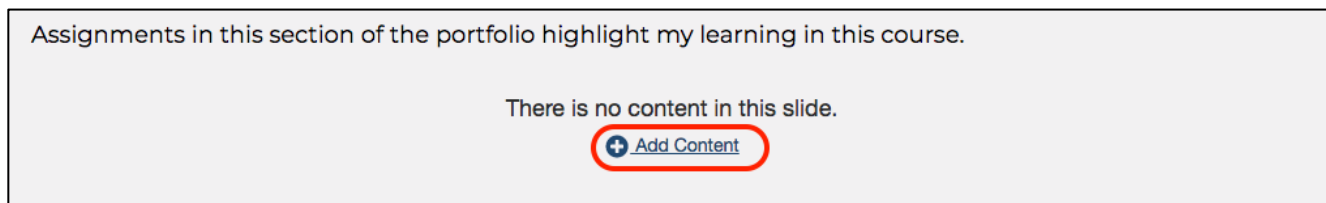




Uploading a File

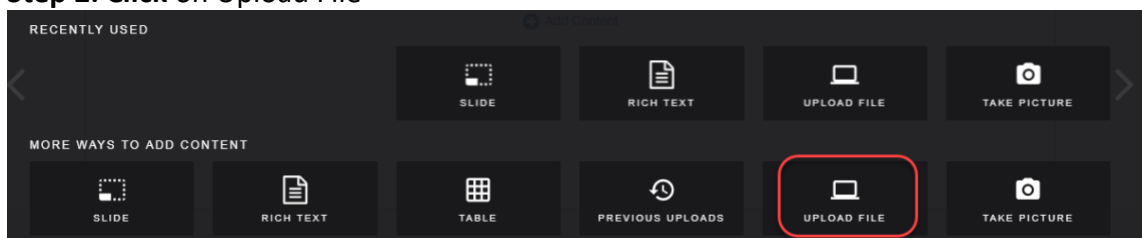
Step 1: Click on the blue + icon Add Content located at the bottom of the screen:



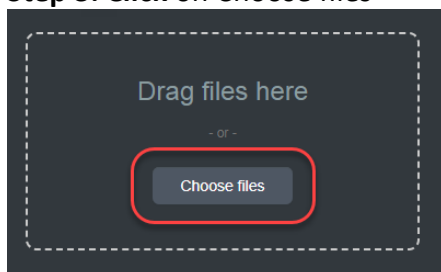
Or click on the Plus Sign



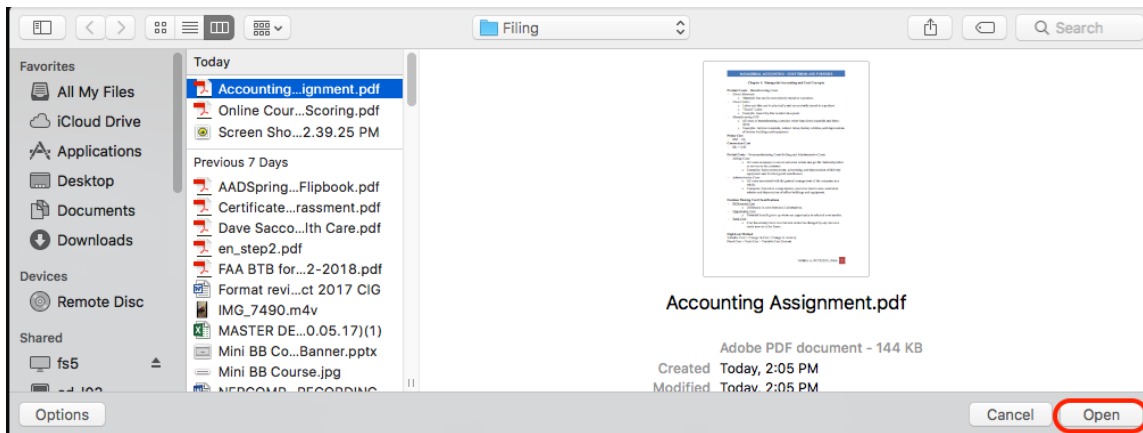
Step 2: Click on Upload File



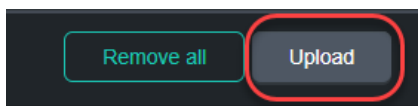
Step 3: Click on Choose files



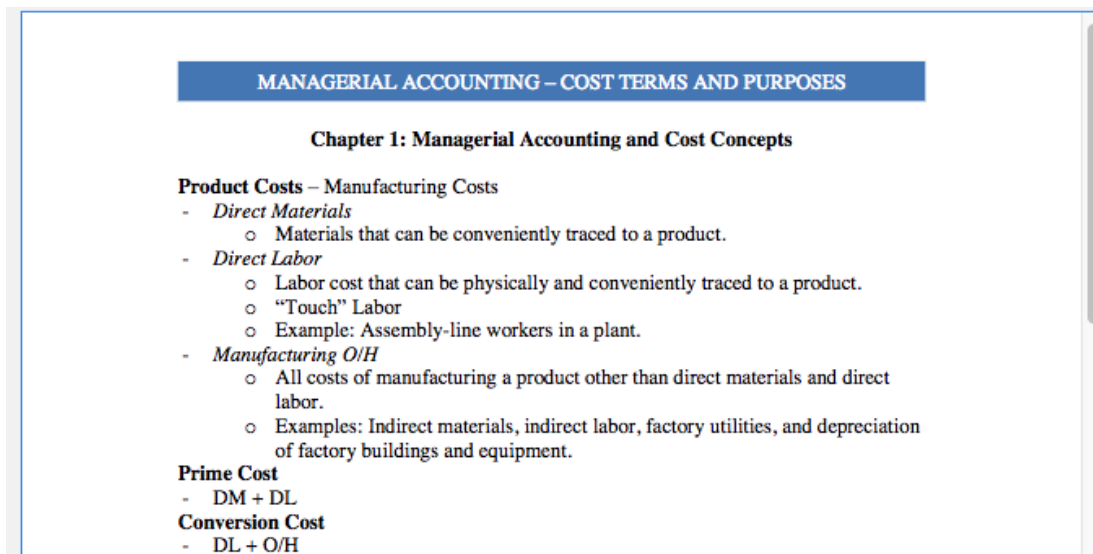
Step 4: Browse your computer, **select** the file and **click** Open



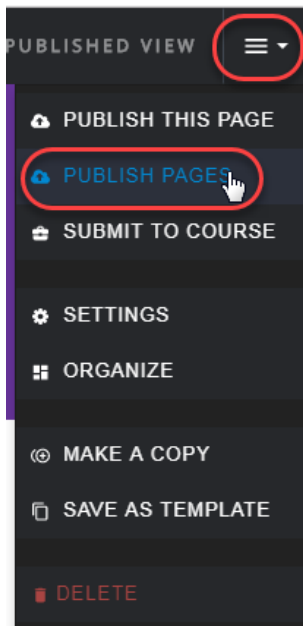
Step 5: Click Upload



You will see your document in your e-Portfolio, for example:



Step 6: Click on the menu in the upper right corner and **select** Publish Pages.



Step 8: Click Publish

