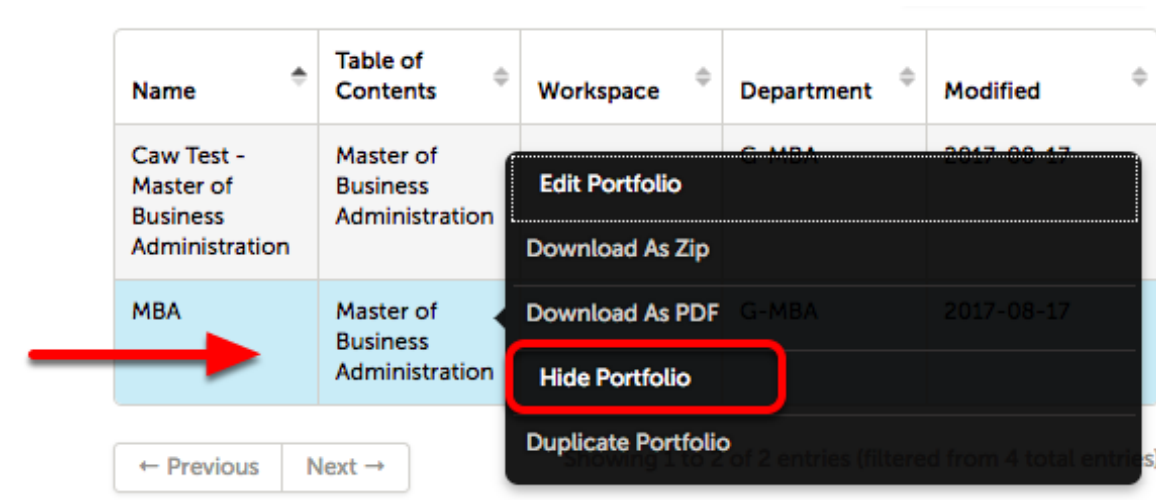


Sometimes you may need to move files from one portfolio to another. This tutorial will show you where files are stored, how to add them to a portfolio, and how to hide portfolios from view.

Hiding a Duplicate Portfolio

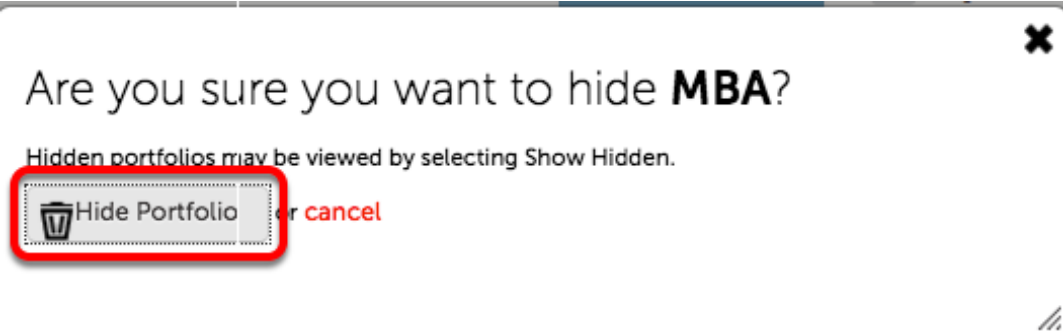
In this example, the student has duplicate portfolios.

1. After deciding which portfolio to keep, *select* the **portfolio** to hide.
2. *Select* **Hide Portfolio**.



Click **Hide Portfolio** to confirm the action.

Note: The portfolio is NOT deleted, only hidden from view. Hidden portfolios may be viewed by selecting Show Hidden on the My Coursework page.



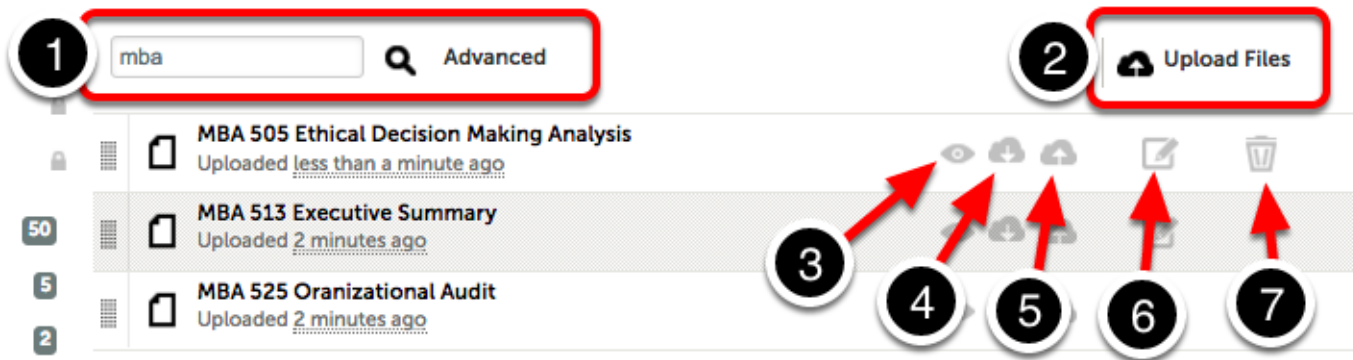
File Library

Every file you upload to Chalk&Wire is stored in your personal File Library. Access the **File Library** from **Menu / Work / File Library**.

Here you may:

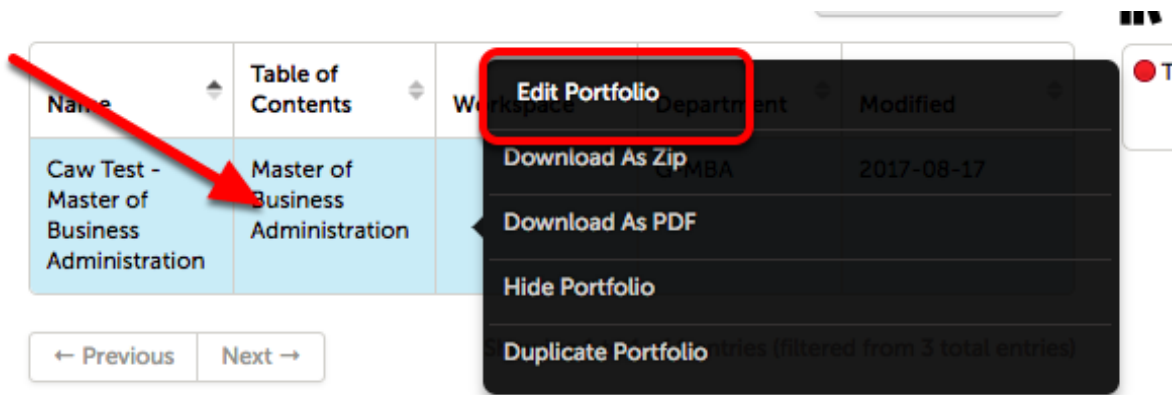
1. Search
2. Upload
3. View

- 4. Download
- 5. Replace
- 6. Rename
- 7. Only files which are not part of a portfolio may be deleted.

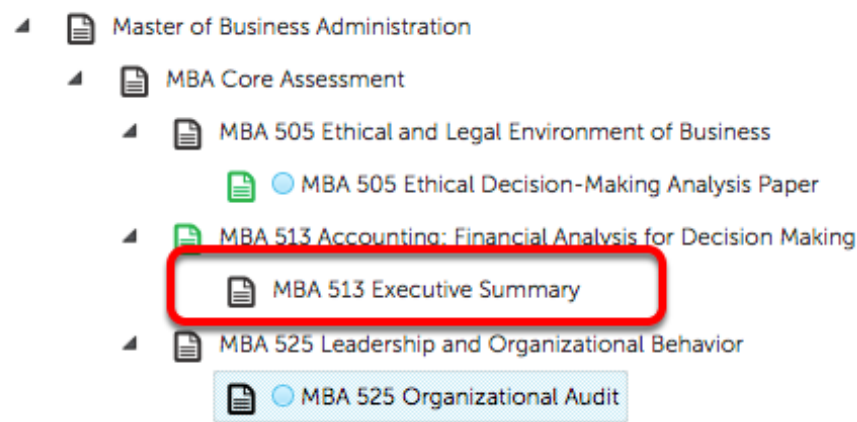


Add Files to a Portfolio from the File Library

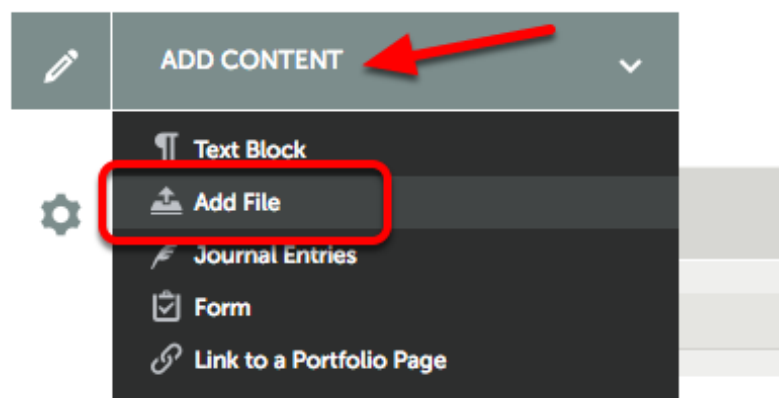
From the **My Cousework** page, select the **portfolio** and *click* **Edit Portfolio**.



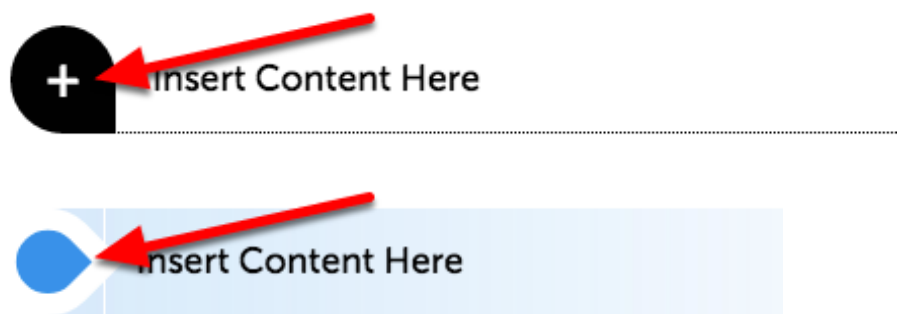
Select a **section** to work with.



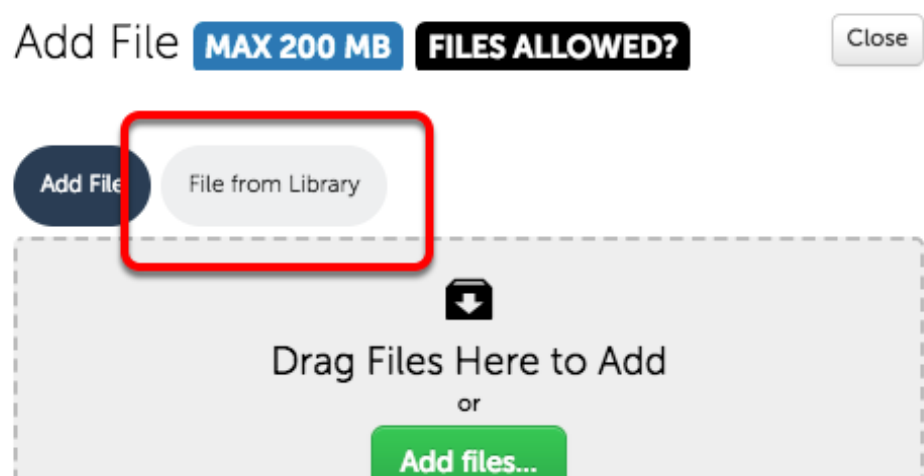
Select **ADD CONTENT**, then **Add File**.



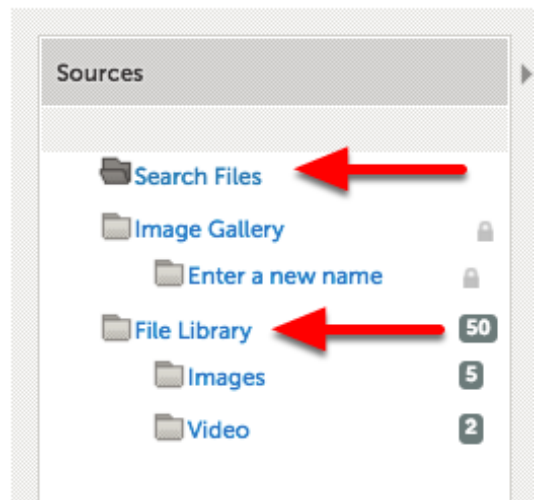
Select **Insert Content Here**



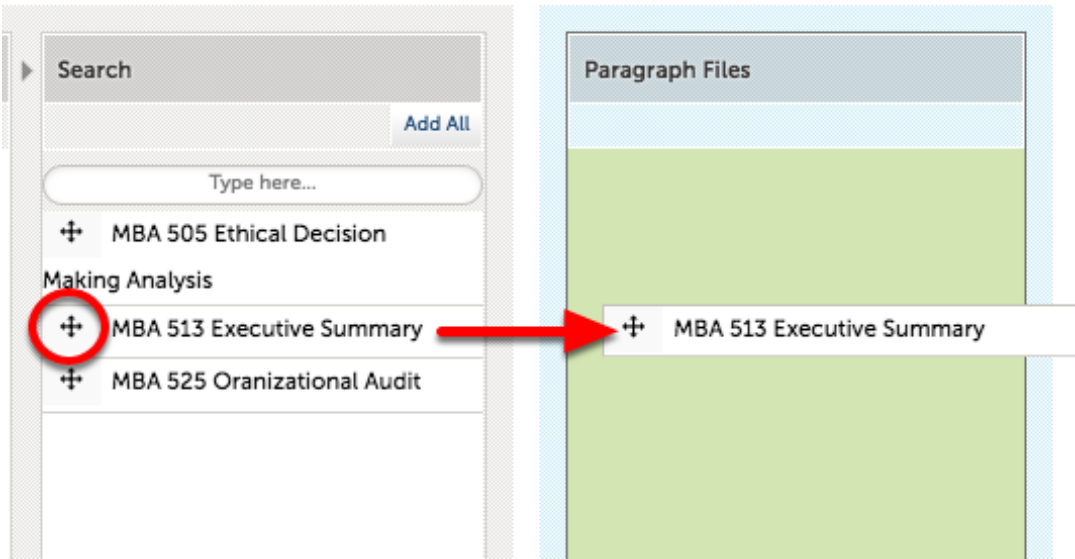
Select **File from Library**.



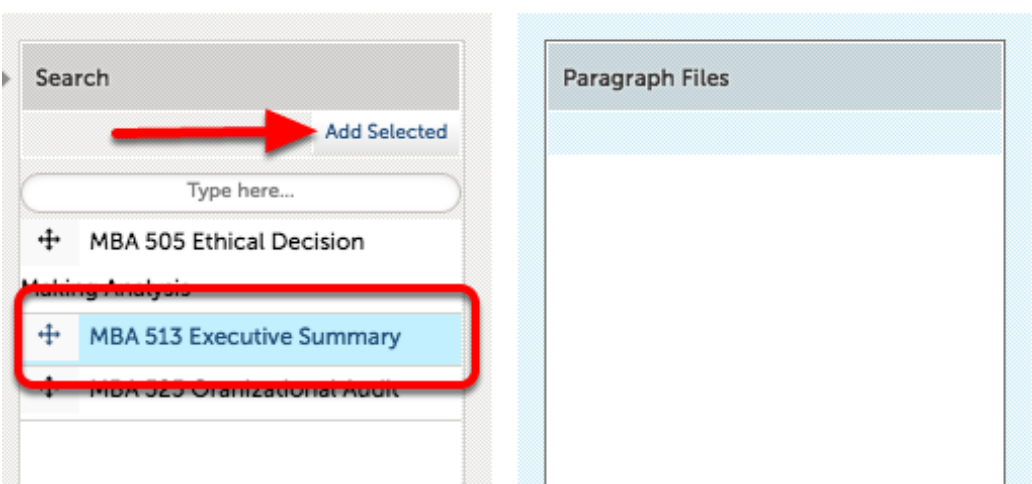
Select **Search Files** to view specific files, or select **File Library** to view all files.



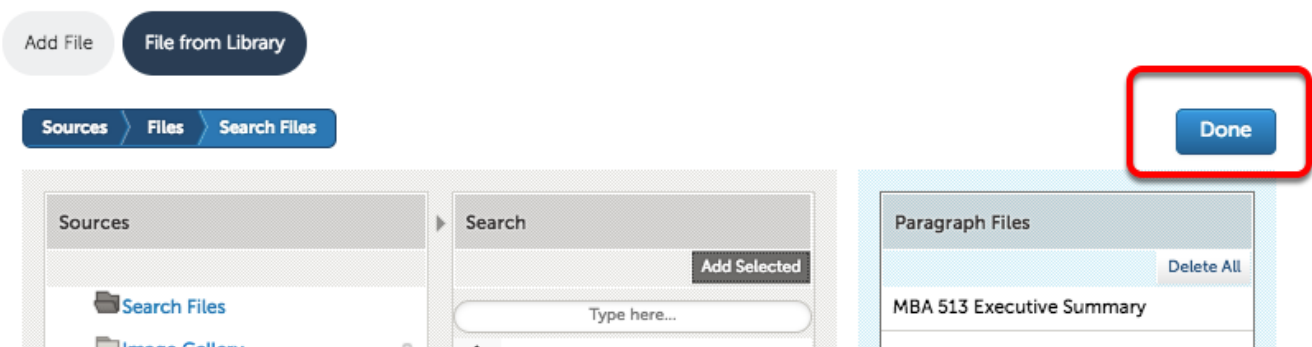
Drag a **file** to the **Paragraph Files** window.



Or select a **file** and click **Add Selected**



Select **Done**.



Repeat the process for other sections.

For further assistance please e-mail the Concordia Chalk&Wire Support helpdesk OR check out more tutorials at <http://userguide.chalkandwire.com/m/Student> AND <http://wp.cune.edu/chalkandwireresources/>

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