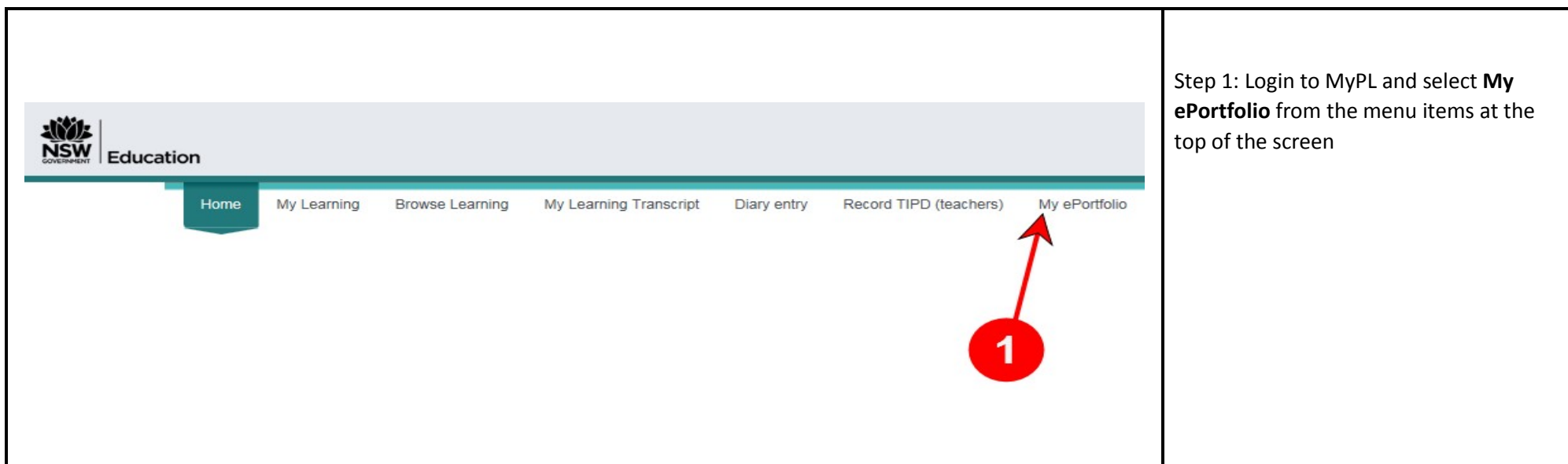


Navigating the ePortfolio

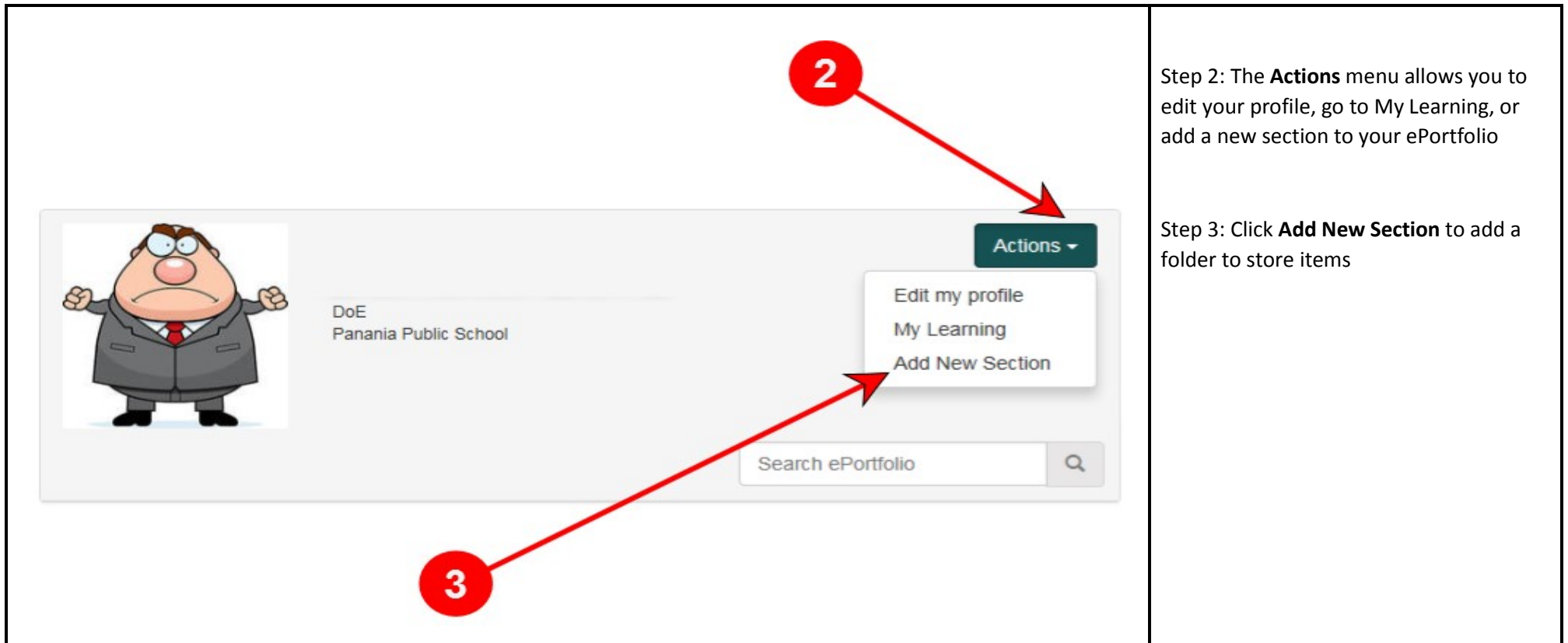
This reference guide explains how to enroll navigate and use the ePortfolio function in MyPL.



The screenshot shows the top navigation bar of the MyPL system. The bar is light grey with the NSW Government Education logo on the left. Below the logo is a teal horizontal bar containing a menu with the following items: Home, 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

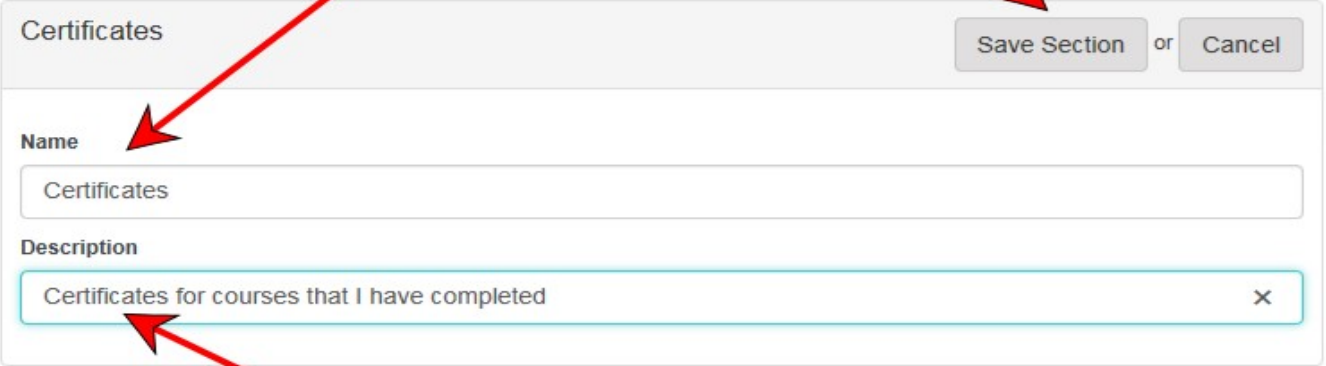




The screenshot shows a user profile card for 'DoE Panania Public School'. On the left is a cartoon character. On the right, there is an 'Actions' dropdown menu with three options: 'Edit my profile', 'My Learning', and 'Add New Section'. Below the menu is a search bar labeled 'Search ePortfolio'. A red circle with the number '2' has an arrow pointing to the 'Actions' menu. Another red circle with the number '3' has an arrow pointing to the 'Add New Section' option.

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

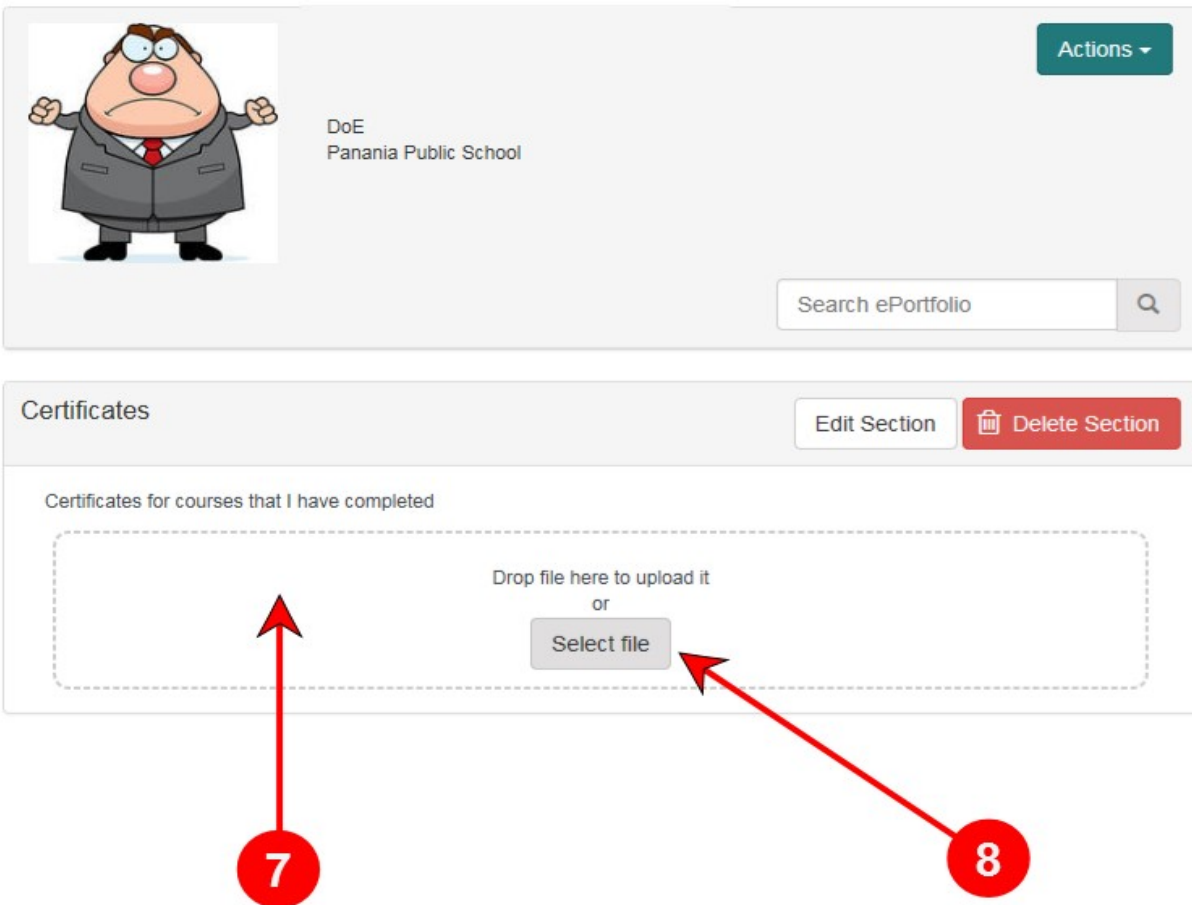


The screenshot shows a form titled 'Certificates'. It has three main sections: 'Name', 'Description', and a bottom section with two buttons. Red callouts are placed around the form: callout 4 points to the 'Name' input field which contains the text 'Certificates'; callout 5 points to the 'Description' input field which contains the text 'Certificates for courses that I have completed'; callout 6 points to the 'Save Section' button. The 'Cancel' button is also visible next to it.

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

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

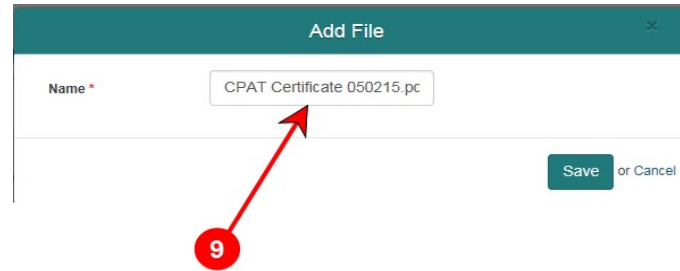
Step 6: Click **Save Section** to save your changes



The screenshot shows a user profile for 'DoE Panania Public School' with a 'Search ePortfolio' bar. Below is a 'Certificates' section with 'Edit Section' and 'Delete Section' buttons. A dashed box contains 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



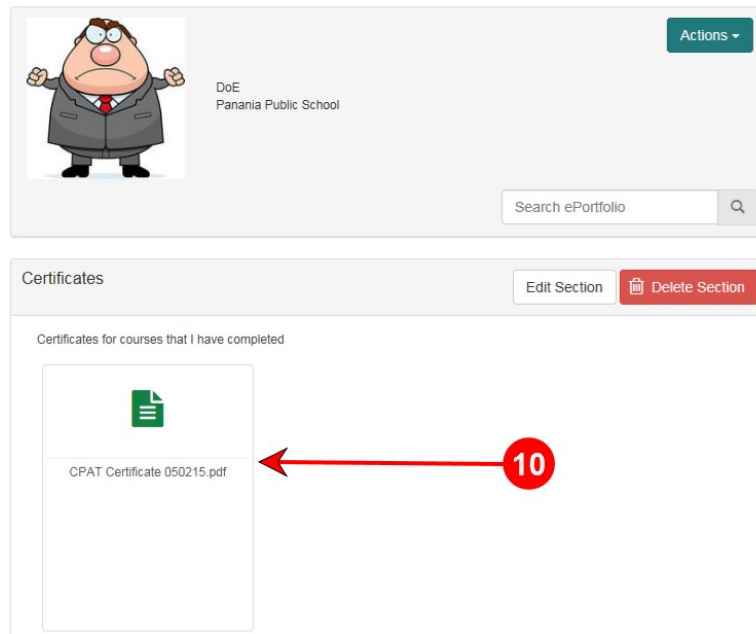
Add File

Name * CPAT Certificate 050215.pc

Save or Cancel

9

Step 9: Type a meaningful name for your file



DoE
Panania Public School

Search ePortfolio

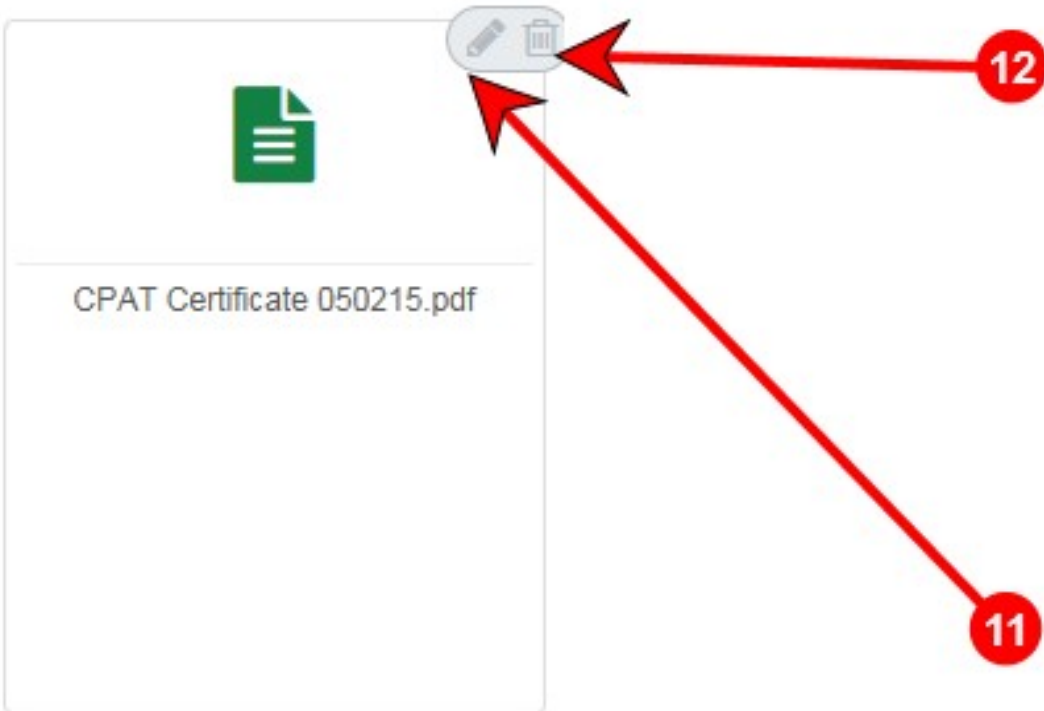
Certificates Edit Section Delete Section

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