To Add Field Experiences To Field Experience Portfolio

- Click the Folios tab at the top of the screen.
- Click on the name of the field experiences portfolio located under Working Portfolios.
- Click on the tab with the course name to add field experience(s). (Ex. EDUC 2020 Field Experiences)
- Click on the Add Artifact From Bin button.
- Click on the Field Experience button to locate the FE artifact to add to the course.
- Click on button located on the right side of the field experience(s) you want to add to the course.
- Name each field experience added as Observation 1, Observation 2, Observation 3, etc.
- Click on Add Reflection to add a journal entry about the artifact (Suggestion: type entry in Microsoft Word, copy and paste into this box because this feature does not have spell check or grammar check).
- Once all field experiences have been added, click the Cover button to get back to main page of the portfolio.
- Click on Request Feedback to send to instructor for comments when folio is ready.

Problems?? Use contact information listed above. Also try: http://www.nsula.edu/passport.

Created: August 14, 2009