



ePortfolio Support | Academic Success Initiatives  
[odu.edu/asis/eportfolio](http://odu.edu/asis/eportfolio)

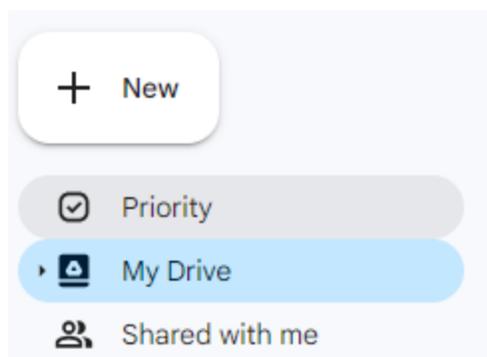
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## Uploading Material

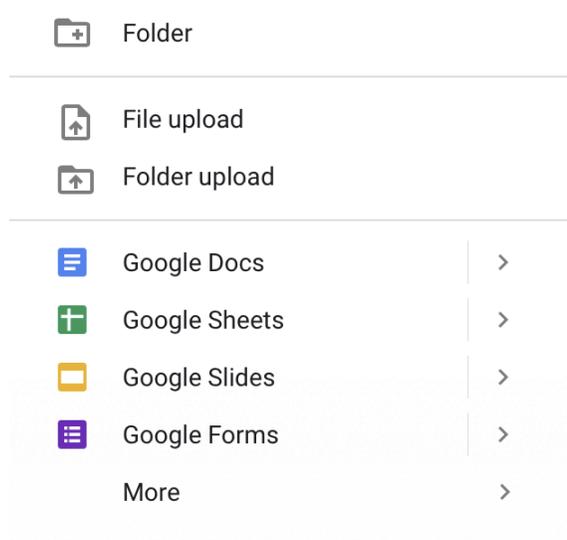
There are two methods for uploading files: via the “New” button or dragging-and-dropping.

### “New” Button

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At the top left of the Google Drive screen, click the “New” button.



From the drop down menu, click “File Upload.”  
Select the item you want to upload.

## Dragging-and-Dropping

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Files can be dragged-and-dropped into “My Drive” to start the uploading process in the currently shown folder.