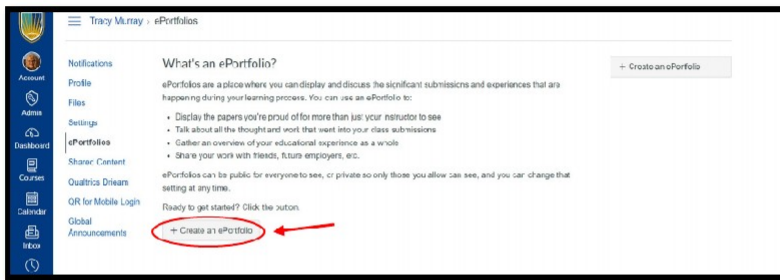


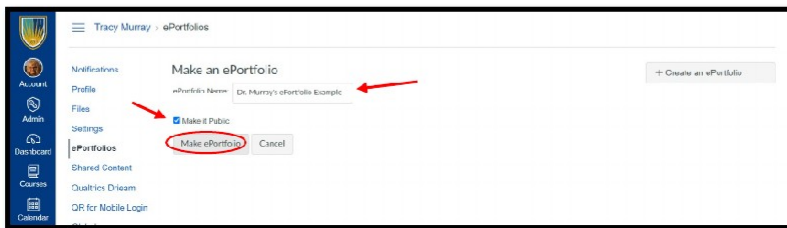
Step 1. Create the ePortfolio.

Set-up the e-Portfolio page by clicking on the “Create an ePortfolio” box



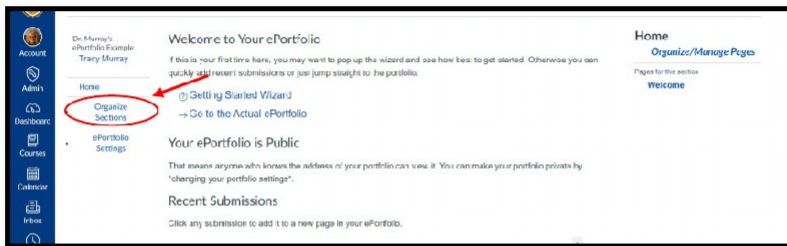
Step 2. Name your ePortfolio.

Name your ePortfolio, add a checkmark at “Make it Public”, and select the “Make ePortfolio” box



Step 3. Create Sections.

Set-up your ePortfolio pages by selecting “Organize Sections” at the left of the page.



Step 4. Add Section Names.

From here, you will select “Add Section” and type “INTRODUCTION” into the box. Select “Add Section” again and type “COURSE ARTIFACTS” into the box. If you need to change the order of the pages, select the “wheel” symbol, and choose the “Move to” option to move the texts in the order desired. When you are done, select the “Done Editing” box.