**Fall 2021**

**BFA Portfolio submission instructions**

**For Current WCU students**

Refer to the guidelines document for your major (BFA emphasis in Studio Art or BFA emphasis Graphic Design).

Upload all of your media onto a PowerPoint. Place one image per slide and your essay on the last slide.

Title your PowerPoint with your name, area of emphasis, portfolio, and date.

[YourName]-StudioArt-BFAportfolio-9-24-21. Or use GraphicDesign instead of StudioArt.

Upload your finished PowerPoint onto the OneDrive. For OneDrive support visit: <https://support.microsoft.com/en-us/onedrive>

How to reach the OneDrive:

1. Click on the nine dots in a square located at the top left of your catamount email.
2. Click on OneDrive under Apps
3. Click on "Upload" on the task bar at the top, click on files and select the file you wish to upload. Hit open.
4. A pop-up will appear allowing you to share with another email.
5. Share your PowerPoint with Erin Tapley, etapley@wcu.edu

For OneDrive support visit: <https://support.microsoft.com/en-us/onedrive>

Contact IT for help at [ithelp@wcu.edu](mailto:ithelp@wcu.edu) or 828-227-7487.