

Uploading Artefacts to Your ePortfolio

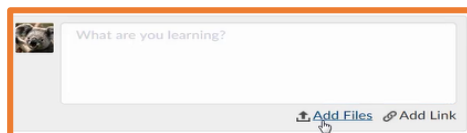
This guide will cover how you can upload an artefact into your ePortfolio. An artefact is any item of content that you put in your ePortfolio.

1

Firstly, navigate to your ePortfolio through *My Brightspace* on the home page or via the *Tools* menu item in your module navigation bar.

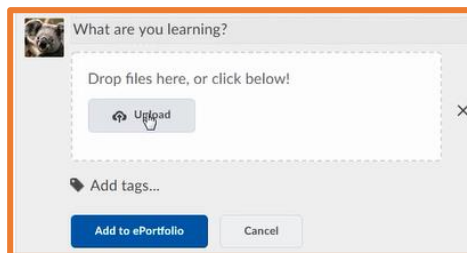
2

Next you should see a box at the top with the text *What are you learning?* Here you can write about your artefact. At the bottom of this text area there is an *Add Files* button.



3

Clicking this button should bring up an upload area. You can now use the button and browse your computer for your file/artefact. You can also drag and drop file(s) into this upload area to upload them to your ePortfolio.

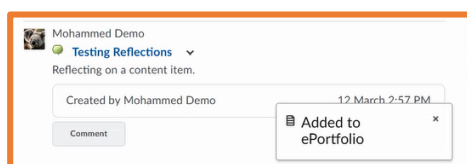


4

Under the upload box you can also add tags to reflect what you are doing. These can be helpful for finding the artefact at a later date, or for grouping items together. Useful tags that could be used are: Module name, Module code, topic name, keywords and/or the type of artefact.

5

Once you have finished adding text, uploading artefacts and choosing your tags click *Add to ePortfolio*. You will then see a confirmation dialog and your artefact.



6

To delete an artefact item you can click on the drop down arrow next to it and press delete. Alternatively, you can use the *My Items* tab located at the top of your ePortfolio. Find the item(s) you want to delete, check the boxes next to them and then use the *More Actions* button to remove multiple or single unwanted artefacts or ePortfolio items.

