ePortfolios
on Canvas

STUDENT TUTORIAL

Introduction

Electronic portfolios on Canvas allow you to create a project and gather assignments in a simple and easy manner. Before starting, we recommend that you clearly understand the instructions about the portfolio that you can create. Once you learn about the elements that you can include, the process will be much easier to handle.

This tutorial is divided into three sections

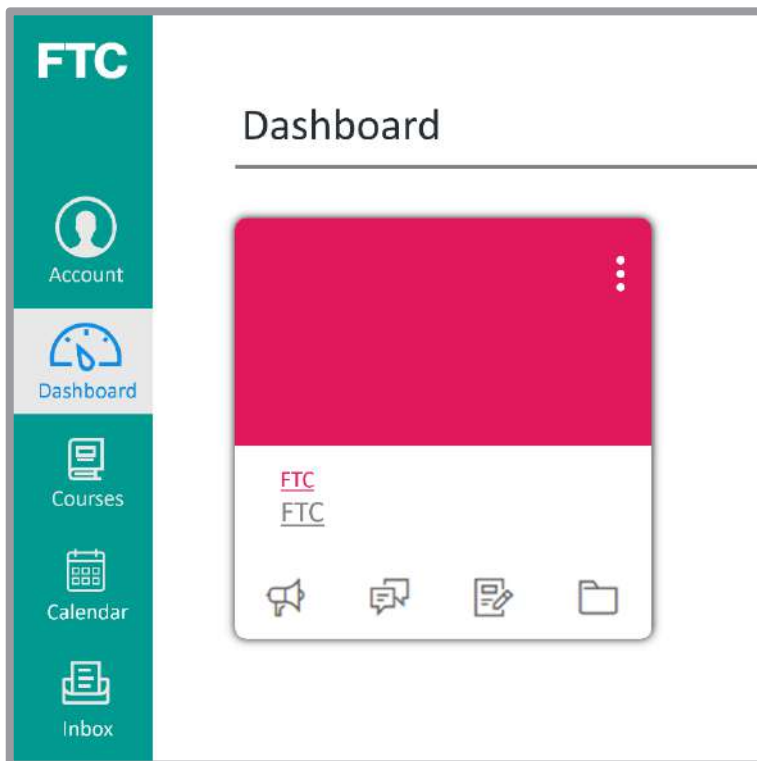to facilitate a better understanding of the

following steps:

- Create Your ePortfolio and Your Sections
- Add Content to Your ePortfolio
- Share Your ePortfolio

Create Your
ePortfolio
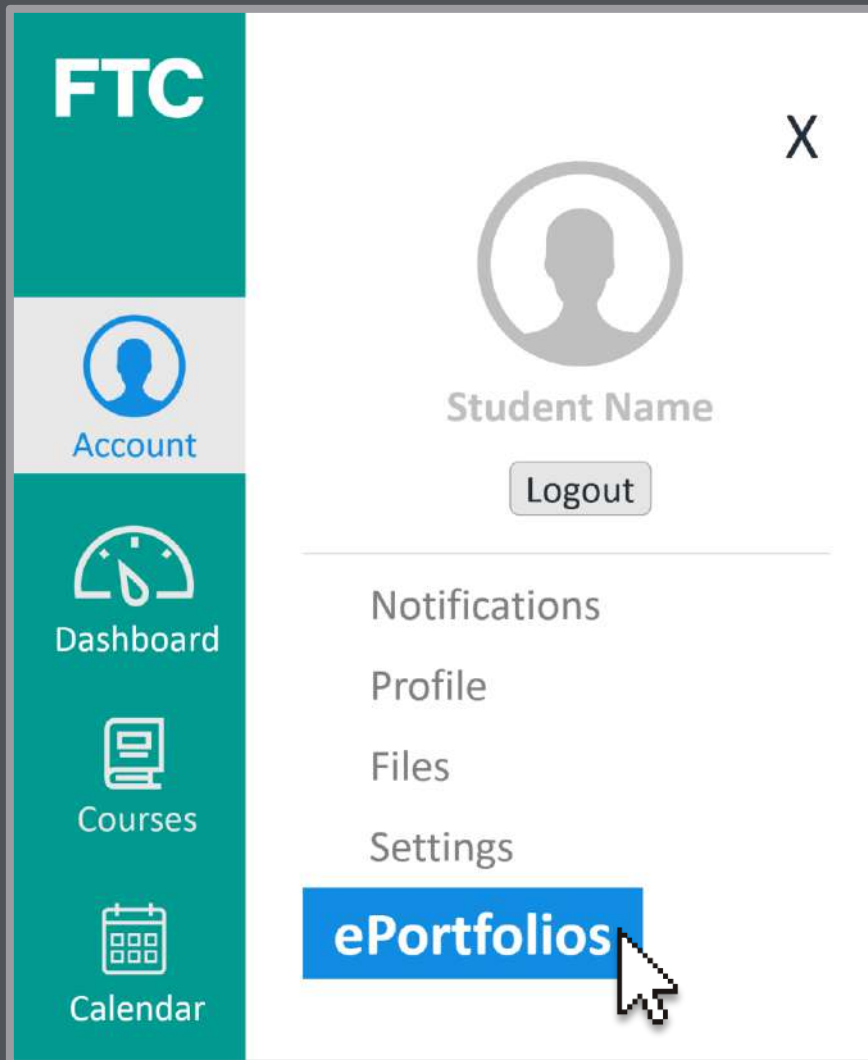## and Your Sections

Florida Technical College

canvas

Let's continue to break down the steps so that you can create your portfolio and your sections:

Click on **Account**

Then, on the left-hand side of the page, click on the option **ePortfolios.**

You will arrive at the initial page of the ePortfolios section. If you have already created a portfolio, it will appear on this page. To create a new portfolio, click on **Create an ePortfolio**.
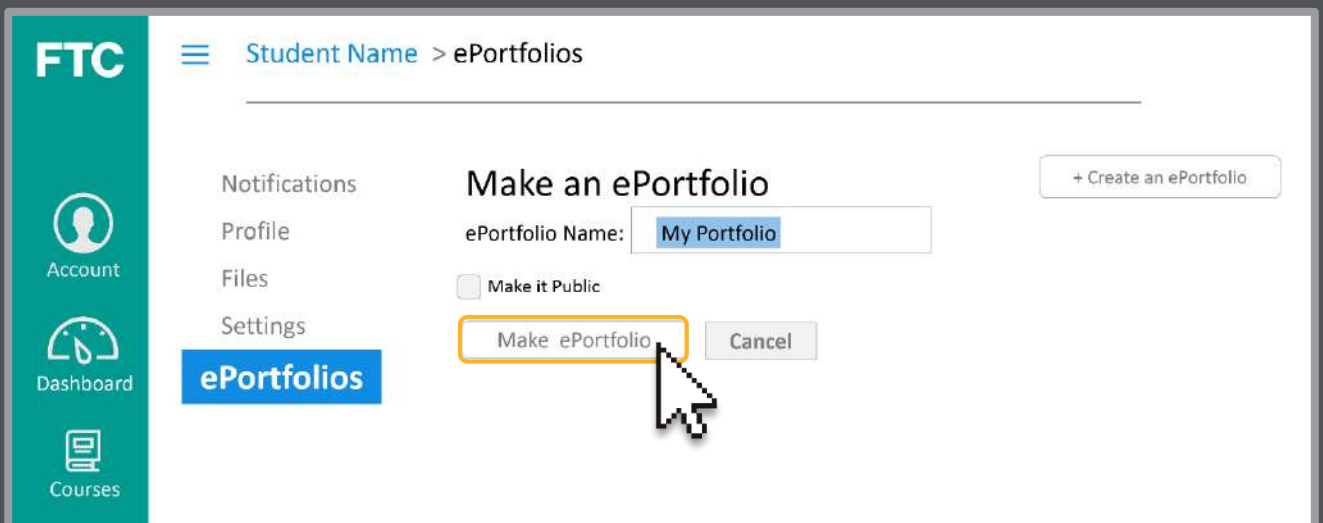
Determine what the name of your portfolio will be and write it in the box titled **ePortfolio Name**.

Note that there is an option where you can make your portfolio public. If necessary, you may select **Make it Public**. For the purpose of this tutorial, we will not select this option.

Finally, click on **Make ePortafolio**.

You will arrive at the portfolio dashboard.

Here, you can:

- Access the Getting Started Wizard if you need help from Canvas to work on your portfolio
- Go directly to your portfolio
- Share your portfolio
- Download the portfolio's content
- Delete the portfolio

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started.

Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

(?) Getting Started Wizard

→ Go to the Actual ePortfolio

Your ePortfolio is Private

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:

https://edukgroup-ui.instructure.com/eportfolios/8?verifier=d6PZ2d4F2xH6UkCPFmYjWhlksld3QzzNQzlB030v

Recent Submissions

Click any submission to add it to a new page in your ePortfolio.

No Submissions Found

[ ] Download the contents of this ePortfolio as a zip file

[ ] Delete this ePortfolio

This link is of vital importance, especially at the end of your course. It will allow you to download all the work you submitted through the platform in a zip file and save it to your computer or flash drive.

On the dashboard, click **Go to the Actual ePortfolio** to enter into your portfolio.

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started.

Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

(?) Getting Started Wizard

→ Go to the Actual ePortfolio

You will arrive at this section.

≡   My Portfolio > Home > Welcome

My Portfolio
Student Name

Home

· Organize
  Sections

· ePortfolio
  Settings

Welcome
Nothing Entered Yet

Page Comments
No Comments

(?) How Do I...?
Home   *Organize/Manage Pages*

Page for this section
Welcome

✎ Edit This Page

Back to Portfolio Dashboard

We will start by adding the sections of your portfolio. They are created using the options that appear in the menu on the left-hand side of the screen. **The Home** section will always be available, since it is the cover page of your portfolio.
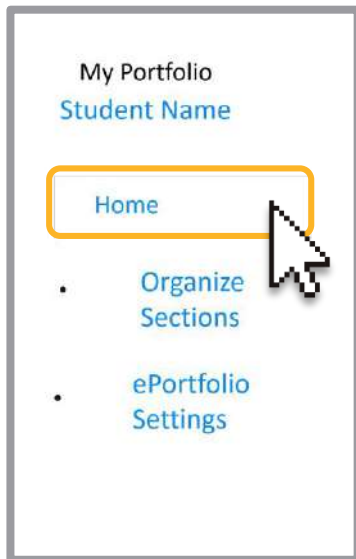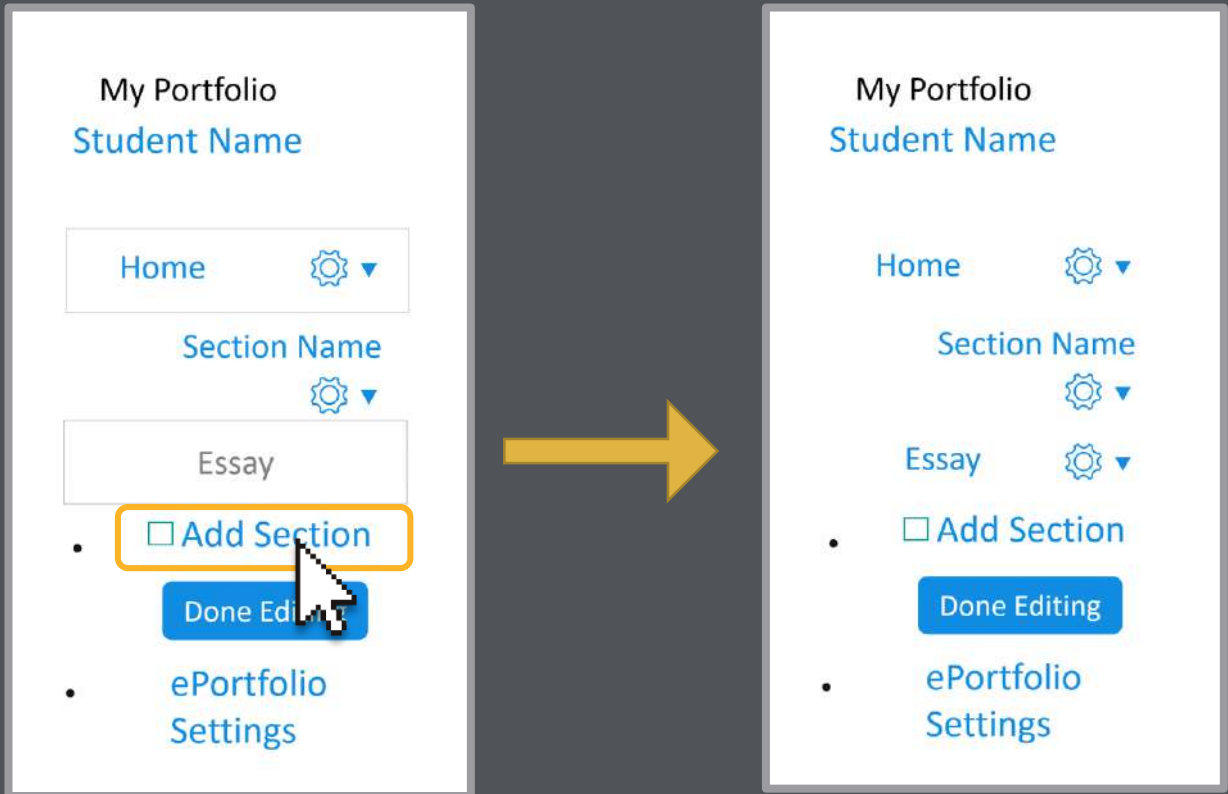
Click on the
Organize Sections button
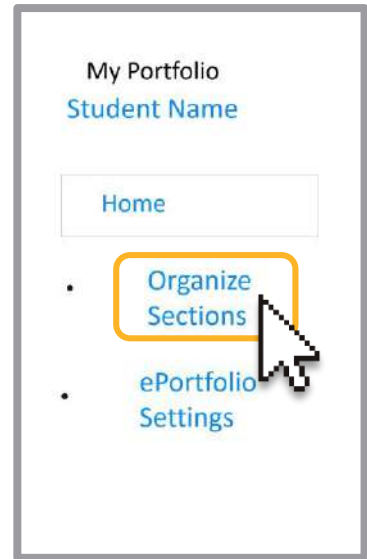
The Add Section button will immediately appear. This will continue to be available until you refresh the page or click on the **Done Editing** button.
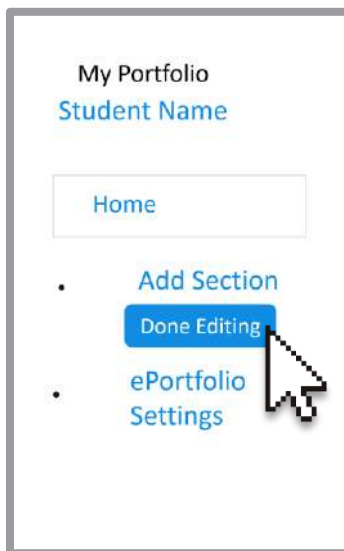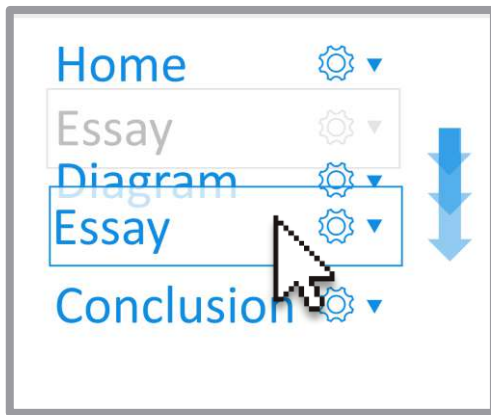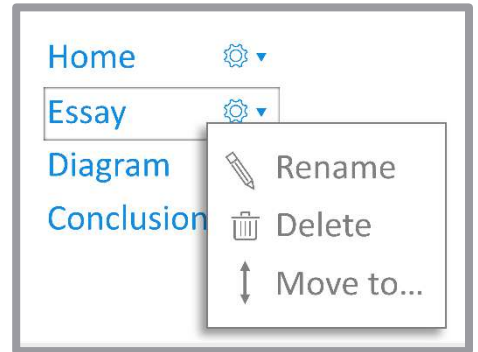
Click on **Add Section** and proceed to name the new section in the corresponding box. Press the **Enter** key to save the section.

Note the change after pressing Enter.

Add all the sections that you feel are necessary for your portfolio. The sections function like folders that allow you to organize the documents within your portfolio.

You can change the location of your sections within your portfolio by clicking and dragging them up or down.

Once you finish creating and organizing your sections, click **Done Editing**.
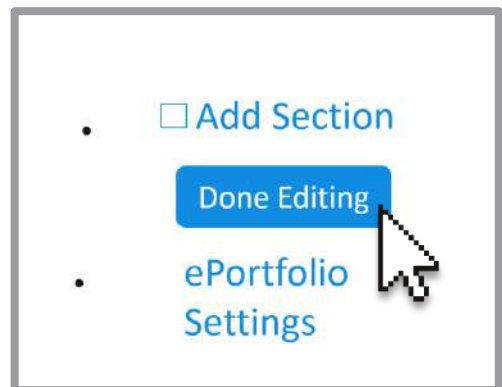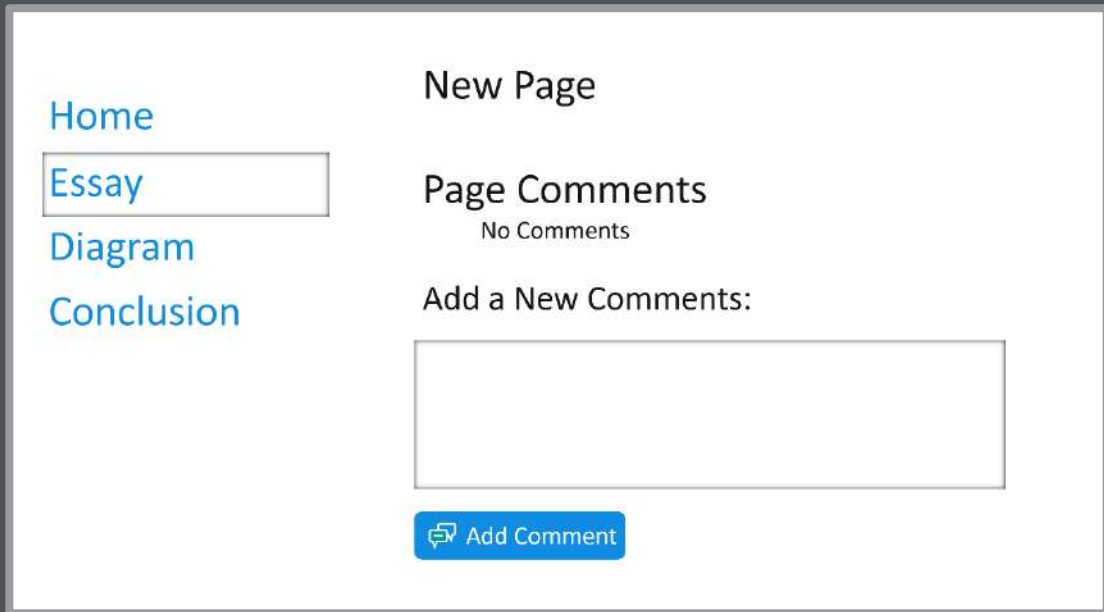
Add Content to Your
ePortfolio
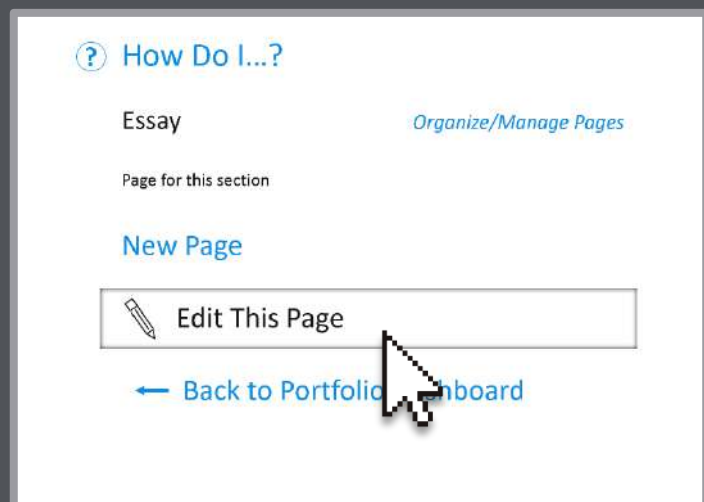
After seeing how an ePortfolio is created on Canvas, now we will learn how to add content to the sections through the use of pages.

Enter into the desired section. By default, all sections already have a page.

Home

Essay

Diagram

Conclusion

New Page

Page Comments
No Comments

Add a New Comments:

[💬 Add Comment]

To add content to the page, use the **Edit This Page** button, from the right-hand-side menu.

(?) How Do I...?

Essay   *Organize/Manage Pages*

Page for this section

New Page

✎   Edit This Page

← Back to Portfolio Dashboard

We recommend that you name the page, but if you do not do so, then it will remain with the name **New Page**.

You have the option of allowing comments on the page. This is recommended so that you can receive feedback from your professor and your classmates. If you do not wish to receive comments, leave the option unmarked.
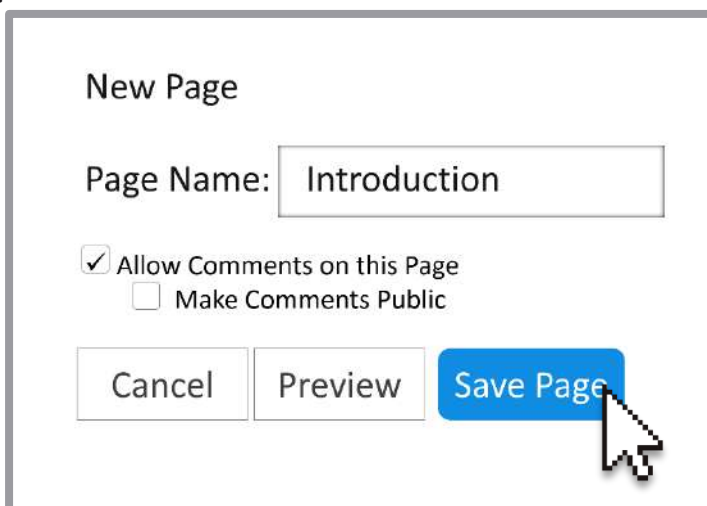
Once you are done, click **Save Page**. This procedure will continue each time you create a page.

To select the type of content that you would like to add, click **Edit This Page**.
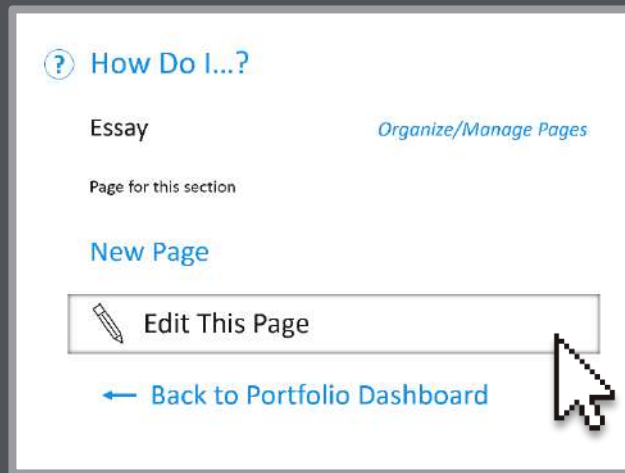
Once you are in editing mode, direct yourself to the right-hand side of the screen.
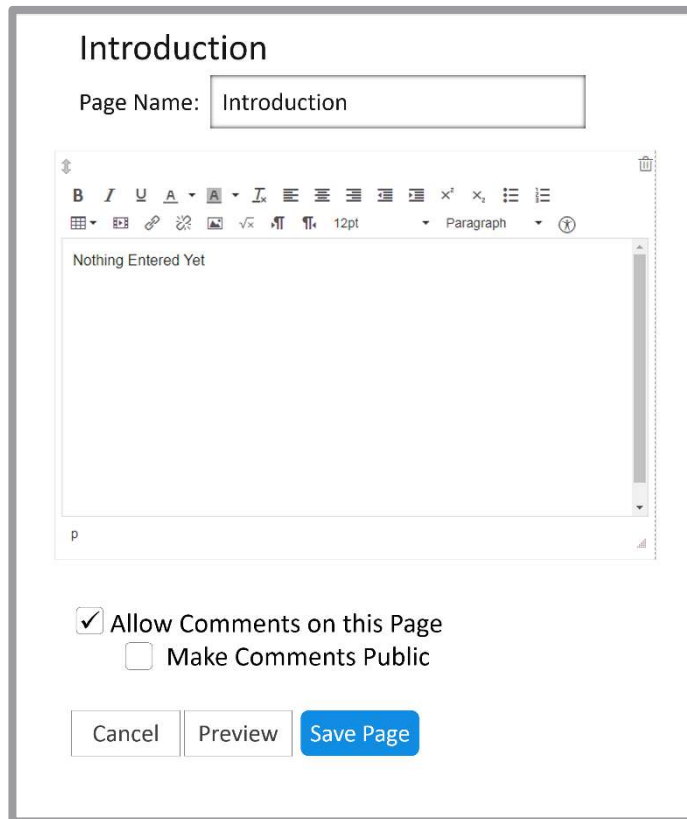
There, you will find the following options:

- Rich Text Content (Text Editor)

- HTML/Embedded Content

- Course Submissions

- Image/File Upload
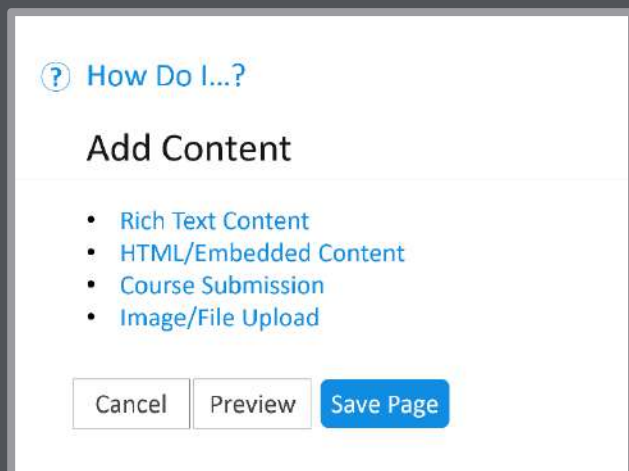
Rich Text Content (Text Editor)

Once you select **Rich Text Content**, a **Text Editor** will appear, similar to what is used in the forums and assignments. The difference is that this text editor does not have the option of recording videos within the portfolio.

You can, however, write text, upload images and create charts and hyperlinks, among other things.

You should select **Save Page** to be sure to save all changes that have been made. To add more content, you should go back and select **Edit This Page**.

HTML/Embedded Content

If you would like to include a resource that contains HTML coding, select the **HTML/Embedded Content** option.
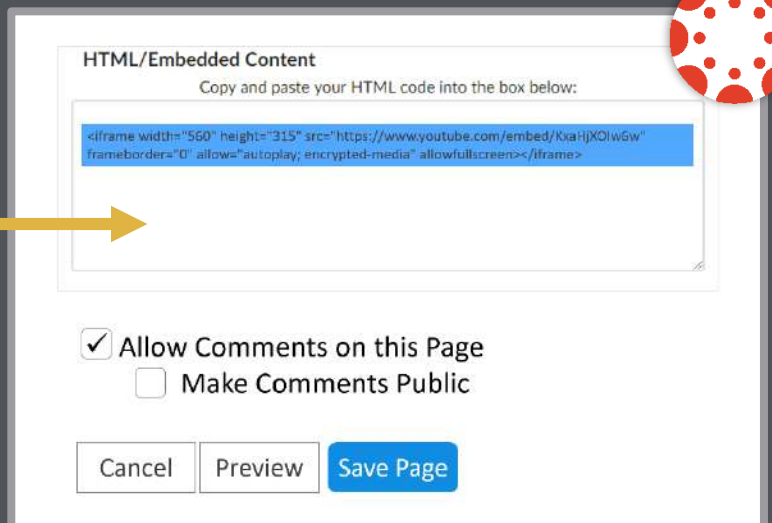
example, if you want to share a video from YouTube, search for the video. Underneath the video, click on **Share**, then **Embed**, and copy the code. This code contains HTML elements.

Place the code in the box designated **HTML/Embedded Content** in your portfolio, and you are ready.
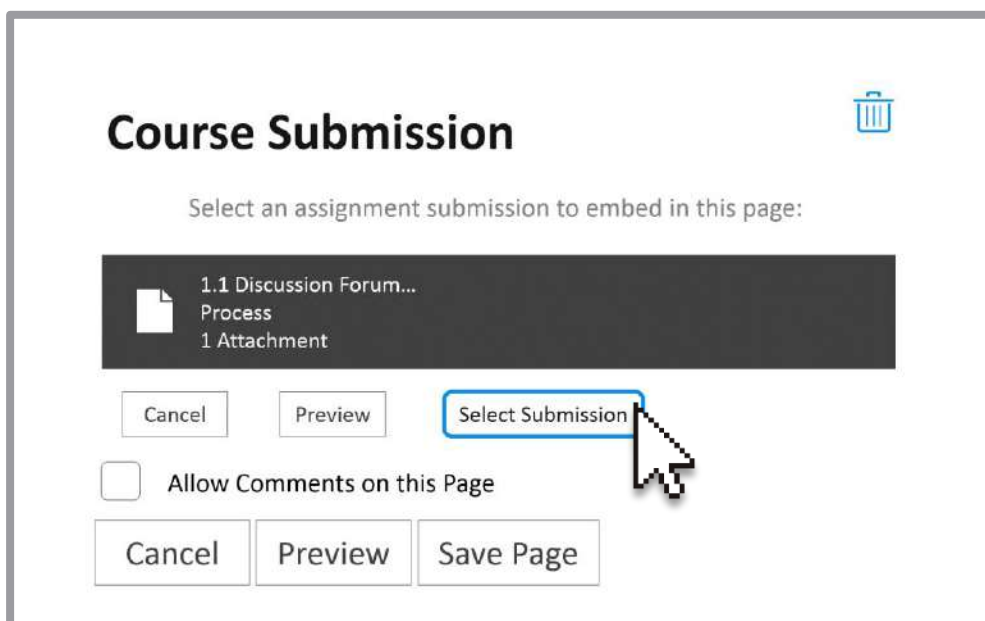
We recommend selecting **Save Page** to make sure your changes have been made. To add more content, you should go back and click **Edit This Page**.

Course Submission (assignments)

Click on **Course Submission** to integrate assignments you have completed during the academic term into your portfolio. Remember that only the assignments that you turn in will appear.

Click on the desired assignment; it will be marked in grey. Click **Select Submission** to finalize it.

If you want to upload various assignments, you should repeat this process for each one.

Click **Save Page** to make sure all changes have been made.
To add more content, you should go back and select **Edit This Page**.

Image/File Upload

Click on **Image/File Upload**. You can search for a document in your archives on Canvas (my files) or click **Browse** or **Choose File** to locate the desired archive.
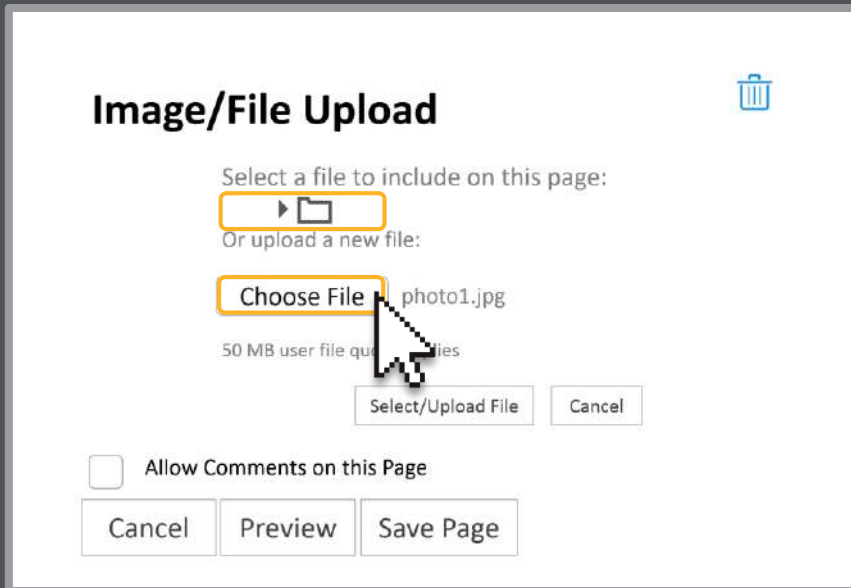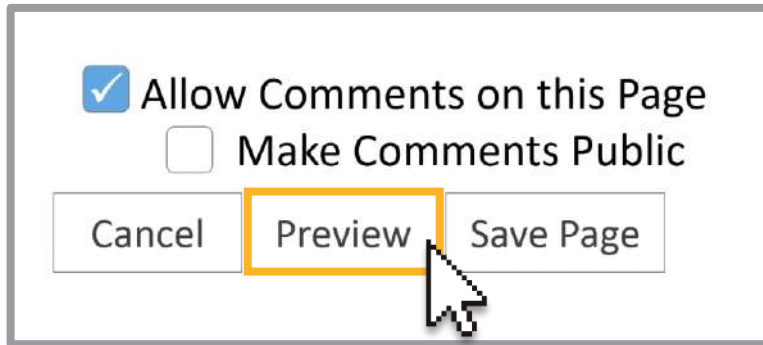

Select the **Select/Upload File** button.
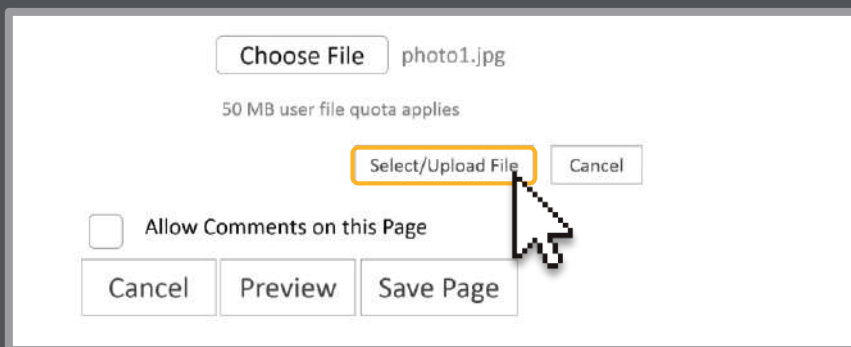
You should click **Save Page** to make sure your changes have been made.
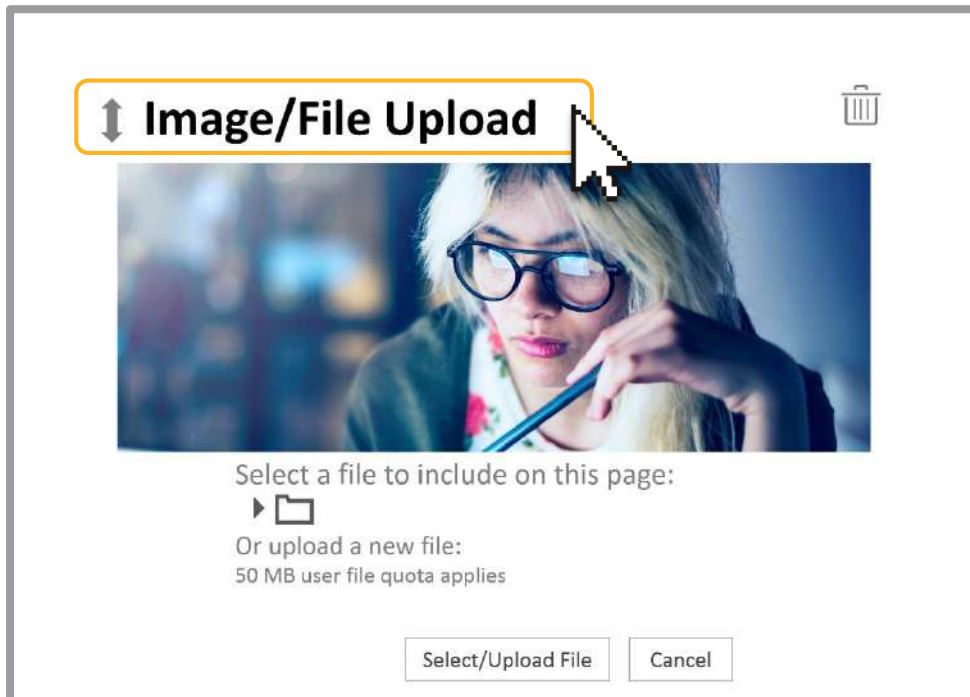To add more content, go back and click **Edit This Page**.

The page editing process also allows you to:

Activate **Preview** so that you can preview how your content will look.

Change the order of the elements by placing them up or down using the

arrows that appear on the left side of the element.

To remove content, point your cursor over the box on the far right. Once you do so, you will see a trash can. Click on the trashcan to remove the desired section.
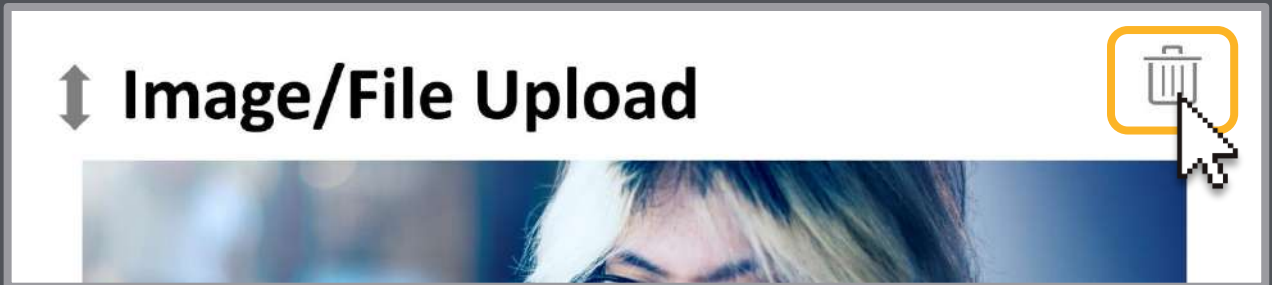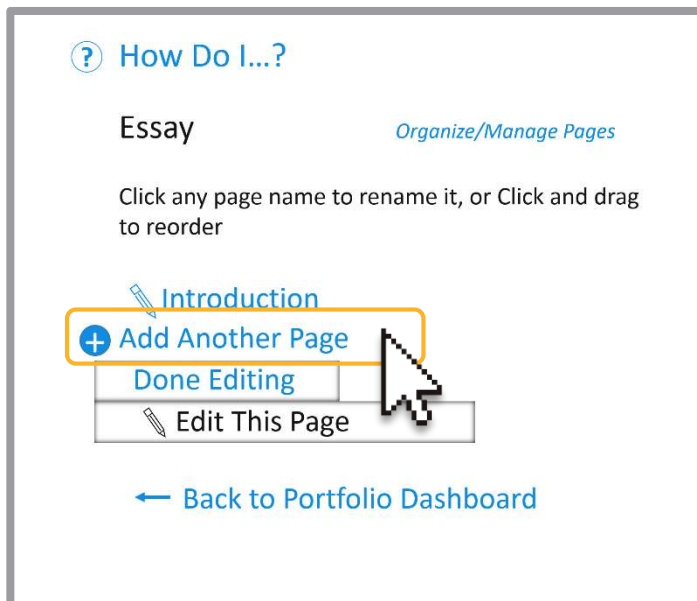
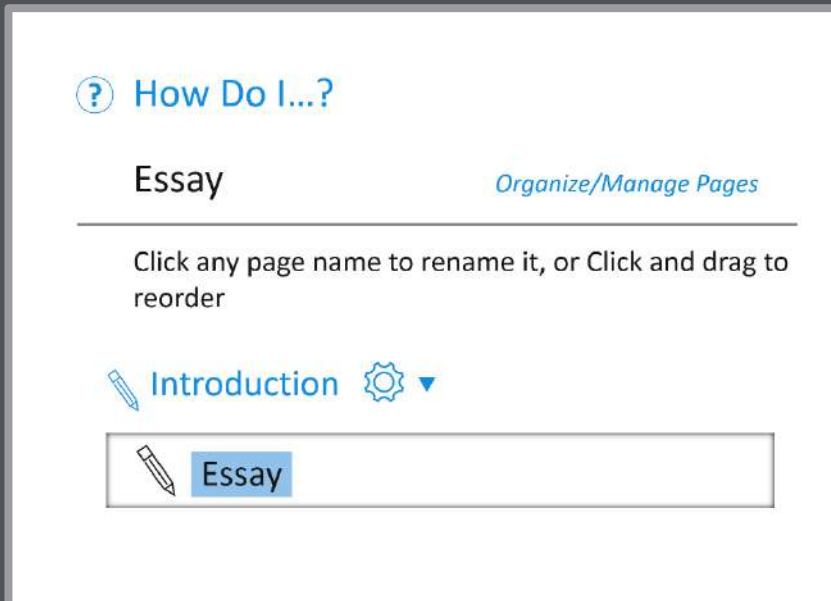

Once you are done, press the button titled **Save Page**.
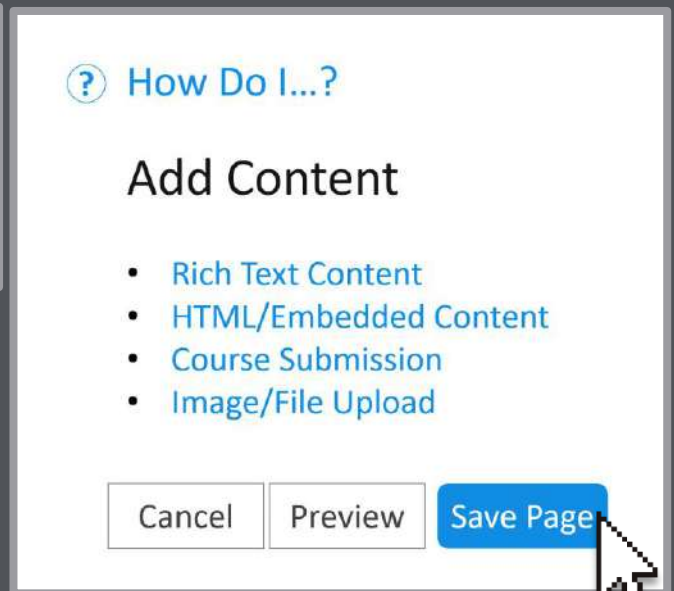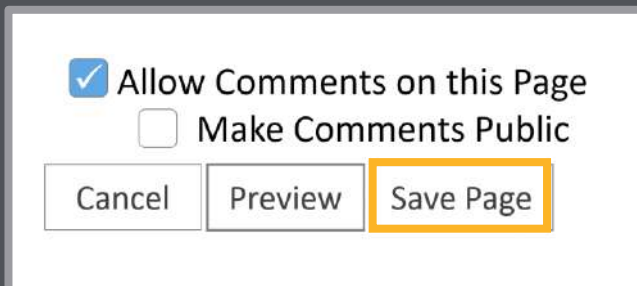
If you want to create a new page in your section, click on

Organize/Manage Pages (on your right).
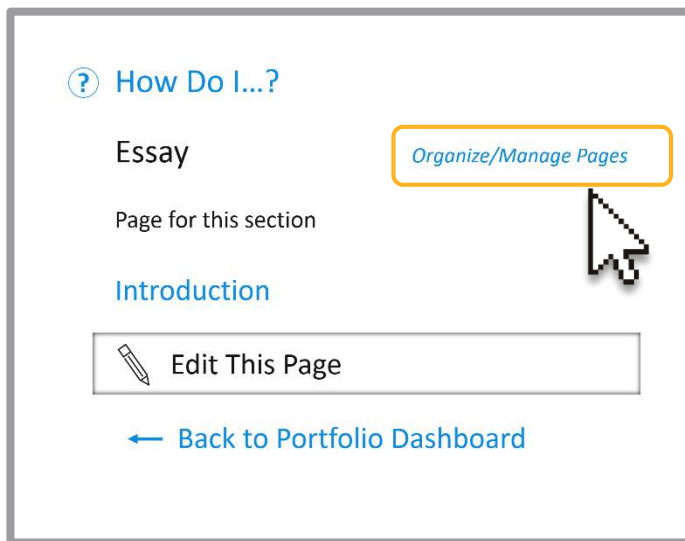
Then click **Add Another Page**.

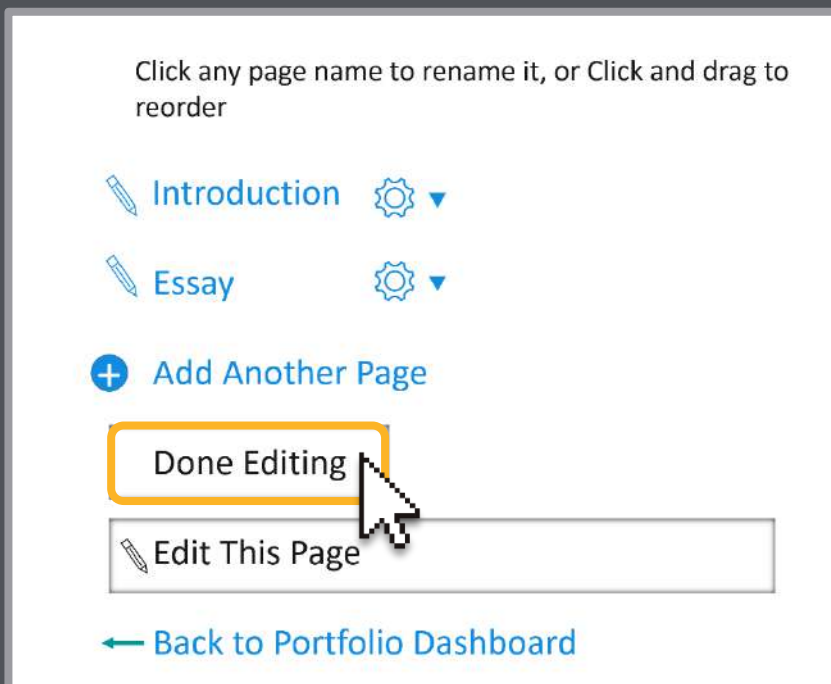Insert a name for the new page and press **Enter**.

? How Do I...?

Essay

Organize/Manage Pages

Click any page name to rename it, or Click and drag to reorder

✎ Introduction ⚙ ▼

| ✎ Essay |

When you are done adding the required pages, click **Done Editing**.

Click any page name to rename it, or Click and drag to reorder

✎ Introduction ⚙ ▼

✎ Essay ⚙ ▼
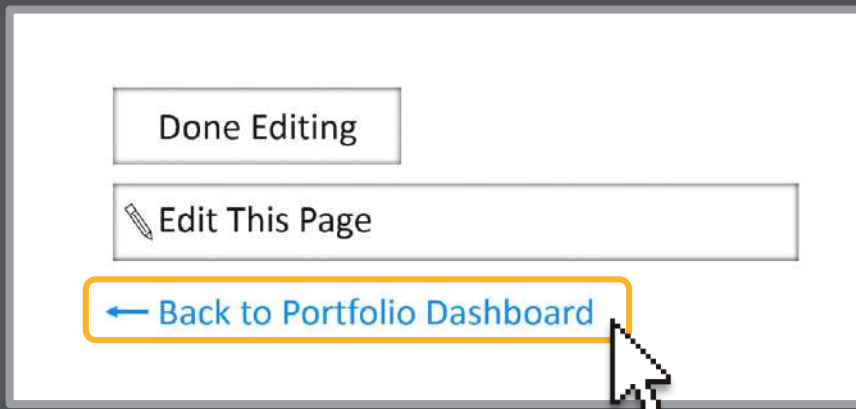
⊕ Add Another Page

Done Editing

✎ Edit This Page

← Back to Portfolio Dashboard

Share Your
ePortfolio

Once you have fully completed the ePortfolio,

select **Back to Portfolio Dashboard** so that you can share it.

If your portfolio is private, find this sentence:

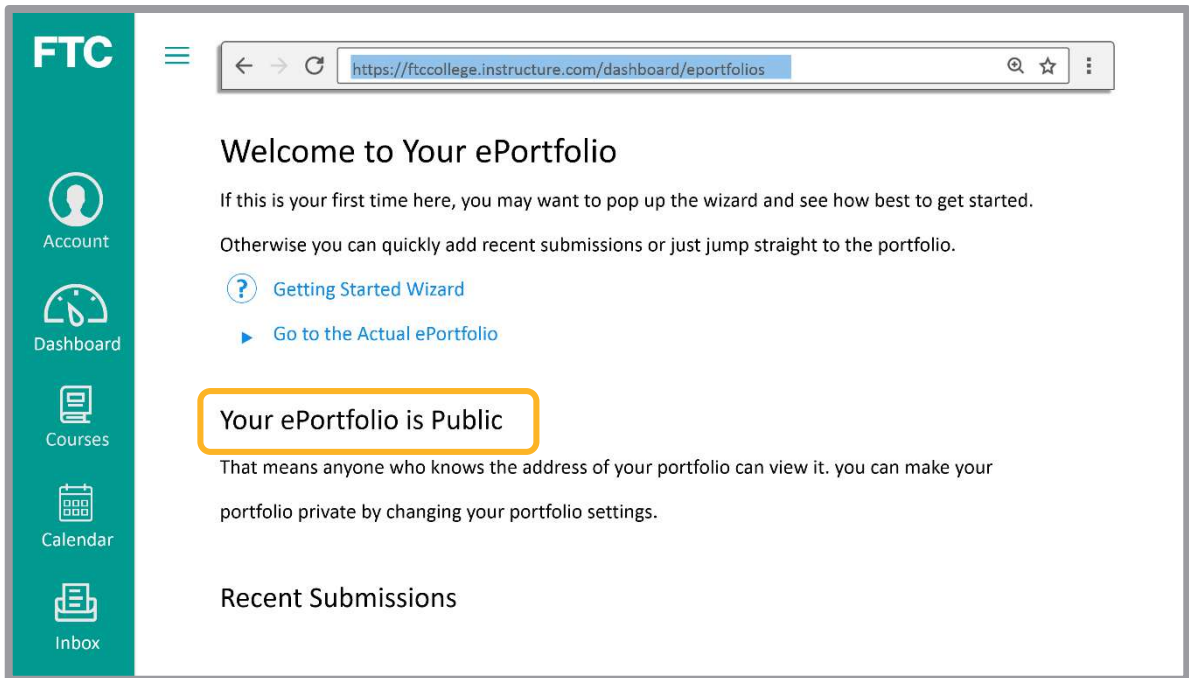**Copy and share this link to give others access to your private ePortfolio**.

Copy and share this link to give others access to your private ePortfolio:
https://daveschool.instructure.com/eportfolios/42?verifier=A6HLW9G8TIupfOmTb7ILROi6QDuHDbVekDCx5fIG

Below that sentence, you will find a URL. That is the URL you have to share
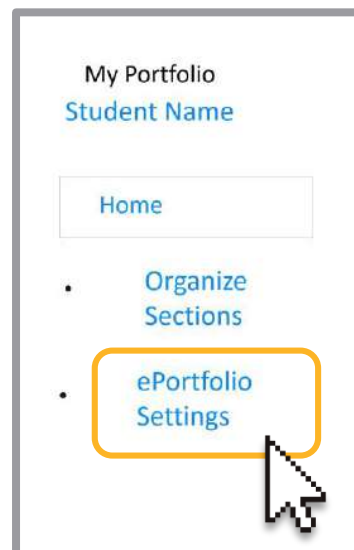
for others to see and have access to your ePortfolio.

If your portfolio is public, simply copy the URL in your browser and share it.

To make your portfolio public, click on the **ePortfolio Settings** option that
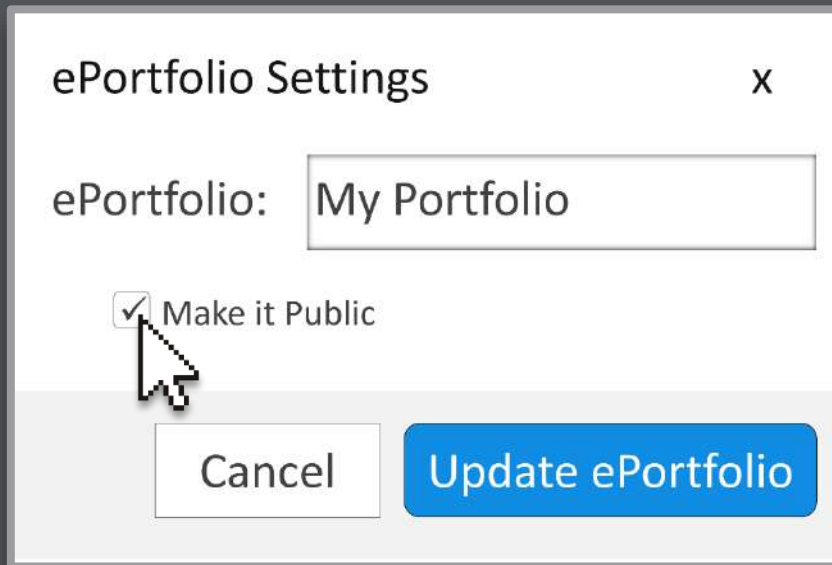
appears on the left side of the dashboard.

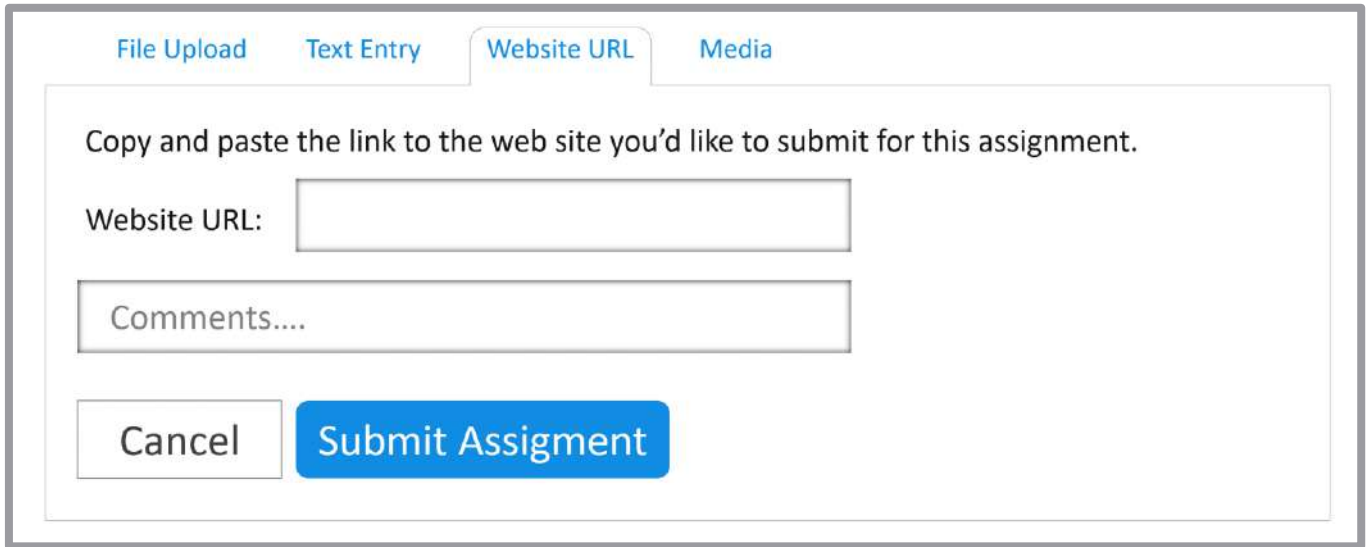A screen will appear where you can select the **Make it Public** option.

Then, click the button titled **Update ePortfolio.**

To make it private, simply deactivate the **Make it Public** option. In this box, you also have the option of changing the portfolio's name in the box designated **ePortfolio Name**.

Your ePortfolio's URL is the link that you should use to share it with your professor and/or your classmates through the messenger, assignments and forums, among others.

Enter in URLs of the assignments.

If you have any questions about the ePortfolios, communicate with your professor or your academic advisor.

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