

Adding Files to the ePortfolio Repository

The Brightspace ePortfolio tool is a repository of artifacts that you can organize into a showcase of your work using the Presentation tool. To access the ePortfolio tool from the course home page, click the **Tools** menu and then select the **ePortfolio** link, as shown below.



Artifacts include work from previous courses, files from your computer, or work completed in Brightspace. To add artifacts from your computer to the My Items page in the ePortfolio tool, select the My Items page, click **Add**, and select the **File Upload** link, as shown below.

Portfolio My Items	Explore	
+ Add ∨	New Presentation 🔒 New Collection More Actions 🗸	
Reflections	Collections Presentations Reflections Objectives	
Link		
File Upload		
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Once you click **File Upload**, the **Add a File** menu appears. From this menu, you can drag and drop the file you wish to upload into the box, or you can click the **Upload** button and choose your file.

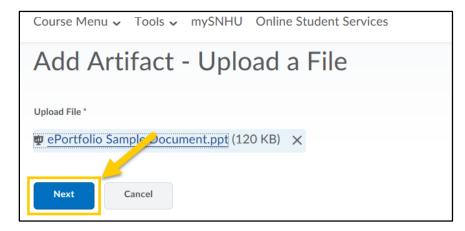
Drop file here, or click below!	
Opload	
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Once you have uploaded your file, click Add.

ř	Add a File - IT-210: Business Systems Analysis and Discovery - Southern New Hampshire University ePortfolio Sample Docume (120 KB) ×	×
	Add Cancel	ŀ.

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After you have added your file, click Next.



Once you have clicked **Next**, you can name your file and add a brief description. When you are done doing this, click **Save**. You will then see your artifact on the My Items page.

Course Menu 🗸 Tools 🗸 mySNHU Online Student Services		
Add Artifact - Upload a File		
File		
ePortfolio Sample Document.ppt (120 KB)		
Updated ePortfolio Space Usage: 342.2 KB (0.1 %) of 244.14 MB		
Name *		
ePortfolio Sample Document		
Description		
Tags What are tags?		
Save Back Cancel		