

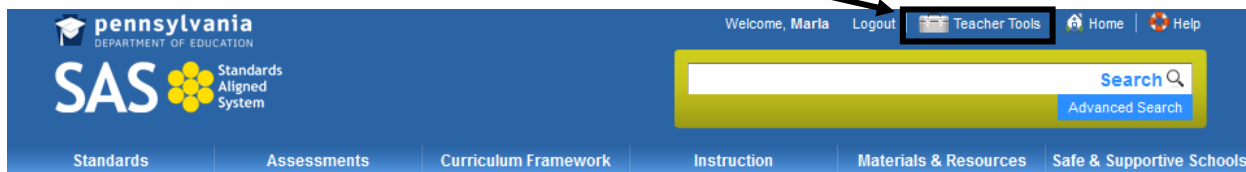
Teacher Tools

Teacher Tools provide teachers with easy-to-use integrated classroom tools that enhance their teaching effectiveness.

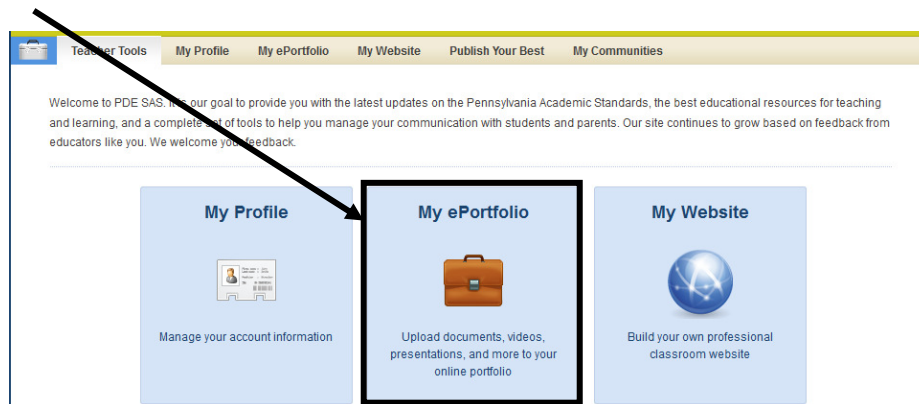
My ePortfolio

My ePortfolio is an electronic (web-based), portable filing cabinet. You can store virtually any file you want – word processing, presentations, spreadsheets, images – as long as it is already saved to your computer or another storage device. You can also organize your **ePortfolio** by creating specific folders.

1. Click **Teacher Tools** in the upper-right hand corner of any page in **SAS**.

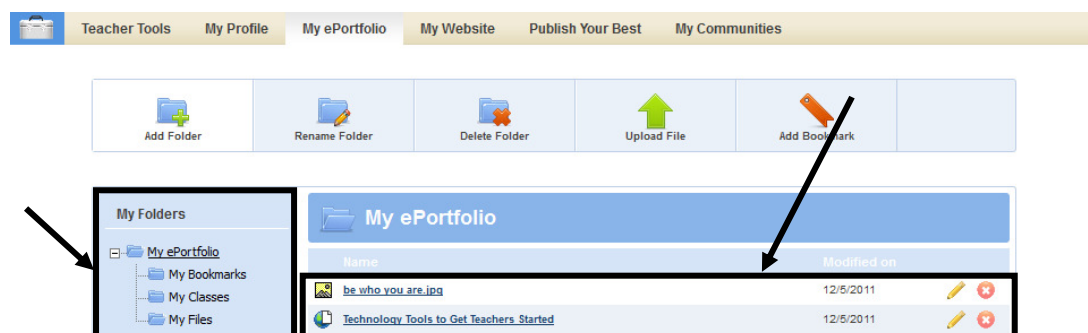


2. Choose **My ePortfolio** from the **Teacher Tools** menu:



The first time you enter your **ePortfolio**, you will see one main folder, **My ePortfolio**, as well as three subfolders; **My Bookmarks**, **My Files** and **My Classes**. The subfolders are empty, and can be renamed if desired.

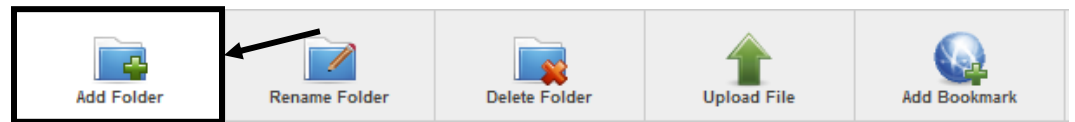
You may also see any items that you have saved listed on the right side of the screen – as of now, all of these items are stored within the **My ePortfolio** folder.



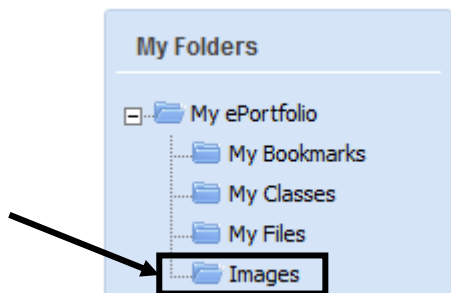
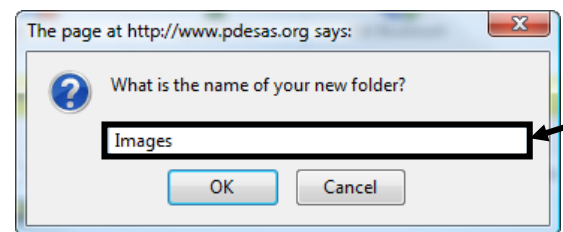
Add Folder

You can create as many folders as you like to get yourself organized. You also have the ability to create subfolders within a folder.

1. Click **Add Folder**.



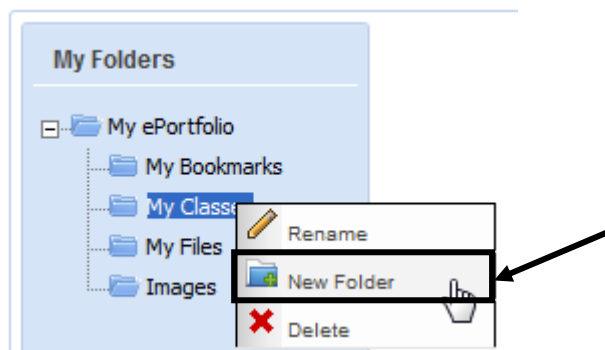
2. Type a name for the **New Folder**, and click **OK**.



3. A **New Folder** will be added under the **My ePortfolio** folder.

4. Repeat Steps 1-3 to add as many folders as necessary.

Create Subfolders

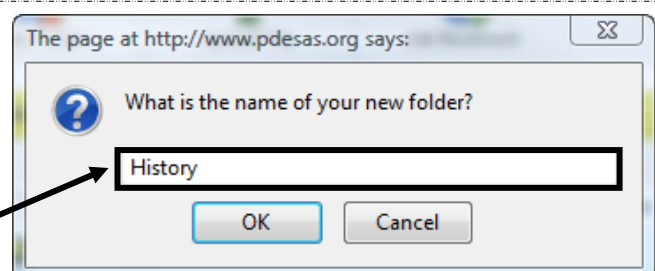


1. Click on the folder to which you'd wish to add a subfolder to open it.
2. Right-click your mouse on the folder again. Select **New Folder**.



NOTE: Macintosh users, click the **Folder** you wish to add a **Subfolder** to, and then click your mouse on the **Add Folder** icon above the folder list.

3. Type a name for the **New Folder**, and click **OK**.

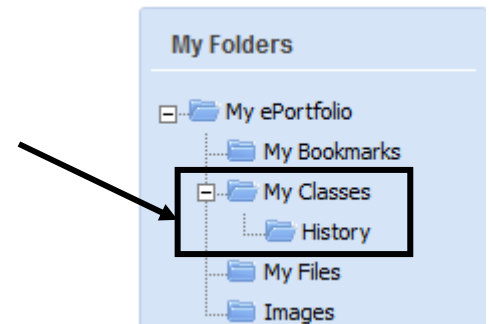


4. A **Subfolder** will be added to the folder.

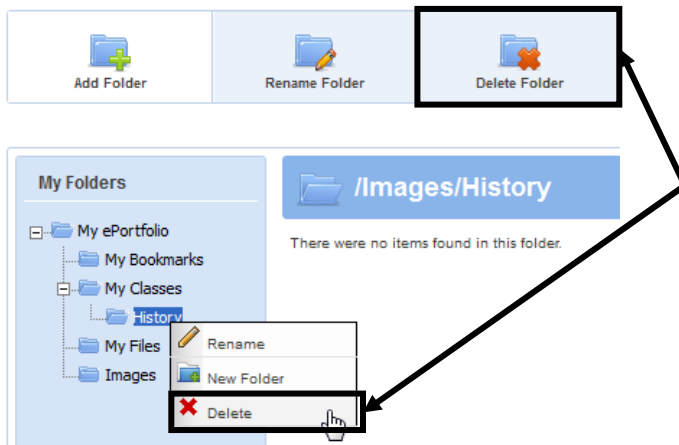


Drag and Drop:

Users may also elect to use the **Drag and Drop** feature. Click on a **Folder**, and while holding your mouse button down, drag the **Folder** on top of the folder of which you want it to become a **Subfolder**.

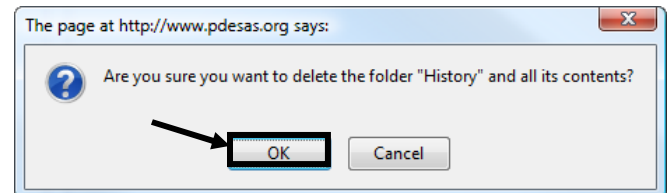


Delete Folders



1. Right-click your mouse on the folder you wish to delete and select **Delete** OR click on the folder then click the **Delete Folder** icon above the folder list.

2. Click **OK**. The folder will be deleted.



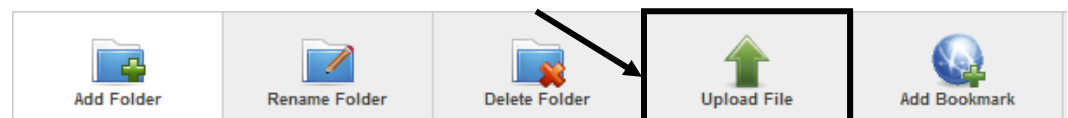
WARNING:

Be aware that if you delete a folder, you also delete all of its contents. If there are any subfolders attached to that folder, you will also delete them and all of their contents.

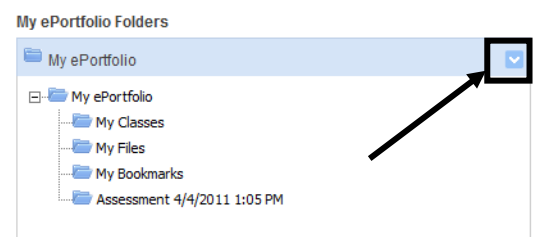
Upload Files

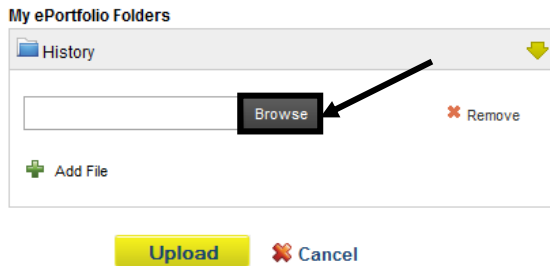
As long as a file is saved somewhere first, you can upload it to your **ePortfolio**.

1. Click **Upload File**.



2. Select a **Folder** into which to save the file. Click the arrow key to the right of the folder name to view a dropdown menu of your folders. Select the folder you want. By default, the folder that is currently open will be selected.





3. Click **Browse** to find the file on your computer.

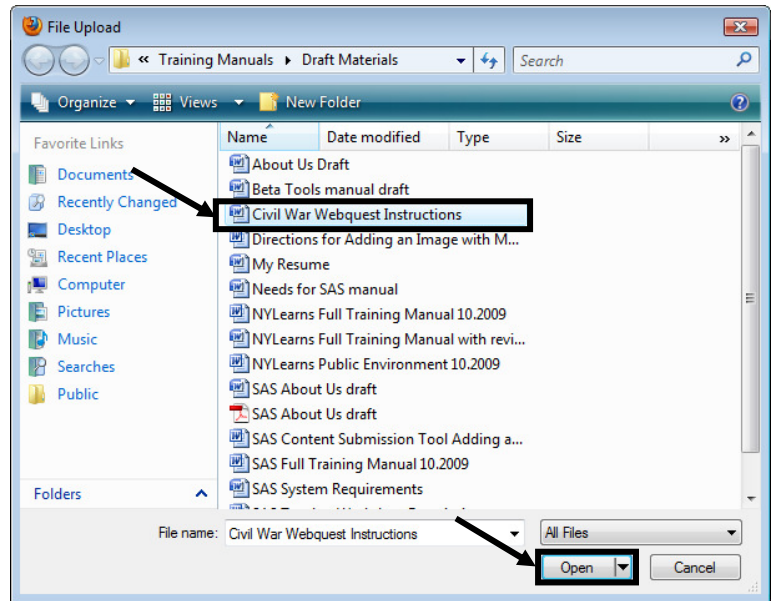
4. Once you locate the file, highlight it and click **Open** (or double-click the file).

NOTE:

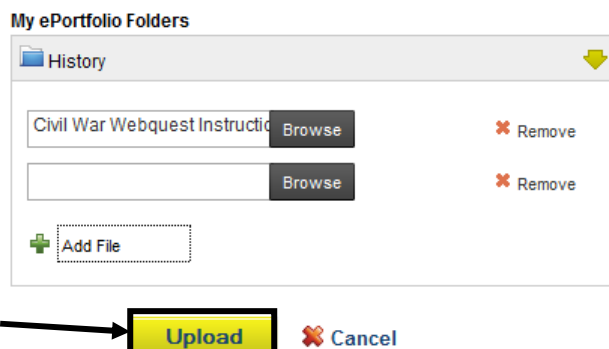
To ensure success when moving files between platforms (Mac to PC), include the proper file extension* when you first save the file.

Word – .doc, .docx
 PowerPoint – .ppt, .pptx
 Excel – .xls, .xlsx
 Access - .mdb, .accdb
 Inspiration - .isf, .ins, .ist
 Sound files - .wav, .mp3, .wma
 Videos - .mov, .wmv, .mp4
 Images - .jpeg, .gif, .tif

Also, avoid special characters such as /, \, #, ?, -.



WARNING: SAS may automatically resize your **picture files** during upload. To ensure that the picture is not distorted in any manner, it is best to adjust the image size prior to upload. The **suggested width** for picture files is **528 pixels**.

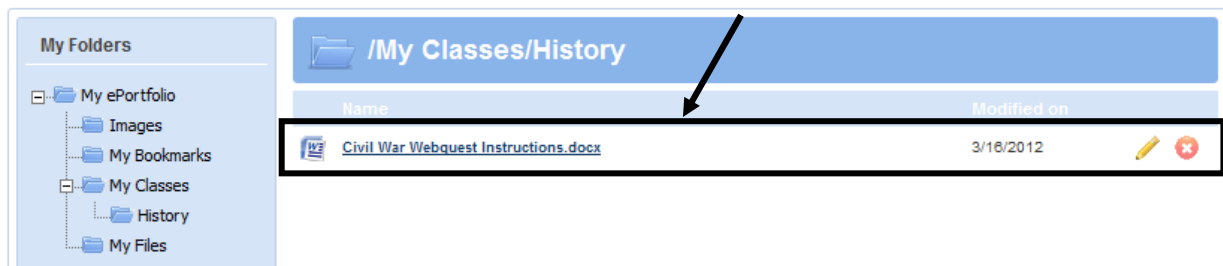


5. To save time, users can elect to upload multiple files to a folder at one time. Click the **Add** button (optional).

To delete a file prior to upload, click **Remove**.

6. Repeat steps 3-5 to add additional files to the **ePortfolio** if necessary.

- Click the **Upload** button. The window will close, and the file(s) will be added to the appropriate folder within the **ePortfolio**.

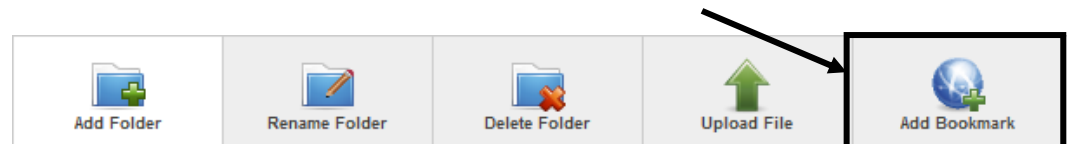


NOTE: The **ePortfolio** is an electronic, portable filing cabinet. It is a holding area, not a workspace. You MUST download (save to your computer) documents/files in order to open/modify/print them.

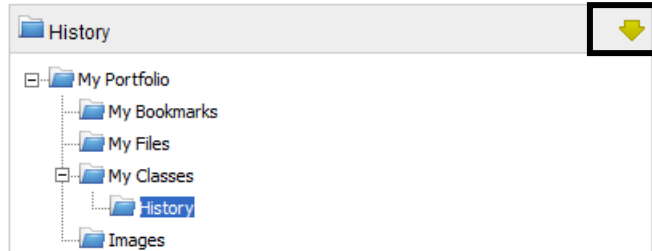
Add Bookmark

You can **Bookmark** your favorite Internet websites.

- Click **Add Bookmark**.



My ePortfolio Folders



- Select a **Folder** into which to save the file. Click the arrow key to the right of the folder name to view a dropdown menu of your folders. Select the folder you want. By default, the folder that is currently open will be selected.

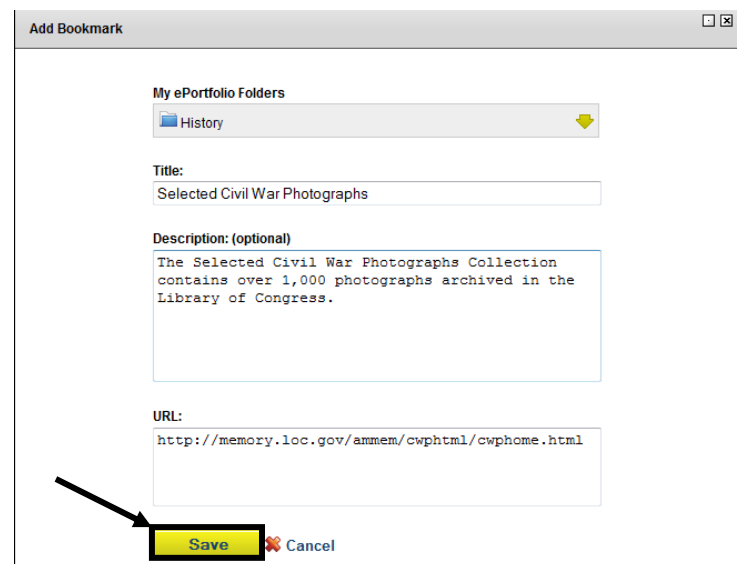
- Provide a **Title** for the file.

- Type a **Description** for the file.

The **Description** is wording describing a file that appears when the mouse is rolled over the item in the **ePortfolio**.

- Type the **URL** (web address).

- Click the **Save** button. The window will close, and the bookmark will be added to the appropriate folder within the **ePortfolio**.



To Copy and Paste a URL:

- Open two windows/tabs with your web browser.
- In one window/tab, log in to **SAS**.
- In the other window/tab, find the desired web site.
- Highlight the **URL** in the address/location bar, and copy it.
- Return to **SAS** and paste the **URL** into the correct field.
- Be sure the pasted **URL** completely replaces any other text.

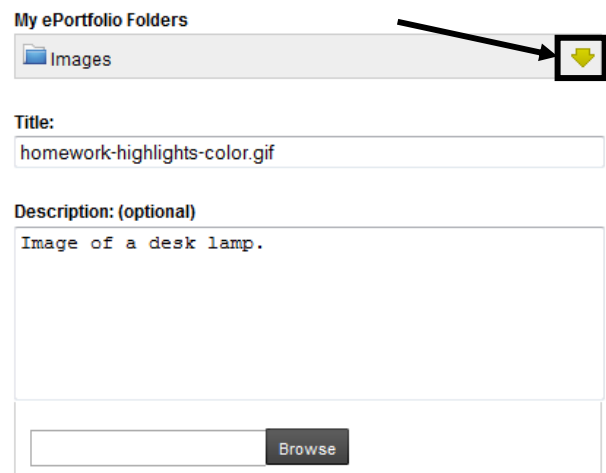
**Organizing the ePortfolio**

Once an item is uploaded to your **ePortfolio**, you can move it to another folder, rename it, edit the description, or delete it. In the case of an **Uploaded File**, you will also be able to browse for a different file.

Click the **Edit** icon (pencil) to the right of the item you wish to make changes to:



- To move an item into another folder, select the new folder from the **Folder** drop-down list.
- To rename an item, edit the **Title**.
- To add a description, enter the text in the **Description** field.
- To select a different file, click **Browse** and navigate to the location where the new file is saved. Highlight the new file, and click **Open**.



- To save your changes, click **Save**.
- To cancel any changes, click **Cancel**.

If you moved the item to a new **Folder**, click the **Folder** icon to open the folder and see the item:

