

Creating a PEPP Portfolio Introduction

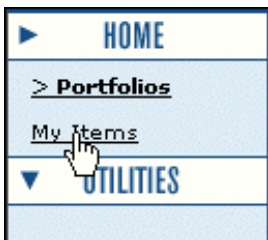
There are two steps involved in creating your portfolio introduction:

[Step 1: Add your address, phone, email, and career plan into your "My Items."](#)

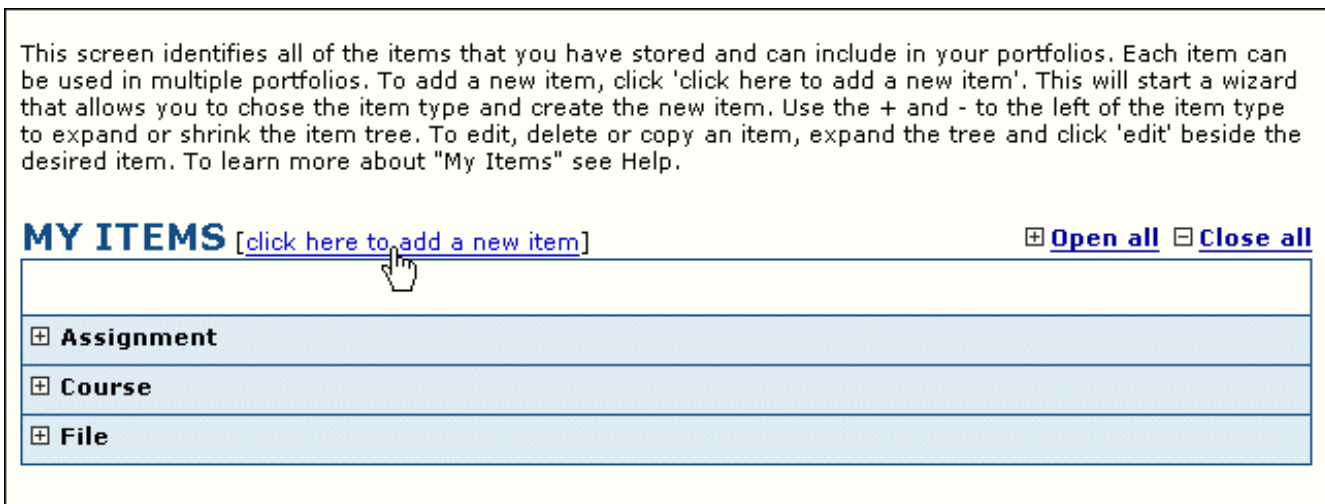
[Step 2: Add the items to the Introduction of your PEPP Portfolio.](#)

Adding items to "My Items"

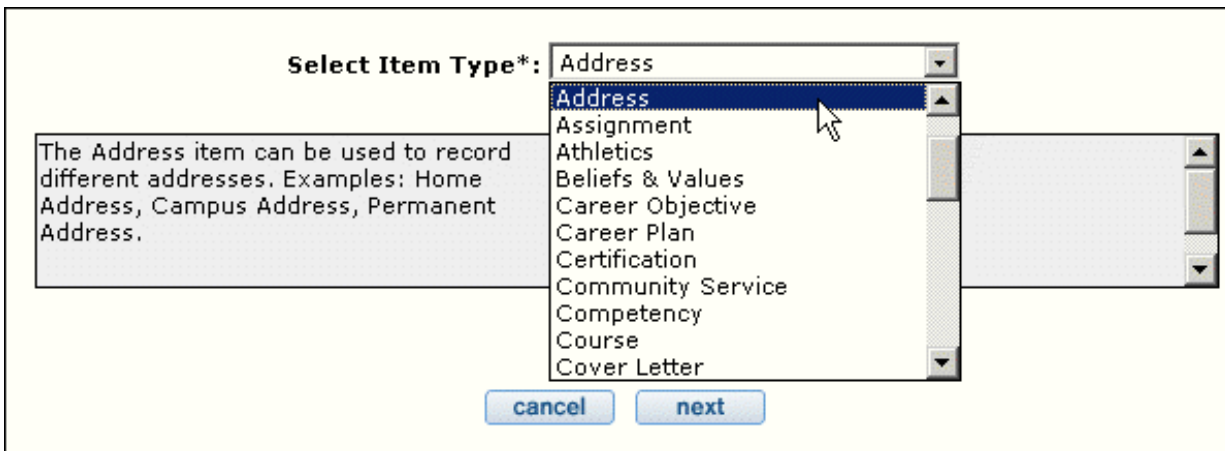
1. Click on the "My Items" hyperlink.



2. Click on the "click here to add a new item" hyperlink.



3. Select "Address" from the dropdown menu.



4. Click on the "next" button.



5. Enter your *Address* information, and click on the "Finish" button.

Name*: The Name of this item should be "Address," not your name.

Address Line 1:

Address Line 2:

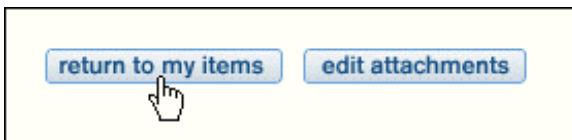
City:

State/Province:

Zip/Postal Code:

Country:

6. Click on the "return to my items" button.



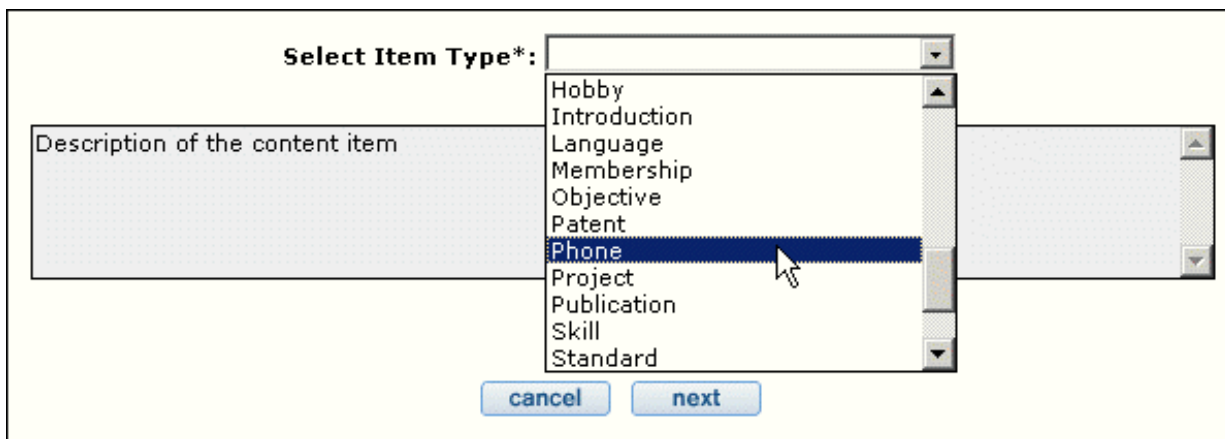
7. Click on the "click here to add a new item" hyperlink.

This screen identifies all of the items that you have stored and can include in your portfolios. Each item can be used in multiple portfolios. To add a new item, click 'click here to add a new item'. This will start a wizard that allows you to chose the item type and create the new item. Use the + and - to the left of the item type to expand or shrink the item tree. To edit, delete or copy an item, expand the tree and click 'edit' beside the desired item. To learn more about "My Items" see Help.

MY ITEMS [\[click here to add a new item\]](#) **Open all** **Close all**

<input type="checkbox"/> Assignment
<input type="checkbox"/> Course
<input type="checkbox"/> File

8. Select "Phone" from the dropdown menu.

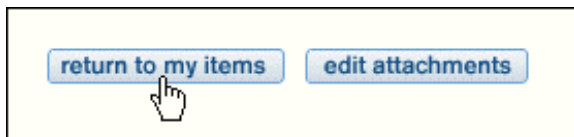


9. Click on the "next" button.



10. Enter your *Phone* information, and click on the "Finish" button.

11. Click on the "return to my items" button.



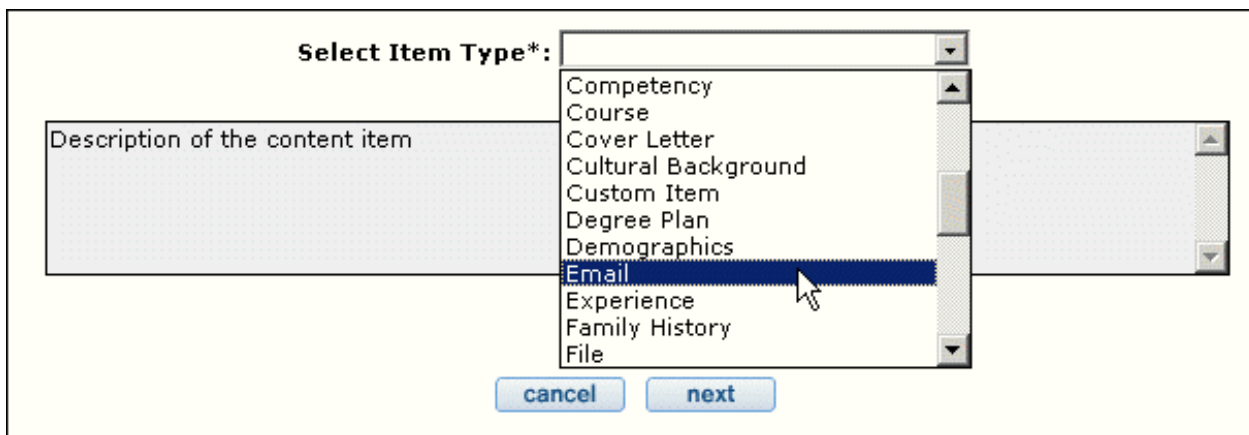
12. Click on the "click here to add a new item" hyperlink.

This screen identifies all of the items that you have stored and can include in your portfolios. Each item can be used in multiple portfolios. To add a new item, click 'click here to add a new item'. This will start a wizard that allows you to choose the item type and create the new item. Use the + and - to the left of the item type to expand or shrink the item tree. To edit, delete or copy an item, expand the tree and click 'edit' beside the desired item. To learn more about "My Items" see Help.

MY ITEMS [[click here to add a new item](#)] ⊕ **Open all** ⊖ **Close all**

⊕ Assignment
⊕ Course
⊕ File

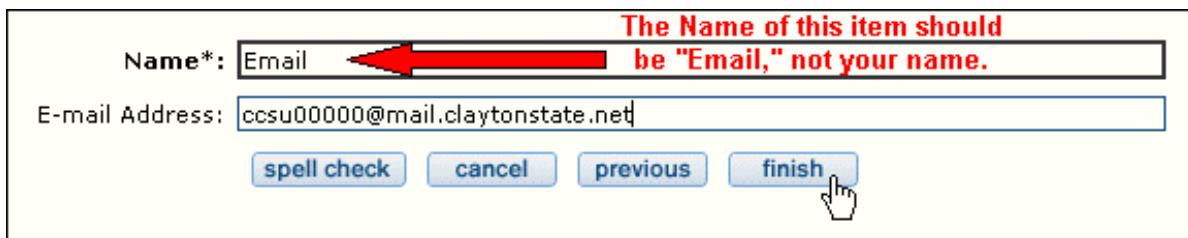
13. Select "Email" from the dropdown menu.



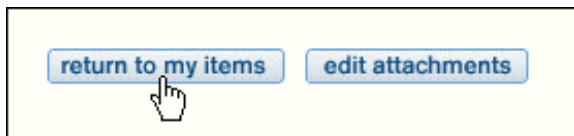
14. Click on the "next" button.



15. Enter your *Email* information, and click on the "Finish" button.



16. Click on the "return to my items" button.



17. Click on the "click here to add a new item" hyperlink.

This screen identifies all of the items that you have stored and can include in your portfolios. Each item can be used in multiple portfolios. To add a new item, click 'click here to add a new item'. This will start a wizard that allows you to chose the item type and create the new item. Use the + and - to the left of the item type to expand or shrink the item tree. To edit, delete or copy an item, expand the tree and click 'edit' beside the desired item. To learn more about "My Items" see Help.

MY ITEMS [[click here to add a new item](#)] ⊕ [Open all](#) ⊖ [Close all](#)

⊕ Assignment
⊕ Course
⊕ File

18. Select "Career Plan" from the dropdown menu.

Select Item Type*:

Description of the content item

- Academic Record
- Activity
- Address
- Assignment
- Athletics
- Beliefs & Values
- Career Objective
- Career Plan**
- Certification
- Community Service

[cancel](#) [next](#)

19. Click on the "next" button.

[cancel](#) [next](#)

20. Enter your *Career Plan* information, and click on the "Finish" button.

Career Plan*: Career Plan ← The Name of this item should be "Email," not your name.

Description:
I plan to graduate in May 2005 with a B.B.A. in Marketing.

[spell check](#) [cancel](#) [previous](#) [finish](#)

21. Click on the "return to my items" button.

[return to my items](#) [edit attachments](#)

Adding items to the Introduction

1. Click on the "Portfolios" hyperlink.

▶ **HOME**


[Portfolios](#)

▶ [My Items](#)

▼ **UTILITIES**

2. Click on the "Edit" hyperlink adjacent to *Performance Evaluation Portfolio Program*.

MY PORTFOLIOS [\[click here to create a new portfolio\]](#)

 **Performance Evaluation Portfolio Program** [Edit](#)

3. Click on the "Contents" tab.

EDIT PORTFOLIO: Performance Evaluation Portfolio Program [preview portfolio](#)

GENERAL | **CONTENTS** | **FEEDBACK** | **PERMISSIONS**

4. Click on the "Attachments" hyperlink.

PORTFOLIO CONTENTS [\[manage categories\]](#)

Category: Introduction
Attach your address, phone, email, and career plan.

[Attachments](#) | [Reflections](#)

5. Select "Attach Item," and click on the "next" button.

ATTACHMENTS

This screen is used to attach new items to a parent portfolio item, or reorder sub items under the portfolio item. Make a selection and click 'next'. To learn more about this topic see Help.

Item Type: Category


Name - Description: **Introduction** - Attach your address, phone, email, and career plan.

Attach Item
 Organize Existing Attachments

[cancel](#) [next](#)


6. Expand the *Address* directory by clicking on the "+" sign.

MY ITEMS [\[attach a new item\]](#) [Open all](#) [Close all](#)

 Address
Assignment
<input type="checkbox"/> Career Plan
<input type="checkbox"/> Email
<input type="checkbox"/> File
<input type="checkbox"/> Phone

7. Click on the "Attach" hyperlink adjacent to *Address*.

MY ITEMS [\[attach a new item\]](#) [Open all](#) [Close all](#)

<input type="checkbox"/> Address
 Address: Last Modified: 08/25/03 Attach
<input type="checkbox"/> Assignment
<input type="checkbox"/> Career Plan
<input type="checkbox"/> Email
<input type="checkbox"/> File
<input type="checkbox"/> Phone

8. Click on the "return to contents" button.



9. Your *Address* item will be added to your *Introduction* as shown below.

PORTFOLIO CONTENTS [\[manage categories\]](#)

Category: Introduction
Attach your address, phone, email, and career plan. [Attachments](#) | [Reflections](#)

Address: Address	View/Edit Attachments Reflections
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10. Click on the "Attachments" hyperlink.

PORTFOLIO CONTENTS [\[manage categories\]](#)

Category: Introduction
Attach your address, phone, email, and career plan. [Attachments](#) | [Reflections](#)

11. Select "Attach Item," and click on the "next" button.

ATTACHMENTS

This screen is used to attach new items to a parent portfolio item, or reorder sub items under the portfolio item. Make a selection and click 'next'. To learn more about this topic see Help.

Item Type: Category

Name - Description: **Introduction** - Attach your address, phone, email, and career plan.

Attach Item
 Organize Existing Attachments

[cancel](#) [next](#)

12. Expand the *Phone* directory by clicking on the "+" sign.

MY ITEMS [\[attach a new item\]](#)


[+ Open all](#) [- Close all](#)

+ Address
+ Assignment
+ Career Plan
+ Email
+ File
+ Phone

13. Click on the "Attach" hyperlink adjacent to *Phone*.

MY ITEMS [\[attach a new item\]](#)

[+ Open all](#) [- Close all](#)

+ Address
+ Assignment
+ Career Plan
+ Email
+ File
- Phone
 Phone: Last Modified: 08/25/03 Attach

14. Click on the "return to contents" button.

[return to contents](#)

15. Your *Phone* item will be added to your *Introduction* as shown below.

PORTFOLIO CONTENTS [\[manage categories\]](#)

Category: Introduction
Attach your address, phone, email, and career plan. [Attachments](#) | [Reflections](#)

Address: Address [View/Edit](#) | [Attachments](#) | [Reflections](#)

Phone: Phone [View/Edit](#) | [Attachments](#) | [Reflections](#)

16. Click on the "Attachments" hyperlink.

PORTFOLIO CONTENTS [\[manage categories\]](#)

Category: Introduction
Attach your address, phone, email, and career plan. [Attachments](#) | [Reflections](#)

17. Select "Attach Item," and click on the "next" button.

ATTACHMENTS

This screen is used to attach new items to a parent portfolio item, or reorder sub items under the portfolio item. Make a selection and click 'next'. To learn more about this topic see Help.

Item Type: Category

Name - Description: **Introduction** - Attach your address, phone, email, and career plan.

Attach Item
 Organize Existing Attachments

[cancel](#) [next](#)


18. Expand the *Email* directory by clicking on the "+" sign.

MY ITEMS [\[attach a new item\]](#) ⊕ [Open all](#) ☐ [Close all](#)

- ⊕ Address
- ⊕ Assignment
- ⊕ Career Plan
- ⊕ **Email**
- ☐ File

19. Click on the "Attach" hyperlink adjacent to *Email*.

MY ITEMS [[attach a new item](#)] ⊕ [Open all](#) ⊖ [Close all](#)

⊕ Address
⊕ Assignment
⊕ Career Plan
⊖ Email
 Email: Last Modified: 08/25/03 Attach
⊕ File
⊕ Phone

20. Click on the "return to contents" button.



21. Your *Email* item will be added to your *Introduction* as shown below.

PORTFOLIO CONTENTS [[manage categories](#)]

Category: Introduction
Attach your address, phone, email, and career plan. [Attachments](#) | [Reflections](#)

Address: Address	View/Edit Attachments Reflections
Phone: Phone	View/Edit Attachments Reflections
Email: Email	View/Edit Attachments Reflections

22. Click on the "Attachments" hyperlink.

PORTFOLIO CONTENTS [[manage categories](#)]

Category: Introduction
Attach your address, phone, email, and career plan. [Attachments](#) | [Reflections](#)

23. Select "Attach Item," and click on the "next" button.

ATTACHMENTS

This screen is used to attach new items to a parent portfolio item, or reorder sub items under the portfolio item. Make a selection and click 'next'. To learn more about this topic see Help.

Item Type: Category
Name - Description: **Introduction** - Attach your address, phone, email, and career plan.

Attach Item
 Organize Existing Attachments

cancel

next


24. Expand the *Career Plan* directory by clicking on the "+" sign.

MY ITEMS [\[attach a new item\]](#) ⊕ [Open all](#) ☐ [Close all](#)

- ⊕ Address
- ⊕ Assignment
- ⊕ **Career Plan**
- ⊕ Email
- ⊕ File

25. Click on the "Attach" hyperlink adjacent to *Career Plan*.

MY ITEMS [\[attach a new item\]](#) ⊕ [Open all](#) ☐ [Close all](#)

- ⊕ Address
- ⊕ Assignment
- ☐ Career Plan
 -  **Career Plan:** Last Modified: 08/25/03
I plan to graduate in May 2005 with a B.B.A. in Marketing. [Attach](#)
- ⊕ Email
- ⊕ File
- ⊕ Phone

26. Click on the "return to contents" button.



27. Your *Career Plan* item will be added to your *Introduction* as shown below.

PORTFOLIO CONTENTS [manage categories]	
Category: Introduction Attach your address, phone, email, and career plan.	Attachments Reflections
Address: Address	View/Edit Attachments Reflections
Phone: Phone	View/Edit Attachments Reflections
Email: Email	View/Edit Attachments Reflections
Career Plan: Career Plan I plan to graduate in May 2005 with a B.B.A. in Marketing.	View/Edit Attachments Reflections

28. Click on the "preview portfolio" button located in the top right corner of the screen.



29. You may view each part of the Introduction by clicking on the desired hyperlink, or you may view the entire *Introduction* by clicking on the "View All In This Category" hyperlink.

<View Entire Portfolio>	
<ul style="list-style-type: none"> <input type="checkbox"/> Introduction Address Phone Email Career Plan <View All In This Category <input type="checkbox"/> Course BUSA1105 - Introduction to Business BUSA3101 - Business Statistics ECON2105 - Principles of Macroeconomics MGMT3102 - Performance Quality Management 	<h2 style="margin: 0;">Introduction</h2> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Address Address Line 1: Clayton College & State University Address Line 2: 5900 North Lee Street City: Morrow State/Province: Georgia Zip/Postal Code: 30260 Country: USA!</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Phone Phone Number: (770)961-3410 Last Modified: 08/25/03</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Email Email Address: csu00000@mail.claytonstate.net Last Modified: 08/25/03</p> </div>

30. Click on the "Logout" button located in the top right corner of the screen.

