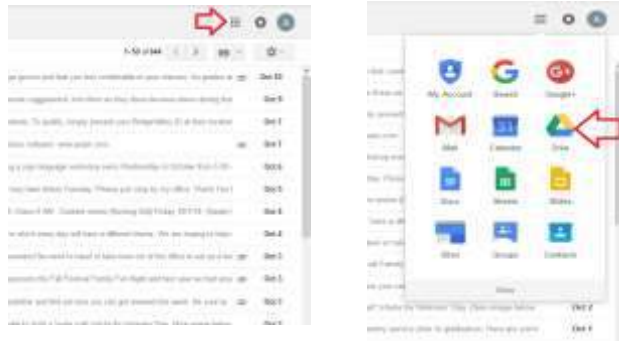


## Instructions for General Education Online Portfolio Submission

1. Go to the inbox of your BridgeValley email account.
2. On the Google email page, fill in your student email (click *next*) and password (click *sign in*).
3. On your email inbox page, mouse up to the far right corner and click on the *Google Apps* icon. (This looks like nine tiny boxes arranged in a square.) Click on *Drive* (a triangle icon).



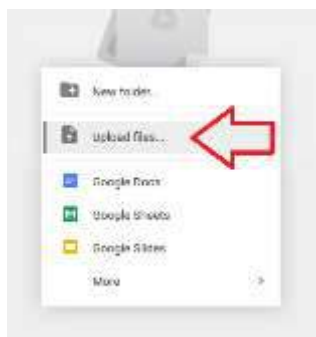
4. Now you are ready to create your portfolio folder and save it on your Google Drive. You will need your program's four-letter identifier to use as part of the file name.

Click the drop down *My Drive* menu at the top of the page and select *New Folder*. In the box that opens, name your folder *Program Identifier, First Name Last Name , General Education Portfolio* [BUT type in the four-letter **program identifier** (see **list below**) and **your name** instead of the words *program identifier, first name last name*].

Example: ACCT, John Smith



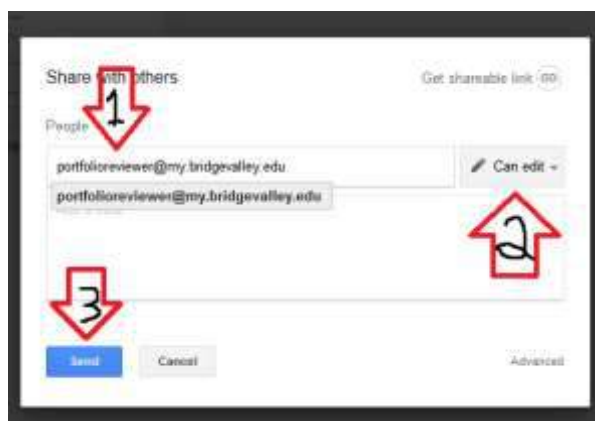
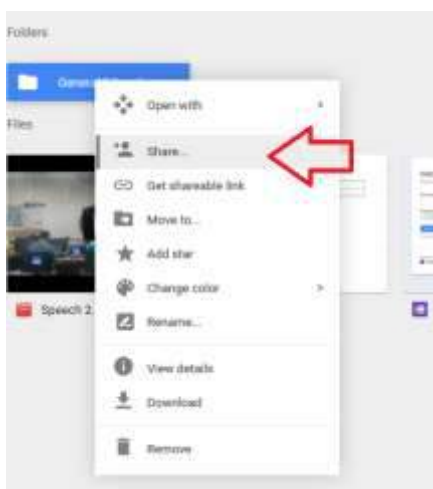
- Now double-click on your new folder to open it and start adding documents. Right-click on the mouse and select *Upload Files* to find a file on your computer and then double-click on the file to add it to your portfolio folder.



- Refer to the *How to Name Portfolio Files* list below (page two) to name the portfolio files so that they will appear in the correct order for reviewers to find.
- When you have finished adding files to your portfolio, you must share it with reviewers. To do this, right-click on the name of your portfolio and select *Share* from the dropdown menu. In the box that opens, type:

*generaleducation.portfolioreviewer@my.bridgevalley.edu*

Make sure the dropdown menu at the right is set to *Can Edit*, and then click the blue *Send* button.



## How to Name Portfolio Files

Portfolio Files must be numbered a certain way in order to appear in the correct order for reviewers. Please follow the format below (**Include the numbers as seen below**):

1-Communication Skills Reflection 1

2-Communication Skills Artifact 1

3-Problem Solving Skills Reflection 1

4-Problem Solving Skills Artifact 1

5-Interpersonal Skills Reflection 1

6-Interpersonal Skills Artifact 1

7-Critical Thinking Skills Reflection 1

8-Critical Thinking Skills Artifact 1

Most students will have only one reflection and artifact per general education learning outcome; if you are required to submit more than one reflection or artifact, add letters to the titles. For example: 6A. Interpersonal Skills Artifact 1. **Please note that only the first artifact for each competency will be reviewed during the portfolio review process.**

## Program Identifier List

Major	Program Identifier for Gen Ed Portfolio
Accounting	<b>ACCT</b>
Accounting-T	<b>ACCT</b>
Administrative Professional Technology: Executive Conc.	<b>ATEC</b>
Administrative Professional Technology: Medical Conc.	<b>ATEC</b>
Advanced Manufacturing	<b>AMTE</b>
Board of Governors	<b>BOGS</b>
Civil Engineering Technology	<b>CIET</b>
Computer Management Information Systems	<b>CSCT</b>
Computer Science Technology: Software Developer	<b>CSCT</b>
Computer Science Technology: Web Design	<b>CSCT</b>
Construction Management	<b>CMGT</b>
Criminal Justice	<b>CRJU</b>
Cyber Security	<b>ISST</b>
Dental Hygiene	<b>DENT</b>
Diagnostic Medical Sonography	<b>DMSU</b>
Diesel Technology	<b>DESL</b>
Early Childhood Education	<b>EDUC</b>
Early Childhood Education-T	<b>EDUC</b>
Electrical Engineering Technology	<b>ECET</b>
Finance: Banking Concentration	<b>FINC</b>
Finance-T	<b>FINC</b>
General Studies- Arts	<b>GEAA</b>
General Studies- Science	<b>GEAS</b>
Gerontology	<b>GERO</b>
Graphic Design & Print Communication	<b>DSGN</b>
Health Sciences	<b>HSCI</b>
Healthcare Management	<b>HMGH</b>

Highway Engineering Technology - Bridge Inspection	<b>HWAY</b>
Highways Engineering Technology	<b>HWAY</b>
Highways Engineering Technology- DOH	<b>HWAY</b>
HSRS-Addictions Concentration	<b>HSRS</b>
HSRS-Youth Concentration	<b>HSRS</b>
Human Services and Rehabilitation Studies	<b>HSRS</b>
Instrumentation Technology/ Gas Measurement Technology	<b>INST</b>
Machine Tool Technology	<b>MACH</b>
Management	<b>MGMT</b>
Management: Entrepreneurship Conc.	<b>MGMT</b>
Management: Occupational Specialty Conc.	<b>MGMT</b>
Management-T	<b>MGMT</b>
Marketing	<b>MRKT</b>
Marketing-T	<b>MRKT</b>
Mechanical Engineering Technology	<b>MEET</b>
Mechatronics	<b>MECH</b>
Medical Assisting	<b>MEDA</b>
Medical Laboratory Technology	<b>MLAB</b>
Networking Engineering	<b>INFT</b>
Nuclear Medicine Tech	<b>NUCM</b>
Nursing	<b>NURS</b>
Occupational Dev: Child Dev Specialist	<b>EDOC</b>
Occupational Development	<b>ODEV</b>
Paralegal Studies	<b>PRLS</b>
Process Technology	<b>PTEC</b>
Respiratory Therapy	<b>RESP</b>
Technical Studies	<b>TECS</b>
Veterinary Technology	<b>VETT</b>
Welding Technology	<b>WLDT</b>