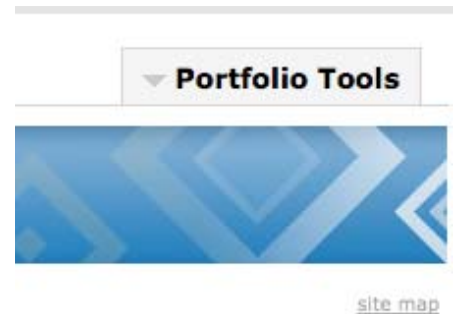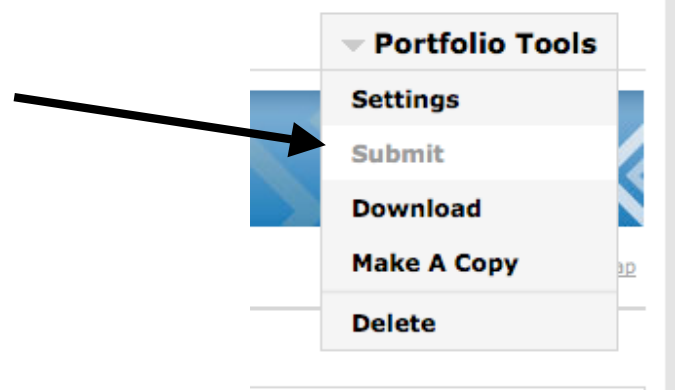# Submitting an ePortfolio or "page" in an ePortfolio into a Course or Assessment Group
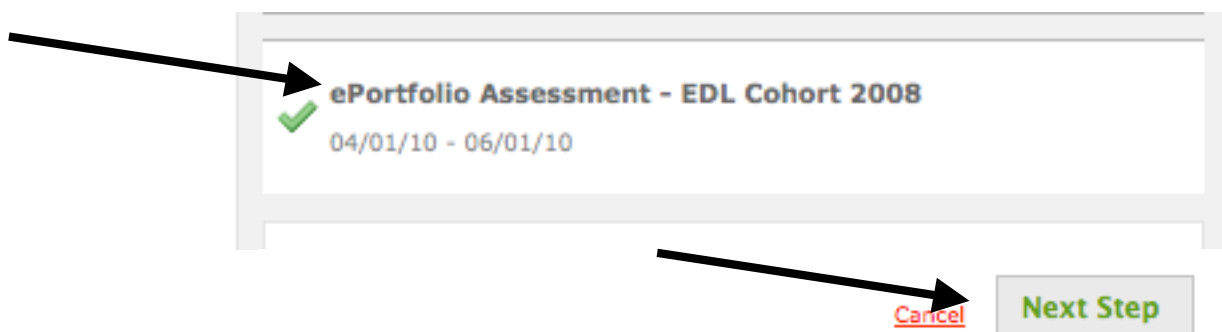
1) Click Portfolio Tools (top left of screen)

2) Click Submit

3) Select your Course or Assessment Group

ePortfolio Assessment - EDL Cohort 2008

These are the final versions of the ePortfolios submitted by EDL graduate students. (Cohort 2008, graduation date September 2010)

4) Select the assignment (i.e. Submit ePortfolio, Final EDL ePortfolio)

Submit e-Portfolio

| 1: Course / Assessment Group | **2: Assignment** | 3: Step | 4: e-Portfolio |

Cancel   Next Step

Course / Assessment Group: ePortfolio Assessment - EDL Cohort 2008

Final EDL ePortfolio

Choose Assignment

The assignments in the course or assessment you chose are shown here.

Please choose from the list at left to continue.

5) Once selected, the description of the assignment will be displayed. Then click Next Step.

COLLEGE   ePortfolio

Submit e-Portfolio

| 1: Course / Assessment Group | **2: Assignment** | 3: Step | 4: e-Portfolio |

Cancel   **Next Step**

Course / Assessment Group: ePortfolio Assessment - EDL Cohort 2008

✔ Final EDL ePortfolio

Final EDL ePortfolio

Lehman College
Graduate Programs in Educational Leadership

Electronic Portfolio Requirements – MSEd/SBL Program
The required sections are as follows:
Welcome Section
- Letter of Introduction – taken from Personal Growth
  and Development Plan – EDL 701 **AND** picture of you

6) Click My Evidence > Next Step

Submit e-Portfolio

| 1: Course / Assessment Group | 2: Assignment | **3: Step** | 4: e-Portfolio |

Cancel   **Next Step**

Course / Assessment Group: ePortfolio Assessment - EDL Cohort 2008
Assignment: Final EDL ePortfolio

✔ My Evidence

My Evidence

No description given

This step will be available after the previous step is completed.

7) You will see your ePortfolio (All pages) and all the separate pages listed. For this assignment, you will click (All Pages)/top box and all boxes/pages will automatically be selected. For other assignments you may need to submit single

Submit e-Portfolio

| 1: Course / Assessment Group | 2: Assignment | 3: Step | **4: e-Portfolio** |

If you are done with this step,   Save and submit

If you want to submit additional e-Portfolios to this step,   Save, do not submit

Cancel

Course / Assessment Group: ePortfolio Assessment - EDL Cohort 2008
Assignment: Final EDL ePortfolio
Step: My Evidence
You will not be able to add additional evidence after submitting.

☐ ePortfolio and Assessment Presentation (All Pages)

    ☐ Welcome 03/24/10

    ☐ ASCD: March 7, 2010

Choose One or More Pages from Your e-Portfolio

The pages in your e-Portfolio are shown at left. Please check the pages you would like to submit and enter optional comments below.

☑ ePortfolio and Assessment Presentation (All Pages)

    ☑ Welcome 03/24/10

8) Click Save and submit

9) You will receive an announcement that you have successfully submitted your ePortfolio with a timestamp.