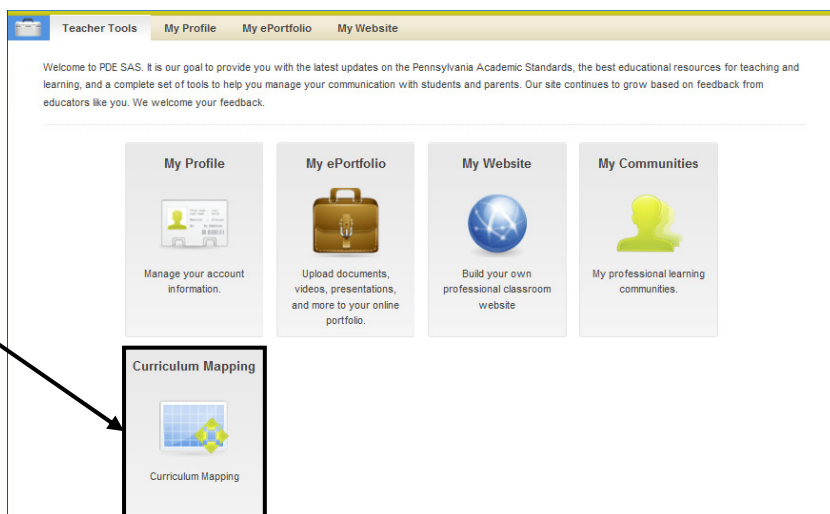


## Adding a Curriculum Matrix to Your Portfolio

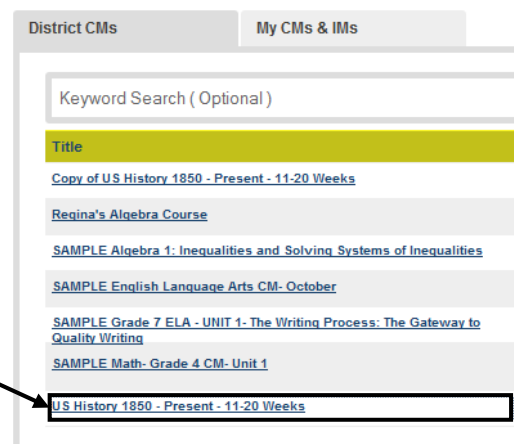
In addition to adding a Curriculum Map (CM) to your “My CMs” list, you can upload them to **My ePortfolio** using these simple steps:

1. Login to the **SAS** portal.

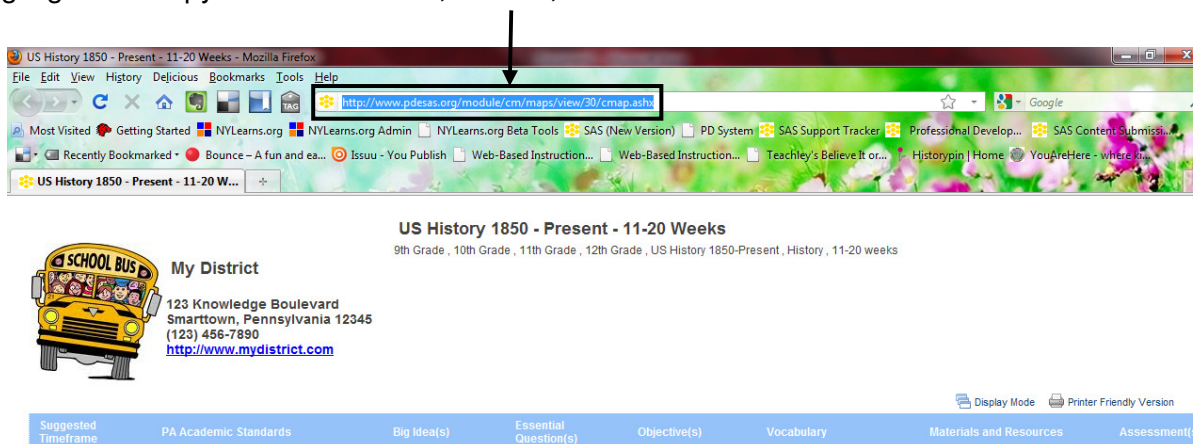
2. Click on **Teacher Tools** and then **Curriculum Mapping**.



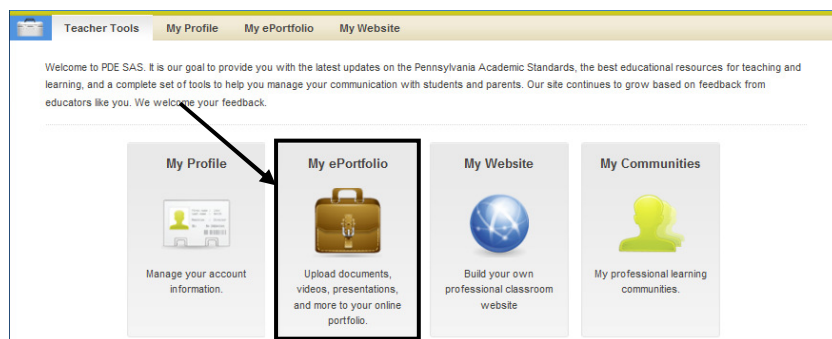
3. Click on the **Title** of the **Curriculum Map** you would like to link to. The **Map** will open in a new window.



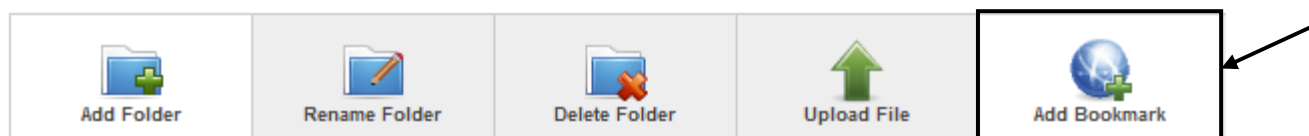
4. Highlight and copy the web address, or **URL**, for the **Curriculum Matrix**. Then close the window.



5. Click on **Teacher Tools** and then **My ePortfolio**.



6. Click the **Add Bookmark** button.



- Select a **Folder** to save the **CM** to.
- Provide a **Name** for the **CM**. For example, you could use the **Title** of the **Map**.
- Type a **Description** for the **CM**. The **Description** is wording describing a bookmark that appears when the mouse is rolled over the item in the **ePortfolio**.
- Paste the **Location (URL)**.
- Click the **Save** button. The window will close, and the bookmark will be added to the appropriate folder within the **ePortfolio**.

A screenshot of the 'Add Bookmark' dialog box. It has a title bar that says 'Add Bookmark'. Inside, there is a dropdown menu labeled 'My ePortfolio Folders' with 'History' selected. Below this are three text input fields: 'Title:' with the text 'US History 1850 - Present Weeks 11-20', 'Description: (optional)' with the text 'Slavery and the Civil War', and 'URL:' with the text 'http://www.pdesas.org/module/cm/maps/view/30/cmap.ashx'. At the bottom, there are two buttons: 'Save' (highlighted with a black box and an arrow) and 'Cancel'.

**NOTE:** If you do not see the **Bookmark** immediately, click the **Folder** that you saved it in to refresh the screen. The **Bookmark** should then appear in the **ePortfolio**.