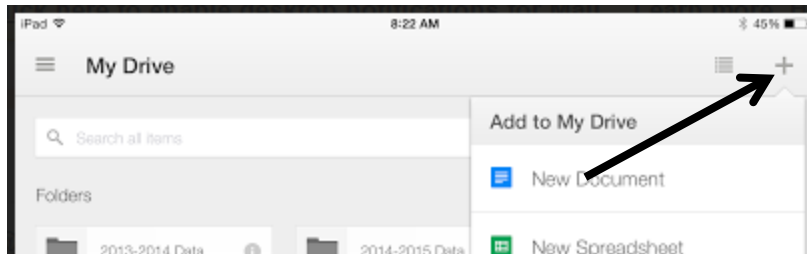
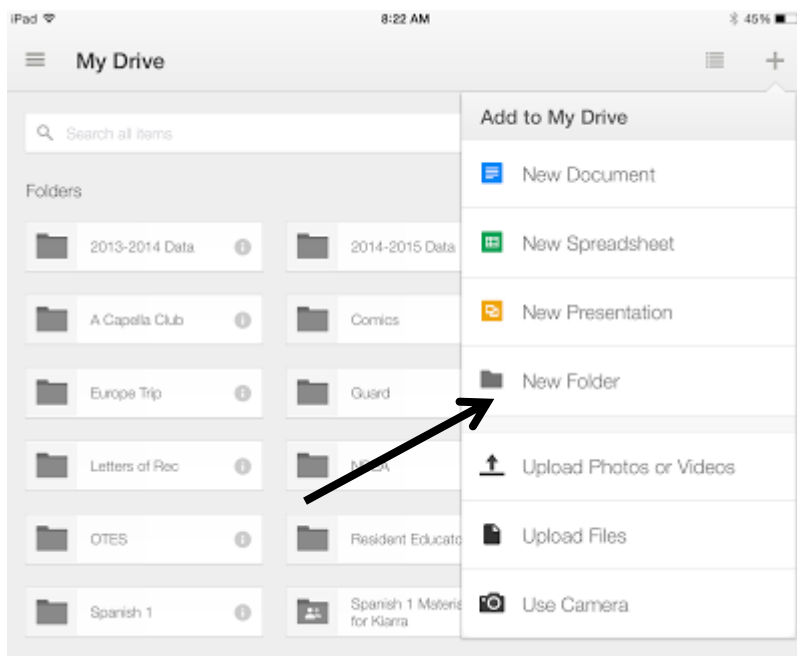


## How to add Evidence to your Portfolio

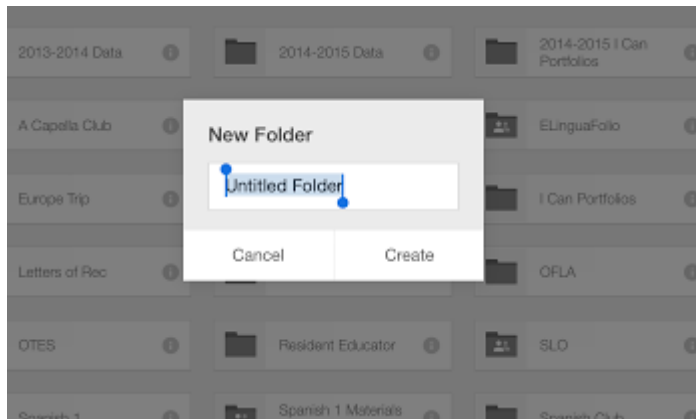
1. Open Google Drive and make sure you are logged in.
2. In the top right corner of Drive, click on the plus sign.



3. Choose "New Folder"

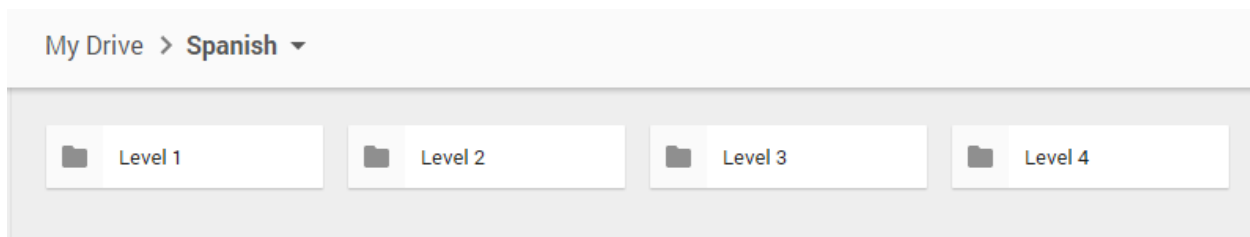


**4. Name the folder with your language. For example: “Spanish”**

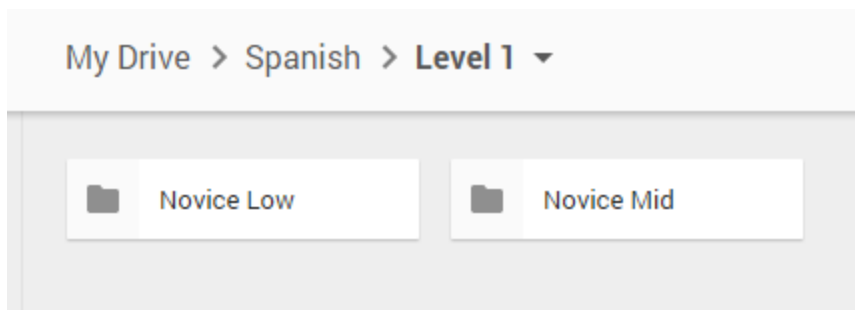


**5. Open that folder and follow steps 2 and 3 to create 4 more folders. Each folder should be named for a level. For example: Level 1, Level 2, Level 3, Level 4**

It will look like this:



**6. Open the Level 1 folder and create two more folders following the steps 2 and 3. They should be named “Novice Low” and “Novice Mid”**



**7. Repeat step 6 for folders Level 2, Level 3, and Level 4.**

Inside Level 2, create “Novice Mid” and “ Novice High”

Inside Level 3, create “Novice High and “Intermediate Low”

Inside Level 4, create “Intermediate Low” and “Intermediate Mid”

**8. When you add a piece of evidence to your portfolio:**

1. Open the folder for the level of language you are in.
2. Open the proficiency level folder where the evidence belongs.
3. Name the evidence with the following pattern: category + proficiency level + # of I Can

Example: Listening NM 2

