

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

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. 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, locate and click “Upload File.” (See Image 2)

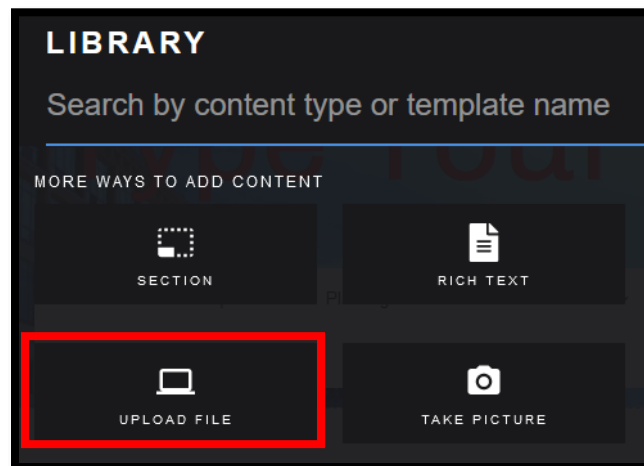


Image 2

Step 3: Next, click the “Select Files to Upload” icon to bring up the “file upload” window. Then, locate the file and click “Open.” (See image 3)

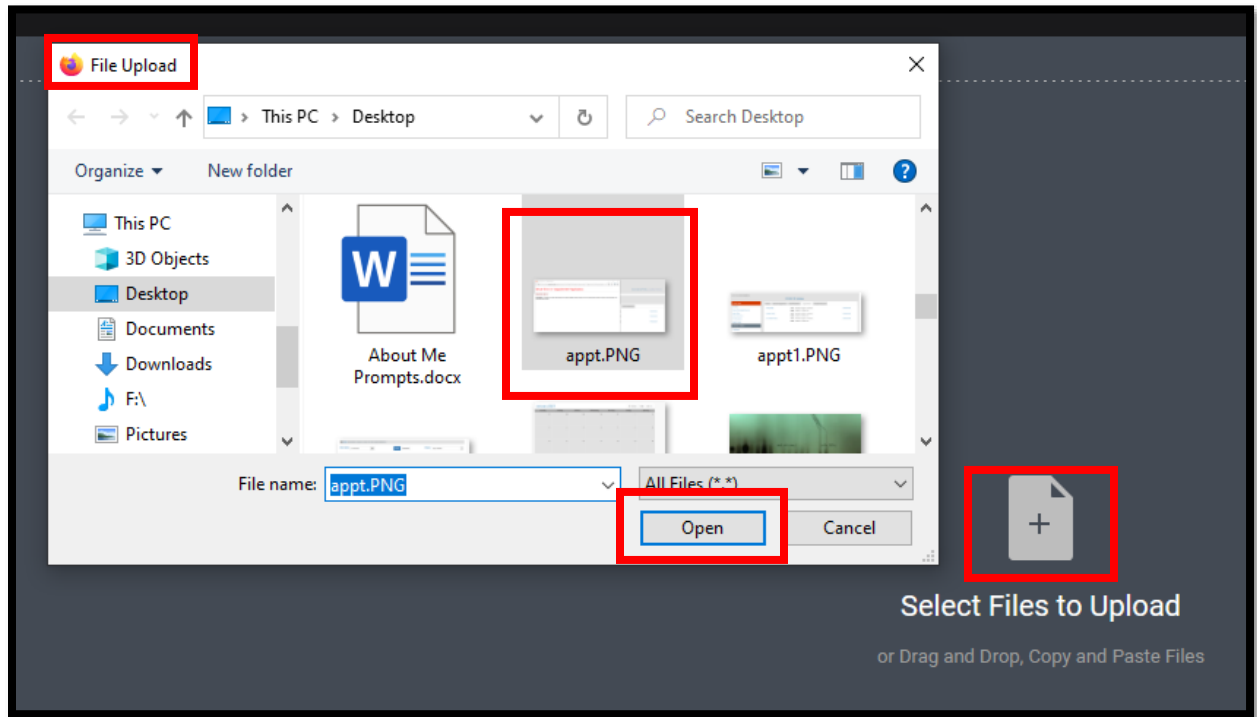


Image 3

Step 4: With the file listed in the “Selected Files” window, click “Upload.” (See image 4)

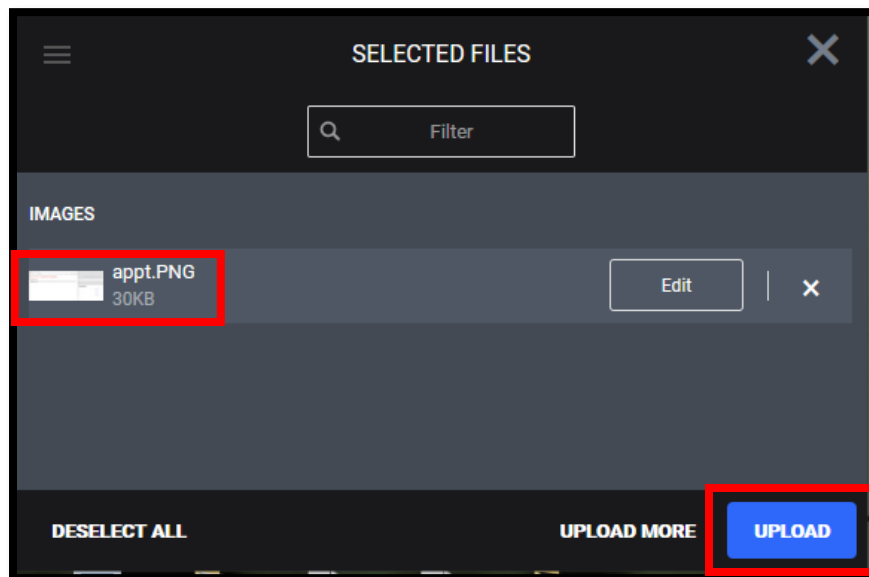


Image 4

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