

ePortfolios on Canvas

S T U D E N T T U T O R I A L

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:

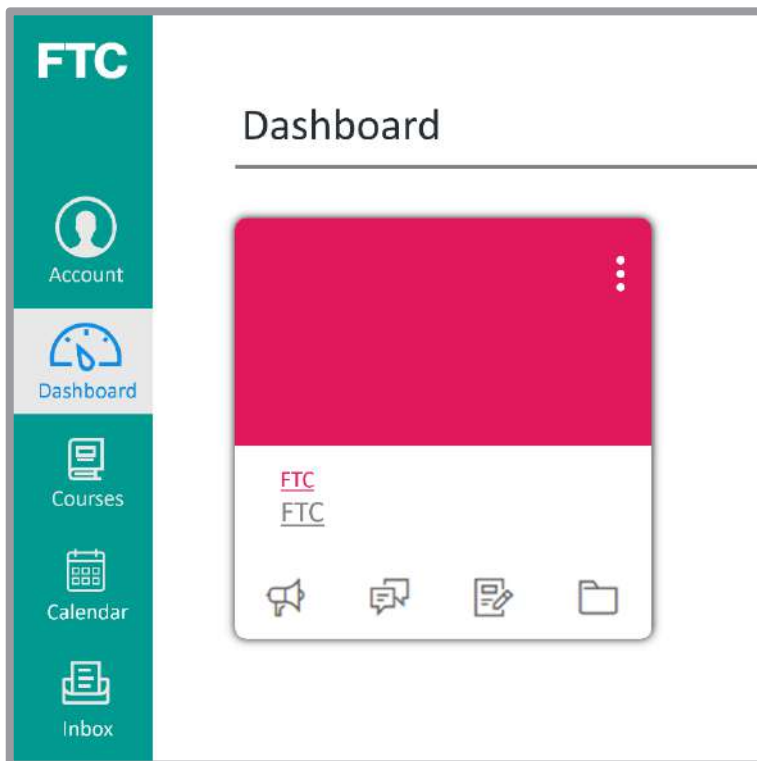
- [Create Your ePortfolio and Your Sections](#)
- [Add Content to Your ePortfolio](#)
- [Share Your ePortfolio](#)

Create Your ePortfolio and Your Sections

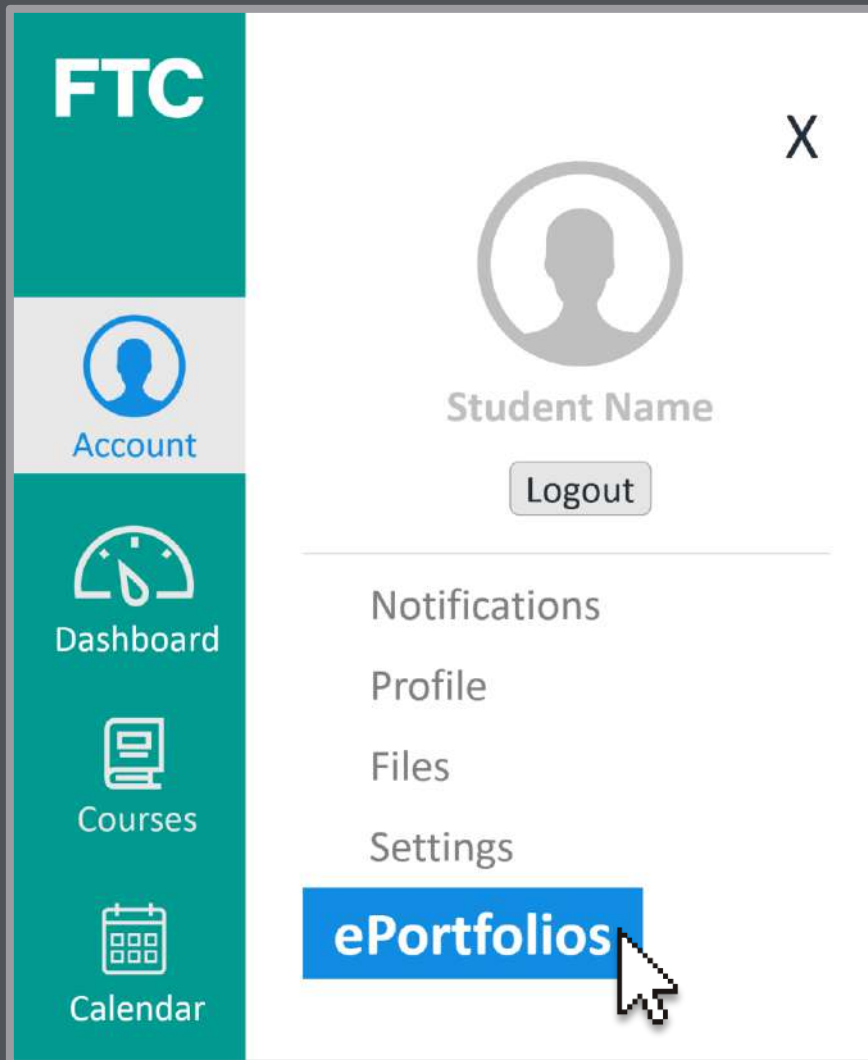


Let's continue to break down the steps so that you can create your portfolio and your sections:

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**.

The screenshot shows the FTC ePortfolios page. On the left is a teal sidebar with icons for Account, Dashboard, Courses, Calendar, and Inbox. The main content area has a breadcrumb 'Student Name > ePortfolios' and a title 'What's an ePortfolio?'. Below the title is a list of menu items: Notifications, Profile, Files, Settings, and ePortfolios (highlighted in blue). The text explains that ePortfolios are for displaying and discussing significant submissions and experiences. A bulleted list includes: 'Display the papers you're proud of for more than just your instructor to see', 'Talk about all the thought and work that went into your class submissions', 'Gather an overview of your educational experience as a whole', and 'Share your work with friends, future employers, etc.'. It also notes that ePortfolios can be public or private and that settings can be changed. At the bottom, it says 'Ready to get started? Click the button.' and features a '+ Create an ePortfolio' button with a mouse cursor pointing to it.

FTC Student Name > ePortfolios

What's an ePortfolio?

ePortfolios are a place where you can display and discuss the significant submissions and experiences that are happening during your learning process. You can use an ePortfolio to:

- Display the papers you're proud of for more than just your instructor to see
- Talk about all the thought and work that went into your class submissions
- Gather an overview of your educational experience as a whole
- Share your work with friends, future employers, etc.

ePortfolios can be public for everyone to see, or private so only those you allow can see, and you can change that setting at any time.

Ready to get started? Click the button.

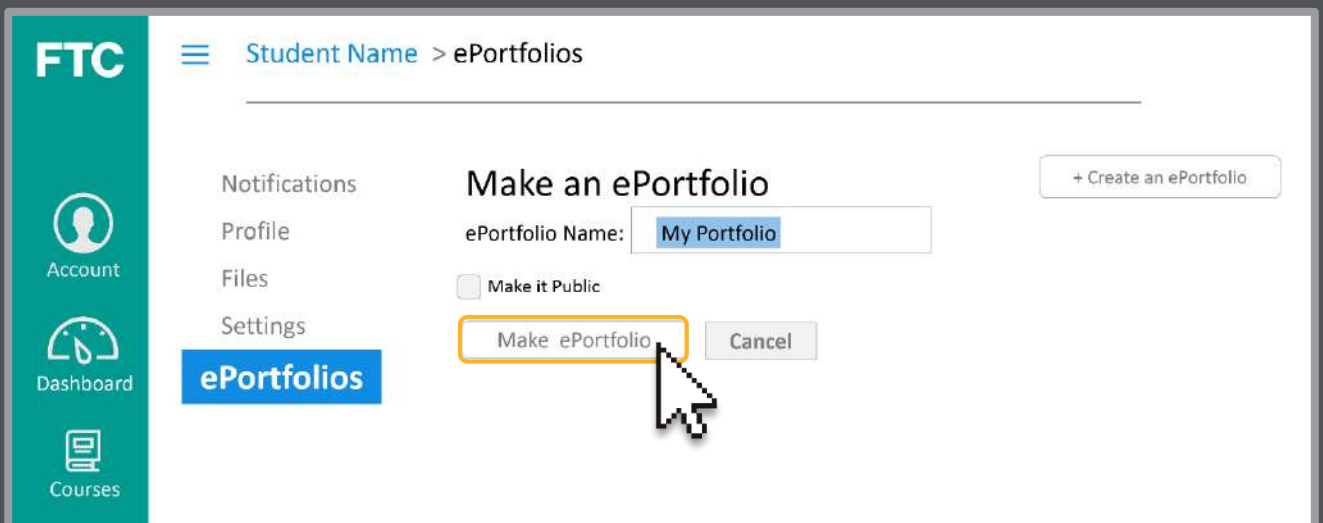
[+ Create an ePortfolio](#)



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 ePortfolio**.



The screenshot shows the FTC user interface for creating an ePortfolio. On the left is a teal sidebar with navigation icons for Account, Dashboard, and Courses. The main content area has a breadcrumb trail: Student Name > ePortfolios. Below this is a menu with options: Notifications, Profile, Files, Settings, and ePortfolios (which is highlighted in blue). The central section is titled "Make an ePortfolio" and contains a form with the following elements: a text input field for "ePortfolio Name" containing "My Portfolio", a checkbox for "Make it Public" which is unchecked, and two buttons: "Make ePortfolio" (highlighted with a yellow border and a mouse cursor) and "Cancel". A "+ Create an ePortfolio" button is located in the top right corner of the form area.



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=d6PZ2d4F2xH5UkCPFmYjWhlksld3QzzNQzIB030v>

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

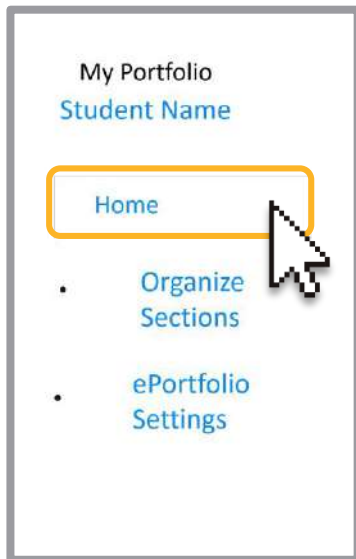
[Welcome](#)

 [Edit This Page](#)

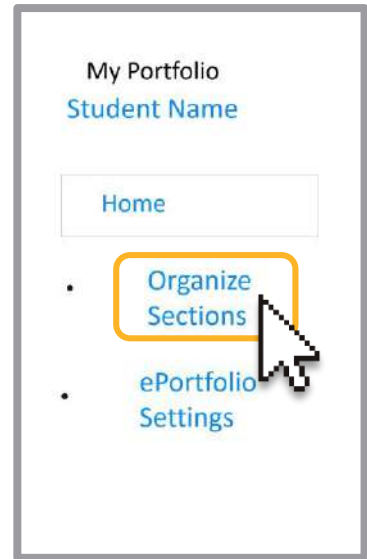
[Back to Portfolio Dashboard](#)



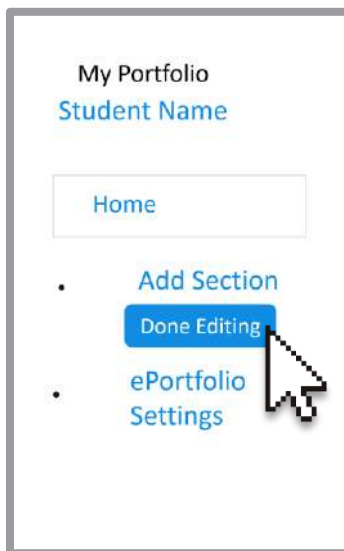
We will start by adding the sections of your portfolio. They are created using the options that appear in the menu on the left-hand side of the screen. **The Home** section will always be available, since it is the cover page of your portfolio.



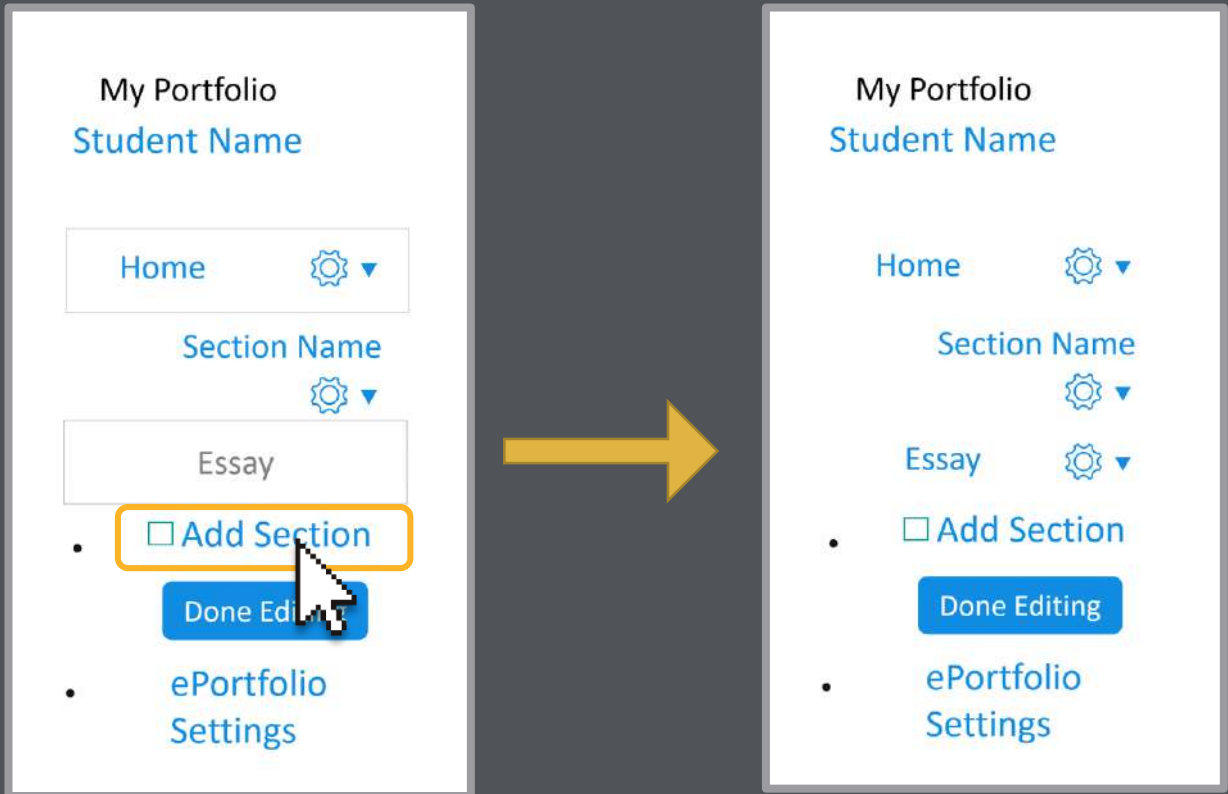
Click on the **Organize Sections** button



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.



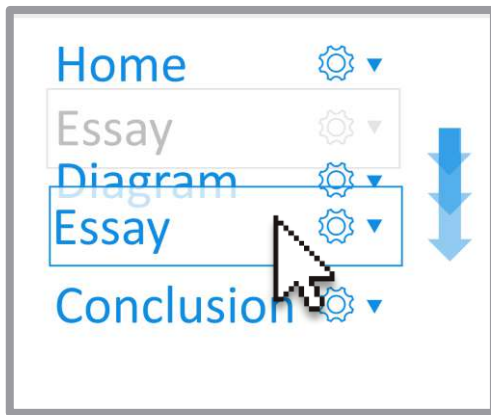
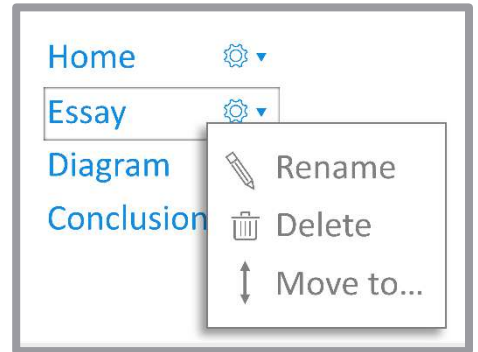
Click on **Add Section** and proceed to name the new section in the corresponding box. Press the **Enter** key to save the section.



Note the change after pressing Enter.

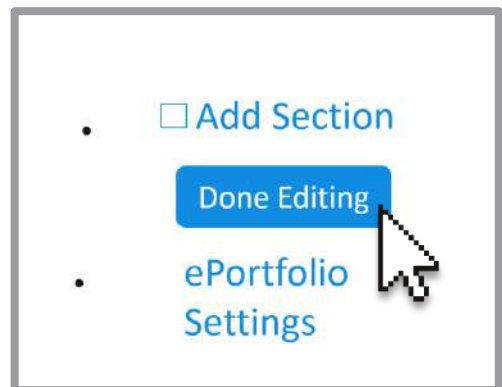


Add all the sections that you feel are necessary for your portfolio. The sections function like folders that allow you to organize the documents within your portfolio.



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**.

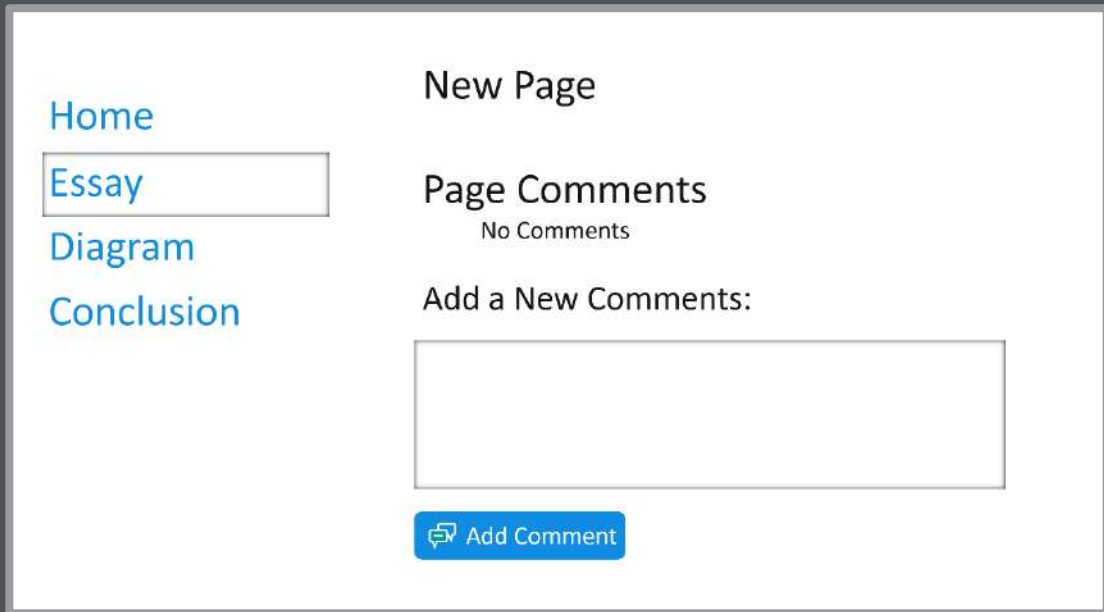


Add Content to Your ePortfolio



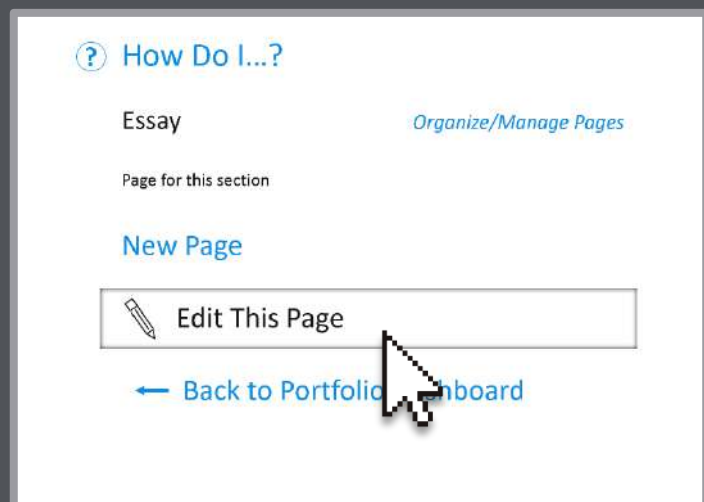
After seeing how an ePortfolio is created on Canvas, now we will learn how to add content to the sections through the use of pages.

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



The screenshot shows a sidebar on the left with navigation links: Home, Essay (highlighted with a white box), Diagram, and Conclusion. The main content area is titled 'New Page' and contains the following elements: 'Page Comments' with 'No Comments' below it; a text input field labeled 'Add a New Comments:'; and a blue button with a speech bubble icon and the text 'Add Comment'.

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

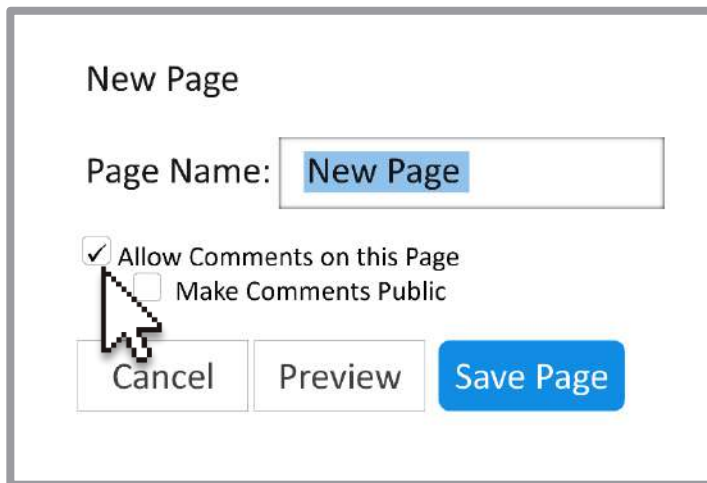


The screenshot shows a right-hand-side menu for the 'Essay' section. At the top is a help icon and the text 'How Do I...?'. Below that is the section name 'Essay' and a link 'Organize/Manage Pages'. Underneath is the text 'Page for this section'. A 'New Page' link is visible. The 'Edit This Page' button, which includes a pencil icon, is highlighted with a white box and a mouse cursor. At the bottom is a link '← 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.

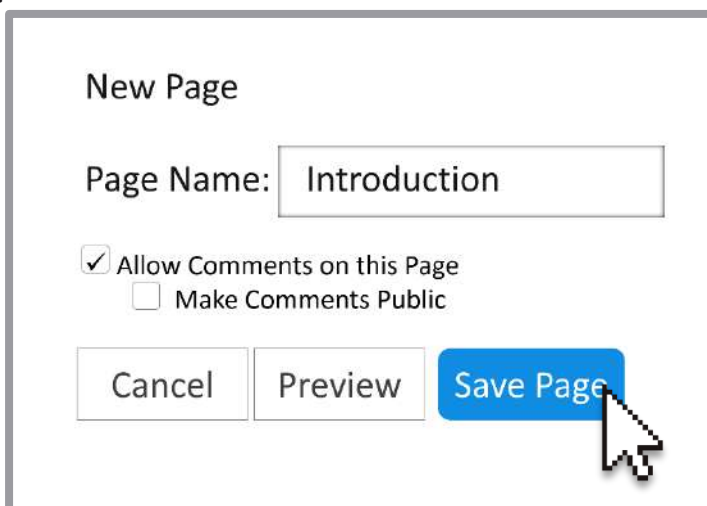


New Page

Page Name:

Allow Comments on this Page
 Make Comments Public

Once you are done, click **Save Page**. This procedure will continue each time you create a page.



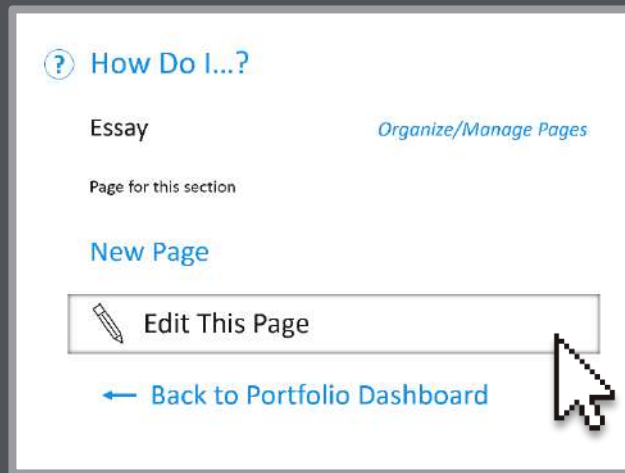
New Page

Page Name:

Allow Comments on this Page
 Make Comments Public



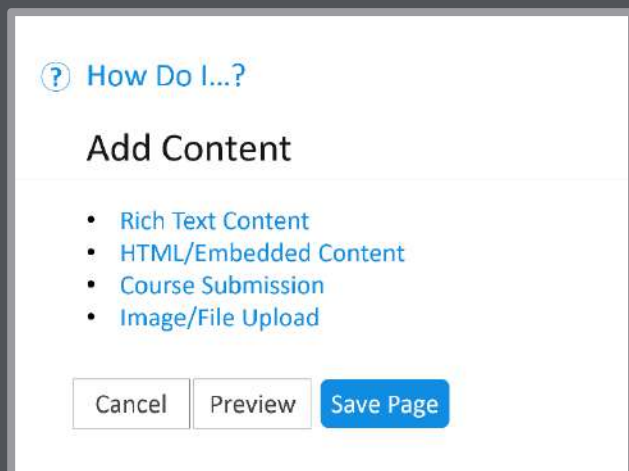
To select the type of content that you would like to add, click **Edit This Page**.



Once you are in editing mode, direct yourself to the right-hand side of the screen.

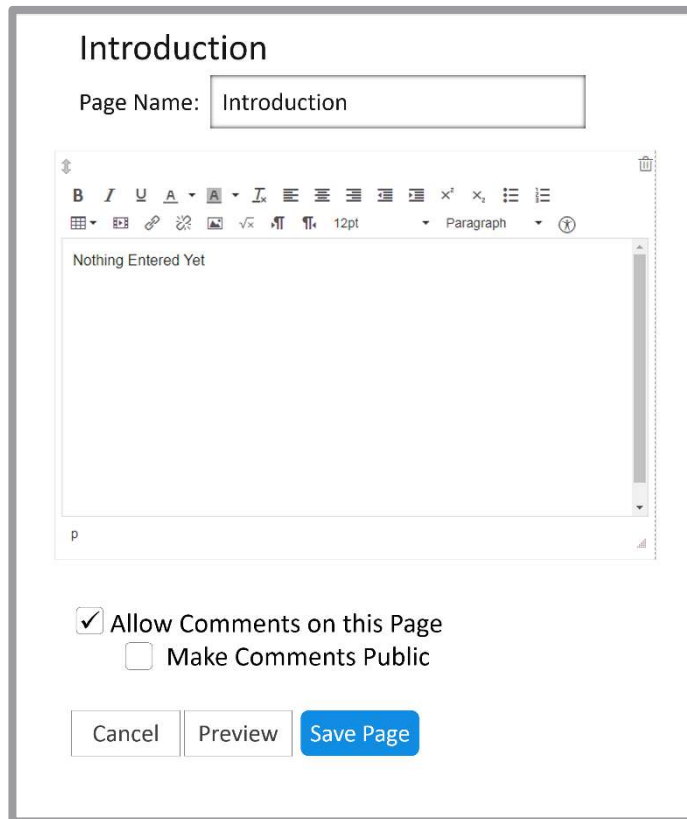
There, you will find the following options:

- 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.



The screenshot shows a web page editor interface. At the top, the page title is "Introduction". Below the title is a text input field labeled "Page Name:" containing the text "Introduction". The main editing area is a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), text color (A), background color (A), link (A), unlink (A), bulleted list, numbered list, indent, outdent, link, unlink, and a trash icon. The editor's content area is empty and contains the text "Nothing Entered Yet". Below the editor, there are two checkboxes: "Allow Comments on this Page" (checked) and "Make Comments Public" (unchecked). At the bottom, there are three buttons: "Cancel", "Preview", and "Save Page" (highlighted in blue).

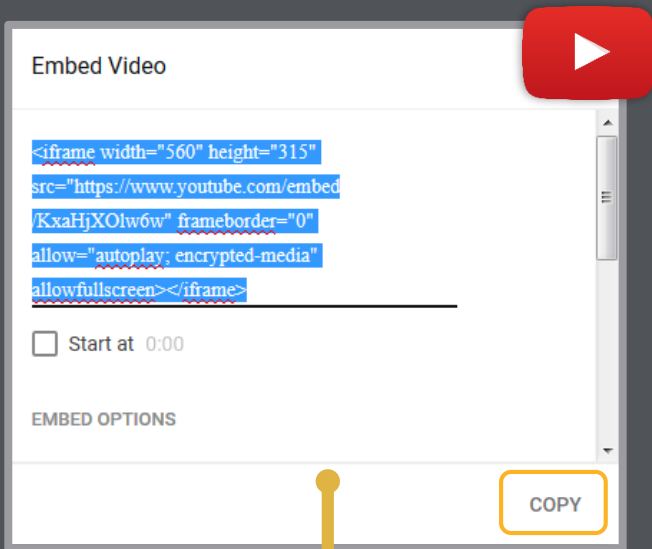
You can, however, write text, upload images and create charts and hyperlinks, among other things.

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.



Embed Video

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/KxaHjXOlw6w" frameborder="0" allow="autoplay; encrypted-media" allowfullscreen></iframe>
```

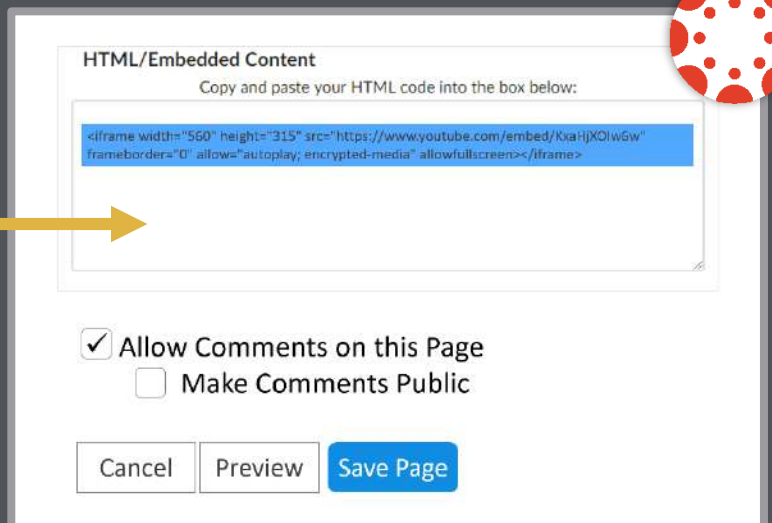
Start at 0:00

EMBED OPTIONS

COPY

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.



HTML/Embedded Content

Copy and paste your HTML code into the box below:

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/KxaHjXOlw6w" frameborder="0" allow="autoplay; encrypted-media" allowfullscreen></iframe>
```

Allow Comments on this Page
 Make Comments Public

Cancel Preview Save Page

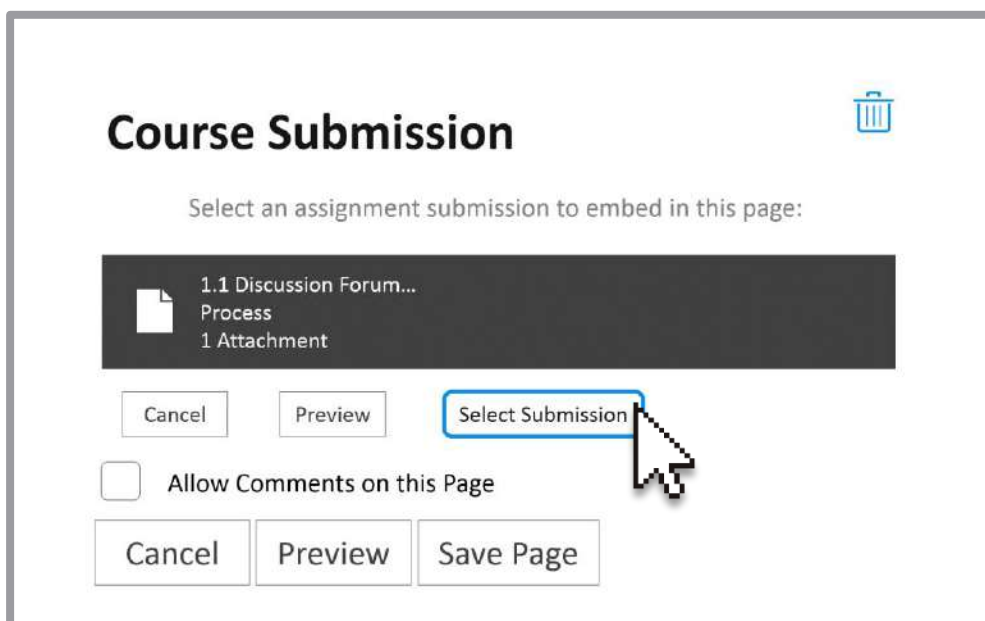
We recommend selecting **Save Page** to make sure your changes have been made. To add more content, you should go back and click **Edit This Page**.



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.



The screenshot shows a 'Course Submission' dialog box. At the top, it says 'Select an assignment submission to embed in this page:' followed by a trash icon. Below this is a list of assignments, with the first one, '1.1 Discussion Forum...', highlighted in grey. The highlighted item shows a document icon, the title '1.1 Discussion Forum...', the word 'Process', and '1 Attachment'. Below the list are three buttons: 'Cancel', 'Preview', and 'Select Submission'. A mouse cursor is clicking on the 'Select Submission' button. Below the buttons is a checkbox labeled 'Allow Comments on this Page'. At the bottom of the dialog are three buttons: 'Cancel', 'Preview', and 'Save Page'.

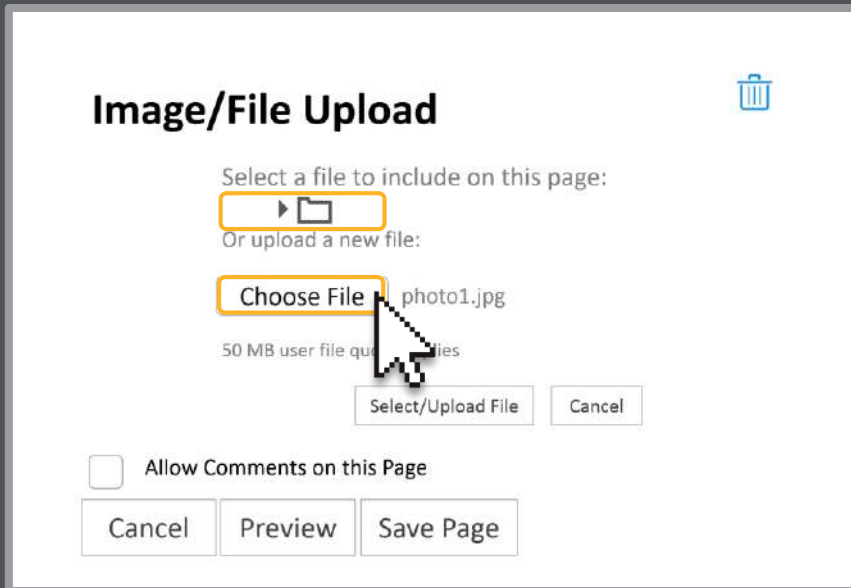
If you want to upload various assignments, you should repeat this process for each one.

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

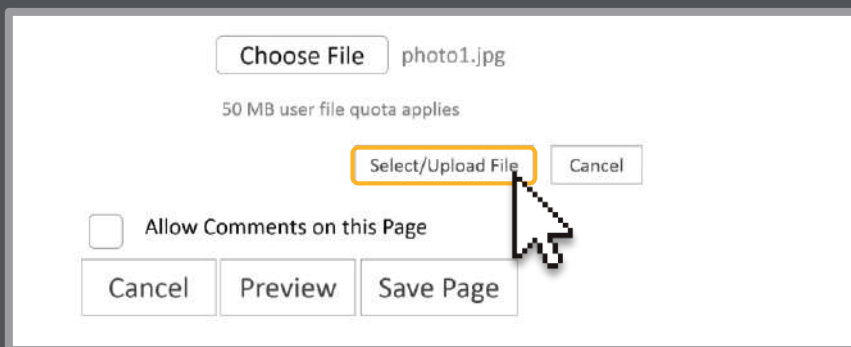


Image/File Upload

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.

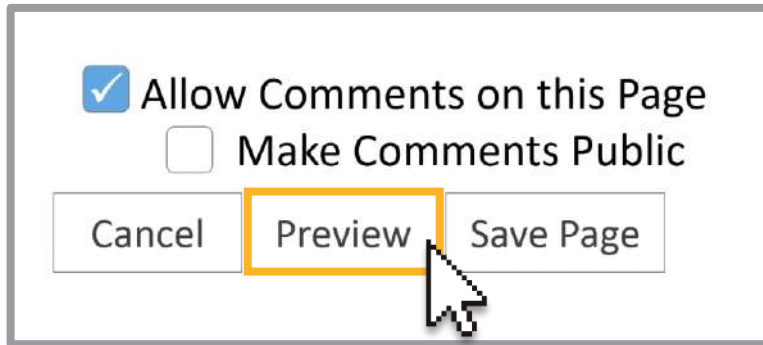


You should click **Save Page** to make sure your changes have been made.
To add more content, go back and click **Edit This Page**.

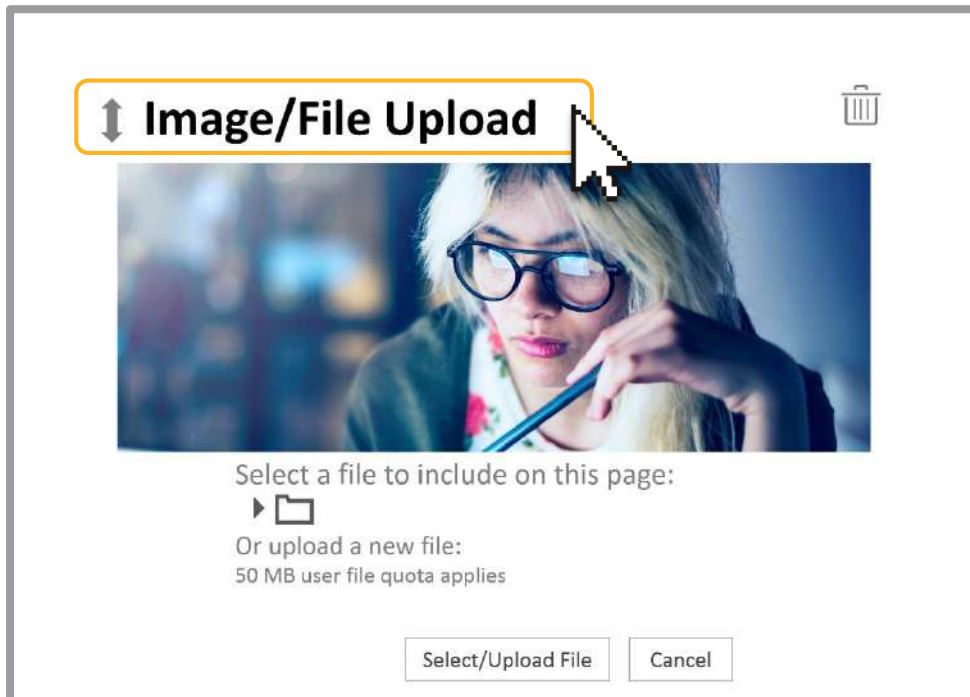


The page editing process also allows you to:

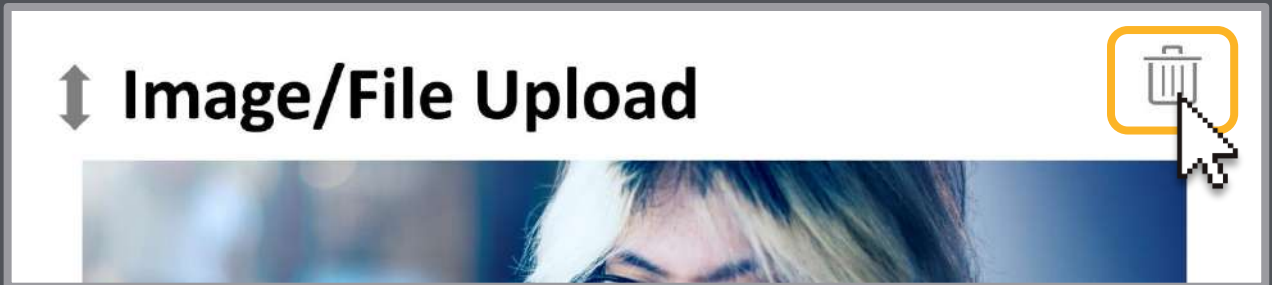
Activate **Preview** so that you can preview how your content will look.



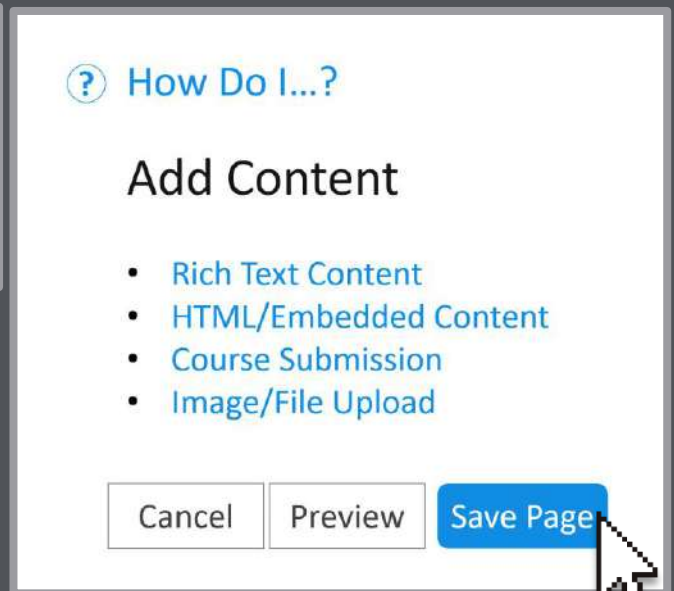
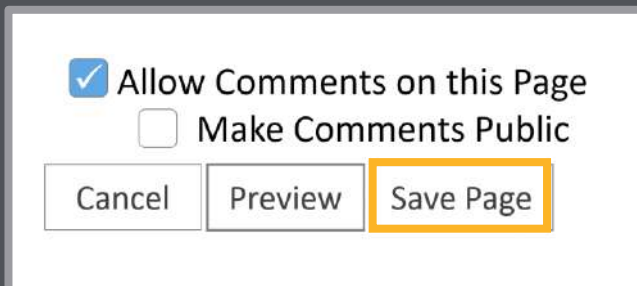
Change the order of the elements by placing them up or down using the arrows that appear on the left side of the element.



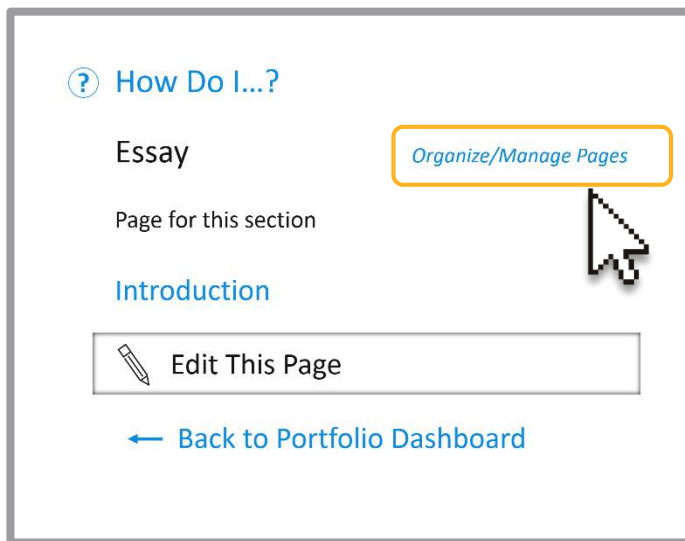
To remove content, point your cursor over the box on the far right. Once you do so, you will see a trash can. Click on the trashcan to remove the desired section.



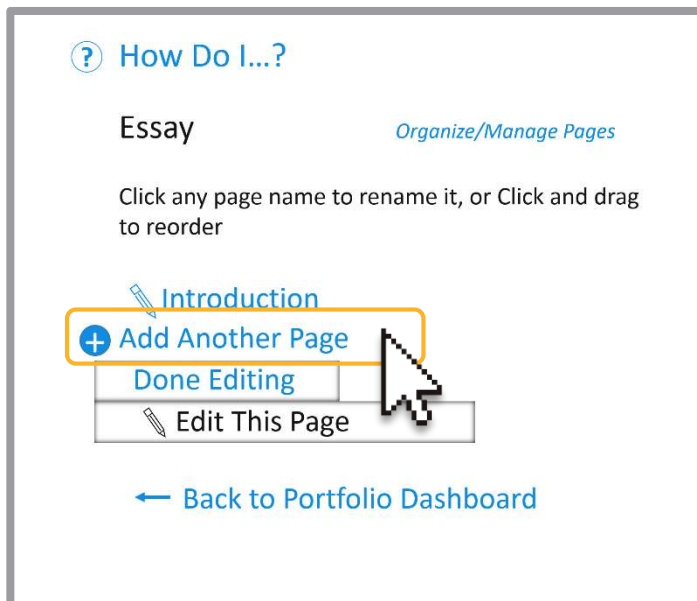
Once you are done, press the button titled **Save Page**.



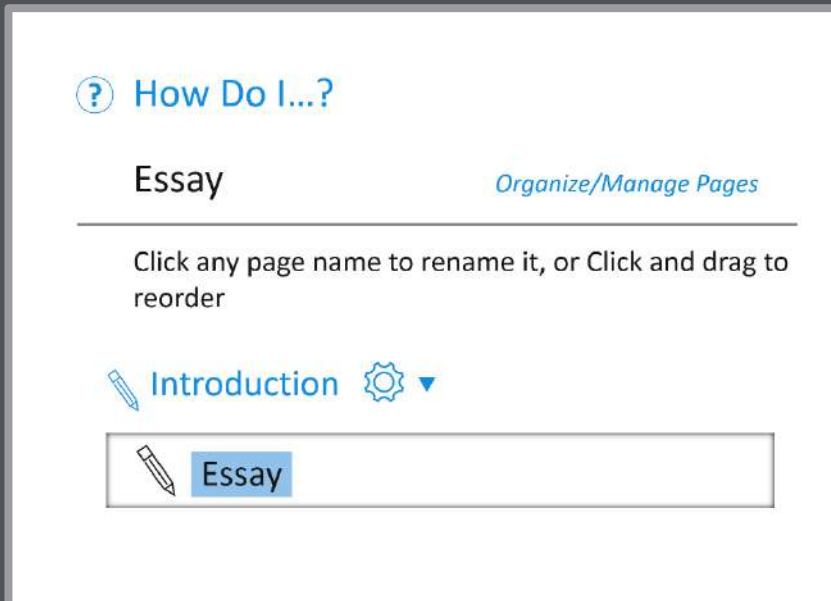
If you want to create a new page in your section, click on **Organize/Manage Pages** (on your right).



Then click **Add Another Page**.





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




? How Do I...?

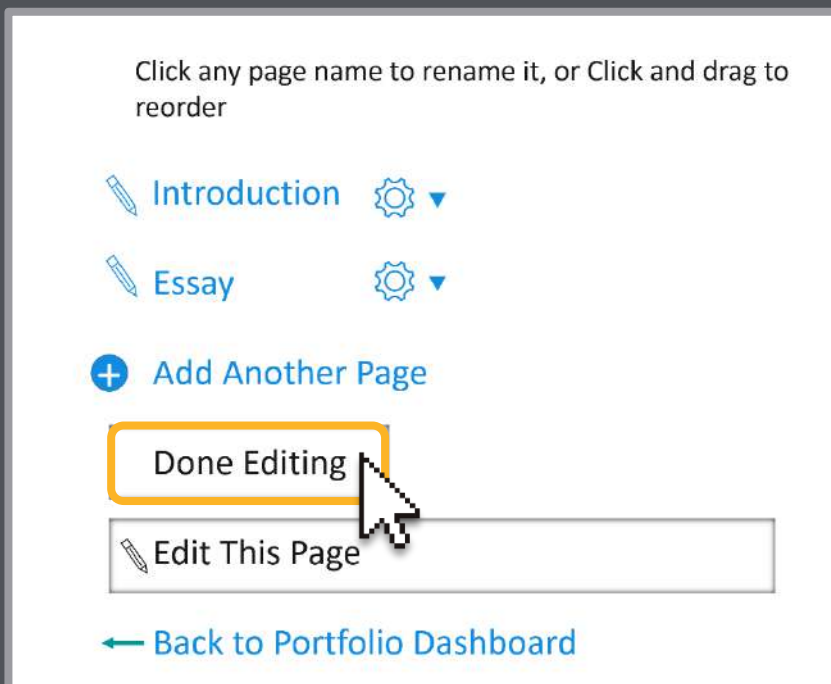
Essay *Organize/Manage Pages*

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**

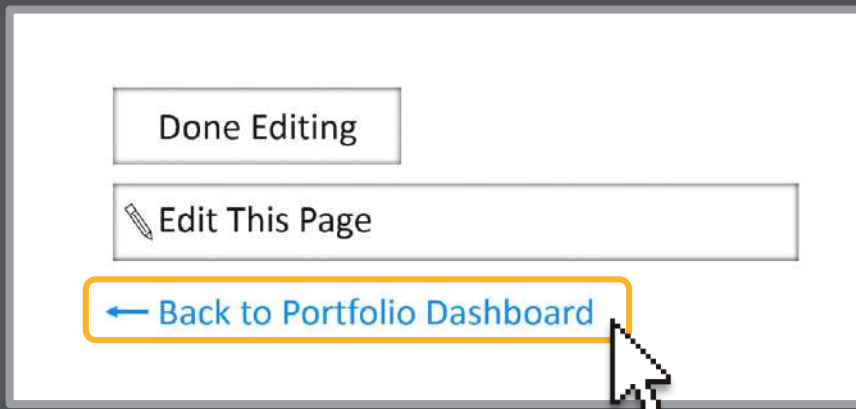
[← Back to Portfolio Dashboard](#)



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.

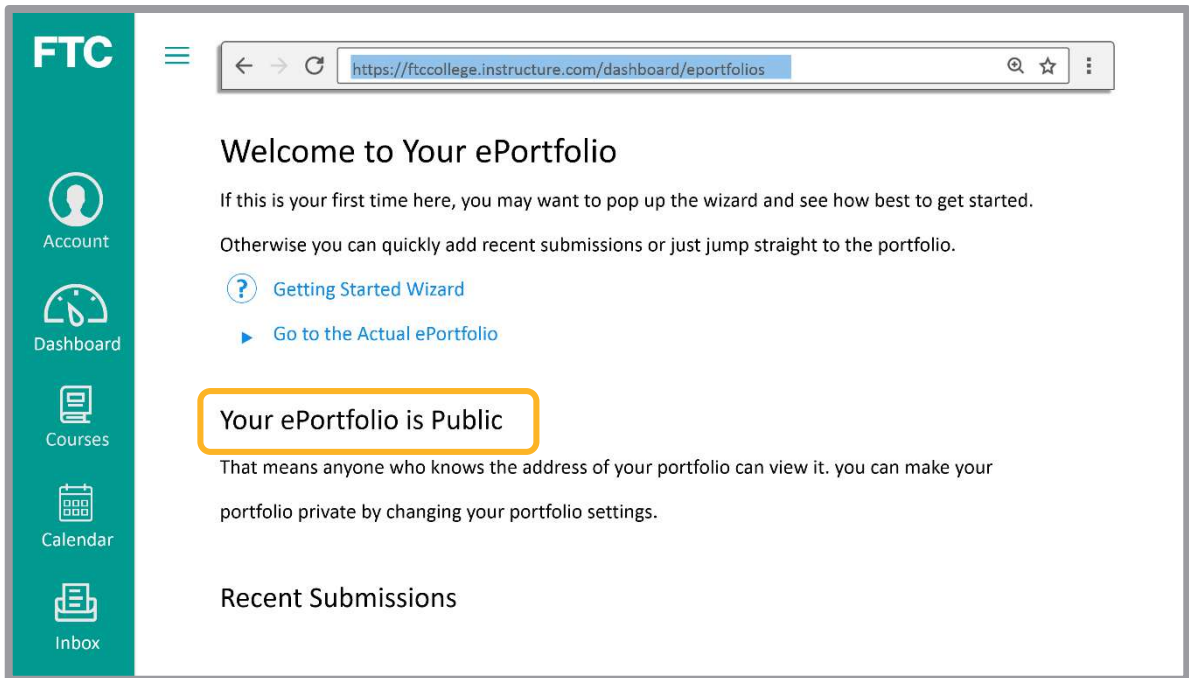
Copy and share this link to give others access to your private ePortfolio:

<https://daveschool.instructure.com/eportfolios/42?verifier=A6HLW9G8TlupfOmTb7ILROi6QDuHDbVekDCx5fIG>

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.

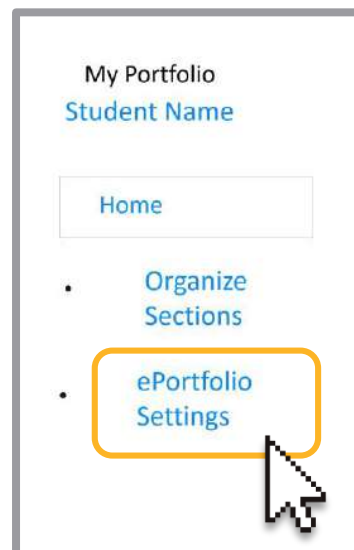


If your portfolio is public, simply copy the URL in your browser and share it.



The screenshot shows a web browser window with the URL <https://ftccollege.instructure.com/dashboard/eportfolios>. The page title is "Welcome to Your ePortfolio". Below the title, there is a message: "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." There are two links: "Getting Started Wizard" and "Go to the Actual ePortfolio". A prominent orange-bordered box highlights the text "Your ePortfolio is Public". Below this, it says: "That means anyone who knows the address of your portfolio can view it. you can make your portfolio private by changing your portfolio settings." At the bottom, there is a section for "Recent Submissions". On the left side, there is a teal sidebar with icons for Account, Dashboard, Courses, Calendar, and Inbox.

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

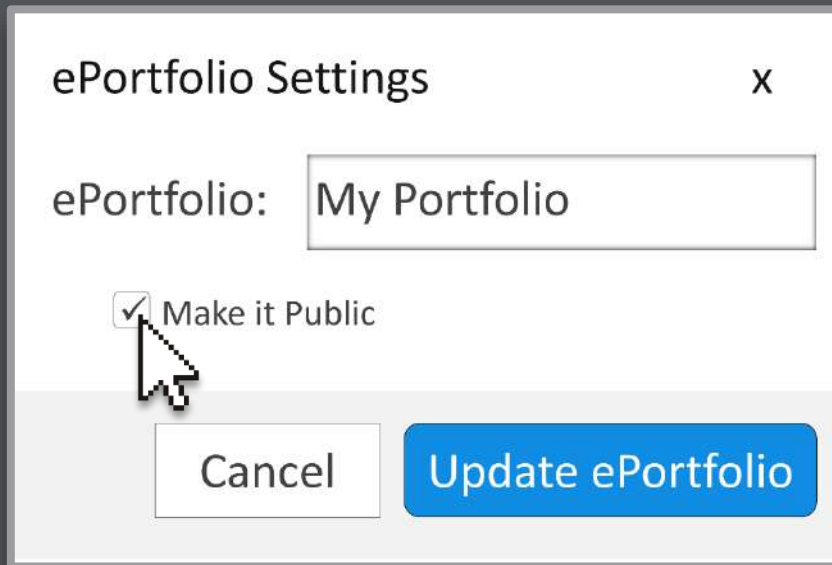


This image shows a close-up of the "My Portfolio" menu. The menu items are: "Home", "Organize Sections", and "ePortfolio Settings". The "ePortfolio Settings" option is highlighted with an orange border, and a mouse cursor is pointing at it.



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

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



ePortfolio Settings X

ePortfolio: My Portfolio

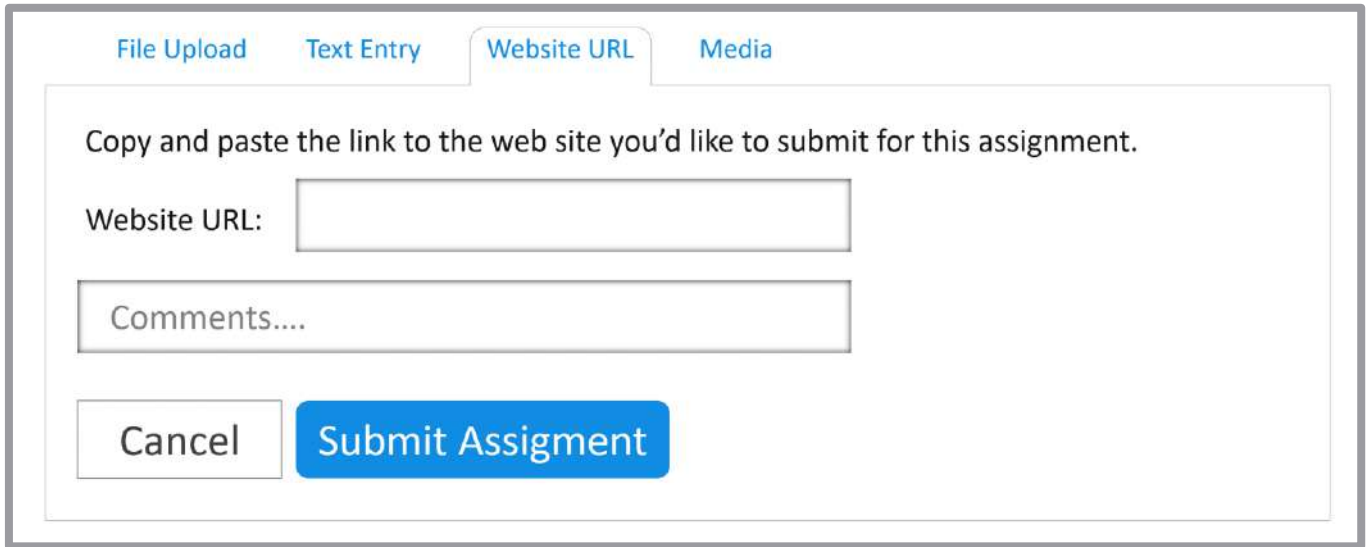
Make it Public

Cancel 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.



The screenshot shows a web interface with four tabs: 'File Upload', 'Text Entry', 'Website URL', and 'Media'. The 'Website URL' tab is selected. Below the tabs, there is a text instruction: 'Copy and paste the link to the web site you'd like to submit for this assignment.' This is followed by a 'Website URL:' label and an empty text input field. Below that is a 'Comments....' label and another empty text input field. At the bottom of the form are two buttons: a 'Cancel' button and a blue 'Submit Assignment' button.

Enter in URLs of the assignments.

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





FTC

**Florida
Technical
College**