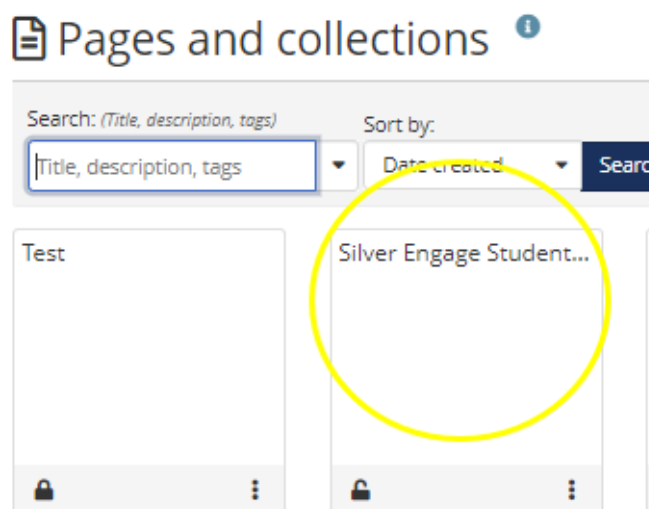![DCU Engage Silver Award logo]

# Uploading Content to Your Engage Loop Portfolio (Silver Award)

**Please note:** If you have not yet created an Engage portfolio then please see instructions on '**Creating Your Engage Loop Portfolio – Silver**' on the [DCU Engage webpage](#), in the '**Your Engage Portfolio**' section.
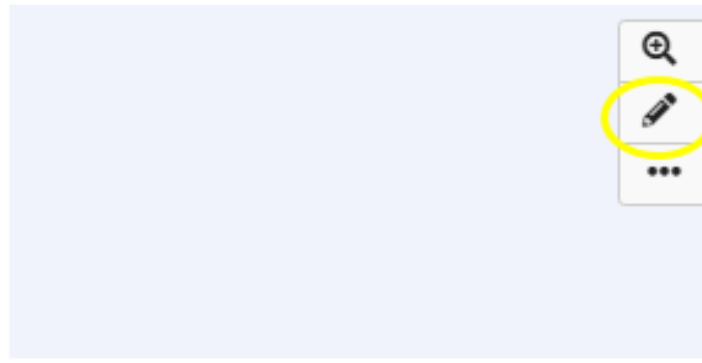
1. To **upload** content to your portfolio, go to the [Loop Reflect homepage](#) and click on '**Manage my Portfolios** (see image below).



2. **Click on** the Silver Engage portfolio page that you created previously.
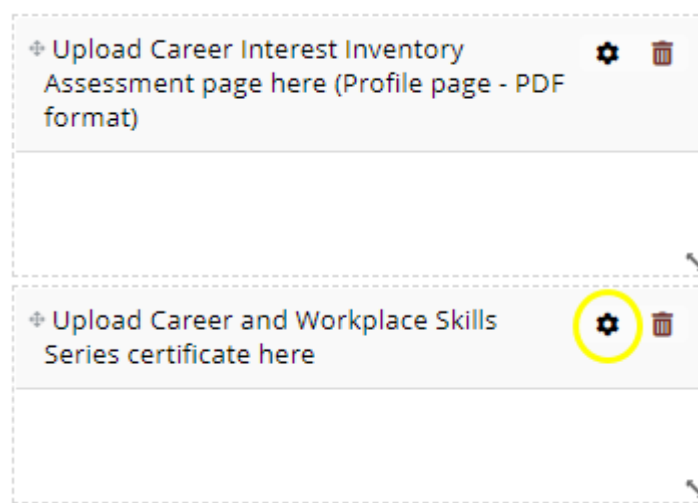
3. Click on the **edit** button in the top right hand corner of the page you have just opened (the edit button is the **pencil symbol** circled below).
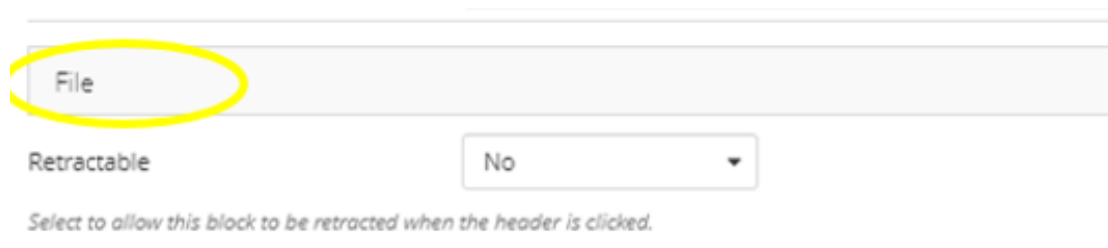


4. Go to the appropriate section block on the right hand side (for example if you want to upload your completion certificate from the Career and Workplace Skills Series then to the section block that says '**Upload Career and Workplace Skills Series certificate here**'
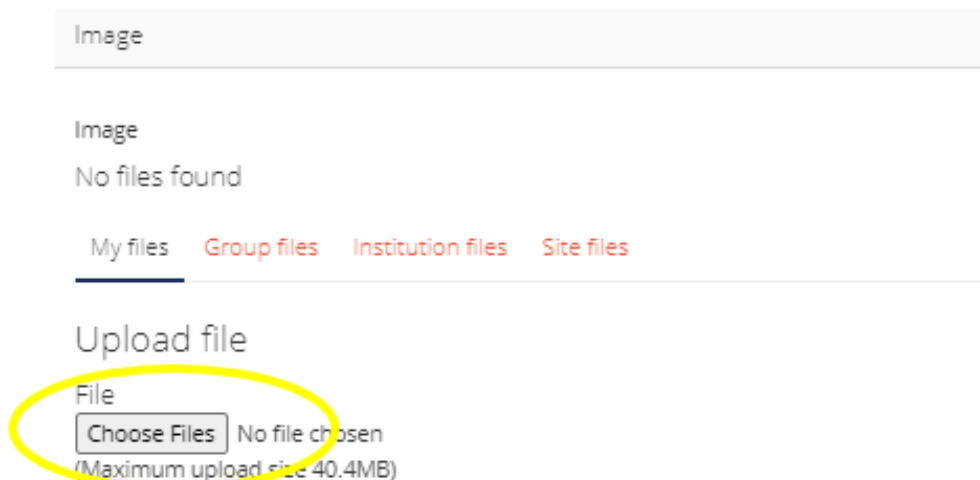
   Then click on the **settings wheel symbol** as circled below:



5. Click on top grey bar (this will say '**file**' as it is set for PDF documents)
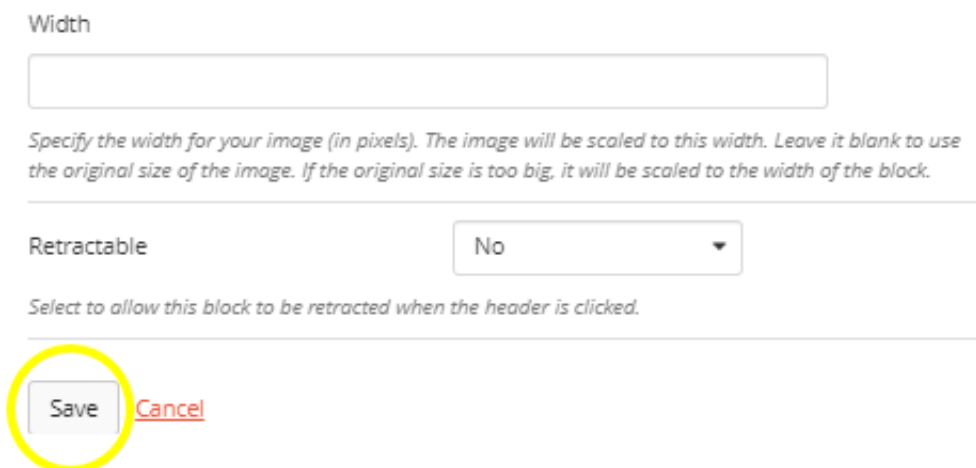
   See image below >>

6. Now click on the '**choose files**' button under 'Upload file' as per below and select the PDF file you want to upload (a PDF certificate).

Image

Image
No files found

My files    Group files    Institution files    Site files

Upload file

File
Choose Files  No file chosen
(Maximum upload size 40.4MB)

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

8. Scroll down to the very bottom of that section and click <u>save.</u> This will upload your chosen file (e.g. PDF certificate) to your portfolio.

Width

*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.*

Retractable                    No            ▾

*Select to allow this block to be retracted when the header is clicked.*

Save    Cancel

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 <u>**save any changes**</u> 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 20<sup>th</sup> 2021**. Please note submissions will not open until October 15<sup>th</sup>.

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.