

EPORTFOLIO: USING MULTIMEDIA

Students may upload media files to Google Drive, which they can then share with their ePortfolio Advisor.

STEP 1: Log into SJSU Google Apps

Log into SJSU Google Apps by going to: <http://mail.sjsu.edu>

You will be taken to the **SJSUOne Google Apps Sign In** page. Under **SSO Login**, enter your nine-digit SJSU ID number and your SJSUOne password and then click on the **LOGIN** button.

SJSUOne Google Apps Sign In

SSO LOGIN

Please sign in using your SJSUOne account

SJSU ID

[Don't know your SJSU ID?](#)

PASSWORD

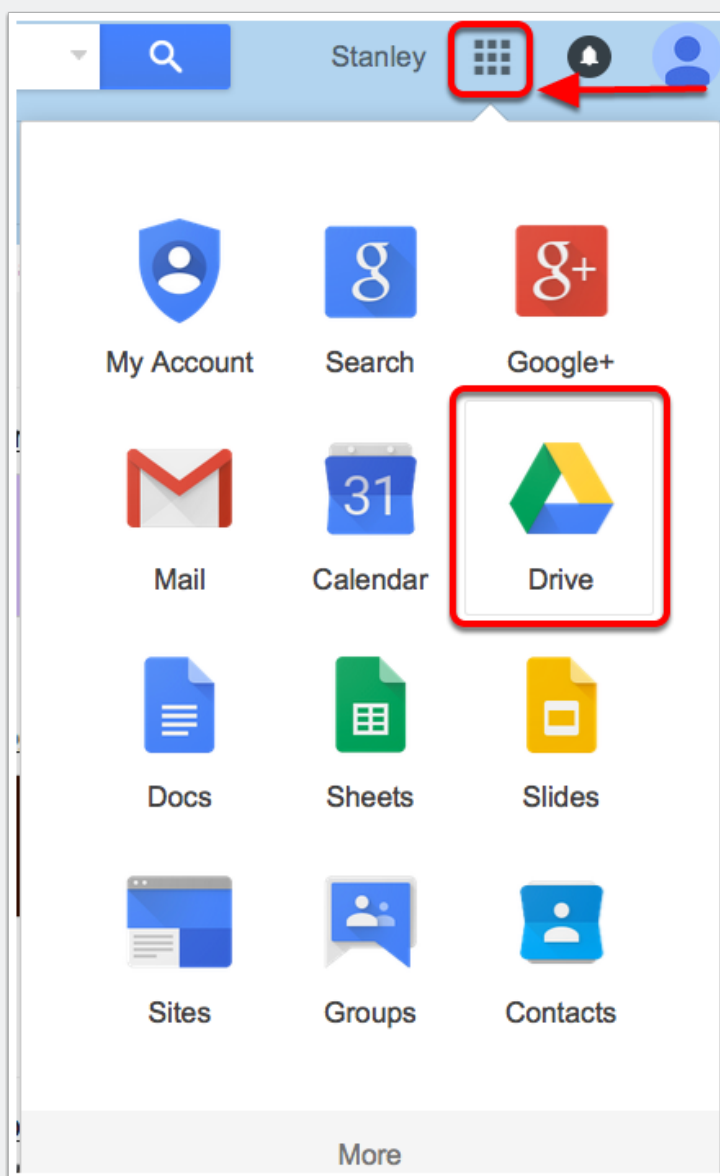
[Having trouble with your password?](#)

LOGIN

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STEP 2: Access Google Drive

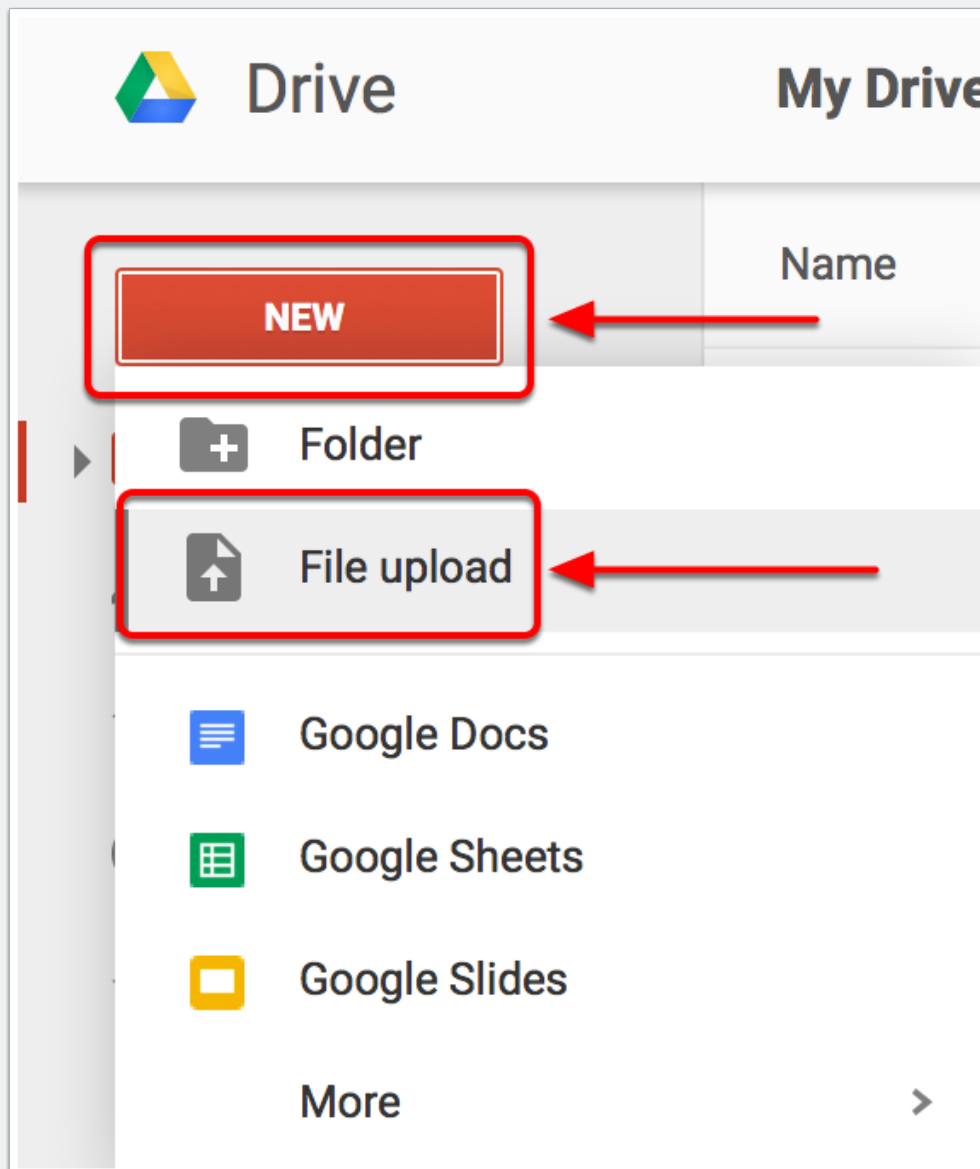
In the upper right-hand corner of the screen, click on the Google Apps menu. This will bring up a series of icons for the various Google Apps tools. Click on the icon for "Drive".



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STEP 3: New > File Upload

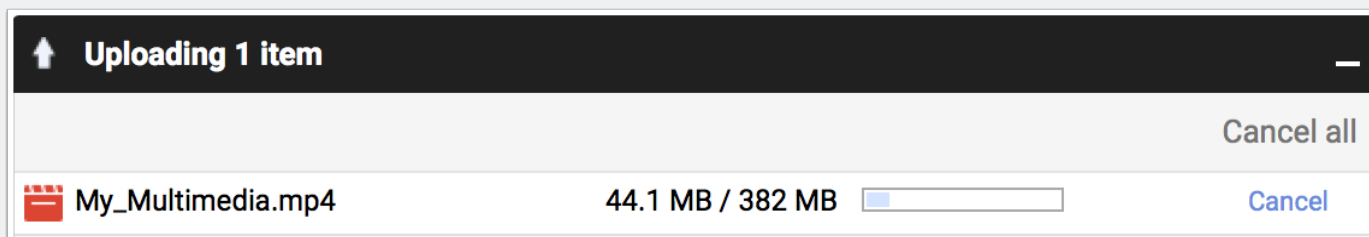
In Google Drive, click on the "New" button in the upper left and then select "File Upload".



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STEP 4: Browse and select your multimedia file.

The file selection dialog will look slightly different depending on whether you are a Windows user or a Mac user. After you select your file, the upload process will begin and you will see an "**Uploading**" meter showing you the progress of the upload.



STEP 5: Share

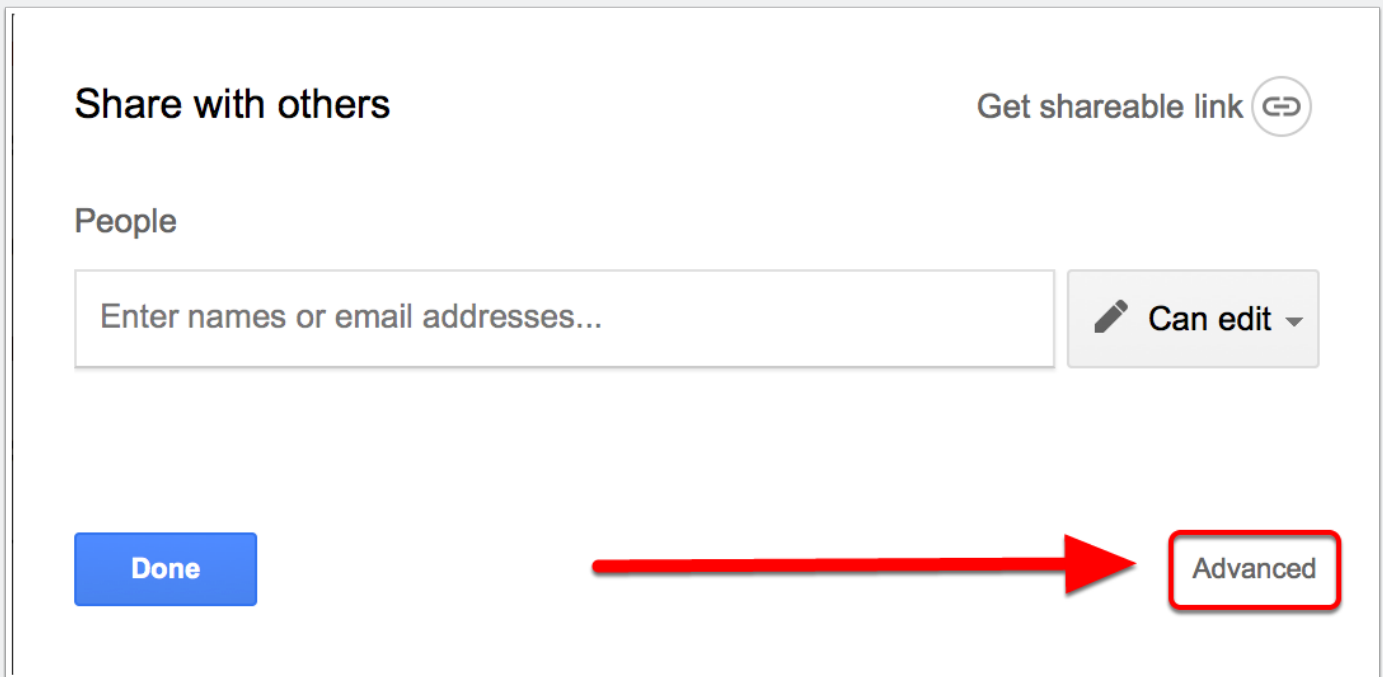
After the file upload is complete, click on the "**Share**" button



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STEP 6: Advanced

Click on the "**Advanced**" link in the lower left-hand corner of the Share window



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STEP 7: Change Access


Under "**Who Has Access**", click on the **Change** button

Sharing settings

Link to share (only accessible by collaborators)

[https://drive.google.com/a/sjsu.edu/file/d/0B8b\[REDACTED\]MwS0IFN2c/view?u](https://drive.google.com/a/sjsu.edu/file/d/0B8b[REDACTED]MwS0IFN2c/view?u)

Who has access






 Private - Only you can access  [Change...](#)

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STEP 8: Link Sharing

Under **Link Sharing**, we recommend that you select the option labeled "**Anyone with the link**". This will allow you to obtain a link for the multimedia file, which you can then share with your ePortfolio advisor. However, it will also prevent your multimedia file from being publicly listed. After selecting your link sharing option, click on the Save button.

Link sharing

-  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **On - SJSU**
Anyone at SJSU can find and access.
-  **On - Anyone at SJSU with the link**
Anyone at SJSU who has the link can access.
-  **Off - Specific people**
Shared with specific people.

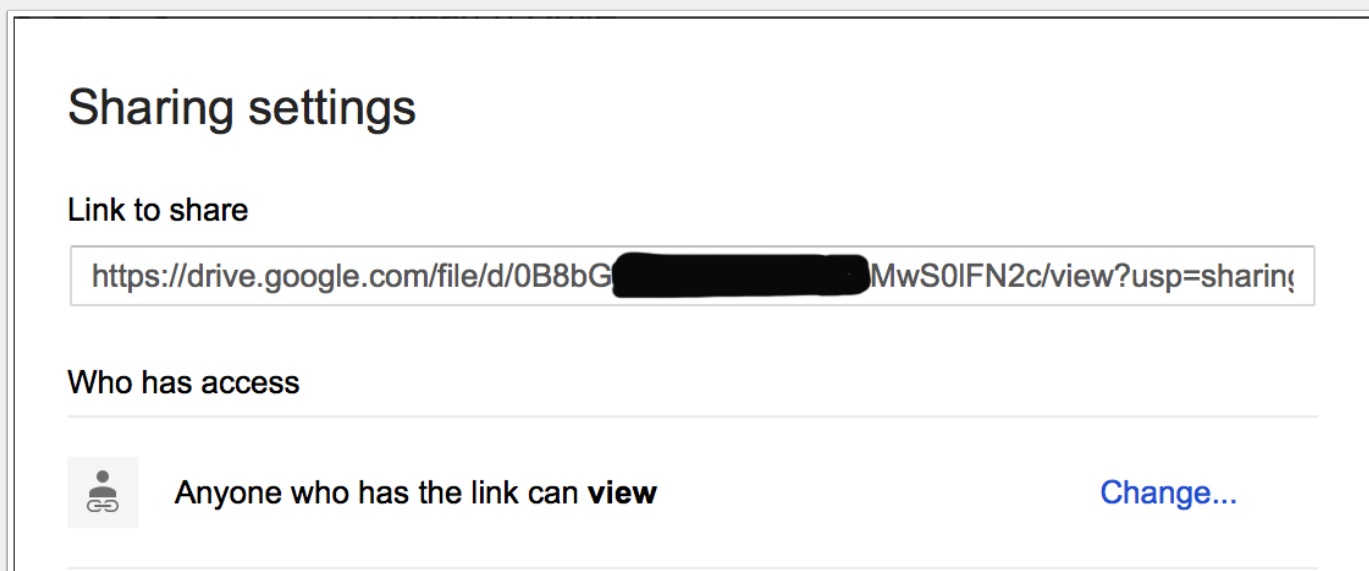
Access: **Anyone (no sign-in required)** [Can view](#) ▾

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Learn more about link sharing](#)

STEP 9: Copy the Share Link

On the **Sharing Settings** screen, copy the URL which is listed under "**Link to share**". This is the URL that you will be sharing with your ePortfolio Advisor. (Note that it's logisitcally impossible for anyone to guess the link, and so only those with whom you have shared link will be able access the multimedia file).



STEP 10: Provide the link to your ePortfolio Advisor

Typically, students send links to their ePortfolio Advisors via email. However, please check with your ePortfolio Advisor to verify their preferences.

IMPORTANT NOTE: The URL for the share link may be relatively long and therefore difficult to work with. You may want to consider using a "URL Shortener" service,

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such as [Bitly](#) or the [Google URL Shortener](#), to create a more manageable link before sending it to your ePortfolio Advisor.

OPTIONAL: If desired, you may create folders and subfolders in Google Drive in order to organize your multimedia files.