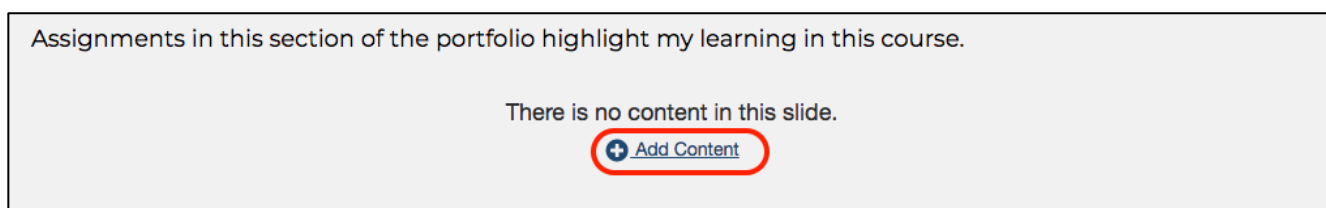**Uploading a File**

NOTE: If your file contains any embedded media such as audio and video, embedded graphs/charts, animated images, or slide transitions in PowerPoint. You will need to save the files as a PDF before uploading.
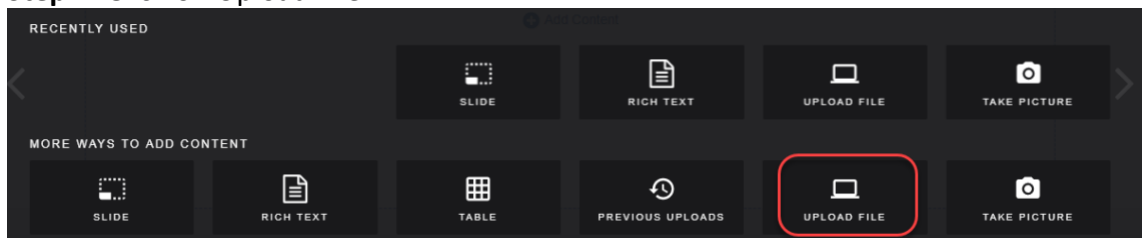
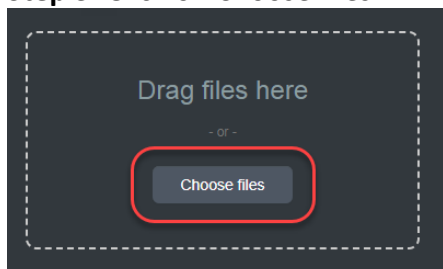**Step 1: Click** on the blue + icon Add Content located at the bottom of the screen:

Assignments in this section of the portfolio highlight my learning in this course.

There is no content in this slide.

⊕ Add Content

Or click on the Plus Sign

Step 2: Click on Upload File

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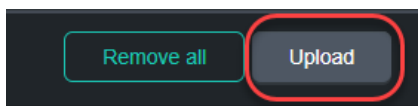**Step 3: Click** on Choose files
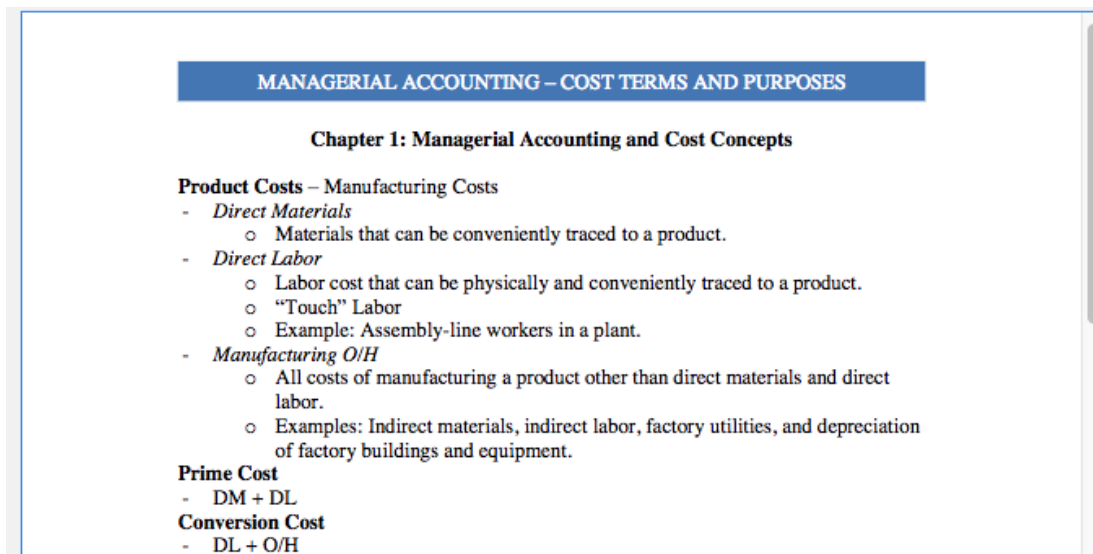
Drag files here

- or -

Choose files

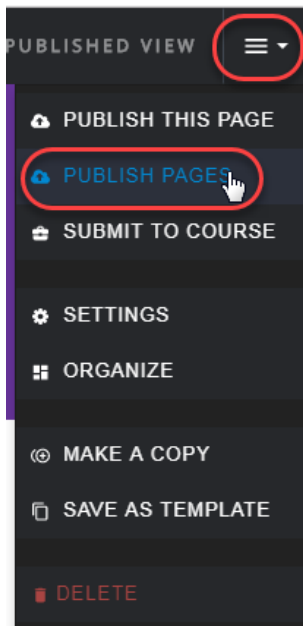**Step 4: Browse** your computer, **selec**t the file and **click** Open
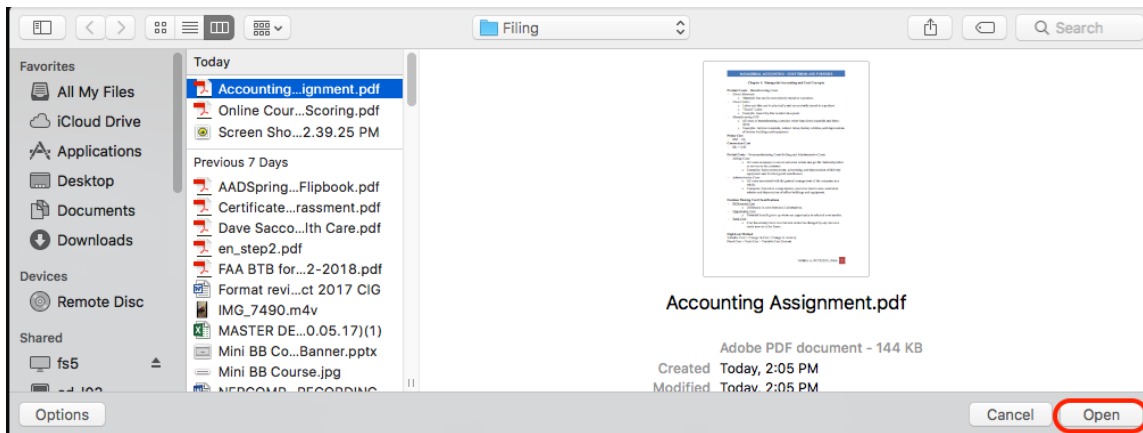
Step 5: Click Upload

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