

How to Use the “Previous Uploads” Feature

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.

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. (See image 1)

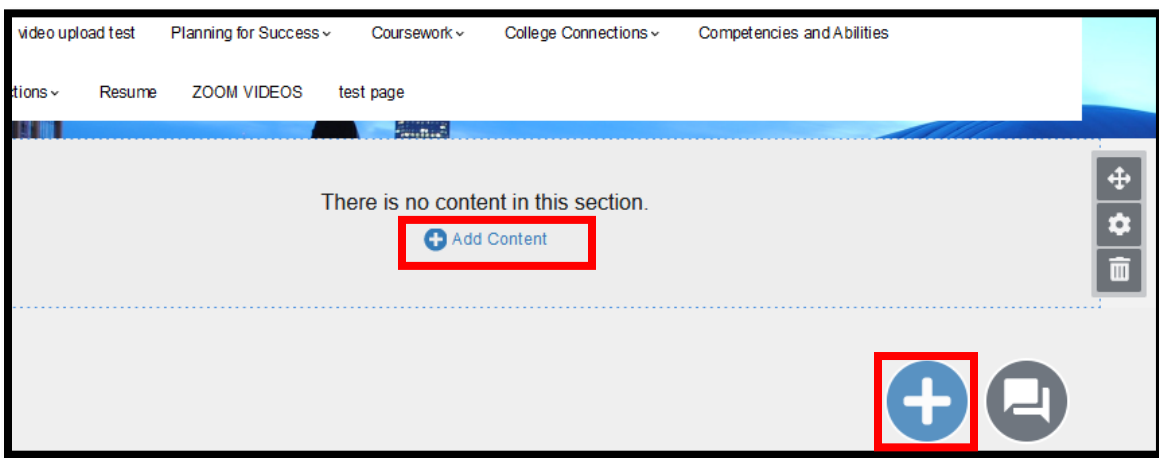


Image 1

Step 2: In the library, click “Previous Uploads.” (See image 2)

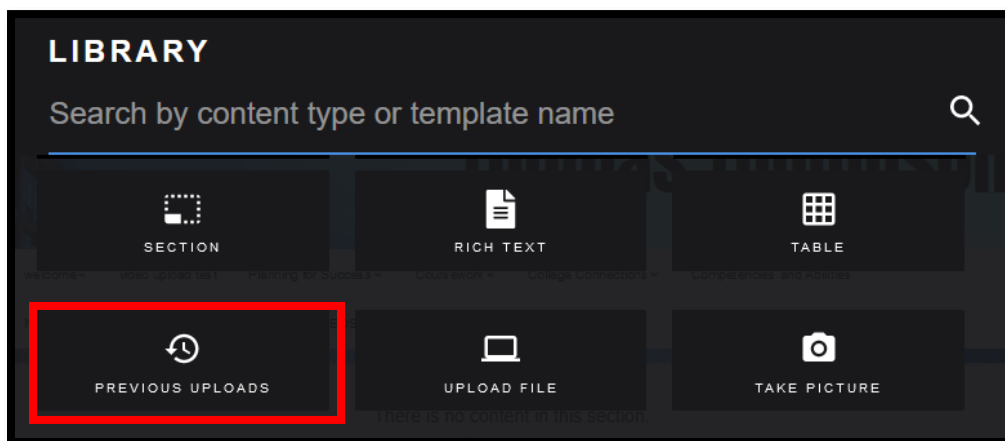


Image 2

Step 3: In the “Previous Uploads” window, scroll through the files you have previously uploaded and select the one you want to add to your ePortfolio. The file will then be added to the page of your ePortfolio. (See *images 3 and 4*)

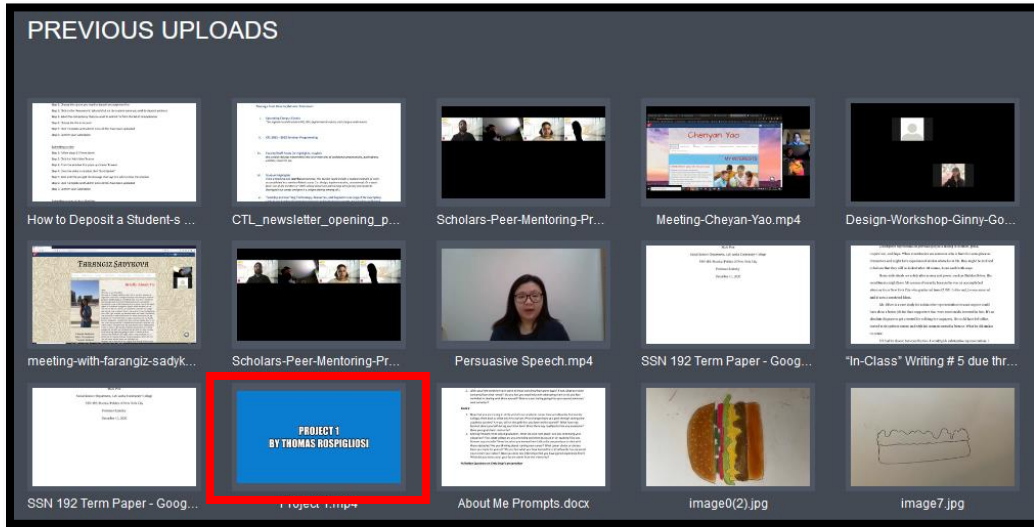


Image 3

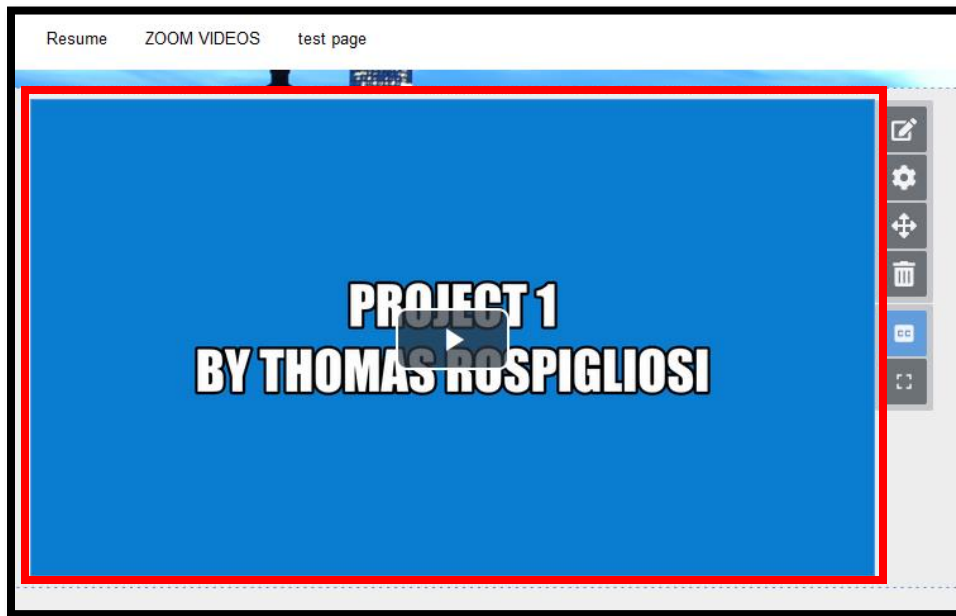


Image 4

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