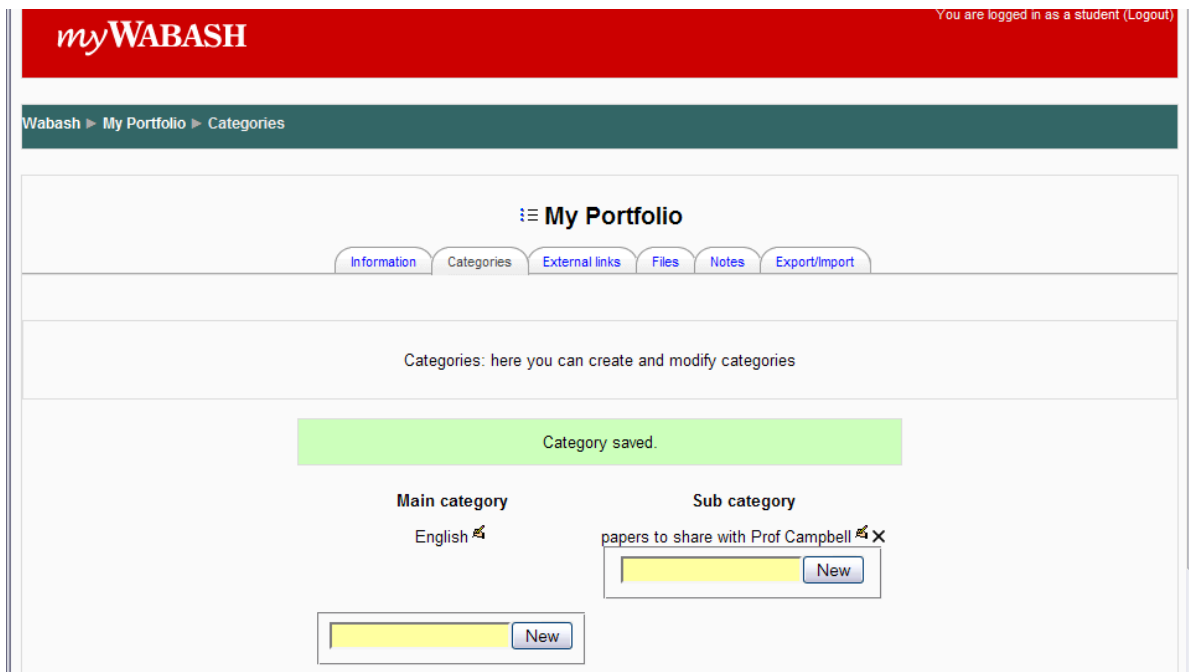


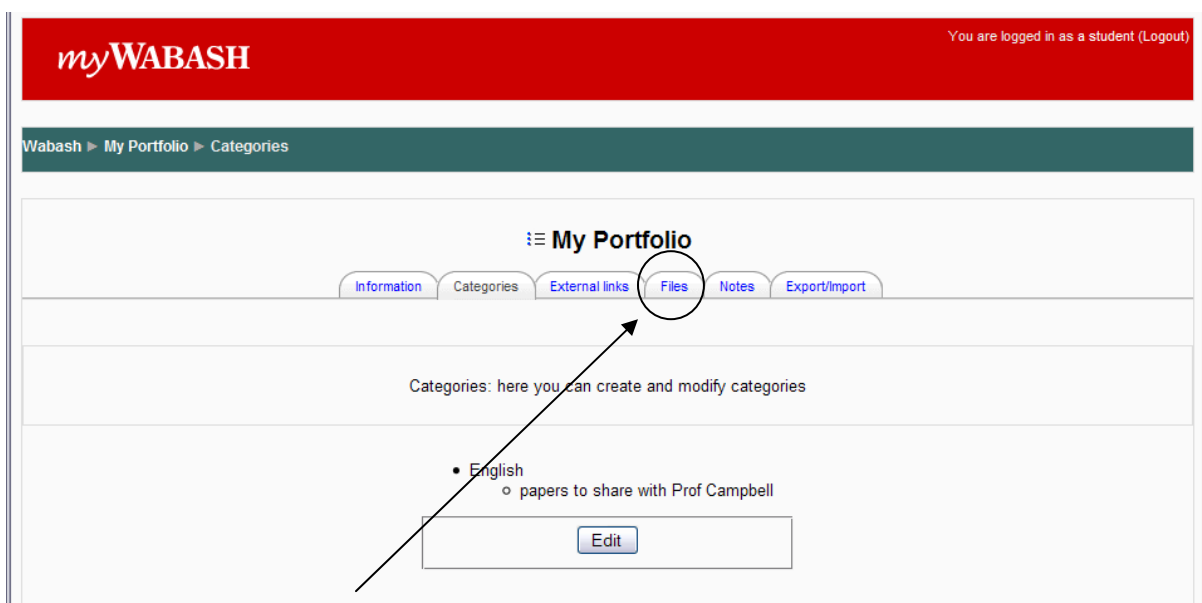
The screenshot shows the myWABASH dashboard. At the top, there is a red header with the myWABASH logo and a user status indicator: "You are logged in as a student (Logout)". Below the header, a dark green bar contains the text "Wabash > Overview of my courses" and a "Normal mode" button. The main content area is divided into several sections. On the left, there is a "Calendar" widget for January 2009, a "My Courses" widget listing "Wabash", "Miscellaneous", "Organizations", "Fall 2008", and "CILA", and a partially visible "Upcoming Events" widget. The central area features four large white boxes with blue text: "First Year Experience Study Group (FYESG)", "Human Resources", "Political Science Senior Comps", and "Strategic Plan 2008". On the right, there are several widgets: "Messages" (No messages waiting), "Blog Menu" (Add a new entry, View my entries, Blog preferences, View site entries), "Exabis E-Portfolio" (My Portfolio, Shared Portfolios, Export), and "Online Users". A callout box with a white background and black border points to the "My Portfolio" link in the Exabis E-Portfolio widget, containing the text "Click on 'My Portfolio'".

The screenshot shows the "My Portfolio" page. At the top, there is a red header with the myWABASH logo and a user status indicator: "You are logged in as a student (Logout)". Below the header, a dark green bar contains the text "Wabash > My Portfolio > Categories". The main content area features a "My Portfolio" header with a hamburger menu icon. Below the header is a horizontal navigation bar with buttons for "Information", "Categories", "External links", "Files", "Notes", and "Export". The "Categories" button is circled, and a callout box with a white background and black border points to it, containing the text "Click on Categories". Below the navigation bar, there is a text block: "Categories: here you can create and modify categories". At the bottom of the page, there is a large white box containing an "Edit" button. A callout box with a white background and black border points to the "Edit" button, containing the text "Click on Edit".

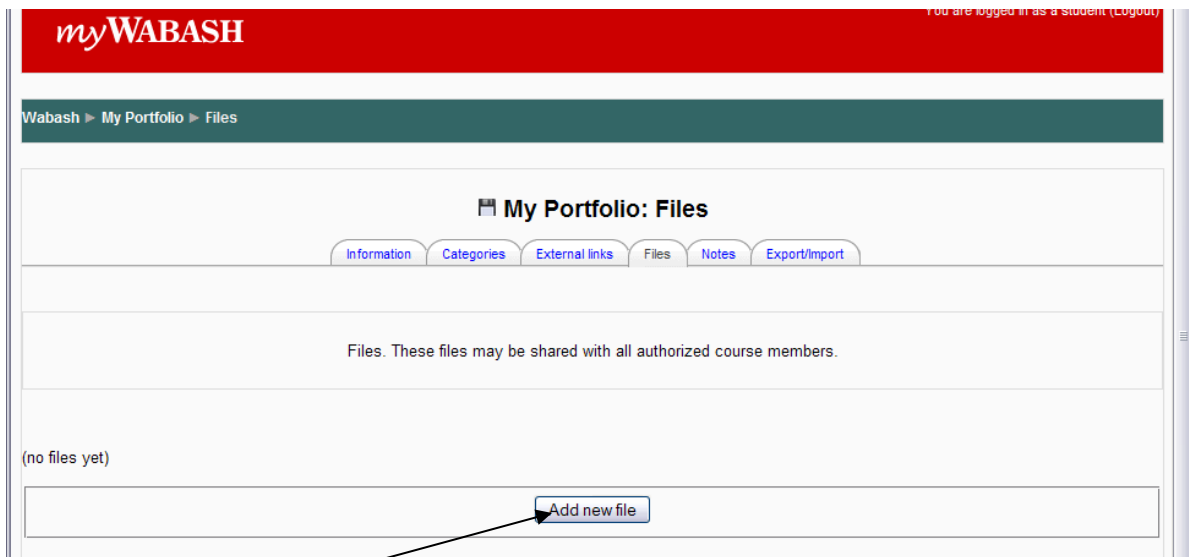
- Click on Edit



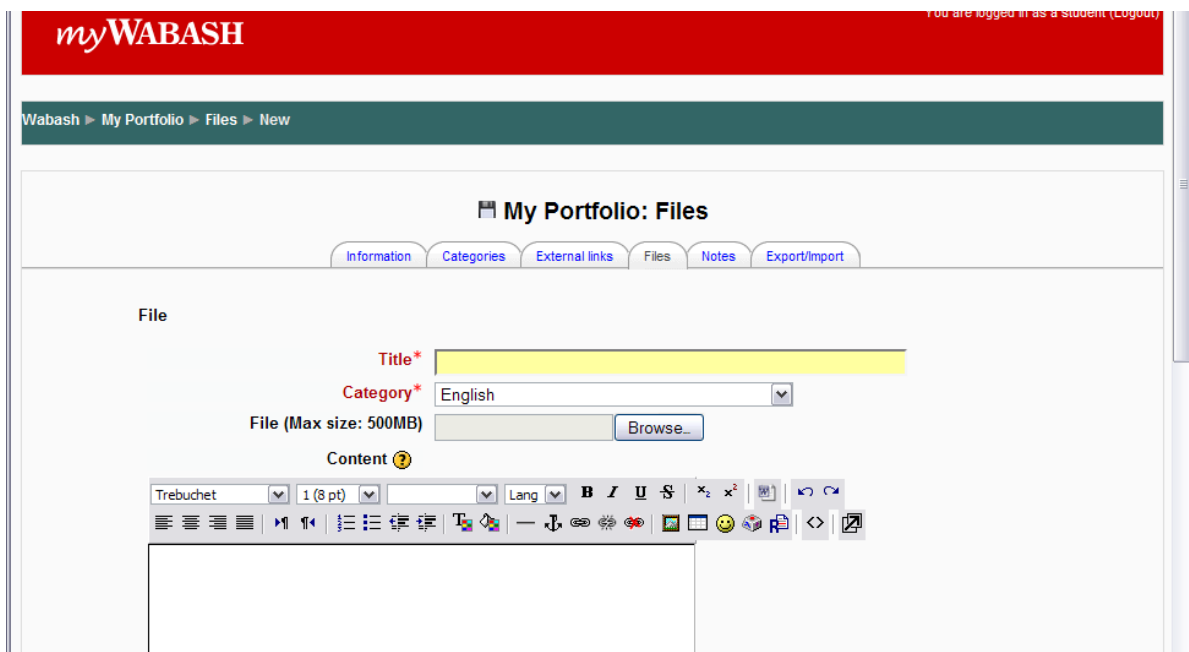
Add Categories and Sub categories - then click “End Editing”



Then, click on the “Files” tab at the top



Click Add new file



- Give it a title
- Browse for the file to attach
- Save Changes

myWABASH You are logged in as a student (Logout)

Wabash > My Portfolio > Files

My Portfolio: Files

[Information](#)
[Categories](#)
[External links](#)
[Files](#)
[Notes](#)
[Export/Import](#)

Files. These files may be shared with all authorized course members.

Category	Name	Date	Course	Comments	Action
English	for Tom testing a shared file with Tom	Tuesday, 20 January 2009, 03:39 PM	Wabash College (Wabash)	0	Share

[Add new file](#)

Click on "Share"

- Choose level of access and those you wish to share with.

My Portfolio: Files

[Information](#)
[Categories](#)
[External links](#)
[Files](#)
[Notes](#)
[Export/Import](#)

Category	Name	Date	Course
English	for Tom	Tuesday, 20 January 2009, 03:39 PM	Wabash College (Wabash)

To allow a participant to see the file, click on their name and then click on Save Changes. You can choose more than one participant.

Access options

Internal Access

Access for **all** (even those who aren't listed here) except the following users
 Access for **nobody** except the following users

External Access

external ePortfolio-Link (http://moodle.wabash.edu/blocks/exabis_eportfolio/extern.php?id=9b15bbb5)
 Share comments in external portfolio

Wabash College (Wabash)

Name	Role
<input type="checkbox"/> Sam Louis Borrelli	Student
<input type="checkbox"/> Dustin Foster	Student


myWABASH You are logged in as a student (Logout)

Wabash ▶ My Portfolio ▶ Files

My Portfolio: Files

[Information](#)
[Categories](#)
[External links](#)
[Files](#)
[Notes](#)
[Export/Import](#)

Files. These files may be shared with all authorized course members.

Category	Name	Date	Course	Comments	Action
English	for Tom testing a shared file with Tom	Tuesday, 20 January 2009, 03:39 PM	Wabash College (Wabash)	0	 Unshare

[Add new file](#)

You may always revert back to “Unshare” if you choose.

You may also Share “Notes”! Just click on the “Note” tab and go from there 😊

Please feel free to contact me should you have any questions,

Monica

brainarm@wbaash.edu or x6400.