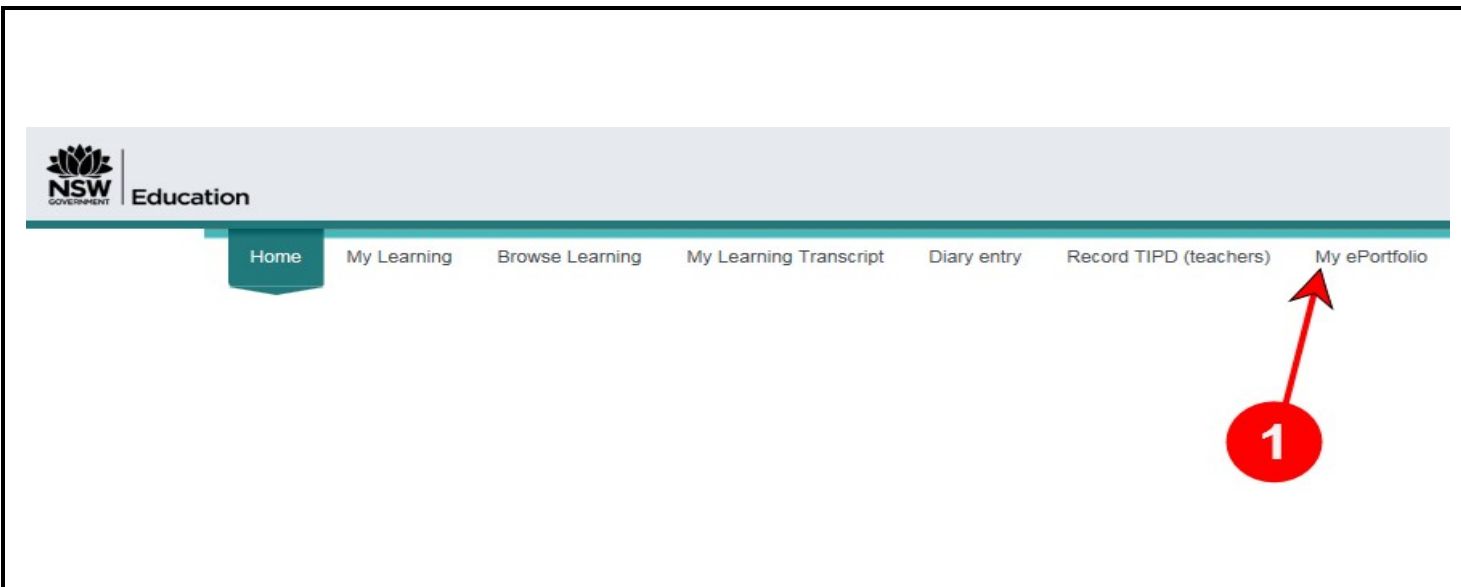


Navigating the ePortfolio

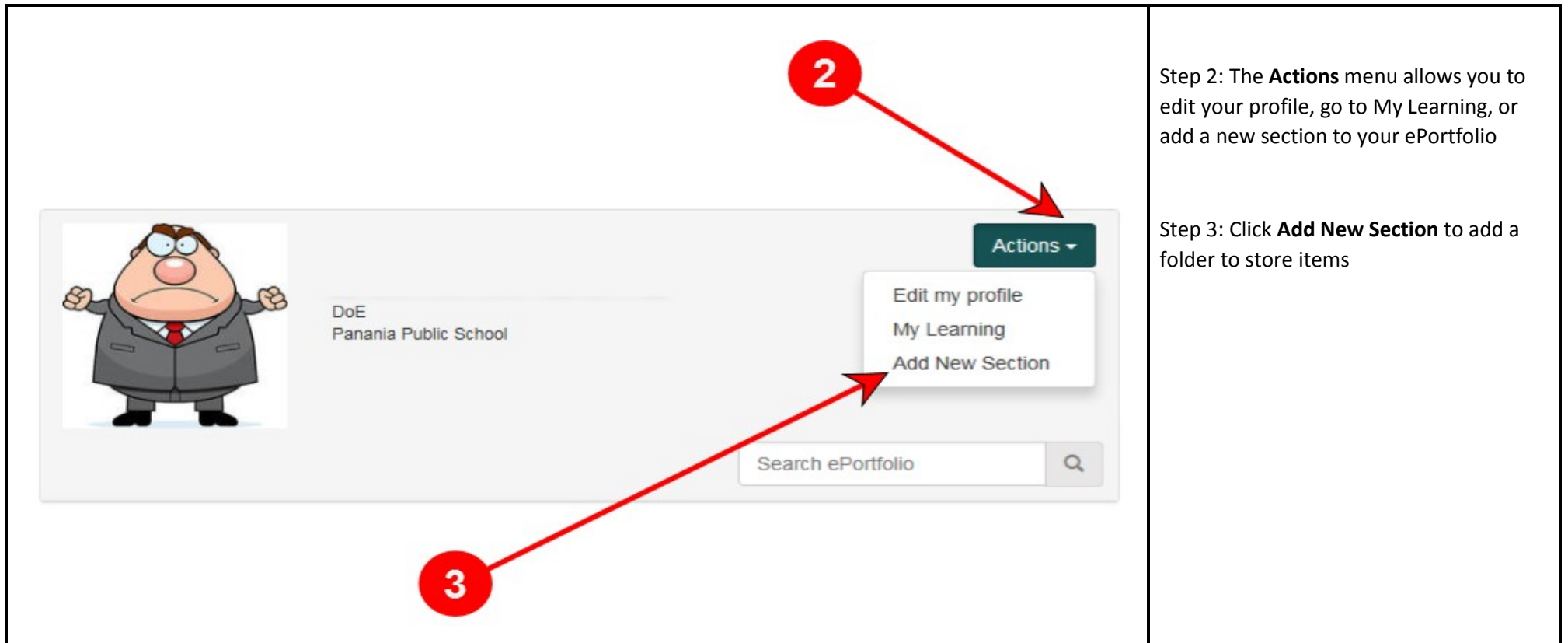
This reference guide explains how to enroll navigate and use the ePortfolio function in MyPL.



The screenshot shows the top navigation bar of the MyPL system. The bar is light gray and contains the NSW Government Education logo on the left. Below the logo is a dark teal horizontal bar with a white 'Home' button. To the right of the 'Home' button are several menu items: 'My Learning', 'Browse Learning', 'My Learning Transcript', 'Diary entry', 'Record TIPD (teachers)', and 'My ePortfolio'. A red arrow points from a red circle containing the number '1' to the 'My ePortfolio' menu item.

Step 1: Login to MyPL and select **My ePortfolio** from the menu items at the top of the screen

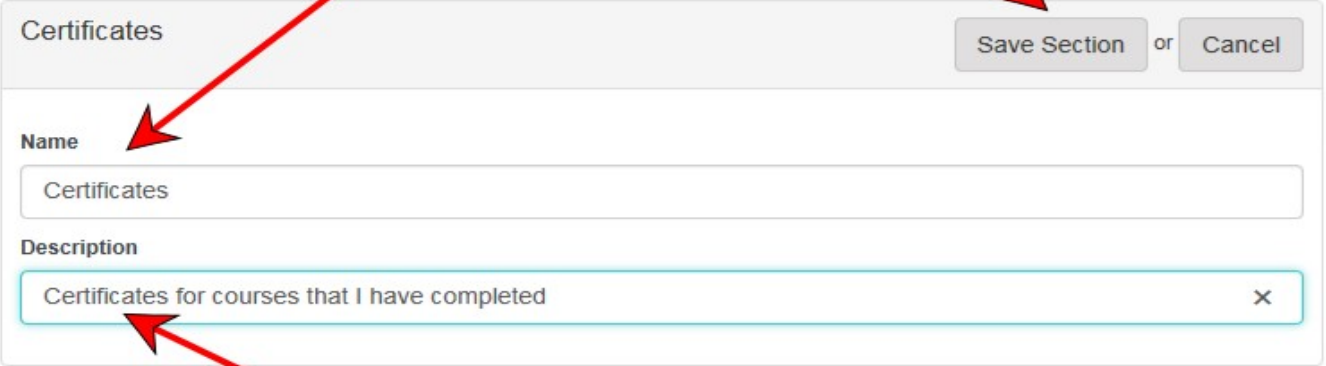




The screenshot shows a user profile card for 'DoE Panania Public School'. On the left is a cartoon character. On the right, there is an 'Actions' dropdown menu with three options: 'Edit my profile', 'My Learning', and 'Add New Section'. Below the menu is a search bar labeled 'Search ePortfolio'. Two red arrows with circular callouts point to the 'Actions' menu (callout 2) and the 'Add New Section' option (callout 3).

Step 2: The **Actions** menu allows you to edit your profile, go to My Learning, or add a new section to your ePortfolio

Step 3: Click **Add New Section** to add a folder to store items



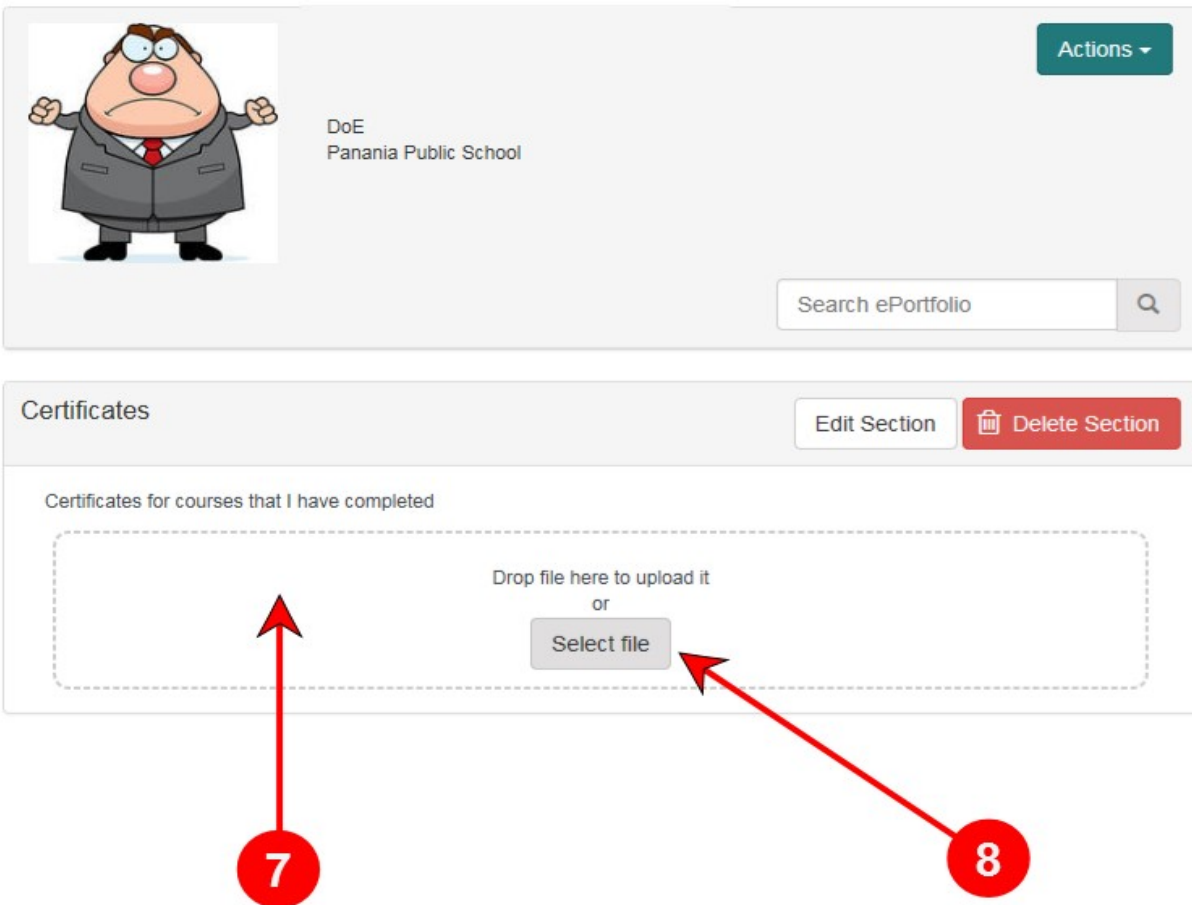
The screenshot shows a form titled "Certificates" with the following fields and buttons:

- Name:** A text input field containing "Certificates". A red arrow labeled "4" points to this field.
- Description:** A text input field containing "Certificates for courses that I have completed". A red arrow labeled "5" points to this field.
- Buttons:** "Save Section" and "Cancel" buttons are located at the top right of the form. A red arrow labeled "6" points to the "Save Section" button.

Step 4: Type in a name for the folder you wish to create

Step 5: Type a description for the folder to be created

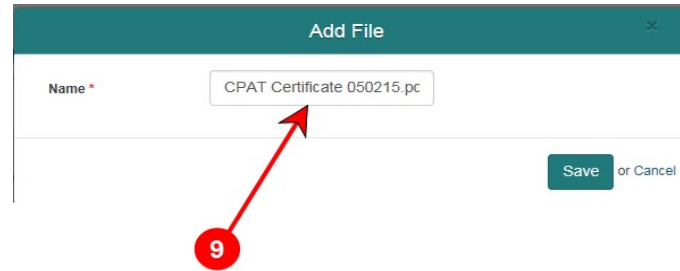
Step 6: Click **Save Section** to save your changes



The screenshot shows a user profile for 'DoE Panania Public School' with a 'Certificates' section. The section contains a dashed box for file uploads with the text 'Drop file here to upload it or Select file'. A red arrow labeled '7' points to the dashed box, and another red arrow labeled '8' points to the 'Select file' button.

Step 7: Navigate to where your files are stored on your device, and drag and drop a single file to add it to the folder

Step 8: Choose **Select File** to navigate your device directory and select a file to upload to the folder



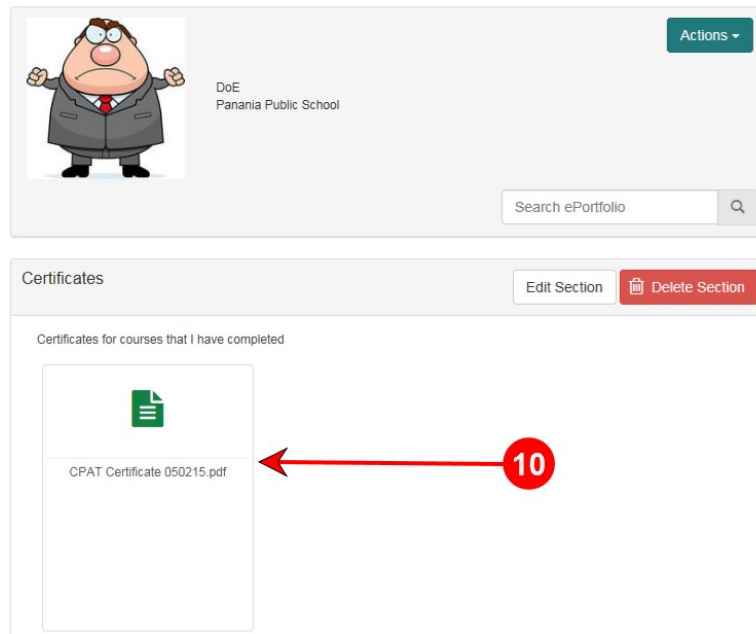
Add File

Name * CPAT Certificate 050215.pc

Save or Cancel

9

Step 9: Type a meaningful name for your file



DoE
Panania Public School

Search ePortfolio

Certificates

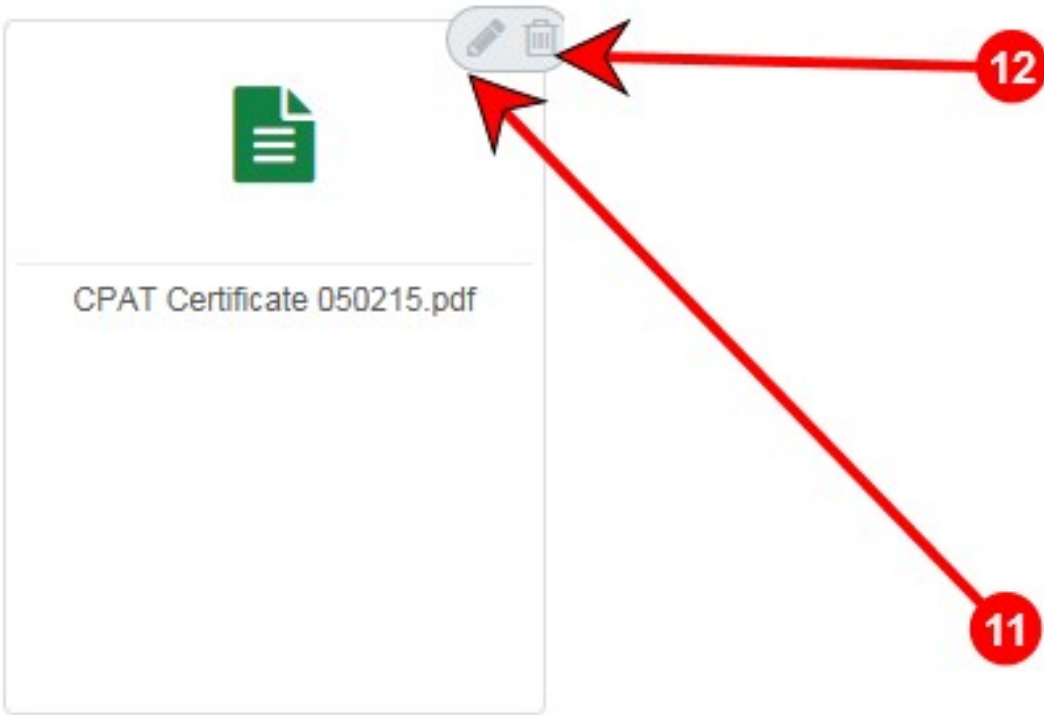
Edit Section Delete Section

Certificates for courses that I have completed

CPAT Certificate 050215.pdf

10

Step 10: The selected file has been added to the folder



The screenshot shows a file card for 'CPAT Certificate 050215.pdf'. At the top right of the card, there are two icons: a pencil (edit) and a trash can (delete). A red arrow labeled '11' points to the pencil icon, and another red arrow labeled '12' points to the trash can icon.

Step 11: Hover over a file and select the **Pencil** icon to edit the filename

Step 12: Hover over a file and select the **Trash** icon to delete the file