

# How do I add content to my portfolio?

1. Log in to P@N. Click on the left hand side on the long strip of black with three small gray stripes at the top. This will open the main menu. From the main menu, choose "Work" then click "My Coursework." This will show you a list of your portfolios. Click on the portfolio you would like to add content to and choose "Edit Portfolio" on the pop up menu.

The screenshot shows the 'My Portfolios' page. At the top left, there's a 'Show Hidden' checkbox. Below it, a dropdown menu is set to '15 records per page'. A table lists two portfolios:

Name	Table of Contents	Workspace	Department	Modified
My Core Portfolio	Uncommon Core 2014		Core	2014-08-22
Penny's Elem edTPA	edTPA Elementary Education (F		edTPA	2014-06-11

A context menu is open over the 'My Core Portfolio' row, with 'Edit Portfolio' circled in red. Other options include 'Download as Zip', 'Download as PDF', 'Hide Portfolio', and 'Copy Portfolio'. The 'Print' button is visible to the right of the table. At the bottom right, it says 'Showing 1 to 2 of 2 entries'.

2. This will load the table of contents for the portfolio you selected. You must then click the section you would like to add content.

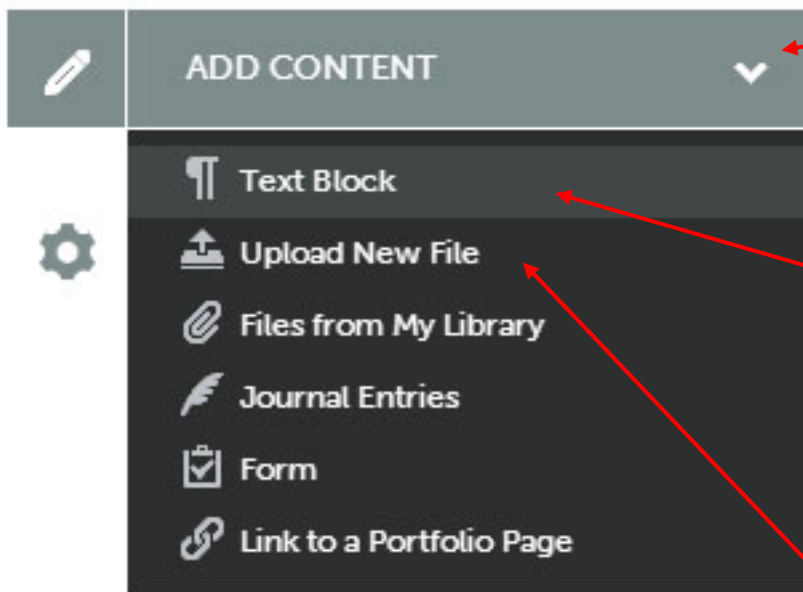
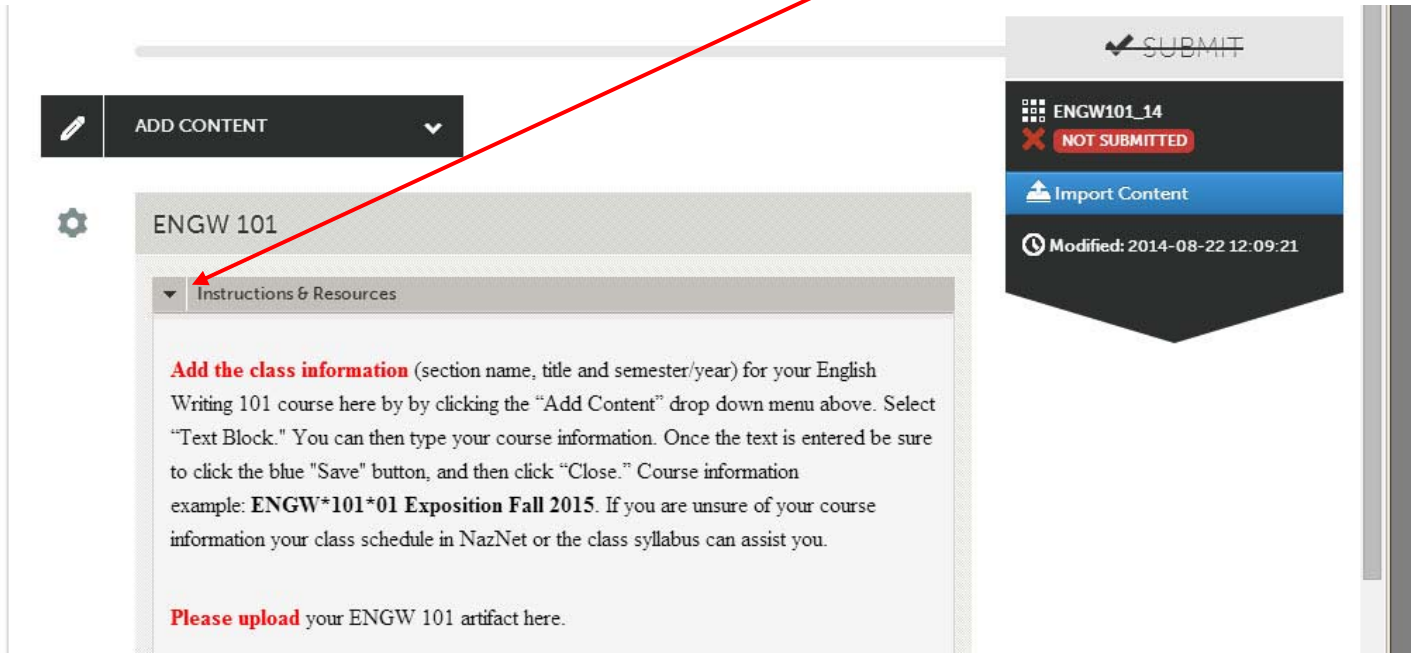
## Uncommon Core 2014

The screenshot shows a tree view of the 'Uncommon Core 2014' table of contents. The sections are:

- Nazareth Core Curriculum
  - First Year Seminar
  - Academic & College Success
  - First Year Writing
    - ENGW 101 - English Writing 101 (0% Completed)
    - ENGW 102 or 103 - English
  - Modern Foreign Language
  - Perspectives-Enduring Questions (P-EQ)
  - History
    - History EQ Artifact

Portfolio table of contents example

3. Be sure to check "Instructions & Resources" by clicking the triangle if they are available. This will guide you on what is needed in this portfolio section.



4. To add content, click on the "Add Content" drop down menu and choose how you would like to add the content. The two most commonly used methods are:

- "Text Block" - This adds text directly to the portfolio template and works similarly to Microsoft Word. You can also add weblinks and embed YouTube videos using this method. Detailed instructions can be found here: [Adding Text](#) and

- "Upload New File" - This attaches a file directly to the portfolio (the file type can be almost anything: word documents, PDFs, videos or images are all acceptable). Detailed instructions can be found here: [Uploading Files](#)

**Still need help?**  
portfolio@naz.edu  
585-389-2633