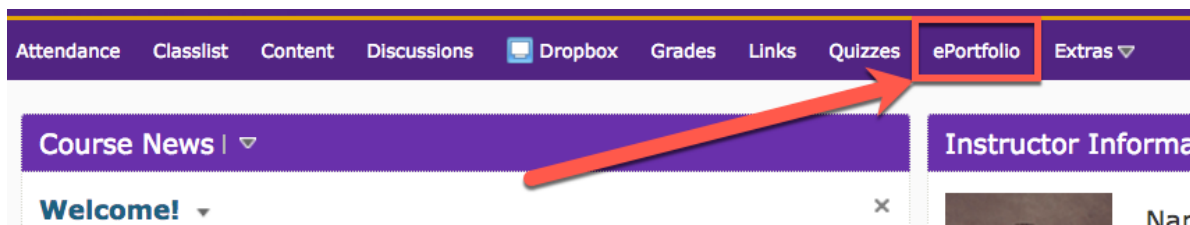


HOW TO USE EPORTFOLIO - INSTRUCTORS

This guide will show you how to access, use, and create presentations in the ePortfolio tool.

ACCESS THE EPORTFOLIO

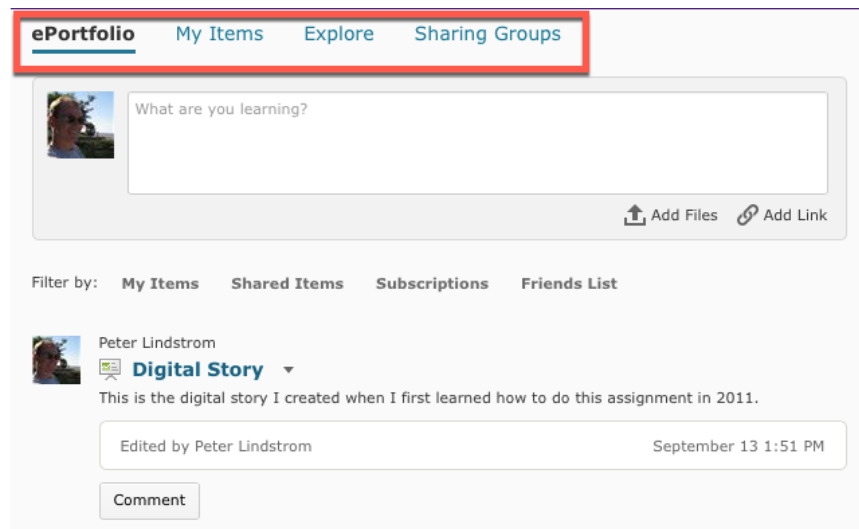
To access the ePortfolio, click on the ePortfolio tool in the Nav Bar.



When you open ePortfolio for the first time, it will be empty. Don't worry! Once you start adding things, the look and feel will become more personalized.

Tabs in the ePortfolio tool

The ePortfolio tool will open and there are four tabs to choose from to get started.



ePortfolio – displays overview of everything in your ePortfolio, including uploaded Artifacts, Collections, Presentations, and other people's Presentations that have been shared with you.

Note: This list can be filtered by clicking on one of the four "Filter by" choices

My Items – detailed list of all artifacts, collections, and presentations in your ePortfolio. This is also the tab where new items can be uploaded as well as where new collections and presentations can be created.

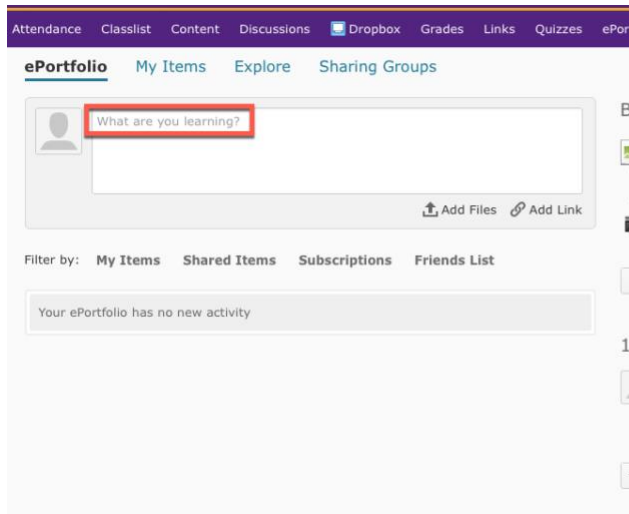
Note: This list can be filtered by clicking on one of the “Filter by” choices.

Explore – lists all artifacts, collections, and/or presentations that have been shared with you

Note: This list can be filtered by clicking on one of the “Filter by” choices.

Sharing Groups – shows groups that you are a part of and where you can create your own group to share artifacts, collections, or presentations with.

What Are You Learning?



What are you learning?

This text panel allows you to record brief thoughts about your learning experience to be expanded on later. They appear as Reflections in your Items. These can be automatically shared with a default sharing group if enabled. See “Create a Sharing Group” for more information about default sharing groups.

ADDING ARTIFACTS AND OTHER ITEMS

To add items to your ePortfolio space, go to the My Items tab and click on the blue Add button.

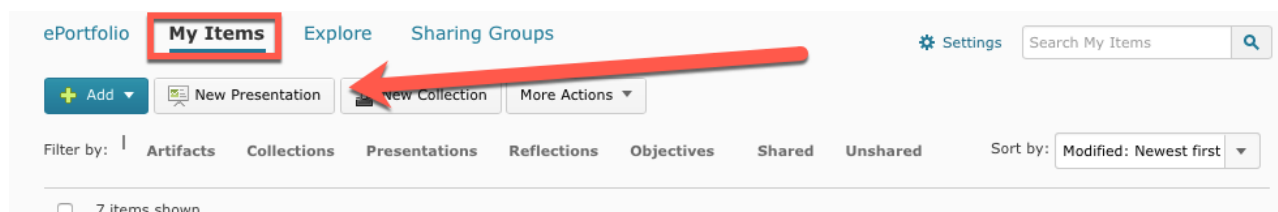


Select what type of artifact you would like add.

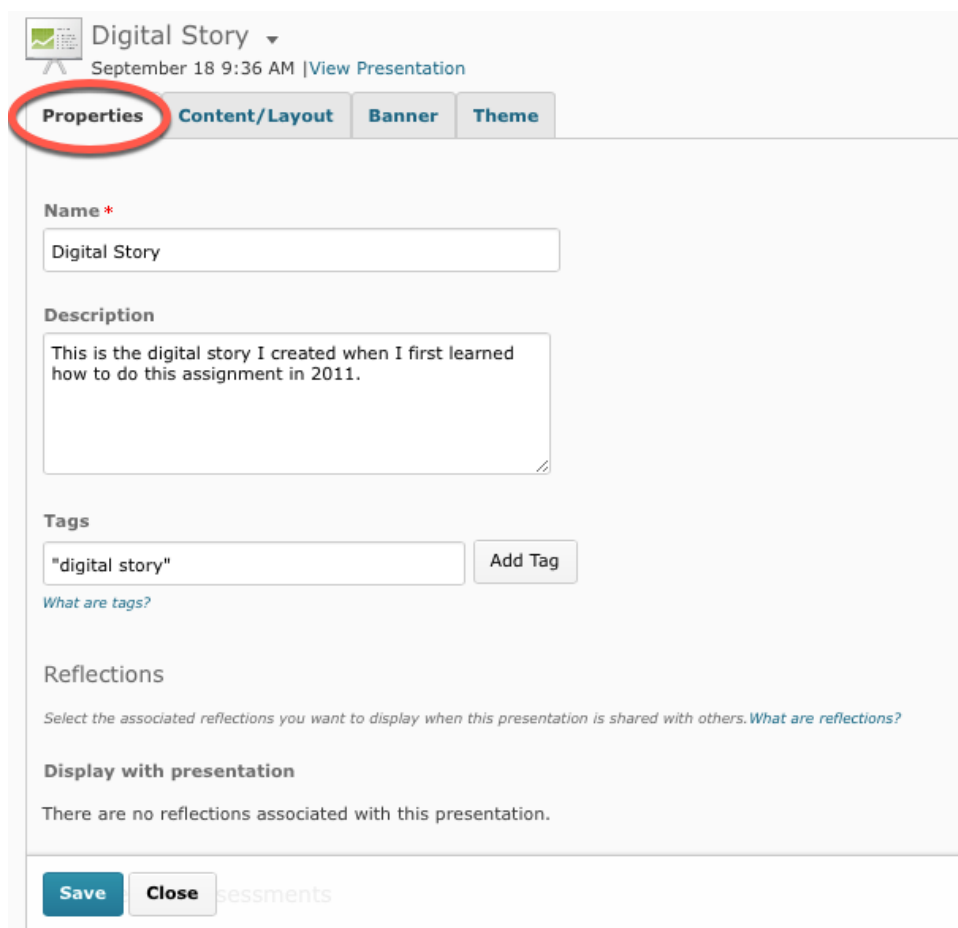
- **Reflections** – Summarize learning experiences and/or reflect on the significance of certain assignments, projects, or classes. You can also embed videos into these reflections.
- **Link** – Links to web content or videos that you created and stored outside of the eportfolio platform.
- **File Upload** – Upload Word documents, PowerPoint Presentations, etc.
- **Web Document** – Create an html page directly into your ePortfolio
- **Audio Recording** – Create audio recordings.
- **Form Response** – Fill out a form assigned by instructor.

CREATING A PRESENTATION

In the My Items tab, select New Presentation.



Enter a name and description of your presentation. Include tags for ease in searching by others.



Digital Story ▾
September 18 9:36 AM | [View Presentation](#)

Properties Content/Layout Banner Theme

Name *
Digital Story

Description
This is the digital story I created when I first learned how to do this assignment in 2011.

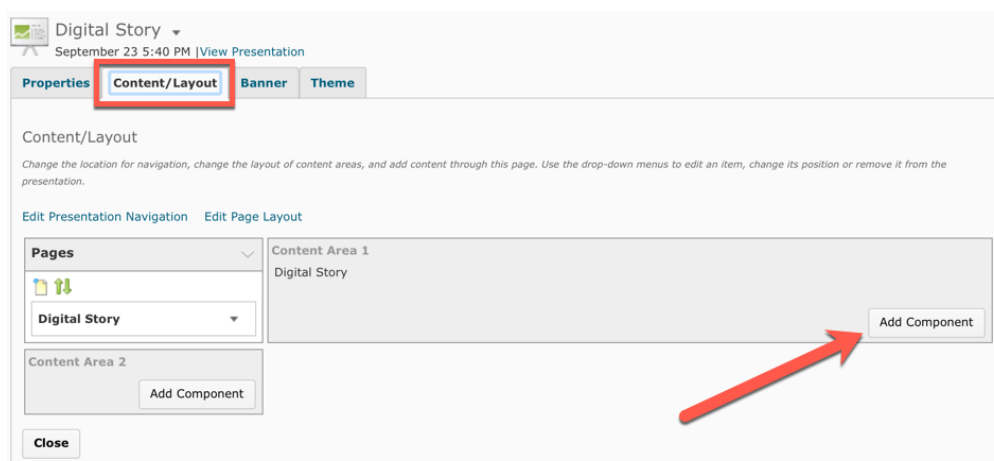
Tags
"digital story" [Add Tag](#)
What are tags?

Reflections
Select the associated reflections you want to display when this presentation is shared with others. [What are reflections?](#)

Display with presentation
There are no reflections associated with this presentation.

[Save](#) [Close](#) [Assessments](#)

Choose the Content/Layout tab to add artifacts and/or other items to your presentation by clicking Add Component



Digital Story ▾
September 23 5:40 PM | [View Presentation](#)

Properties **Content/Layout** Banner Theme

Content/Layout
Change the location for navigation, change the layout of content areas, and add content through this page. Use the drop-down menus to edit an item, change its position or remove it from the presentation.

[Edit Presentation Navigation](#) [Edit Page Layout](#)

Pages ▾
Digital Story

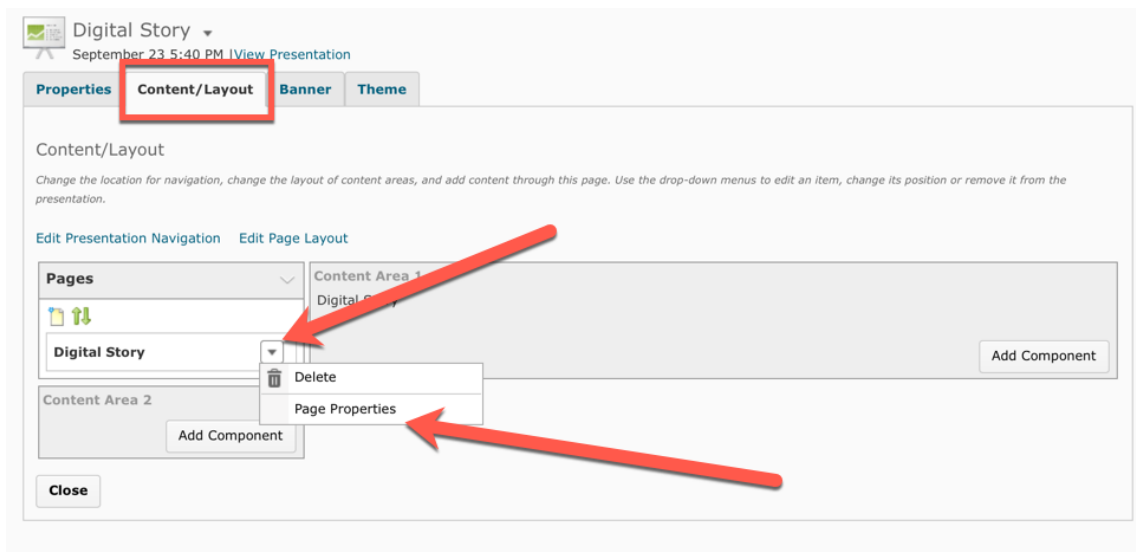
Content Area 1
Digital Story [Add Component](#)

Content Area 2
[Add Component](#)

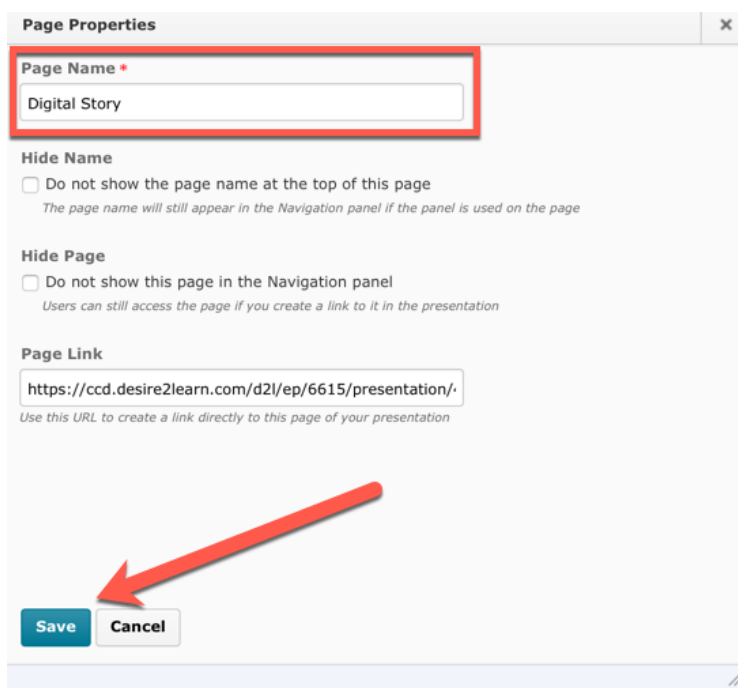
[Close](#)

Select the appropriate content type from the pop-up window.

Note: To customize the name of the Page, click the dropdown menu next to the page name and select Properties.



Then, change the name and click the blue Save button.

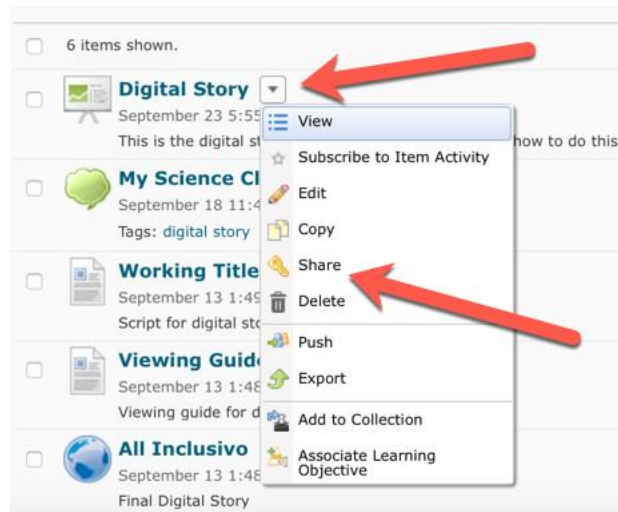


SHARING EPORTFOLIOS

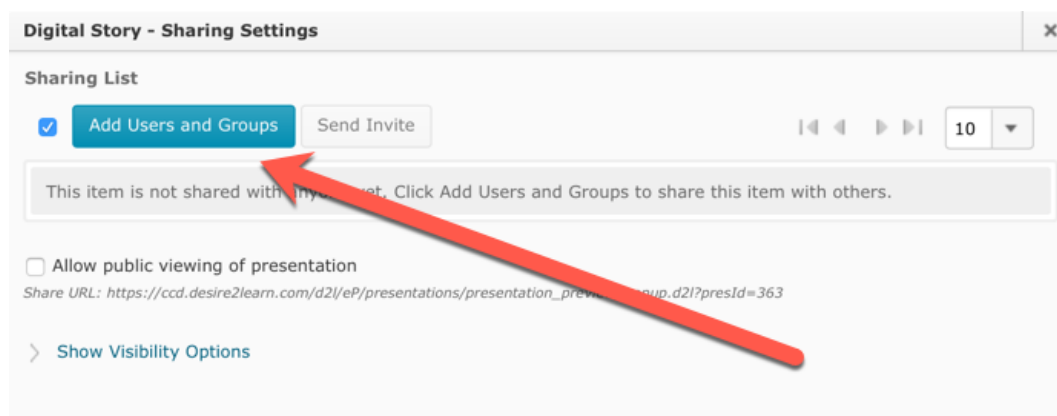
Everyone can share ePortfolio artifacts, collections, and presentations with people they choose. Everything in ePortfolio can be shared with instructors or students at CCD. Presentations can also be shared with people outside of CCD. Grades and quizzes cannot be added to ePortfolios and cannot be shared.

Share a Presentation

From the dropdown menu next to the title of the ePortfolio, select Share.



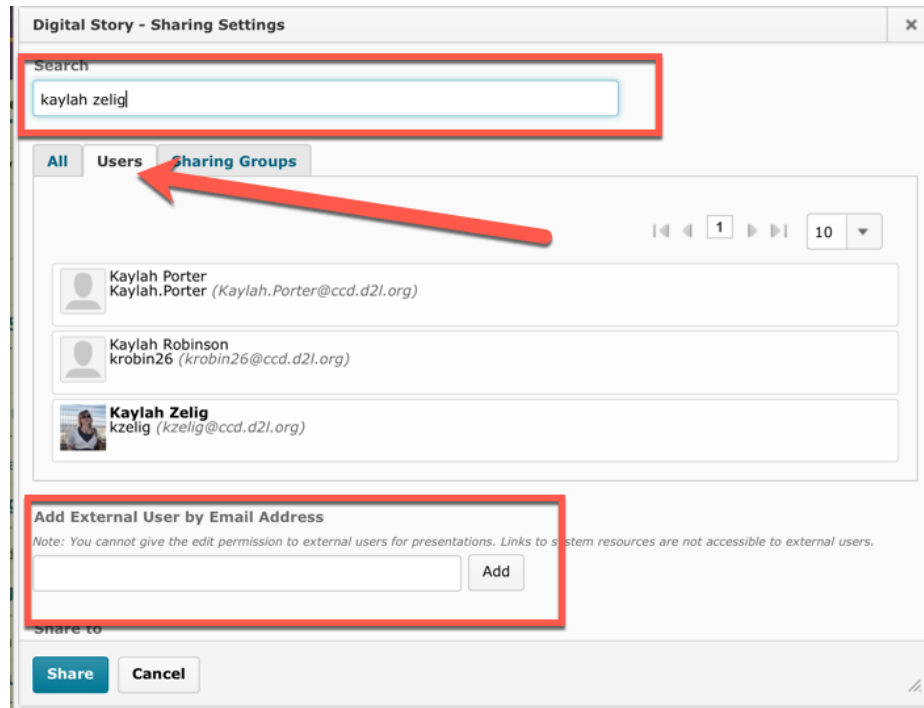
Then, select Add Users and Groups.



Three ways to share your presentation

1. Share it with one or more people in D2L by adding them each individually.

- a. Select Users tab.
- b. Enter name
NOTE: you may need to scroll through the names to find the right person.



2. Share presentation with someone outside CCD
 - a. Select any tab
 - b. Scroll down to Add External User by Email Address
 - c. Enter email address and click Add

NOTE: person will receive email inviting them to see your presentation and will be prompted to create an account in order to do so.

- d. Select Permissions and click Share
 - i. See comments from others – allows person to see comments other people have added to your presentation
 - ii. Add comments – allows person to add comments to your presentation
 - iii. See assessment from others – allows person to see rubrics (if added) that others have completed for your presentation
 - iv. Add assessments – allows person to complete a rubric (if added) to your presentation
 - v. Edit – allows person to edit your presentation

Add External User by Email Address
Note: You cannot give the edit permission to external users for presentations. Links to s

Share to
 personalemail@gmail.com

Assign Permissions

- See comments from others
- Add comments
- See assessments from others
- Add assessments
- Edit

3. Select Sharing Group by selecting the Sharing Group tab and choosing the appropriate sharing group.

All **Users** **Sharing Groups**

My English 121 Group

Test Sharing Group

Add External User by Email Address
Note: You cannot give the edit permission to external users for presentations. Links to system resources are not accessible to external

Note: Sharing Groups can make it easier to use ePortfolio for class assignments and/or projects.

Create Sharing Group

1. Select Sharing Groups tab and click New Sharing Group.

Attendance Classlist Content Discussions **Dropbox** Grades Links Quizzes ePortfolio Extras

ePortfolio My Items Explore **Sharing Groups**

What are sharing groups?

Search For:

20

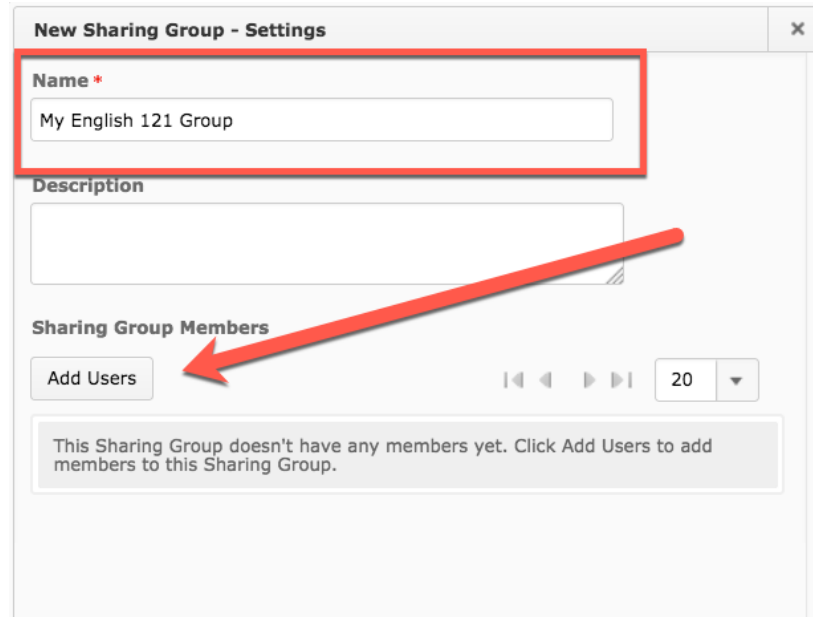
Sharing Group

Test Sharing Group

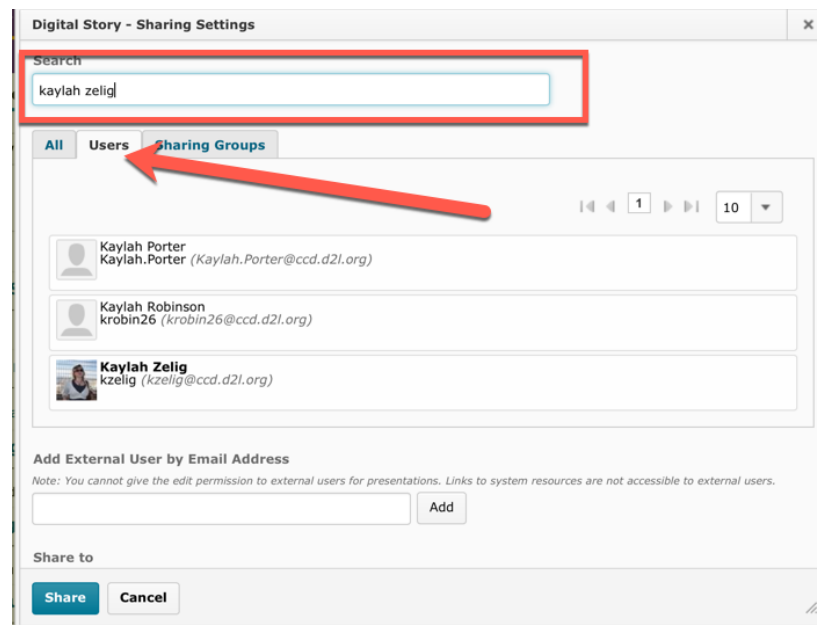
This is for the training on ePortfolio

20

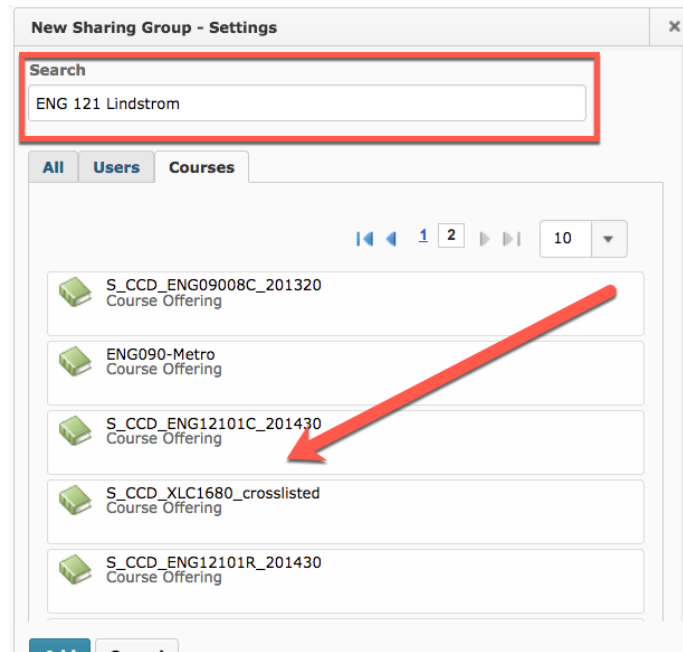
2. Name sharing group and click Add Users.



3. Add Individual users by selecting the Users tab and entering names.



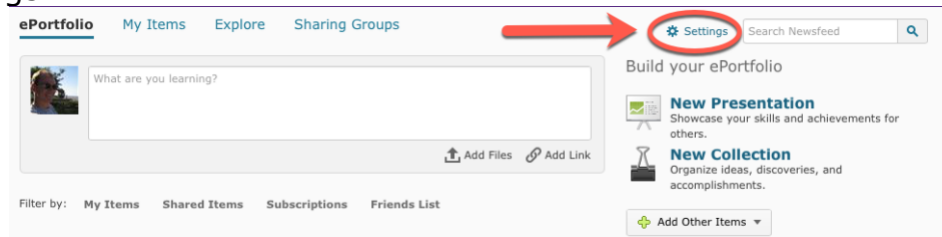
4. Add entire classes by selecting the Courses tab and choosing course.



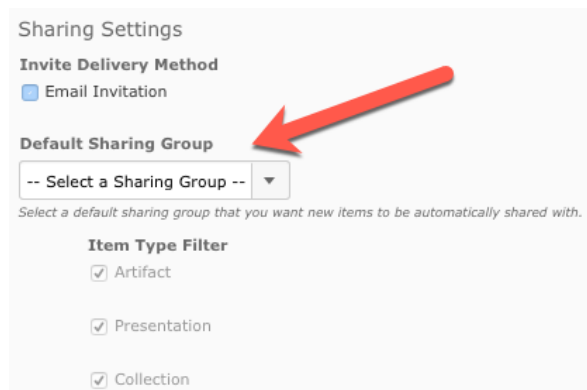
Default Sharing Groups

Default sharing groups are chosen by each user. Similar to Discussion, students can post short reflections for the entire group.

1. Go to Settings.



2. Scroll down to Sharing Settings, select from Default Sharing Group dropdown menu.



Note: to have no sharing group, choose "Select a Sharing Group"