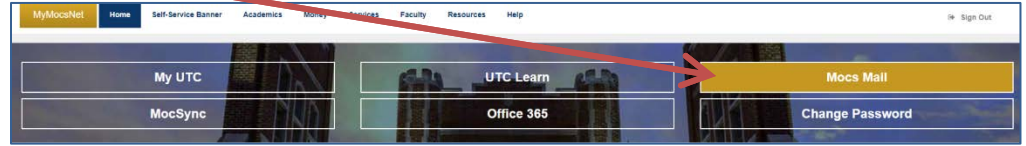


Creating the Structure of your Digital Portfolio for the Comprehensive Assessment (Program Start Date 2005 – 2018)

1. Login to [MyMocsNet](#)

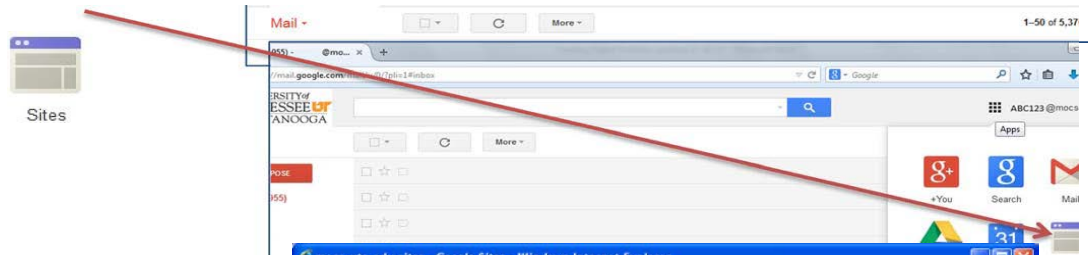
2. Click on the *Mocs Mail* link



3. Click on the Apps Grid

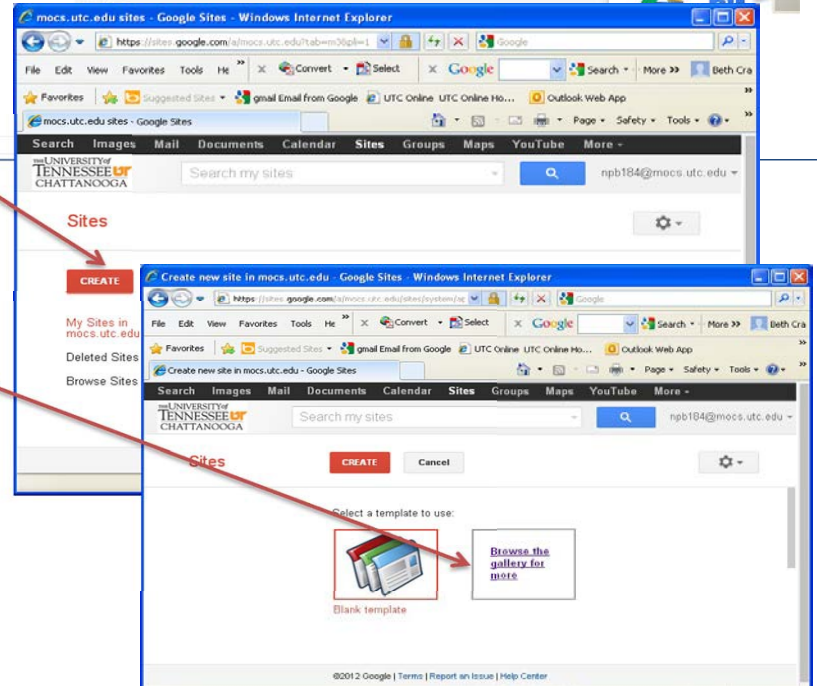


4. Select the *Sites* Icon



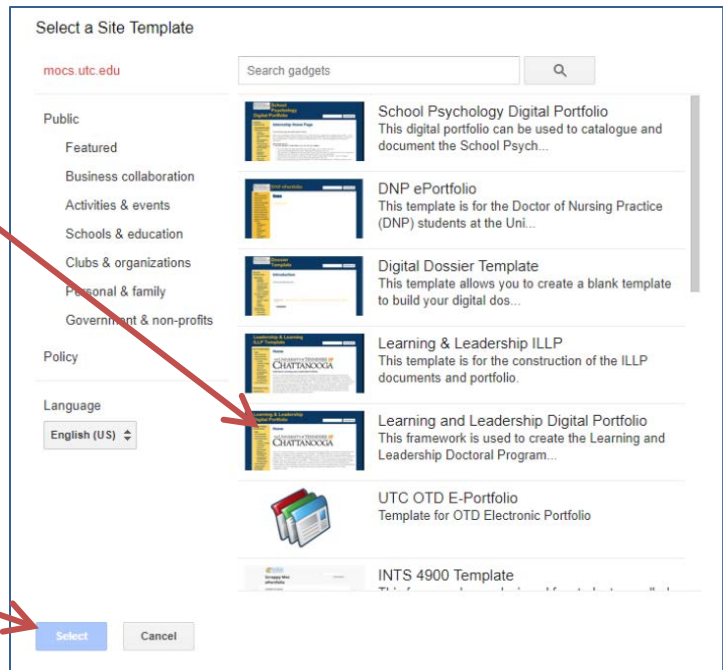
5. Choose *Create* (in classic Sites)

6. Select *Browse the gallery for more*



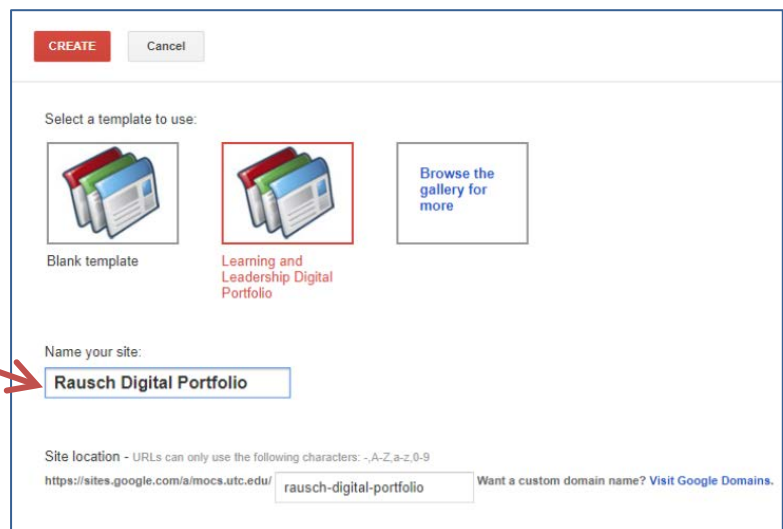
7. Select the **“Learning & Leadership Digital Portfolio”** template

(do not use the *Learning & Leadership ILLP* or *Learning and Leadership Digital Portfolio 2019+ framework* template)

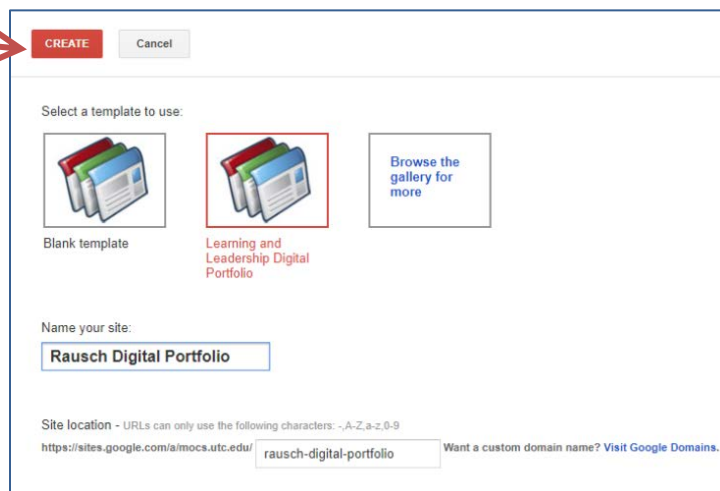


8. Click on **Select**

9. Enter a name for your Site
(Site name should be unique to user)



10. Select **Create**

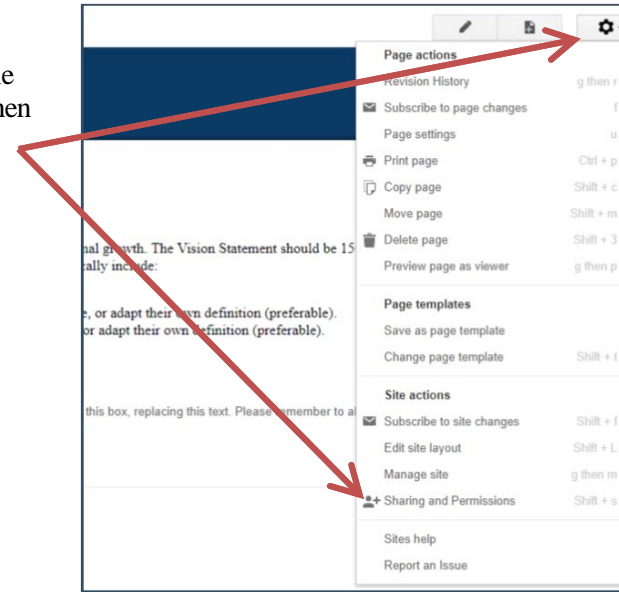


11. You may now begin the process of customizing your digital portfolio structure. There are instructions on each of the content pages.

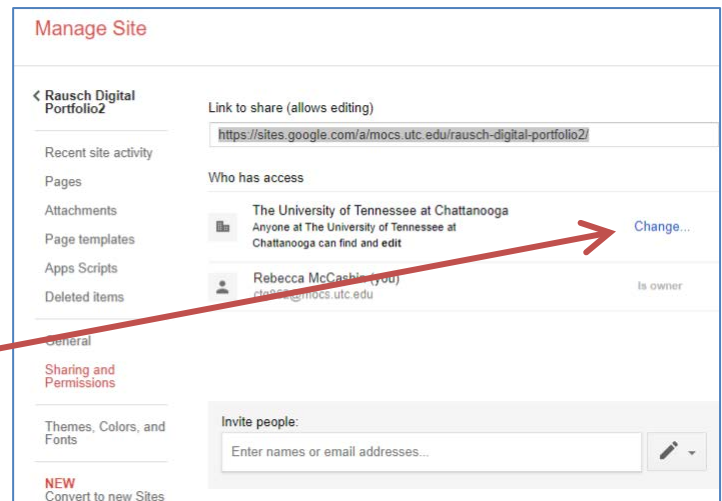
For each of the primary components, please paste only an overview or an abstract of the paper on the actual portfolio page and then upload the complete document using the Add File feature.



12. To make your Digital Portfolio visible to others, click on the cog wheel in the upper right corner (“More actions”) and then ***Sharing and Permissions***.



13. Under *Who has access*, click on ***Change...***



14. When ready for review, copy the site URL and paste into an email to send to your Review Team (or anyone you wish to review your site).

Note: Using the Google invite sends a request to login or create a Google account.

