

Use the Previous Uploads Feature (Mobile)

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty who want to reuse a file that was previously uploaded to their ePortfolio on a mobile device.

Note: This feature allows you to access files you previously uploaded to your ePortfolio to reuse the content, or reupload a file that you deleted by accident.

Step 1: In your ePortfolio, click on the “Add content” button or (+) sign. In the library, click “Previous Uploads.” (See images 1 and 2)

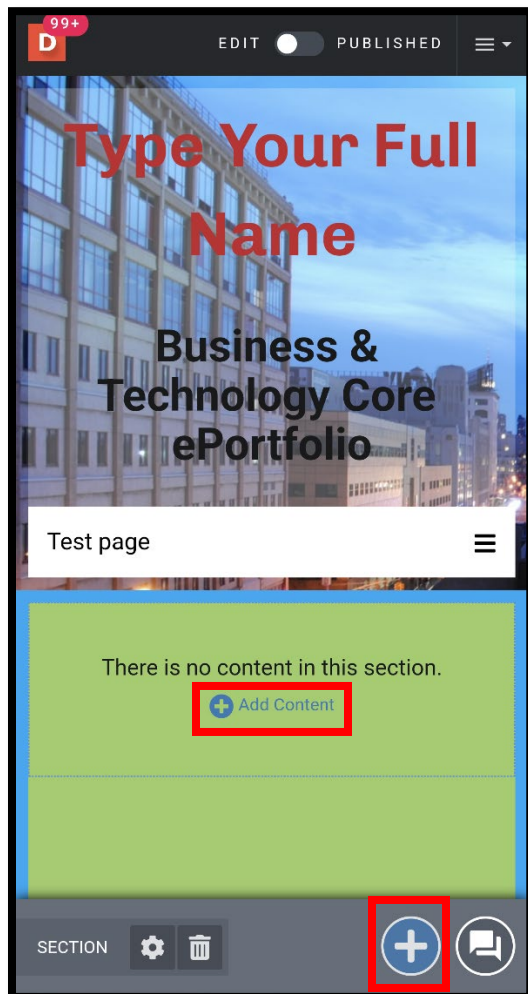


Image 1

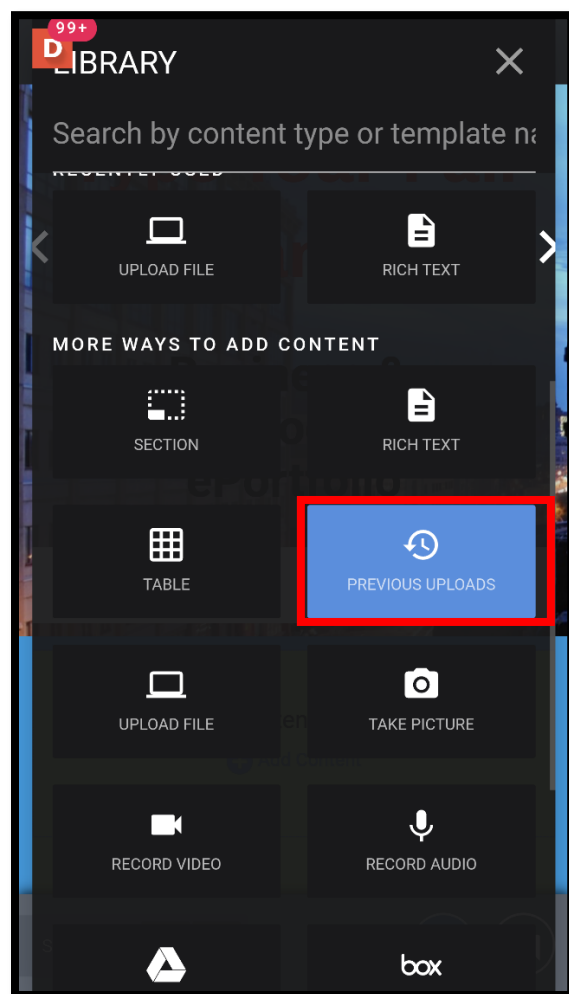


Image 2

Step 2: In the “Previous Uploads” window, scroll through the files you have previously uploaded and select the one you want to add to your ePortfolio. Click the “+ Add 1 Selected File to Gallery” button and the file will then be added to the page of your ePortfolio. (See images 3 and 4)

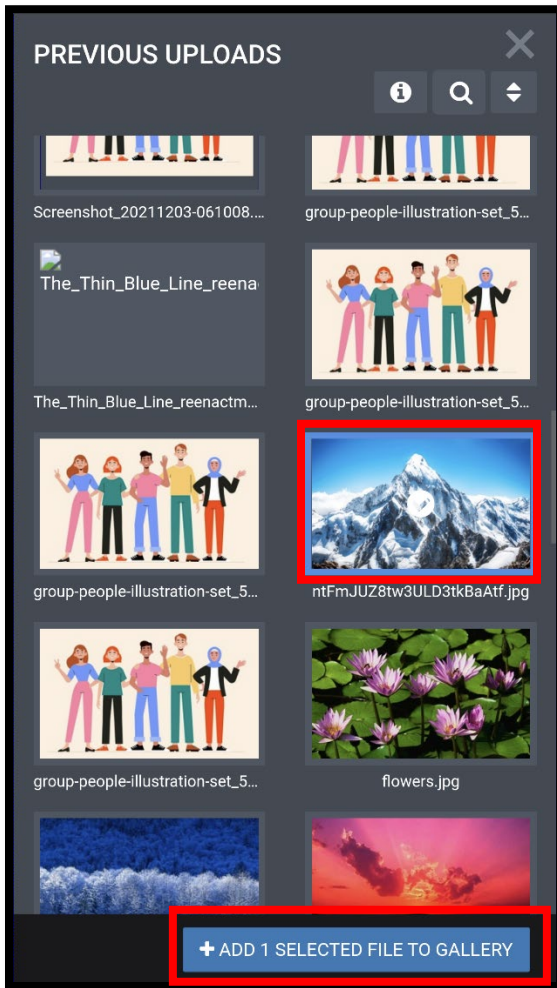


Image 3

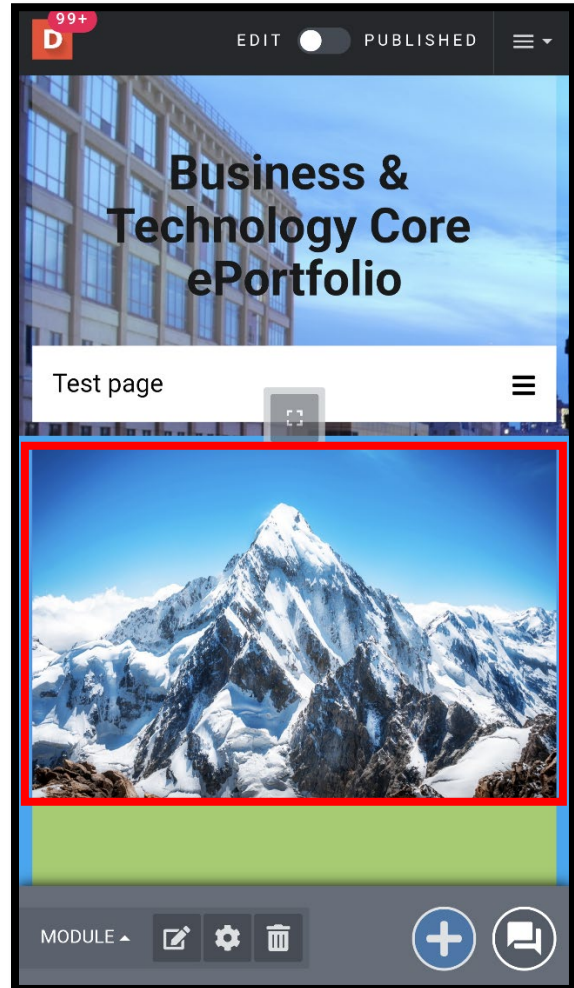


Image 4

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