

FIRST YEAR WRITING D2L EPORTFOLIO

STUDENT OVERVIEW – CREATING A PRESENTATION

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).

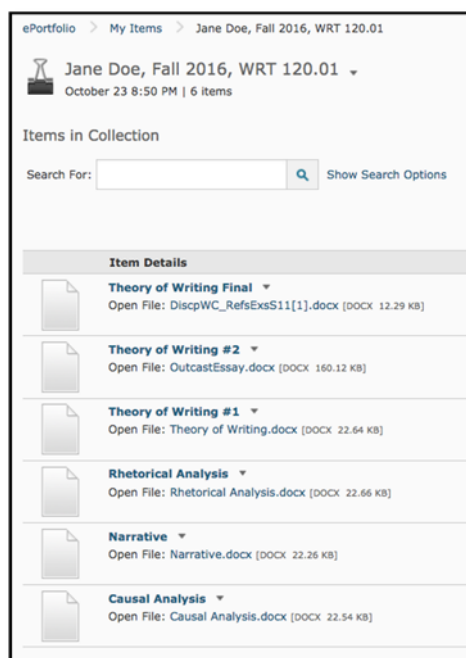
Collection: One type of ePortfolio that is a list of links to the artifacts (files/documents). In order for people to view the items in a collection, you must “share” it with them.

Presentation: Another type of ePortfolio 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.

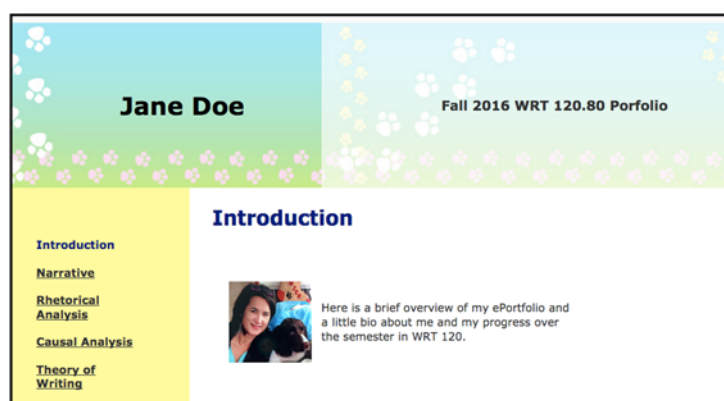
Tags: Tags are key words used to categorize artifacts, collections and presentations so that it is easier to search for specific items.

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



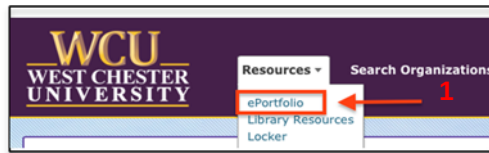
Sample Presentation



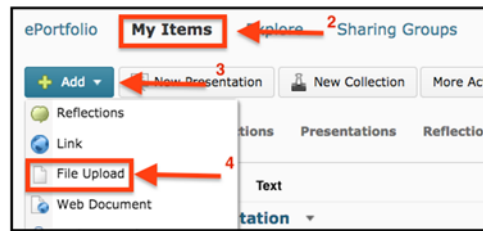
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UPLOAD YOUR ARTIFACTS

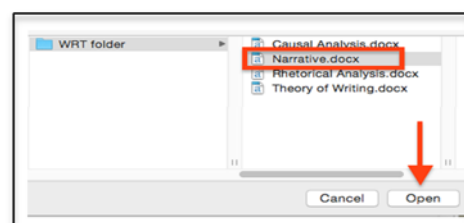
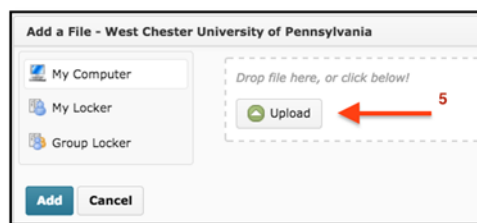
1. Click to ePortfolio from your D2L Homepage



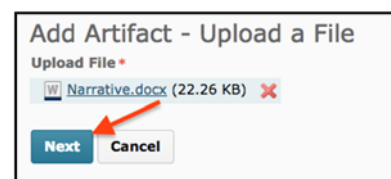
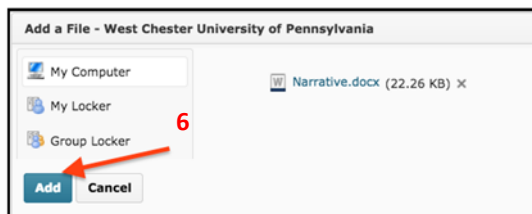
2. Within ePortfolio, click **My Items** tab
3. To Add items, click **+Add**
4. Click **File Upload**



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



6. Click **Add**, click **Next**



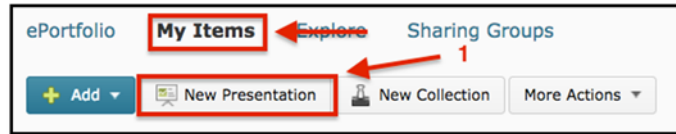
7. In **Tags** field, type **FYW,Semester,Year,CourseNumber**, including commas (e.g., FYW,Fall,2016,WRT120)
8. Click **Add Tag**, click **Save**
9. Click **Save and Close**



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

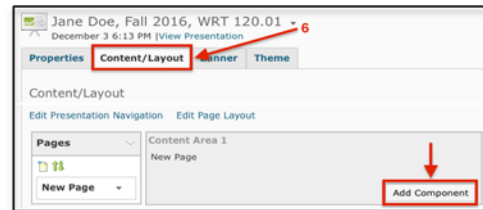
FIRST YEAR WRITING D2L EPORTFOLIO CREATE A PRESENTATION (& ADD ARTIFACTS)

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



2. 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**

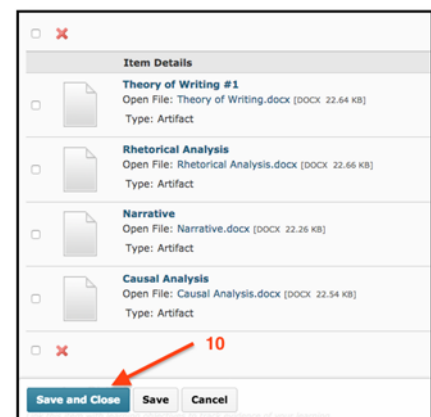
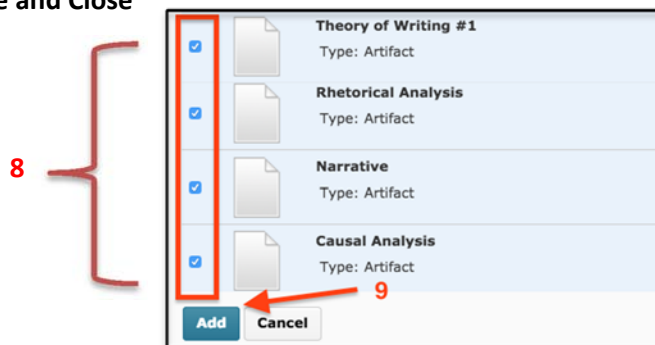
6. Click on **Content/Layout** tab. Click **Add Component**



7. Click **Artifact**



8. Select the **check box** next to each item to be included in the Presentation
9. Click **Add**
10. Click **Save and Close**

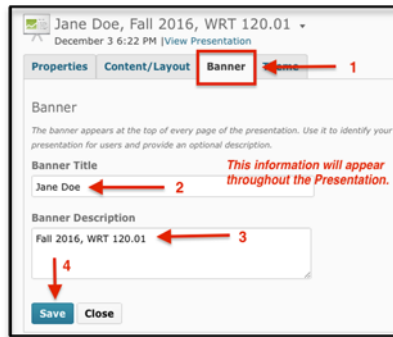


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DESIGN A PRESENTATION

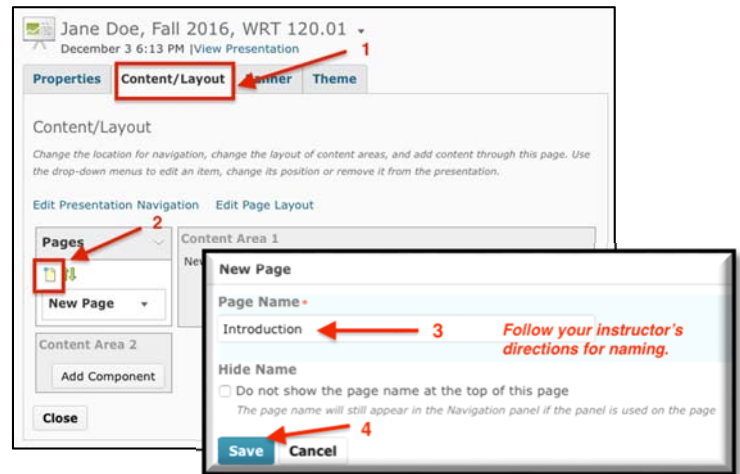
CREATE A BANNER FOR THE PRESENTATION

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



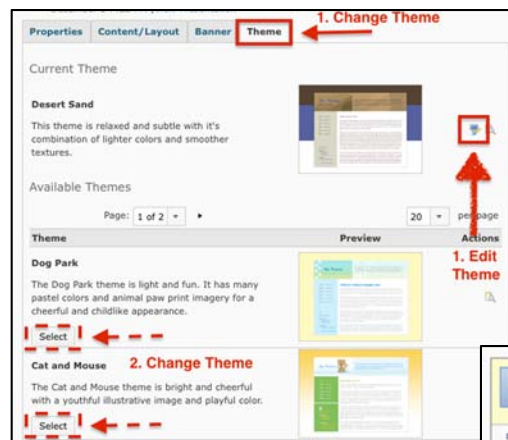
CREATE PAGES WITHIN THE PRESENTATION

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



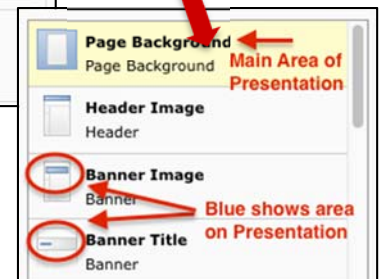
CHANGE A THEME IN A PRESENTATION

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



EDIT A THEME IN A PRESENTATION

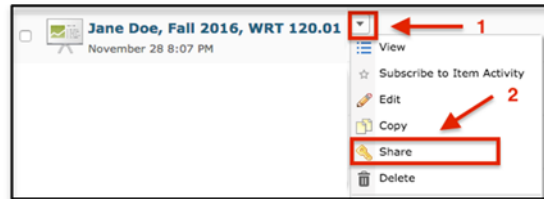
1. Click **Edit Styles** icon to the right of the image of the theme
2. Select an area from the edit pane and change attributes
3. Click **Save**
4. Click **View Presentation** to preview changes.



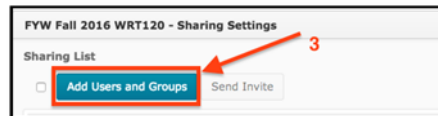
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SHARE PRESENTATION WITH FYW & YOUR INSTRUCTOR

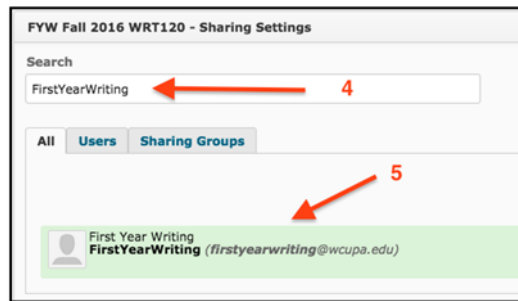
1. Within ePortfolio, click the **drop down** menu of the Presentation to share
2. Click **Share**



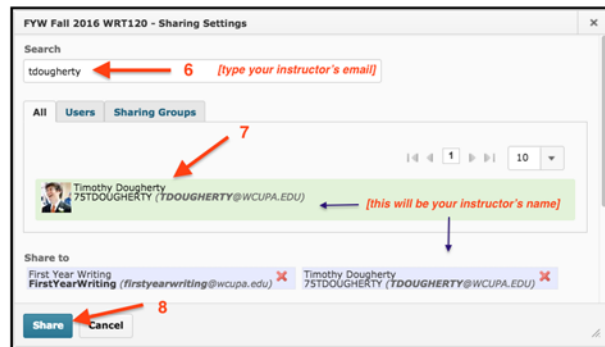
3. Click **Add Users and Groups** and **wait** for list to appear



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



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**
8. Click **Share**



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

