

cuPortfolio Technical Instructions

SOWK 5606: Practicum I

This document provides all of the technical instructions you will need to successfully create, edit, and submit your ePortfolio page for SOWK 5607.

1. Create a Page in cuPortfolio

[Click here for instructions on how to create a page in cuPortfolio](#). Note: the title of your page should be "Practicum I".

2. Add Content/Edit Your Page

Once you have created your page, you will be brought to the *Edit content* view of your page. This is the "behind the scenes" view where you can add content and change the layout of your page.

Note: All files should be uploaded as embedded PDF documents or pasted into a text box. Do not upload Microsoft Word document files to cuPortfolio. Word documents can only be uploaded as attachments and therefore will not be readable on the portfolio page.

Below are links to instructions on how to edit your page:

- [How to add content to a page](#)
- [Detailed instructions on how to upload a file](#)
 - o Note: Follow the instructions under the heading *How to Upload a File While Editing a Page*. You do not need to follow the instructions on how to use the file storage feature.
- [How to edit the layout of a page](#)

3. Submit Your Page

The final step is to submit your page through cuPortfolio. This process will give your practicum instructor access to your page and will lock it while it is being graded. Your page will be released back to you after it has been marked.

[Click here for instructions on how to submit your page.](#)

For Technical Support:

Refer to the [cuPortfolio support website](#)

OR

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