## FIRST YEAR WRITING D2L EPORTFOLIO **Student Overview -** <u>Creating a Presentation</u>

ePortfolio is a personal portfolio tool for storing, organizing, reflecting on, and sharing items that represent your learning. You can include items such as documents, graphics, audio files, videos, slide shows, and course work to demonstrate your improvement or mastery in certain areas.

Artifact: Another word for a file or document that you upload to D2L (e.g., Word or PDF file).

**Collection:** One type of ePortfolio that is a list of links to the artifacts (files/documents). In order for people to view the items in a collection, you must "share" it with them.

**Presentation:** Another type of ePorfolio that is a graphic web view or display of the artifacts (files/documents). The content, layout, banner and theme can be customized. In order for people to view the items in a presentation, you must "share" it with them.

**Tags:** Tags are key words used to categorize artifacts, collections and presentations so that it is easier to search for specific items.

Once you upload artifacts (files/documents) to your ePortfolio "My Items," you may create a *collection* or *presentation*. Ask your instructor which one they require. Once created, it is your responsibility as a student to be sure that the collection or presentation is shared with the FYW program and your Instructor by the specified due date.



### Sample Collection

# Jane Doe Fall 2016 WRT 120.80 Porfolio Introduction Introduction Narrative Rhetorical Analysis Causal Analysis Here is a brief overview of my ePortfolio and a little bio about me and my progress over the semester in WRT 120. Theory of Writing WRT 120.

Sample Presentation

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# FIRST YEAR WRITING D2L EPORTFOLIO UPLOAD YOUR ARTIFACTS

1. Click to ePortfolio from your D2L Homepage



- 2. Within ePortfolio, click My Items tab
- 3. To Add items, click **+Add**
- 4. Click File Upload

ePortfolio My Items Charing Groups					
+ Add - Add -	ation	A New Collection	More Act		
<ul> <li>Reflections</li> <li>Link</li> </ul>	tions	Presentations	Reflection		
File Upload	Text	n -			

5. Click **Upload, browse** to locate the file, **select** the file and click **Open** (each file is uploaded Individually)





6. Click Add, click Next



- 7. In Tags field, type FYW,Semester,Year,CourseNumber, including commas (e.g., FYW,Fall,2016,WRT120)
- 8. Click Add Tag, click Save
- 9. Click Save and Close



10. Repeat the steps to add each artifact to "My Items"

1. Within ePortfolio, click My Items tab, click New Presentation



- In the Name field, enter your presentation details Your Name, Semester Year, Course Number.Section (e.g., Jane Doe, Fall 2016, WRT120.01) use normal spaces for Collection Name
- 3. In the Tags field, type FYW,Semester,Year,CourseNumber including commas (e.g., FYW,Fall,2016,WRT120)
- 4. Click Add Tag
- 5. Click Save

New Pres	sentation		
Properties	Content/Layout	Banner	Theme
Name •			
Jane Doe, Fa	II 2016, WRT 120.01	-	- 2
Description			
3			4
Tags			
FYW,Fall,201	6,WRT120		Add Tag
What are tags?			
Save Cl	ose 5		

6. Click on **Content/Layout** tab. Click **Add Component** 

Jane I	Doe, Fa er 3 6:13 F	II 2016, WRT 1. M [View Presentation	20.01 6	
Properties	Content	/Layout	Theme	
Content/Li	ayout tion Navigi	ation Edit Page Layo	put	
Pages		Content Area 1		1
10 88		New Page		+
New Page	h - r			Add Component

Add Content - Jane Doe, Fall 2016, WRT 120.01	×
Select the type of content to add	
7	

7. Click Artifact



- 9. Click Add
- 10. Click Save and Close



0	×	
		Item Details
0		Theory of Writing #1 Open File: Theory of Writing.docx [DOCX 22.64 K8] Type: Artifact
0		Rhetorical Analysis Open File: Rhetorical Analysis.docx [DOCX 22.66 KB] Type: Artifact
0		Narrative Open File: Narrative.docx (DOCX 22.26 KB) Type: Artifact
0		Causal Analysis Open File: Causal Analysis.docx [DOCX 22.54 KB] Type: Artifact
0	×	10
Sa	we and Clos	se Save Cancel

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# FIRST YEAR WRITING D2L EPORTFOLIO DESIGN A PRESENTATION

### **CREATE A BANNER FOR THE PRESENTATION**

- 1. Click on Banner tab.
- 2. In "Banner Title," type Your Name
- 3. In "Banner Description," type Semester Year, Course Number.Section (e.g., Fall 2016, WRT120.01)
- 4. Click Save

Properties	Content/Layout	Banner	<b>4</b> eme 1
Banner			
The banner app	ears at the top of every	sage of the pr	esentation. Use it to identif
presentation for	users and provide an op	tional descrip	tion.
Banner Title	1	This	information will app
	2	throu	ignout the Presental
Jane Doe 🤞	-		
Jane Doe	cription		
Jane Doe d Banner Des Fall 2016, W	cription RT 120.01	3	
Jane Doe	rintion		

### **CREATE PAGES WITHIN THE PRESENTATION**

- 1. Click on Content/Layout tab
- 2. Click on New Page icon
- 3. In "Page Name," give your page a name, making sure to follow your instructor's directions
- 4. Click Save
- 5. Repeat for each new page



### **CHANGE A THEME IN A PRESENTATION**

- Click on Theme tab
- Click Select under the Theme of choice





- 2. Select an area from the edit pane and change attributes
- 3. Click Save
- 4. Click View Presentation to preview changes.



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# FIRST YEAR WRITING D2L EPORTFOLIO SHARE PRESENTATION WITH FYW & YOUR INSTRUCTOR

- 1. Within ePortfolio, click the drop down menu of the Presentation to share
- 2. Click Share

Jane Doe, Fall 2016, WRT 120.01	▼ 1 ⋮ View
	☆ Subscribe to Item Activity
	🥔 Edit 🥖 2
	🛅 Сору 🗡
	🔍 Share
	Delete

3. Click Add Users and Groups and <u>wait</u> for list to appear

	ing seconds	2
Sharing List		3
Add Users and Groups	Send Invite	

- 4. In Search field, type FirstYearWriting (NO SPACES) and wait for it to appear in list
- 5. Click FirstYearWriting

FYW Fall 2016 WRT120 - Sharing Settings	
Search	
FirstYearWriting 4	
All Users Sharing Groups	
5	
First Year Writing FirstYearWriting (firstyearwriting@wcupa.edu)	

- 6. Clear Search field and type YOUR Instructor's email address and wait for it to appear in list
- 7. Click on YOUR Instructor's Name



- 9. FirstYearWriting and YOUR Instructor's Name should appear in list
- 10. Click Close

8. Click Share



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