

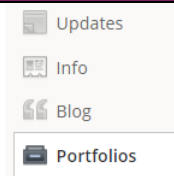
As Fort Bend ISD students have increased their use of digital platforms, it has become increasingly important that students save and back up their work as a best practice. This best practice is critical to avoid data loss in instances of student schedule changes. The District recommends two methods for students to save and back-up their work: Schoology Portfolios and Microsoft OneDrive. This document will provide information on how to use the Schoology Portfolio and Microsoft OneDrive to save student work.

**Schoology Portfolios** can be used as digital storage to save student work or showcase achievements and reflect on what they learn. The table below explains how to create the Schoology Student Portfolio and utilize this feature to save student work.

### Creating a portfolio

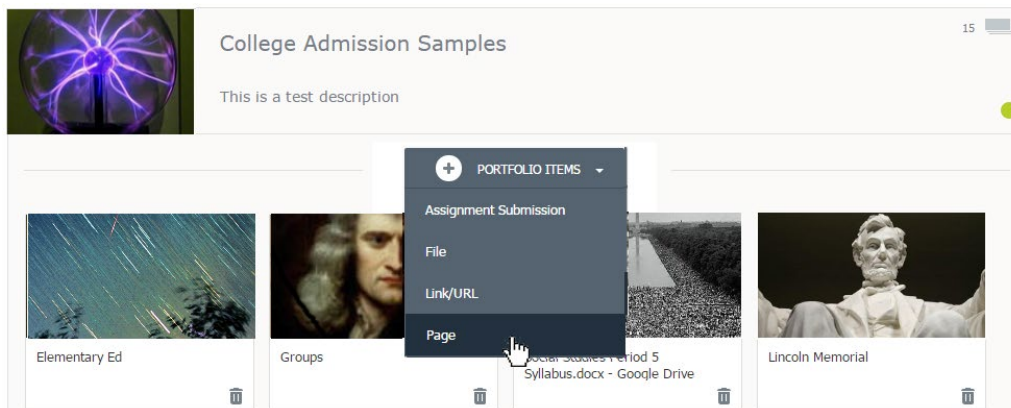
Click your name in the upper-right corner of any page in Schoology.

- Select **Your Profile**.
- Click **Portfolios** in the left menu.
- Click **New Portfolio** to add a new portfolio to your account, or click on an existing portfolio on the page to edit it.




### Saving Work to Schoology Portfolios

After you add a portfolio, you can begin to build it with content added from your assignments submitted in Schoology, from your computer, from online links, and from web pages created directly in your portfolio. You can add files from your computer to a portfolio by dragging and dropping one or more files onto the field below the **Portfolio Items** button. Alternately, you can click **Portfolio Items** and then:



### Previously Submitted Assignments

1. Click **Assignment Submissions**.
2. Select the course in which you submitted the assignment.
3. Select the course in the list and then click **Add Submission**.
- 4.

You can also submit an assignment to a portfolio from the assignment itself by clicking the **Submit to Portfolio** button  in the **Submissions** area on the right side of the page.

### Adding files from your computer

1. Click **File** and browse to the location where you've saved the content.
2. To add the file, highlight and then click **Open**, or just double-click it.
3. The portfolio item automatically takes the filename as its title, but you can edit the title by clicking into the text box.

**Note:** Your Portfolio automatically saves once you have completed an upload, or once you have finished typing and clicked your cursor out of the text field. However, note that if you are experiencing poor Internet connectivity, auto-save may not function correctly. Check the auto-save timestamp in the upper right of your Portfolio item to ensure it is saving as you work.

**Microsoft OneDrive** is a cloud-based storage solution that is more secure and accessible than using device storage or flash drive storage. Even if something were to happen to the device, the personal files and folders would still be on OneDrive. The table below explains how to use Microsoft OneDrive to save student work. This [video](#) also provides a screencast of the process.

### Creating OneDrive Folders

Log into 1Link and click on the Office 365 icon.



Once in Office 365, click on the OneDrive icon in the left hand toolbar.



Left click on the New button



and choose folder.



Label the folder with something that will help you organize – maybe the year of this school year, your grade level, or another over-arching topic.



Upload files to the desired folder

