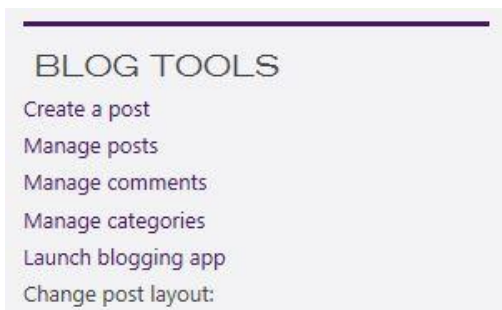


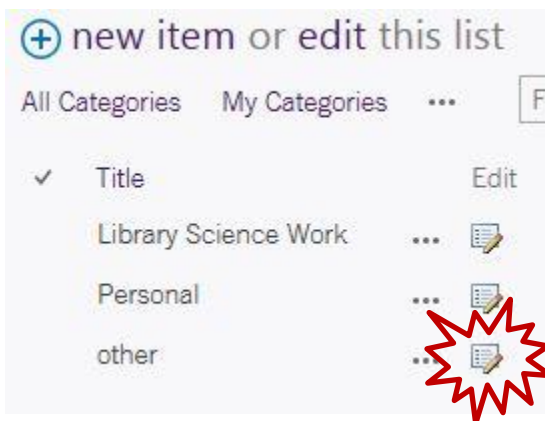


Using the Surrey Schools Platform to create a Digital Portfolio

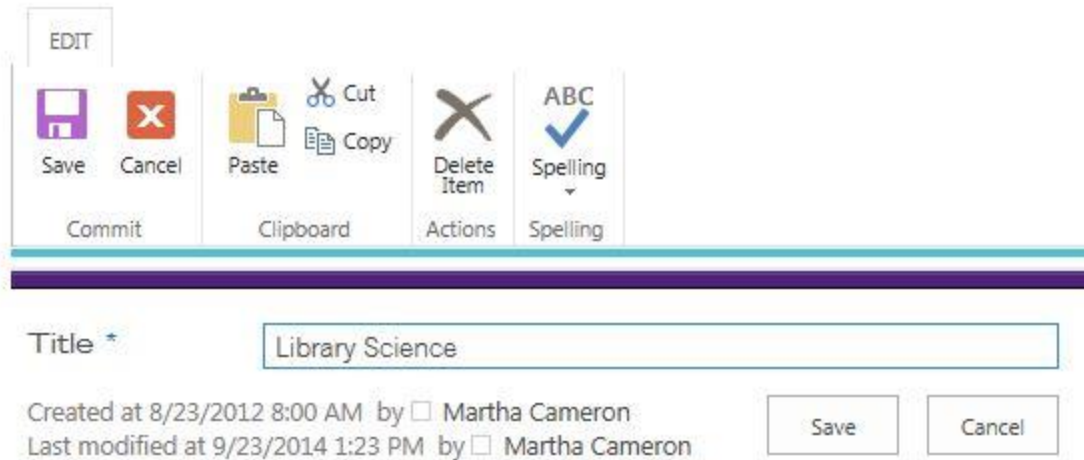
1. Go to www.surreyschool.ca and sign in.
2. Click on **Me** (at the top), then **Blog** (on the left).
3. On the right you will find a **Blogging Tools** box which allows you to create and manage your blog posts.



4. Click on **Manage Categories** in Blog Tools. Here you will create a category directly associated with this class. That way, you will be able to search for posts made for specific classes.
5. Click on the editing tool beside "Other", and change to your class title (Library Science, Humanities etc).



Categories - other



The screenshot shows a web editor interface. At the top is a toolbar with the following options: EDIT, Save (Commit), Cancel, Paste, Cut, Copy, Clipboard, Delete Item (Actions), and Spelling (ABC). Below the toolbar is a form with a "Title" field containing the text "Library Science". Underneath the title field, it displays "Created at 8/23/2012 8:00 AM by Martha Cameron" and "Last modified at 9/23/2014 1:23 PM by Martha Cameron". To the right of this text are "Save" and "Cancel" buttons.

6. Go back to tools and click **Create a Post**. Give it a title. You may add text in the body of the post, or attach files and pictures by using the **Insert** tab at the top.



7. Once you have finished your post, select a category (related to your class), highlight it and click add. Finally click **Publish**.
8. If you need to go back and edit or delete your post, click on **Manage Posts**.