

# **HOW TO USE EPORTFOLIO - STUDENTS**

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?

Attendance	Classlist	Content	Discussions	📃 Dropbox	Grades	Links	Quizzes	ePort
ePortfol	io My	Items	Explore	Sharing Gro	oups			
	What are y	ou learnin/	g?					В
					1 Add F	Files 🔗	Add Link	
Filter by:	My Items	Shared	d Items Su	bscriptions	Friends I	List		
Your ePo	rtfolio has i	no new act	ivity					
								1

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 the the My Items tab and click on the blue Add button.



Portfolio My Items	Explore Sha	ring Groups		🌣 Settings	Search My Items	٩
+ Add -	New Colle	ection More Actions 🔻				
Reflections	tions Presentati	ions Reflections Obj	ectives Shared	Unshared Sort I	y: Modified: Newest firs	t -
🔵 Link	interest in the second	ions itericetions obj	ondred	onshared		
File Upload						
💊 Web Document						
👲 Audio Recording	ISS 🔻 AM					
Form Response	•					
Course Results	PM					
i nis is the digitar	story I created when I f	irst learned how to do this as	signment in 2011.			
	e – Mexico Siesta	· •				
September 13 1:4	9 PM					

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 that has been assigned or shared with you by an instructor.

# **CREATING A PRESENTATION**

In the My Items tab, select New Presentation.

ePortfolio My Items Explore Sharing Groups	Search My Items Q
+ Add   New Presentation  New Collection  More Actions	
Filter by: Artifacts Collections Presentations Reflections Objectives Shar	ed Unshared Sort by: Modified: Newest first
7 items shown.	

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



		Theme			
ame *					
Digital Story					
escription					
This is the digital story I created was now to do this assignment in 201:		arned			
ags					
ags 'digital story"		Add Tag			
'digital story"		Add Tag			
'digital story" hat are tags?		Add Tag			
'digital story" hat are tags? eflections	to display when		is shared wit	h others. Wha	at are reflections?
-	to display when		is shared wit	h others. Wha	at are reflections?

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 Prese	intation	
Properties Content/Layout Bar	ner Theme	
	rout of content areas, and add content through this page. Use the drop-down menus to edit an item, change its position or re	move it from the
presentation. Edit Presentation Navigation Edit Page	Layout	
Pages $\checkmark$	Content Area 1	
<u>"</u> 11	Digital Story	
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.

Digital Story		esentation	
Properties Conter	nt/Layout	3anner Theme	
Content/Layout			
Change the location for nave presentation.	igation, change	e layout of content areas, and add content through this page. Use the drop-down menus	s to edit an item, change its position or remove it from the
Edit Presentation Navig	gation Edit I	ge Layout	
Pages		Content Area 1	
<u>1</u> 11			
Digital Story			Add Component
Content Area 2	1	Delete Page Properties	
A	Add Compone		
Close			

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

Page Properties	×
Page Name *	
Digital Story	
Hide Name	
Do not show the page name at the top of this page	
The page name will still appear in the Navigation panel if the panel is used on the page	
Hide Page	
Do not show this page in the Navigation panel	
Users can still access the page if you create a link to it in the presentation	
Page Link	
https://ccd.desire2learn.com/d2l/ep/6615/presentation/-	
Use this URL to create a link directly to this page of your presentation	
Save Cancel	
	11.



# 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

6 items shown. Digital Story 💌 September 23 5:55 This is the digital st ow to do this a Subscribe to Item Activity My Science Cl September 18 11:4 September 18 11:4 Tags: digital story 🛐 Copy Working Title Share September 13 1:45 💼 Delete Script for digital sto - Push Viewing Guide September 13 1:48 🌮 Export Viewing guide for d 🏩 Add to Collection All Inclusivo September 13 1:48 Final Digital Story

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

Then, select Add Users and Groups.

Digital Story - Sharing Settings								
Sharing List								
Add Users and Groups Send Invite	•							
This item is not shared with invested. Click Add Users and Groups to share this item with others.								
Allow public viewing of presentation								
Share URL: https://ccd.desire2learn.com/d2l/eP/presentations/presentation_preveoup.d2l?presId=363								
> Show Visibility Options								

Three ways to share your presentation

1. Share it with one or more people in D2L by adding them each individually.Revised: 1/10/186Teaching Learning Center



- a. Select Users tab.
- b. Enter name

NOTE: you may need to scroll through the names to find the right person.

earch			
aylah zelig			
All Users	haring Groups		
		14 4 1	▶ <b>▶</b> I 10 ▼
Kaylah P Kaylah.P	ter ter (Kaylah.Porter@ccd.d2l.org)		
Kaylah R krobin26	binson krobin26@ccd.d2l.org)		
Kaylah kzelig (k	alig @ccd.d2l.org)		
	by Email Address e edit permission to external users for presentatio	ns. Links to s stem resources are not acces	ssible to external users.
nare to			

- 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
nare to	
ersonalemail@gmail.com 🗙 🛛	
sign 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 En	glish 121 Group		
	Test S	haring 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

# **Create Sharing Group**

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

Attendance	Classlist	Content	Discussions	📃 Dropbox	Grades	Links	Quizzes	ePortfolio	Extras 🗢		
ePortfoli	o My	Items	Explore	Sharing Gr	oups						
New Sha	ring Group										
What are sha	aring groups?										
Search Fo	r:			Q Show Sea	rch Option	5					
										20	•
Sharing (	Group 🔺										
Test Shari	ng Group										
This is for	the training	g on ePortfo	olio								
										20	*



2. Name sharing group and click Add Users.

New Sharing Group - Settings	1			>
Name *				
My English 121 Group				
Description				
		là		
Sharing Group Members				
Add Users	14		20 🔻	
This Sharing Group doesn't ha members to this Sharing Grou	ve any members yet. Clie	k Add Use	ers to add	

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

Digital Story - Sharing Settings	×
Search kaylah zelig	
All Users Sharing Groups	
Kaylah Porter Kaylah.Porter (Kaylah.Porter@ccd.d2l.org)	
Kaylah Robinson krobin26 (krobin26@ccd.d2l.org)	
Kaylah Zelig kzelig (kzelig@ccd.d2l.org)	
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 users. Add	
Share to	
Share Cancel	11.

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



New S	haring Group - Settings	×
Search ENG 1	21 Lindstrom	
All	Users Courses	
	S_CCD_ENG09008C_201320 Course Offering	
	ENG090-Metro Course Offering	
	S_CCD_ENG12101C_201430 Course Offering	
	S_CCD_XLC1680_crosslisted Course Offering	
Ŵ	S_CCD_ENG12101R_201430 Course Offering	
	<b>2</b> 1	

#### 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.

Portfolio	My Items	Explore	Sharing Groups	•		Search Newsfeed
wi	hat are you learnin	ng?				Build your ePortfolio
						New Presentation Showcase your skills and achievements for others.
				Add Files	Add Link	<b>New Collection</b>

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



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