

# How to Create a Gallery in Your ePortfolio

A Guide for Students and Faculty

**Who is this for?** This guide is for students and faculty who want to add a gallery to their ePortfolio.

**Step 1:** In your ePortfolio click the “Add Content” button or the (+) sign. (See image 1)

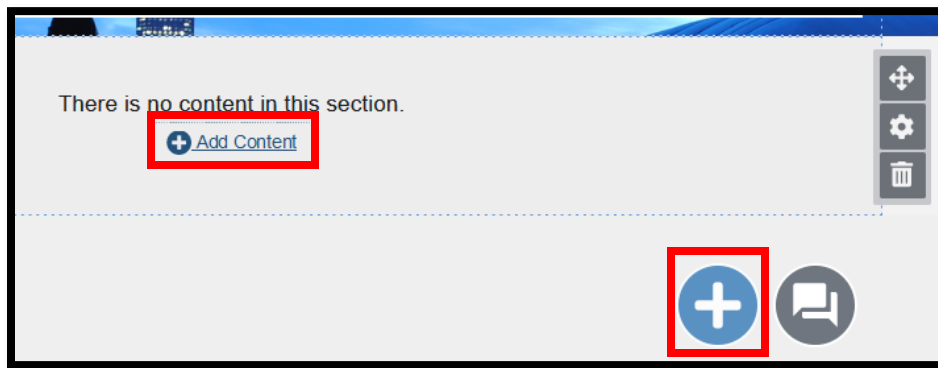


Image 1

**Step 2:** In the Library, click the “Upload File” option. (See image 2)

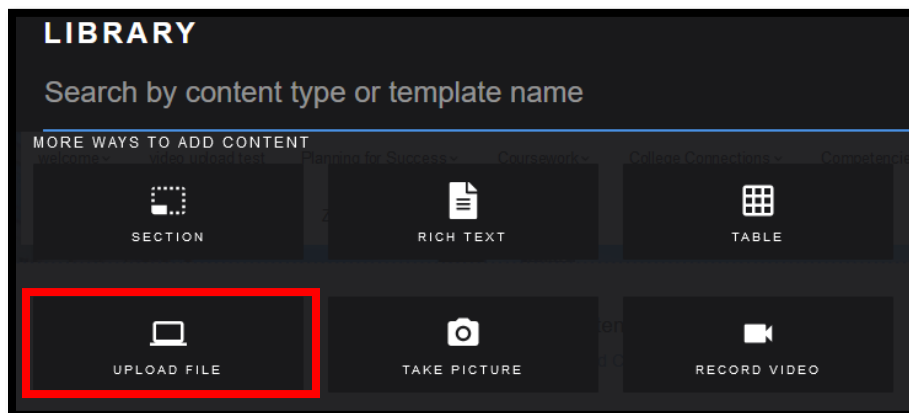


Image 2

**Step 3:** Next, click the “Select Files to Upload” icon to bring up the “file upload” window. Then, locate the all the files you want to add to the gallery and click “Open.” From the “Selected Files” window, you will see a list of all the files you selected, click “upload.” By selecting more than one file to upload, the system will add them all to the same module creating a scrollable Gallery. (See images 3, 4 and 5)

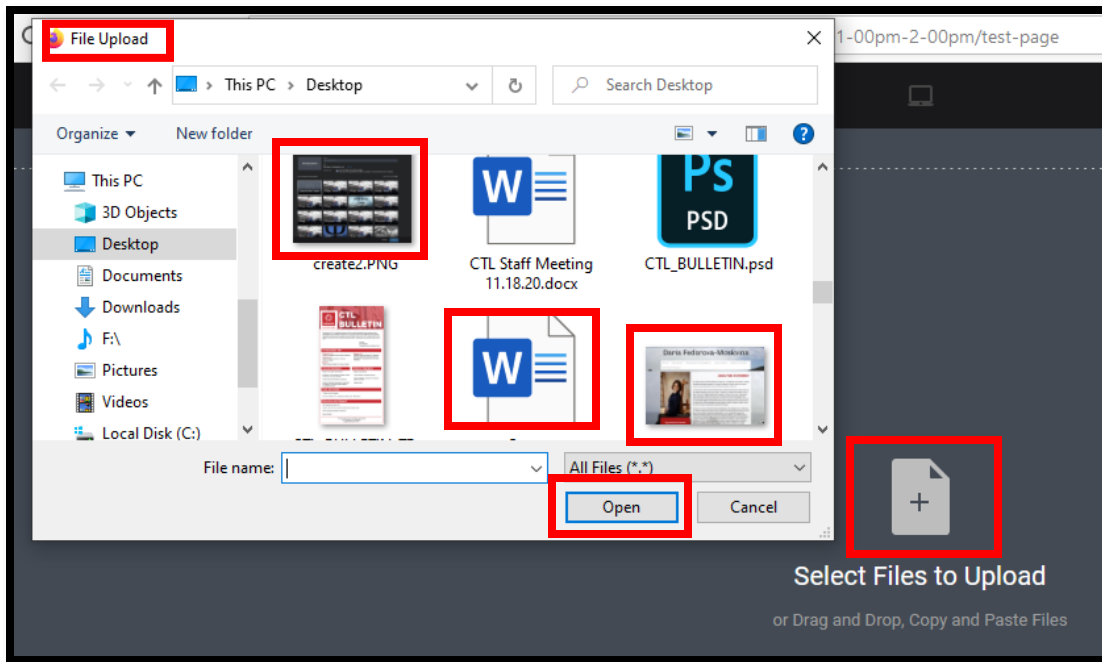


Image 3

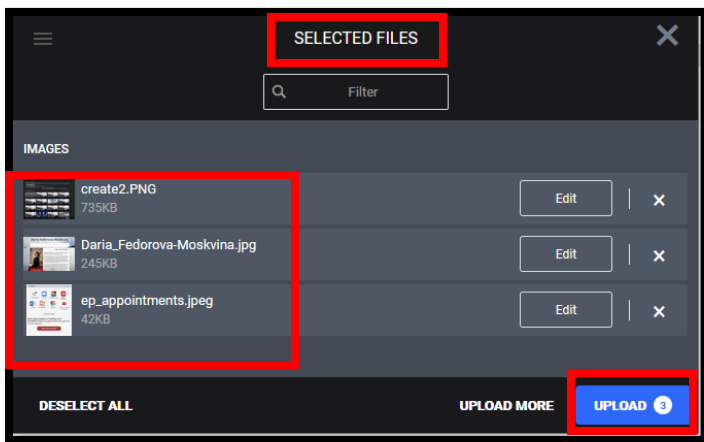


Image 4

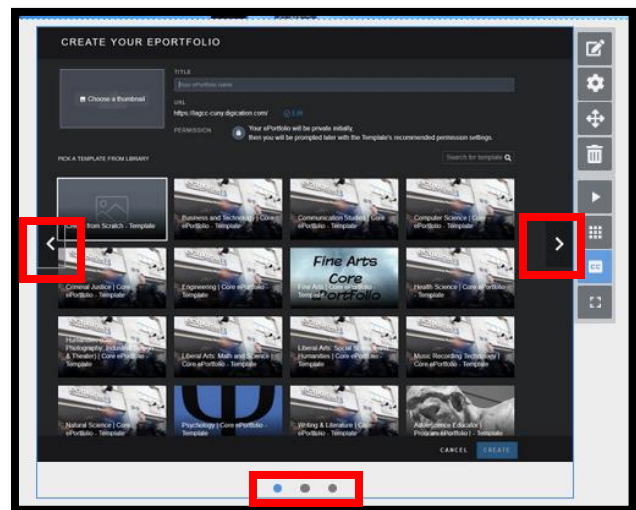


Image 5

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.