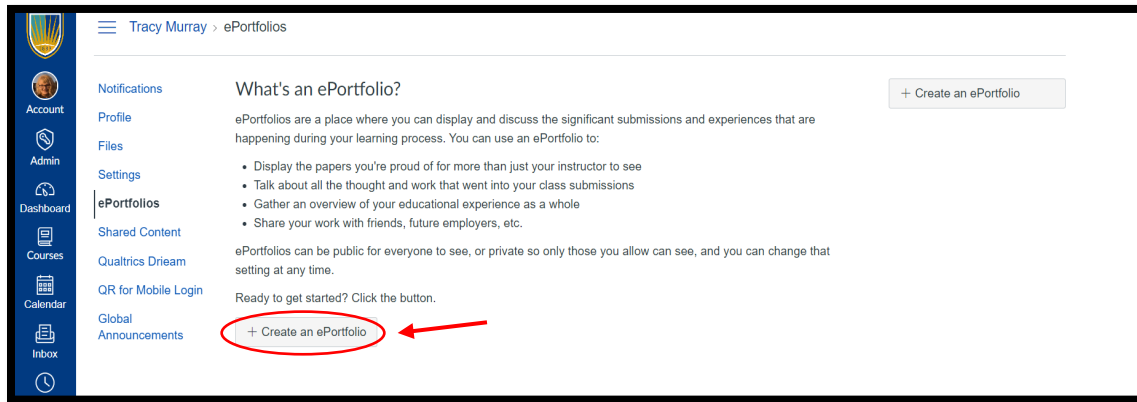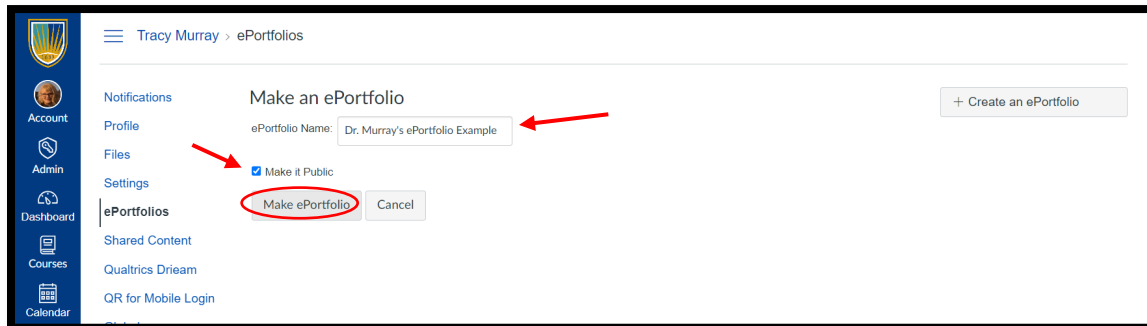## Step 1. Create the ePortfolio.

Set-up the e-Portfolio page by clicking on the "Create an ePortfolio" box
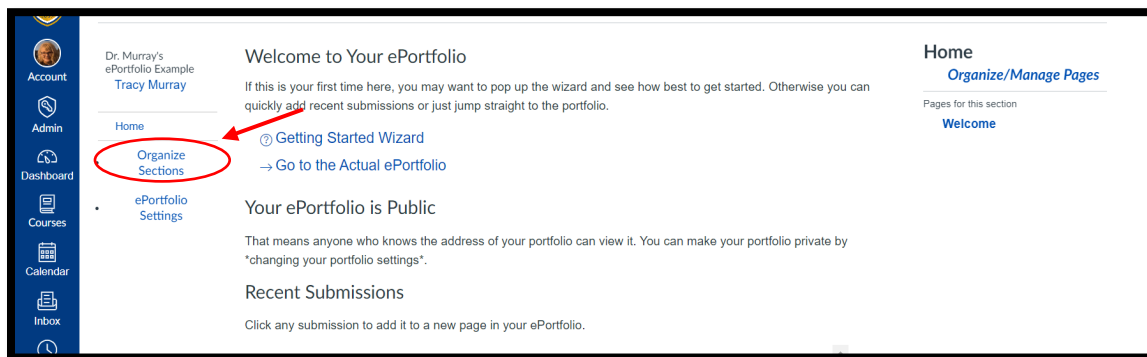

Step 2. Name your ePortfolio.

Name your ePortfolio, add a checkmark at "Make it Public", and select the "Make ePortfolio" box


Step 3. Create Sections.

Set-up your ePortfolio pages by selecting "Organize Sections" at the left of the page.

Step 4. Add Section Names.

From here, you will select "Add Section" and type "INTRODUCTION" into the box. Select "Add Section" again and type "COURSE ARTIFACTS" into the box. If you need to change the order of the pages, select the "wheel" symbol, and choose the "Move to" option to move the texts in the order desired. When you are done, select the "Done Editing" box.
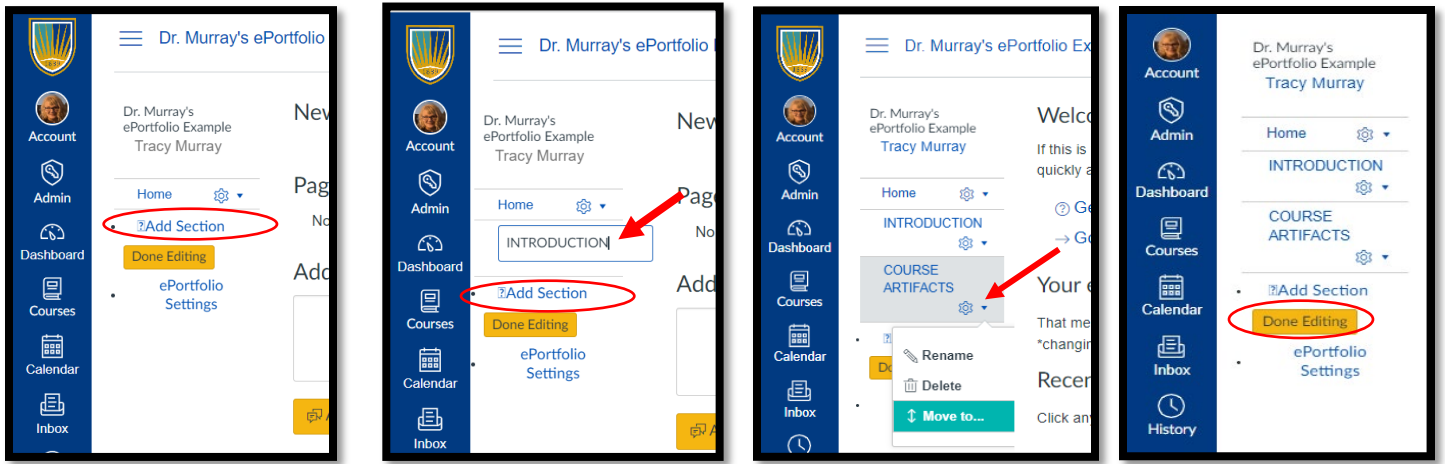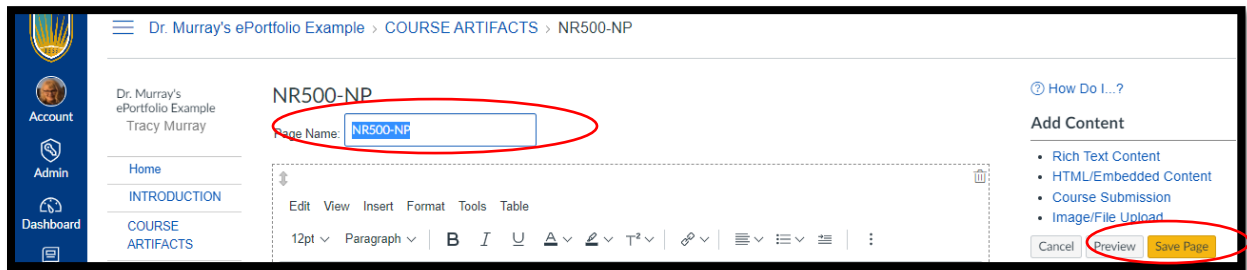
Step 5. Create Pages for each of your courses in the Course Artifacts Section.

Next, you need to go to the "Course Artifacts" section and set-up your pages. To do this, select "Course Artifacts" on the left and then "Organize/Manage Pages", followed by "New Page".


Type the number of your first course "NR500-NP" in the page name text box and select "Save Page".


Step 6. Create Pages for Your Remaining Courses.

Add a page for the remaining courses in your program under Course Artifacts by selecting "+ Add Another Page". When you are done, click "Done Editing". All courses in your program from beginning to end should be included (the image below only shows the first 4 courses).
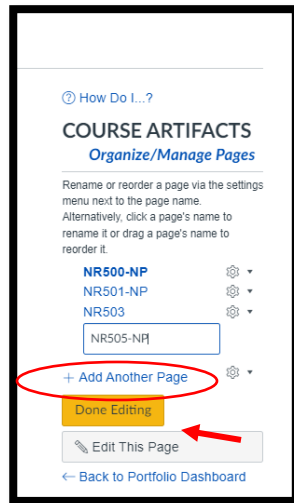
Step 7. Add Course Artifacts to the Course Page.

To add an artifact to a page, select the "[Course Name]" so that it is bold and then select "Edit this Page"
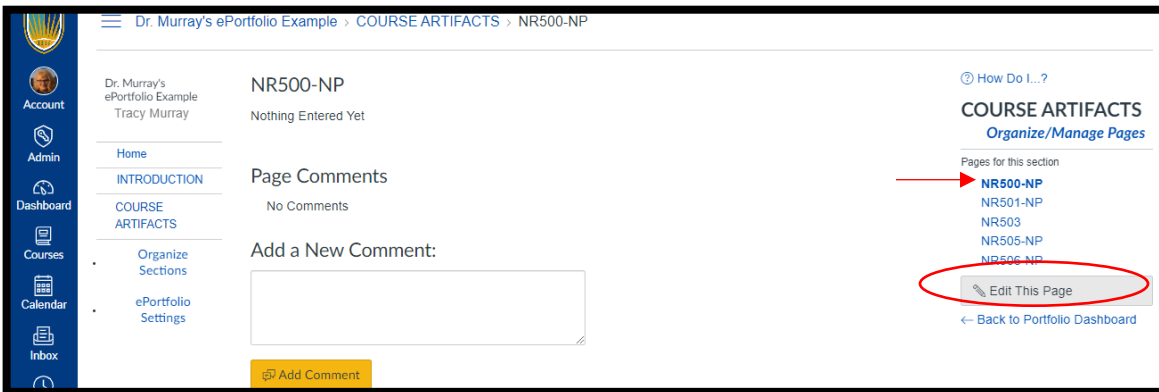

Step 8. Select File.

Add your required course artifact (word doc or pdf) by clicking on the "Image/File Upload" link.

Step 9. Upload the file.

Scroll down and select the "Choose File" box. Choose the document that you want to upload from your computer and hit "Select/Upload File". You will know that your file is attached when you see the name in the file as a blue hyperlink as shown in the image to the right below. When you are done uploading your file, select the "Save Page" button. **You will repeat Steps 7-9 to add artifacts for each course as you move through the program.**
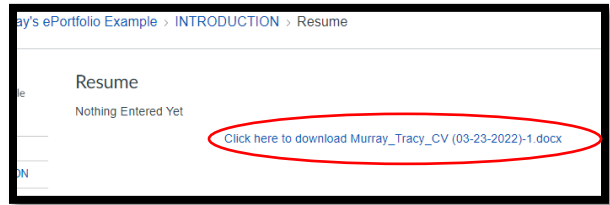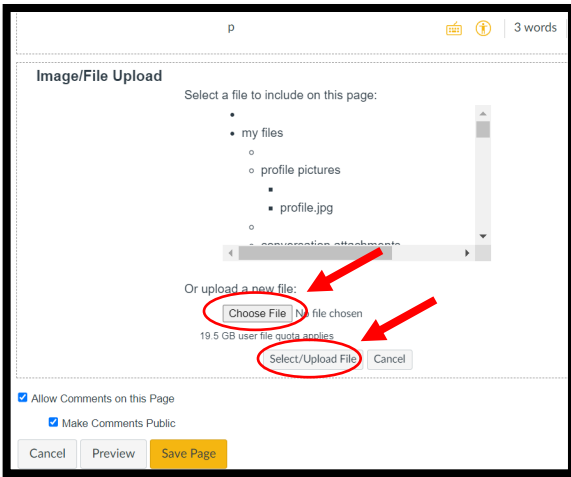
Step 10. Arrange Order of Documents.

If you have more than one file and you would like to change the order in which they appear, just hover over the up and down arrow in the top left-hand corner next to "Image/File Upload". Now you can drag the file to rearrange the order. **Save the page after each artifact has been added**.

Step 11. Share Your ePortfolio Link

Provide a direct link to a recipient by highlighting the webpage address, right click on your mouse, and select "copy" and then "paste".