

# Oncourse: Preparing Items for portfolio tools, For Students

*How to prepare, organize, and store items that will be used in portfolio tools*

## What kinds of items can I use in portfolio tools?

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You may include all types of work in portfolio tools. While some of your class work will consist of word processing documents, it is also possible to upload other digitized materials, such as videos, sound files, and graphics. The important thing to remember is that all work must eventually be in a digital format. Thus, you can paint a picture, but you must scan it or take a digital photograph of the picture before you can upload it to a portfolio tool in Oncourse.

## Where should I store items that I plan to upload?

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It is a good idea to place a copy of every piece of completed work into your Resources folder in the My Workspace section of Oncourse. That way, all of your work is saved, is accessible from any networked location, and may be used in the future.

To upload files to your Resources folder, follow these steps:

1. **Log in to Oncourse.**
2. **Click the My Workspace tab** at the top of the page.
3. **Click Resources** in the menubar on the left side of the screen.  
A list of the files in your Resources folder will appear.
4. **Find the folder called My Workspace** at the top of the list.
5. **Click the drop-down Add menu.**
6. **Click Upload Files.**  
The upload files screen appears.
7. **Click Browse.**  
The file upload dialog box opens.
8. **Select the file you want to upload.**
9. **Click Open.**
10. To upload multiple files at the same time, **Click the Add Another File link.**
11. **Repeat steps 7 through 9.**
12. **Repeat steps 10 and 11 until all the files that you want to upload are listed in the File fields.**
13. **Click Upload Files Now.**

## Organizing your files and folders

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You can organize the files and folders in your My Workspace Resources folder any way you like. You can create a folder for each course, or you can organize folders by topic, by month, by type of assignment (e.g., essays, tests, reports, videos), or by category. For more information on uploading items to your My Workspace Resources folder, go to:

<http://kb.iu.edu/data/arfs.html>

## Finding more training on Wizards, Matrices and other tools in Oncourse

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For more help using portfolio tools, as well as other Oncourse tools, see the Help documentation that is included in Oncourse. You can access these resources by using the question mark icon located in the upper right corner of each screen in Oncourse, or you can click the Help tool that is located at the bottom of the list of tools on the menubar.