**ePortfolio Navigation**

Along the vertical, left-hand frame of the ePortfolio environment, there are a series of buttons with labels such as Home, Announcements, Repository, etc. These buttons represent tools. Each tool has a given set of functionalities associated with it. To move from one tool to another, click the desired tool button. The screen will refresh to reveal the interface for the tool selected.

**Figure 5: ePortfolio Tool Menubar**

When you move between tools in any ePortfolio CIG, the tools will remain in a static state, meaning that the view in one tool will not change if you move to another and then return to the first. The purpose of this is to preserve your work in progress. To quickly return to the top-level view of a tool, use the star-like icon,  which appears next to the tool name.

Please use the navigation options within the ePortfolio system rather than relying on your browser’s Back and Forward buttons. Using the browser’s navigation can result in unexpected errors. Navigation options within tools are provided at the bottom of most tool pages.