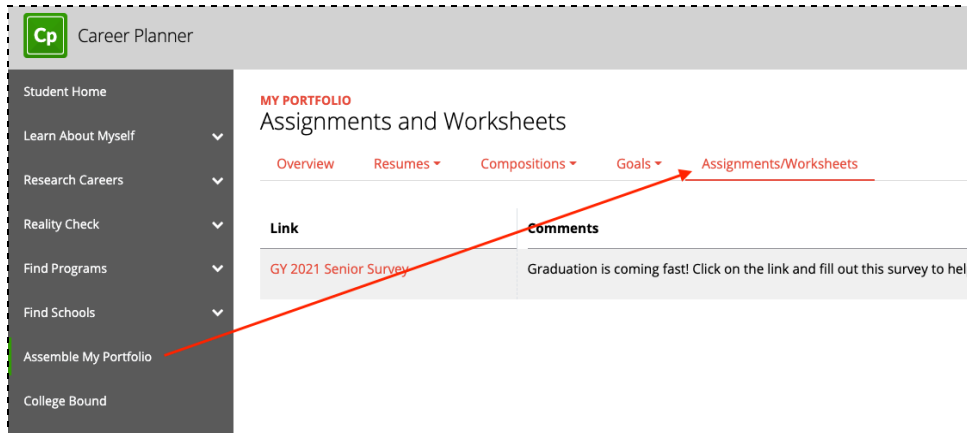


Assemble My Portfolio

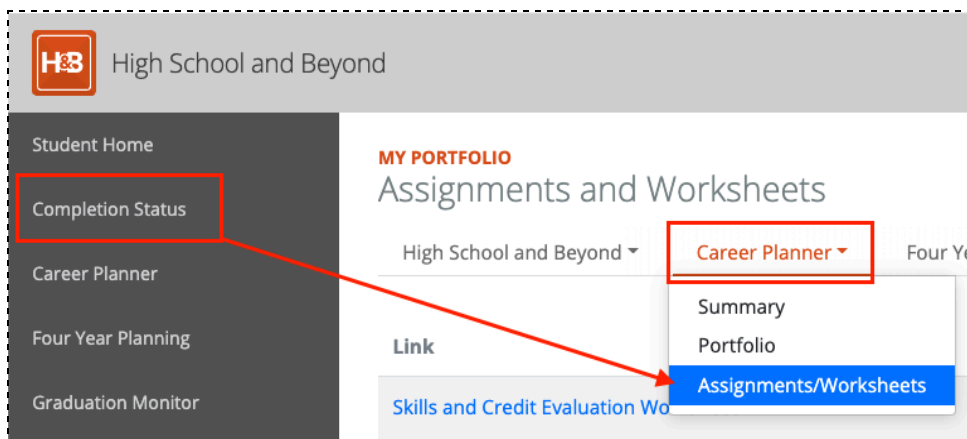
Assignments and Worksheets (Student) V2

Items assigned can be found either in:

Career Planner on their **Assemble My Portfolio** page



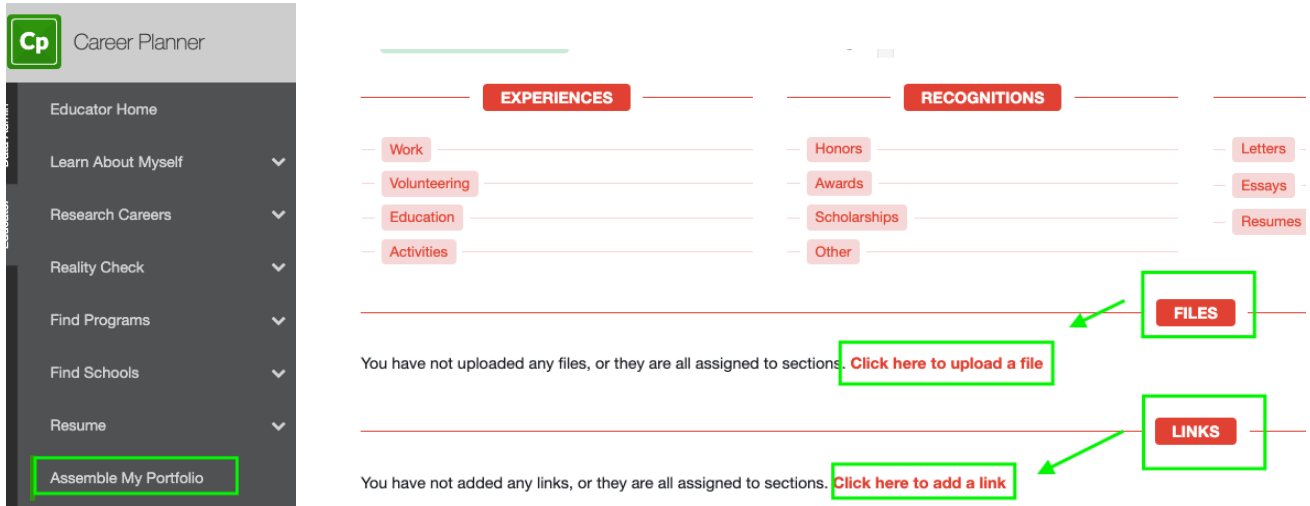
OR High School & Beyond Completion Status page in the **Career Planner** section



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.

1. In the left-hand navigation, select **Assemble My Portfolio**.
2. Choose **Files >>Click here to upload a file** or **Links>> Click here to add a link** near the bottom of the **Overview** page.



Cp Career Planner

- Educator Home
- Learn About Myself
- Research Careers
- Reality Check
- Find Programs
- Find Schools
- Resume
- Assemble My Portfolio**

EXPERIENCES

- Work
- Volunteering
- Education
- Activities

RECOGNITIONS

- Honors
- Awards
- Scholarships
- Other

FILES

You have not uploaded any files, or they are all assigned to sections. [Click here to upload a file](#)

LINKS

You have not added any links, or they are all assigned to sections. [Click here to add a link](#)

- 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.

[Add Letter Files](#)

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

[Add Letter Links](#)

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)

Assemble My Portfolio_Resume.pdf

Name Size Progress Actions

Assemble My Portfolio_Resume.pdf 541955 B [Start](#) [Cancel](#)

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

6. For Links: Specify a title for your link, the full URL, and any comments you might want to associate with the link. Click **OK**.
7. To the right of the uploaded file or link, a range of actions is available.

Add Files

Assemble My Portfolio_Resume.Pdf




🔍
✎
↻
🗑


Add Links

SDS [🔗](#)

✎
↻
🗑

Comments: Go here

	<p>Click to view, download, or print the file.</p>
	<p>Click to edit the name, add notes, or other information. Click Save when finished. You will see the new information nested under the file name.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> Edit File ✕ </div> <div style="border: 1px solid #007bff; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ^ Label <small>(required)</small> </div> <div style="border: 1px solid #007bff; padding: 2px; margin-bottom: 5px;">Assemble My Portfolio_Resume.pdf</div> <div style="display: flex; justify-content: space-between; align-items: center;"> Description <small>(optional)</small> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Notes <small>(optional)</small> </div> </div> <div style="text-align: right; margin-top: 10px;"> Save </div> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Ariel Leininger Resume 10th Grade 📄 </div> <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. Click the number to go to your file.</p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Assign File to Section ✕ </div> <div style="border: 1px solid #007bff; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ^ Section <small>(required)</small> </div> <div style="border: 1px solid #007bff; padding: 2px; margin-bottom: 5px;"> <div style="display: flex; align-items: center;"> ✓ <div> Compositions - Essays Compositions - Letters Compositions - Resumes Goals - Career Goals - Community Goals - Educational Goals - Personal </div> </div> </div> <div style="text-align: right; margin-top: 10px;"> Save </div> </div> </div> <div style="flex: 1; padding-left: 10px;"> <div style="background-color: #e74c3c; color: white; text-align: center; padding: 5px; margin-bottom: 10px;">COMPOSITIONS</div> <div style="display: flex; flex-direction: column; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f1f3f4;">Letters</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f1f3f4;">Essays</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f1f3f4;">Resumes</div> </div> <div style="margin-top: 20px;"> ➡ 1 </div> </div> </div> </div>

	<p>Select delete. A pop-up window will appear. Confirm to delete. This procedure is irreversible.</p> <div data-bbox="310 268 1076 338"><p>Confirm Delete ×</p></div> <p>You are about to delete this file. This procedure is irreversible.</p> <p>Do you want to proceed?</p> <div data-bbox="963 468 1065 501"><p>Yes, Delete</p></div>
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See the article [HEIC - Make sure uploads work from your Mac, iPhone, and iPad](#) for more information.