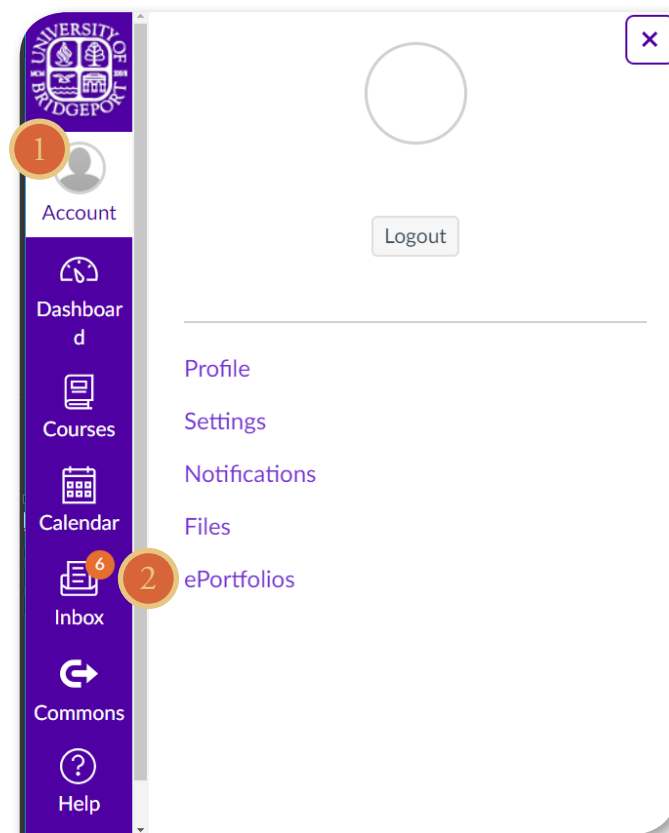


# How do I upload a file or image to my ePortfolio page as a student?

You can upload files or images and use previously uploaded files or images from your personal files in your ePortfolio.

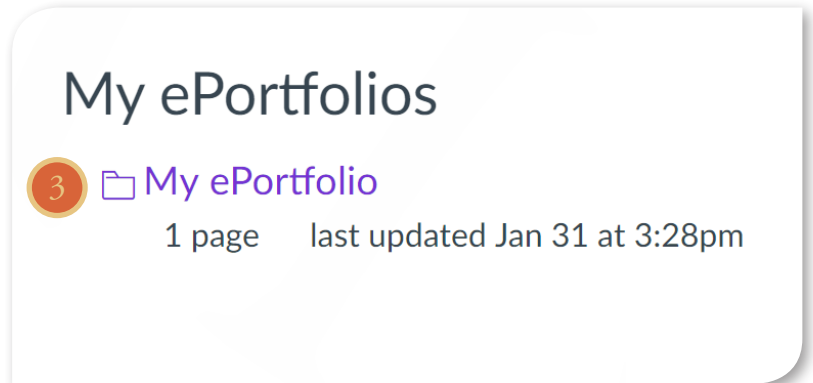
## Open ePortfolios



In Global Navigation:

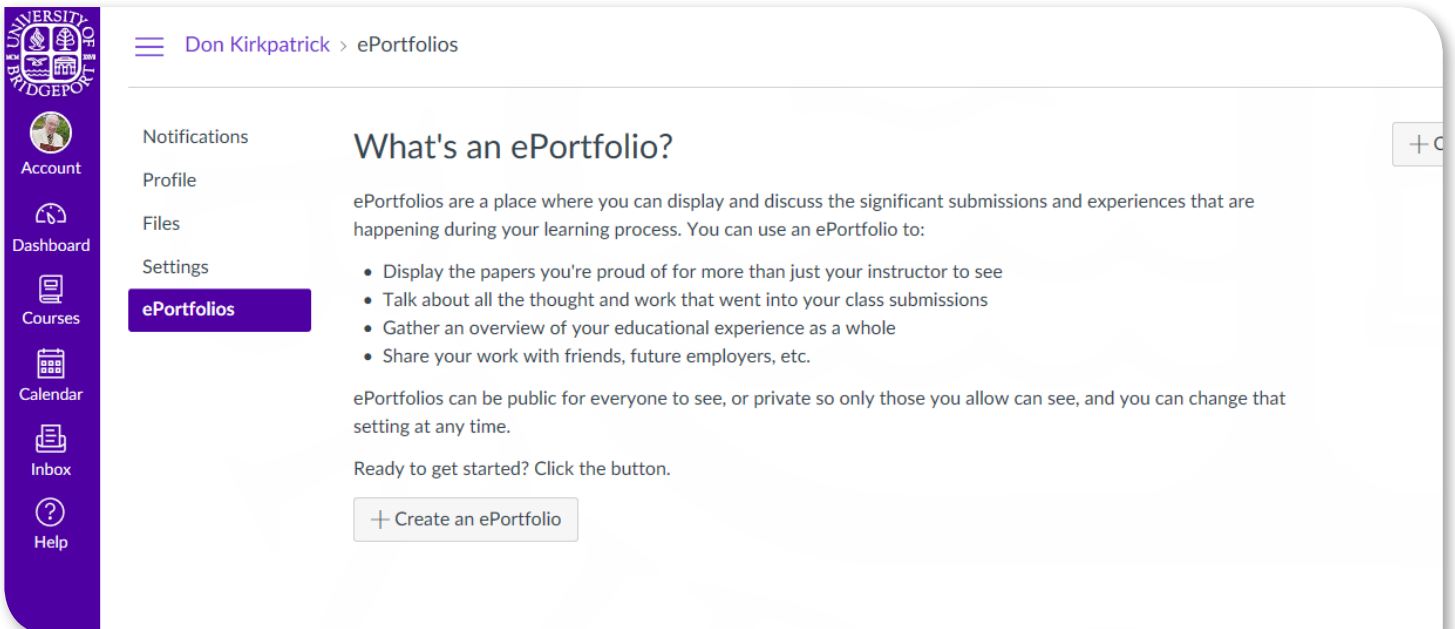
1. Click the [Account](#) link.
2. Click the [ePortfolios](#) link.

## Open ePortfolios



3. Click the title of the ePortfolio.

## Understanding the ePortfolio



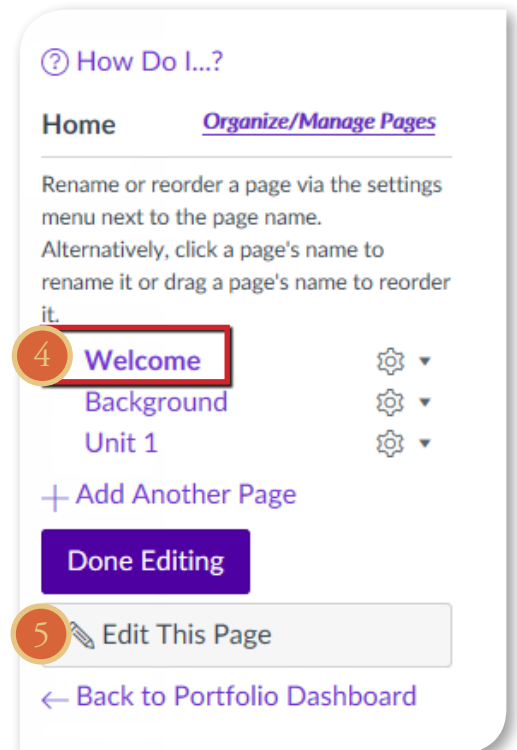
The first page you will see will explain what an ePortfolio is and how it is used.

## Select Page

4. Click the title of the page you wish to edit.

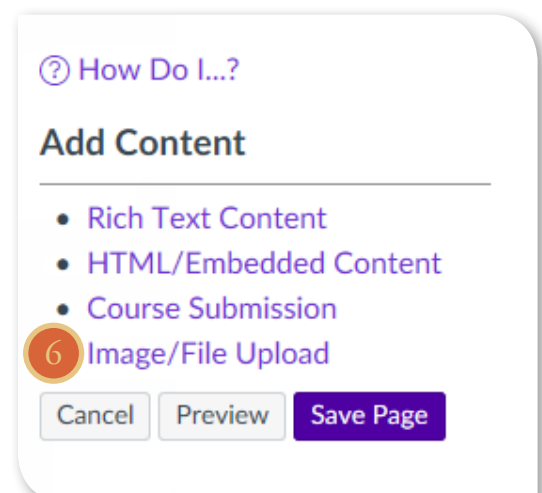
## Edit Page

5. Click the **Edit This Page** button.

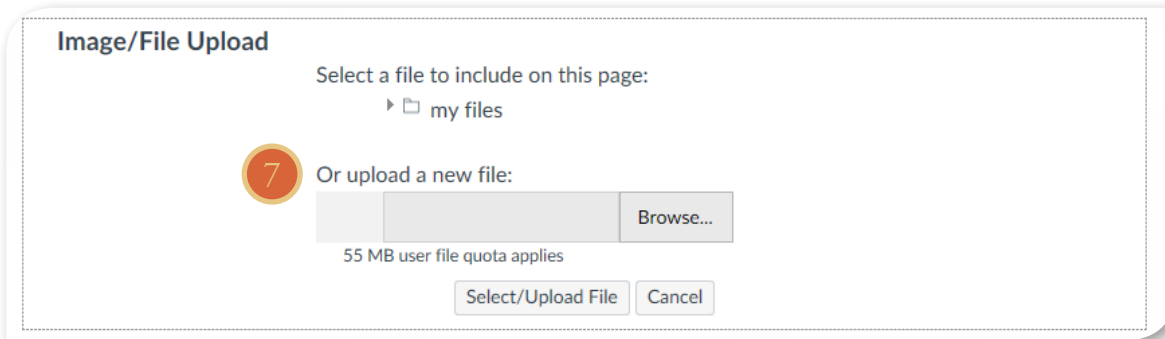


## Add Image or File

6. Click on the **Image/File Upload** link.

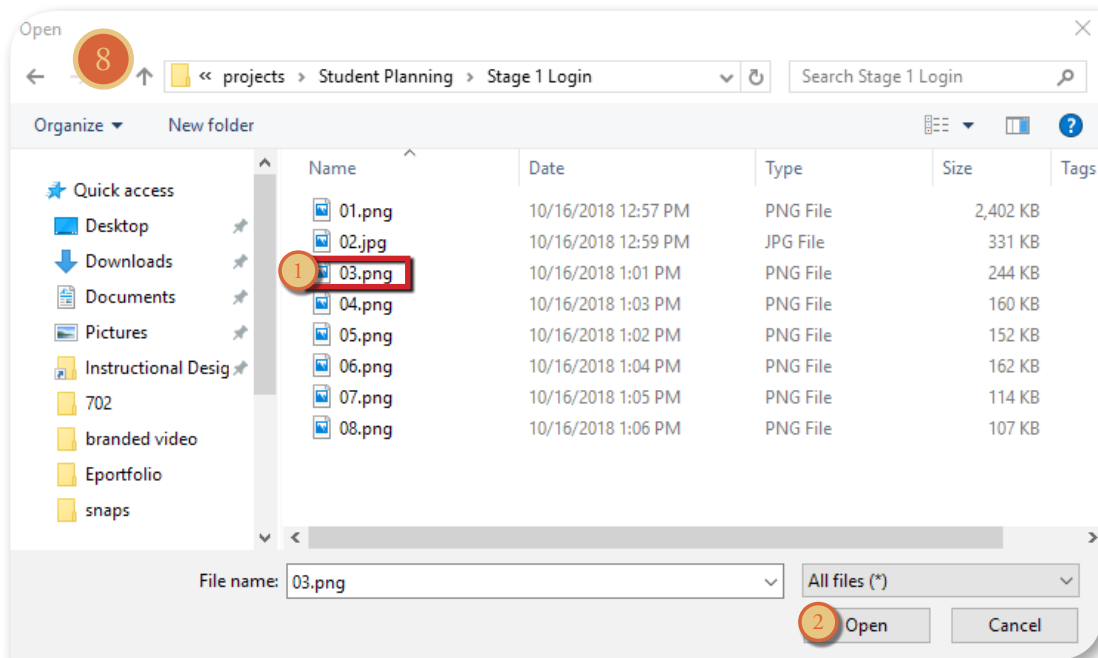


## Choose File



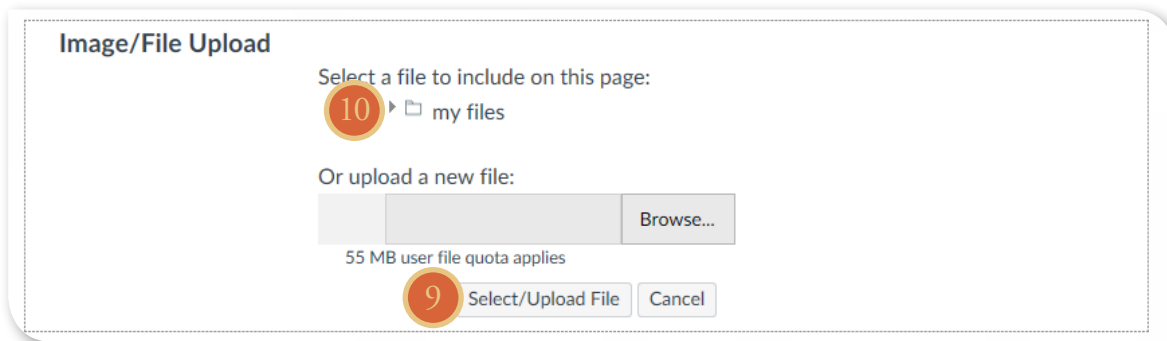
7. Click the **Choose File** button.

## Select File



8. Locate the file [1] and click the **Open** button [2].

## Upload File



9. Click the [Select/Upload File](#) button to upload the file.

10. You can also use the files you have previously uploaded to your personal files by clicking on the [my files](#) icon.

- Multiple files and different file types can be uploaded to the same ePortfolio page.

## Delete File



11. You can delete a file or image by selecting the [Delete](#) icon.

## Save Changes

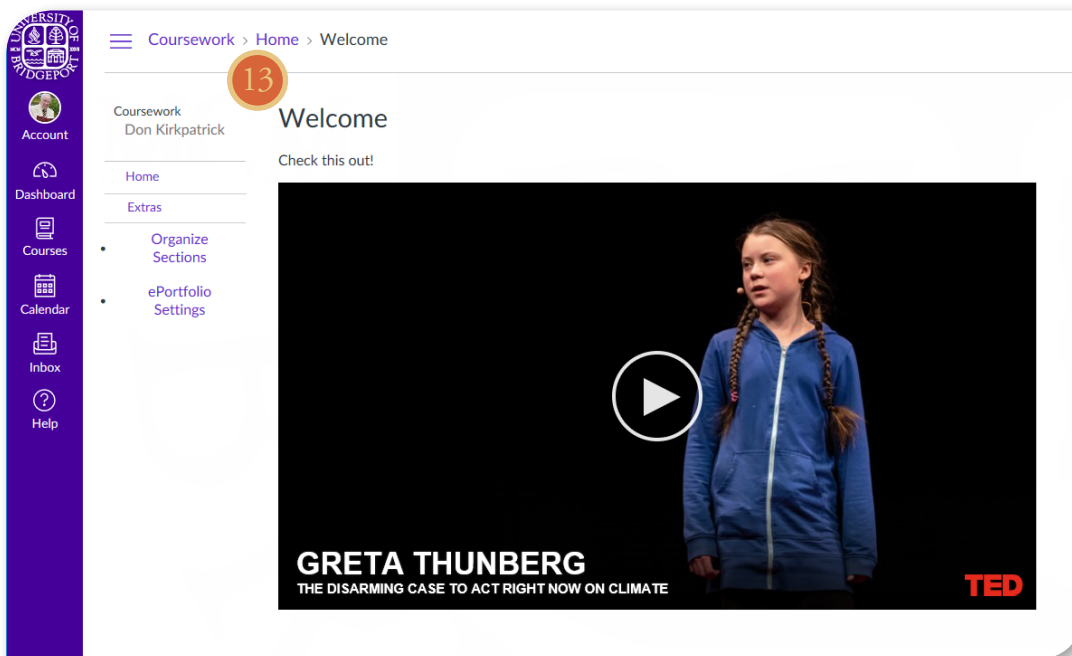
Allow Comments on this Page

Make Comments Public

Cancel Preview **12** Save Page

12. Click the **Save Page** button to save the changes you made.

## View Page



The screenshot shows a user interface for a course page. On the left is a purple sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area has a breadcrumb trail: Coursework > Home > Welcome. Below this, the user's name 'Don Kirkpatrick' is shown. A 'Welcome' section is highlighted with a red circle containing the number 13. Under 'Check this out!', there is a video player featuring a TED talk by Greta Thunberg titled 'THE DISARMING CASE TO ACT RIGHT NOW ON CLIMATE'. The video player includes a play button icon and the TED logo in the bottom right corner.

13. View the changes you made to the page.