

# ePortfolio Instructions for TiR Students

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. In Semester/Year page, select **current** Semester/Year from drop down, hit Search.
7. Find portfolio titled TiR Semester 1 or 2 or 3 depending upon where you are in the program – 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, including Introduction. Highlite a Goal and the right side will fill in with a Reflection area & Artifacts area.
11. You will see what Assets are required for that Goal area, noted by an \*.
12. **To add Reflection**, click on Edit in the Reflection box. Type in your reflection, click Update.
13. **To add Asset** to Standards, click Attach New Asset at bottom of Artifact box.
14. The far left column is titled Assets which contains all documents or videos you upload.
15. You can **upload documents under NEW in the center column**. Click Browse, find your document & attach as normal. The file 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. You might want to organize your Asset Library 1<sup>st</sup> by selecting New Folder, name it the class you are in or semester, then upload items directly to that folder.
16. **To include an Asset (document, video, etc) in your portfolio**, in Asset Library check the box next to the Asset you want to attach – then in the far right column, check the box next to the standard 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.
17. Click on **Back to Editor button** below Attached Assets box to return to main screen. **OR**
18. **Continue to Upload** for all Goal areas.
19. YOU MAY LOGOUT and RETURN TO PORTFOLIO AT ANY TIME. All entries will save automatically.

## Submit for Assessment

1. Click on HOME icon at upper right.
2. Under Action – drop down menu selection Submit for Assessment. Click Green arrow to right of Drop Down box.
3. Any missing items, including Reflections or Artifacts will be listed. Return to Portfolio & complete any missing items. Do not submit until all missing items have been attached. Once all requirements have been uploaded, you may Submit for Assessment.