

FIRST YEAR EXPERIENCE D2L EPORTFOLIO

STUDENT OVERVIEW

Your First Year Experience introduction to D2L's ePortfolio consists of five parts, all of which are covered in this guide:

1. [Finding & Naming Your Presentation](#)
2. [Uploading and Naming Your Artifacts](#)
3. [Adding Artifact to Presentation](#)
4. [Sharing Your Presentation](#)

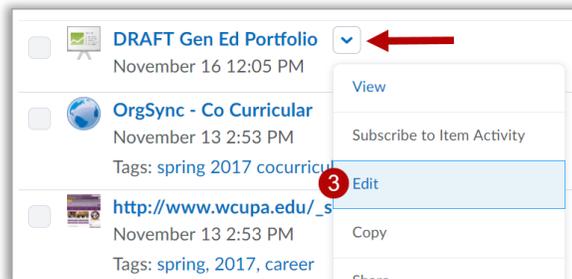
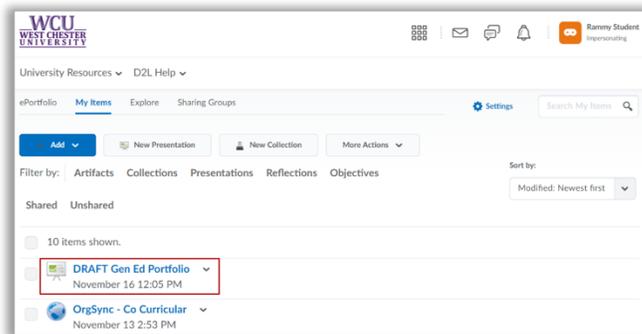
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Finding & Naming Your Presentation

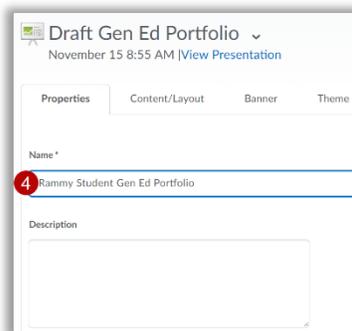
1. Click ePortfolio from your D2L Homepage



2. You should see **DRAFT Gen Ed Portfolio** as one of the first items. If not, type in "DRAFT" in the search field in the upper right-hand corner of your dashboard and click the search icon.
3. From the dropdown menu next to DRAFT Gen Ed Portfolio, click Edit

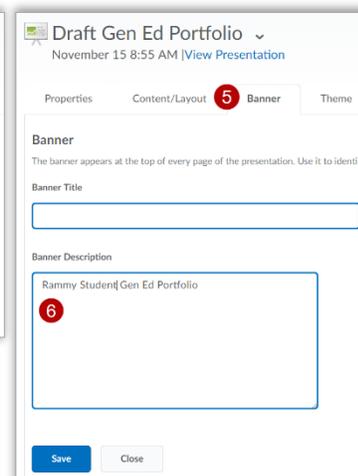


4. In the **Name** field on the **Properties** tab, delete "DRAFT" and type in your full name.



5. Click the **Banner** tab.

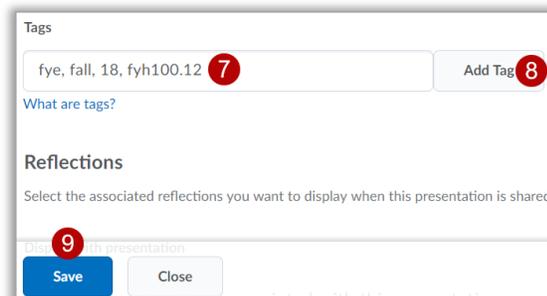
6. In **Banner Description** field, delete "DRAFT" and type in your full name.



7. Required: In the **Tags** field, type your information **FYE, Semester, Year, CourseNumber.SectionNumber** (e.g. **FYE, Fall, 2018, FYH100.12**)
You must separate each tag with a comma.

8. Click **Add Tag**

9. Click **Save**, then click **Close**

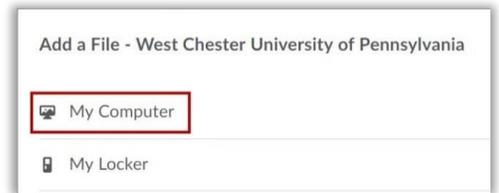
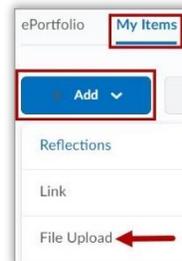


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Uploading and Naming Your Artifacts

Uploading Artifacts (for example, your 4 Year Plan)

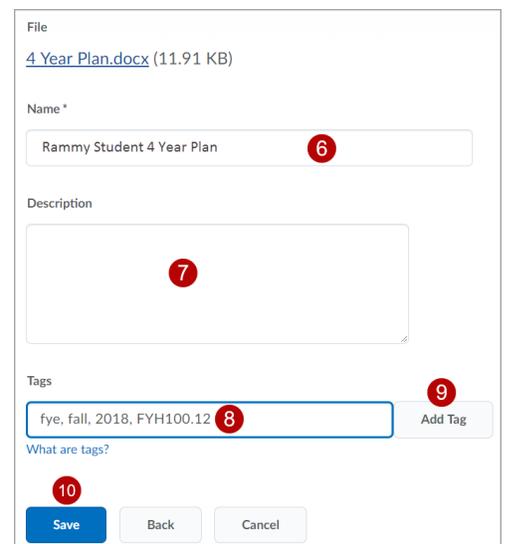
1. Click the **My Items** tab->**Add**->**File Upload**
2. In the pop-up window, select **My Computer**.



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. Edit the name of your artifact
(e.g., **First Name Last Name 4 Year Plan**)
7. Enter a **Description** of the file or its significance to your ePortfolio (optional).
8. Required: In the **Tags** field, type your information **FYE, Semester, Year, CourseNumber.SectionNumber**
(e.g. **FYE, Fall, 2018, FYH100.12**)
You must separate each tag with a comma.
9. Click **Add Tag**
10. Click **Save**
11. Click **Save and Close** on the final screen.



When you return to the My Items page, clicking on the link to your Gen Ed portfolio will allow you to view it and see the changes you've made.

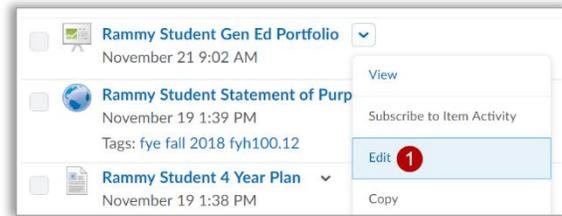
Note:

- Follow the same procedures and use the same tag system for additional files, as well as for other types of artifacts (e.g., Links, Audio files, etc.)
- **Check with your professor about additional required artifacts, if any.**

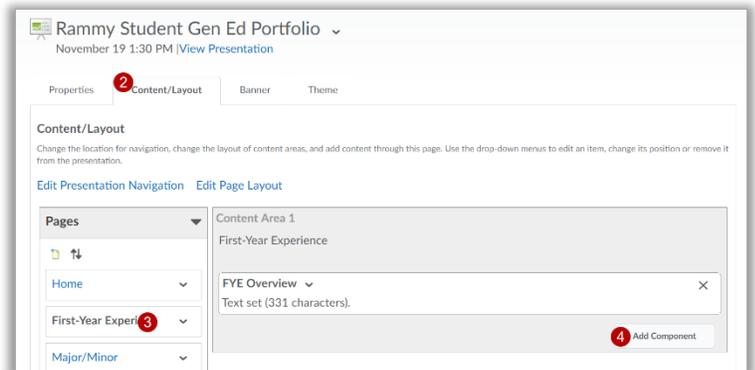
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Adding Your Artifacts to your Presentation

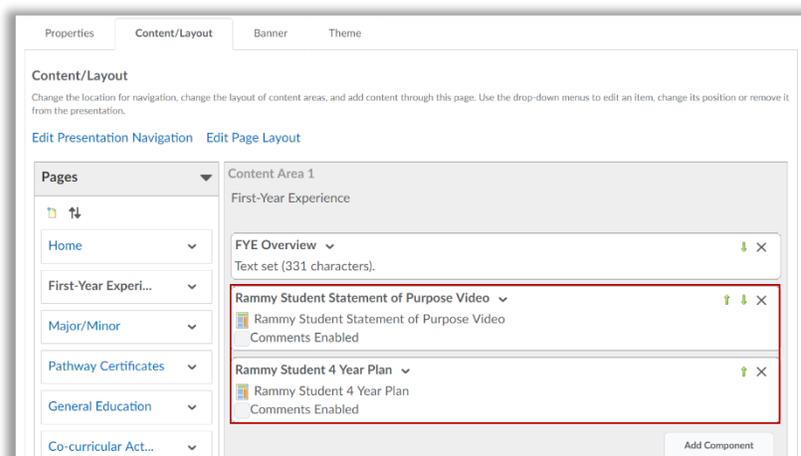
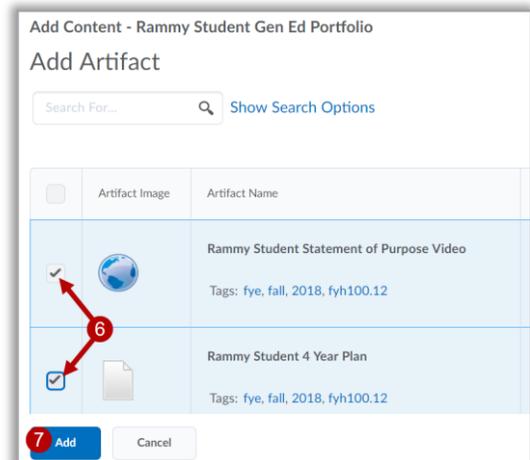
1. Find your **Gen Ed Portfolio** Presentation and click **Edit** from the drop-down menu.



2. Click the **Content/Layout** tab.
3. Click on the **First-Year Experience** page under the **Pages** navigation area.
4. Click **Add Component**



5. On the pop-up window, select **Artifact**
6. Select your 4 Year Plan and any other artifacts you are required to (or want to) include.
7. Click **Add**.
8. You will now see your Artifacts list on your First-Year Experience page of your Presentation.

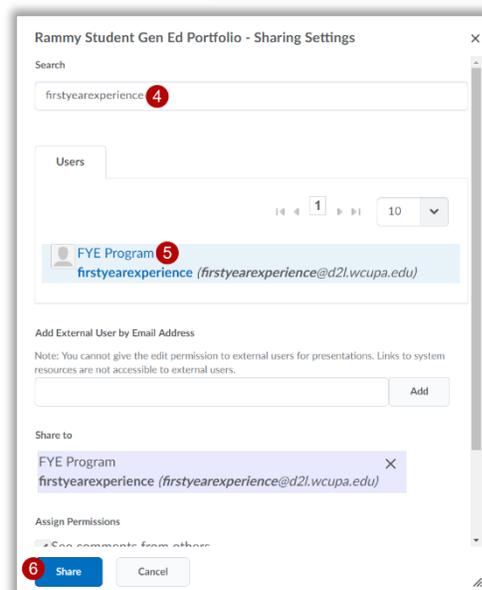
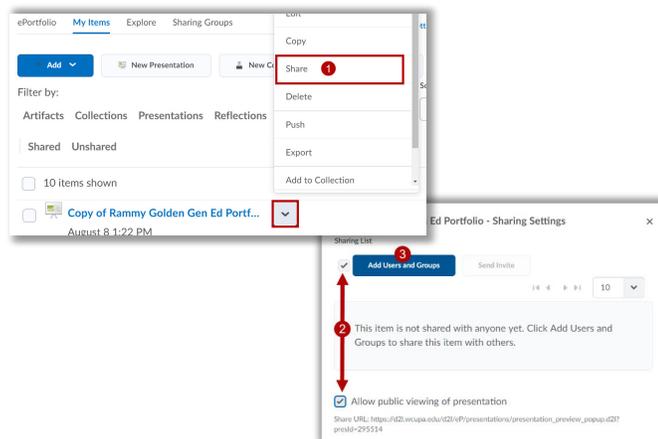


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Sharing Your Presentation

Sharing with the FYE Program D2L Account

1. From the drop-down menu next to your Gen Ed Portfolio Presentation, select **Share**.
2. On the pop-up window, check off **both select boxes**.
3. Click **Add Users and Groups** and wait for list to appear
4. In the search field, type **firstyearexperience** (NO SPACES) and wait for it to appear in the list
5. Click on the **FYE Program** account.
6. Click **Share**
7. You can click **Close** on the next screen.
8. Your Presentation has been successfully shared. Note the shared icon  to the right of your Presentation after returning to the My Items page.



Submitting to an Assignment Within Your First Year Experience D2L Course

1. Click **Share** from the drop-down menu next to your Gen Ed Portfolio presentation
2. Copy "Share URL" for your presentation
3. Find the correct Assignment Folder within your First Year Experience course
4. After clicking into the Assignment Folder, paste the "Share URL" from step 2 in the Text Submission area.
5. Click **Submit**

