

# How to Use your Electronic Portfolio

## To Login to your accounts

For all **Freshmen** Only

Your Username is the first letter of your first name, then the first letter of your middle name and then your full last name

For example: Reggie Wayne Miller = RWMiller

Your Password is your complete student ID # from your lunch card

For **sophomores** at NPBS last year

Your Username is the first letter of your first name and then your full last name

For example: Reggie Miller = Rmiller

Your Password is your complete student ID # from the grade book program

For **sophomores** new to NPBS

Your Username is the first letter of your first name, and then your full last name, and then 2006

For example: Reggie = Rmiller2006

Your Password is your complete student ID # from the grade book program

## To save files to the network

1. Make sure you are logged in to your account
2. Open the file you would like to save to the network
3. Go to the FILE menu and click SAVE AS
4. Choose the appropriate folder to save the file. For example, to save a 10<sup>th</sup> grade English paper go to the S DRIVE and open your folder. Open the Electronic Portfolio folder – then open the 10<sup>th</sup> grade folder – then finally open the English folder to save your work.

## To add items to your portfolio

1. Open your Electronic Portfolio Presentation in PowerPoint
2. Determine which Expected Result (Slide) best fits the assignment you are adding
3. On the appropriate slide, type in the name of the assignment
4. Highlight the information you typed in
5. Go to the INSERT menu and click HYPERLINK
6. Use the FILE button to locate the file you would like to add to your portfolio
7. Select the file and click OK
8. Your item is now hyperlinked – run the presentation and check your work.

## To add a Reflection paper to your portfolio

1. Open MS Word
2. Go to FILE – OPEN
3. On the G drive (2402) open the file EXHIBIT EXPLANATION
4. Go to FILE – SAVE AS and save the Exhibit Explanation with a new filename in the appropriate folder on the S drive
5. Answer the Reflection Paper Questions.... Be Detailed. Re-Save the Reflection Paper.
6. Follow steps 1-8 of the To add items to your portfolio section to link the reflection paper to your presentation.

