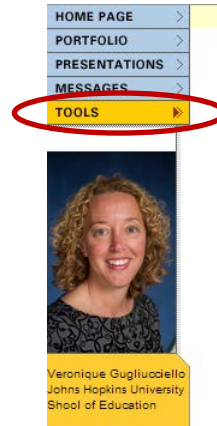
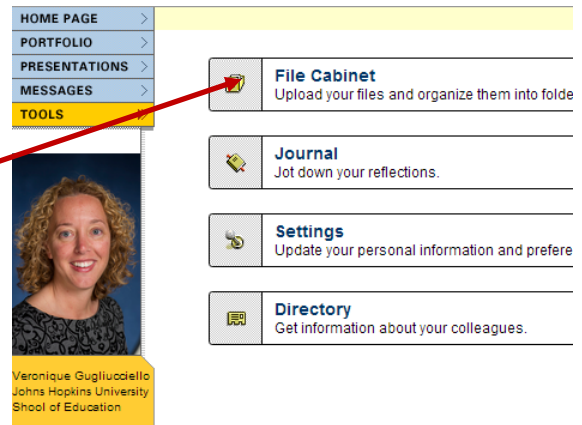


Digital Portfolio Technical Aspects – File Cabinet

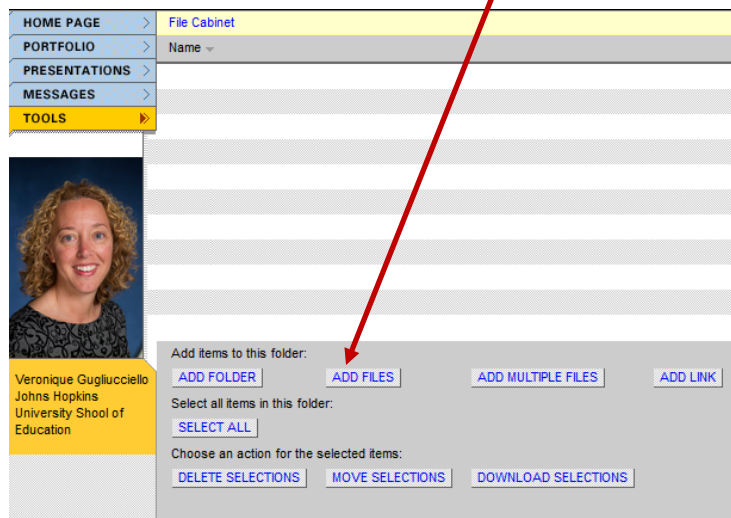
1. Select Tools from the blue menu above your picture on the Home Page.



2. Then select File Cabinet.



3. The page that appears will show the contents of your file cabinet, much like the directory on your computer. To add files to your file cabinet click on the Add Files button.



4. Enter a Name for the file.

File Cabinet: Add to File Cabinet Step 1 of 1

Name
Teaching Content

Description

Choose File No file chosen

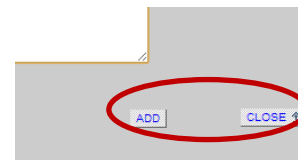
Please choose a file type

ADD CLOSE

5. Click Choose File to upload the file from your desktop, hard drive, or other device.

6. Select the file and click Open.

7. After you have uploaded the file, click the Add button, then click Close.



8. You will now be back in your file cabinet and your file should appear.

HOME PAGE > File Cabinet

PORTFOLIO >

PRESENTATIONS >

MESSAGES >

TOOLS >

| Name | Size | Type | Date | Action |
|---------------------------|------|---------|------------|--------|
| Educational Philosophy | 12k | MS Word | 12/08/2013 | EDIT |
| Teaching Content | 12k | Other | 12/08/2013 | EDIT |
| Teaching Content Evidence | 12k | MS Word | 12/08/2013 | EDIT |

Veronique Gugliucciello
Johns Hopkins University
School of Education

Add items to this folder:

ADD FOLDER ADD FILES ADD MULTIPLE FILES ADD LINK

Select all items in this folder:

SELECT ALL

Choose an action for the selected items:

DELETE SELECTIONS MOVE SELECTIONS DOWNLOAD SELECTIONS