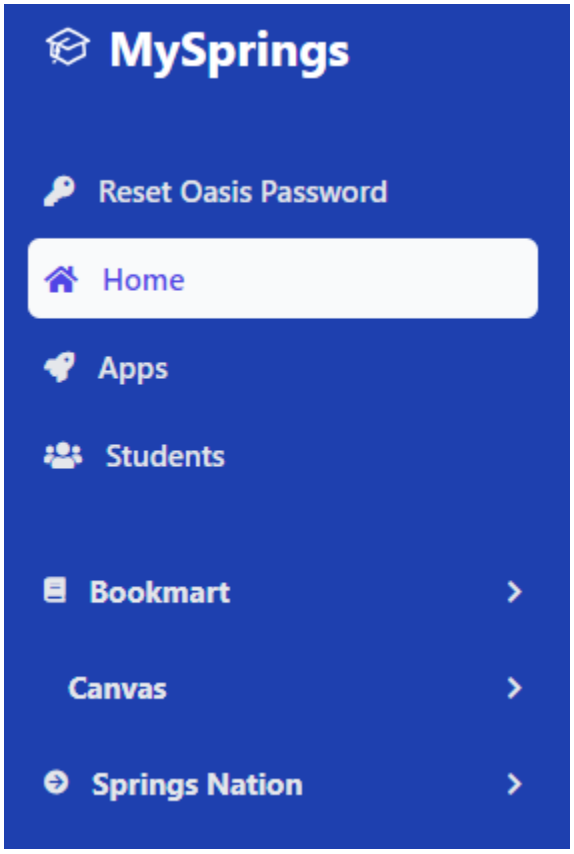


What is a portfolio? Link

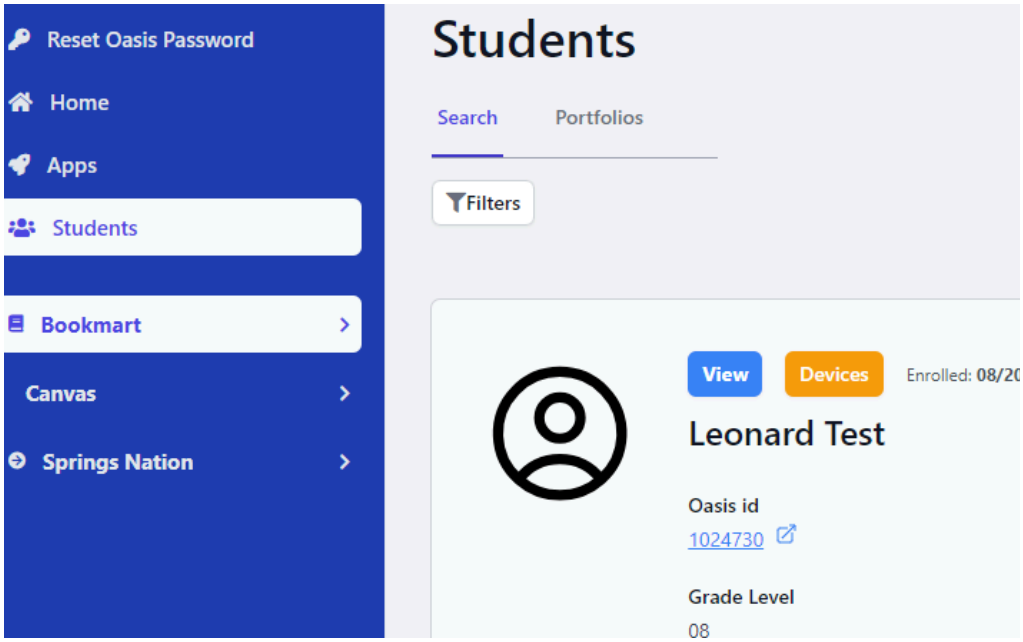
How to Upload Your Child's Portfolio Samples in MySprings

****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

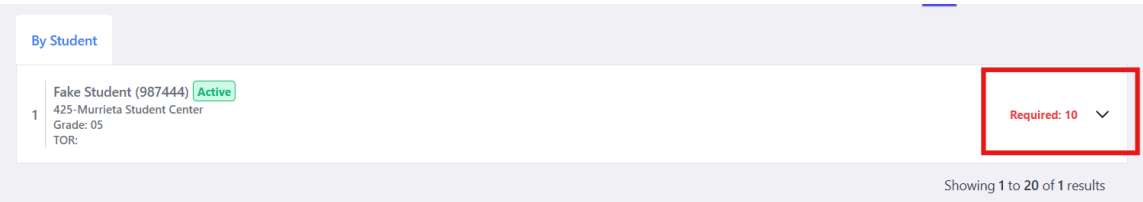


- **Click on Portfolios**



- 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

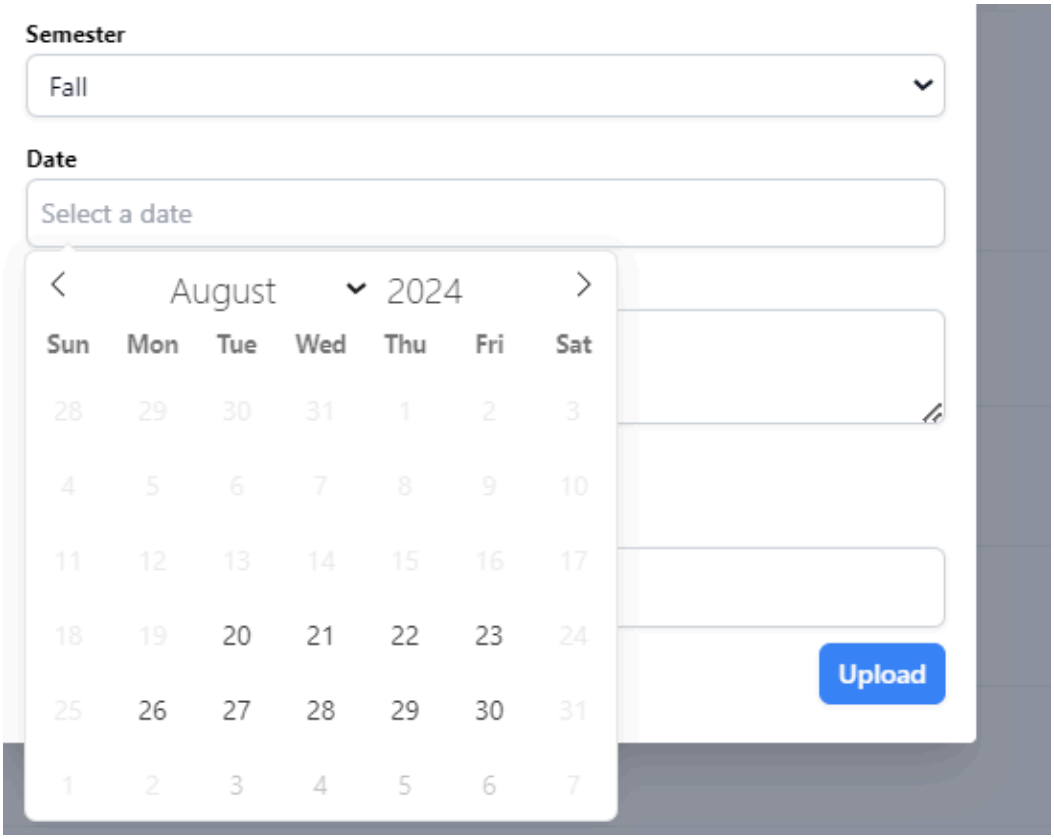


- Click on the + button under the course:



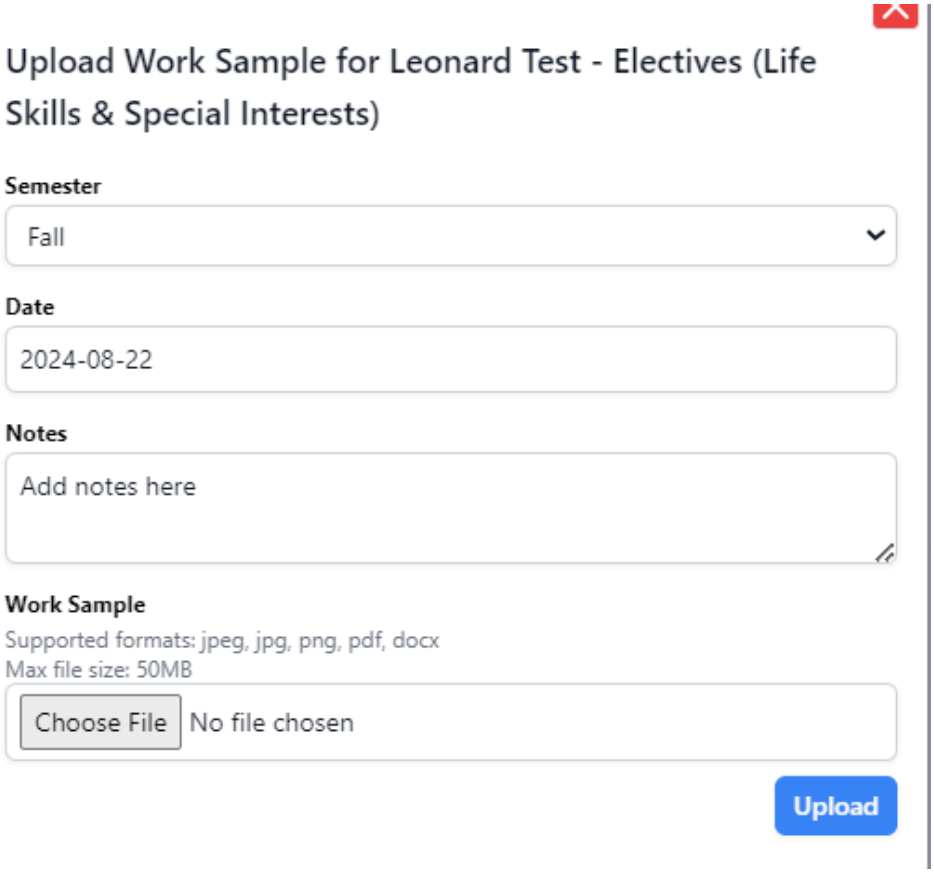
  - Choose the day the work was completed on to upload the sample to (Must be a school day)



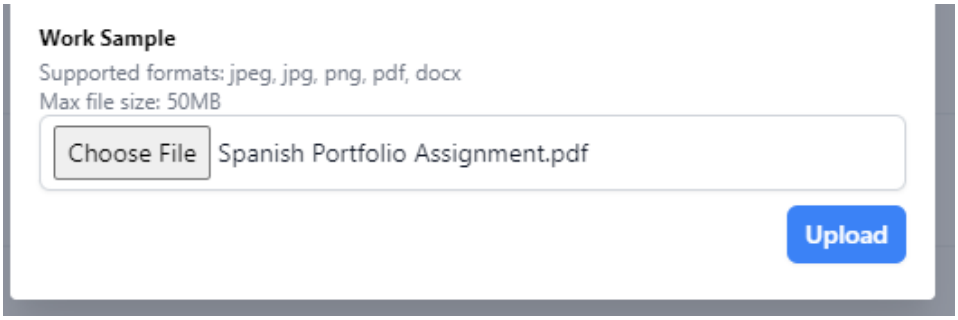


- Add notes if needed for clarification. NOTE: If you submit a photo of a project/activity, it MUST be on the Portfolio Photo Form link

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