

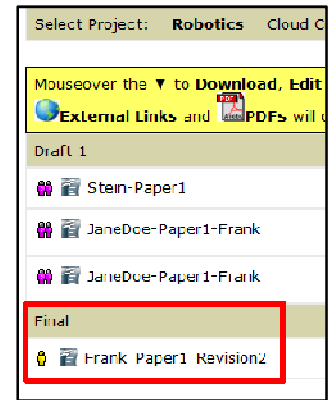
# Emma for Students

## Lesson 4: Portfolios

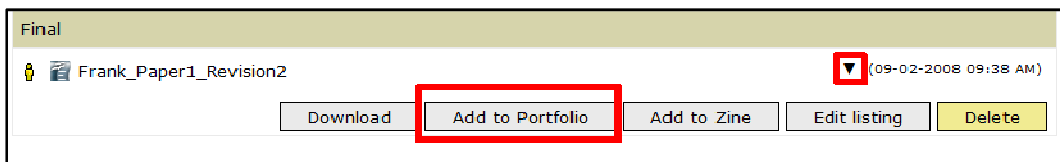
The primary reason that <emma> was chosen as a tool in our Humanities courses is the ease of creating and maintaining electronic portfolios of student work.

### Adding an Essay a Portfolio

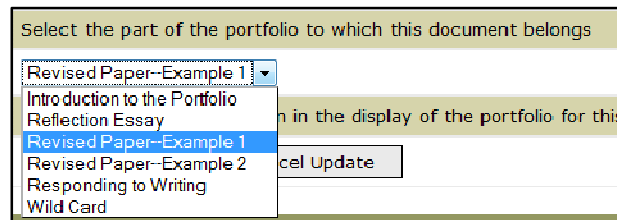
Suppose that you have revised one of your papers and uploaded it to <emma> as the final form of Paper 1.



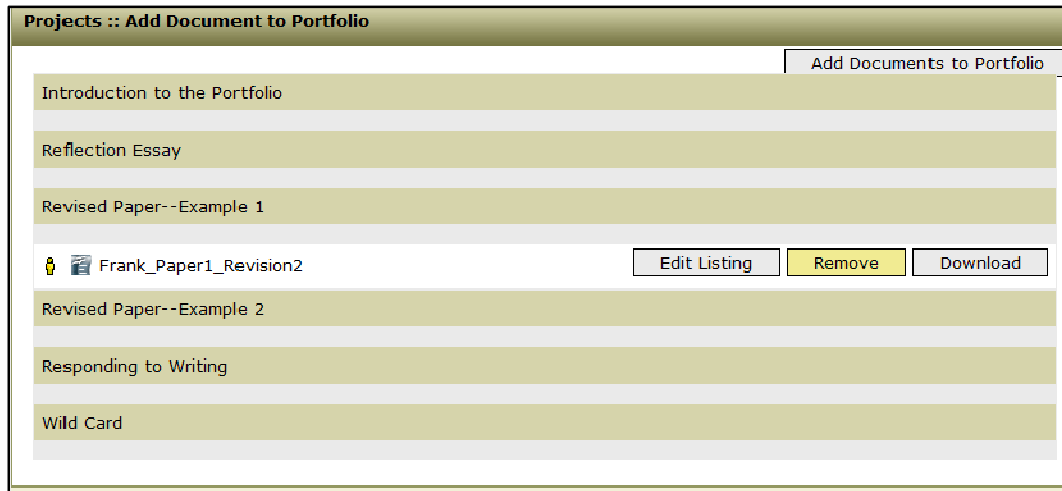
You think the paper is a good one and wish to add it to your portfolio. Move the cursor over the small inverted triangle to the right of the title to display a menu. Click on **Add to Portfolio** in this menu.



You will be asked to select the part of the portfolio to which the document belongs. You choose **Revised Paper Example 1** and then click on the **Update** button.



The essay now is included in your portfolio.



## Removing an Essay from a Portfolio

Later, if you decide that another essay is better than the first, you can remove the first paper from the portfolio. Click on the **Remove** button

