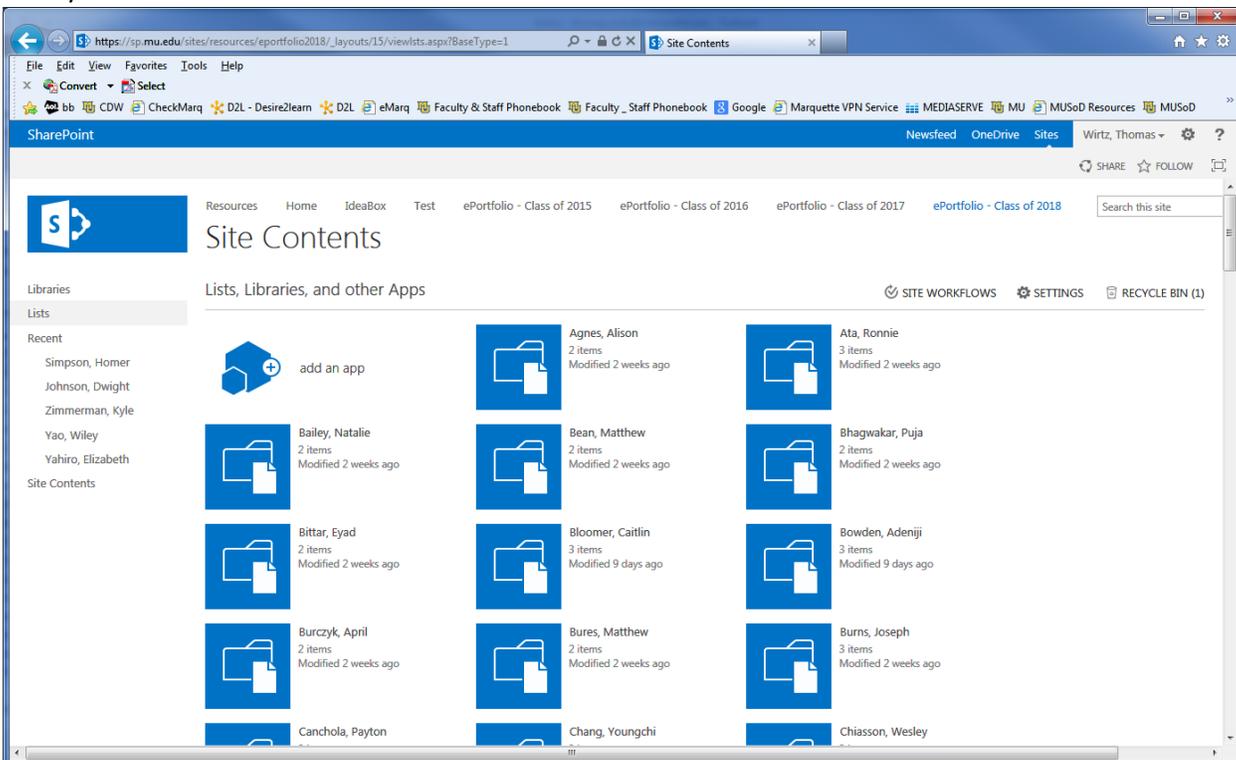
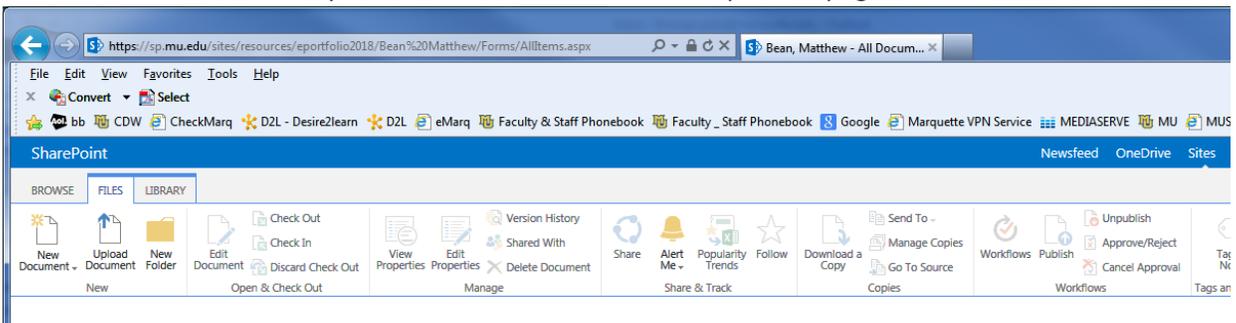


Posting Self-Evaluation in ePortfolio

1. D1 students post their self-evaluation in the ePortfolio on SharePoint.
2. Prepare your self-evaluation as a Word or PDF document. There is no template for this self-evaluation. This is a reflection of your experiences and your comments on your efforts in the process. You will post this document as your self-evaluation.
3. Go to the MUSoD SharePoint site and select the eportfolio for your class from the menu options near the top of the page.
4. You may need to click on “Libraries” from the left column of options in order to see the document libraries. You should see a document library with your name. Click on the document library.



5. Within the document library, click on the “Files” tab at the top of the page.



6. Click on the “Upload Document” icon to upload a file.
7. Indicate the file to be uploaded. On the subsequent screen, indicate the document type and the year of the document.