



Your child's teacher has asked you to use Brightspace Portfolio to submit work

Work can be submitted to your child's portfolio two ways

- 1) Using the Brightspace Portfolio App (Apple or Android devices) **OR**
- 2) Using Brightspace online

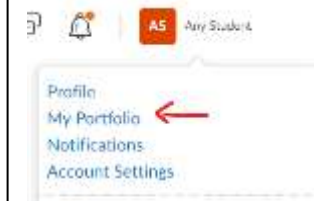


Using the Brightspace Portfolio App

- a) Download the app from the Apple Store or Google Play Store
- b) Open the app (see image to right)
- c) Choose "Family Device"
- d) Choose "At Home"
- e) Scan the QR code that your teacher sent
- f) Take a picture of the "evidence of learning" that you wish to add to your child's portfolio
- g) Optional: Add a title, audio recording and share some thoughts about the work
- h) If you wish, log into Brightspace classroom and open "My Portfolio" – see Note below; locate your portfolio in your class and edit your submissions from here



Note: Your child's portfolio can always be found within Brightspace under their name in the upper right corner.



Using Brightspace Online

- a) Log into Brightspace classroom and open "My Portfolio" – see Note above
- b) Locate your portfolio in your class and choose "add to portfolio"
- c) Upload "evidence of learning" and add a title, audio recording and share some thoughts about the work



Suggestion: It is far easier for students to load their own evidence using the Brightspace Portfolio app. It is suggested that you print the pass card sent by your teacher or save it to your computer's desktop for easy access.