

Add a File to Your Digital Portfolio on EduLINC

1. Open your digital portfolio folder on the main course page.

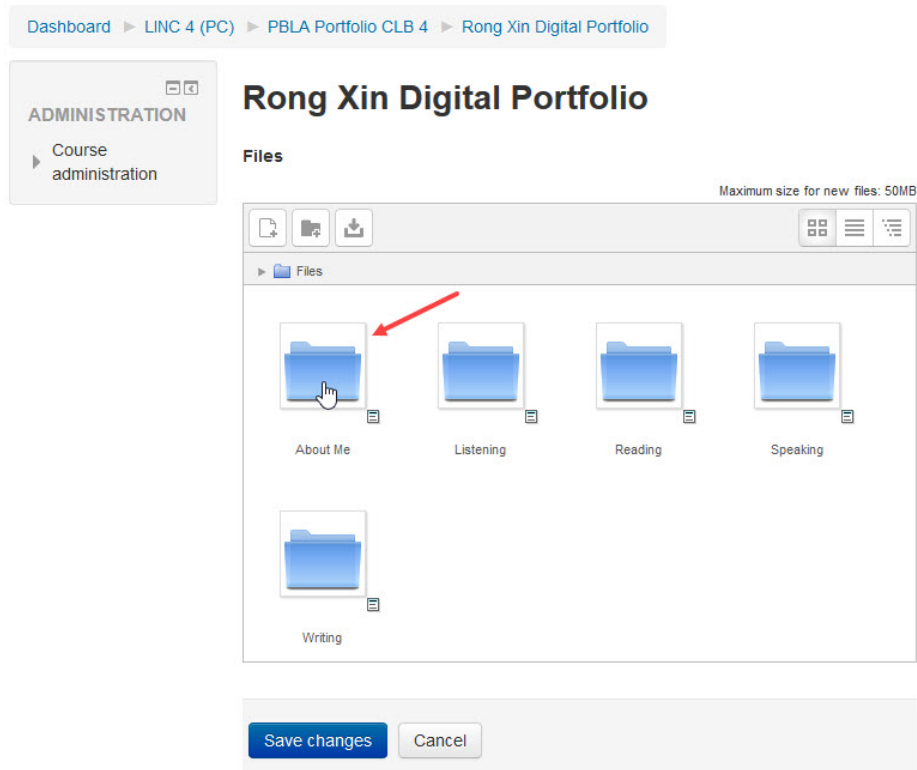
Digital PBLA Portfolio



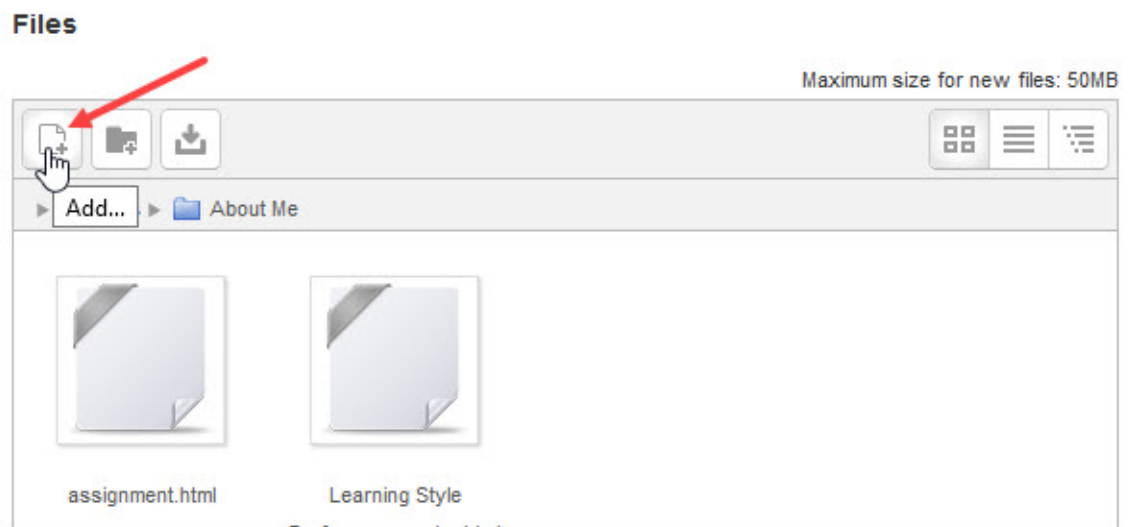
2. Click the **Edit** button.

A screenshot of the EduLINC interface. At the top, there is a black header with "EduLINC" on the left, the "edulinc.org" logo in the center, and "Rong Xin Chan" with a profile picture on the right. Below the header is a breadcrumb trail: "Dashboard > LINC 4 (PC) > PBLA Portfolio CLB 4 > Rong Xin Digital Portfolio". On the left, there is a sidebar with "ADMINISTRATION" and "Course administration". The main content area is titled "Rong Xin Digital Portfolio" and shows a tree view of folders: "About Me" (containing "assignment.html" and "Learning Style Preferences-entry.html"), "Listening", "Reading", "Speaking", and "Writing". At the bottom right of the folder view, there are two buttons: "Download folder" and "Edit". A red arrow points to the "Edit" button, and a hand cursor is over it.

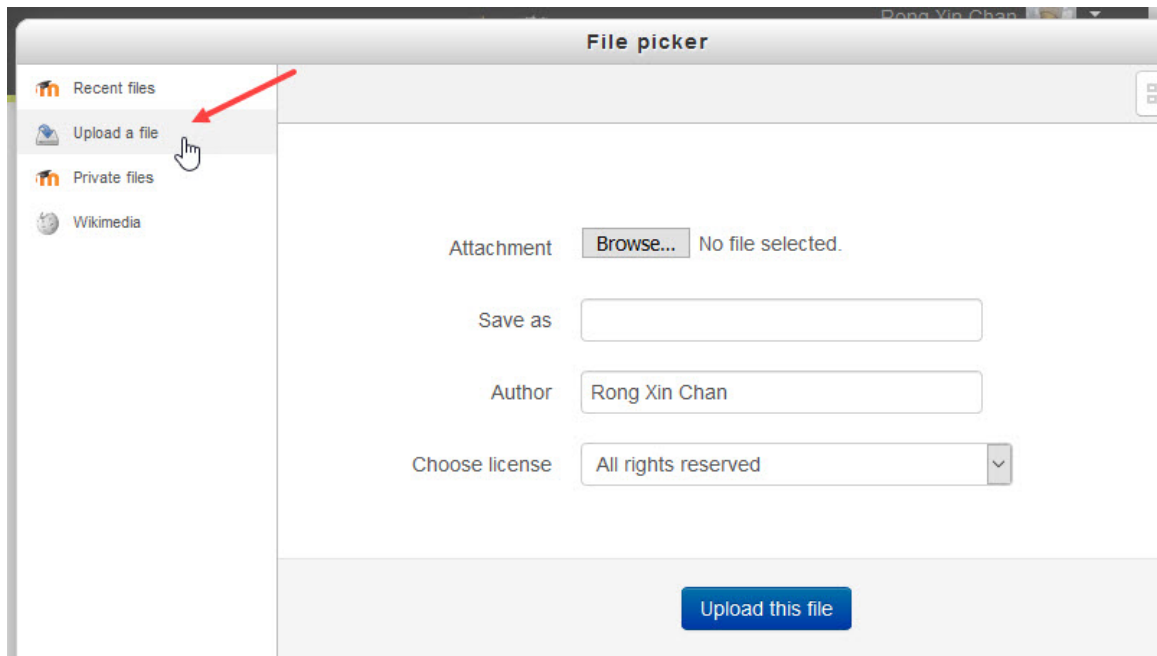
3. Click the folder you want to add the file to.



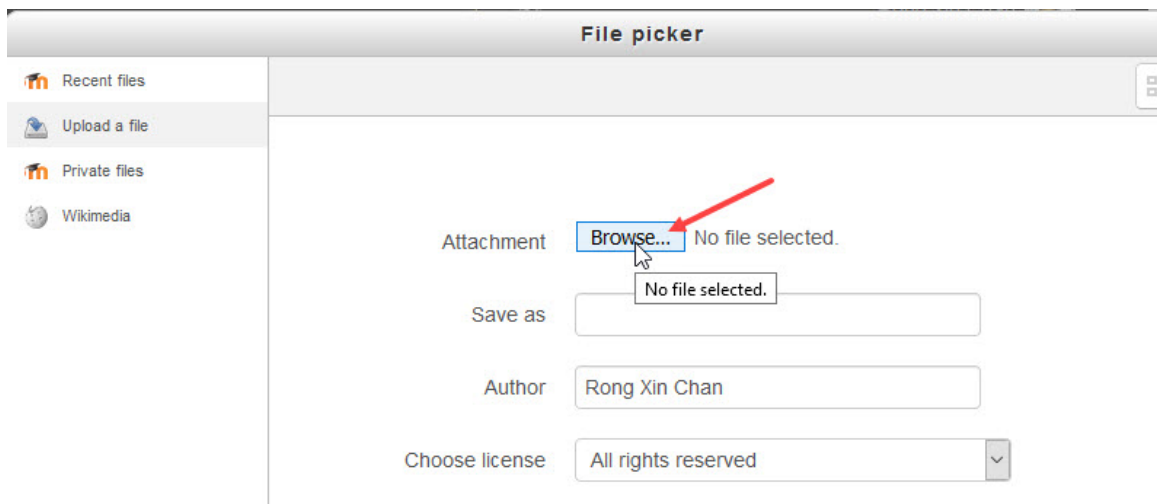
4. Click the **Add...** button.



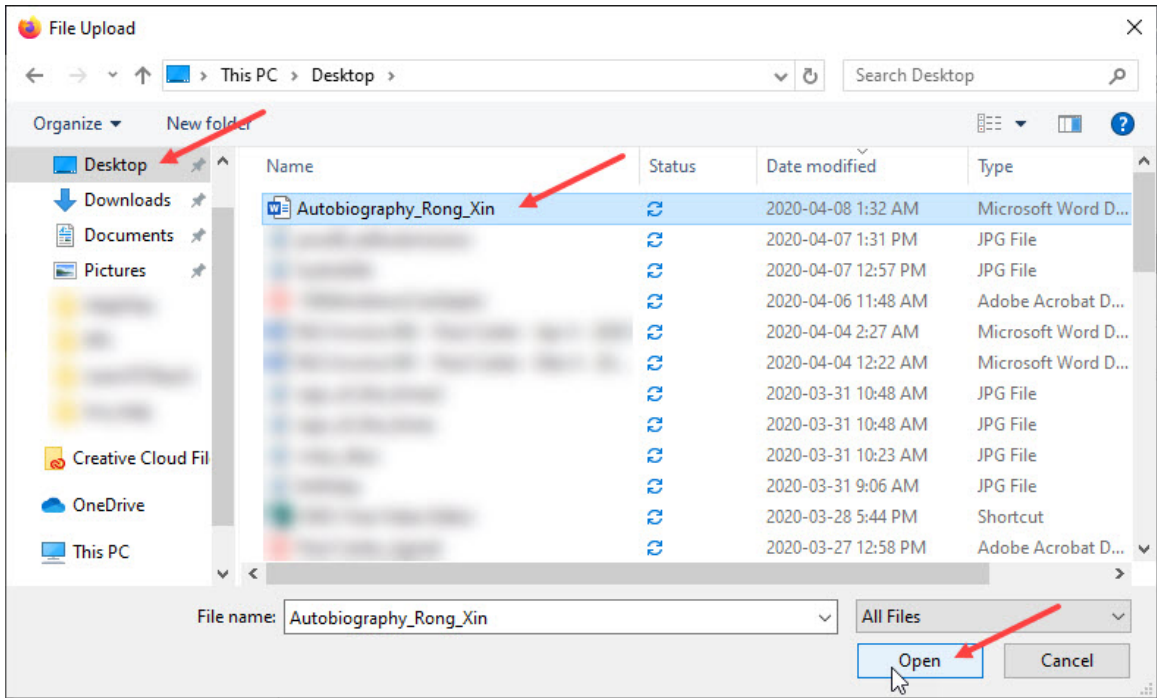
5. Click **Upload a file**.



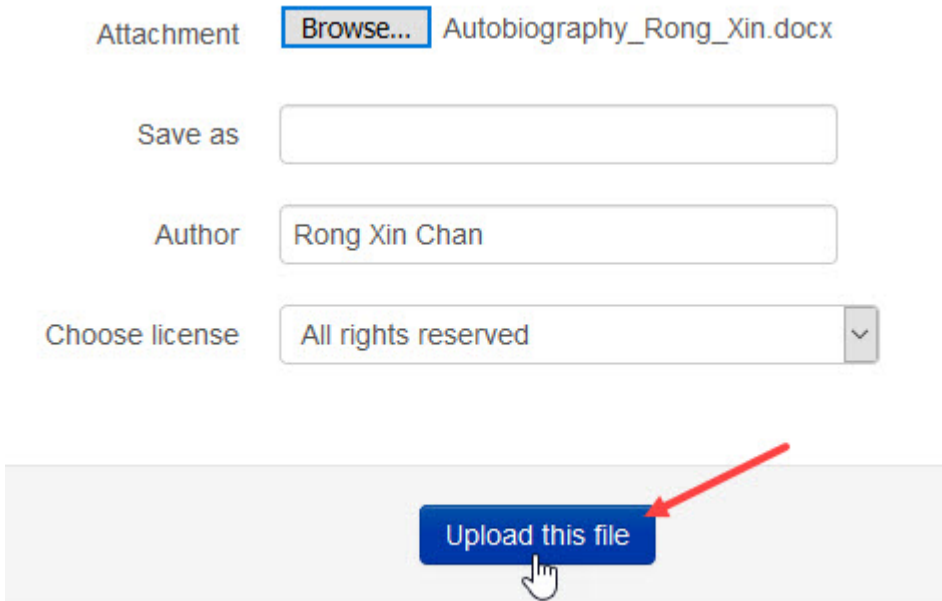
6. Click the **Browse...** button.



7. Find the file on your computer, select the file, then click **Open**.



8. Click **Upload this file**.



9. View the file in the folder, click the **Save changes** button.



10. View the file in the digital portfolio.

