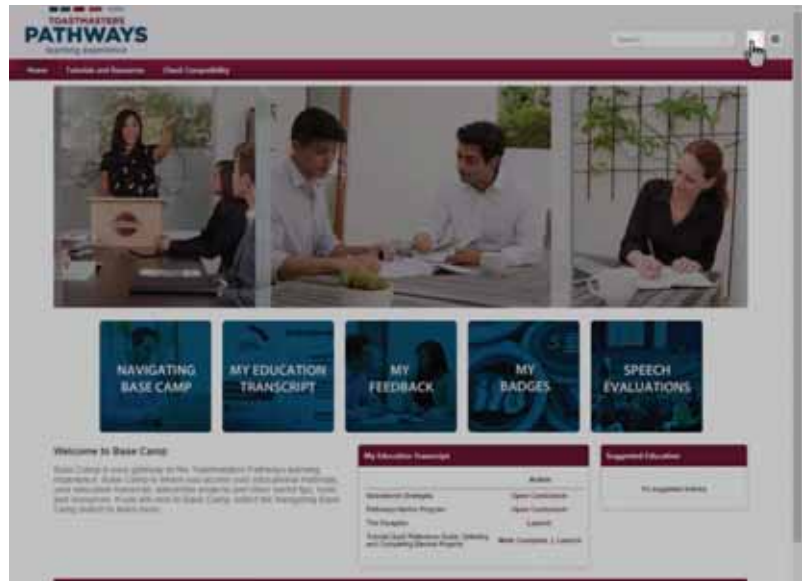# BASE CAMP
Tutorial Quick Reference Guide
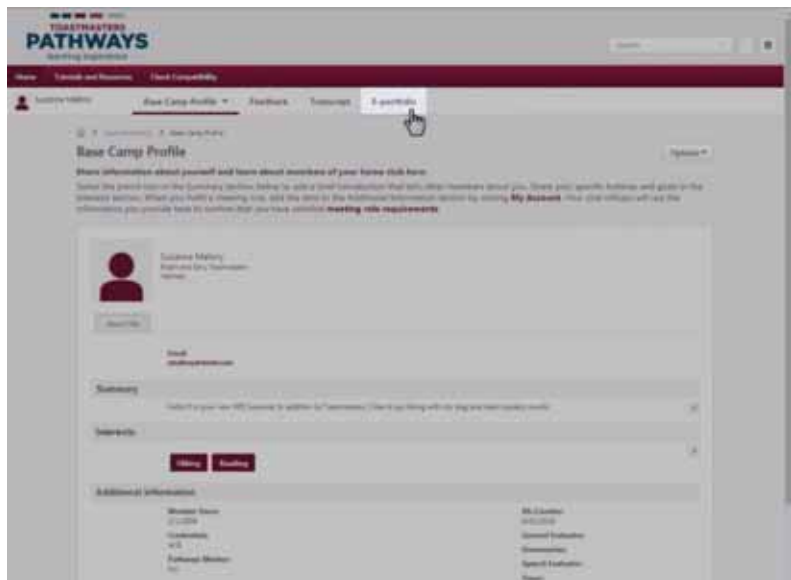
Saving Documents in Your E-Portfolio

You can store your completed speech evaluations and other files, such as videos, audio and other documents, in your E-portfolio.
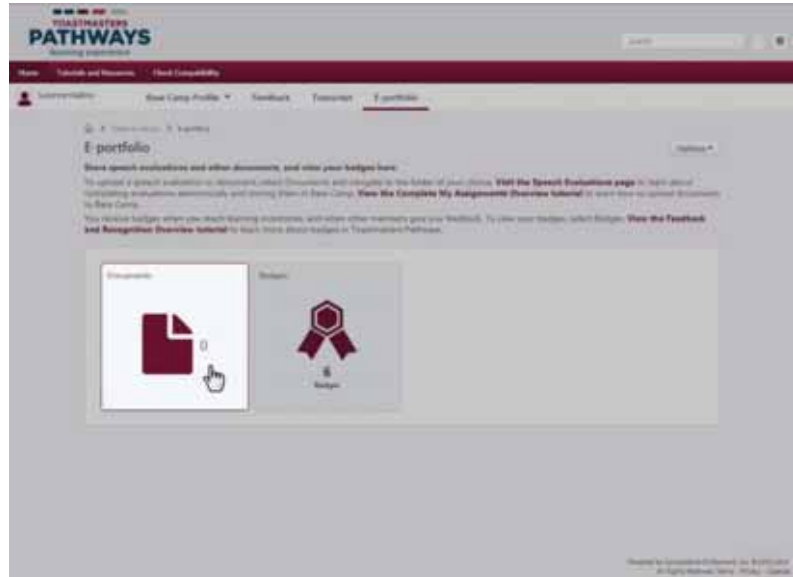
Navigate to your Base Camp Profile.

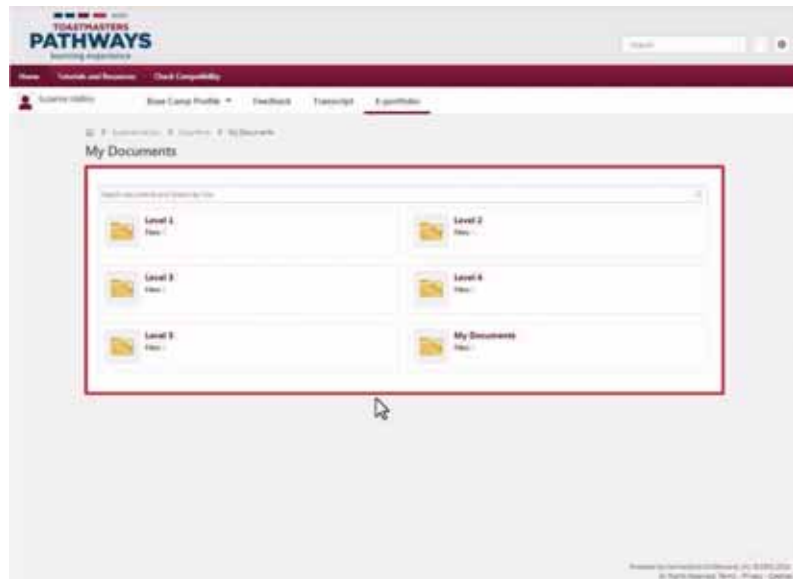Select the E-portfolio tab in your Base Camp Profile.

Select Documents.

The folders are organized by level. There is also a My Documents folder. You can save your evaluations and other files in these folders.

Select the burgundy text next to the folder where you want to store your document.

Select the Add File button.

Drag and drop a file or select the Select a file button and choose the file you'd like to save.

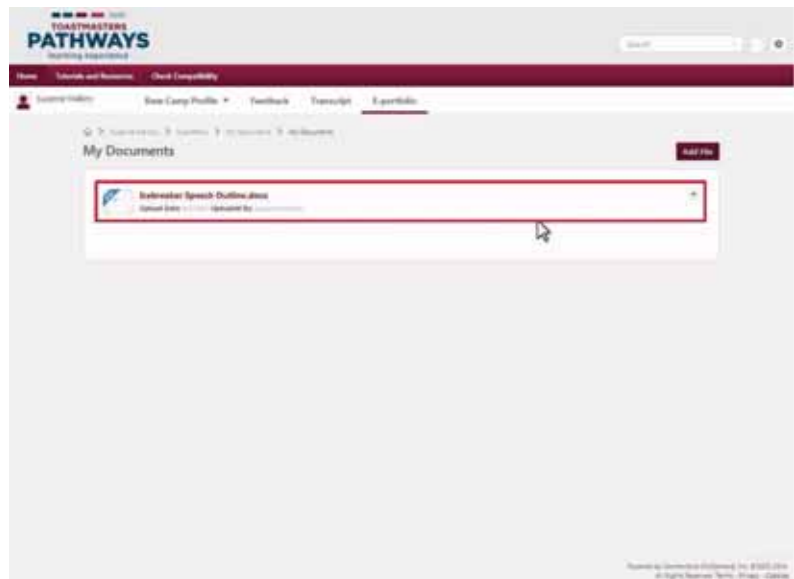Check the name of the file to make sure you selected the correct file.

To finish uploading the file to your E-portfolio, select the Add button.
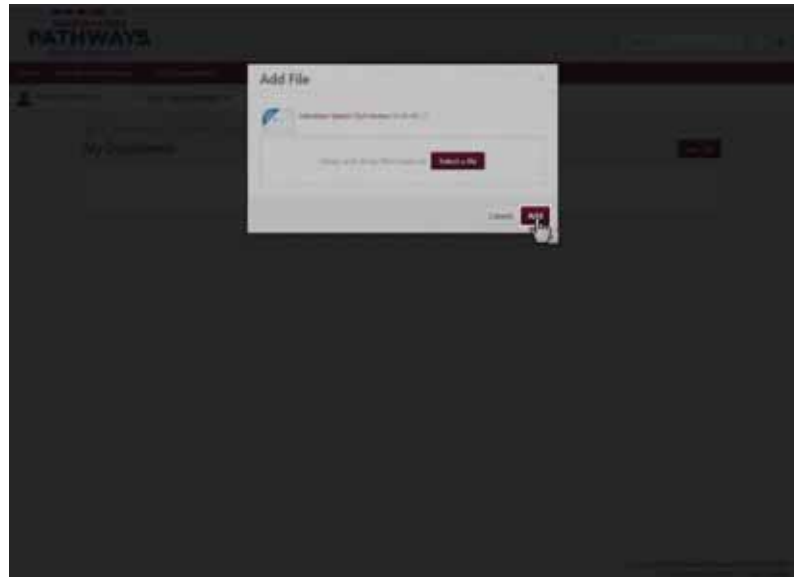
Your file now appears in the folder you selected.

To view an uploaded file in your E-portfolio, select the dropdown arrow next to the file and select Open.