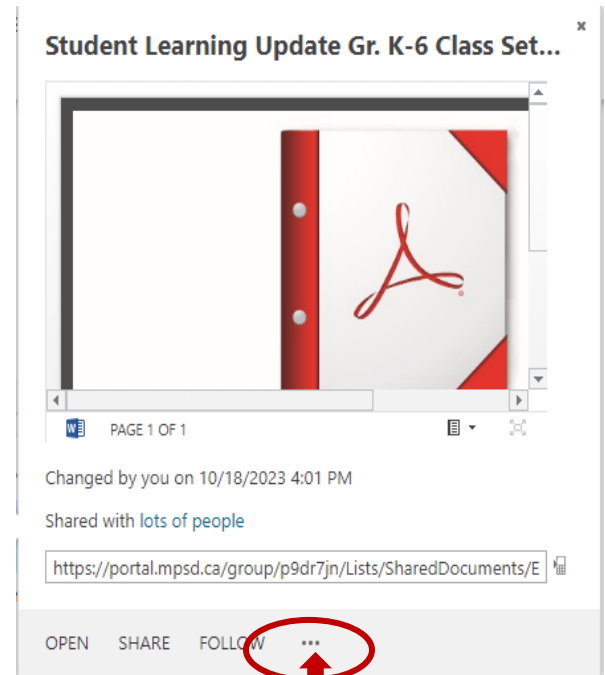


How to Open the Student Learning Update Portfolios

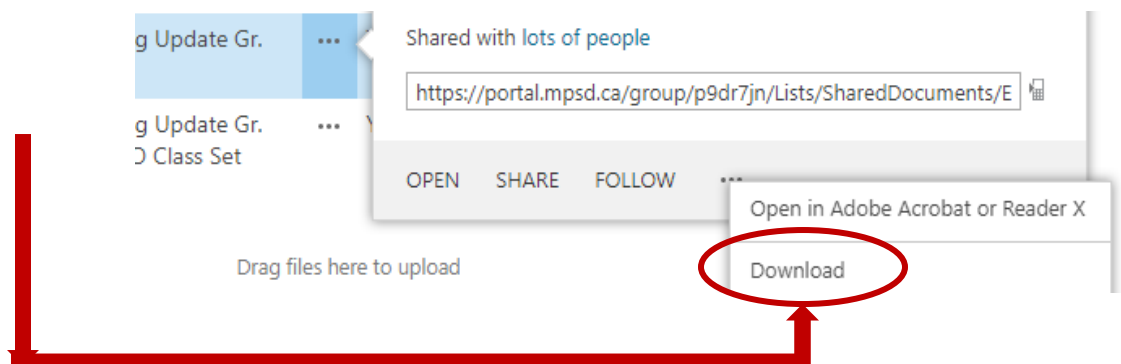
1. Click on the **3 dots** next to the portfolio of choice



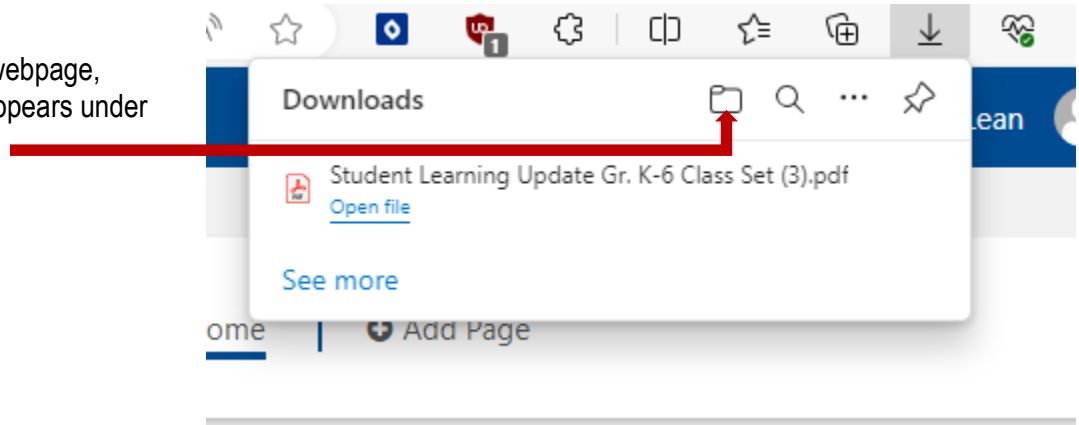
2. When the screen to the right pops up, again, click on the **3 dots**



3. Click on **Download** from the drop-down list



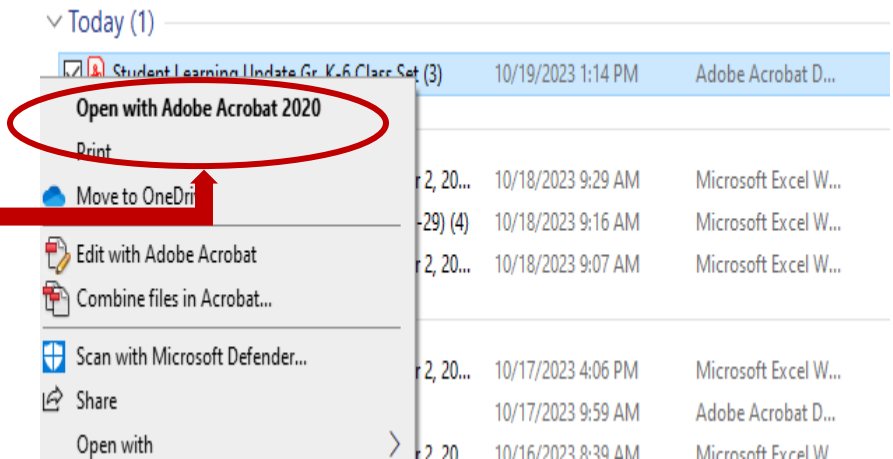
4. On the top right hand of the webpage, click on the **folder** icon that appears under the downloads arrow.



5. After step #4., your **Windows 'C' drive/downloads** will pop-up.

6. The downloaded portfolio should appear at the top of the page. Double click to open it.

7. If it doesn't open by double clicking, **Right** click on the portfolio document and choose the top selection from the drop-down list to **Open in Adobe Reader / Adobe Acrobat** etc. Whichever Adobe version you have on your laptop will be the one reflected.



****SAVING THE PORTFOLIO**:**

- Once opened, click on **File** (top Left)
- Then click on **PDF Portfolio** from the drop-down list / 'Save as PDF' will pop-up
- Save the Portfolio to a folder/location of your choice
- Going forward, open the portfolio from its' saved location