

# ePortfolio Instructions for Master's of Education

1. <https://estarpotfolio.colostate-pueblo.edu/external> - 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. **Use Internet Explorer.**
2. **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. 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 and cannot be changed.
3. **After entering** PID and PIN, click Enter.
4. Next page to open is HOME page as noted in upper right corner above your name.
5. **Click on Portfolio in menu bar. Choose Assignment Checkout from drop down.**
6. Click Search.
7. Find portfolio titled Master's of Education – click on Checkout at far right.
8. **Click on** HOME icon in upper right, below your name.
9. The portfolio you Checked Out will be listed on your home screen – single click on the portfolio.
10. The left column lists all goals.
11. **To add Asset** to a Goal, click Attach New Asset at bottom of Artifact box in center column.
12. The far left column is titled Assets which contains all documents or videos you upload.
13. You can **upload documents under NEW in the center column**. Click Browse, find your document & 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. To organize your assets, you might want to 1<sup>st</sup> create a New Folder in the Asset Library, name it something specific, i.e. the class name or Goal area. Then upload directly to that folder.
14. **To include an Asset (document, video, etc) in your portfolio**, hilite the Asset you want to attach – then in the far right column, hilite the goal you want to attach the asset to. Notice the center column now says File Details with an Attach button at the top. Click Attach button and the Asset now shows under the standard in the far right column.
15. Click on **Back to Editor button** below Attached Assets box to return to main screen **OR**
16. **Continue to Upload** for all Goal areas.
17. YOU MAY LOGOUT and RETURN TO PORTFOLIO AT ANY TIME. All entries will save automatically.

## Submit for Review

1. Click on HOME icon at upper right.
2. Under Action – drop down menu selection Submit Review Request. Click Green arrow to right of Drop Down box.
3. Select the instructor you are requesting to review your eportfolio by choosing Faculty and then entering their name. Check the box next to their name, click Next, then enter any comments you have for the reviewer & hit Send Review Request.