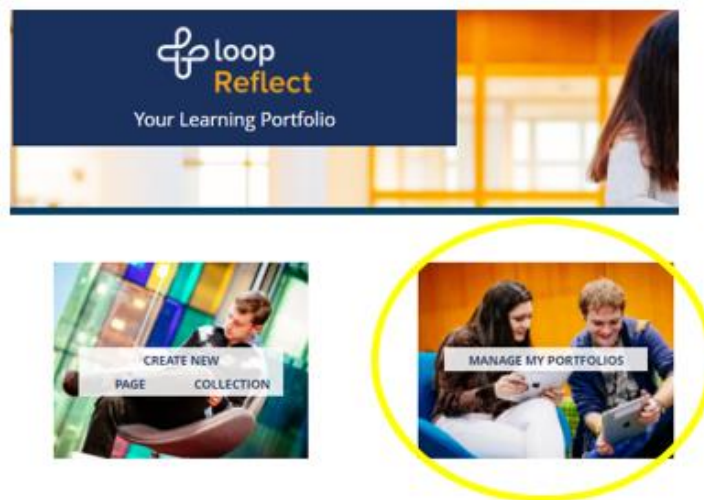




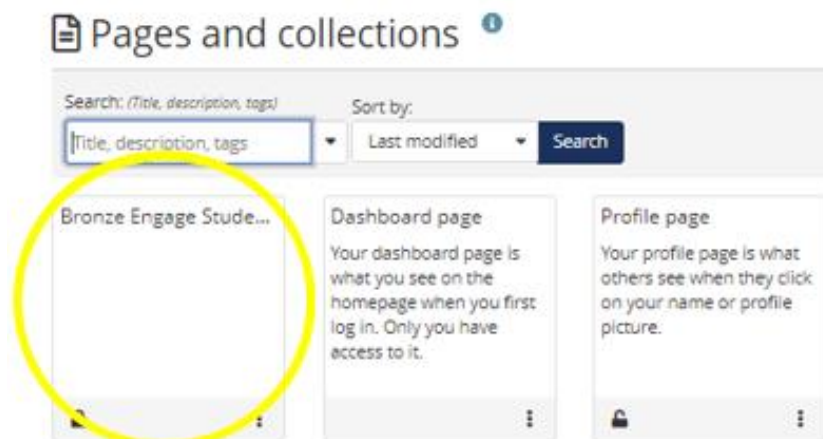
Uploading Content to Your Engage Loop Portfolio (Bronze)

Please note: If you have not yet created an Engage portfolio then please see the instructions on 'Creating Your Engage Loop Portfolio (Bronze)' on the [DCU Engage webpage](#), in the 'Your Engage Portfolio' section.

1. To **upload** content to your portfolio, go to the [Loop Reflect homepage](#) and click on 'Manage my Portfolios (see image below).



2. Click on the Engage portfolio page that you created previously.



3. Click on the **edit** button in the top right hand corner of the page you have just opened (the edit button is the **pencil symbol** circled below).



4. Go to the appropriate section block on the right hand side (for example if you want to upload your Digital Edge certificate then go to the section block that says '**Upload Digital Edge Certificate here**'). Then click on the **settings wheel symbol** as circled below:

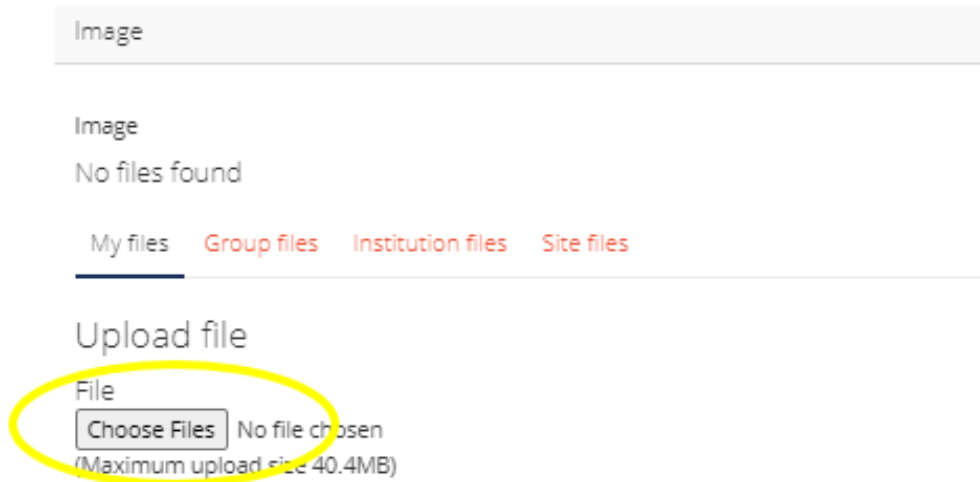


5. Click on top grey bar (this will say '**file**' if you are uploading a certificate or '**image**' if you are uploading a badge).

See image below >>

A screenshot of a settings dialog for a section block. At the top, the 'Block title' is 'Upload Digital Edge Certificate here (PDF Format)'. Below this is a grey bar with the word 'File' inside, which is circled in yellow. Underneath the grey bar is a 'Retractable' dropdown menu set to 'No'. Below the dropdown is the text 'Select to allow this block to be retracted when the header is clicked.' At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

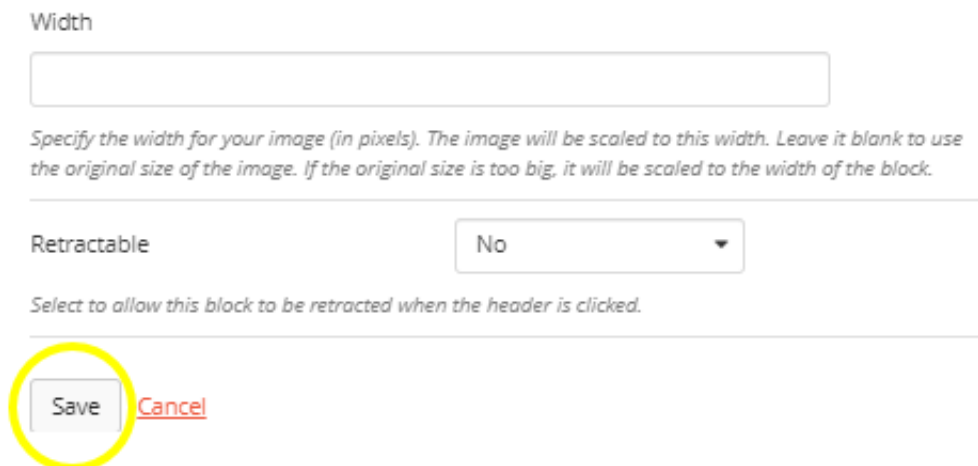
6. Now click on the 'choose files' button under 'Upload file' as per below:



The screenshot shows a web interface for uploading an image. At the top, there is a header 'Image' in a light grey box. Below it, the text 'Image' and 'No files found' is displayed. There are four tabs: 'My files', 'Group files', 'Institution files', and 'Site files'. The 'Group files' tab is selected. Below the tabs is the 'Upload file' section. Under 'Upload file', there is a 'File' section with a 'Choose Files' button circled in yellow. To the right of the button, it says 'No file chosen' and '(Maximum upload size 40.4MB)'.

7. Please **ignore** the width and retractable elements of the upload section – you are not required to edit these settings.

8. Scroll down to the very bottom of that section and click **save**. This will upload your chosen file to your portfolio.



The screenshot shows the 'Width' and 'Retractable' settings. The 'Width' section has a text input field. Below it, there is a note: 'Specify the width for your image (in pixels). The image will be scaled to this width. Leave it blank to use the original size of the image. If the original size is too big, it will be scaled to the width of the block.' The 'Retractable' section has a dropdown menu set to 'No'. Below it, there is a note: 'Select to allow this block to be retracted when the header is clicked.' At the bottom, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in yellow.

9. You can upload more files to your portfolio at any time by going to the 'Manage My Portfolios' section [Loop Reflect homepage](#) and following these same instructions again.

Be sure to **save any changes** you make to your portfolio each time.

Submitting Your Engage Loop Portfolio for Grading

Once complete, your portfolio should be submitted for grading via the Engage Award Homepage on Loop.

The deadline for submission is **April 20th 2021**. Please note submissions will not open until October 15th.

You will receive further information on submitting your portfolio via email.



Have a query about your Engage Award Loop portfolio?
Email us on engageaward@dcu.ie.