

ePortfolio Instructions for ED 301 Students

1. <https://estarpportfolio.csupueblo.edu/External/Default.aspx> - if you use any search engine other than Internet Explorer, you will probably have trouble – screens will not look right, if you can even get onto the eportfolio or you might even get all things uploaded & then not be able to attach or save. **Use Internet Explorer.**
2. Follow these directions or watch the youtube videos at www.youtube.com/curriculumcentert230 or search for CSUP Curriculum Center on Facebook.
3. **Enter** your PID, then your PIN or (Forgot PIN?) & your PIN will be emailed to the email address we have on file for you in our TEIMS database – which is the email you gave us on your paper portfolio. If in doubt, call our office to check the email we have for you. Your PIN is a random number the eportfolio assigns to you.
4. **After entering** PID and PIN, click Enter.
5. Next page to open is HOME page as noted in upper right corner.
6. The portfolio titled Admission to Teacher Education should be listed on your screen – single click on the portfolio name.
7. Once you single click on the correct eportfolio, the left column lists all goals, including Introduction. Highlight a Goal and the center will fill in with a Reflection & Artifacts area.
8. You will see what Artifacts (Assets) are mandatory (noted by an *) for that Goal area.
9. **To add Reflection**, click on Edit in the Reflection box. Type in your reflection or paste in from a word document, **click Update or it won't save.**
10. **To add Artifact or Asset** to Standards, click Attach New Asset at bottom of Artifact box.
11. The far left column is titled Assets which contains all documents or videos you upload.
12. You can **upload documents under NEW in the center column.**
13. Click Browse, find your document on your computer & attach as normal. It will show in the Browse box, Click Upload under Browse & the document will be added to the left column under Assets. This is your Asset Library where you will keep all documents you might want to upload to your portfolio. Add to it at any time.
14. **To include an Asset (document, video, etc) in your portfolio**, check the box next to the Asset you want to attach – then in the far right column, check the box next to the standard to which you want to attach the asset. Notice the center column now says File Details with an Attach button above it. Click Attach button and the Asset now shows under the standard in the far right column.

15. To attach a web link, the attach process is slightly different. Instead of checking the box in Asset Library corresponding to the web link, you highlight the word webquest or weblink itself, then check the box in the right column corresponding to the standard you want to attach it to, then in the center column – rather than clicking ATTACH at the very top, you click ADD in the center box right under the weblink.
16. Click on **Back to Editor button** below Attached Assets box to return to main screen.
17. **Continue to Upload** for all Goal areas.
18. YOU MAY LOGOUT and RETURN TO PORTFOLIO AT ANY TIME. All entries will save automatically.

Submit for Assessment

1. Click on HOME icon at upper right.
2. Under Action at the end of the line corresponding to the correct portfolio – drop down menu selection Submit for Assessment. Click Green arrow to right of Drop Down box.
3. Any missing items, including Reflections or Artifacts will be listed. Return to Portfolio & complete any missing items. Do not submit until all missing items have been attached. Once all requirements have been uploaded, you may Submit for Assessment.