

# Career Ladder Portfolio Submission via D2L

ADMN-005-723-Academic Advisor Career Ladder

## 1. Login and review the required documents

- Log into [ETSU's D2L](#)
- Under *My Courses*, click [ADMN-0005-723-Academic Advisor Career Ladder](#)
- At the top of the page, click [Content](#)
- To the left of the page, click [Required Documents](#)
- Click the hyperlinks for any of the required documents to read more about the requirement

The screenshot shows the D2L LMS interface for the course ADMN-0005-723 - Academic Advisor Career Ladder. The 'Content' tab is selected and highlighted with a red box and a red '1'. In the left sidebar, the 'Required Documents' item is highlighted with a red box and a red '2'. The main content area shows the 'Required Documents' section with a 'Download' button and a progress bar indicating 0% completion of 11 topics. Two document links are listed: 'Application for Advancement - Required Documents for Portfolio' and 'Career Ladder Checklist - Tier II', both marked as Word Documents.

## 2. Upload documents to Dropbox

- At the top of the page, click [Evaluation](#)
- From the drop-down menu, click [Dropbox](#)
- Click the hyperlink for a requirement
- On the screen that opens, click [Add a File](#) and follow the prompts to select a file from your computer
  - Click [My Computer](#), [ePortfolio](#), or [Google Drive](#)
  - Upload or drop files and click [Add](#)
- Click [Submit](#)

Continue to next page...

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