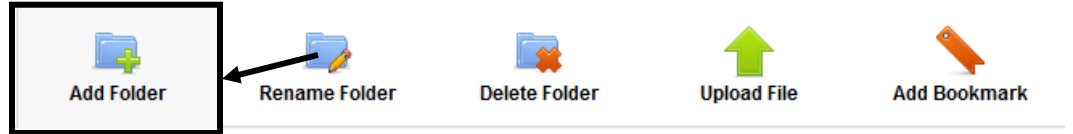


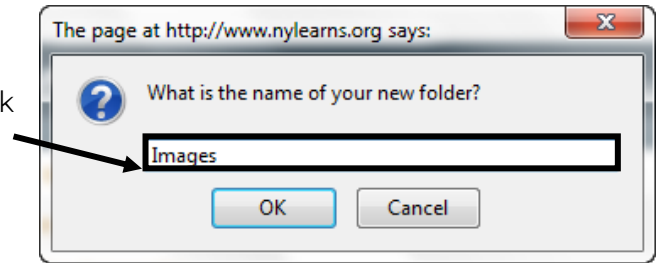
## Add Folder

You can create as many folders as you like to get yourself organized. You also have the ability to create subfolders within a folder.

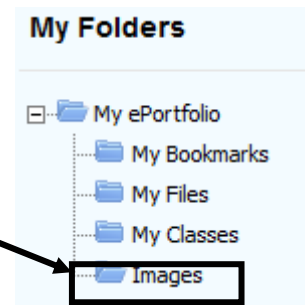
1. Click **Add Folder**.



2. Type a name for the **New Folder**, and click **OK**.



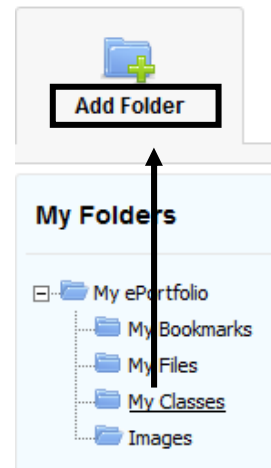
3. A **New Folder** will be added under the **My Portfolio** folder.



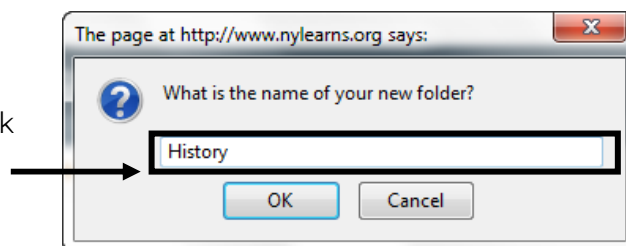
4. Repeat Steps 1-3 to add as many folders as necessary.

## Create Subfolders

1. Click your mouse on the folder to which you wish to add a subfolder.
2. Click the **Add Folder** button.



3. Type a name for the **New Folder**, and click **OK**.

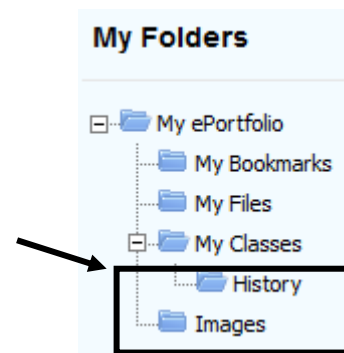


4. A **Subfolder** will be added to the folder.



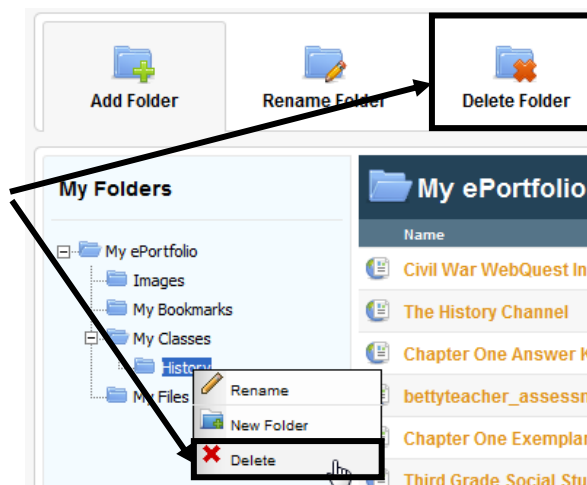
### Drag and Drop:

Users may also elect to use the **Drag and Drop** feature. Click on a **Folder**, and while holding your mouse button down, drag the **Folder** on top of the folder you want it to become a **Subfolder** of.

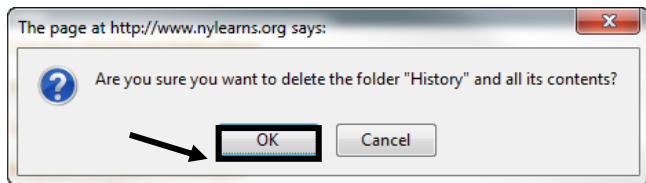


## Delete Folders

1. Right-click your mouse on the folder you wish to delete and select **Delete** or click the **Delete Folder** icon above the folder list.



2. Click **OK**. The folder will be deleted.



**WARNING:**

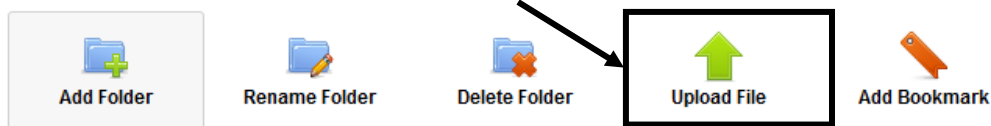
Be aware that if you delete a **Folder**, you also delete all of its contents. If there are any **Subfolders** attached to that folder, you will also delete them and all of their contents.



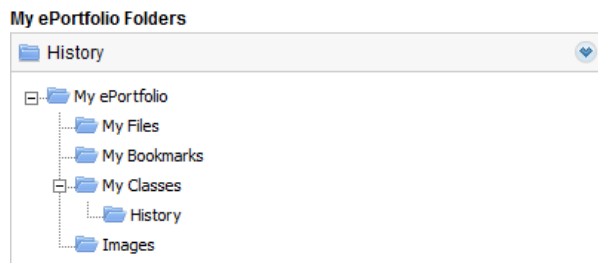
## Upload Files

As long as a file is saved somewhere first, you can upload it to your **ePortfolio**.

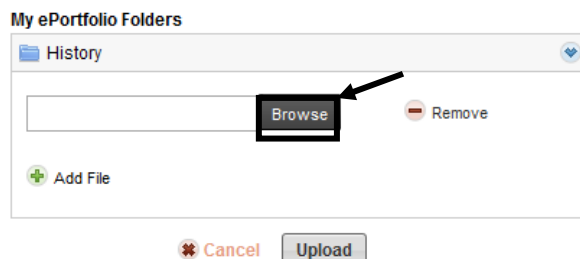
1. Click **Upload File**.



2. Select a **Folder** to save the file to. By default, the folder that is currently open will be selected. Click the arrow to open the drop down menu of your folders.



3. Click **Browse** to find the file on your computer.



4. Once you locate the file, highlight it and click **Open** (or double-click the file).

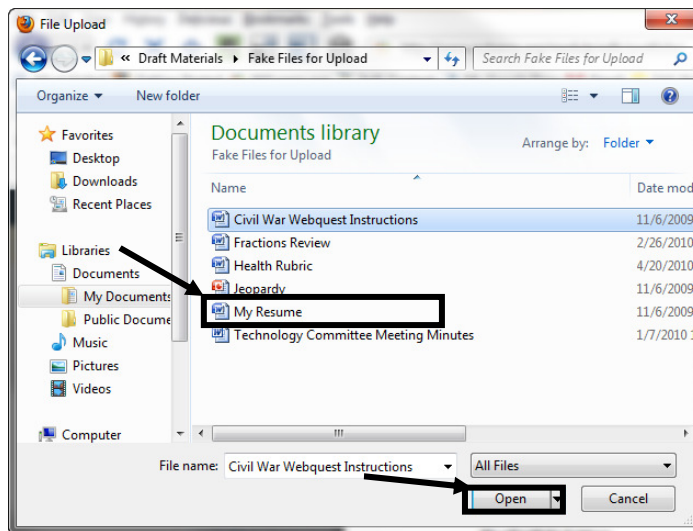
**NOTE:**

To ensure success when moving files between platforms (Mac to PC), include the proper file extension\* when you first save the file.



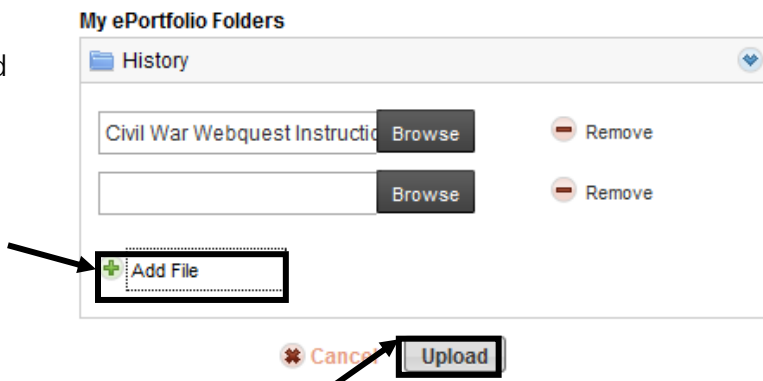
- Word – .doc, .docx
- PowerPoint – .ppt, .pptx
- Excel – .xls, .xlsx
- Access - .mdb, .accdb
- Inspiration - .isf, .ins, .ist
- Sound files - .wav, .mp3, .wma
- Videos - .mov, .wmv, .mp4
- Images - .jpeg, .gif, .tif

Also, avoid special characters such as /, \, #.



5. To save time, users can elect to upload multiple files to a folder at one time. Click the **Add File** button (optional).

To delete a file prior to upload, click **Remove**.



6. Repeat steps 3-5 to add additional files to the **ePortfolio** if necessary.

7. Click the **Upload** button. The window will close, and the file(s) will be added to the appropriate folder within the **ePortfolio**.

**My Folders**

- My ePortfolio
  - Images
  - My Bookmarks
  - My Classes
    - History
    - My Files

| /My Classes/History                  |             |
|--------------------------------------|-------------|
| Name                                 | Modified on |
| Civil War Webquest Instructions.docx | 1/24/2011   |

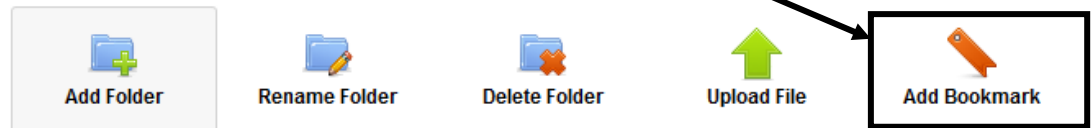


**NOTE:** The **ePortfolio** is an electronic, portable filing cabinet. It is a holding area, not a workspace. You MUST download (save to your computer) documents/files in order to open/modify/print them.

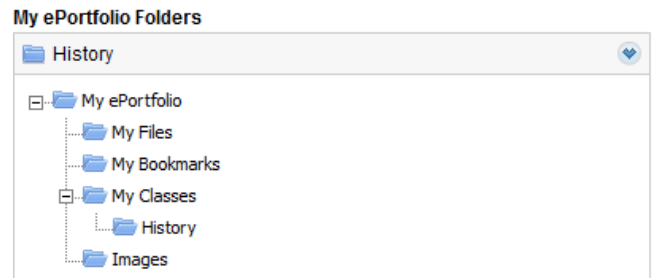
## Add Bookmark

You can **Bookmark** your favorite Internet websites.

1. Click **Add Bookmark**.



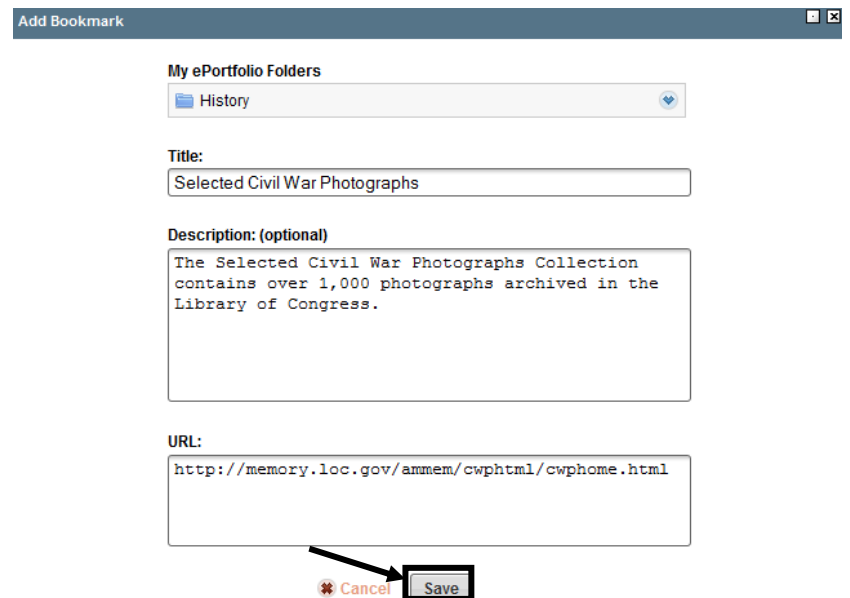
2. Select a **Folder** to save the file to. By default, the folder that is currently open will be selected.



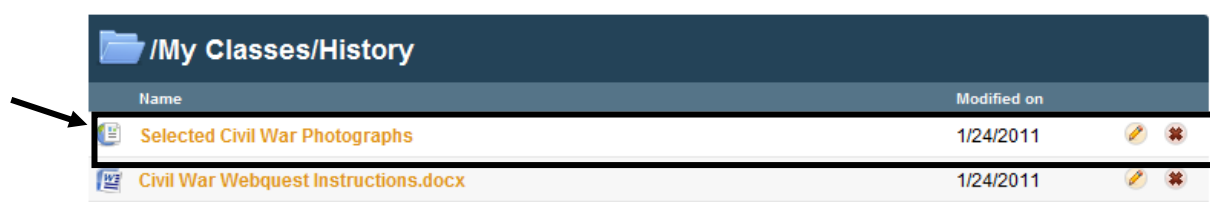
3. Provide a **Name** for the file.
4. Type a **Description** for the file.

The **Description** is wording describing a file that appears when the mouse is rolled over the item in the **ePortfolio**.

5. Type the **URL** (web address).



6. Click the **Save** button. The window will close, and the bookmark will be added to the appropriate folder within the **ePortfolio**.




**To Copy and Paste a URL:**

- Open two windows/tabs with your web browser.
- In one window/tab, login to **NYLearns**.
- In the other window/tab, find the desired web site.
- Highlight the **URL** in the address/location bar, and copy it.
- Return to **NYLearns** and paste the **URL** into the correct field. Be sure the pasted **URL** completely replaces any other text.



**Organizing the ePortfolio**

Once an item is uploaded to your **ePortfolio**, you can move it to another folder, rename it, edit the description, or delete it. In the case of an **Uploaded File**, you will also be able to browse for a different file.

Click the **Edit icon** (  ) to the right of the item you wish to make changes to:



- To move an item into another folder, select it from the **Folder** drop-down list.
- To rename an item, edit the **Name**.
- To select a different file, click **Browse** and navigate to the location where the new file is saved. Highlight the new file, and click **Open**.
- To add a description, enter the text in the **Description** field.
  - To save your changes, click **Save**.
  - To cancel any changes, click **Cancel**.

**My ePortfolio Folders**

Images

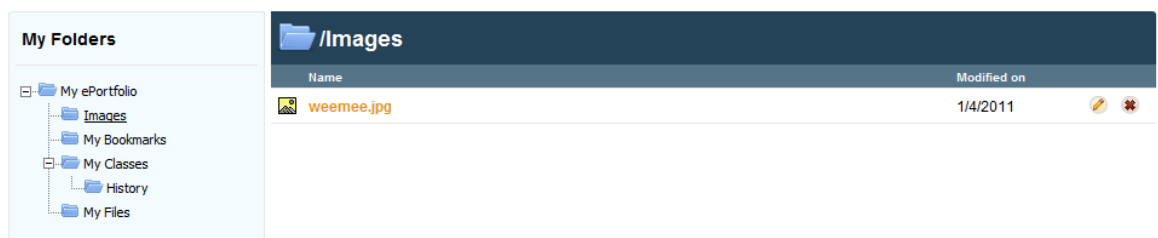
**Title:**  
weemee.jpg

**Description: (optional)**  
Cartoon image of me.

Browse

Cancel Save

If you moved the item to a new folder, click the folder icon to open the folder and see the item:



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