ePortfolio in D2L User Guide Basics

UNIVERSITY OF CALGARY

What is ePortfolio in D2L?

ePortfolio is a personal portfolio tool for storing, organizing, reflecting on, and sharing items that represent your learning. You can include document, graphics, audio files, videos, presentations, course work, etc. that demonstrate your improvement or mastery in a certain area. You decide what items you want to include in your ePortfolio, how you want to organize them, and who you want to share them with.

You can create artifacts (individual items), collections (groups of related items), reflections (thoughts about your learning), and presentations (private website showcasing your achievements). And all items can be shared with others by giving them permission to view, comment on, assess and edit.

This guide is intended to walk you through how to navigate and use some basic ePortfolio features. Specifically, it will cover adding items to your ePortfolio, creating collections and presentations basics.

Navigation
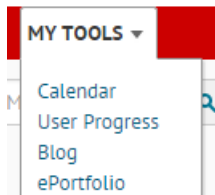
On any D2L page, click **My Tools** in the red navigation bar, then click **ePortfolio.**
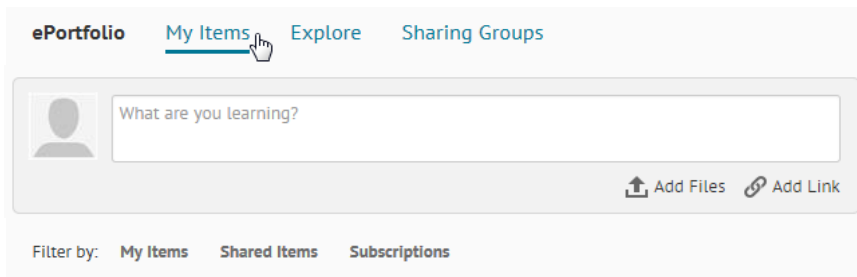
On the ePortfolio page, start by clicking on the blue **My Items** option at the top.

Adding Items to your ePortfolio

This is a page where you can view everything you have uploaded into your ePortfolio, or start building it by using the buttons at the top.

+ **Add** lets you add different types of artifacts such as links, files, or reflections.

Artifacts are files that you upload, such as PDF or an image. You can add files by clicking on the **+Add** button and choosing File Upload.

Collections are how you organize your files within the ePortfolio tool. It is a personal tool that is not made public. Click on the **New Collection** button to create.

Presentations are the tool you use to collect and display artifacts and reflections. This is how you would create a public ePortfolio. The next page has details of how to create. Click on the **New Presentation** button to create.

Reflections are small pieces of writing. They are not linked to anything else in D2L even if you create a reflection when viewing a piece of content. Click on the **+Add** button to create.

This dropdown menu is how you can edit or delete anything you have uploaded or created within the ePortfolio tool.

Creating a Presentation

Start by clicking on the **New Presentation** button, as seen on the front page. This will bring you to the **Properties** tab of your new presentation. Add a name to your presentation, then look to the tabs at the top of the page. **Banner** is the title and heading on your presentation. **Theme** is the package of visual elements, such as colour and banner image. Click on **Content/Layout** to build.

View Presentation allows you to see how the final presentation is coming together. Use it at any stage of your Presentation creation.

Pages is how you navigate through a presentation. If you'd like your ePortfolio's navigation on the top or the other side, click on **Edit Presentation Navigation.**

Pages are like website pages. To create new pages, click on the white page icon. The green arrows icon allows you to reorder the pages. To rename a page, click on the little drop down menu beside the name of the page, as seen below. The **Page Properties** allows you to rename the page.

Add Component is how you add an ePortfolio item to your presentation. Choose the type of content you wish to add on the pop up, then you can select the item. You must first add an item to your ePortfolio before you can add it to a presentation.

Submitting ePortfolio items to a Dropbox

Once you have created a reflection or complete Presentation, you can hand it into a dropbox for a particular course. Start by opening up the dropbox and finding the **Add a File** button.

In the window that appears, click on **ePortfolio** then select the single item you which to attach. Click on the radio button beside the name of the ePortfolio item, and then the blue **Select Item** button on the bottom of the window. If you need to hand in more than one file, you will have to select each one individually.