

How To:

#### Use the Portfolio Tool

The Portfolio Tool allows you to save work from any of your courses and add comments on it. Your teacher may ask you to gather certain types of work to keep in your portfolio. To access it, select 'My Portfolio' from the personal menu on the mini bar.

Step 1: Select the course to which you wish to add evidence (work).

Step 2: Click Add to Portfolio.

Step 3: Locate the work you wish to add. Once you've selected the work, it will upload to an overview space.

Step 4: You have the opportunity to save audio or written comments with the work.

Tip: You can also see to the right side of the screen once your teacher has provided comments. You do not receive notification about comments in this area, so if you have posted something that is required for a class, be sure to check back for your teacher's suggestions.

You can spotlight items to gather them together and then turn off the spotlight later, and you can delete evidence.