



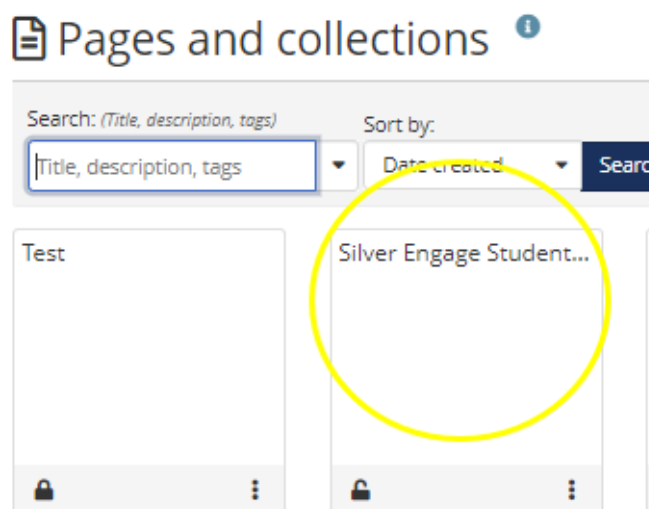
Uploading Content to Your Engage Loop Portfolio (Silver Award)

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.

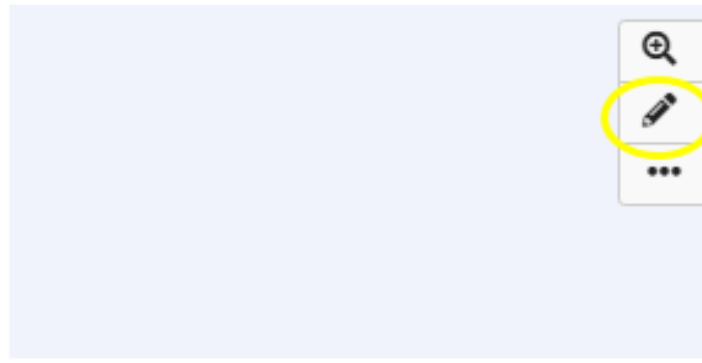
1. To **upload** content to your portfolio, go to the [Loop Reflect homepage](#) and click on 'Manage my Portfolios' (see image below).



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

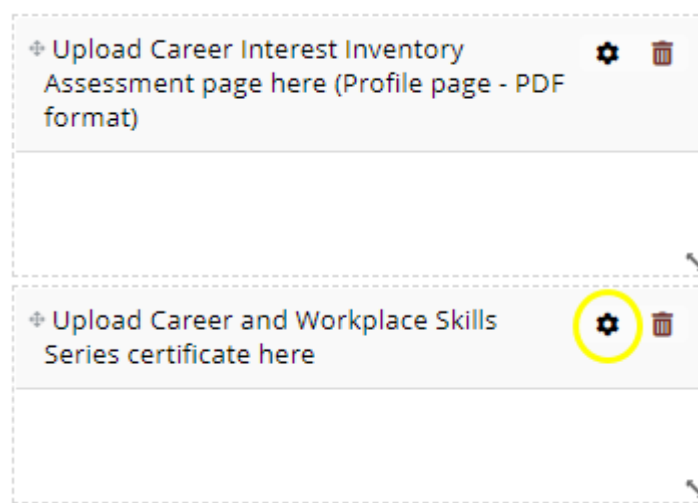


3. Click on the **edit** button in the top right hand corner of the page you have just opened (the edit button is the **pencil symbol** circled below).

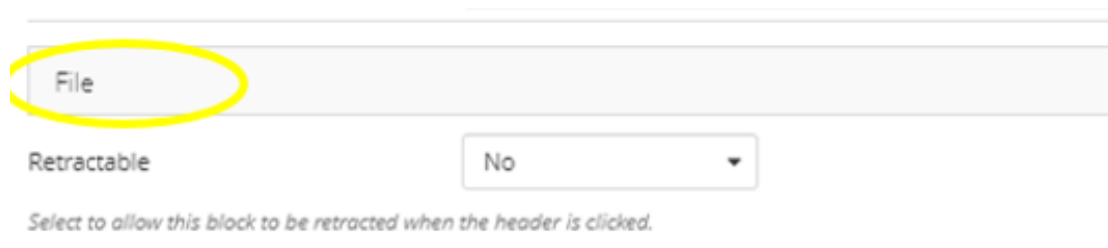


4. Go to the appropriate section block on the right hand side (for example if you want to upload your completion certificate from the Career and Workplace Skills Series then to the section block that says '**Upload Career and Workplace Skills Series certificate here**'

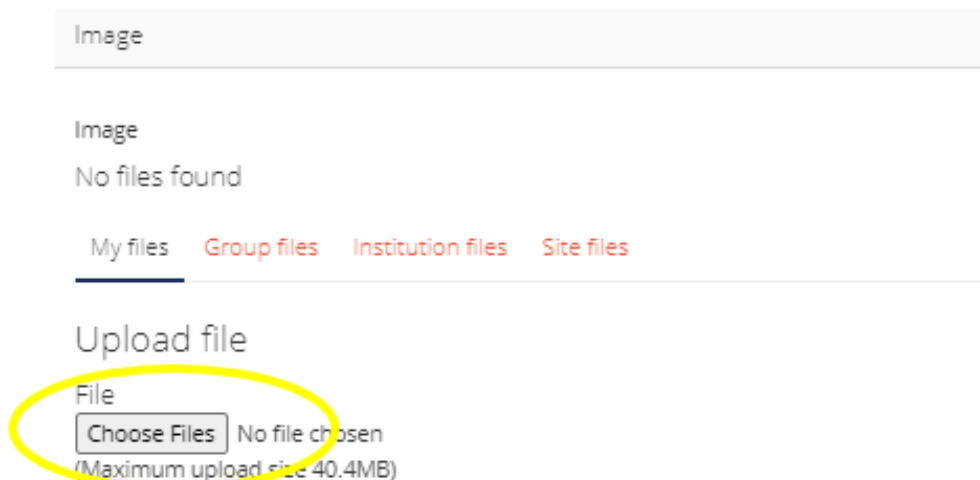
Then click on the **settings wheel symbol** as circled below:



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

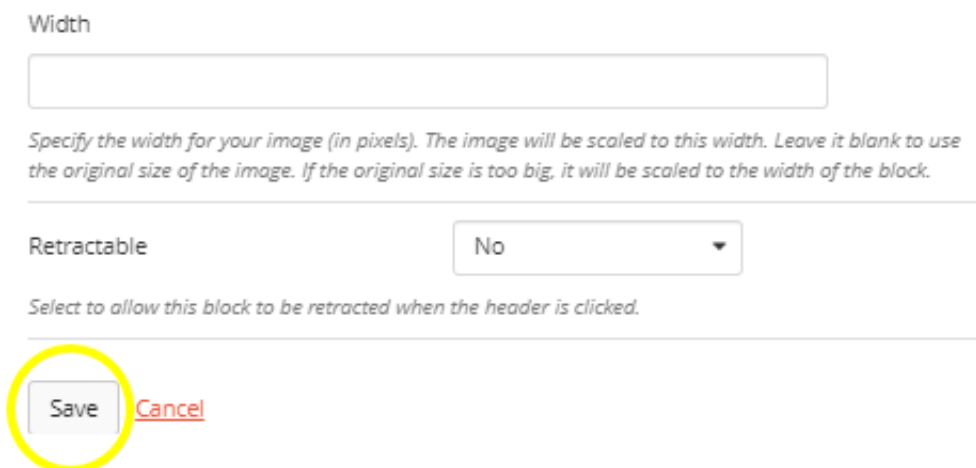


6. Now click on the '**choose files**' button under 'Upload file' as per below and select the PDF file you want to upload (a PDF certificate).



The screenshot shows a web interface for uploading an image. At the top, there's a header 'Image' in a light grey box. Below it, the text 'Image' and 'No files found' are displayed. A navigation bar contains four tabs: 'My files' (active, underlined), 'Group files', 'Institution files', and 'Site files'. Below the tabs is the section 'Upload file'. Under this section, the word 'File' is followed by a button labeled 'Choose Files' and the text 'No file chosen'. Below this, it says '(Maximum upload size 40.4MB)'. The 'Choose Files' button is circled in yellow.

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 (e.g. PDF certificate) to your portfolio.



The screenshot shows the 'Width' and 'Retractable' settings section. At the top, the label 'Width' is followed by a text input field. Below the field is a paragraph of text: '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.' Below this text is a horizontal line. Under the line, the label 'Retractable' is followed by a dropdown menu showing 'No'. Below the dropdown is another paragraph of text: 'Select to allow this block to be retracted when the header is clicked.' Below this text is another horizontal line. At the bottom of the section, 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.