

Adding a new artifact: Multiple-Page Mode

1. In this chapter you will learn about:
 - How a student starts adding a new artifact
 - The importance of keeping the portfolio organized
 2. Let's get started! When a student clicks on the **blue plus**, she is asked to select a folder from the drop down menu. This serves as a reminder to keep work organized in the portfolio. These are the folders in Meg's portfolio.
 3. As you learned in other chapters, organizing the portfolio is an important activity that benefits the student's working process as well as helping the teacher when reviewing each piece of work.
 4. Another way to add a new artifact, is by clicking on the subject **Folder**, then the **blue plus** sign. The student then confirms she is in the right folder for this project.
 5. The student is now in The Multiple-Page Mode which prompts a student to follow a process of Planning, Doing, and Reflecting to create an artifact.
 6. To begin, the student clicks on the **green arrow**. Clicking on the **one page** icon allows a student to add a new artifact using the one page mode. In Level 3, when a student starts a work she is brought directly to this One-Page Mode.
 7. Clicking the **multiple pages** icon will bring the student back to the Multiple-Page Mode.
 8. After entering information in each section, the student clicks on the **green arrow** to continue on to the next step. In the following chapter we will learn more about the Learning Process in the **Multiple-Page Mode**.
 9. To Reflect as a class: Why is it important to think about selecting a folder before adding a new piece of work?
 10. End of the chapter: In this chapter you learned about:
 - How your student starts adding a new artifact
 - The importance of keeping your portfolio organized
- Now it's your turn! Open your demo account and practice! You can also print the instructions by clicking on the **print** button.