Career Ladder Portfolio Submission via D2L
ADMN-005-723-Academic Advisor Career Ladder

1. **Login and review the required documents**

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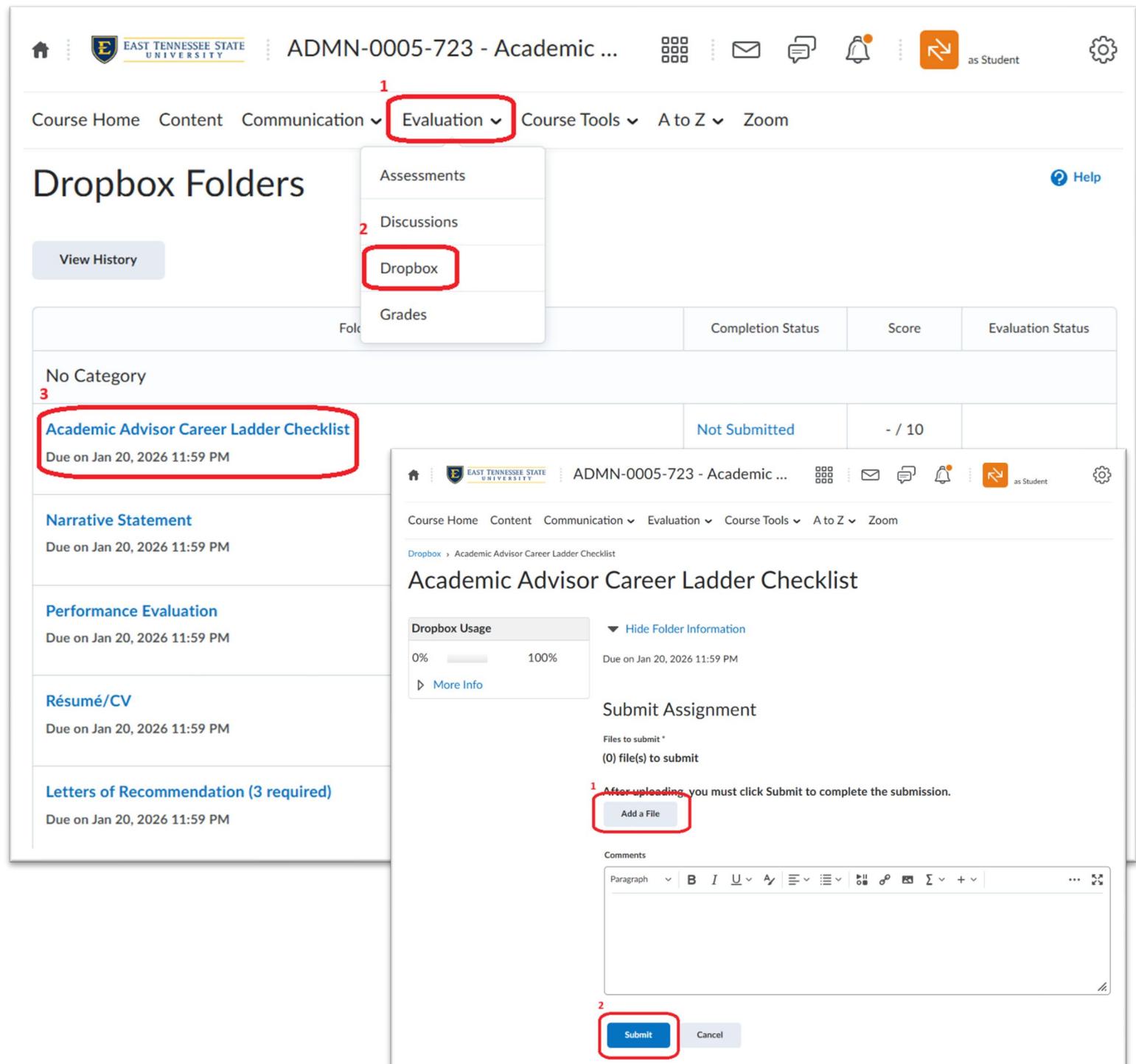   o Click the hyperlinks for any of the required documents to read more about the requirement

2. **Upload documents to Dropbox**

   o At the top of the page, click *Evaluation*
   o From the drop-down menu, click *Dropbox*
   o Click the hyperlink for a requirement
   o 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*
   o Click *Submit*

Continue to next page…

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