How do I submit an ePortfolio presentation to a dropbox?

1. Go to the Dropbox tool and click the name of the Dropbox you are submitting to

2. The screen below will appear, click Add a File

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DIRECTIONS CONTINUED ON NEXT PAGE
3. The screen below will appear, follow the steps below:
   1. Click ePortfolio
   2. Select the ePortfolio you want to upload
   3. Click Select Item
      NOTE: Once you click Select Item, the ePortfolio presentation will begin loading in the same screen; DO NOT exit that page!

4. The screen below will reappear
   1. Verify your ePortfolio has uploaded
   2. Click Submit
5. The screen below will appear, verify your information is correct and click **Done**, **View History**, or **Upload More Files**, if necessary.

**NOTE:** You will receive a confirmation email in your BloomU email account, if you have submitted the ePortfolio successfully. If you do not, please contact BOLT Support.

![File Upload Results](image)