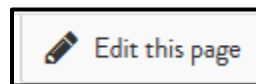# ACADEMIC TECHNOLOGY (ITS)

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.

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4. A new menu will appear. Select **Files**.
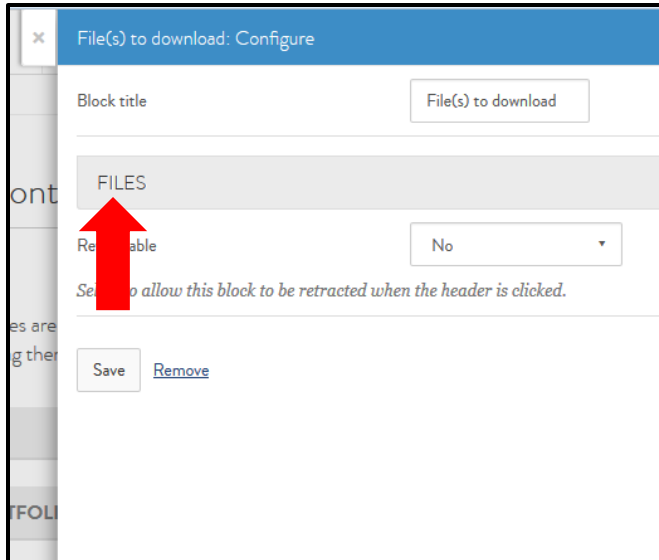
5. **Check off** the box next to **Upload File** and hit **Choose Files**.

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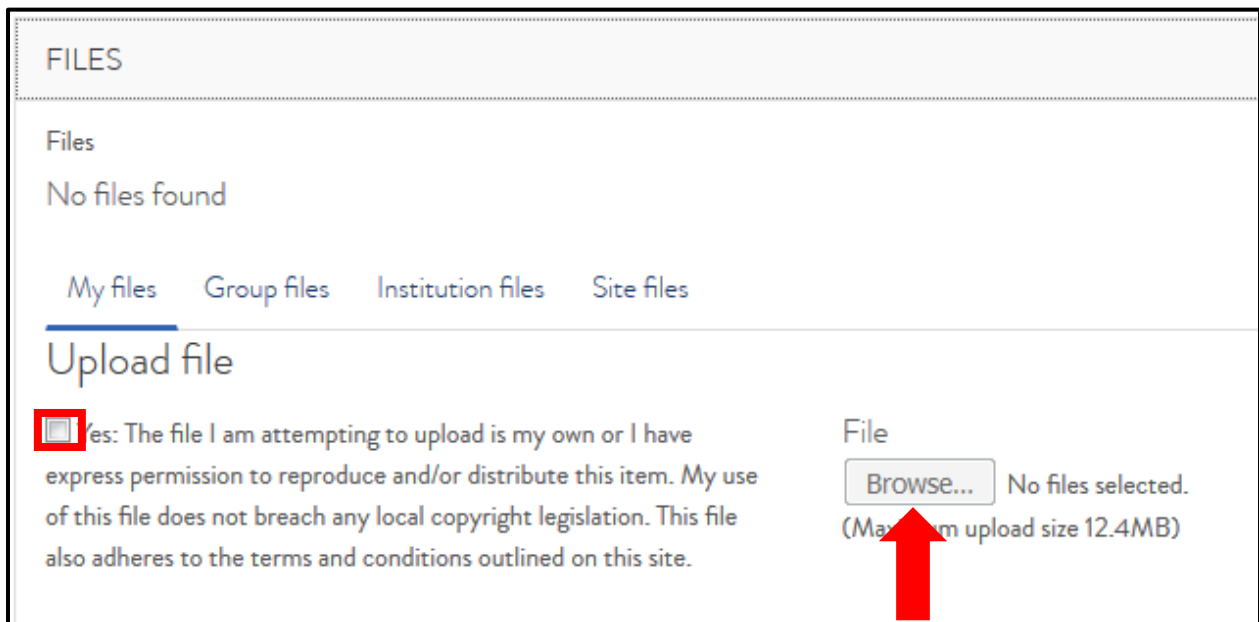
TUTORIAL

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

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