

Portfolio

Attachments

This area provides the capability to attach files or links to the students Portfolio record. Note: When generating report cards, if the option Post Report Cards to Family/Student Access is selected, then the report card will also be attached to the student's Portfolio > Attachment area.

Navigate to Student Management > Students > Student Profile > Portfolio and select Attachments.

Upon entry, note the Attachment Type drop-down menu which limits the types of records that display in the browse.

View Attachment

Highlight an attachment record or a report card record in the browse and select this option to view the information.

Add File

1. Select the Type from the drop-down menu.
2. Enter a description of what the attachment is about.
3. Click Browse to select the file you wish to attach.
4. Select Save.

Add link

1. Select the Type from the drop-down menu.
2. Enter a description of what the link is about.
3. Enter the URL.
4. Select Save.