



How to download your portfolios and files

Log into the Folio server – <http://efolio.drexel.edu>

Login

User ID

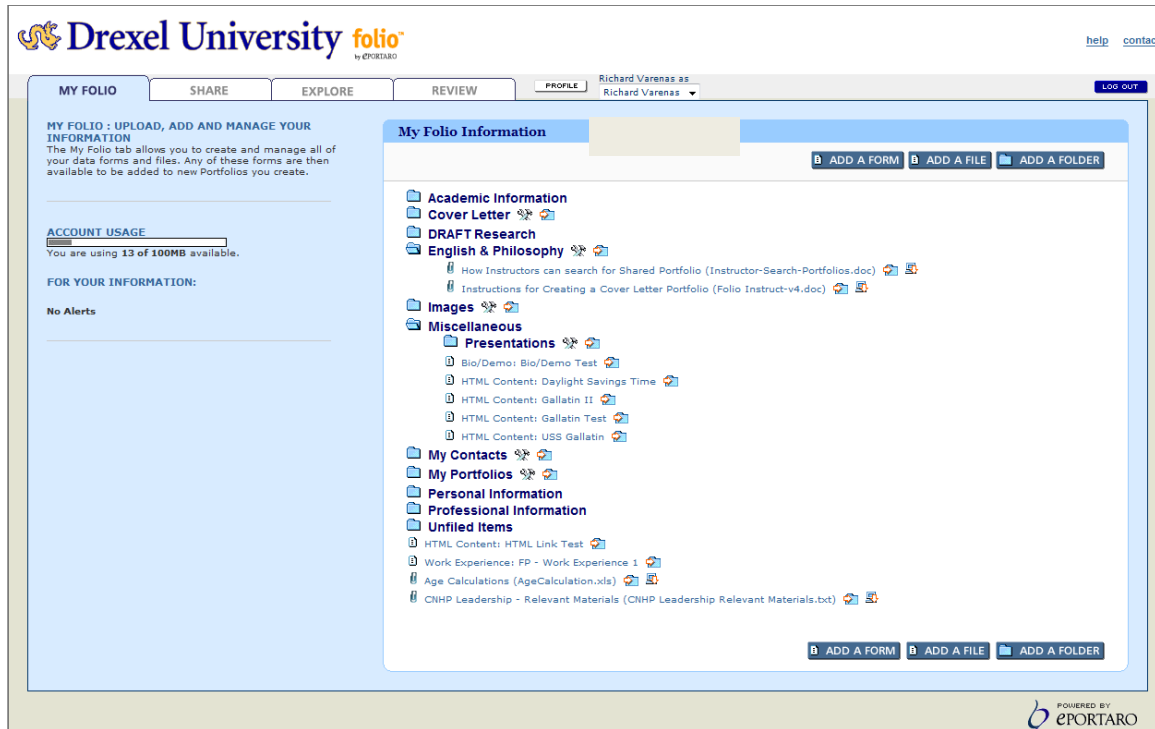
Password

Version: 1.8.1



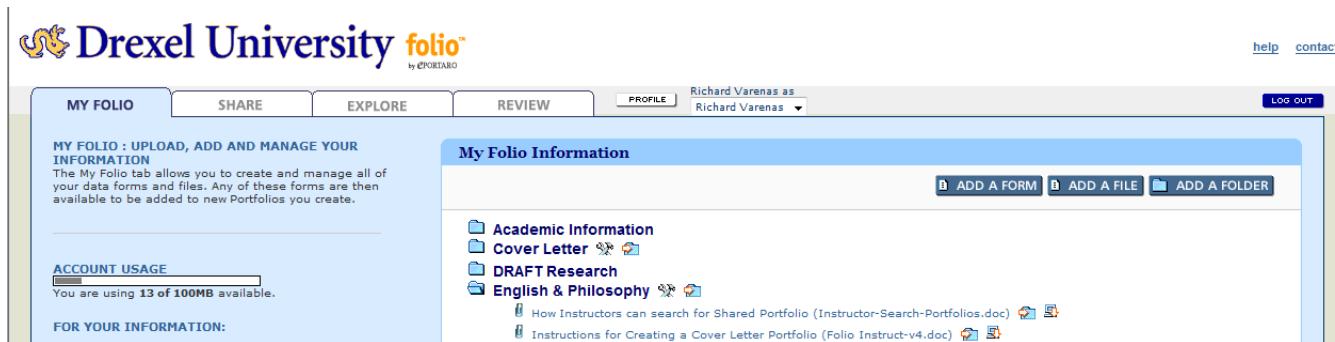
Please note: You cannot download multiple portfolios or files with one click

All files can be downloaded from the **My Folio** tab
Files are denoted by the paperclip icon







The screenshot displays the Drexel University folio interface. At the top, the Drexel University logo and 'folio™ by ePORTARO' are visible. The user is logged in as 'Richard Varenas as Richard Varenas'. The main navigation bar includes 'MY FOLIO', 'SHARE', 'EXPLORE', 'REVIEW', and 'PROFILE'. The 'MY FOLIO' tab is active, showing a section for 'MY FOLIO : UPLOAD, ADD AND MANAGE YOUR INFORMATION' and 'ACCOUNT USAGE' (13 of 100MB available). The main content area is titled 'My Folio Information' and contains a list of folders and files. The folders include 'Academic Information', 'Cover Letter', 'DRAFT Research', 'English & Philosophy', 'Images', 'Miscellaneous', 'Presentations', 'My Contacts', 'My Portfolios', 'Personal Information', 'Professional Information', and 'Unfiled Items'. The files listed include 'Bio/Demo: Bio/Demo Test', 'HTML Content: Daylight Savings Time', 'HTML Content: Gallatin II', 'HTML Content: Gallatin Test', 'HTML Content: USS Gallatin', 'HTML Content: HTML Link Test', 'Work Experience: PP - Work Experience 1', 'Age Calculations (AgeCalculation.xls)', and 'CNHP Leadership - Relevant Materials (CNHP Leadership Relevant Materials.txt)'. Each file is accompanied by a paperclip icon, indicating it can be downloaded. The interface also features 'ADD A FORM', 'ADD A FILE', and 'ADD A FOLDER' buttons.

To download a file click on the filename







The screenshot displays the Drexel University folio user interface. At the top left is the Drexel University logo and the text "Drexel University folio™ by ePORTARO". On the top right, there are links for "help" and "contact". Below the header is a navigation bar with tabs for "MY FOLIO", "SHARE", "EXPLORE", "REVIEW", and "PROFILE". The "PROFILE" tab is active, showing the user's name "Richard Varenas as Richard Varenas" and a "LOG OUT" button.

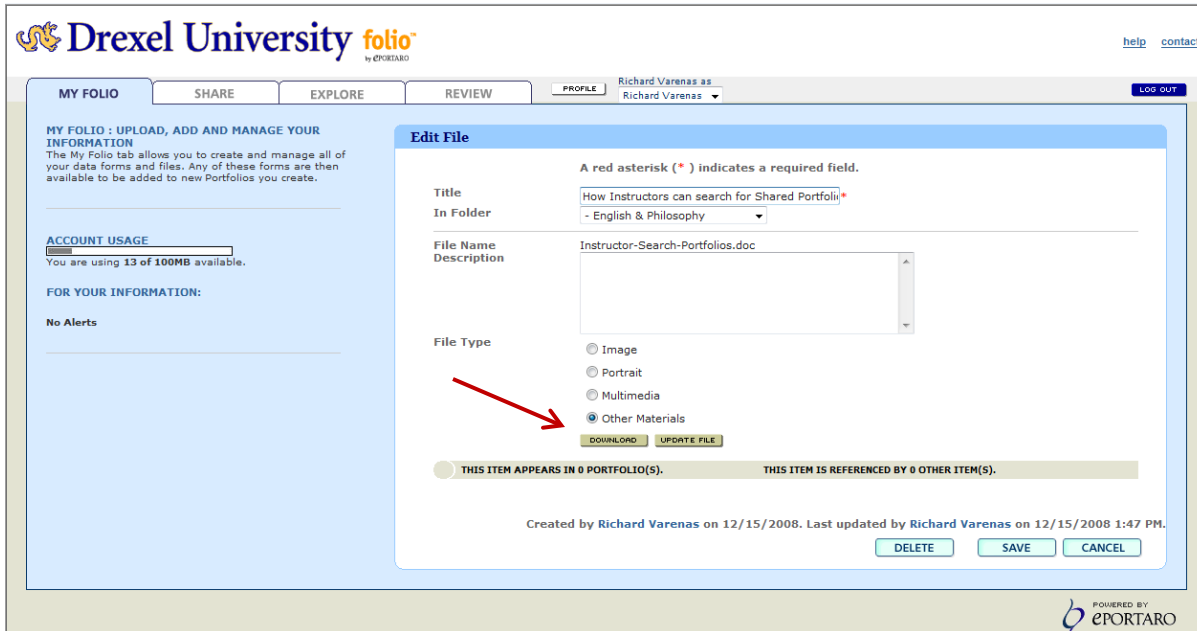
The main content area is divided into two columns. The left column contains "MY FOLIO : UPLOAD, ADD AND MANAGE YOUR INFORMATION" with a brief description, and "ACCOUNT USAGE" showing a progress bar and the text "You are using 13 of 100MB available." Below this is a section for "FOR YOUR INFORMATION:". The right column is titled "My Folio Information" and features three buttons: "ADD A FORM", "ADD A FILE", and "ADD A FOLDER". Below these buttons is a list of folders and files:

- Academic Information
- Cover Letter  
- DRAFT Research
- English & Philosophy  

Under the "English & Philosophy" folder, there are two files listed:

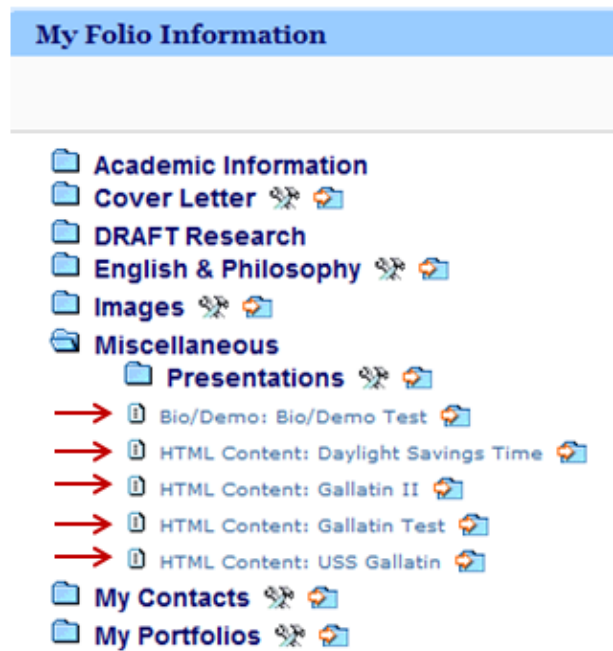
- How Instructors can search for Shared Portfolio (Instructor-Search-Portfolios.doc)  
- Instructions for Creating a Cover Letter Portfolio (Folio Instruct-v4.doc)  

Click on the Download button to save a copy of the file to your computer



The screenshot shows the 'Edit File' interface in the Drexel University folio system. The page has a navigation bar with 'MY FOLIO', 'SHARE', 'EXPLORE', 'REVIEW', and 'PROFILE' tabs. The 'PROFILE' tab is active, showing the user 'Richard Varenas as Richard Varenas'. A 'LOG OUT' button is in the top right. The main content area is titled 'Edit File' and includes a note: 'A red asterisk (*) indicates a required field.' The form fields are: 'Title' (text input with 'How Instructors can search for Shared Portfolio*'), 'In Folder' (dropdown menu with '- English & Philosophy'), 'File Name' (text input with 'Instructor-Search-Portfolios.doc'), and 'Description' (text area). Under 'File Type', there are radio buttons for 'Image', 'Portrait', 'Multimedia', and 'Other Materials', with 'Other Materials' selected. A red arrow points to the 'DOWNLOAD' button. Below the form are two status bars: 'THIS ITEM APPEARS IN 0 PORTFOLIO(S)' and 'THIS ITEM IS REFERENCED BY 0 OTHER ITEM(S)'. At the bottom, it says 'Created by Richard Varenas on 12/15/2008. Last updated by Richard Varenas on 12/15/2008 1:47 PM.' and has 'DELETE', 'SAVE', and 'CANCEL' buttons. The footer includes the 'POWERED BY ePORTARO' logo.

Forms: all data typed into a form cannot be downloaded
See example forms under the Presentations folder























Click on the **Share** tab to download your portfolios




Click on the View link found to the right of each portfolio you want to download

My Portfolios

NAME	DESCRIPTION		Manage Rights	Send Mail	View
 Academic Study Plan			Manage Rights	Send Mail	View
 CNHP - Test			Manage Rights	Send Mail	View
 CNHP Showcase			Manage Rights	Send Mail	View
 CNHP Showcase for Prof. Portwood			Manage Rights	Send Mail	View
 cnhp test 2-1-09	test 2-1-09		Manage Rights	Send Mail	View
 Cover Letter - English and Philosophy			Manage Rights	Send Mail	View
 Cover Letter for Sandra Davis			Manage Rights	Send Mail	View
 Cover letter with link			Manage Rights	Send Mail	View
 Daylight Savings Time			Manage Rights	Send Mail	View
 Default Long List			Manage Rights	Send Mail	View
 Educational Standards			Manage Rights	Send Mail	View
 English & Philosophy - Cover Letter Instructions	English and Philosophy S		Manage Rights	Send Mail	View
 Introduction Portfolio			Manage Rights	Send Mail	View
 My LIFEfolio Business	My Business Portfolio.		Manage Rights	Send Mail	View
 MyLIFEfolio Business	This is my MAIN Reflect		Manage Rights	Send Mail	View
 MyLIFEfolio Quantitative Reasoning			Manage Rights	Send Mail	View
 MyLIFEfolio Writing			Manage Rights	Send Mail	View
 Resume Standard			Manage Rights	Send Mail	View
 USS Gallatin			Manage Rights	Send Mail	View

 [CREATE A NEW PORTFOLIO](#)



Click on the **Export** button in the upper right to save a compressed (ZIP format) copy of your portfolio



The screenshot shows a web browser window displaying a MyLIFEfolio portfolio. At the top, a status bar reads: "You are viewing the portfolio 'MyLIFEfolio Quantitative Reasoning' shared by Richard Varenas. Close this window to exit the portfolio." To the right of this bar are two buttons: "EXPORT" and "MAINTAIN PORTFOLIO". A red arrow points to the "EXPORT" button. Below the status bar is a header area with a background image of a person's face. The text "My LIFEfolio™" is prominently displayed in the center, and the Drexel University logo and "COLLEGE OF BUSINESS LeBow" are on the right. The main content area is titled "Quantitative Reasoning Portfolio" and features a profile card for Richard Varenas with a photo of a ship and contact information. Below the profile card are three sections: "Resources" with a "Google" link, "English" with a "Show Examples" button, and "Course material" with a "Show Examples" button. At the bottom right, there is a "COMMENT ON THIS INFORMATION" button. A disclaimer at the very bottom states: "The information contained herein is provided with the understanding that Drexel University does not make warranties, either expressed or implied, concerning the accuracy of the information. Data noted with [certification icon] is certified, All other information is self-reported."



Questions?

Please send a detailed message describing your question to eportfolio@drexel.edu