

Uploading Content to an e-Portfolio - DEC

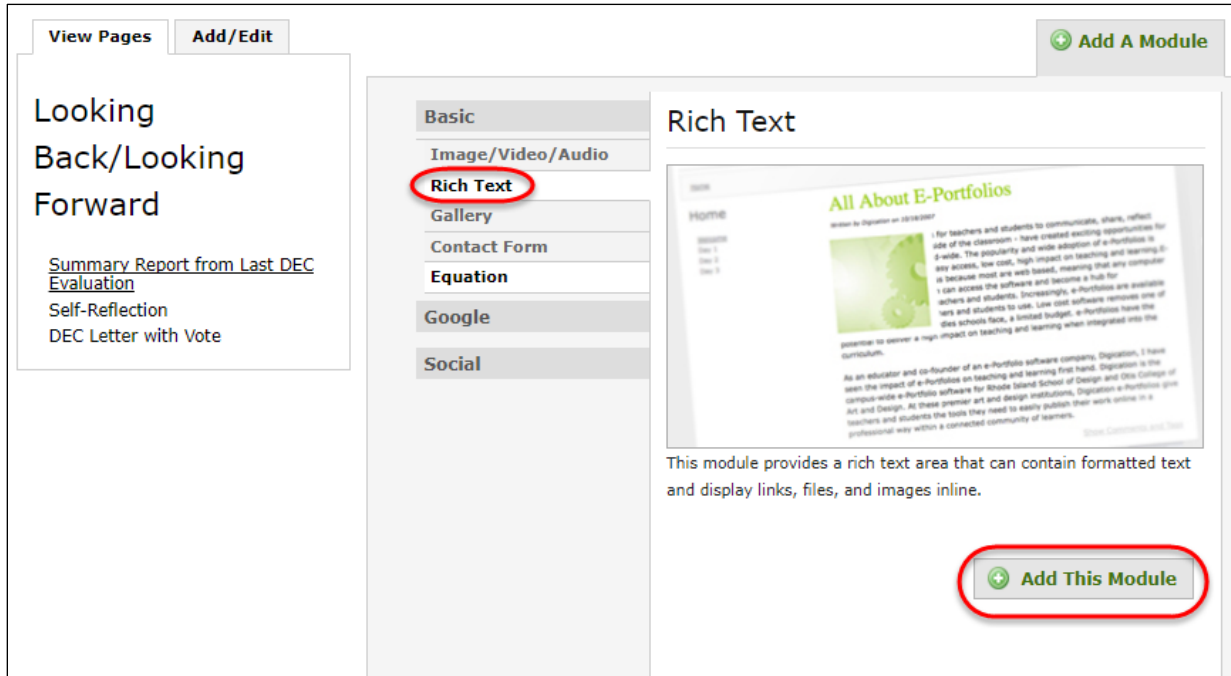


Step 1: Log into Digication and choose your DEC e-Portfolio.

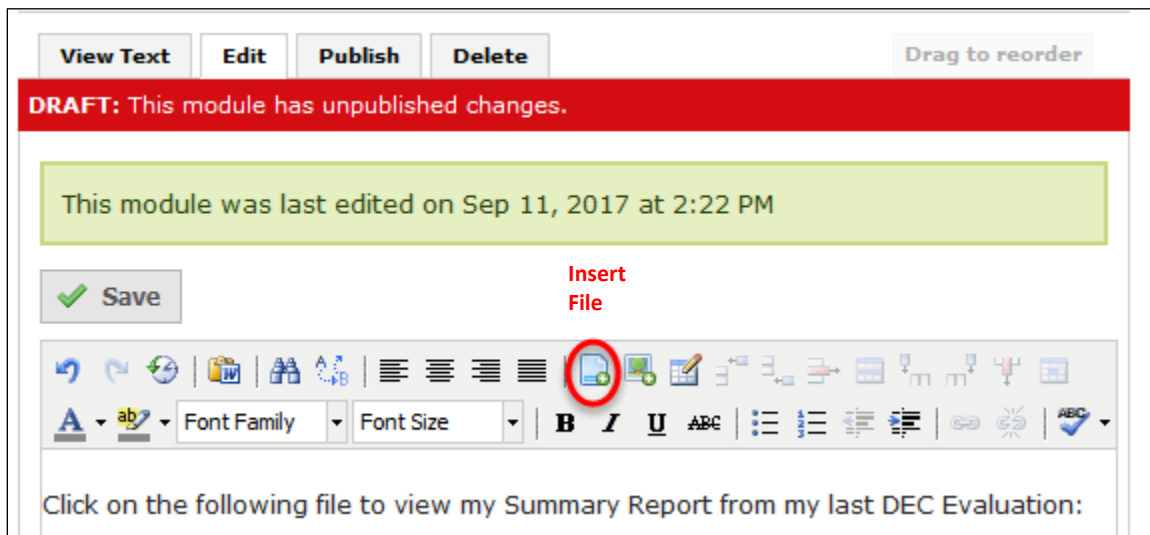
NOTE: Firefox seems to work best with Digication.

Step 2: To upload a **Document**, go to the section that you would like to add a document to, for example: under Looking Back/Looking Forward - Summary Report for Last DEC Evaluation.

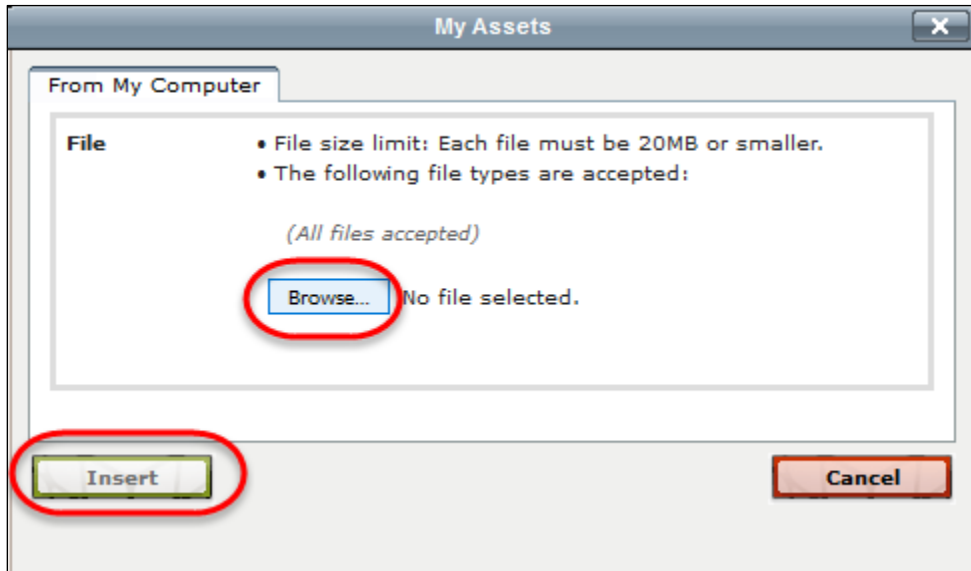
Step 3: First, you must add a **Module**. There are three categories of modules: **Basic**, **Google**, and **Social**. Make sure you are on the Basic Tab and choose **Rich Text**. Then click on **Add This Module**:



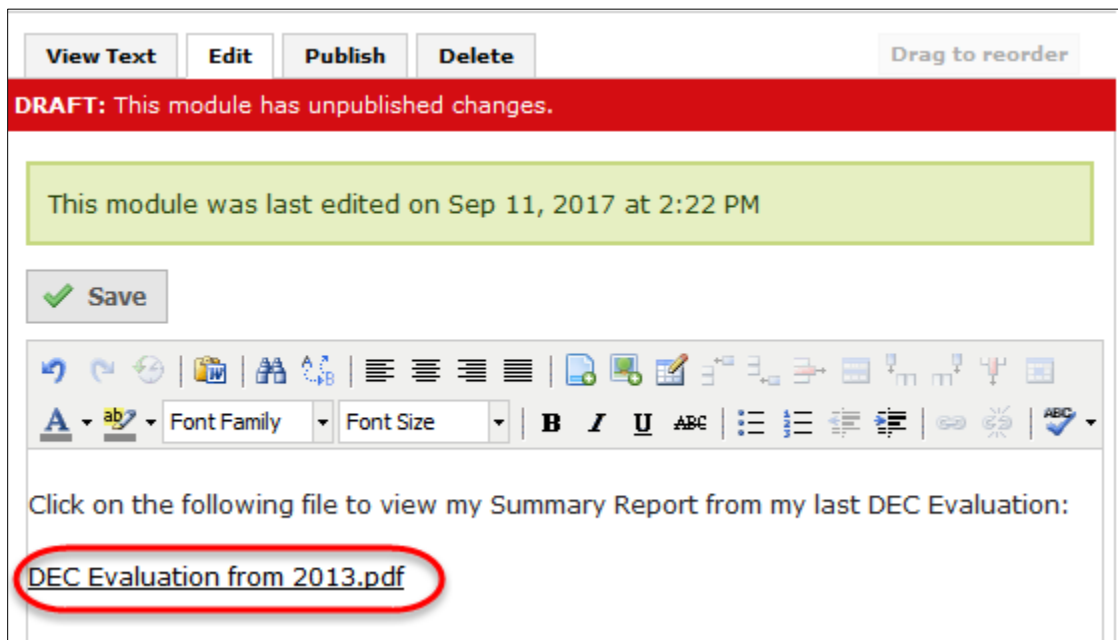
Step 4: A blank Module will open up. Type in some introductory text and then click on the **Insert File** Icon:



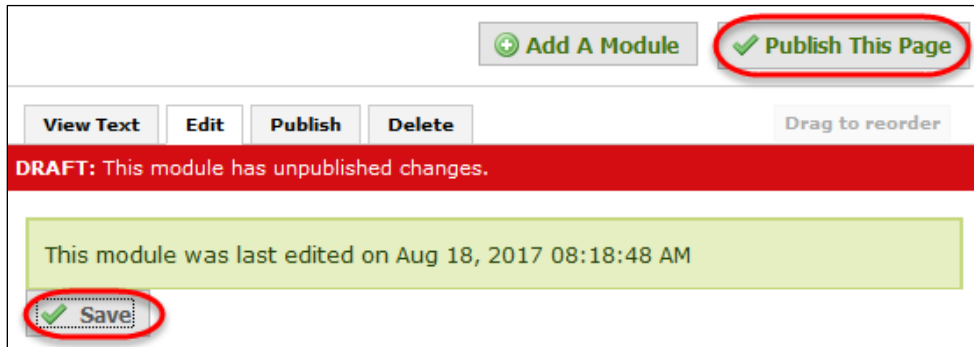
Step 5: Click on **Browse**, select your file, and choose **Insert**:



You will see the document file name in the Text Box:



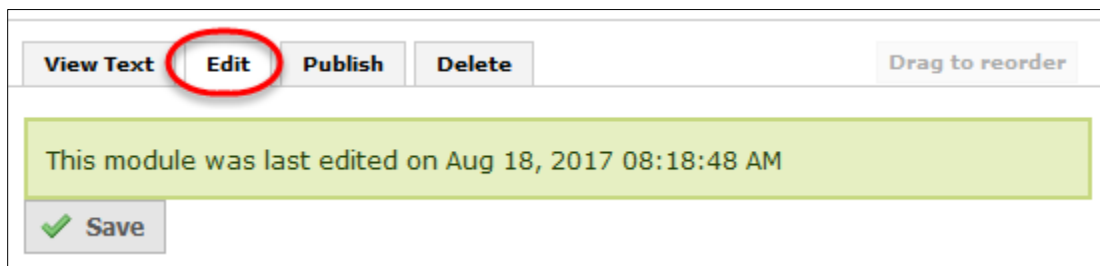
Step 6: Click on Save and **Publish This Page:**



Step 7: Click on **Publish All Changes:**

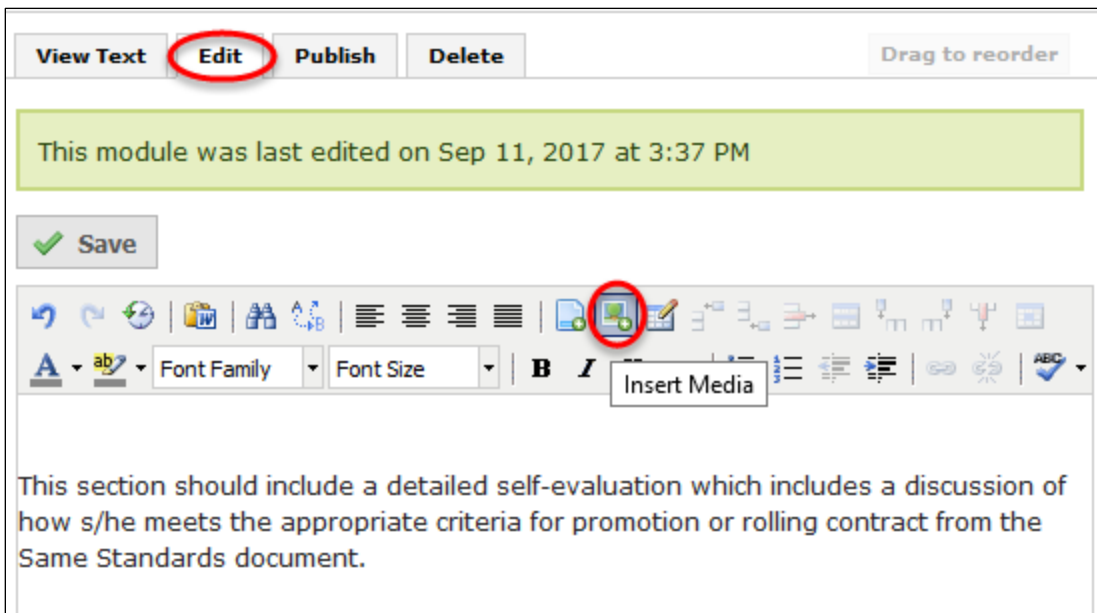


If you need to get back into the Text box to add more information, click on the Edit tab.

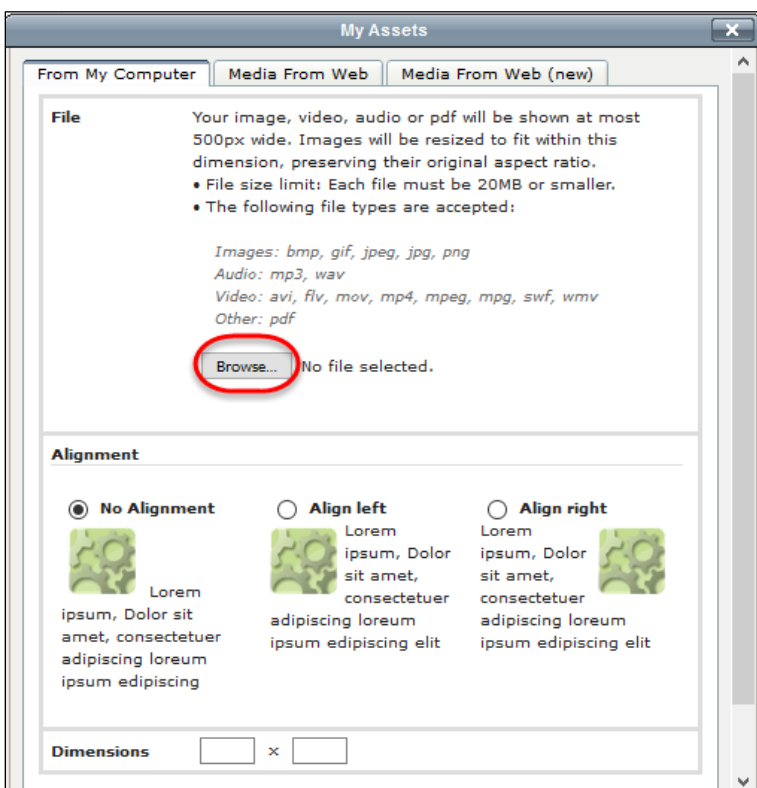


Step 8: To upload a **Picture**, go to the section that you would like to add a picture to, for example: under Looking Back/Looking Forward – Self-Reflection.

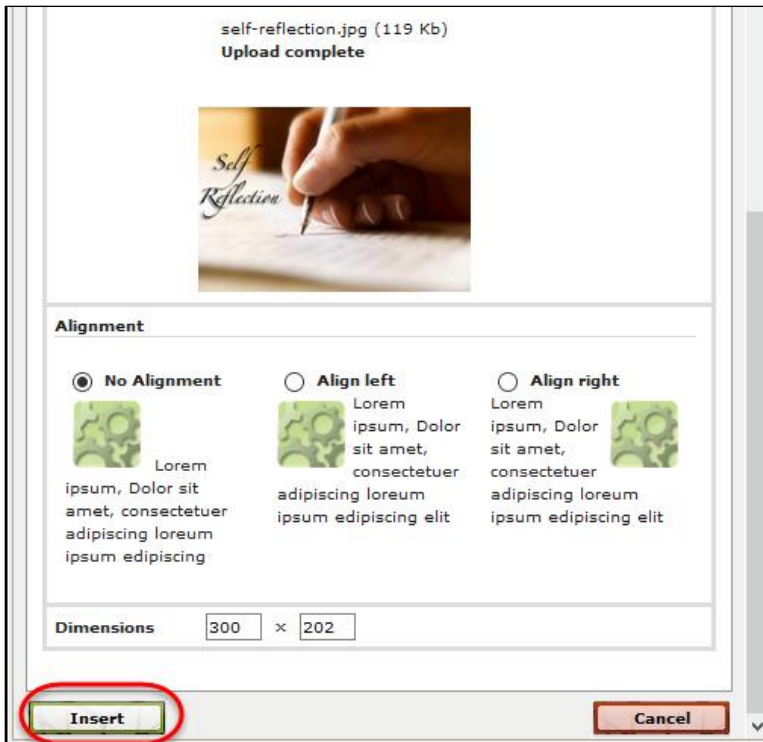
Step 9: Click on the **Edit** Button and choose the **Insert Media** Icon:



Step 10: Browse your computer:



Step 11: Select the file and choose **Insert**:



Step 12: You will the picture in your Text Box. Choose **Save** and **Publish This Page**, then **Publish All Changes**:

