How to import content into your Capstone e-portfolio

Step 1: Log in to your Chalk & Wire dashboard
Log into e-Learning+ as you normally would to access your courses
Click on the Chalk & Wire link in the Resources block

Step 2: At the dashboard, click on the Portfolios menu item

Step 3: Select your master Capstone e-portfolio

Step 4: Click on the Home item
How to import content into your Capstone e-portfolio

Step 5: Click on the Import Content button
A new page will slide on top of the previous page
Look on the right side for the Import Content button

Step 6: Select the e-portfolio you want to import FROM
Keep the “Import from a Portfolio” setting
Check the “Import as new Page” box
Choose which portfolio to import from

Step 7: Select the content you want to import
Check the checkboxes next to the artifacts you want to import.
Click on the Import button.
Click Return.
How to import content into your Capstone e-portfolio

Step 8: Move pages and edit content as desired
Click and drag pages up/down to change order
Click on page titles to edit content

Step 9: Enable Edit mode to rename or delete content
Click on the blue edit button
Select an item to rename or delete it as needed
Click “Done Editing” when finished

Step 10: Click “Add” to add new content from scratch
Click on the blue edit button
Click on the + Add button
Name the new page
Click “Done Editing”