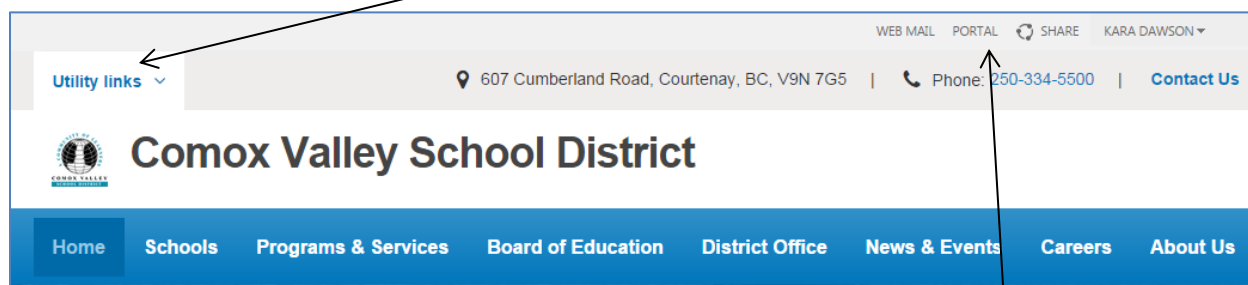
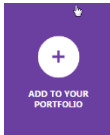


# How Students can Access Their Portfolios

1. Students go to [www3.sd71.bc.ca](http://www3.sd71.bc.ca)
2. At the top left of the screen, click on **Utility Links** and then click on **Sign In**




3. Their user name and password are the same as they are to log in to the computers
4. Now click on **PORTAL** at the top right-this will take them to their site
5. Click on the **Portfolio** button. Students will be asked to put in their grade
6. Click on  to add an item to the portfolio

7. You will need to give the item a title first then click in the box called **Body** and then on **INSERT**

8. At this point you or the student can insert a picture, video, audio, a link or upload a file. If you would like to upload a file from your computer:

- Click on **Upload File**
- When the prompt comes up, click on **Choose File** then find the file on your computer
- Click on **OK**
- Click on **Publish**

9. If you would like to get rid of a Portfolio item:

- Click on the item
- Click on  at the top

- Click on 

