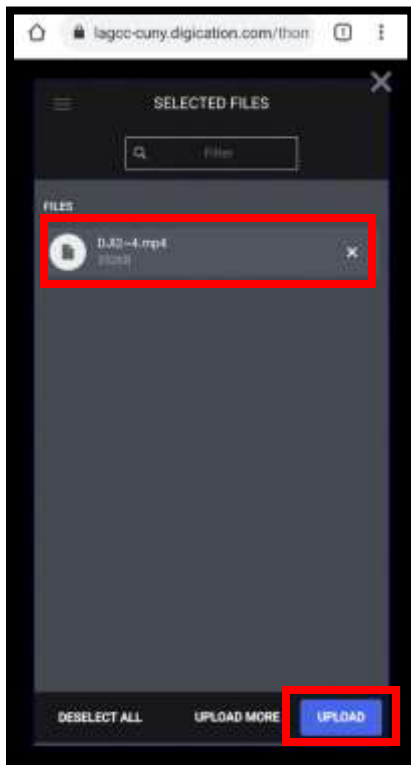


Image 7

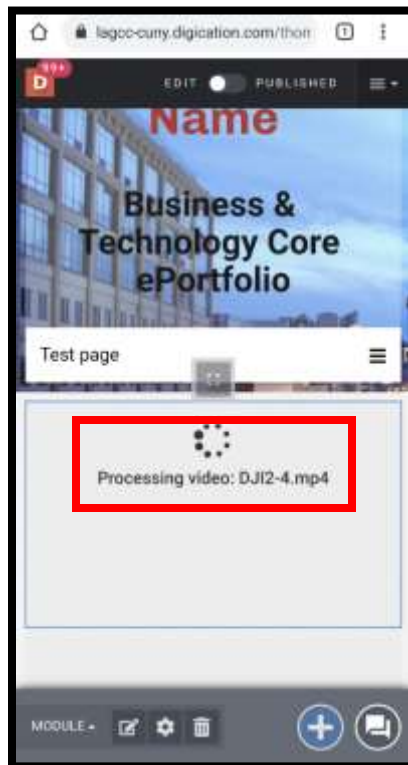


Image 8

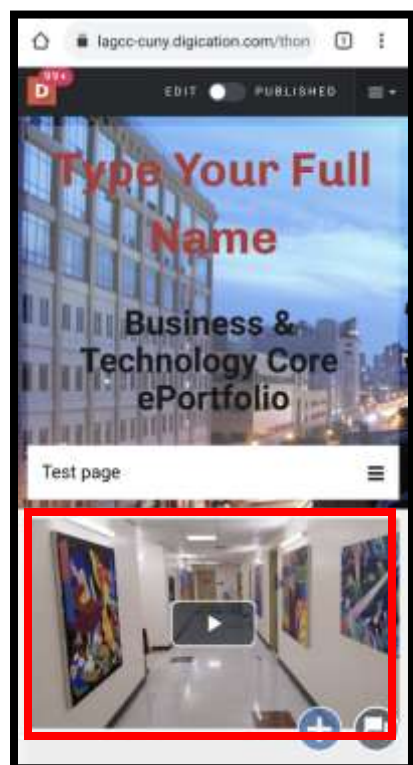


Image 9

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.

This guide was created by the ePortfolio Program at LaGuardia Community College (CUNY). For more information, please visit [www.laguardia.edu/eportfolio](http://www.laguardia.edu/eportfolio).

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