

ePortfolio Introduction

Every student has an ePortfolio in D2L/Brightspace. ePortfolio is a personal portfolio tool for storing, organizing, reflecting on, and sharing items that represent your learning. You can include items such as documents, graphics, audio files, videos, presentations, and course work to demonstrate your improvement or mastery in certain areas.

You can control what items you want to include in your portfolio, how they are organized, and who you want to share them with. When you share items with your peers, mentors, or potential employers, you can give them permission to view items, edit items, see or add comments, and see or add assessments to receive feedback.

Students will eventually lose access to D2L after graduation but may continue to access and edit for life by creating an edidentity account and moving their ePortfolio contents over to myDesire2Learn. Please see the ePortfolio myD2L instructions on the student documentation page.

ePortfolio Terminology:

Artifacts: Artifacts are the building blocks of everything that you can do in ePortfolio. They include items such as files, documents, audio/visual items, reflections or web links for inclusion in your ePortfolio.

Reflections: Use reflections to discuss items in your ePortfolio, record your thoughts on topics that interest you, set goals, and think critically about your learning.

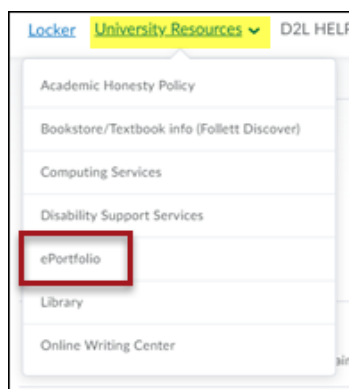
Presentations: Presentations let you compile ePortfolio artifacts and reflections into an easy to view web project. Presentations provide a polished, professional medium to demonstrate your learning and accomplishments and is an easy way to share all your work at one time.

Collections: Collections are groups of artifacts, reflections and presentations. For example, you might want to include all of your work from a particular class or subject area in a collection. An item can belong to multiple collections at the same time.

Tags: Tags are used to categorize artifacts, collections and presentations so that it is easier to search for specific items. It is important to identify items with tags because there is no folder system in ePortfolio to organize artifacts.

Access Your ePortfolio

From any D2L page, select ePortfolio from the University Resources menu.

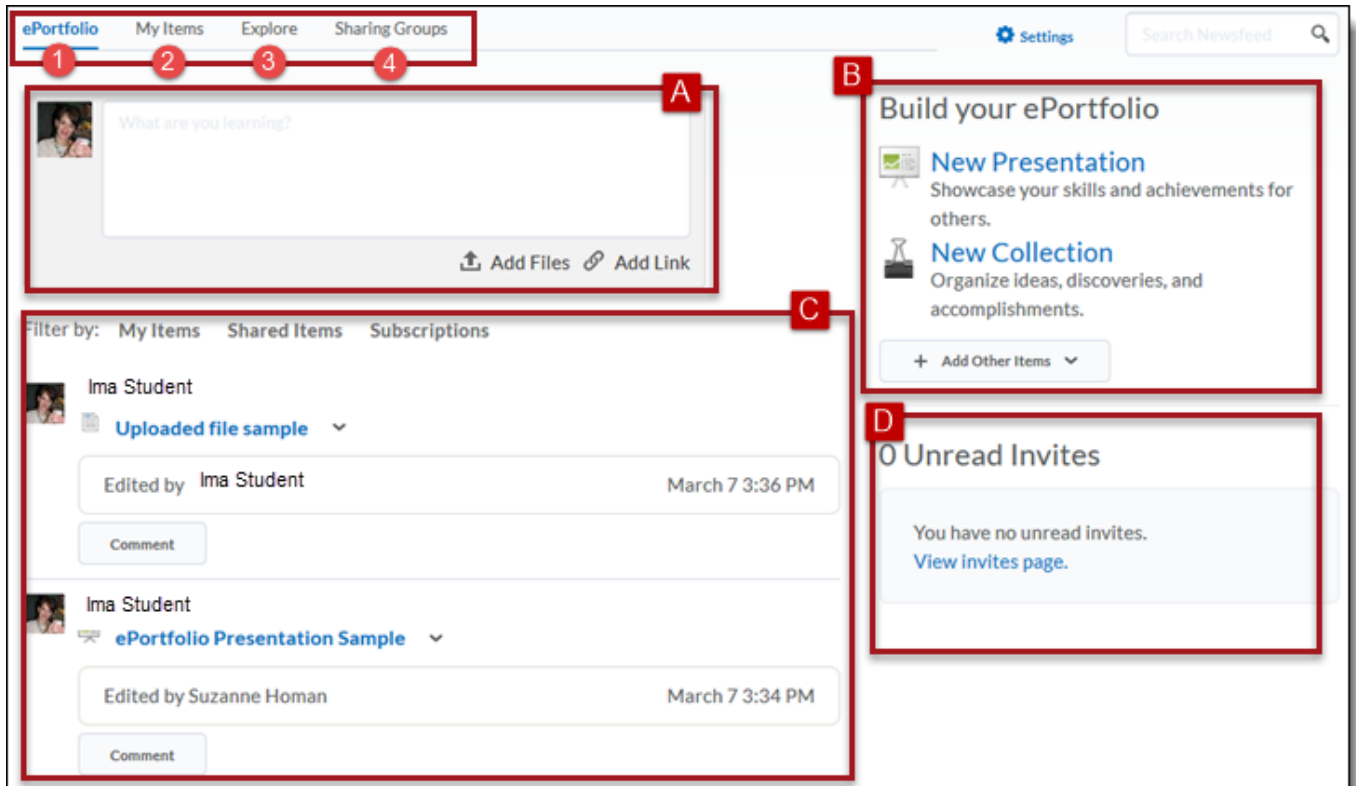


Click a link to jump to a topic:

[Overview](#) | [Add Artifacts](#) | [Presentations](#) | [Setting a Banner](#) | [Changing Themes](#) | [Sharing Presentations](#)

ePortfolio Overview

D2L ePortfolio consists of 4 main pages:



1. The **“ePortfolio Dashboard”** which consists of the following sections :
 - A. **“What are you learning?”** - The "What are you learning?" panel prompts you to record brief thoughts about a current learning experience which you can expand upon at a later date. You can also add file artifacts or a link artifact to your ePortfolio or associate them with your brief reflection. When you post an item, it automatically shares with the default sharing group you specify in your ePortfoliosettings.
 - B. **The Build tools** - The New Presentation link lets you begin building a web project to showcase your achievements using your ePortfolio items. You can read more about creating presentations later in this guide.The New Collection link lets you group ePortfolio items. Items can belong to multiple collections at the same time. You can read more about collections later in this guide.The Add Other Items button lets you add such items to your ePortfolio as web documents, audio recordings, form response, and course results.

- C. **News/Announcements Feed** - The newsfeed consolidates recent activity on your items and items shared with you. Your items appear in this area if they have been recently edited, commented on, or assessed. If you contribute a comment, an edit, or an assessment to another user's item, that item also appears in the newsfeed and you can see contributions others are making to it. Filters at the top of the newsfeed enable you to search and view specific sets of content: recent activity by ownership, people and items you've subscribed to
 - D. **Invites** – The Unread Invites panel displays your recent invites, including the author of the invite, the message content, and the associated ePortfolio item. The “My Items” page
2. The “**My Items**” page:
- A. The My Items page consolidates all of your artifacts, reflections, presentations, collections, and learning objectives into a single view, enabling you to view, search, and manage all of your content from one location. On the My Items page you can:
 - i. Add ePortfolio content using the New Presentation, New Collection, and Add buttons.
 - ii. Bulk add items to a presentation or collection or bulk associate items with learning objectives using the More Actions button.
 - iii. Perform common actions on your ePortfolio items, such as view, preview (image and HTML file artifacts only), edit, copy (presentations only), delete, and share. Your ePortfolio items display in a list that you can sort and filter.
3. The “**Explore**” page:
- A. The Explore page consolidates items others have shared publicly or privately with you into one view. Shared ePortfolio items display in a list that you can sort and filter. On the Explore page you can:
 - i. Browse items.
 - ii. Depending on your sharing permissions, view and leave comments and assessments and edit others' items. A feedback activity icon appears beside items when there is comment and assessment activity.
 - iii. Click on a user's name to view all content shared from that user.
 - iv. Subscribe to an item or a user.
 - v. Use the search field to find content. The search checks for matches within item titles, tags, descriptions, and owner names.
4. The “**Sharing Groups**” page:
- A. The Sharing Groups page displays all sharing groups to which you are a member. If enabled, use a sharing group to apply and save permissions for different users and groups of users. This allows you to attach the sharing group to new and existing items rather than specifying permissions for each item you create

First Steps - Adding Artifacts

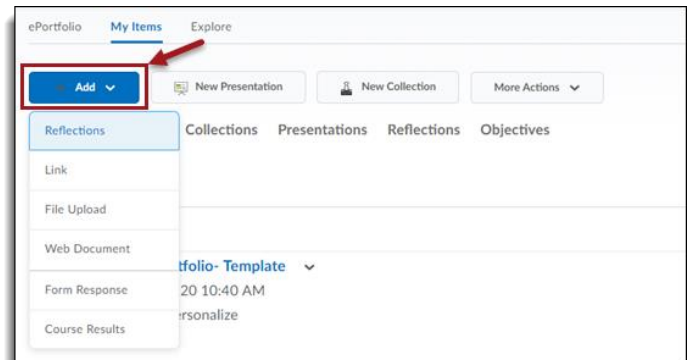
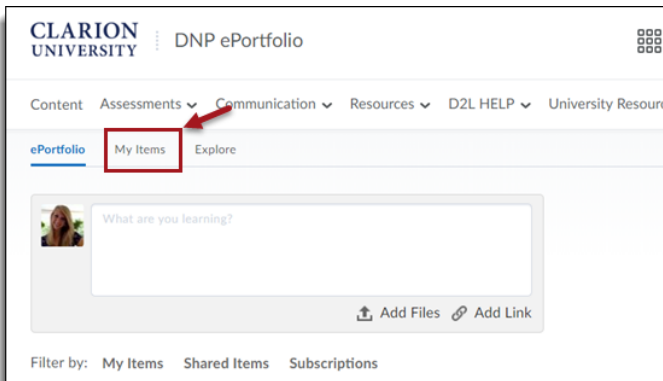
Artifacts are the building blocks of everything that you can do in ePortfolio. They include items such as files, documents, audio/visual items, reflections or web links for inclusion in your ePortfolio. You must first upload files, create reflections, etc. in ePortfolio before items can be added to a presentation or collection.

[Reflections](#) | [Links](#) | [File Upload](#) | [Web Document](#)

Reflections:

Use reflections to record your thoughts on topics in a course, reflect on other items in your ePortfolio, and think critically about your learning. Reflections can be associated with other artifacts such as assignments.

1. On the **My Items** page, click the **Add** button and select **Reflections**.



2. Give your reflection a **Title**.
3. Enter your thoughts in the **Reflection** field.
4. Select "Allow others to add/view comments if they have sufficient permission" if you want to provide others the option to comment on your reflection.
5. Click **Save**.

Note: Reflection associations cannot be made until the reflection is saved

Title *

Reflection

Paragraph

Enter your thoughts here

Tags

 Add Tag

What are tags?

Comments

Allow others to add/view comments if they have sufficient permission

Save and Close Save Cancel

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Links:

1. On the **My Items** page, click **Link** from the **Add** button.
2. Enter the **Name** you want the URL to be stored as.
3. Enter the **URL**.
4. Enter a **Description** of the site or its significance to your ePortfolio.

File Upload:

1. On the **My Items** page, click **File Upload** from the **Add** button.
2. In the pop-up window, select **My Computer**.
3. On the following screen, click **Upload** and select your file from your computer.
4. Confirm that you selected the correct file, then click **Add**.
5. On the following screen, click **Next**.
6. Give the artifact a **Name**.
7. Enter a **Description** of the file or its significance to your ePortfolio.
8. Add any tags you want the artifact to have, if enabled.
9. Click **Save**.

Web Documents:

ePortfolio provides the option to create HTML artifacts using a simple HTML Editor. HTML files may contain formatted text, images, videos, audio files, and links to content in the D2L learning environment.

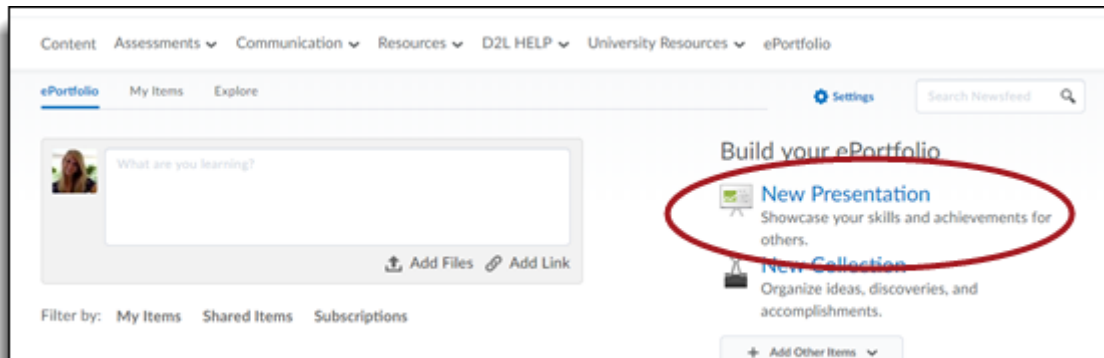
1. On the **My Items** page, click **Web Document** from the **Add** button.
2. Enter the **File Name** you want the file to be stored as.
3. Use the HTML Editor to add your content. Use the menu to access additional options for adding content.
4. Click **Next**.
5. Enter a **Description** of the file or its significance to your ePortfolio.
6. Add any **tags** you want the artifact to have, if enabled.
7. Click **Save**.

The screenshot shows a form for creating a web document. At the top, there is a 'File Name*' field containing '.html'. A red arrow points to this field with the word 'Name' written next to it. Below the name field is a 'Content' section featuring a rich text editor with a toolbar (including icons for bold, italic, underline, link, unlink, list, and font settings) and the text 'Add content here using the HTML editor'. At the bottom of the form are two buttons: 'Next' and 'Cancel'.

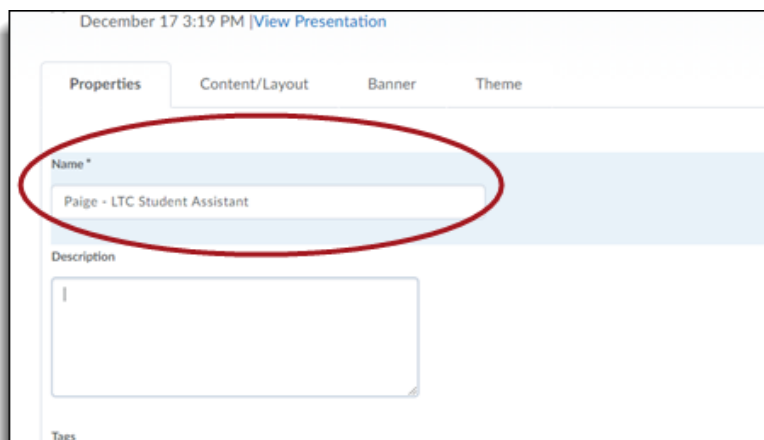
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Presentations

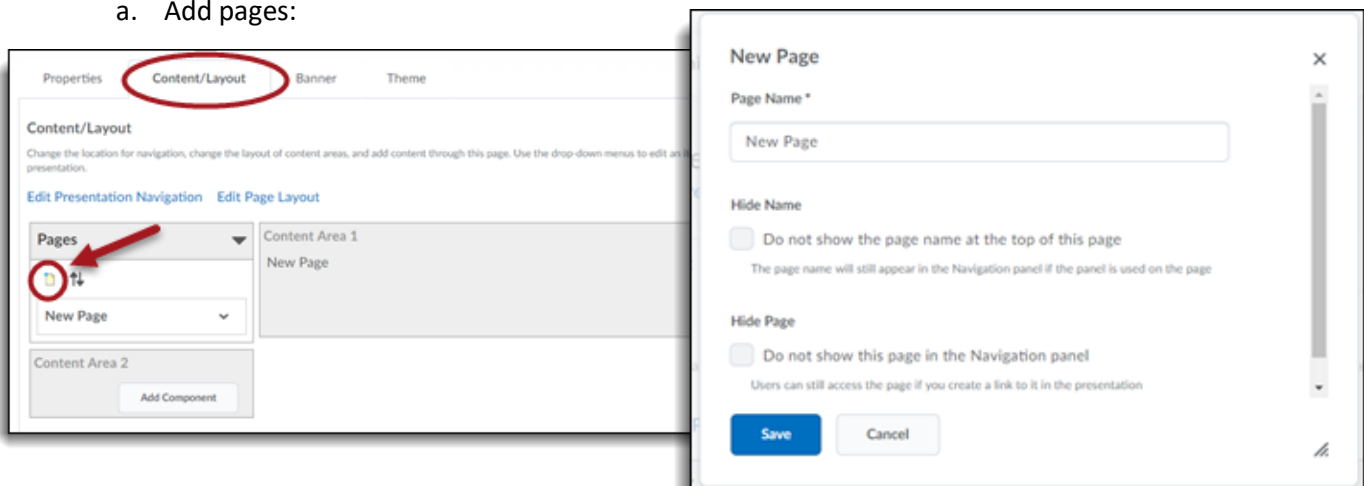
ePortfolio allows you to create a presentation of all important accomplishments and documents that you may need in your profession. ePortfolio provides a platform to showcase experience, skills and accomplishments for potential employers, grad school applications, and internship opportunities by sharing samples of your work in a digital (electronic) presentation. Creating a new presentation is done by clicking the link on the right side of the page.



1. Enter a name for your presentation (this is mandatory before moving on)

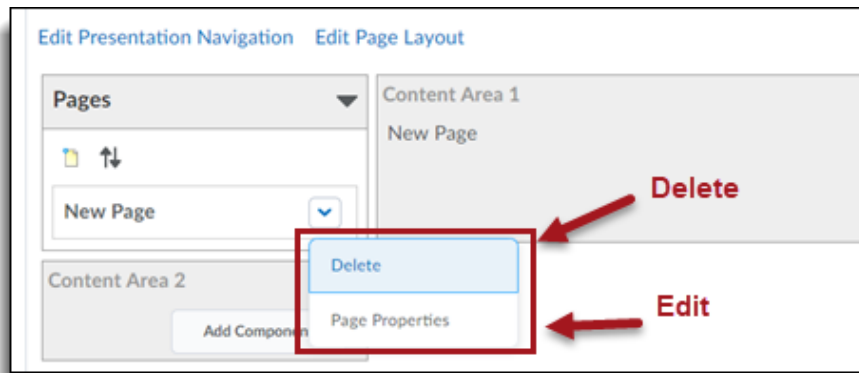


2. Select Content/Layout. Here is where you personalize your presentation.
 - a. Add pages:

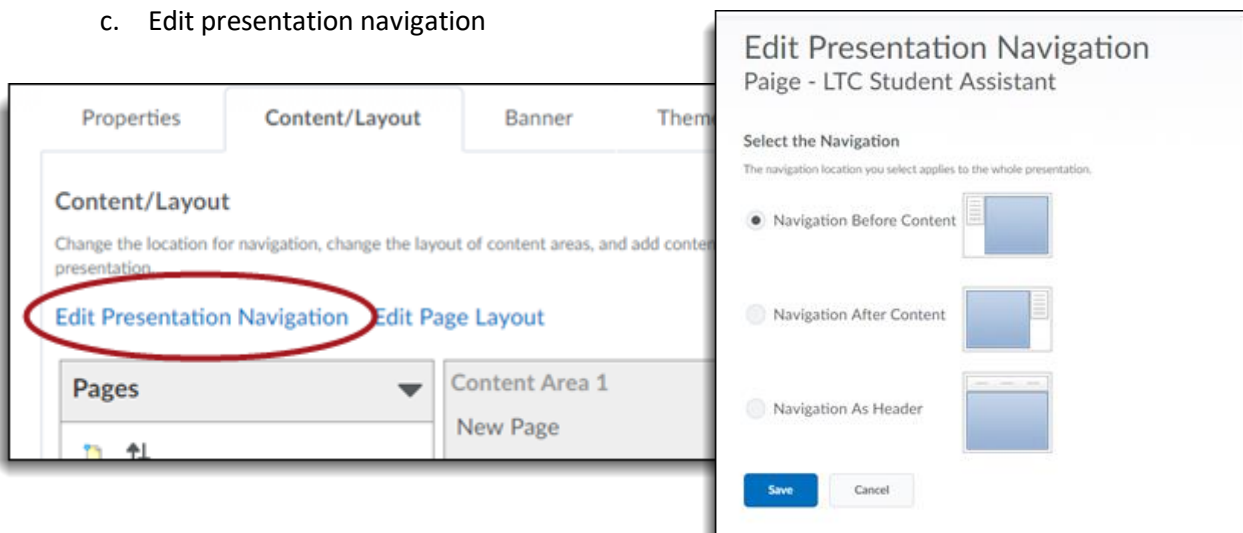


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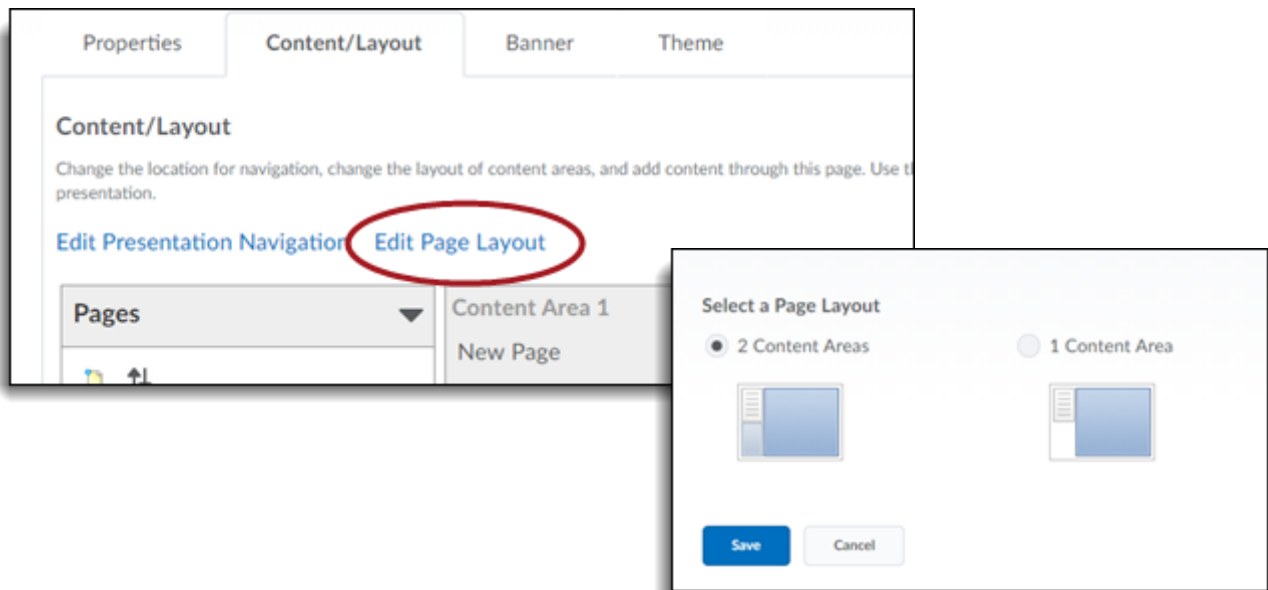
b. Delete or edit current pages:



c. Edit presentation navigation



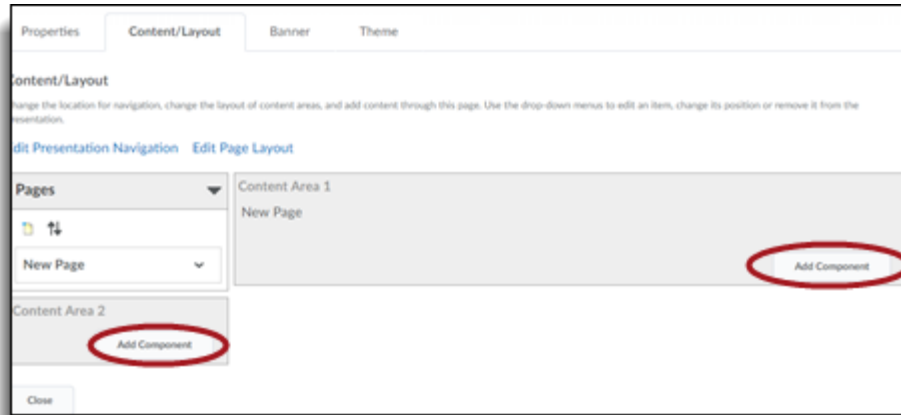
d. Edit Page Layout



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e. Add Components

- i. Components are Artifacts that you have added or created under the *My Items* area. Select a page from the “Pages” block on the left that you want to add items to; click the Content/Layout tab, then the “**Add component**” button. Next, choose the type of content you want to add, and then select the artifact. Additionally, add a “Text area” content type to add and format text, insert hyperlinks or embed video.

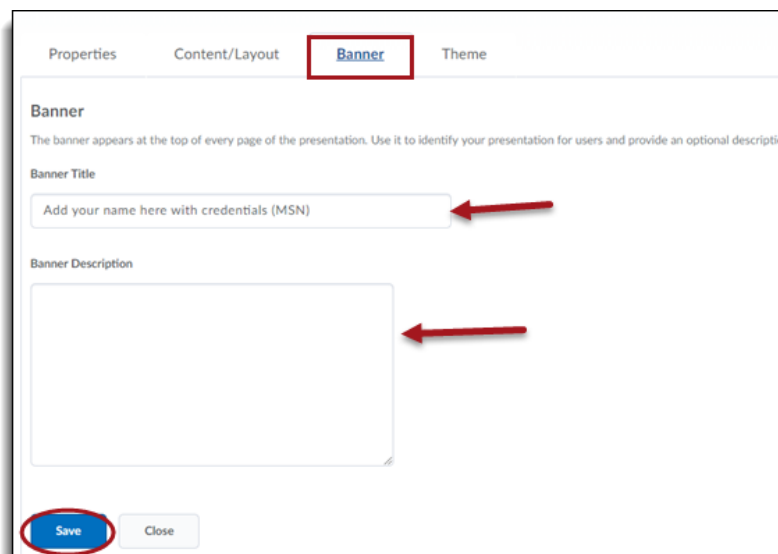


Setting Banner Text

A banner appears at the top of every page in a presentation. You can include additional text in the banner as a description.

Note: The theme of the presentation controls the style of the banner, including the background and fonts used. Use the Theme tab to modify banner and presentation styles.

1. On the Edit Presentation page, click on the **Banner** tab to enter a banner title and description.
2. Enter your **Banner Title**. If you leave this field blank, no text will appear in the banner area.
3. Optionally, add a **Banner Description**.
4. Click **Save**.



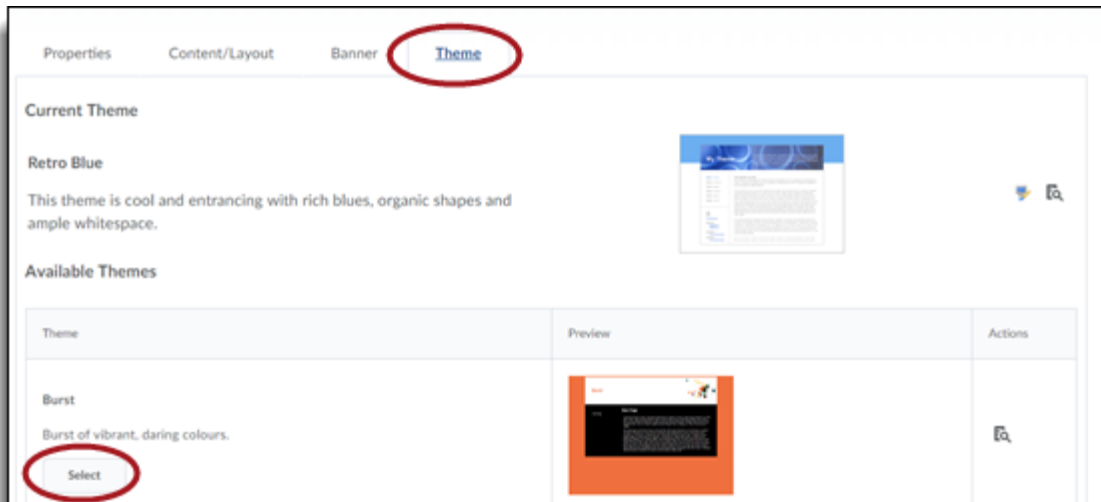
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Changing Themes

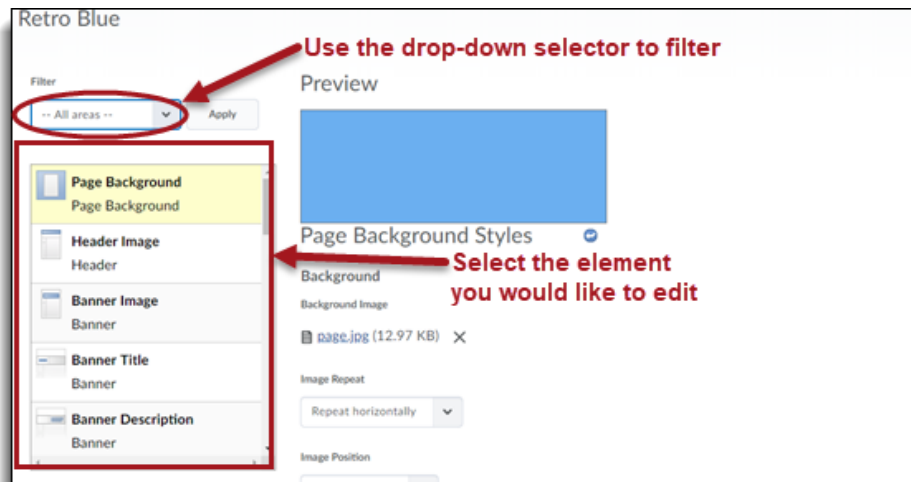
Themes are default style templates that give your presentations a consistent look and feel. Themes are comprised of styles which control one aspect of the design. For example, there are separate styles that control the look of titles, links, dates, and images.

D2L provides many presentation themes, but you may change some or all aspects of a theme.

1. Click the **Theme** tab.
2. Click the **Select** button underneath the theme you want to apply to your presentation.



3. Select the page element you want to modify.
Tip: Use the Filter drop-down list to view specific groupings of elements.



4. Use the options that appear under the Preview area to edit the style.
5. Repeat for remaining elements.
6. Click **Save**.

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5. Add any **tags** you want the artifact to have.
 - a. Tags are words you associate with an object to make items easier to find. You can search for items with specific tags, and other users can use your tags to search for items. To make a multiple-word tag, place double quotes around the entire phrase. For example: typing "winter project" makes the two words a single tag.
6. Click **Save**.

A screenshot of a form for creating an artifact. The form has the following fields and labels with red arrows pointing to them:

- Name ***: A text input field.
- URL ***: A text input field containing "http://".
- Description**: A larger text area.
- Tags**: A text input field with an "Add Tag" button next to it. Below it is the text "What are tags?".

At the bottom of the form are "Save" and "Cancel" buttons. Red arrows point from the labels to the corresponding fields: "Name" to the Name field, "URL" to the URL field, "Enter Description" to the Description field, and "Add tags (optional)" to the Tags field.

Sharing Presentations

1. Click the drop-down arrow beside your presentation
2. Select **Share**.
3. To share with users outside the university, check the box to **"Allow public viewing of presentation."** Copy the "Share URL" link. Anyone with the link will be able to view your presentation.
4. You may also set visibility options for a date and time.
5. Click **Add Users and Groups** to share your presentation with specific members of the university community. Adding Users works best by entering the email address in the search field. Select the user you want to share with, and assign permissions as desired.
6. Click "Share".

A screenshot of the "My Presentation - Sharing Settings" dialog box. It shows a search field with "ltcsupport@clarion.edu" entered. Below the search field are tabs for "All", "Users", and "Sharing Groups". A list of users is displayed, with "LTC_stu Test" selected. Below the list is a "Share to" section showing the selected user and their email. Underneath is an "Assign Permissions" section with several checkboxes: "See comments from others" (checked), "Add comments" (checked), "See assessments from others" (unchecked), "Add assessments" (unchecked), and "Edit" (unchecked). At the bottom are "Share" and "Cancel" buttons. The footer of the dialog says "Created by Palize Schwabenbauer".

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