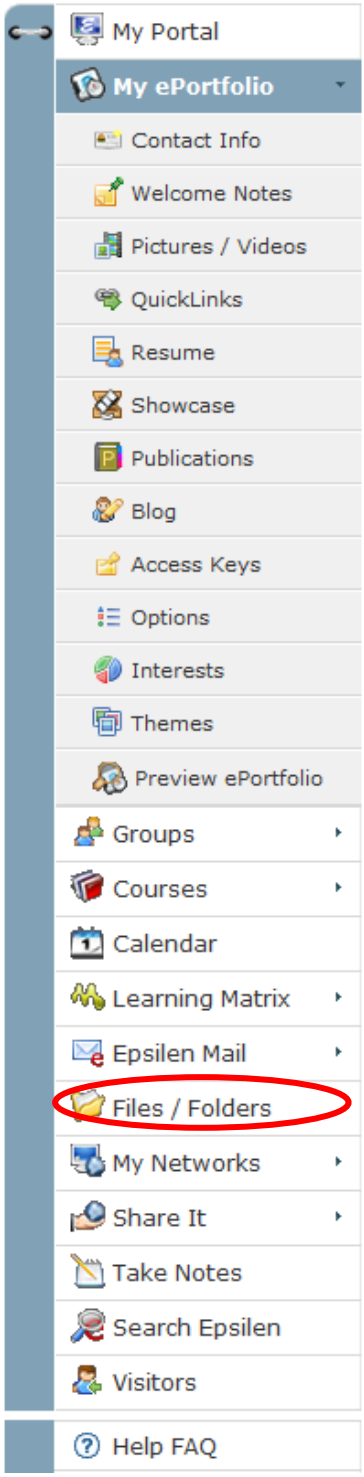
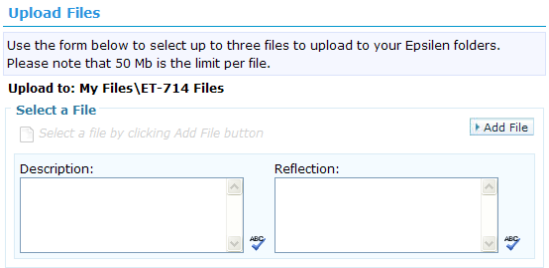


1) Login to your ePortfolio at **www.epsilen.com**
2) Be sure you know where the file resides on your computer

Uploading a File to a Folder

3) On the main-menu click "**Files / Folders**"
4) Click the name of your folder, like "**Family Files**"
5) Click the "**Upload File to Folder**" button



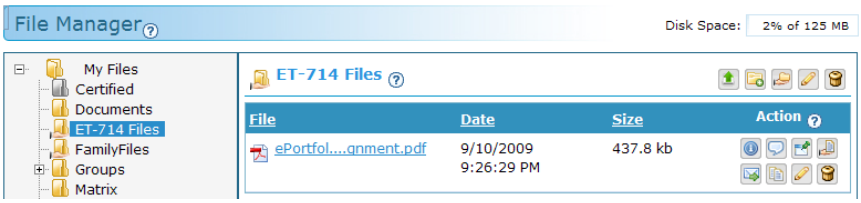
6) On the Upload dialog click "**Add File**"
7) Locate and click the file you wish to Upload
8) Click "**Open**"
9) Back in the Upload dialogue box type a **Description**: of the file
10) Type a **Reflection** by answering the questions given to you by your teacher

11) Scroll down and Click "Upload" and wait a moment

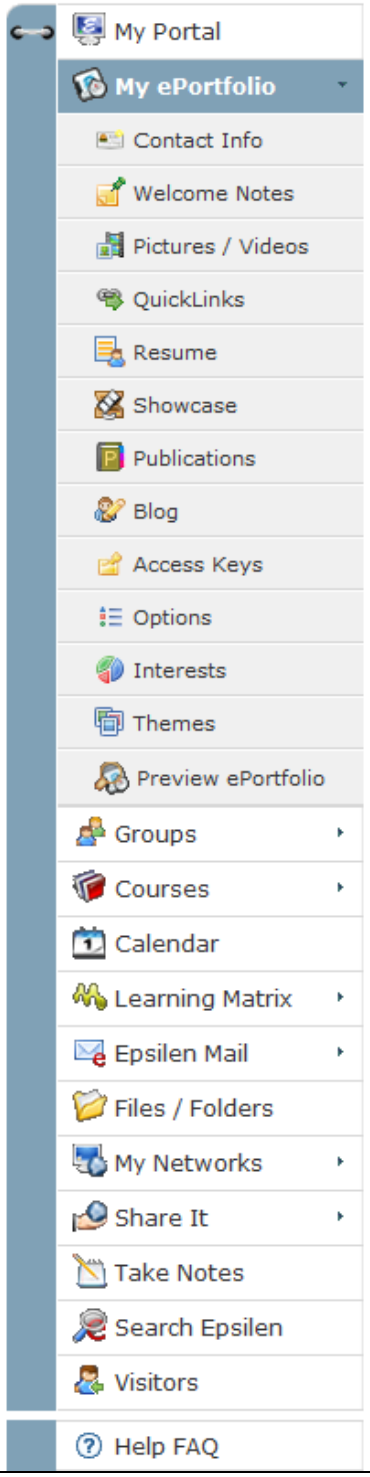
Take a moment and look at a summary of what you've done

12) Click the View All Info button

Note that the Title, Description, URL, File, Reflections & Comments are all on the same page

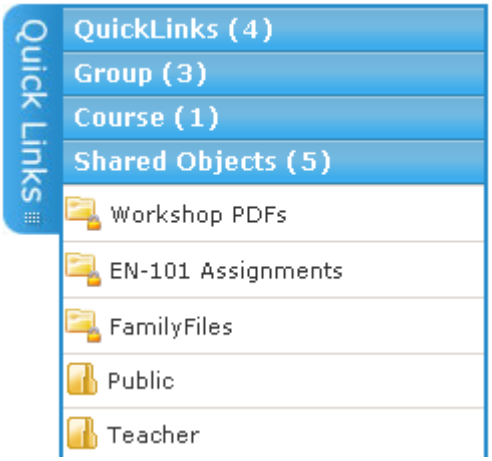


13) Close the Information window



Testing your Access Key protected folder

1) At the top of your screen you will see your ePortfolio homepage address – it looks like "**http://www.epsilen.com/your-user-name**"
2) Click the link and your ePortfolio homepage will open in a new window
3) On the right side of your homepage locate the "**Shared Objects**" button – click to open it



4) Note that there is no lock on the "**Public**" folder, but there is a lock on every folder that is protected by an Access Key
5) Click the "**Public**" folder and the screen pops up showing you its files if there are any
6) Close the popup window
7) Click one of the protected folders and you will be asked for the Access Key
8) Type the key and press enter
9) Now a window pops up to show you its files.
10) You can view the artifact and its reflection. You can also leave a comment if you wish.
11) When you are finished, close the popup window