


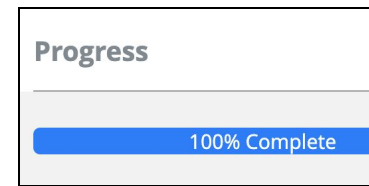
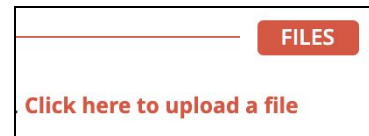
UPLOADING FILES TO THE PORTFOLIO OVERVIEW PAGE

INTRODUCTION



Students can upload files such as signed forms, scans of awards or certificates, resumes and more to their portfolios. Students may either upload these files straight to the Overview tab, or upload/assign them to individual sections.

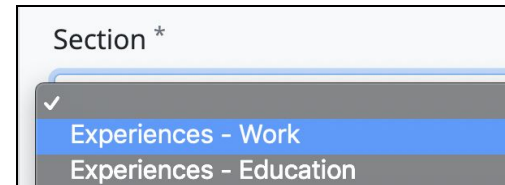
UPLOAD THE FILE

1. Login to **Career Planner**:
<https://snohomish.schooldata.net/v2/career-planner>
2. Click "**Assemble My Portfolio**" in the left-hand menu.
3. Choose "**Click here to upload a file**" at the bottom of the Overview page.
4. If you're on a section page, click "**Add Files**" instead.
5. **Choose your file**, and then click  "**Start**". Do not click out until the progress bar says "**100% Complete**".





ASSIGN THE FILE TO A PORTFOLIO SECTION

1. Click the  **pink arrow** to the right of the file name.
2. **Pick the portfolio section** to which the file belongs.
3. Click  "**Save**", and the file will be moved and counted in that section. Click the number to go to your file.



ADD NOTES AND OTHER INFORMATION

1. Click the  **pink edit pencil** to the right of the file name. Add a description and notes.
2. Click  "**Save**". You will see the new information nested under the file name.

Ariel Leininger Resume 10th Grade 

Description: For Health Science careers

Notes: Submitted to Ms. Ciampaglio 11/12/19.