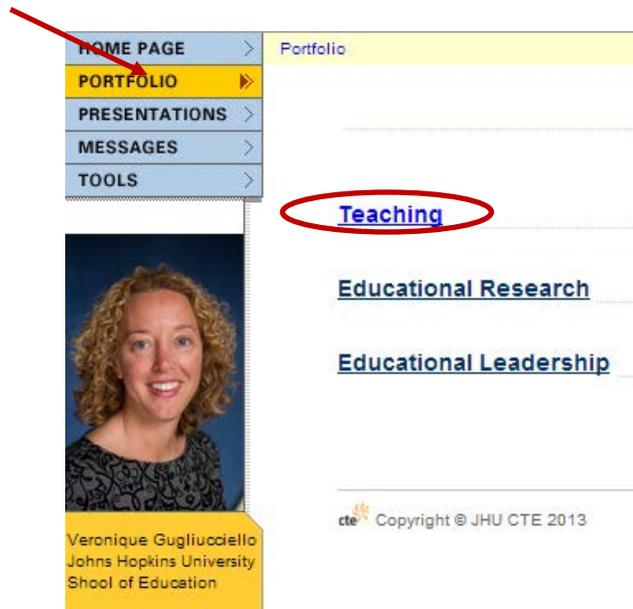


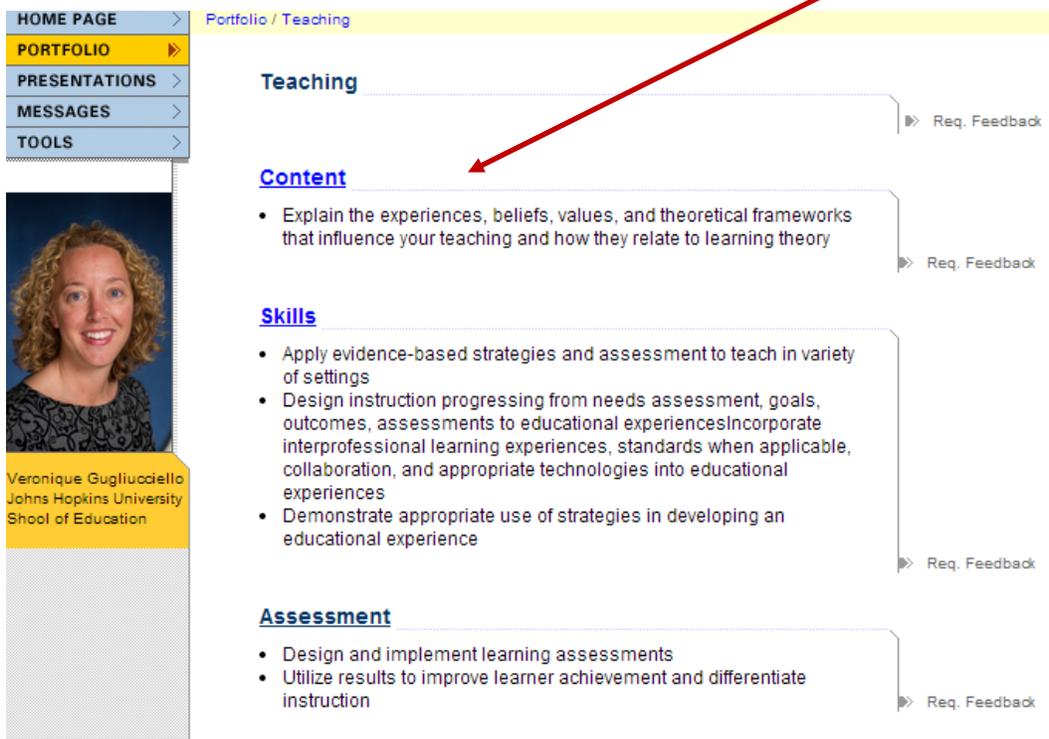
## Digital Portfolio Technical Aspects – Portfolio

1. To access the Portfolio page, select Portfolio from the blue menu above your picture.

2. Click on the name of the goal to access it.



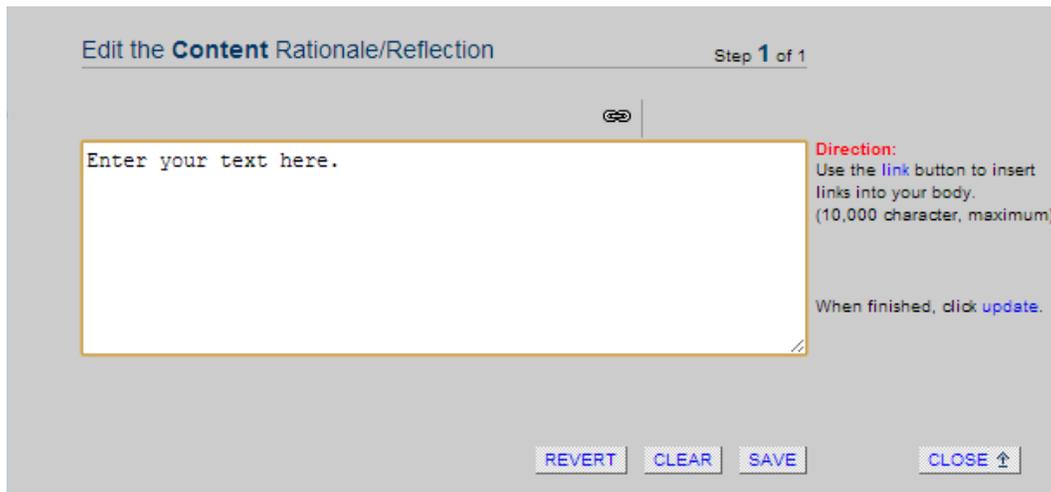
3. The first page that appears will list a breakdown of that goal or standard. Click on the name to access the specific portion of the goal or standard listed.



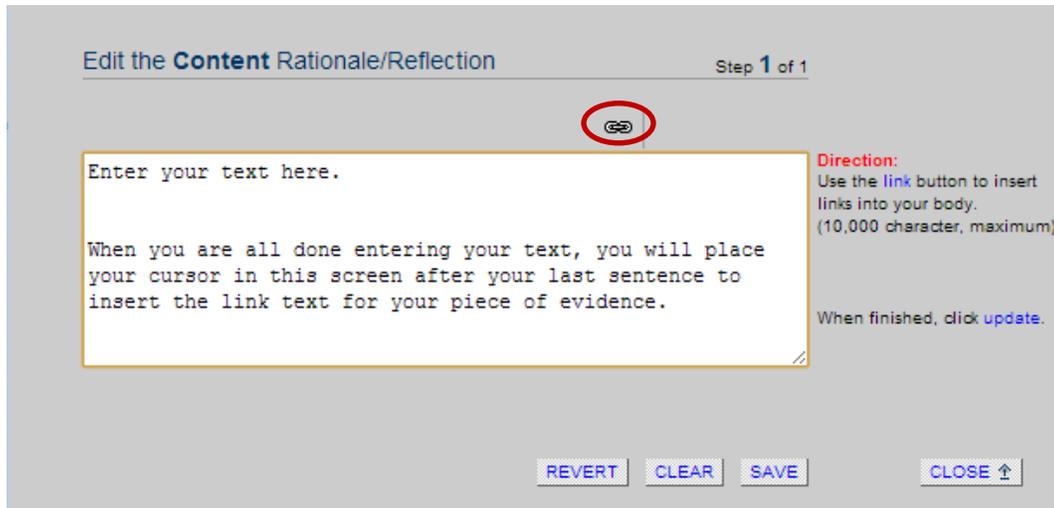
4. A Rationale/Reflection box will appear. This box is where you will write your Rationale/Reflection and link your piece of evidence. To write your rationale/reflection, click on the Edit button to the right of the Rationale/Reflection.



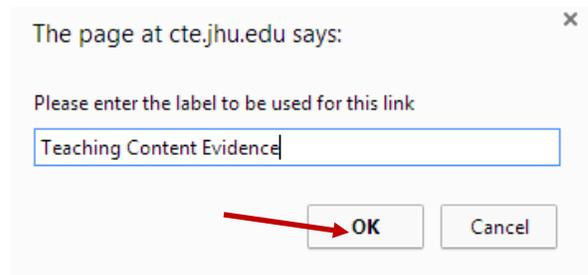
5. Enter your text in the box at the top half of the screen or copy and paste your text from a document.



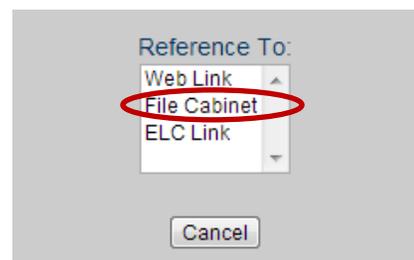
- Once you are done entering your text you will include your evidence. Place your cursor in the white edit screen after your last sentence to insert the link text for your piece of evidence. Click the Link icon that appears as two chain links just above the white edit screen.



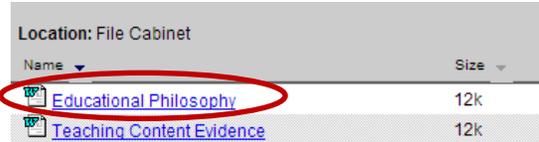
- A small window will appear on the screen. Enter the name of the evidence, which is referred to as the "label." Click OK.



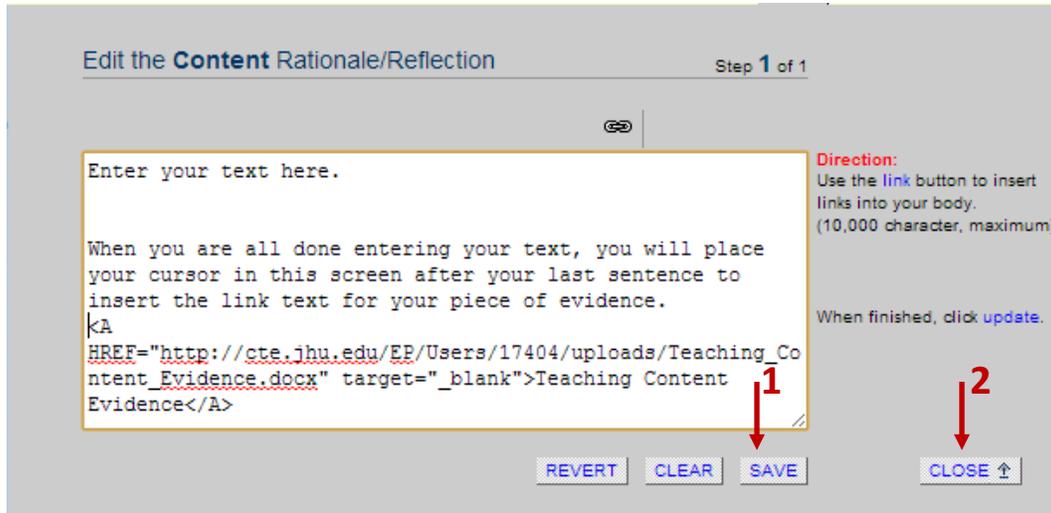
- Select File Cabinet.



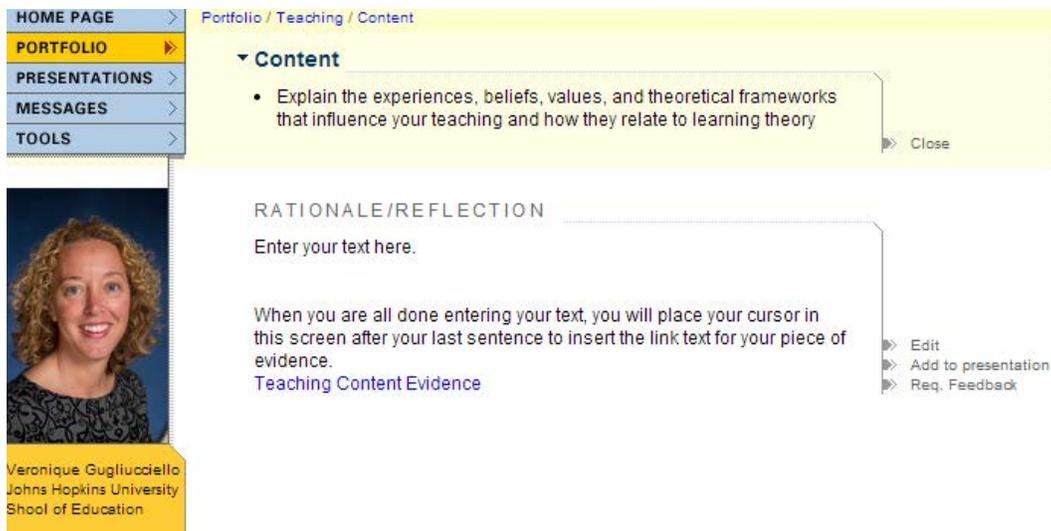
9. Your file cabinet will appear, navigate to the file and select it.



10. An html code will appear in the window. You do not need to do anything to this code. Click the Save button then click Close.



11. You will now be returned to the goal page where your Rationale/Reflection will appear with a hyperlink to your named evidence.



You will complete this process for each goal.