

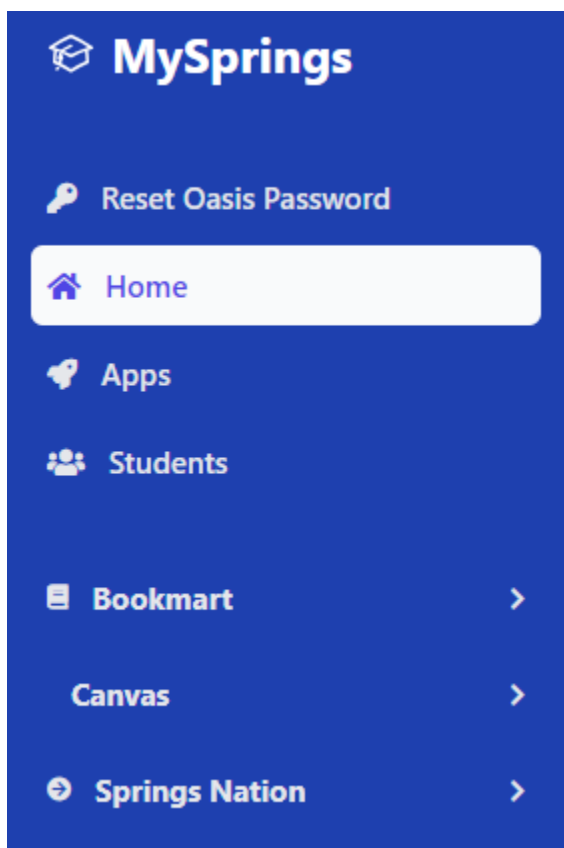


What is a portfolio? [Link](#)

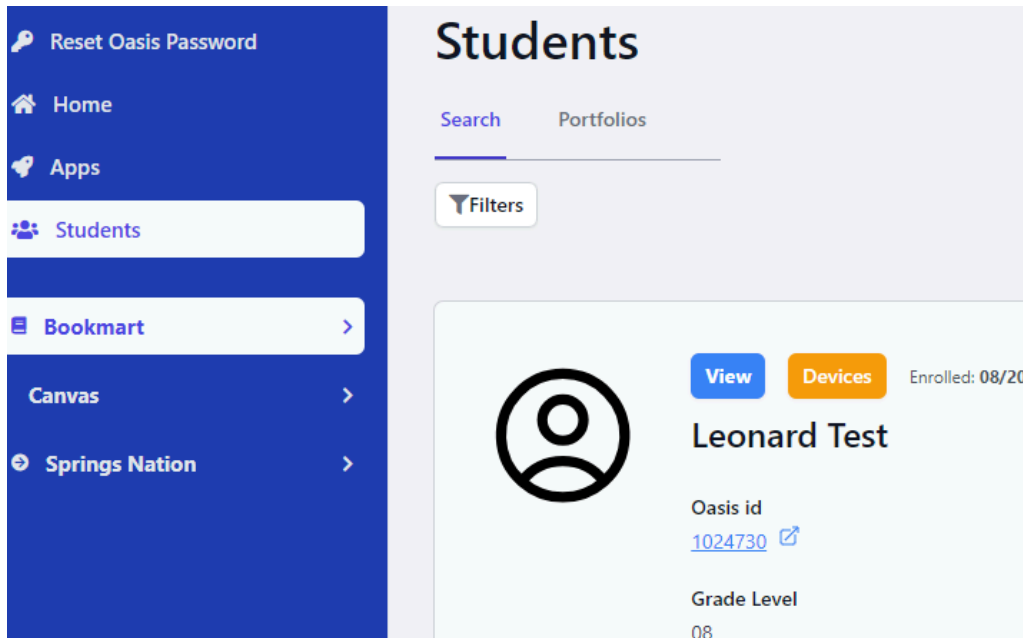
## How to Upload Your Child's Portfolio Samples in MySprings

\*\*\*\*THE SAMPLE MUST BE STUDENT WORK. IT CANNOT BE A SCREENSHOT OF A SCORE OR TIME SPENT ON AN ACTIVITY.\*\*\*

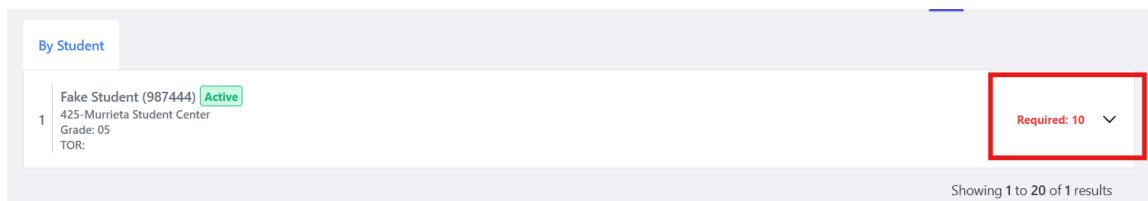
- Sign into [My Springs](#) apps, using parent's or student's account
- On the left hand side, click on Students



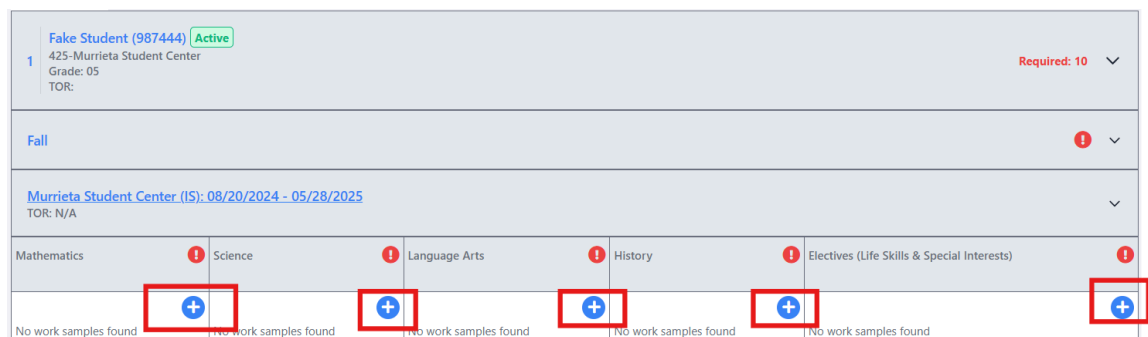
- Click on Portfolios



- Look for the student's name that you would like to upload samples for.
- You can upload a file, use your phone or find a document on Google Drive. NOTE: If you submit a photo of a project/activity, it MUST be on the Portfolio Photo Form [link](#)
- Click on the dropdown to see your list of courses



- Click on the **+** button under the course:



- Choose the day the work was completed on to upload the sample to (Must be a school day)



**Semester**

Fall

**Date**

Select a date

< August 2024 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Upload

- Add notes if needed for clarification. NOTE: If you submit a photo of a project/activity, it MUST be on the Portfolio Photo Form [link](#)
- \*\*\*\*THE SAMPLE MUST BE STUDENT WORK. IT CANNOT BE A SCREENSHOT OF A SCORE OR TIME SPENT ON AN ACTIVITY.\*\*\*

## Upload Work Sample for Leonard Test - Electives (Life Skills & Special Interests)

Semester

Fall

Date

2024-08-22

Notes

Add notes here

Work Sample

Supported formats: jpeg, jpg, png, pdf, docx  
Max file size: 50MB

Choose File No file chosen

Upload

- Click “choose file” and choose the correct sample (file) for the listed subject. After it loads, click “Upload”

Work Sample

Supported formats: jpeg, jpg, png, pdf, docx  
Max file size: 50MB

Choose File Spanish Portfolio Assignment.pdf

Upload

- OR From your phone, use the “Take a Photo” option and then click “upload.”
- After the photo-upload is complete, click Upload
- NOTE: When taking a photo it must be of a completed assignment (report, worksheet, etc.) If you submit a photo of a project/activity, it MUST be on the Portfolio Photo Form [link](#)

- If the sample is multiple pages it can be formatted to be a single file for upload, or choose multiple files by clicking the + button to add additional pages.



- Please let your ES/HCT/Teacher of Record know when you have completed the uploads for your student(s) and they will check the assignments for accuracy, then complete the process once everything is all clear.
- If the portfolio sample cannot be accepted, the student or the parent will get an email stating that the assignment was denied. A link will be provided in the email to take you to MySprings so another sample can be uploaded.