

How to Change a Media File Without Deleting it

A Guide for Students and Faculty

Who is this for? This guide is for anyone that wants to change a media file (Image, video, audio) on a page in their ePortfolio without deleting it, so that the new file retains the same position.

Step 1: In your ePortfolio, hover over the media module that contains the media file. From the icons that appear, click the “edit” icon. (See image 1)

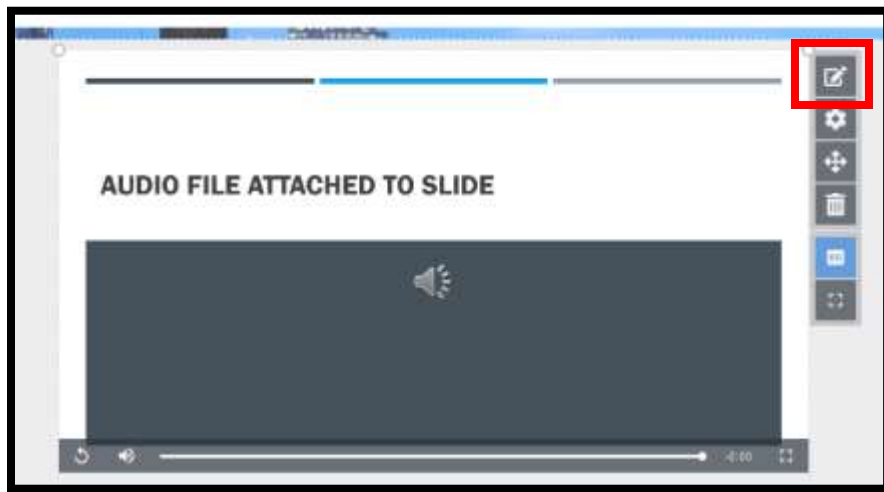


Image 1

Step 2: Three options will appear in the middle of the media module; “Add More Items,” “Replace This Item” and “Edit Caption.” Select the “Replace This Item” option. (See image 2)

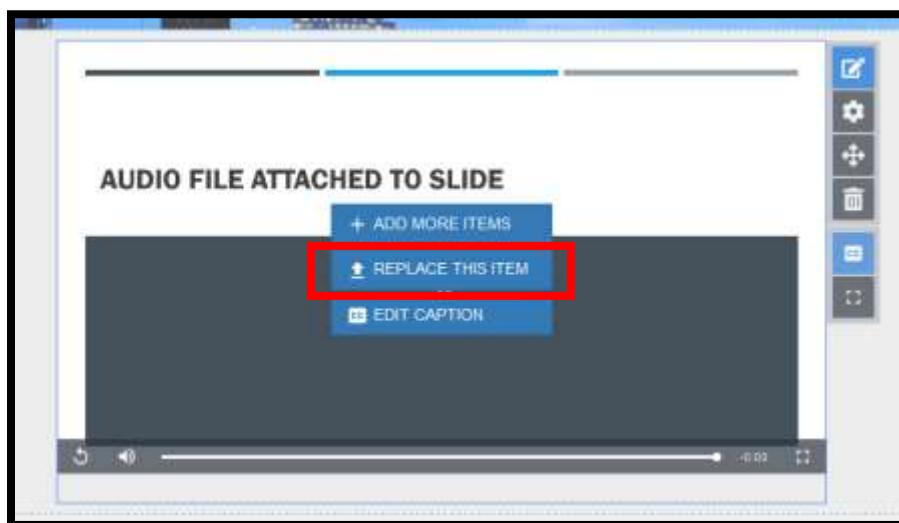


Image 2

Step 3: This will take you to your library where you can choose to upload a previously uploaded file, upload a new file or choose one of the other available options. (See image 3)

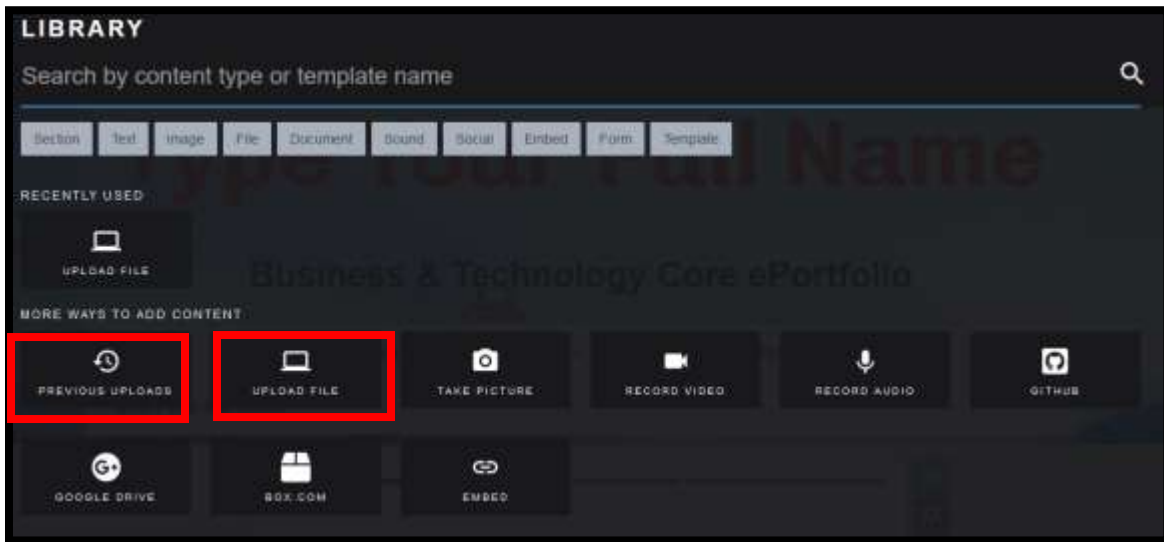


Image 3

Step 4: Follow the steps for uploading files into your ePortfolio. You can view the instructions in our “How to Upload Files, Documents, Images and Videos” tutorial. Once you have uploaded or chosen a new file, it will replace the current file on the page of the ePortfolio. (See image 4)



Image 4

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