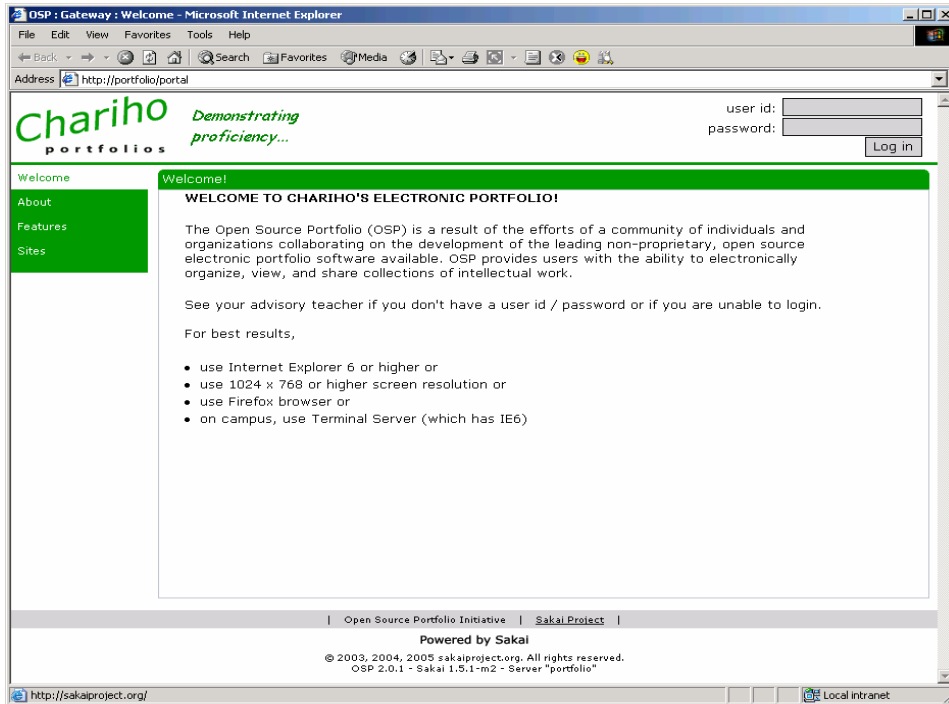


Electronic Portfolio Training

-To access the Portfolio website

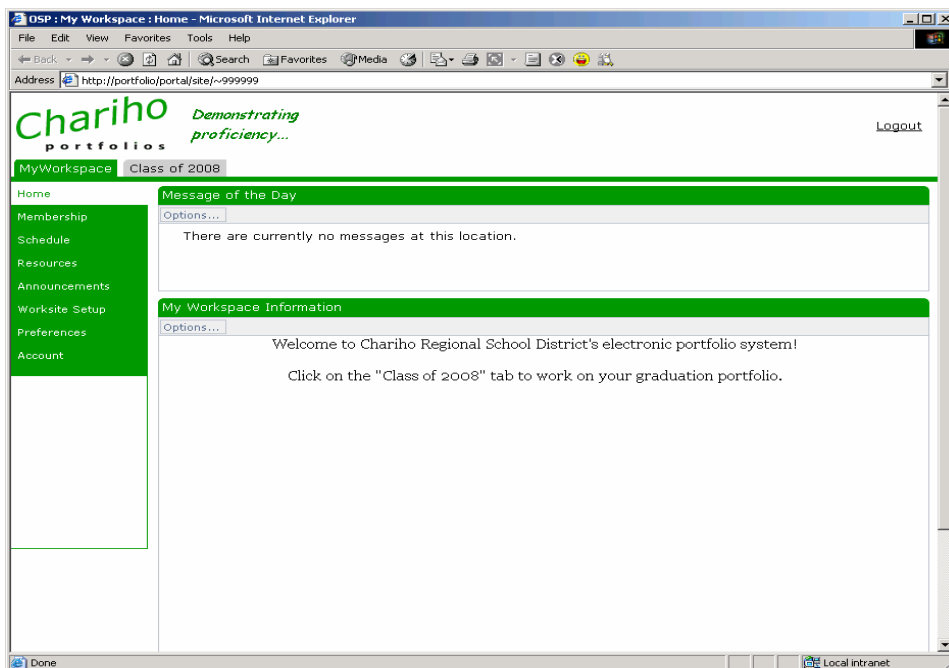
- In the address bar of the Chariho website, when using a school computer, type "Portfolio"
- Or -
- From the Chariho website, under the high school section, select "Graduation Portfolio Project"

-You will be brought to the following page

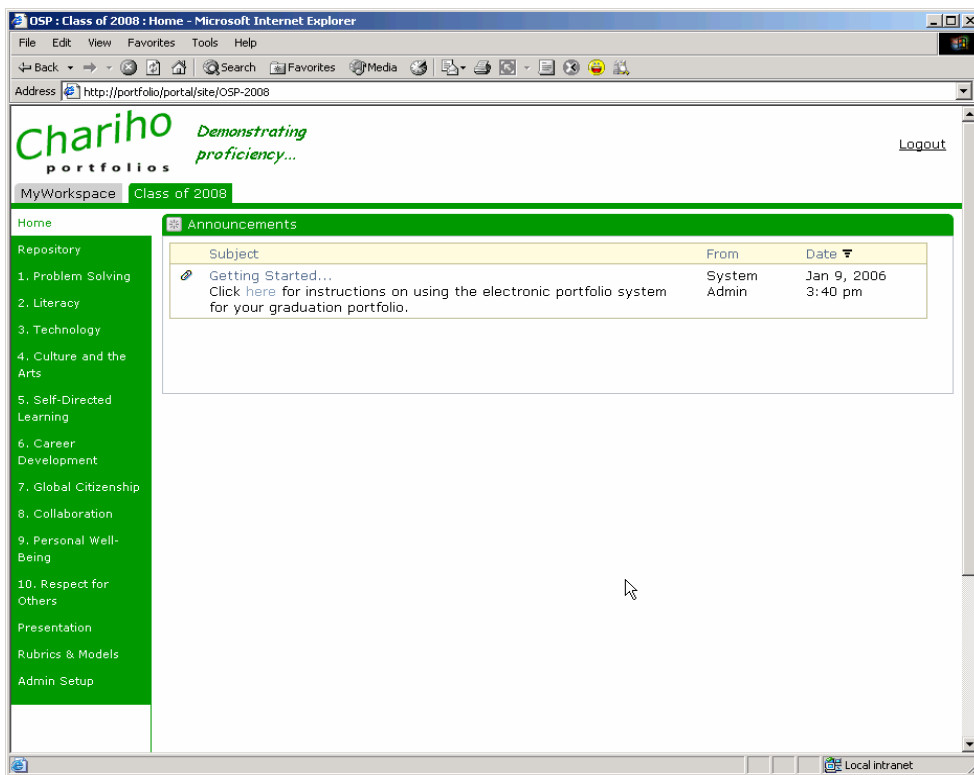


-In the boxes provided, type your user id and password then press enter

-You will be brought to the following page

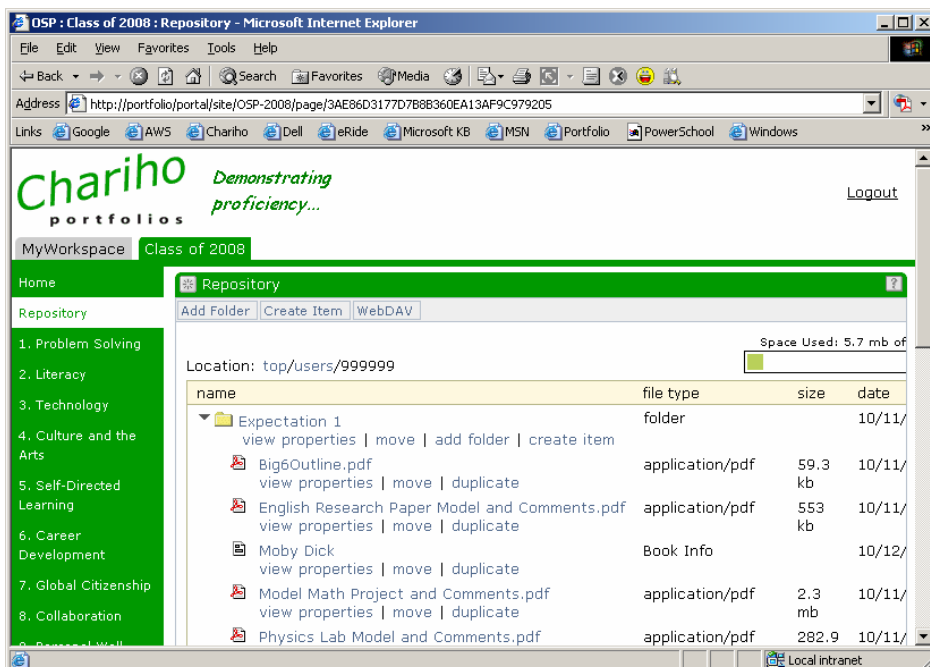


-Click on the “Class of 2008” tab, which will bring you to the following page

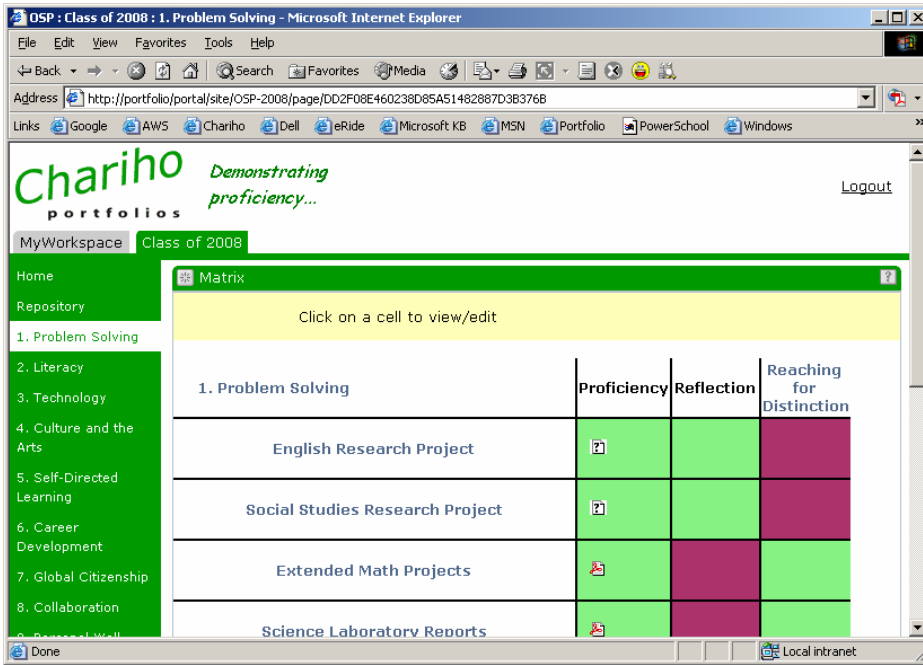


-The left side of this page will help you navigate to all areas of the electronic portfolio

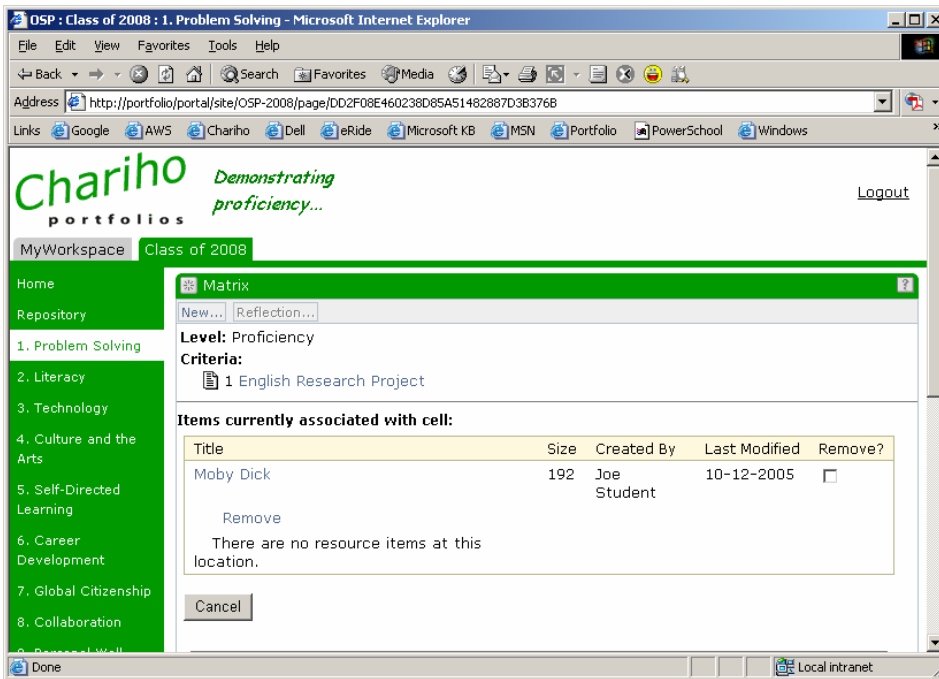
- The **Repository** is the area in which you will be saving your portfolio documents.
- You will typically upload documents from your “U:” drive into your repository
- Uploading documents to your repository works very much like an attachment to an email
- Click on your folder (student number), click Create Item, then click browse and select
- The item will then be put into your repository



-When you **choose an expectation** you will be brought to a matrix.



-In the **matrix**, click on a green cell that you would like to view or attach a document
-Once the cell is chosen it will bring you to a screen similar to the following picture



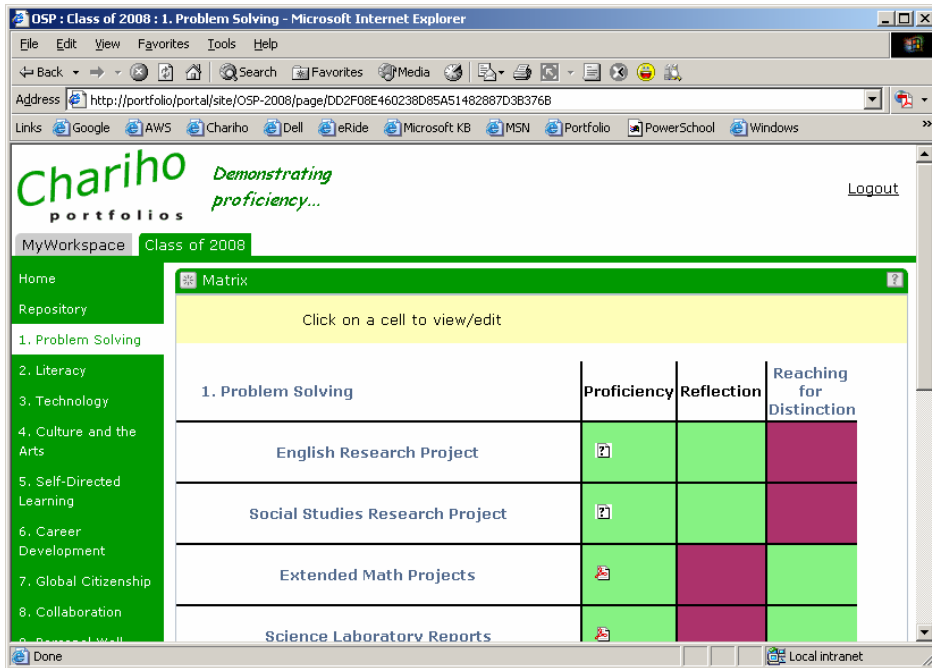
- Click New

- In the box towards the bottom of the page choose an item from your repository that you would like to select

-Click select, click Attach, click Update

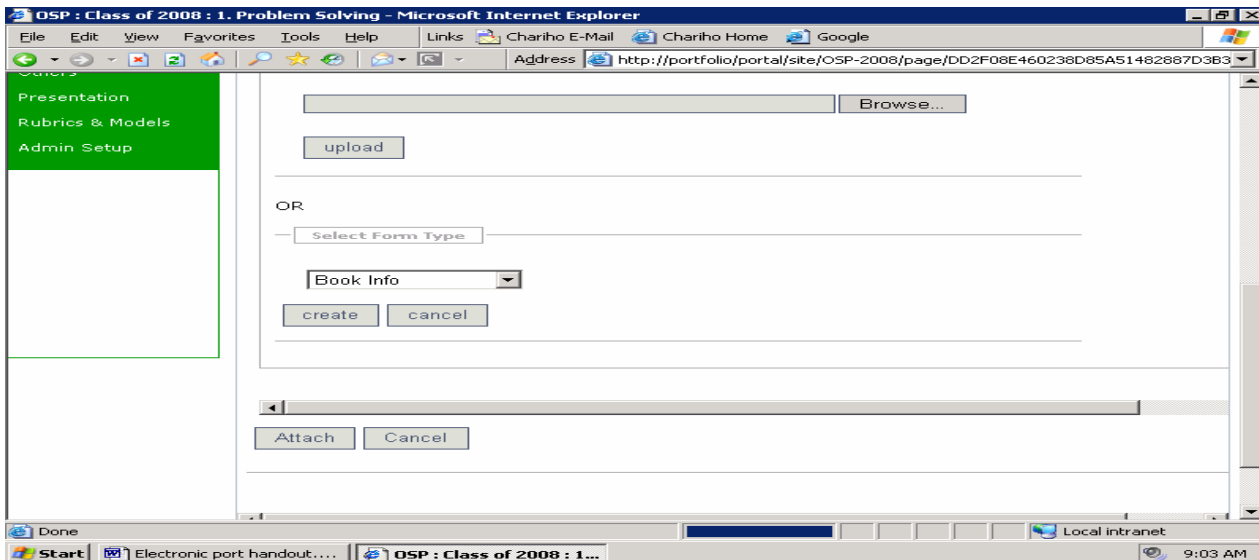
- Click the star icon next to the word Matrix  at the top of the page, you will return to the matrix

-The icon(s) that appear in the cell represent the document(s) that you've uploaded into your portfolio



-In some circumstances you will be responsible for **creating forms** to add to your portfolio

-To create an item you must start at the matrix, click on a cell, click create item, scroll to the drop down menu at the bottom of the page, select the form you would like to create



-Click create

-Using the form provided, fill in the appropriate boxes and click save

-You will then be brought to the page with all of the items in your repository

-Select the appropriate item by clicking select, attach and then update