DCU Engage Silver Award

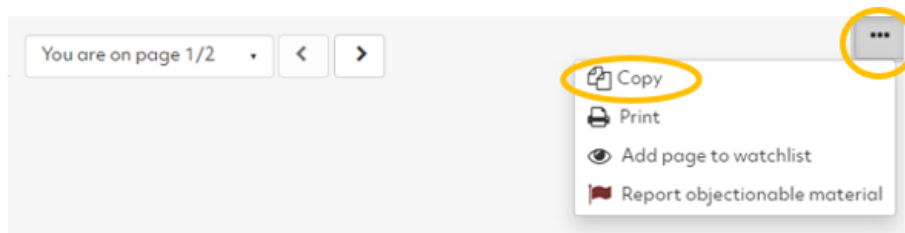# Creating Your Engage Loop Portfolio (Silver)

1. Log into Loop. You **must be logged in** to access the below link.

Open a new tab on your browser and paste in the following link >> rebrand.ly/silveraward to access the Silver award portfolio template. You will need to make a copy of this page in order to create your own portfolio.

1. To do this, click on the button with three dots to the right of the template page & select '**copy**'.

2. Give your portfolio page a title (please include your full name).

3. Click the **save button** at the bottom (as per image below). You have now created your own Silver Engage Award portfolio.

4. Your newly created portfolio can be found in the 'Manage My Portfolios' section on the Loop Reflect Homepage.

    Any time you need to upload a badge or certificate to your portfolio, you can access it here.

    For more information on uploading content to your Engage Award portfolio, see instructions on 'Uploading Content to Your Engage Loop Portfolio' (Silver) which can be found on the DCU Engage webpage, in the 'Your Engage Portfolio' section.

Have a query about creating your portfolio?
Email us on engageaward@dcu.ie.