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 selfevaluation. 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.

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- 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.