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

FIRST YEAR EXPERIENCE D2L EPORTFOLIO 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.

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- 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



FIRST YEAR Experience D2L EPORTFOLIO **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.



- 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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FIRST YEAR Experience D2L EPORTFOLIO 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

| Properties Co | ntent/Layout Ba | anner Theme |
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- 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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Artifact

D2L Services |610-436-3550, x2 | d2l@wcupa.edu | D2L Services

For questions/guidance on content requirements for First Year Experience, contact your instructor.

FIRST YEAR Experience D2L EPORTFOLIO 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.
- Your Presentation has been successfully shared. Note the shared icon 1^a 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



https://d2l.wcupa.edu/d2l/eP/presentations/presentation preview popup.d2l?presId=295514

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| For question | s/guidance or | i content requ | irements | for First Year | Experie | ence, contact v | our instructor. |

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