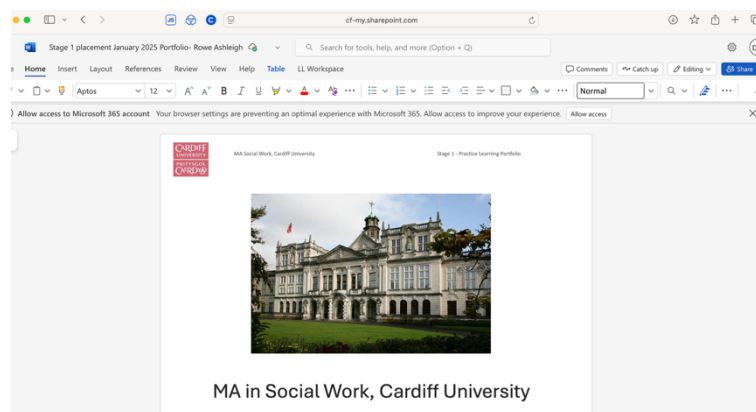


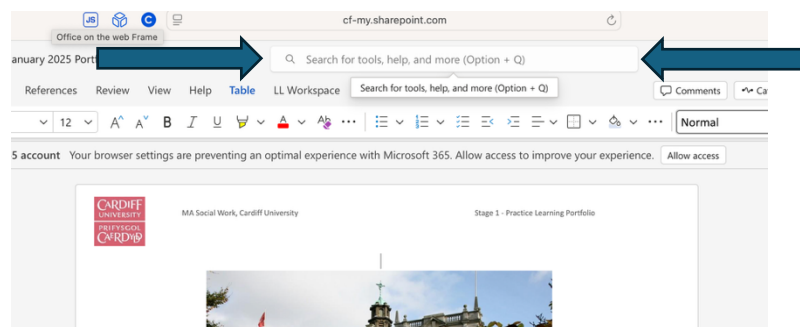
Accessing and Working with Student Portfolios Quick Guide

- At the start of each placement, your student will share a link with you for online access to their portfolio.
 - If they haven't done so, ask the student to send you the link as soon as possible.
- When you click the link, it will usually open in a browser (e.g., Chrome, Safari, Edge).
- You can work on the document directly from the browser.
- However, working in the desktop version of Microsoft Word is usually easier and more stable than using the browser version. Here's how to do it:

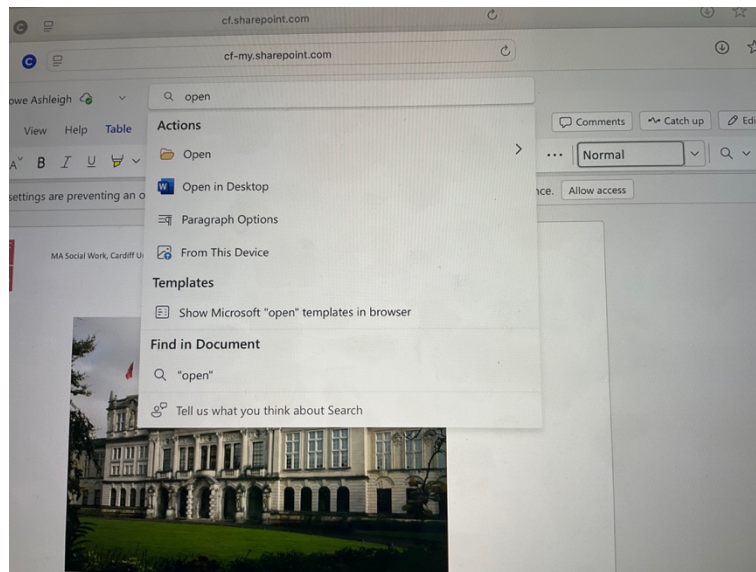
1. Open the portfolio using the link provided by the student. It should look something like this.



2. Click in the search bar at the top of the screen.

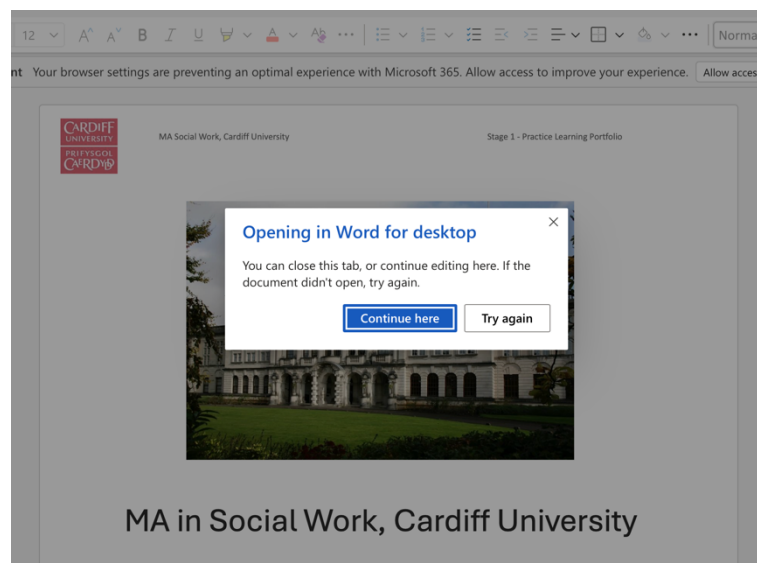


3. Type “Open”. This should bring up a drop-down menu.



4. Click the option to “Open in Desktop”

The document should now open in your locally installed version of Word. It will still be synced to SharePoint, so any changes you make will be saved automatically to the shared document.



5. Check that it's saving

In the title bar, as you make changes, you should see the words “**Saving...**” followed by “**Saved to SharePoint**” — this means it's working correctly.

6. If the document is still behaving strangely in the desktop version of Word, it can help to turn on formatting marks.

This can be done by following the advice [here](#). By turning this feature on, you will be able to see things like section breaks and page breaks, which may explain why the portfolio is acting the way it is.