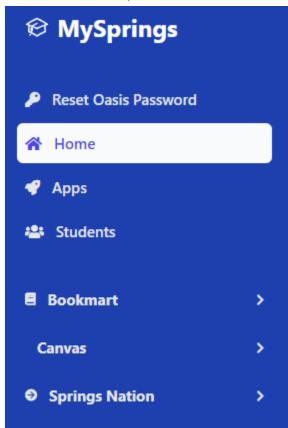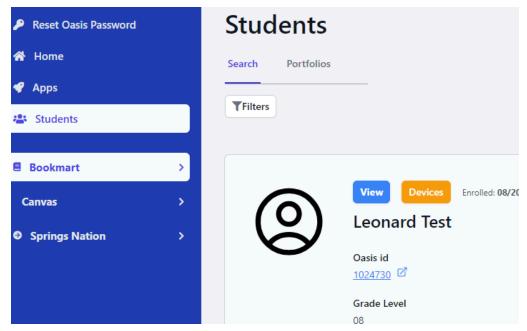# ONLINE PORTFOLIO SAMPLES

SPRINGS CHARTER SCHOOLS

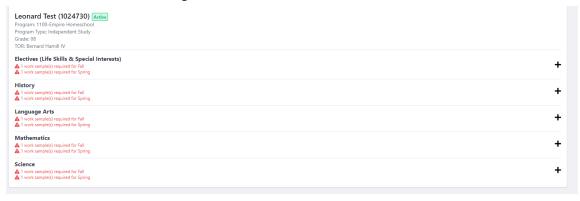## How to Upload Your Child's Portfolio Samples in MySprings

- Sign into MySprings via https://springscs.org/
- On the left hand side, click on Students

🎓 MySprings

- 🔑 Reset Oasis Password
- 🏠 Home
- 🚀 Apps
- 👥 Students
- 📖 Bookmart >
- Canvas >
- ⊙ Springs Nation >
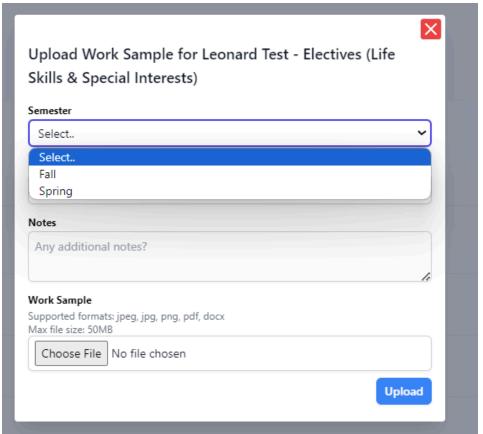
- **Click on Portfolios**

- Look for the student's name you would like to upload samples for.
- You can upload a file, use your phone or find a document on Google Drive.
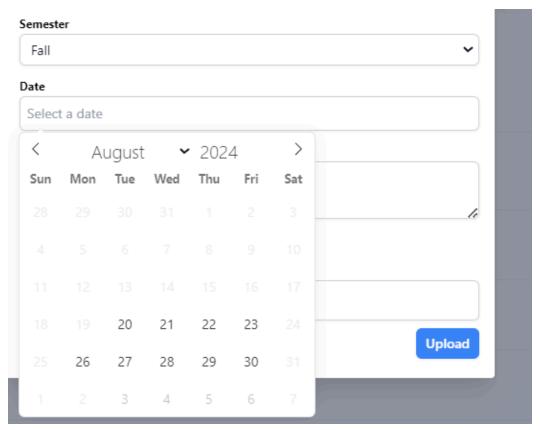- Click on the **+** button on the right hand side of the course:

- Select the correct Semester

- Choose a school day to upload the sample to

Semester

Fall ⌄

Date

Select a date

| < | August | ⌄ 2024 | > |

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Upload

- ■ Add notes if needed.

Upload Work Sample for Leonard Test - Electives (Life Skills & Special Interests)

Semester

Fall

Date

2024-08-22

Notes

Add notes here

Work Sample

Supported formats: jpeg, jpg, png, pdf, docx
Max file size: 50MB
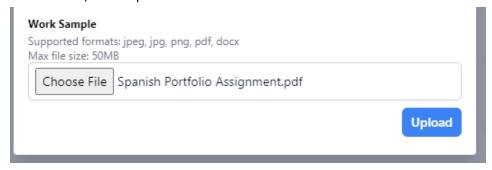
Choose File No file chosen

Upload

- ■ Click "choose file" and choose the correct sample (file) for the listed subject. After it loads, click "Upload"

Work Sample

Supported formats: jpeg, jpg, png, pdf, docx
Max file size: 50MB

Choose File Spanish Portfolio Assignment.pdf

Upload

- ■ OR From your phone, use the "Take a Photo" option and then click upload.
  - ➔ After the upload is complete, click Upload
- If the sample is multiple pages it can be formatted to be a single file for upload, or choose multiple files by clicking the **+** button to add additional pages.
- Please let your ES/HCT/Teacher of Record know when you have completed the uploads for your student(s) and s/he will check the assignments for accuracy, then complete the process once everything is all clear.
- If the portfolio sample cannot be accepted, the student or the parent will get an email stating that the assignment was denied. A link will be provided in the email to take you to MySprings so another sample can be uploaded.