ePortfolio is a personal portfolio tool for students built into the desire2learn platform. It has capabilities for sorting, organizing, reflecting on and sharing items that represent student learning. Students may include course work such as documents, graphics, audio files, video files, and create personal collections and presentations. The student decides what items to include in the file, how to organize them and who to share them with.

When students share with others they may give permission to view their work, add comments and edit their work. An Important feature of ePortfolio is that it is a personal tool that follows students throughout all of their courses (K-12). It is not a tool tied to one particular course or one particular year. A student’s ePortfolio can be a place where a student showcases themselves- Their interests, skills, achievements and personality.

*Teachers if you want students to share materials from your course the following permission must be assigned when you view edit course information.
The “Dashboard” is the Initial login Screen for ePortfolio

In the dashboard you can search for items, manage ePortfolio preferences, get updates and search for items, it allows you to quickly change items that you have been working on and to check for invites to view other student’s portfolio items.

The “dashboard” gives students the ability to update their profile and adjust their personal settings and themes. From here you can add a picture, describe yourself and your interests, and even post interesting links and quotes.

Student/Teacher Training Materials (ePortfolio Video 1: Overview)
Activities to try:
- Complete your profile
**Artifact: General Overview**

An artifact is an item that you store in your ePortfolio. Artifacts can be files from your course, feedback from your teacher, quizzes, forms, journal or blog posts, reflections, audio files, web links or webpages. You can organise your artifacts into collections or presentations and you can share your artifacts with others, solicit feedback and then add your own reflections.

Artifacts can be works in progress, like a sketch or the rough draft of a story that you post for comment, or they can be finished works that you’ve collected to showcase your talents or skills.

You can also upload previously created items from your locker or your computer. You can choose an item from your locker or your computer. The item can be an image, report, graphic organizer, presentation, video or any other file you want to include.

You can add a title, a description, add a rubric, add this artifact to a presentation, add it to a collection and add tags. **NOTE: TAGS are important because they allow you to search, place and find your artifacts in collections later on.** You also need to add quotations for tags with multiple words for example “Teacher Training”
Student/Teacher Training Materials (ePortfolio Video 2: Artifacts)

Activities to try:
- upload files from your computer
- Create a new HTML file (use insert stuff to embed a YouTube video)
- Create a new Link
- Create a new Form Response (e.g., a Personal PD Planning Form)
- Share one or more of your items with people in the group or class (and an external email address) and provide the following permissions: see comments from others, add comments, see assessments from others, add assessments, edit (send invite)
Student Guide:
Adding “Artifacts explained in more Detail”

Please Note: Artifacts allow students to do many of the things that teachers are able to do while editing and creating a course within the ePortfolio environment. It gives them a chance to get creative. Also remember tags are important for finding your artifacts later on.

1) **Upload:** An artifact can be a file that you upload; this can be any type of file from your locker or your computer. You can add a title, a description and tags to your artifacts.

![Upload Image]

2) **HTML File:** An artifact can be a file that you create in the LMS. To do this you create a new HTML file. This is one of the most diverse ways to make a variety of new files directly within the LMS. For example using this option you can embed a Youtube video using the insert stuff button. This HTML file creator really allows students to do many of the things teachers can do in the LMS.

![HTML File Image]
3) **Link**: Artifacts can be a link to a website.

4) **Course Results**: Artifacts can be a result from a course, quiz mark, grade book item or feedback from a dropbox, it is a useful item if you want to highlight your achievement on a particular assignment or on in a particular grade or subject. Select what you want to import and add tags.
5) **Forms:** If you are a teacher interested in this option you must have the form already set up for your students. Student’s select add the form, complete it as requested and fill out the details below.

6) **Audio File:** An artifact can be an audio file. You must have a microphone for this type of artifact. To allow this type of recording to occur click the record button and next. If the “Adobe Flash Player Settings Screen” does not pop up to allow does not pop up try a new web browser (Explorer, Chrome, Firefox) and often it will show up.

*Note all artifacts may not be visible on your artifact list. To see them all conduct a blank search or click to view more recently modified artifacts. Now that you have artifacts you can add them to collections or presentations.*

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**Student/Teacher Training Materials**

(ePortfolio Video 2: Artifacts)

**Activities to try:**

- Upload files from your computer
- Create a new HTML file (use insert stuff to embed a YouTube video)
- Create a new Link
- Create a new Form Response (e.g., a Personal PD Planning Form, if a Form is available)
- Share one or more of your items with people in the group or class (and an external email address) and provide the following permissions: see comments from others, add comments, see assessments from others, add assessments, edit (send invite). You may wish to review the sharing instructions found later on in this document.
Reflections

Reflections are a way to record your thoughts and goals. You can create reflections for their own sake or you can create a reflection based on what you have put in your ePortfolio. Remember to make your reflections easy to find later on add tags as mentioned in creating artifacts.

*To allow others to comment on your reflections, collaborate and create opportunities for group work you must indicate this in your reflection*

Student/Teacher Training Materials (ePortfolio Video 3: Reflections)
Activities to try:
- Create a new reflection
- Associate your new reflection with a particular artifact
Associating reflections with other items in your ePortfolio can only be done once a reflection has been saved. After it has been saved you can click on arrow beside your artifact and edit your reflection.

Will allow you the ability to associate items.

*You can also add your reflection to a presentation*
**Collections**

A collection is a group of artifacts that you can tag, share with others and reflection on. All collections you create may be deleted, shared or edited.

There are 2 types of collections:

1) **Static collections**: stay the same until you add new artifacts to them.
2) **Dynamic collections**: get updated automatically when you tag new artifacts in a specific way.

Once you save your collection you will be able to let others comment on your collection and associate your collection with a rubric. This can help with peer evaluation, group work or collaborative tasks.
You can! Add a rubric to a collection

You can! Add an Item to a collection

Collection Items
Type 1: Static Collections
- stay the same until you add new artifacts to them
- manually choose specific items for a specific purpose at one point in time
- example CCA
- you can manually change the collection at any time

Collection Items
Type 2: Dynamic Collections
- gets updated automatically when you tag new artifacts in a specific way
- grows with you
- type the tags you want it to draw from to add to the collection without having to do manual changes

Editing your collection allows you to not only see what is in your collection but also any comments or assessments others have made about your collections. Only those you have shared your ePortfolio collection with can make comments on your collections.

Student/Teacher Training Materials (ePortfolio Video 4: Collections)
Activities to try:
  o Create a collection
  o Share one or more of your items with people in the group or class (and an external email address) and provide the following permissions: see comments from others, add comments, see assessments from others, add assessments, edit (send invite) You may wish to review the sharing instructions found later on in this document.
Presentations

Presentations allow you to showcase your artifacts, collections and reflections. Often you create a presentation at the end of a project, unit, grade or course to highlight your best or final work (CA).

Again you must save your presentation (similar to when you are creating a collection) prior to having the ability add content, work on the layout; create a banner or a theme.
Presentations Part 1: Adding content to a presentation

When adding content you have 5 options
Simply select the items you would like to add and have in your presentation.

Options 1, 2 and 3 must be created prior to adding them to a presentation
1) Add an artifact
2) Add an artifact or reflection from a collection
3) Reflection

Options 4 and 5 can be created using the links above
4) Text area- things like quotations, captions or anything else that isn’t an artifact or a reflection. I.e. a quotation that fits with your presentation
5) Information from my profile
Presentations Part 2: Changing the appearance of your presentation

In addition to changing the content of your presentation you can also change the
1) Navigation

2) Change the page Layout
3) Change the banner

4) Change the Theme
In the theme tab you can also preview what the presentation will look like with the content and theme you have selected. Once you have a theme you like click the select button.

Student Training Materials (ePortfolio Video 5: Presentations)
Activities to try:
- Create a presentation
- Share one or more of your items with people in the group or class (and an external email address) and provide the following permissions: see comments from others, add comments, see assessments from others, add assessments, edit (send invite). You may wish to review the sharing instructions found later on in this document.
- Invites: comment on, assess and/or edit any items that have been shared with you
Sharing: The basics
Sharing items in the ePortfolio with other students
• Students can assign sharing permissions
• Students must choose how they wish to share with others
• Students can creating sharing groups in ePortfolio

Once a student has created a presentation or artifact they can click on the arrow beside the artifact or presentation and click on share.

Sharing groups:
Students can create a new sharing group or change the permissions of an existing sharing group.
Give the group a name
Add the users
  1) Add all the users in a course to a group
  2) Add specific user in a course into group
  3) Assign Permissions
  4) Select done and send invite if you want the invite to show up on the dashboard of the student or teacher you are sending it to.
Students can then choose from a number of sharing options.

- They can provide public access (and tweet, put on facebook, email etc). Anyone with the URL can access their presentation. Excellent for sharing beyond the classroom.
- They can set dates in which others can see their presentation. For example if presenting in class however you didn’t want people to have access past the in class presentation you could set timelines to close the file.

- They can also share with other users and groups within the LMS (d2l).
- Students could search to find a teacher or student in their class or search to find their entire classlist.
- They can then specify who they wish to share with within the LMS(d2l)
- Or they can use a teacher created sharing group. A teacher must have set this up prior to student sharing in order to use.
Once the student has selected the individuals they wish to share their work with they can assign permissions for that student or teacher to see comments, add comments, see assessments from others, add their own assessments or edit the assignment. Please note students can also edit the permissions at a future date altering student access to their work.

Sharing may allow you to share with a small group, everyone in a given class, or your parents. If your students are already blogging it can also provide a link to embed their course work in their active blog.
Teachers Setting Up Sharing Groups

Teachers can also set up their own sharing groups for their students. This can be done 2 ways:

1) Within your course so that only students in your course can be added to the sharing group

Step 1: Click on edit course

Step 2: Locate Sharing Groups

Step 3: Follow directions below (found on pages 21/22)
2) Within ePortfolio so that any student in the org could be selected to share with. This is great for teachers wishing students to sharing across multiple sections or multiple classrooms or even multiple schools.

To do so go to your course, select the ePortfolio, click on new sharing group

You can add users once you have given the sharing group a name.
You can search for users based on their name or course.

 Highlight the individuals or class you wish to share with and click add.

 You will now see this sharing group under your Sharing Groups in ePortfolio.

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**Student/Teacher Training Materials (ePortfolio Video 5 & 6: Sharing and Forced Sharing)**

**Activities to try:**
- Share one or more of your items with people in the group or class (and an external email address) and provide the following permissions: see comments from others, add comments, see assessments from others, add assessments, edit (send invite)