

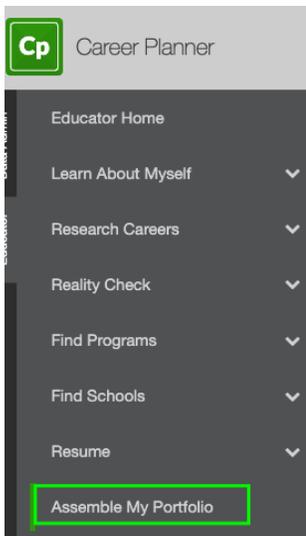
Assemble My Portfolio: Uploading Files/Links

Students can upload files such as signed forms, scans of awards or certificates, resumes, and more to their portfolios. Students may either upload these files straight to the Overview tab or upload/assign them to individual sections.

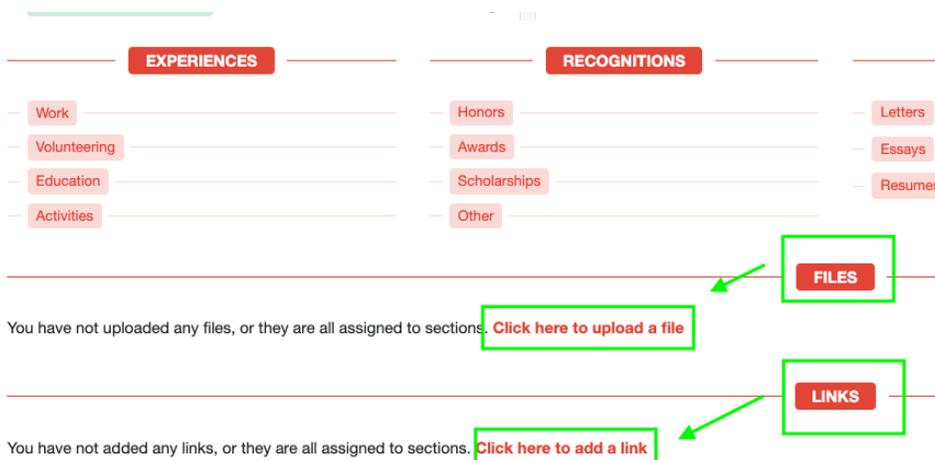
Log into Career Planner: [https://\[yourdistrict\].schooldata.net/v2/career-planner](https://[yourdistrict].schooldata.net/v2/career-planner). Career Planner may also be accessed from the left navigation menu of your **High School and Beyond Application**.

UPLOAD THE FILE

In the left-hand navigation, select **Assemble My Portfolio**.



Choose **Files** >> **Click here to upload a file** or **Links** >> **Click here to add a link** near the bottom of the **Overview** page.



If you are in a specific section page, For Example, “Letters,” click **Add Files >>Click here to upload a file** or **Add Links >> Click here to add links**.

MY PORTFOLIO

Letters

[Overview](#)
[Resumes ▾](#)
[Compositions ▾](#)
[Goals ▾](#)
[Assignments/Worksheets](#)
[Top Choices](#)

Letters allows you to track and organize your letters. These letters may be letters of recommendation, letters resume or college applications. Add related letters to your student Portfolio below.

Career Planner My Portfolio Letters Compositions (0 records)

No data to display.

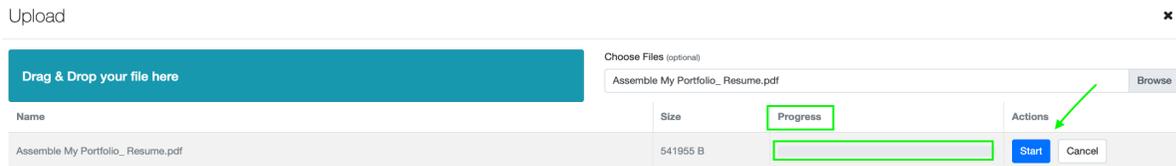


Uploading files are only necessary if directed by your district. [Click here to upload a file](#)

Uploading links are only necessary if directed by your district. [Click here to add a link](#)

A pop-up window will appear.

- For Files:** Choose your file, and then click “**Start.**” Do not click out until the progress bar says “**100% Complete**”.



Upload

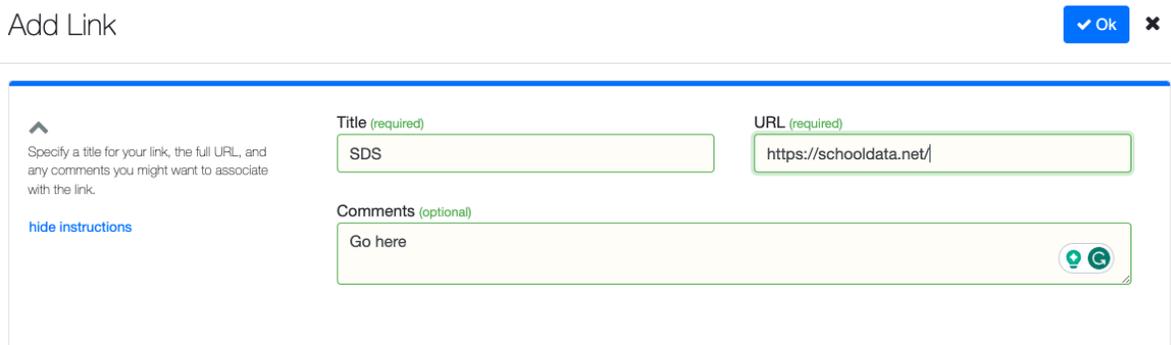
Drag & Drop your file here

Choose Files (optional)

| Name | Size | Progress | Actions |
|----------------------------------|----------|----------------------------------|--------------|
| Assemble My Portfolio_Resume.pdf | 541955 B | <div style="width: 100%;"></div> | Start Cancel |

IMPORTANT: Ensure link sharing is turned on and “anyone with the link can view.”

- For Links:** Specify a title for your link, the full URL, and any comments you might want to associate with the link. Click **OK**.



Add Link Ok

Specify a title for your link, the full URL, and any comments you might want to associate with the link.

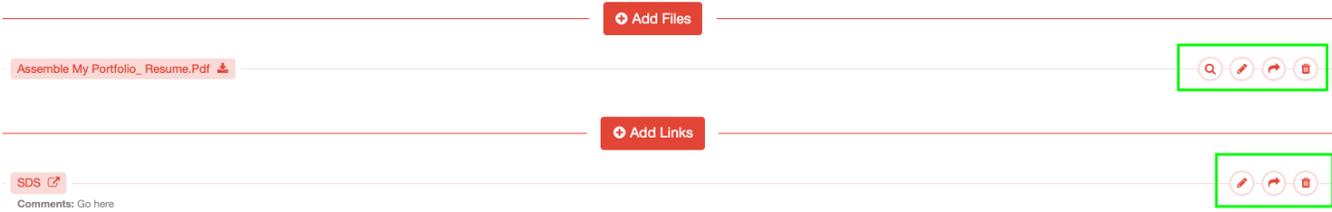
[hide instructions](#)

Title (required)

URL (required)

Comments (optional)

To the right of the uploaded file or link is a range of actions.



| | |
|---|--|
|  | <p>Click to view, download or print the file.</p> |
|  | <p>Click to edit the name, add notes, or other information.</p> <div data-bbox="308 819 1356 1333" style="border: 1px solid #ccc; padding: 10px;"> <p>Edit File ×</p> <hr/> <p>Label <small>(required)</small></p> <input type="text" value="Assemble My Portfolio_Resume.pdf"/> <p>Description <small>(optional)</small></p> <input type="text"/> <p>Notes <small>(optional)</small></p> <input type="text"/> <p style="text-align: right;">Save</p> </div> <p>Click Save when finished. You will see the new information nested under the file name.</p> <div data-bbox="341 1417 901 1543" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Ariel Leininger Resume 10th Grade —</p> <p>Description: For Health Science careers</p> <p>Notes: Submitted to Ms. Ciampaglio 11/12/19.</p> </div> |
|  | <p>Assign the file to a portfolio section. First, select the portfolio section to which the file belongs. Then click Save, and the file will be moved and counted in that section.</p> |

Assign File to Section ✕

Section (required)

- ✓ Compositions - Essays
- Compositions - Letters
- Compositions - Resumes
- Goals - Career
- Goals - Community
- Goals - Educational
- Goals - Personal

Save

Click the **number** to go to your file.

COMPOSITIONS

Letters

Essays → 1

Resumes

Select **delete**. A pop-up window will appear. Confirm to delete. **This procedure is irreversible.**

Confirm Delete ✕

You are about to delete this file. This procedure is irreversible.

Do you want to proceed?

Yes, Delete

See the article [HEIC - Make sure uploads work from your Mac, iPhone, and iPad](#) for more information.