

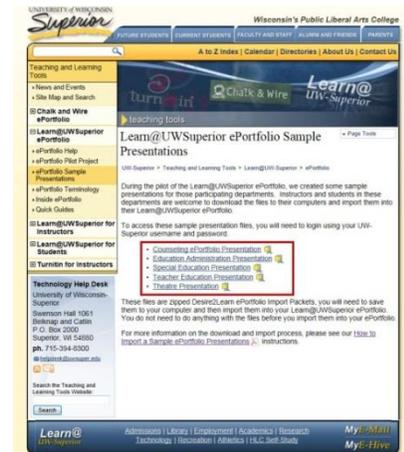
Downloading and Importing a Sample Presentation into your ePortfolio

We have created some sample presentation for our pilot departments that you can use for your Learn@ UWSuperior ePortfolio. Follow these instructions to download the file from the Teaching & Learning Tools website (<http://www.uwsuper.edu/teachingtools/learn/eportfolio/eportfoliosamples.cfm>) and import it into your Learn@ UWSuperior ePortfolio.

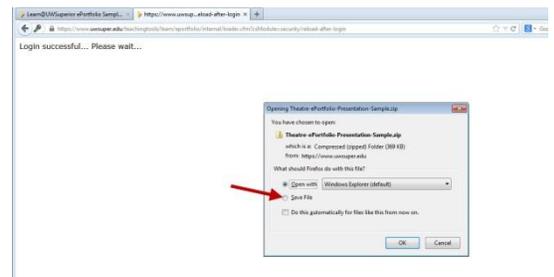
1. On the ePortfolio Sample Presentations page, select the sample presentation that you would like to download.

Note: The zipped files are in a secure section of our website, you will need to use your campus username and password to enter it.

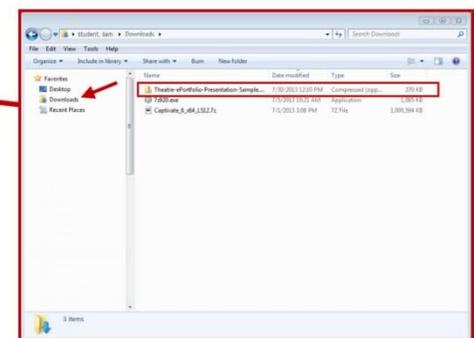
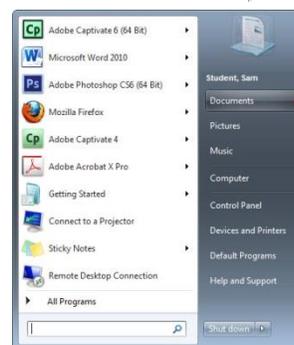
2. Type your UW-Superior username and password into the text boxes. Click the **Login** button.



3. The Opening window will appear, select the **Save File** radio button and click the **OK** button.



4. You will get a Download Complete message letting you know the sample file has been saved to your computer.



Note: If you are using a newer version of Windows, your file will be saved in the Downloads area.

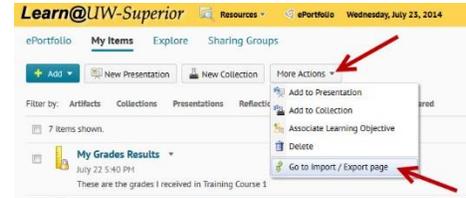
5. Log into Learn@ UWSuperior using your UW Campus Account.



6. Click on the **ePortfolio** link in the My Home navigation bar.



7. On the My Items screen, use the **More Actions** dropdown menu and select **Go to Import/Export page**.

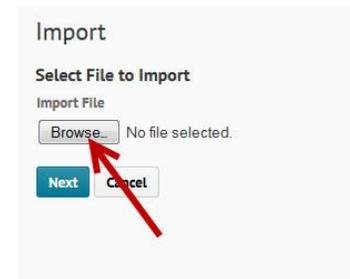


Note: Using Add -> File Upload will not import the zipped sample presentation file properly. Instead of converting the file into a working presentation, it will stay a zipped file.

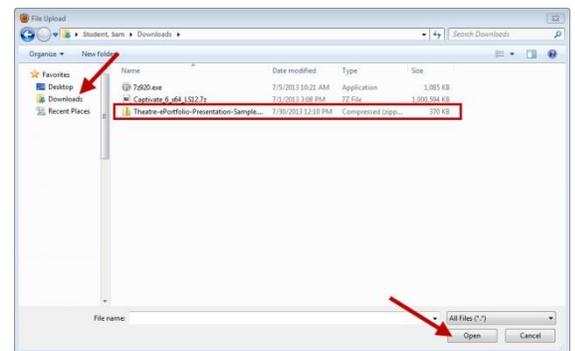
8. On the Import/Export ePortfolio Content screen, click on the **Import** button.



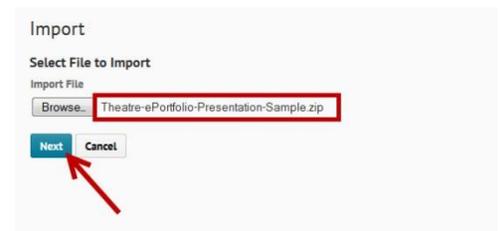
9. On the Import screen, click on the **Browse...** button to find the zipped ePortfolio sample presentation file on your computer.



10. Navigate to the Downloads location on your computer and select the file you would like to upload. Click the **Open** button.



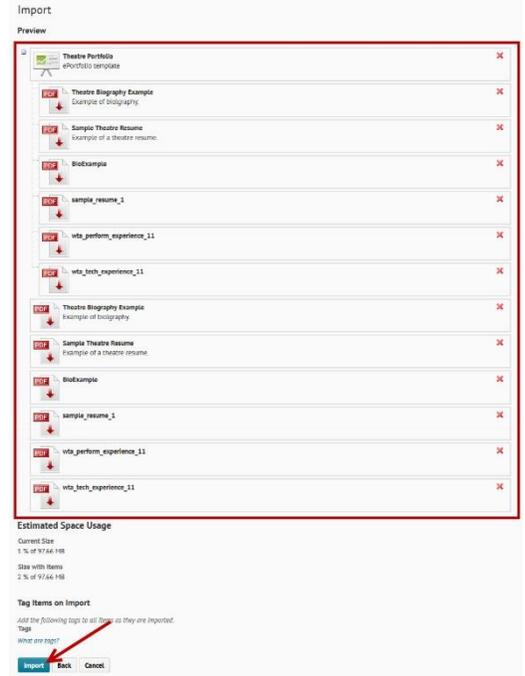
11. Back on the Import screen, the file name will appear next to the Browse button. Click the **Next** button.



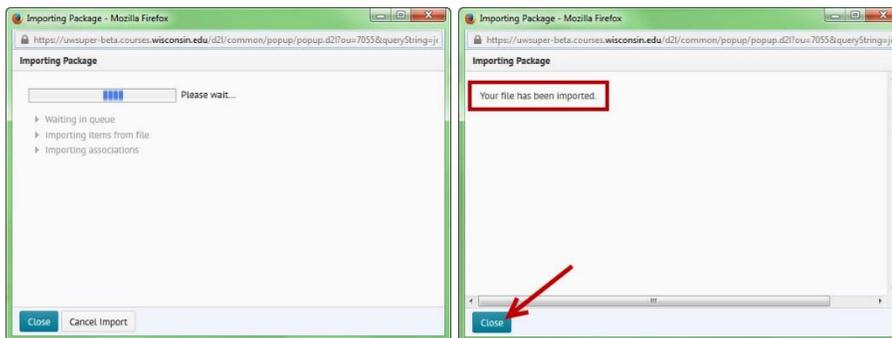
12. On the Preview screen, you will see the name of the presentation you are importing and how much space it will take up. It will also show any supporting documents that were included in the zipped file.

Note: If this wasn't the file you wanted to import, click on the red X next to the file name and it will be removed.

13. Click on the **Import** button to complete the process.



14. On the Import in Progress screen, you will need to click on the **View progress of the import package** to verify it has been successfully uploaded. Once it has been uploaded, click the **Done** button.



15. On the Import/Export ePortfolio Content screen, you should see the file you just imported in the Recent Activity area. Click on the **My Items** link to return to that screen.



16. On the My Items screen, you should see the presentation and any supporting documents that you just uploaded.

