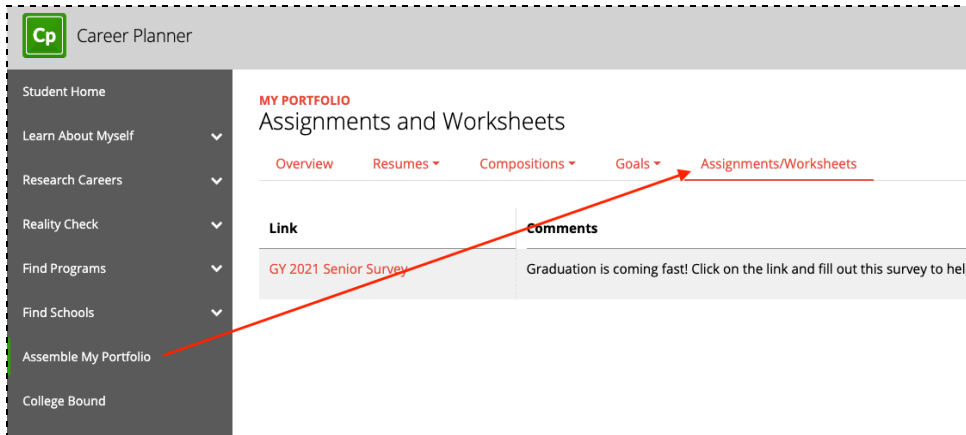


## Assemble My Portfolio

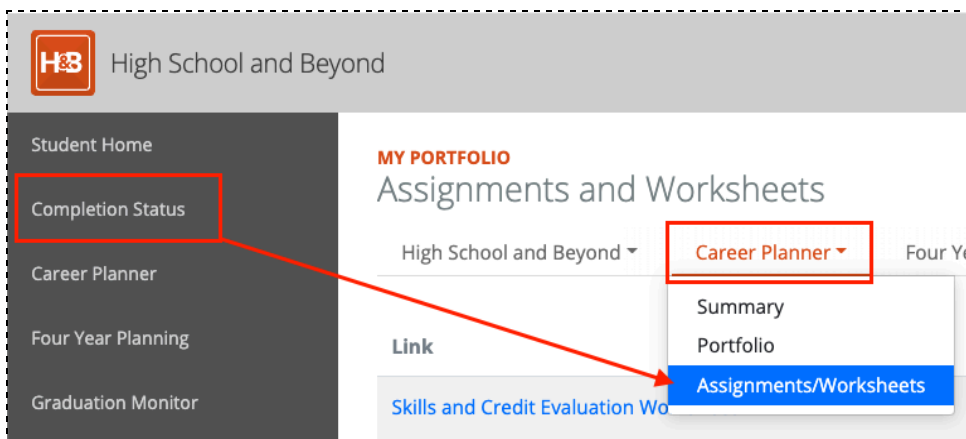
### Assignments and Worksheets (Student) V2

Items assigned can be found either in:

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



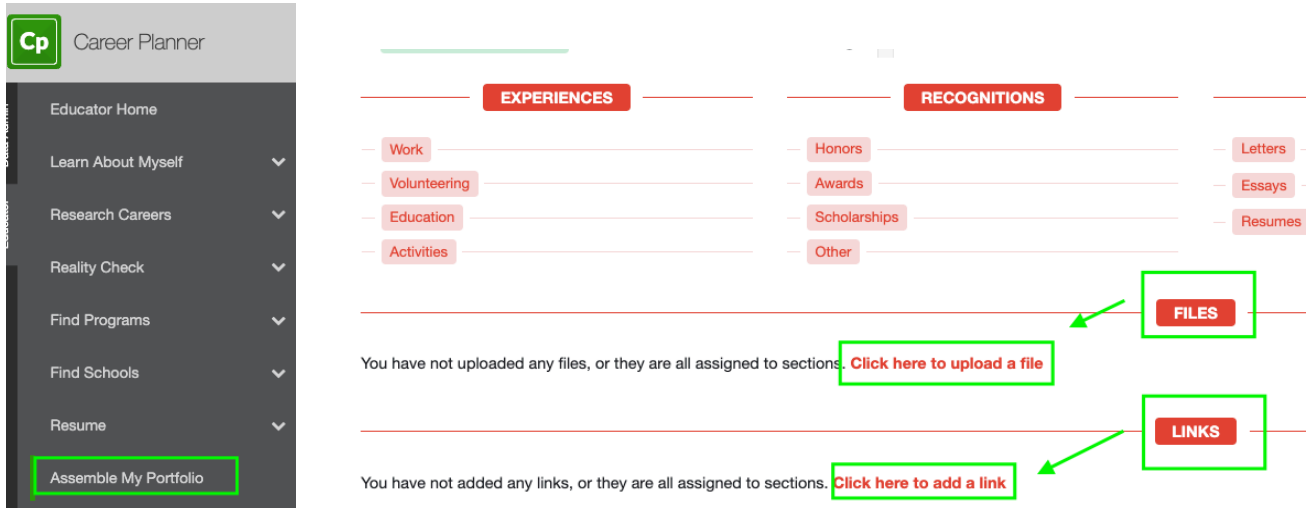
OR **High School & Beyond Completion Status** page in the **Career Planner** section



### Uploading Files/Links

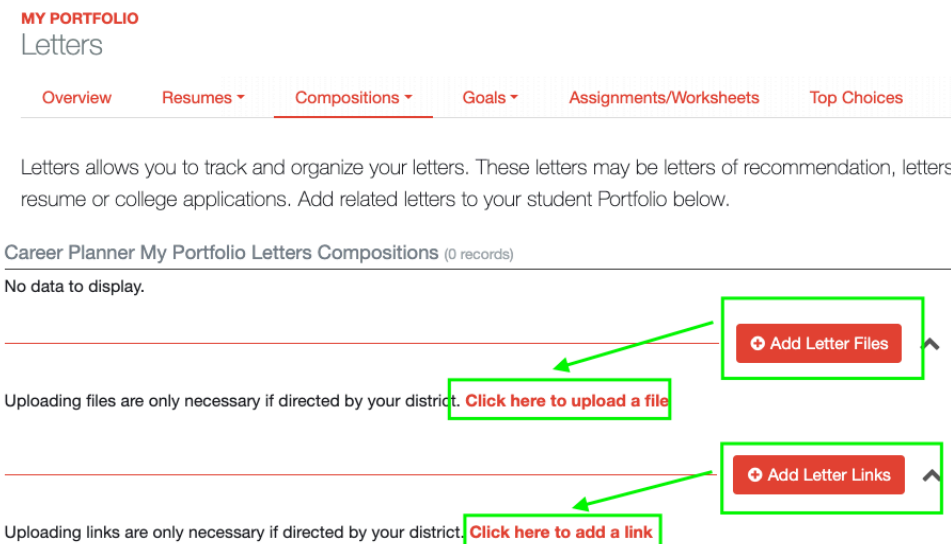
Students can upload various files, including signed forms, award or certificate scans, resumes, and more, to their portfolios. Students may either upload these files straight to the Overview tab or upload/assign them to individual sections.

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.



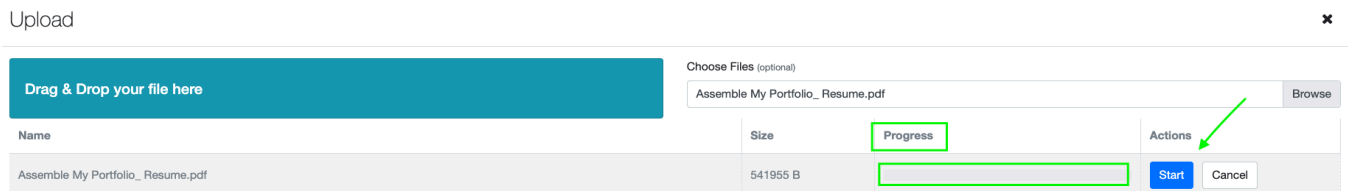
The screenshot shows the Career Planner interface. On the left is a sidebar with a 'Cp Career Planner' header and a menu including 'Educator Home', 'Learn About Myself', 'Research Careers', 'Reality Check', 'Find Programs', 'Find Schools', 'Resume', and 'Assemble My Portfolio' (highlighted with a green box). The main content area has two columns: 'EXPERIENCES' and 'RECOGNITIONS'. Under 'EXPERIENCES' are 'Work', 'Volunteering', 'Education', and 'Activities'. Under 'RECOGNITIONS' are 'Honors', 'Awards', 'Scholarships', and 'Other'. To the right are 'Letters', 'Essays', and 'Resumes'. Below these are 'FILES' and 'LINKS' buttons, both highlighted with green boxes. Text below the buttons says: 'You have not uploaded any files, or they are all assigned to sections. [Click here to upload a file](#)' and 'You have not added any links, or they are all assigned to sections. [Click here to add a link](#)'.

3. 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**.



The screenshot shows the 'MY PORTFOLIO Letters' page. It has a navigation bar with 'Overview', 'Resumes', 'Compositions', 'Goals', 'Assignments/Worksheets', and 'Top Choices'. Below the navigation bar is a description: '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.' Below that is a section header 'Career Planner My Portfolio Letters Compositions (0 records)' and the text 'No data to display.' At the bottom are two buttons: 'Add Letter Files' and 'Add Letter Links', both highlighted with green boxes. Below each button is a text prompt: 'Uploading files are only necessary if directed by your district. [Click here to upload a file](#)' and 'Uploading links are only necessary if directed by your district. [Click here to add a link](#)'.

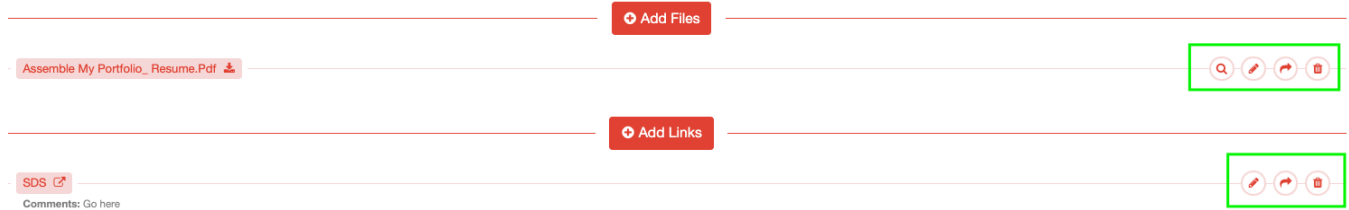
4. A pop-up window will appear.
5. **For Files:** Choose your file, and then click “**Start.**” Do not click out until the progress bar says “**100% Complete**”.





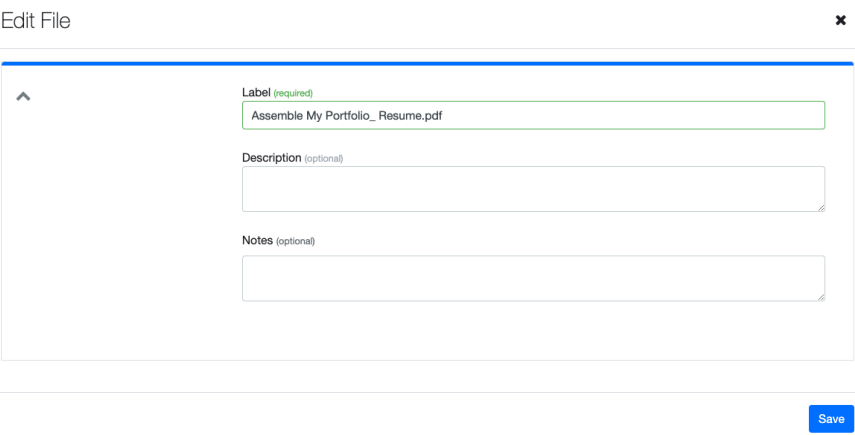
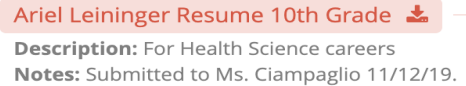

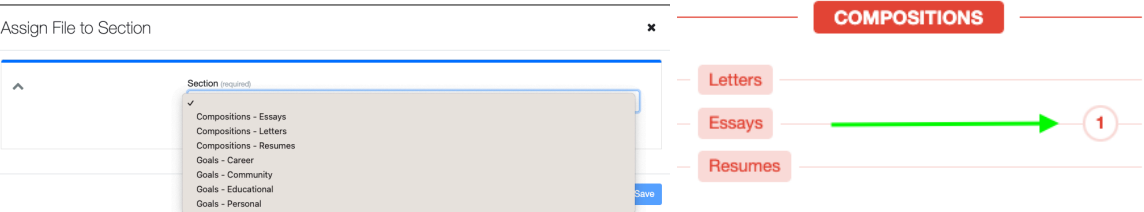
The screenshot shows an 'Upload' pop-up window. It has a header 'Upload' and a close button 'x'. Below is a 'Drag & Drop your file here' area. To the right is a 'Choose Files (optional)' section with a file named 'Assemble My Portfolio\_Resume.pdf' and a 'Browse' button. Below this is a table with columns: 'Name', 'Size', 'Progress', and 'Actions'. The table contains one row: 'Assemble My Portfolio\_Resume.pdf', '541955 B', a progress bar, and 'Start' and 'Cancel' buttons. The 'Start' button is highlighted with a green box.

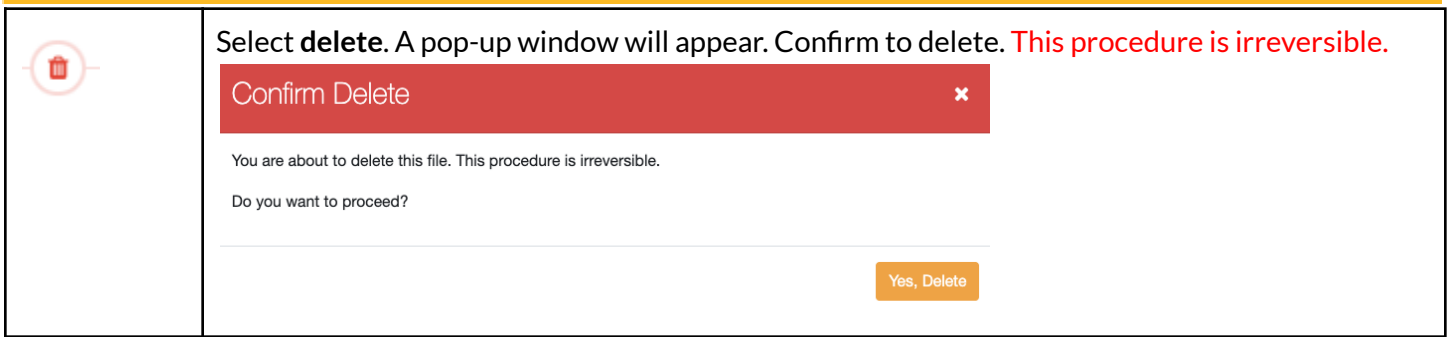
**IMPORTANT: Ensure link sharing is turned on and set to “anyone with the link can view.”**

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



The screenshot shows two rows of file management options. The first row has an 'Add Files' button and a file named 'Assemble My Portfolio\_Resume.Pdf'. The second row has an 'Add Links' button and a link titled 'SDS'. To the right of each row are three action icons: a magnifying glass (view), a pencil (edit), and a trash can (delete). A green box highlights these icons in both rows.

	Click to <b>view, download, or print</b> the file.
	Click to <b>edit the name, add notes, or other information</b> . Click <b>Save</b> when finished. You will see the new information nested under the file name.   <p>The 'Edit File' dialog box shows a form with three fields: 'Label (required)' containing 'Assemble My Portfolio_Resume.pdf', 'Description (optional)', and 'Notes (optional)'. A 'Save' button is at the bottom right.</p>   <p>A file entry for 'Ariel Leininger Resume 10th Grade' is shown with a download icon. Below it, the 'Description' is 'For Health Science careers' and the 'Notes' are 'Submitted to Ms. Ciampaglio 11/12/19.'</p>
	<b>Assign the file to a portfolio section.</b> First, select the <b>portfolio section</b> to which the file belongs. Then click <b>Save</b> , and the file will be moved and counted in that section. Click the <b>number</b> to go to your file.   <p>The 'Assign File to Section' dialog box shows a list of sections: 'Compositions - Essays', 'Compositions - Letters', 'Compositions - Resumes', 'Goals - Career', 'Goals - Community', 'Goals - Educational', and 'Goals - Personal'. A dropdown menu is open, and 'COMPOSITIONS' is selected. To the right, a list of sections is shown: 'COMPOSITIONS' (highlighted in red), 'Letters', 'Essays', and 'Resumes'. A green arrow points from 'Essays' to a circled number '1'.</p>



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

Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/17131019782163>