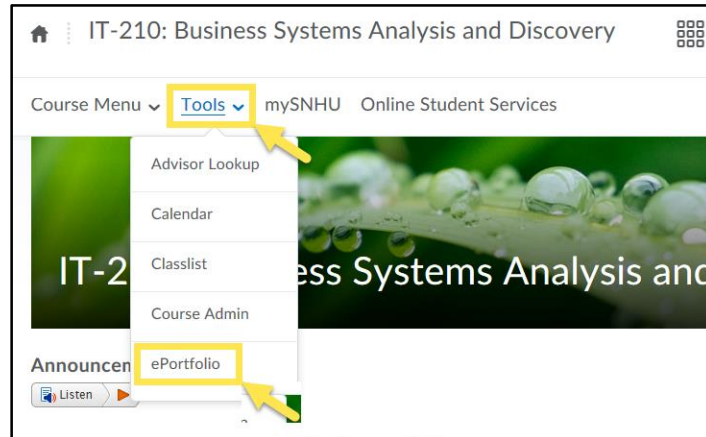
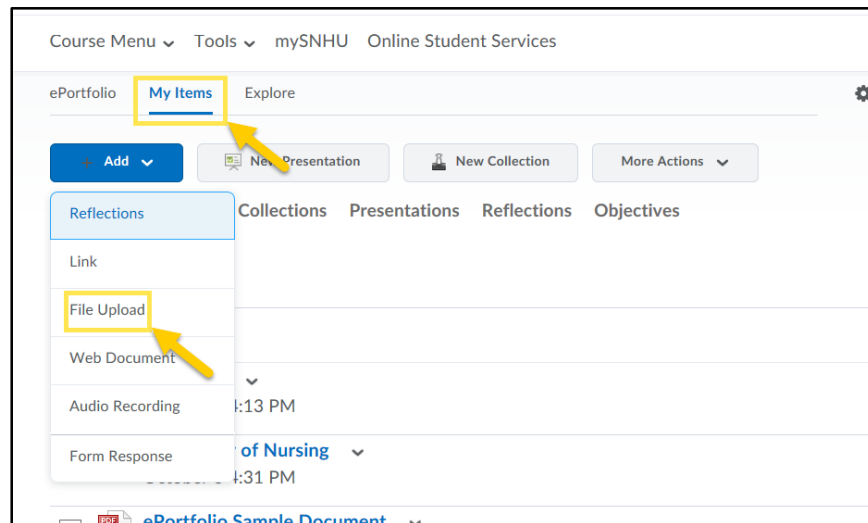


## Adding Files to the ePortfolio Repository

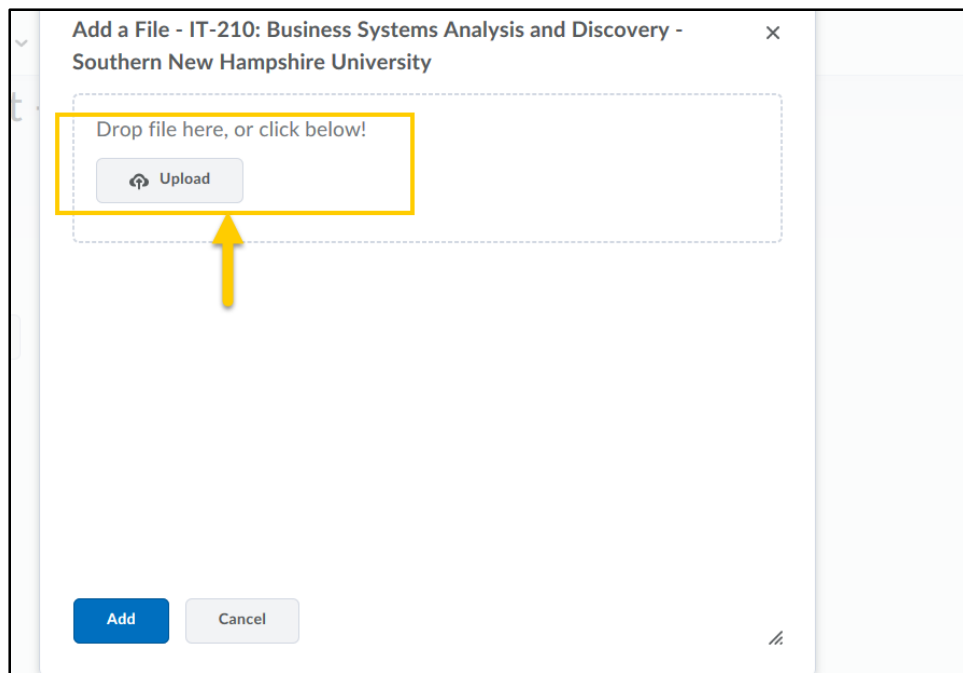
The Brightspace ePortfolio tool is a repository of artifacts that you can organize into a showcase of your work using the Presentation tool. To access the ePortfolio tool from the course home page, click the **Tools** menu and then select the **ePortfolio** link, as shown below.



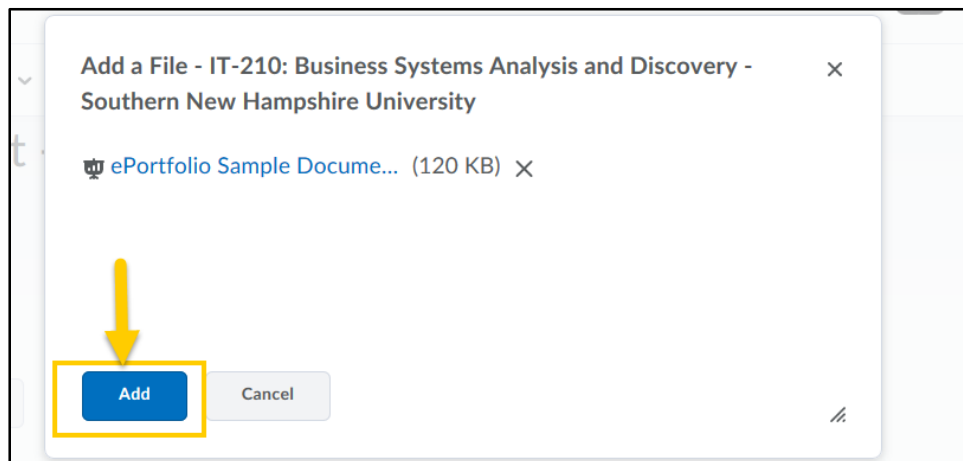
Artifacts include work from previous courses, files from your computer, or work completed in Brightspace. To add artifacts from your computer to the My Items page in the ePortfolio tool, select the My Items page, click **Add**, and select the **File Upload** link, as shown below.



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.



Once you have uploaded your file, click **Add**.




After you have added your file, click **Next**.

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## Add Artifact - Upload a File

Upload File \*

 ePortfolio Sample Document.ppt (120 KB) ×

**Next** Cancel

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.

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## 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 \*

Description

Tags

What are tags?

**Save** Back Cancel