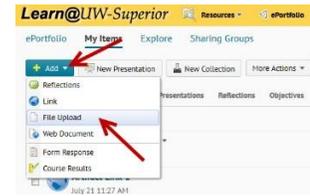
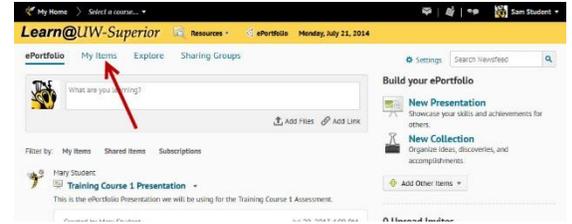


## Adding an ePortfolio Artifact – File Upload (formerly File from Computer or File from Locker)

1. In the ePortfolio area, click on the **My Items** link.
2. Click on the **Add** dropdown menu and select **File Upload** (formerly Upload -> File from Computer and Upload -> File from Locker).

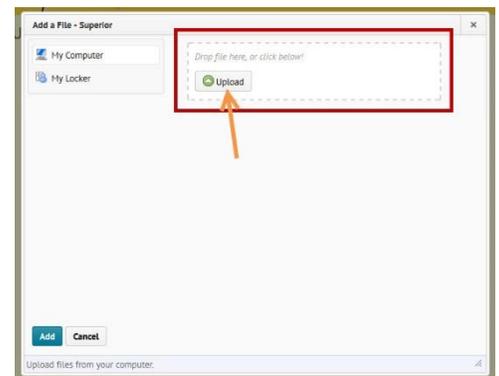
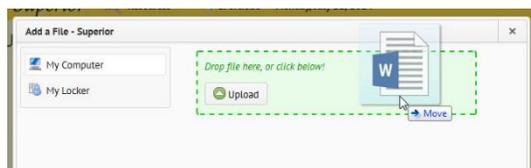


3. The Add a File window will open and in the left column My Computer will be selected by default, but you can select My Locker to upload files into your ePortfolio from your Learn@UWSuperior Locker instead.

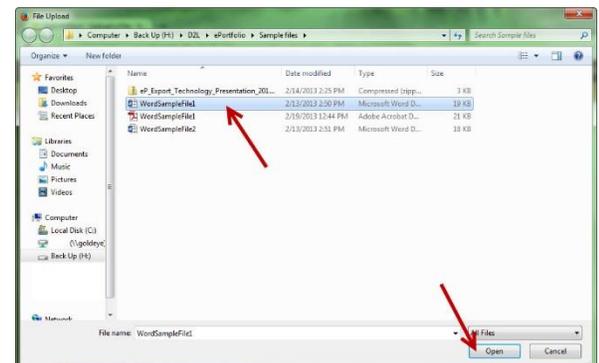


4. You can drag the file you would like to upload and drop it into the outlined area (red box) or click on the **Upload** button to find the file on your computer (orange arrow).

**Note:** If you use the drag and drop feature, the outlined area will turn green when the file is in the correct location.

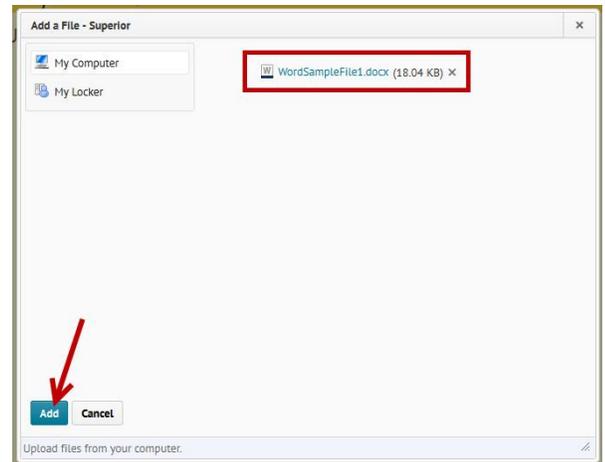


5. After clicking on the **Upload** button, navigate to the file location on your computer and select the file you would like to upload. Click the **Open** button.



- On the Add a File window, the file name will appear where the Upload button used to be. Click the **Add** button.

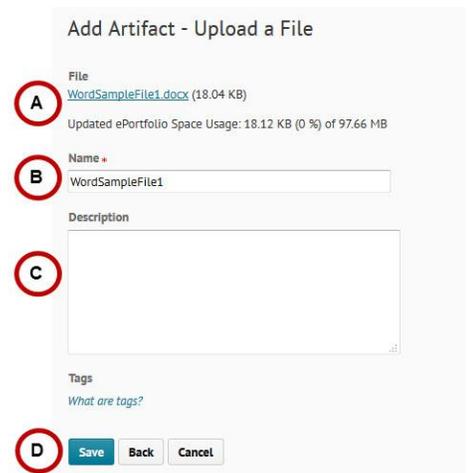
**Note:** If this is not the correct file, click on the “X” to the right of the name to delete the file and find the correct one.



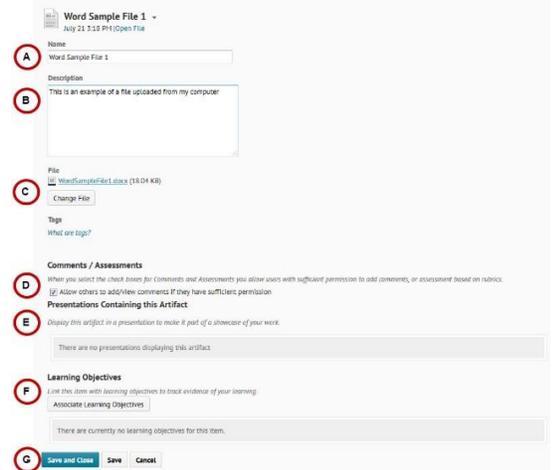
- On the Add Artifact screen, click the **Next** button.



- The Artifact details screen will:
  - Show you the file name and how much space it will use up
  - Allow you to change what the system has used as the file name
  - Let you include a description of what the file is for
  - Give you the option to save, go back, or cancel the action



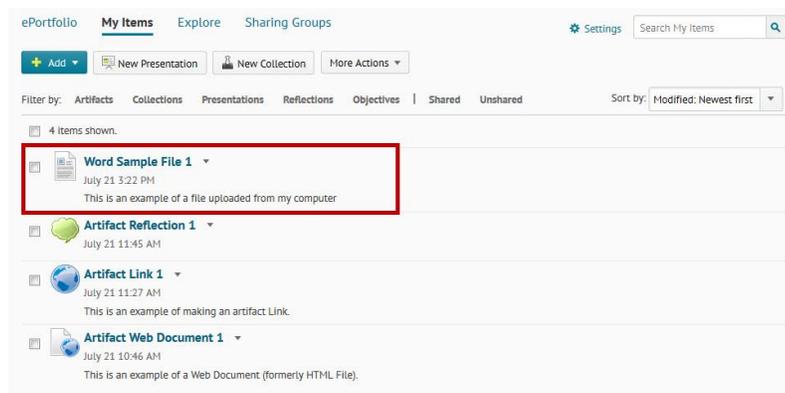
9. On the Edit Artifact screen, you can:
- Change the name
  - Change the description
  - Change or edit the file
  - Allow others to add and/or view comments
  - Add this artifact to a presentation (if you have any created)
  - Associate a Learning Objective to this artifact (if your instructor has any created)
  - Save and Close



10. On the View Artifact screen, you can:
- Go to the My Items screen
  - Add Reflections
  - Add Comments
  - View Assessments



11. On the My Items screen, you should see the file you just uploaded.



12. Repeat these steps until you have as many files as you need.