



CANVAS



NUC
UNIVERSITY

ePortfolios in Canvas

Student Tutorial

Introduction

ePortfolios in Canvas allow you to create a project and store assignments in an easy and simple way. Before starting, we recommend that you review and clearly understand the instructions for the ePortfolio you must create. Once you learn which elements you will include, the process will be easier.

This tutorial is divided into three sections to facilitate the understanding of the steps to follow:

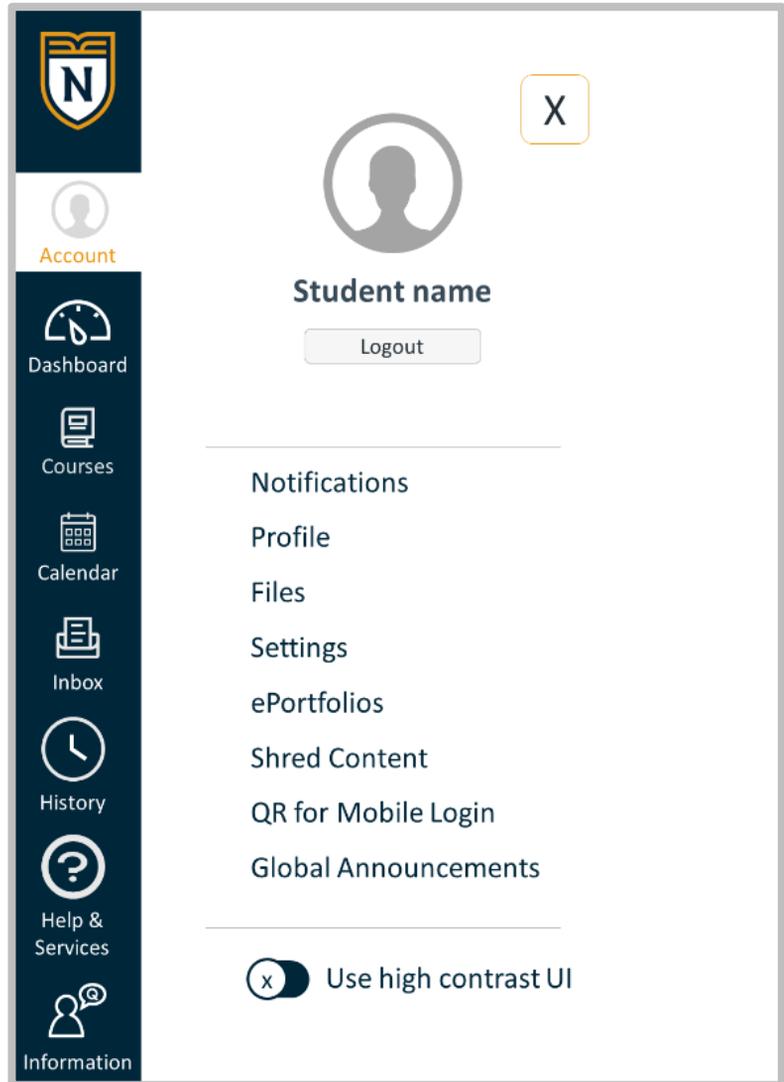
- [Creating your ePortfolio and its sections](#)
- [Adding content to your ePortfolio](#)
- [Sharing your ePortfolio](#)

Creating your **ePortfolio** and its sections



Below, we will list the steps you should follow to create your ePortfolio and its sections:

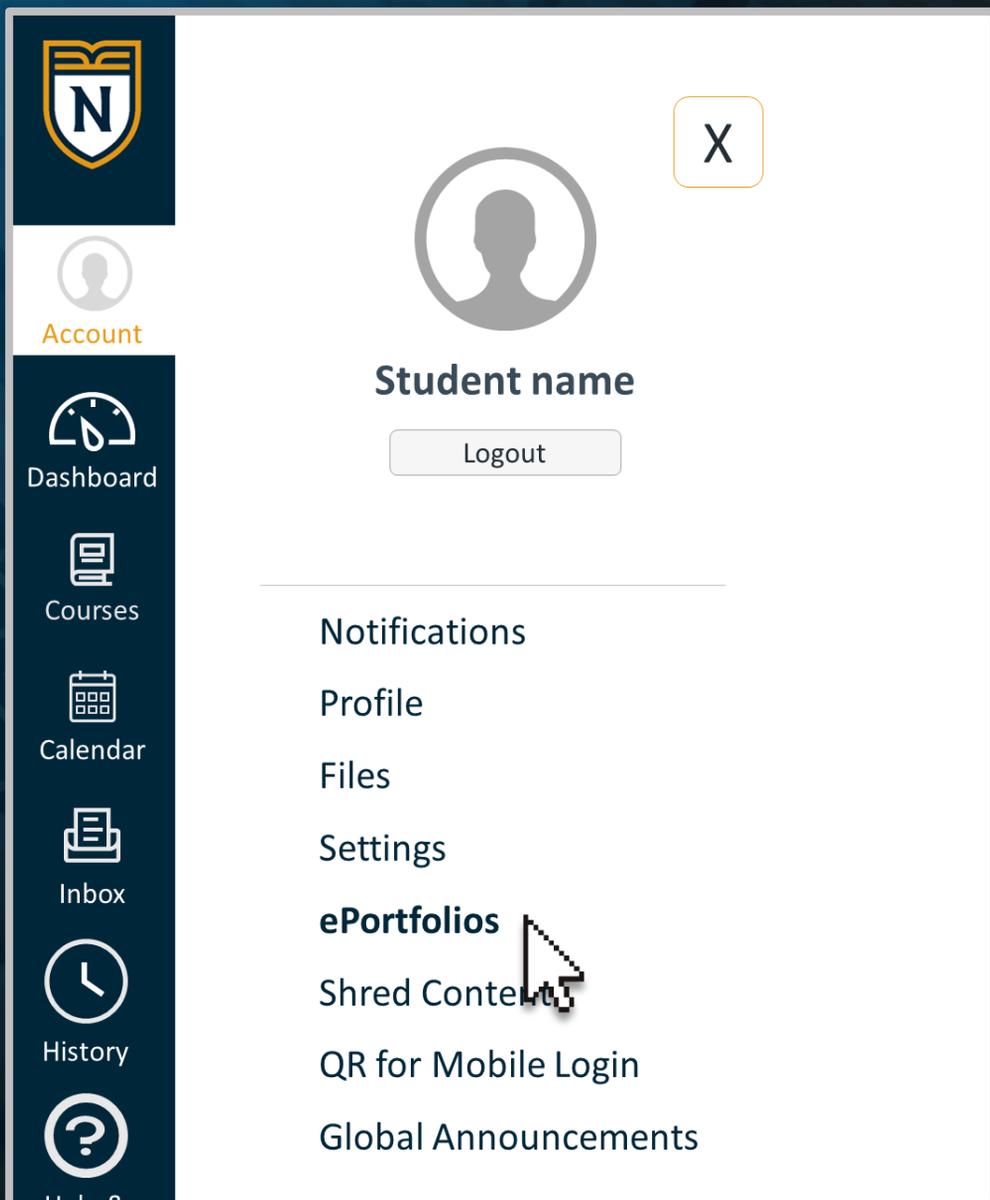
Click on **Account**



The screenshot shows a user interface with a dark blue sidebar on the left and a white main content area on the right. The sidebar contains a vertical list of menu items, each with an icon and a label: a shield with 'N' (Account), a person icon (Account), a dashboard icon (Dashboard), a book icon (Courses), a calendar icon (Calendar), a document icon (Inbox), a clock icon (History), a question mark icon (Help & Services), and a person with a speech bubble icon (Information). The 'Account' item is highlighted with a yellow background. The main content area displays a user profile with a circular placeholder for a profile picture, a close button (X), the text 'Student name', and a 'Logout' button. Below the profile is a list of menu items: Notifications, Profile, Files, Settings, ePortfolios, Shred Content, QR for Mobile Login, and Global Announcements. At the bottom of the main content area, there is a toggle switch for 'Use high contrast UI' with a close button (X).



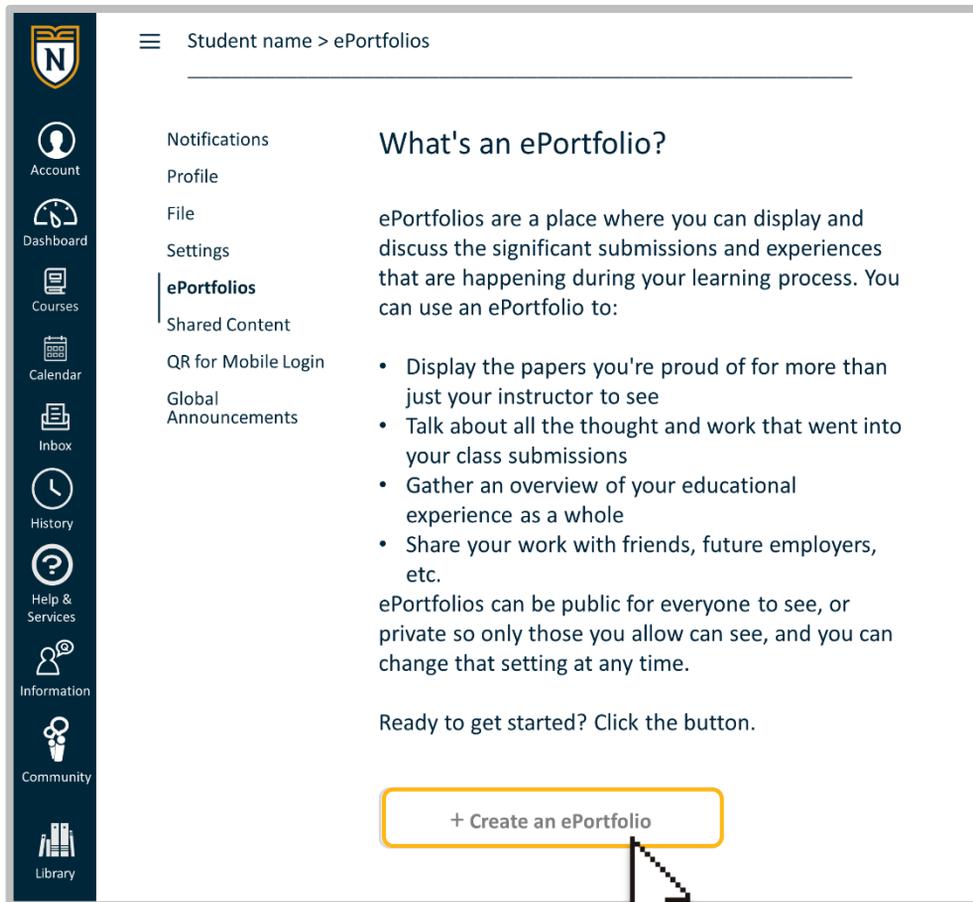
Then, on the left side of the page, click on the **ePortfolios** option.



The image shows a user profile sidebar menu. On the left is a dark blue vertical bar with icons and labels for: Account (with a person icon), Dashboard (with a clock icon), Courses (with a book icon), Calendar (with a calendar icon), Inbox (with a document icon), History (with a clock icon), and Help (with a question mark icon). At the top of the sidebar is a logo with the letter 'N' inside a shield. The main area of the sidebar is white and contains: a profile picture placeholder (a grey circle with a person silhouette), a 'Logout' button, and a list of menu items: Notifications, Profile, Files, Settings, **ePortfolios** (highlighted with a mouse cursor), Shred Content, QR for Mobile Login, and Global Announcements. A small 'X' icon is in the top right corner of the white area.



You will reach the home page for the **ePortfolios** section. If you have already created any portfolios, they will show on this screen. To create a new portfolio, click on the **Create an ePortfolio** button.



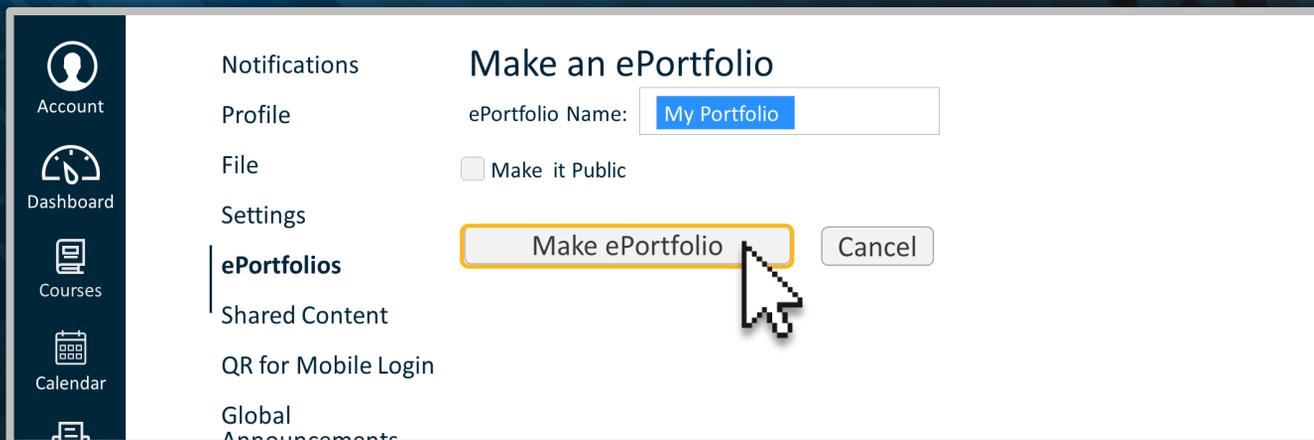
The screenshot shows a user interface for the ePortfolios section. On the left is a dark blue sidebar with a vertical list of icons and labels: Account, Dashboard, Courses, Calendar, Inbox, History, Help & Services, Information, Community, and Library. The main content area has a header with a hamburger menu icon and the text "Student name > ePortfolios". Below the header is a list of navigation options: Notifications, Profile, File, Settings, **ePortfolios** (highlighted with a vertical bar), Shared Content, QR for Mobile Login, Global Announcements, and Information. The main content area is titled "What's an ePortfolio?" and contains a paragraph explaining that ePortfolios are a place to display and discuss significant submissions and experiences. Below this is a bulleted list of four points: displaying papers, discussing class submissions, gathering an overview of educational experience, and sharing work with friends and future employers. A paragraph follows, stating that ePortfolios can be public or private and can be changed at any time. Below this is the text "Ready to get started? Click the button." and a large, rounded rectangular button with a yellow border and the text "+ Create an ePortfolio". A mouse cursor is pointing at the button.



Choose the name of your portfolio and enter it into the box titled **ePortfolio Name**.

Notice there is an option to make your portfolio public. If necessary, you can select it. For the purpose of this tutorial, we will not select this option.

Finally, click on **Make ePortfolio**.



The screenshot shows a user interface with a sidebar on the left containing icons for Account, Dashboard, Courses, and Calendar. The main content area is titled "Make an ePortfolio" and includes a list of menu items: Notifications, Profile, File, Settings, ePortfolios (highlighted with a vertical line), Shared Content, QR for Mobile Login, and Global Announcements. The "ePortfolios" section contains a form with the following elements:

- A label "ePortfolio Name:" followed by a text input field containing "My Portfolio".
- A checkbox labeled "Make it Public" which is currently unchecked.
- A button labeled "Make ePortfolio" which is highlighted with a yellow border and has a mouse cursor hovering over it.
- A button labeled "Cancel" to the right of the "Make ePortfolio" button.



This will take you to the portfolio's dashboard. Here you will be able to:

- Access the **Getting Started Wizard** option if you need Canvas help to work on your ePortfolio.
- Go directly to your ePortfolio.
- Share your ePortfolio.
- Download the content of the ePortfolio.
- Delete the ePortfolio

This link is of vital importance, especially at the end of the course. It will allow you to download a compressed file (zip file) of all the assignments submitted to the platform and save them to your computer or flashdrive.

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://nuc.instructure.com/eportfolios/9607?verifier=6A5BEtTajq8LQfxMAidRFjXtduRy3coOffHqzZAS>

Recent Submissions

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

-  Download the contents of this ePortfolio as a zip file
-  Delete this ePortfolio



On the Dashboard, click on **Go to the Actual ePortfolio** to access 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 see this section:

☰ My Portfolio > Home > Welcome

MyPortfolio
Student name

Welcome
Nothing Entered Yet

 How Do I...?

Home *Organize/Manage Page*

Page for this section

Home

Page Comments
No Comments

Welcome

 Edit This Page

 Back to Portfolio Dashboard

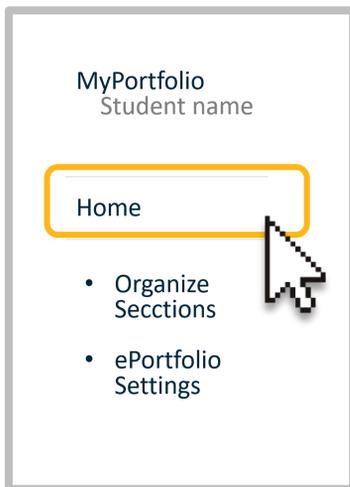
- Organize Sections
- ePortfolio Settings



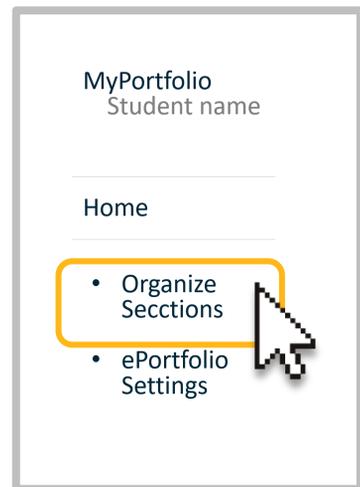
Let's start by adding sections to your ePortfolio.

These are created with the options that appear on left side menu of the screen.

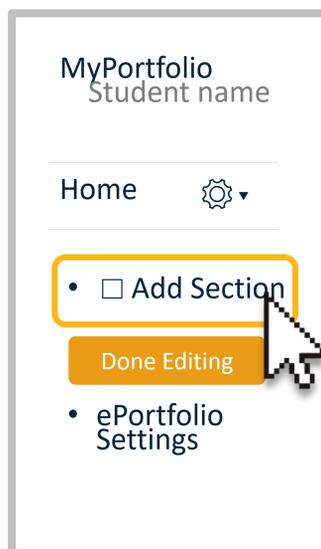
The **Home** section will always show since it is the cover of your portfolio.



Click on the button **Organize Sections.**



The **Add Section** button will appear immediately, and it will remain available until you refresh the page.



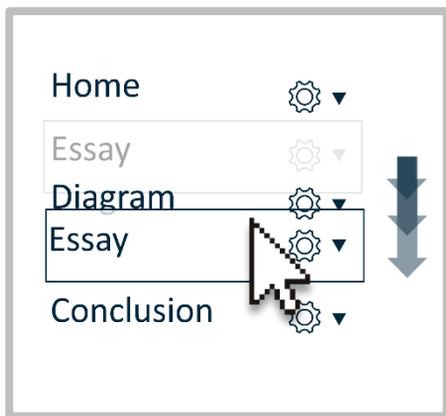
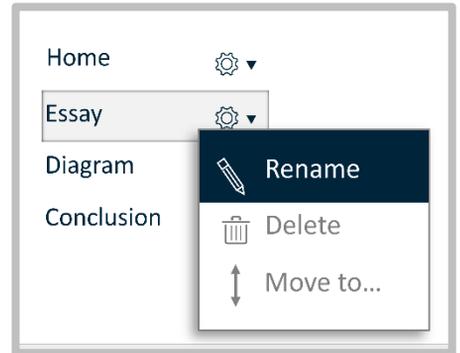
Procede to name the new section in the corresponding box and click **Enter** to save the section.

The diagram illustrates the process of adding a new section to a MyPortfolio page. On the left, a white box represents the menu interface. It features the text 'MyPortfolio' and 'Student name' at the top. Below this is a 'Home' button with a gear icon. A list of options includes 'Add Section' (highlighted with a yellow border and a mouse cursor), 'Done Editing', and 'ePortfolio Settings'. A yellow arrow points from the 'Add Section' option to the right. On the right, a second white box shows the resulting page. It has the same header and 'Home' button. A blue button labeled 'Essay' is now visible, indicating the new section has been added. Below it, the 'Add Section' option is no longer present, and 'Done Editing' is now highlighted in orange. The 'ePortfolio Settings' option remains at the bottom.

Notice the change after clicking **Enter**.

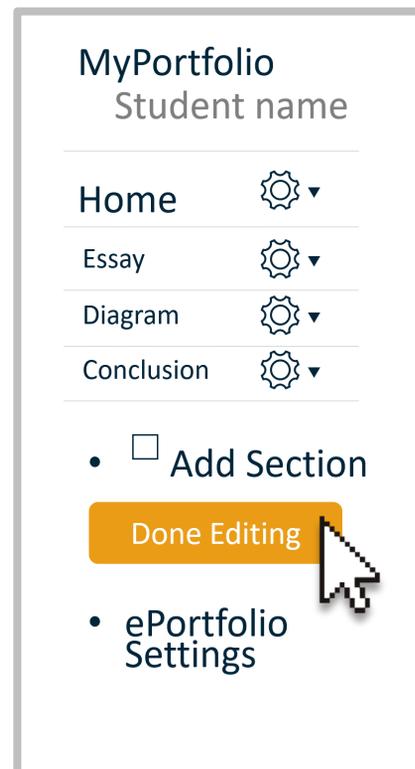


Add all the sections you think are necessary for your portfolio. The sections work as folders that allow you to organize documents within your portfolio.



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

Once you are done creating and organizing your sections, click on **Done Editing**.



Adding content to your ePortfolio



After seeing how an ePortfolio is created in Canvas, we will now learn how to add content to the sections by using pages.

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

MyPortfolio
Student name

Home
Essay
Diagram
Conclusion

- Organize Sections
- ePortfolio Settings

New Page

Page Comments

No Comments

Add a New Comment:

Add Comment

To add content to the page, click on the **Edit This Page** button located to your right and identified with a pencil icon.

? How Do I...?

Essay *Organize/Manage Pages*

Page for this section

New Page

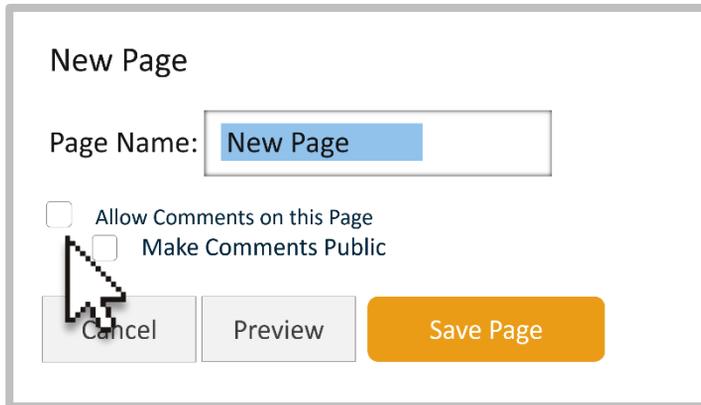
Edit This Page

← Back to Portfolio Dashboard



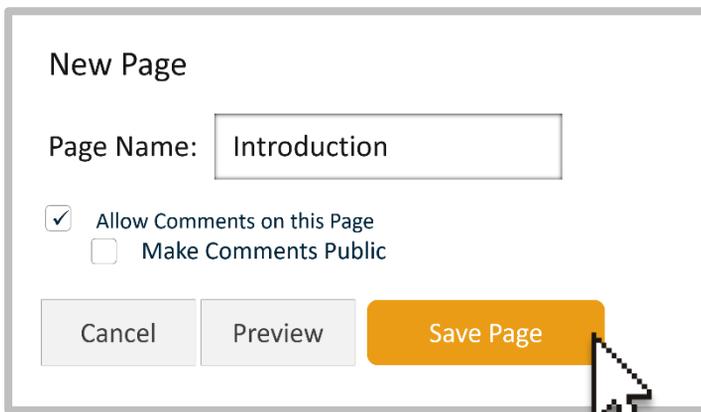
We recommend you name the page, otherwise it will show as **New Page**.

You have the option to allow comments on the page. This is recommended so you will be able to receive feedback from your professor and classmates. If you do not want to receive comments, do not check this option.



The screenshot shows a 'New Page' dialog box. The 'Page Name' field contains 'New Page'. Below it, there are two unchecked checkboxes: 'Allow Comments on this Page' and 'Make Comments Public'. At the bottom, there are three buttons: 'Cancel', 'Preview', and 'Save Page'.

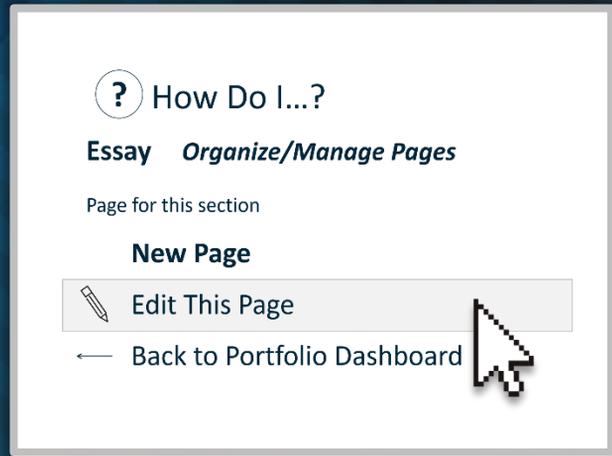
Once you are done, click on **Save Page**. This procedure should be followed each time you create a page.



The screenshot shows the 'New Page' dialog box with the 'Page Name' field containing 'Introduction'. The 'Allow Comments on this Page' checkbox is now checked, while 'Make Comments Public' remains unchecked. The 'Save Page' button is highlighted with a mouse cursor.



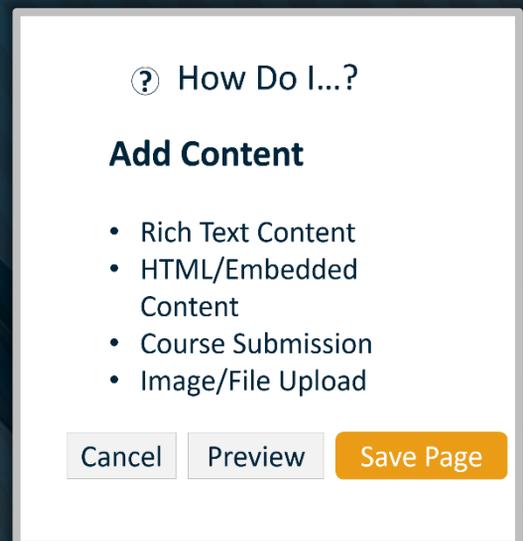
To select the type of content you want to add, you should click on the **Edit This Page** button.



Once you are in edit mode, you should go to the right side of the screen.

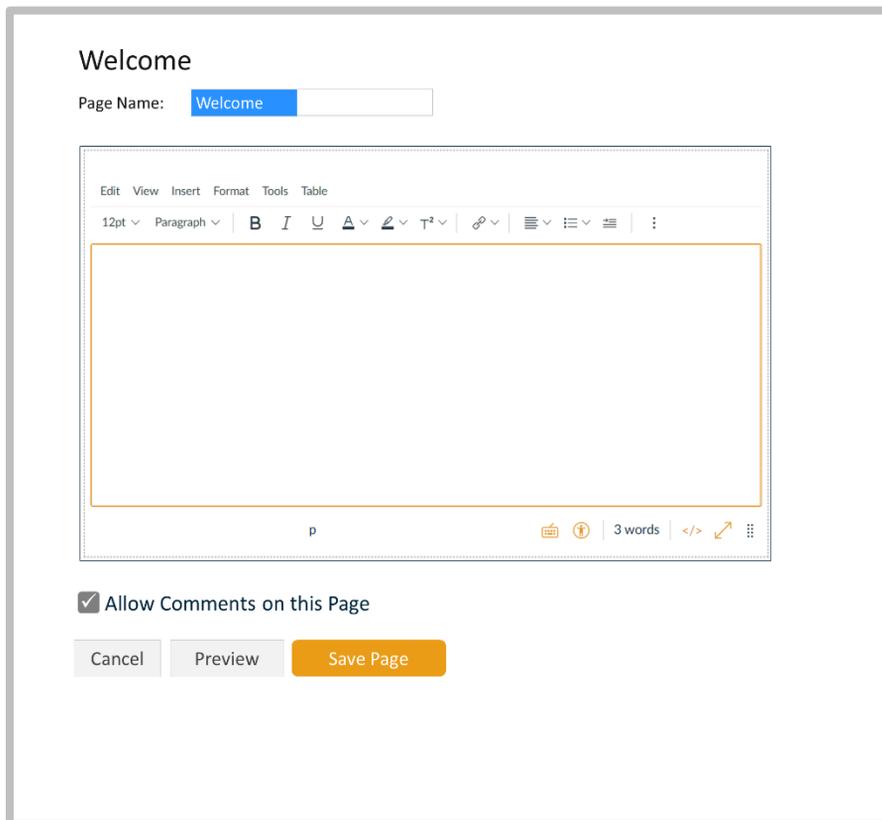
Here you will find the following options:

- Rich Text Content
- HTML/Embedded Content
- Course Submission
- Image/File Upload



Rich Text Content

After pressing **Rich Text Content**, a text editor similar to the one used for forums and assignments will appear. Unlike with the forums and assignments editor, you do not have the option to record videos within the portfolio.



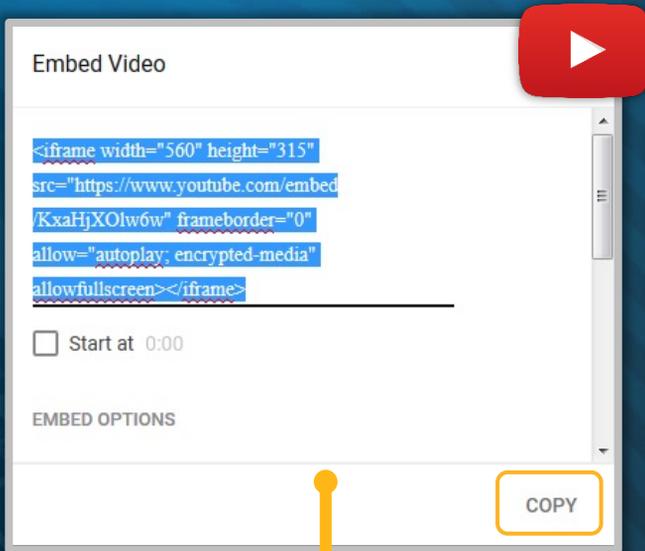
Nonetheless, this option will allow you to change the text color, create tables and links, and more.

You should click on **Save Page** to make sure you save the changes made. To add more content, you need to click on **Edit This Page** again.



HTML/Embedded Content

If you want to include any resources that have HTML code, select the option **HTML/Embedded Content**.



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

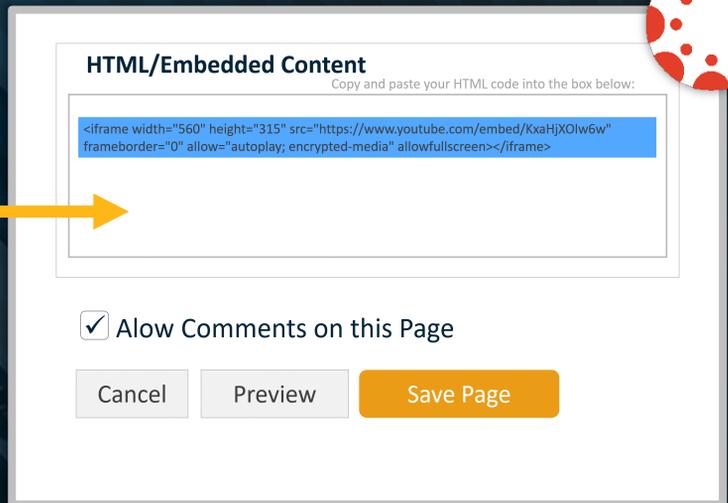
EMBED OPTIONS

COPY

For example, if you want to share a video from YouTube, you must first search the video on YouTube.

Under the video, click on **Share**, then on **Embed** and copy the code. This code has HTML elements.

Paste the code in the designated box for **HTML/Embedded Content** in your portfolio, and you're done.



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

Cancel Preview Save Page

We recommend clicking on **Save Page** to save the changes made. To add more content, you need to click on **Edit This Page** again.

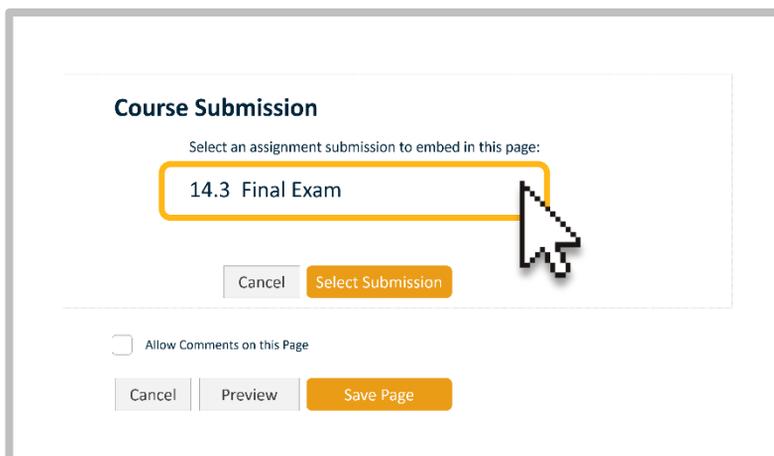
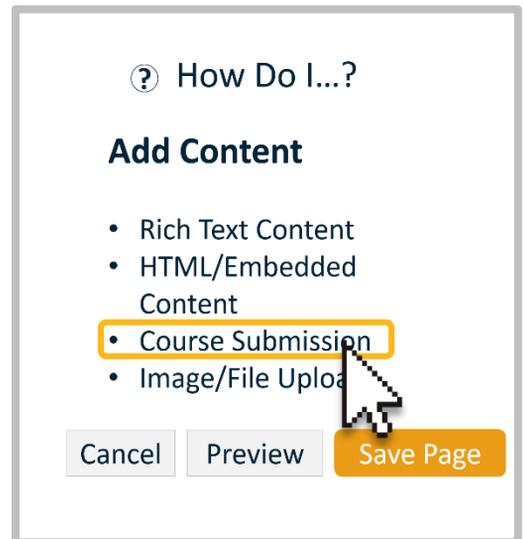


Course Submission

Click on **Course Submission** if you want to add assignments you have completed during the academic term to your portfolio. Remember that only the assignments you submitted will appear.

Click on the desired assignment, and it will be highlighted in grey.

Click on **Select Submission** to finish.



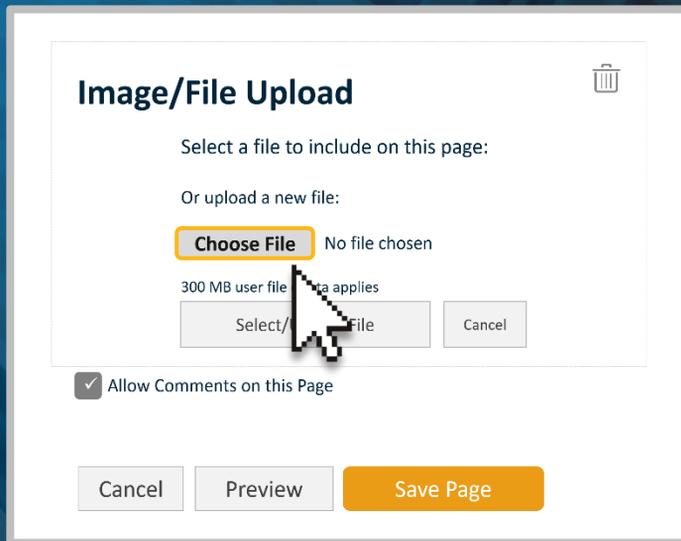
If you want to upload multiple assignments, you need to repeat this procedure for each one of them.

You should click on **Save Page** to make sure you save the changes made. To add more content, you need to click on **Edit This Page** again.

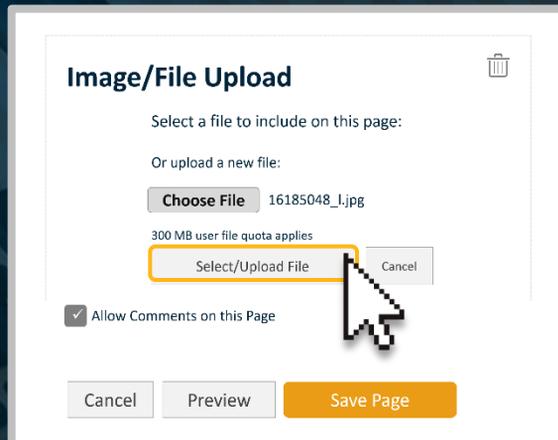


Image/File Upload

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



Click on the **Select/Upload File** button.



You need to click on **Save Page** to save the changes made. To add more content, you need to click on **Edit This Page** again.

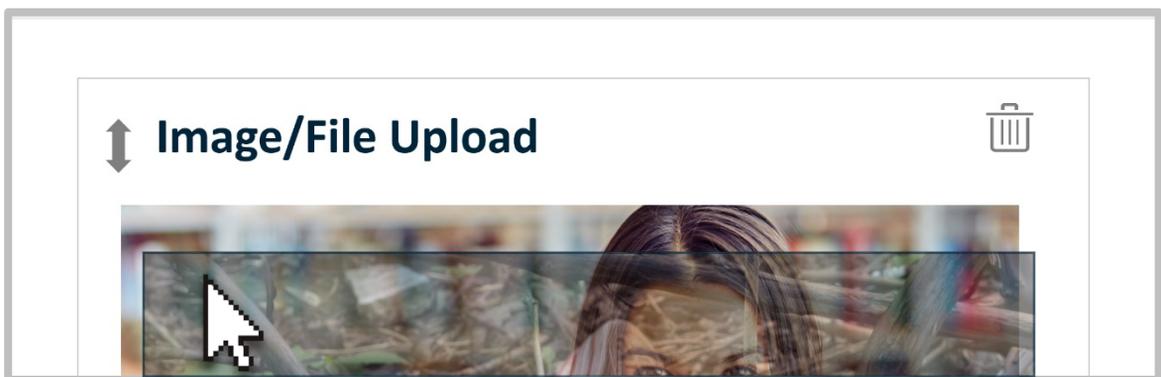


The page editing mode also allows you to:

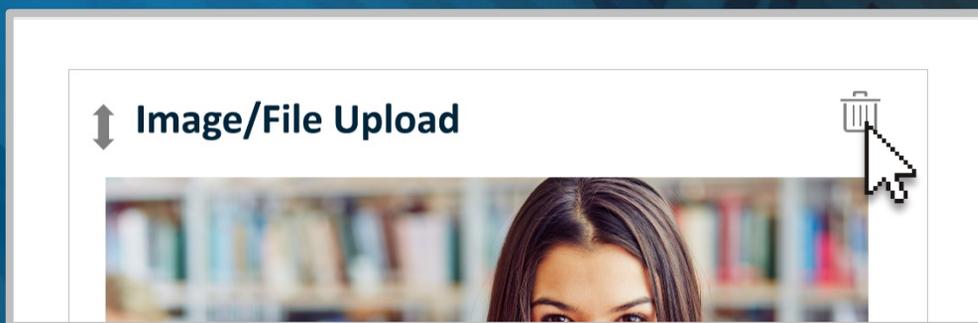
Activate the **Preview** option to visualize how your content will look.



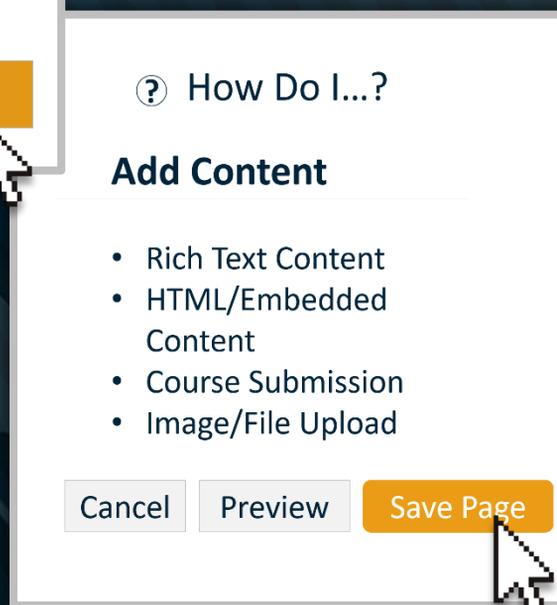
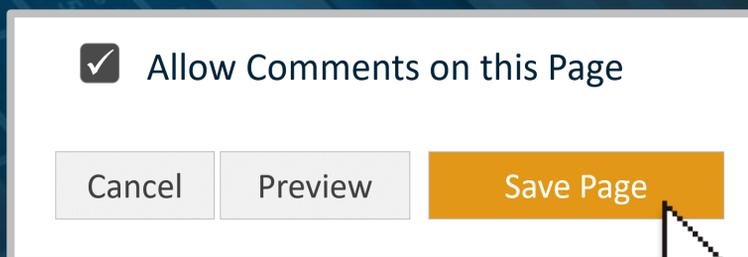
Change the order of the elements by moving them up or down using the arrows that appear to the left side of the element.



To delete contents, you need to move your cursor over the upper right side of the box. After completing this action, you will see a bin. Click on it to delete the section you selected.



Once you are finished, click on the button that indicates **Save Page**.

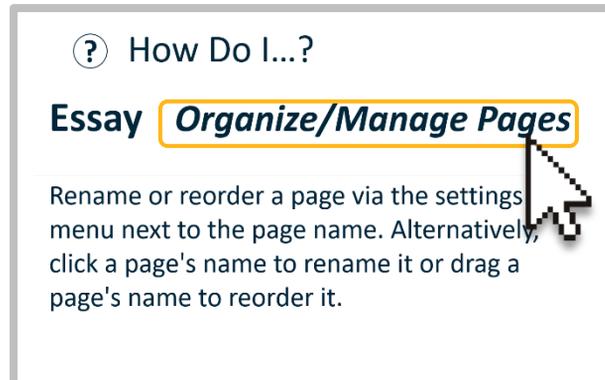


If you want to create a new page in your section, click on the **Organize/Manage Pages** option (on your right).

❓ How Do I...?

Essay **Organize/Manage Pages**

Rename or reorder a page via the settings menu next to the page name. Alternatively, click a page's name to rename it or drag a page's name to reorder it.



Then click on **Add Another Page**.

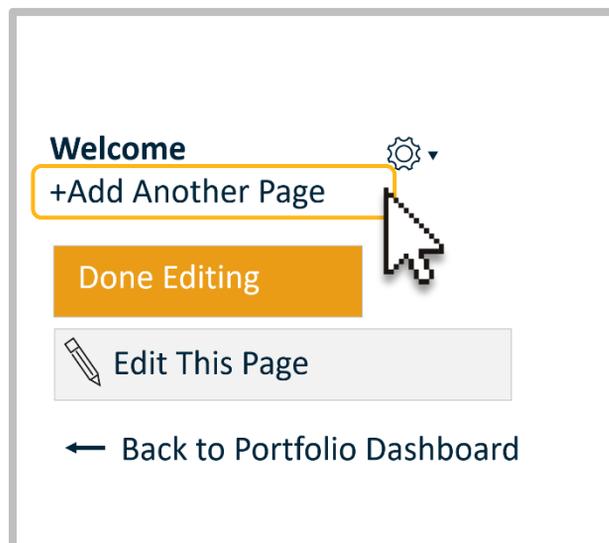
Welcome 

+Add Another Page

Done Editing

 **Edit This Page**

← Back to Portfolio Dashboard



Name the new page and click **Enter**.

menu next to the page name. Alternatively, click a page's name to rename it or drag a page's name to reorder it.

Welcome  ▼

Essay

+Add Another Page

Done Editing

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

page's name to reorder it.

Welcome  ▼

Essay  ▼

+Add Another Page

Done Editing 

 **Edit This Page**

← **Back to Portfolio Dashboard**



Sharing your ePortfolio



To share your e-portfolio, click on its icon.

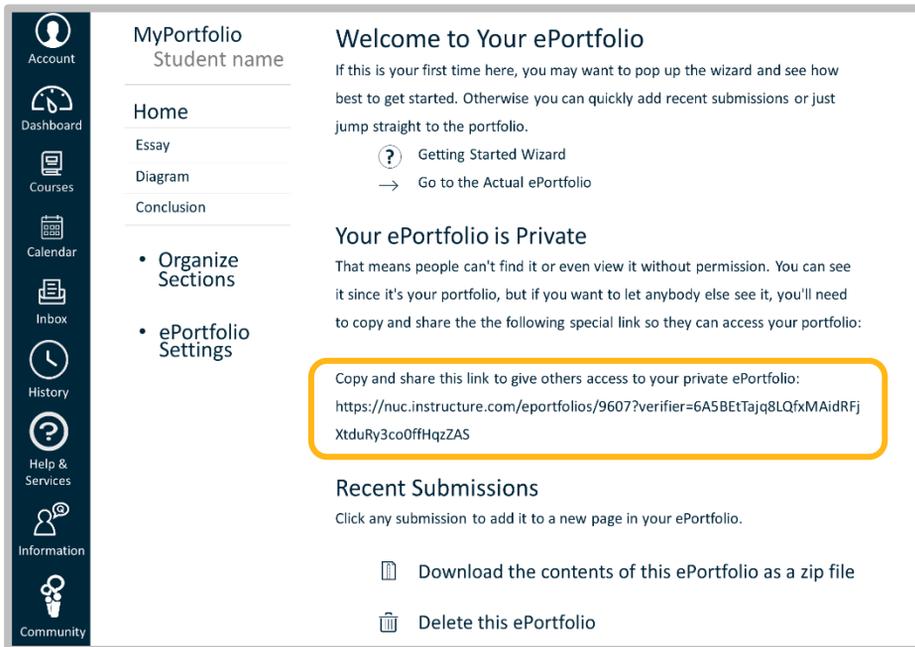
The screenshot shows a user interface for an ePortfolio system. On the left is a vertical navigation menu with icons for Account, Dashboard, Courses, Calendar, Inbox, and History. The main content area is titled 'Student Name > ePortfolio'. It features a list of items: Notifications, Profile, Files, Settings, **ePortfolio** (highlighted), Shared Content, QR for Mobile Login, and Global Announcements. Under the 'ePortfolio' section, there is a card for 'My ePortfolios' containing a folder icon, 'My Portfolio' (5 pages), and 'Last updated M 10:45'. A mouse cursor is pointing at this card. Below the list is a button labeled '+ Create an ePortfolio'.

If your ePortfolio is private, find the phrase **Copy and share this link to give others access to your private ePortfolio.** Just below, you will see the URL link you need to copy and share.

The screenshot shows the 'Welcome to Your ePortfolio' page. The left navigation menu is the same as in the previous image. The main content area has a header 'MyPortfolio Student name' and a 'Home' section with links for Essay, Diagram, and Conclusion. Below this is a section titled 'Your ePortfolio is Private' with two bullet points: 'Organize Sections' and 'ePortfolio Settings'. The text explains that the portfolio is private and provides instructions on how to share it. A yellow-bordered box contains the text: 'Copy and share this link to give others access to your private ePortfolio:' followed by the URL: <https://nuc.instructure.com/eportfolios/9607?verifier=6A5BEtTajq8LQfxMAidRFjXtduRy3co0ffHqzZAS>



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



MyPortfolio
Student name

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

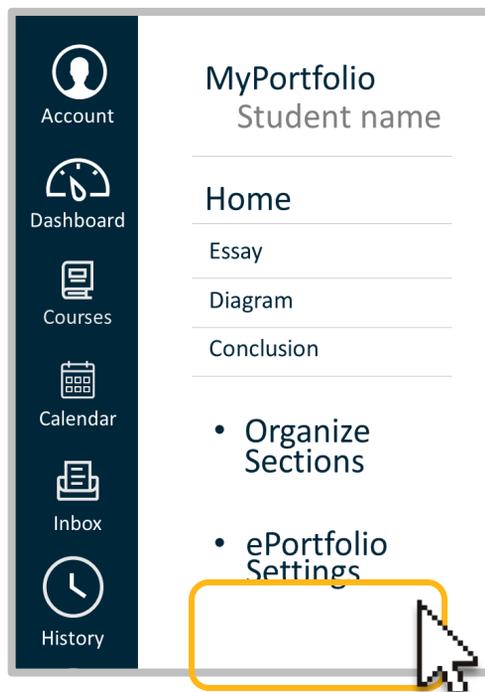
Your ePortfolio is Private
That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:
<https://nuc.instructure.com/eportfolios/9607?verifier=6A5BEtTajq8LQfxMAidRfjXtduRy3co0ffHqzZAS>

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

- Download the contents of this ePortfolio as a zip file
- Delete this ePortfolio

Note: To make your portfolio public, you need to click on the **ePortfolio Settings** option that appears on the left menu.



MyPortfolio
Student name

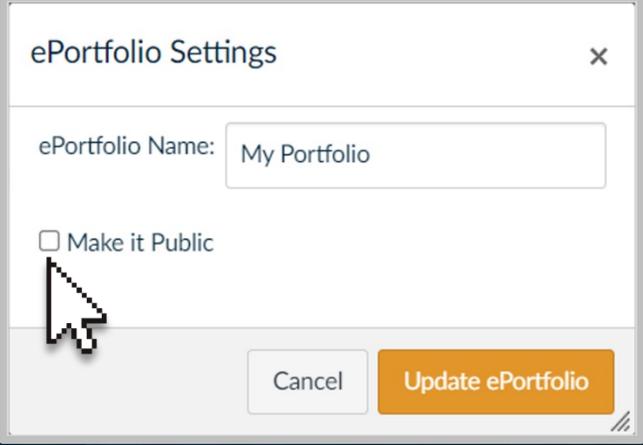
Home

- Essay
- Diagram
- Conclusion

- Organize Sections
- ePortfolio Settings**



A screen will appear where you can check the **Make it Public** option.
Then click on the **Update ePortfolio** button.

A screenshot of a dialog box titled "ePortfolio Settings" with a close button (X) in the top right corner. The dialog box contains a text input field labeled "ePortfolio Name:" with the text "My Portfolio" entered. Below this is a checkbox labeled "Make it Public" which is currently unchecked. A mouse cursor is hovering over the checkbox. At the bottom of the dialog box, there are two buttons: "Cancel" and "Update ePortfolio". The "Update ePortfolio" button is highlighted in orange. The background of the entire page is a dark blue gradient with a faint watermark of a globe and the text "CAMPUS WAS".

ePortfolio Settings

ePortfolio Name: My Portfolio

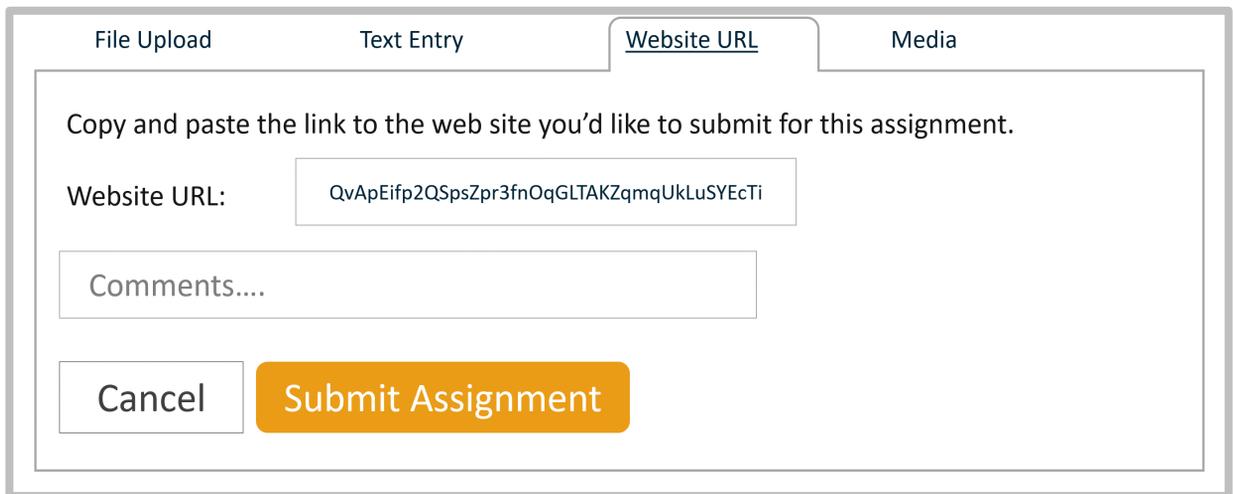
Make it Public

Cancel Update ePortfolio

To make your ePortfolio private, simply disable the **Make it Public** option.
On this screen, you also have the option to change the name of the portfolio in the box designated **ePortfolio Name**.



Remember that your ePortfolio's URL is the link you should use to share it with your professor or classmates through messaging, assignments, forums, etc.



The screenshot shows a submission interface with four tabs: 'File Upload', 'Text Entry', 'Website URL', and 'Media'. The 'Website URL' tab is active. Below the tabs, there is a text area with the instruction: 'Copy and paste the link to the web site you'd like to submit for this assignment.' Below this is a 'Website URL:' label followed by a text input field containing the URL 'QvApEifp2QSpsZpr3fnOqGLTAKZqmUkLuSYEcTi'. Below the URL field is a 'Comments....' text input field. At the bottom left is a 'Cancel' button, and at the bottom right is a prominent orange 'Submit Assignment' button.

Screenshot of URL submission in Canvas assignments.

If you have other questions about ePortfolios, please contact your professor or academic advisor.





NUC UNIVERSITY

NUC © 2022 All Rights Reserved  canvas