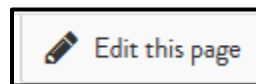


TUTORIAL

UPLOADING A FILE

This tutorial will show you how to upload a file to a page on your ePortfolio.

1. Select **Edit this page** in the upper right hand corner of the page you on which you want to upload a file.



2. Select **Media** from the options menu on the left hand side of the screen.
3. Drag and drop the **file(s) to download** block onto your page.

Heather Askildsen's Profile | Edit content ⓘ

Display page 🔒 Share page

This area shows a preview of what your page looks like. Changes are saved automatically.
Drag blocks onto the page to add them. You can also drag them around the page to change their position.

File(s) to download

WELCOME TO MY EPORTFOLIO!

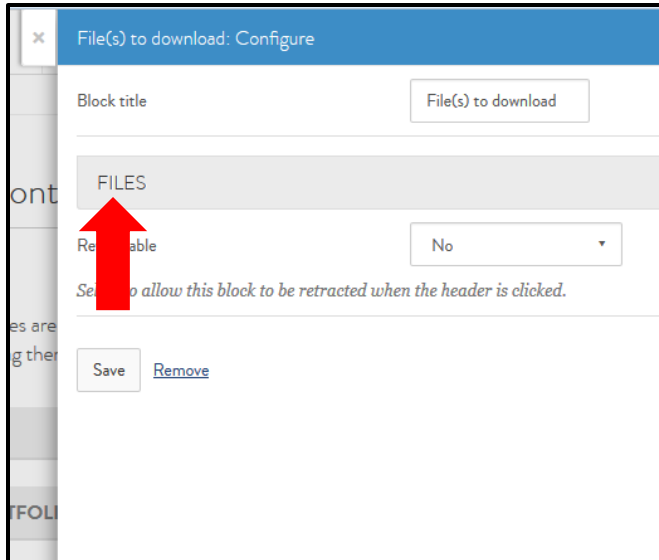
Here at Pace, I support the university in the integration of academic technologies to enhance teaching and learning. Check out my pages to learn more about me and my work.

My academic philosophy has always been learning through active participation. In the Office of Academic Technology, I apply this philosophy by helping implement digital learning platforms into the classroom that inspire creativity and foster intellectual growth.

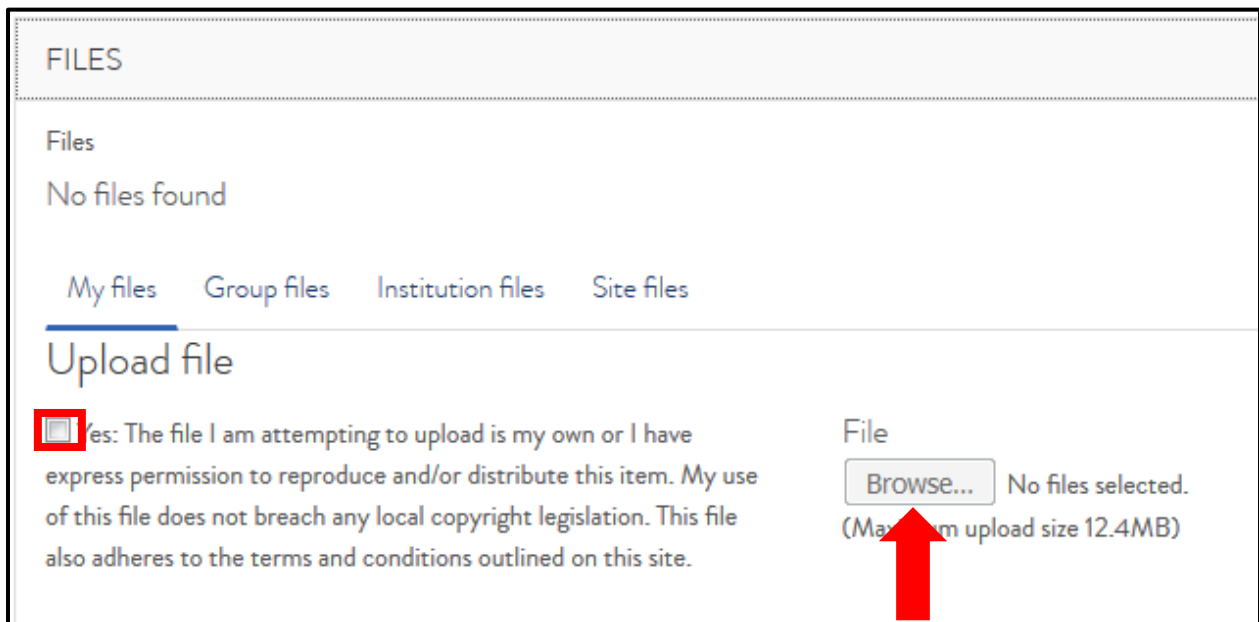
As the director of the eTern Program, I manage a team of student interns to strengthen ITS support ecosystems and increase digital literacy. Our student interns assist the university primarily in the adoption of Mahara ePortfolio System --thus the nickname "eTerns".

TUTORIAL

- A new menu will appear. Select **Files**.



- Check off the box next to **Upload File** and hit **Choose Files**.



TUTORIAL

- Once the upload is complete, a green success message will appear, and scroll down and hit **Save**.

The screenshot shows a web interface for uploading files. At the top, there's a blue header with the text "File(s) to download: Configure". Below this, there's a section titled "FILES" with a sub-section "Files" containing a single file named "workflows.xls". A green message box with a red border states "Upload of workflows.xls complete". Below this, there's an "Upload file" section with a checkbox checked, indicating that the user agrees to the terms and conditions. To the right of this section is a "File" field with a "Browse..." button and the text "No files selected. (Maximum upload size 50MB)". Below the "Upload file" section is a "HOME" section with a table listing files: "images", "Doc1.pdf", "new-piktochart_23174626_7ba87b016f52aa09b2007abdc3387ca984610751.png", and "workflows.xls". At the bottom of the interface, there's a "Retractable" dropdown menu set to "No" and a "Save" button highlighted with a red box, along with a "Remove" link.