

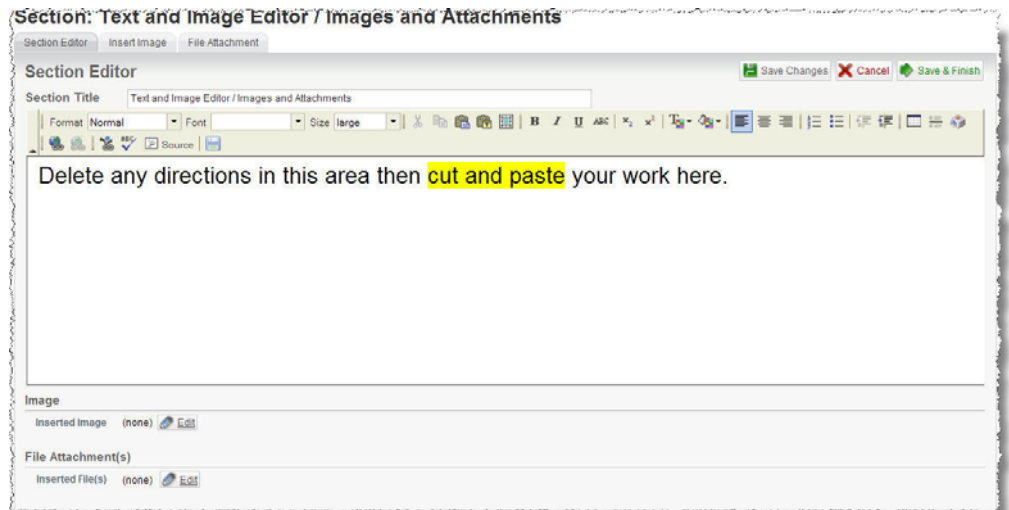
## How do I add my assignments to my portfolio?

For each assignment you are required to complete in your portfolio you will copy, cut and paste them into the text field, attach the file and include an image. For large documents you may consider pasting only the introduction or a small part of the document into the text field and attaching the entire document. Images should be relevant to the assignment. These can be scans of documents, pictures taken in the classroom or on the site, pictures of materials or learners completed work.

NOTE: For ITPS F and I you WILL NOT copy cut and paste the Excel or Access database spreadsheets. Instead take a screen shot and attach as an image. See images below for instructions on how to take screen shots.

### Cut/Paste your work

1. Click on the **Documents Tab** at the top of your screen
2. Click on the **title of the portfolio** you are adding your assignment and artifacts too.
3. From the table of contents click on the **assignment page**
4. Find the section of the page you will be adding your work to and click on **Edit**.
5. The text and image editor will open. If there are instructions in this section then you can highlight them and delete them once you have read them.
6. Copy your work from a word document and paste into the text and image area. (You cannot right click and paste in this section, get [Windows](#) and [MAC](#) keyboard shortcuts below).
7. Use the toolbar above the text and image box to change the font, style and size of your text. You can add color or highlight your words, format the sentences and create bulleted lists.
8. If you are not adding images or attachments click on **Save and Finish**.



### Attachments

For all of the assignments in your portfolio you are required to copy/cut and paste your work, attach your word document, Excel or Access file and provide an image. The following directions will walk you through the attaching process...think attaching pictures to an e-mail!

You will see a tab **File Attachment** at the top of your screen and a section **File Attachment(s)** at the bottom of your screen. Clicking on the tab at the top of the screen or clicking on the Edit button in the **File Attachment(s)** section at the bottom of the screen will accomplish the same task.

### Uploading a New File Attachments

1. Click on the File Attachments tab at the top of the editor.
2. Click on the **Upload New File** button.
3. Click on **Browse** and locate your file
4. Click on the name of the file and then click on Open (double clicking on the name of the file will open it and place it in the upload field).
5. Click on the **Upload File** button
6. Once the status shows *Completed* you will see the file name at the top of the section. You can continue to add files or go to step 7.
7. Click on **Save Changes**. If you are adding images click on the Insert Image tab or click on **Save and Finish** to review the section. The File Attachment tab will reflect the number of attachments you have uploaded.



**NOTE:** If you are using Microsoft Word 2007 please make sure your documents are saved in compatible mode so individuals who have MW2003 will be able to open it. Documents with the file extension “.docx” should be saved as MW2003 so the extension reads “.doc”.


## Uploading attachments and images from the File Manager


Each time you import an attachment or an image it is placed in your File Manager. All attachments and images in your File Manager can be attached to any section in your document.

1. Click on the **File Attachments** tab at the top of your screen.
2. You will see a list of documents and images you have imported into your account previously
3. **Check** the box(s) next to the items you want to attach to the section. As you check each box the name of the inserted files will appear at the top of the section. If you would like to remove one of your selections, click on the Remove button to the right of the document/image title.
4. Click on **Save Changes**.
5. If you are adding images click on the **Insert Image** tab **OR** click on **Save and Finish** to review the section. The File Attachment tab will reflect the number of attachments you have uploaded.











Current Label: **uncategorized**

Choose file attachment(s) from File Manager

View Label: **uncategorized**  [Upload New File...](#)

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	File Name	File Type	Size	Date Uploaded	Actions
<input type="checkbox"/>	 12_18_08_students.csv	text/csv	564371	14:03	<a href="#">Download</a>
<input type="checkbox"/>	 screenshot_practice.bmp	image/ms-bmp	3932214	Dec 02	<a href="#">Download</a>
<input type="checkbox"/>	 Sunset.jpg	image/jpeg	71189	Oct 27	<a href="#">Download</a>
<input type="checkbox"/>	 mikenike400x300.jpg	image/jpeg	14128	Oct 29	<a href="#">Download</a>
<input type="checkbox"/>	 m_ms.jpg	image/jpeg	14883	Oct 30	<a href="#">Download</a>
<input type="checkbox"/>	 Water_lillies.jpg	image/jpeg	83794	Oct 30	<a href="#">Download</a>
<input type="checkbox"/>	 Sunset.jpg	image/jpeg	71189	Oct 30	<a href="#">Download</a>
<input type="checkbox"/>	 the_acting_website_1.jpg	image/jpeg	15400	Nov 01	<a href="#">Download</a>
<input type="checkbox"/>	 Fall_Flowers.jpg	image/jpeg	209500	Nov 03	<a href="#">Download</a>
<input type="checkbox"/>	 adison.JPG	image/jpeg	35096	Nov 03	<a href="#">Download</a>