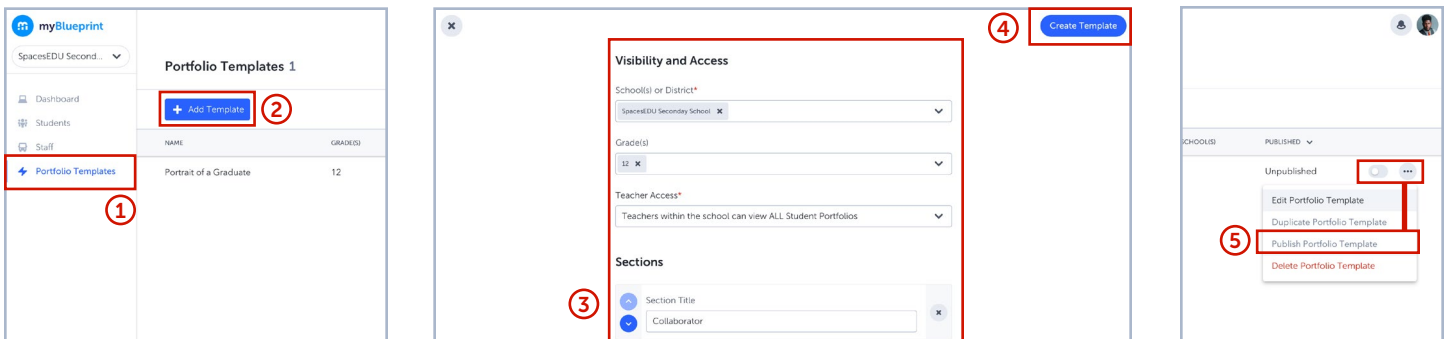


What is a Portfolio Template?

A [Portfolio Template](#) is a way for districts to customize, standardize, and organize a Portfolio that they share with teachers and students. Districts can easily create a Portfolio for a specific grade or grade range, a specific school, or the entire district. Portfolios are a great way to document and track competency-based education and district-wide initiatives like Portrait of a Graduate, student-led conferences, transitions, and more!

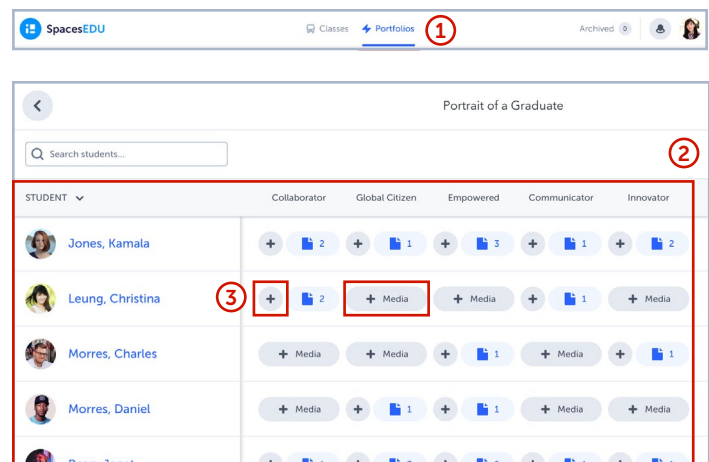
How can district administrators create a Portfolio Template?



1. Click on [Portfolio Templates](#) in the side panel.
2. Click on the [+ Add Template](#) button.
3. Fill out your [Portfolio Template Details](#) and create [Sections](#) to organize posts within the Portfolio Template. *(Note: Required fields will be marked with a red asterisk*)*
4. Click [Create Template](#) on the top right.
5. Click on the [Toggle](#) or [Ellipsis](#) button to [Publish](#) and [Unpublish](#) your Portfolio Templates.

How can teachers support students with Portfolio creation?

1. From the Teacher Account, click the [Portfolios](#) tab on the Dashboard and choose a Portfolio.
2. Review student progress across their class in the [Visual Table](#).
3. Click the [+](#) or [+ Media](#) button to add a post for a student under a Portfolio Section.
4. Fill out the [Post Details](#) with Text and/or Media.
5. Within [Post Selections](#), choose the [Portfolio](#), [Section](#), and [Student](#) for the post.
6. Click the [Post](#) button on the top right.



Tool Tip

Teachers can print QR codes for easy student access to their Class and Portfolios. QR Codes are generated from a Class ([Classes menu on the Home Screen](#) > [Choose a Class](#) > [People tab](#) > [Students](#) > [View All QR Codes](#))

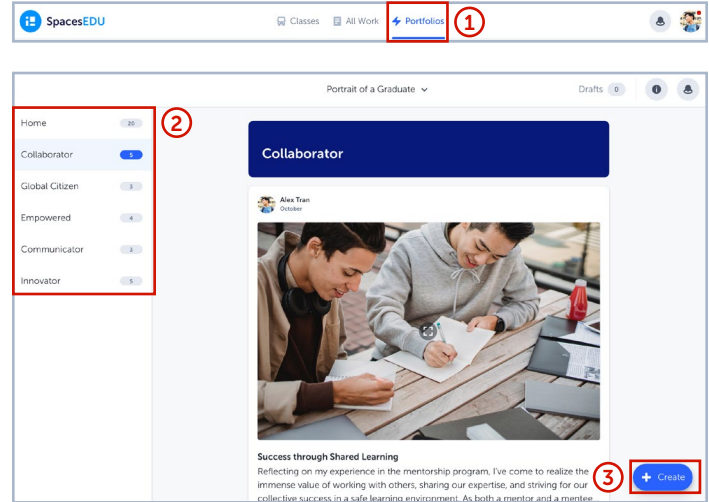


How can students add to their Portfolio?

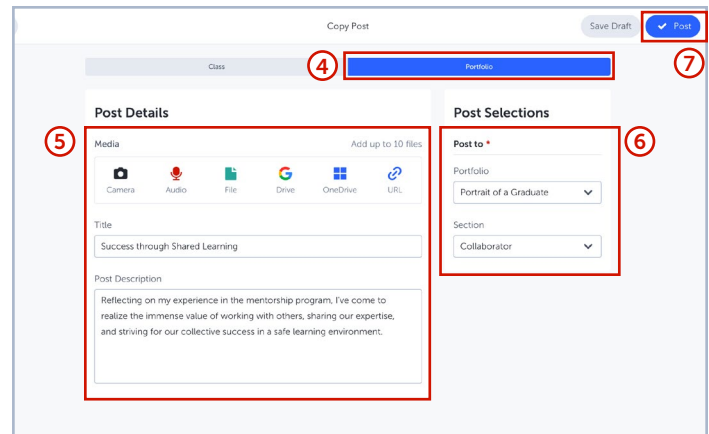
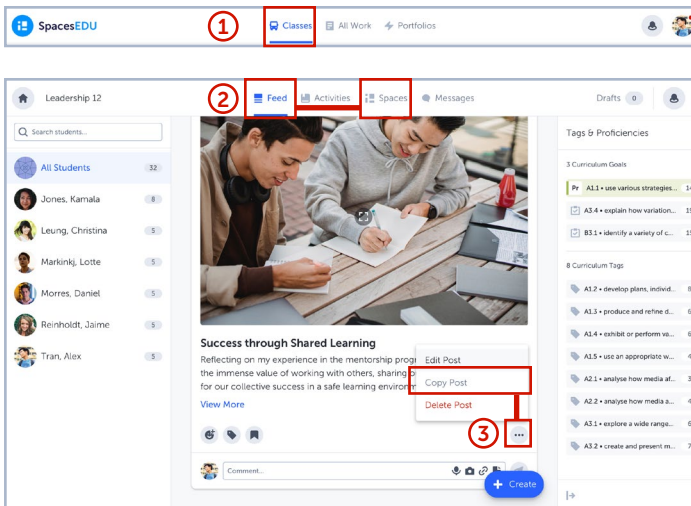
There are two ways that students can add to their Portfolios!

1. Create a Post in Portfolios

1. From their Dashboard, students should navigate to the **Portfolios** tab.
2. Navigate to different **Sections** in the Side Panel.
3. Click the **+ Create** button on the bottom right.
4. Fill out the **Post Details** with **Text** and/or **Media**.
5. Within **Post Selections**, choose the **Portfolio** and **Section** destination for the post.
6. Click the **Post** button on the top right.



2. Copy a previous Post from their Class, Individual, or Group Space



1. From their Dashboard, students should navigate to the **Classes** tab.
2. Find their **Post** in the **Feed** or from a **Space**.
3. Click the **Ellipsis** button on the **Post** and select **Copy Post**.
4. Click on the **Portfolio** tab at the top.
5. In **Post Details**, view and edit the post content.
6. Within **Post Selections**, choose which **Portfolio** and **Section** the post will be copied.
7. Click the **Post** button on the top right.