

ePortfolio Instructions for ED 301 Students

1. <https://estarpportfolio.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 new eportfolio assigns to you.
3. **After entering** PID and PIN, click Enter.
4. Next page to open is HOME page as noted in upper right corner.
5. **Click on Portfolio in menu bar. Choose Assignment Checkout from drop down.**
6. Select the **current** Semester/Year from the drop down menu. Click on Search.
7. Find portfolio titled Admission to TEP – click on Checkout at far right.
8. **Click on** HOME icon in upper right, below your name. If it says MyPortfolio above your name, go back to step #5 above & follow the directions to checkout the correct portfolio.
9. The portfolio you Checked Out will be listed on your screen – single click on the portfolio name.
10. The left column lists all goals, including Introduction. Highlite a Goal and the right side will fill in with a Reflection & Artifacts area.
11. You will see what Artifacts (Asset) are mandatory for that Goal area noted by an *.
12. **To add Reflection**, click on Edit in the Reflection box. Type in your reflection or paste in from a word document, **click Update.**
13. **To add Artifact or 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.** **First**, create a New Folder in the Asset Library column titled, for instance, for the class in which you are uploading documents. Then when you attach new documents or assets, hilite the folder before hitting Browse & all new documents will be attached to the correct storage folder. That will help organize your Asset Library.
16. 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 and to the folder in the Asset column that is hilited. 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.

17. **To include an Asset (document, video, etc) in your portfolio**, check the box next to the Asset you want to attach – then in the far right column, check the box next to the standard to which you want to attach the asset. Notice the center column now says File Details with an Attach button above it. Click Attach button and the Asset now shows under the standard in the far right column.
18. Click on **Back to Editor button** below Attached Assets box to return to main screen. **OR**
19. **Continue to Upload** for all Goal areas.
20. 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 at the end of the line corresponding to the correct portfolio – 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.