

How to Add Items To and Manage Your ePortfolio As A Student

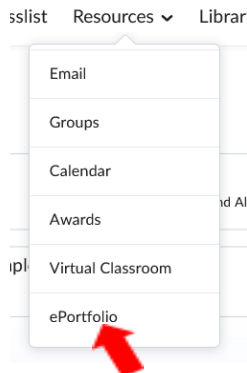
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Adding Items to Your ePortfolio

NOTE: The first thing you would do is add items to the ePortfolio and then Create a Presentation and Add these Items to it. You have to have items in the ePortfolio in order to add them to a presentation.

NOTE: The interface and ePortfolio options are the same for both student and instructor, therefore it is not necessary to change a TechCon's role from student to instructor.

1. Go to **Resources**, then **ePortfolio**.



2. Now in the ePortfolio, on the right side, you will see tools to build your ePortfolio. New Presentation will allow you to build slides and incorporate items from Brightspace into a presentation format. New Collection will allow you to create a sort of “folder” where you can store items from your courses or anything else in ePortfolio. + Add Other Items is where we can add course items.

Build your ePortfolio



New Presentation

Showcase your skills and achievements for others.



New Collection

Organize ideas, discoveries, and accomplishments.

+ Add Other Items ▼

3. After selecting + Add Other Items, a drop-down menu should appear, and select **Course Results**. Here we can search for and select the class we want to add from. You choose a course that has graded items.

Add Artifact

Select the course you want to import results from.

Show Search Options

Course Name

Test_Course_ePortfolio

4. After selecting a course, we should see graded items from that course that can be added to the ePortfolio. Select which items you would like added using the check boxes on the left, and then select **Next**.

<input type="checkbox"/>	Results
<input checked="" type="checkbox"/>	The box
<input checked="" type="checkbox"/>	First New Dropbox
<input type="checkbox"/>	Very cool dropbox

Next

Back

Cancel

5. After selecting which items you want to add to your ePortfolio and clicking **Next**, it will automatically choose a name for each item. You can choose to rename these items to your liking, or leave their names as they are, and then select the **Save** button at the bottom.

Artifact Details

Apply Tags to All Artifacts

The box

Submitted Files

☒ Include files submitted to this folder

Clear this option to save space in your ePortfolio.

Name

The box

Description

Tags

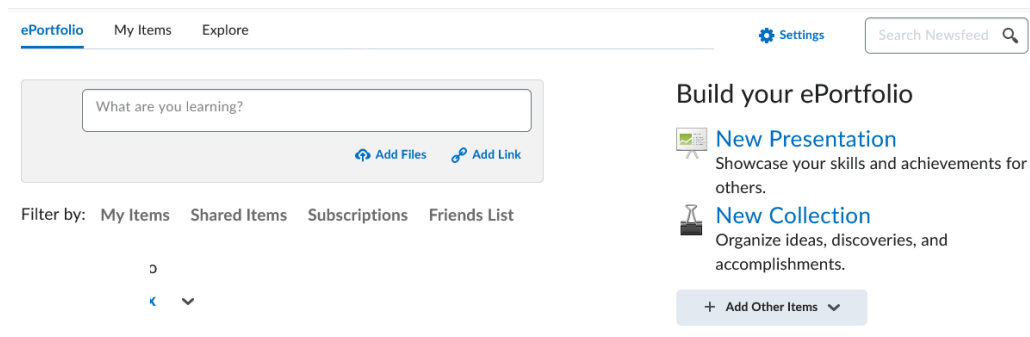
Add Tag

What are tags?

6. The new items should now appear in your ePortfolio.

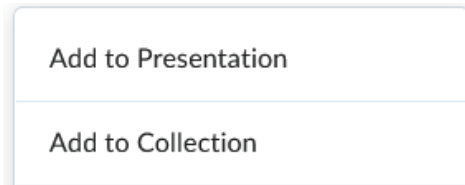
Creating and Adding Items to a Collection or Presentation

1. At the top, click **Resources**, then **ePortfolio**. If you wish to add your item(s) to a presentation or collection. First you must use the New Presentation button or New Collection button in the ePortfolio

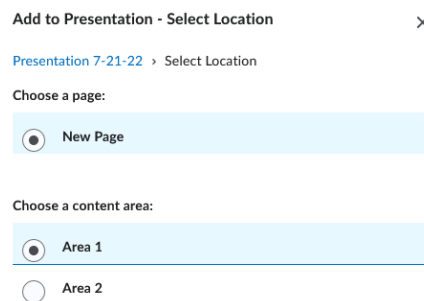


2. After that, it will prompt you to add a name. For **New Presentations**, you can also change the Content/Layout, Banner styling, and Theme of your presentation when creating it. This can also be changed later. For **New Collections**, you can also give it a description. For example, under Content/Layout, you can create Pages or Content Areas in the Presentation and later choose to add items to these locations.
3. Click **Save**, then click **Close**. Next, go to the **My Items** tab up the top of your ePortfolio. Here you should see all the items you have added to your ePortfolio. If you don't see anything here, go back to the beginning of this document to learn how to add items to your ePortfolio.

- Next, use the check boxes to the left of the items to select which items you want to add to your presentation or collection. Then, scroll up to the top and choose the **More Actions** button. This will give you a drop-down menu where you can then choose to **Add to Presentation** or **Add to Collection**.

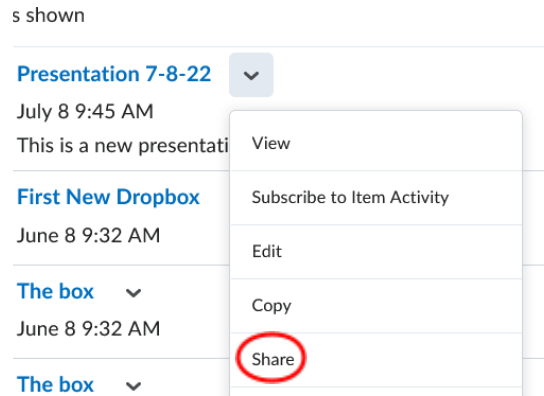


- Select the Presentation or Collection you want to add to.
- Next, it will prompt you to select a location for the items you are adding because depending on how you customize your presentation there could be pages or areas in the presentation. When you are finished selecting, click [Add](#).

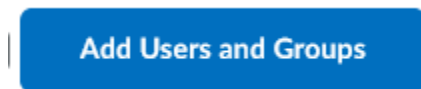


Sharing a Presentation

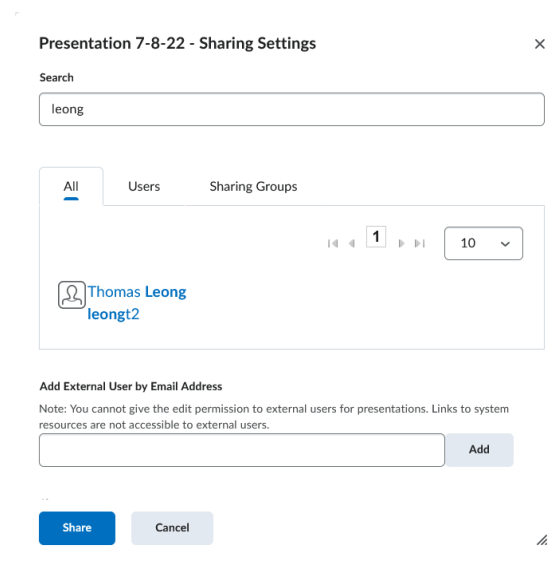
1. After creating a new presentation, click the dropdown next to the presentation, and then click **Share**.



2. Then, click the blue button that says “**Add Users and Groups**”



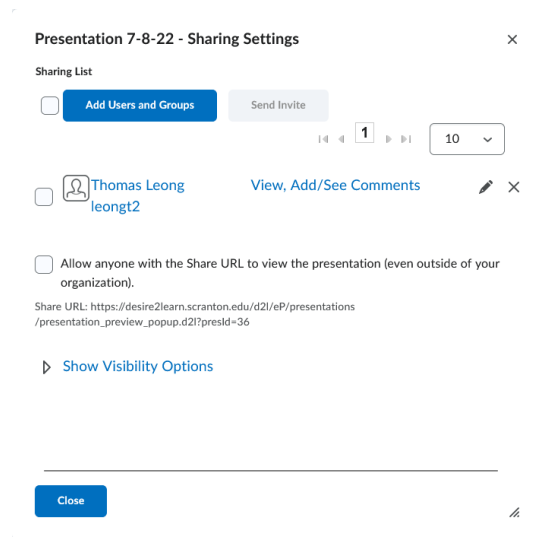
3. Now, you will need to search for who you want to share the presentation with by typing in their name. (Note: I have found that it is easiest to find someone by typing in their last name)



4. Then, click on their name to highlight it (this can be done with multiple names at a time), and then click the blue **Share** button at the bottom. You can search for more names that you wish to share the ePortfolio with.



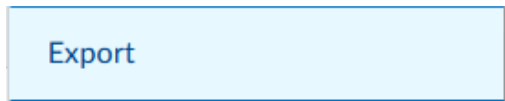
5. After clicking the Share button, it should give you a screen that looks similar to the one below. Then you can click **Close** when you are finished.



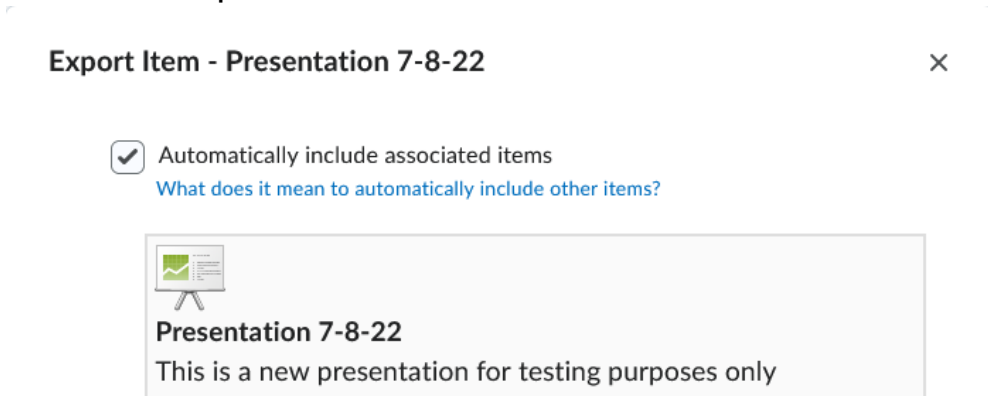
6. To see who you shared the presentation with, you can go to Resources, ePortfolio, click the dropdown next to the Presentation, and then click Share. The names of people will be listed.

Exporting an ePortfolio Presentation

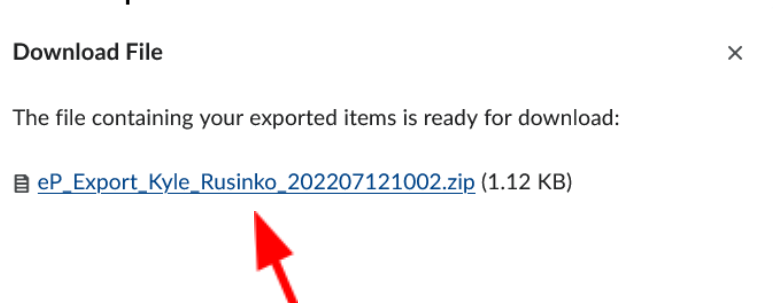
1. To export a presentation, go to the ePortfolio, and find the presentation you want to export. Click on the dropdown next to the presentation to open up the options. Then click **Export**.



2. A box should open like the one below. Click **Next**.



3. You may have to wait a few seconds for Brightspace to get your files ready. A zip file will be created with a link.
4. Finally, you can click the name of your file which is highlighted in blue to download the presentation.





5. You can now import the exported ePortfolio file to a public D2L website.

Submitting an ePortfolio as a Dropbox Submission

1. First, the instructor will create a dropbox and choose Submission Type as “Text Submission”, so that there is no requirement for the students to have to upload a file.
2. Next, the student can submit their ePortfolio by clicking on dropbox and selecting the dropbox they want to submit to. Click on the “Insert Stuff” icon and choose ePortfolio. Select the presentation, click NEXT, and click INSERT. It will add a link in the Text Submission box. Click SUBMIT and click DONE.
3. Now the instructor can get the submission by going to the dropbox, click the dropdown next to the dropbox that the student submitted to, and choose View Submissions. Under the Submissions Tab, click the link to view the submission next to the student name. The ePortfolio will open in a new browser tab.

How to Export an entire Portfolio


1. Go to ePortfolio.
2. Click on **My Items** at the top.
3. Click on the **More Actions** button and then click **Go to Import / Export page**.
4. Click **Export**. A light blue rectangular button with the word "Export" in a dark grey sans-serif font.
5. Click **All Items** if you want to export all items in your ePortfolio, click **Select Items** if you would like to only export certain items from your ePortfolio.
6. Click **EXPORT** when you have finished checking all the items being added to the export file. A blue rectangular button with the word "Export" in a white sans-serif font.


7. The Export will take some time, click [View progress of the export package](#) to view the export. When it is ready, a link will appear and you can click the link to download the exported ePortfolio.

Import an ePortfolio on myDesire2Learn.com Public Site

1. First, you have to create an account on myDesire2Learn.com and wait for a verification that it was created.
2. Go to myDesire2Learn.com and sign in if necessary.
3. Click on **My Items** at the top.
4. Click on the **More Actions** button and then click **Go to Import / Export page**.

5. Click **Import**.

A light blue rectangular button with the word "Import" in black text.

6. Click "**Browse...**" to search for the exported files.
 7. Click [NEXT](#) to move on to the next step.
 8. After the import is done, it will show a preview so you can double check what items are being imported.
 9. When ready, click [IMPORT](#).
- 
- A blue rectangular button with the word "Import" in white text.

10. Click [View progress of the export package](#) to confirm when the import has finished. When it is done, it will open a window that states "Your file has been imported."
11. Click [DONE](#) to complete the Import process.