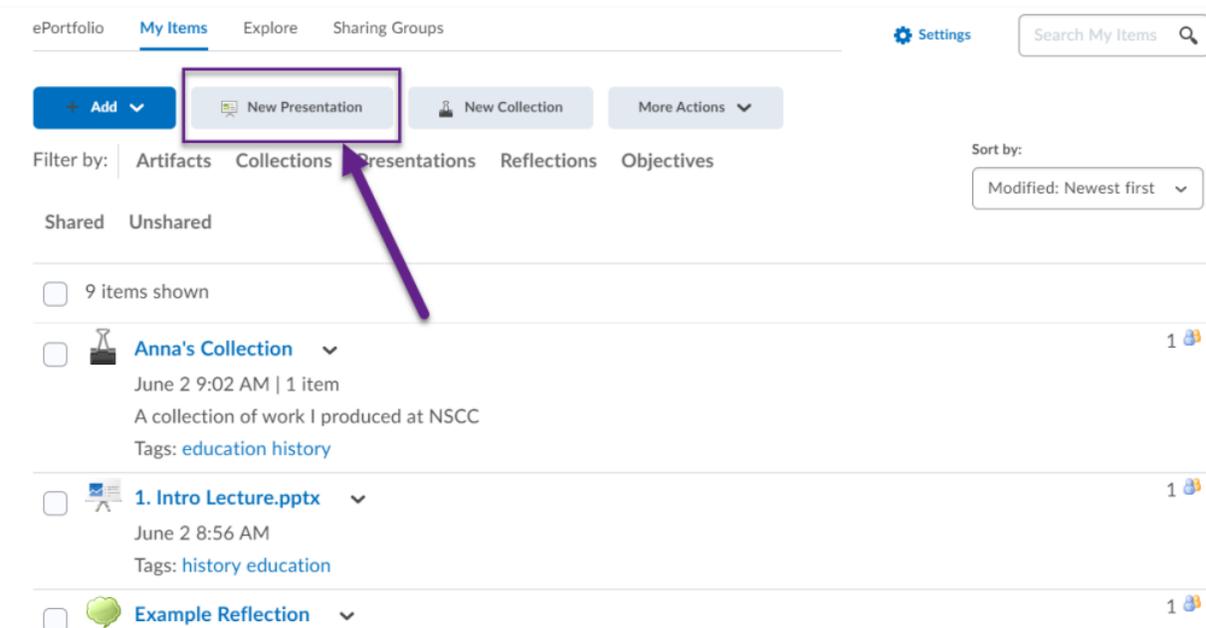


How to Create a Presentation in ePortfolio



1. From the "My Items" tab in ePortfolio, select "New Presentation"

New Presentation

Properties Content/Layout Banner Theme

Name *

Anna's Presentation

Description

A presentation of work from NSCC

Tags

Add Tag

education X, teaching X

[What are tags?](#)

Comments / Assessments

When you select the check boxes for Comments and Assessments you allow users with sufficient permission to add comments, or assessment based on rubrics.

Allow others to add/view comments if they have sufficient permission

Allow others to add/view assessments if they have sufficient permission

Save Close

2. On the "New Presentation" page that appears, edit the title, description, tags, and viewing and commenting permissions for your new presentation. Click Save.

Anna's Presentation ▾

June 2 9:04 AM

[View Presentation](#)

Properties Content/Layout Banner Theme

Name *

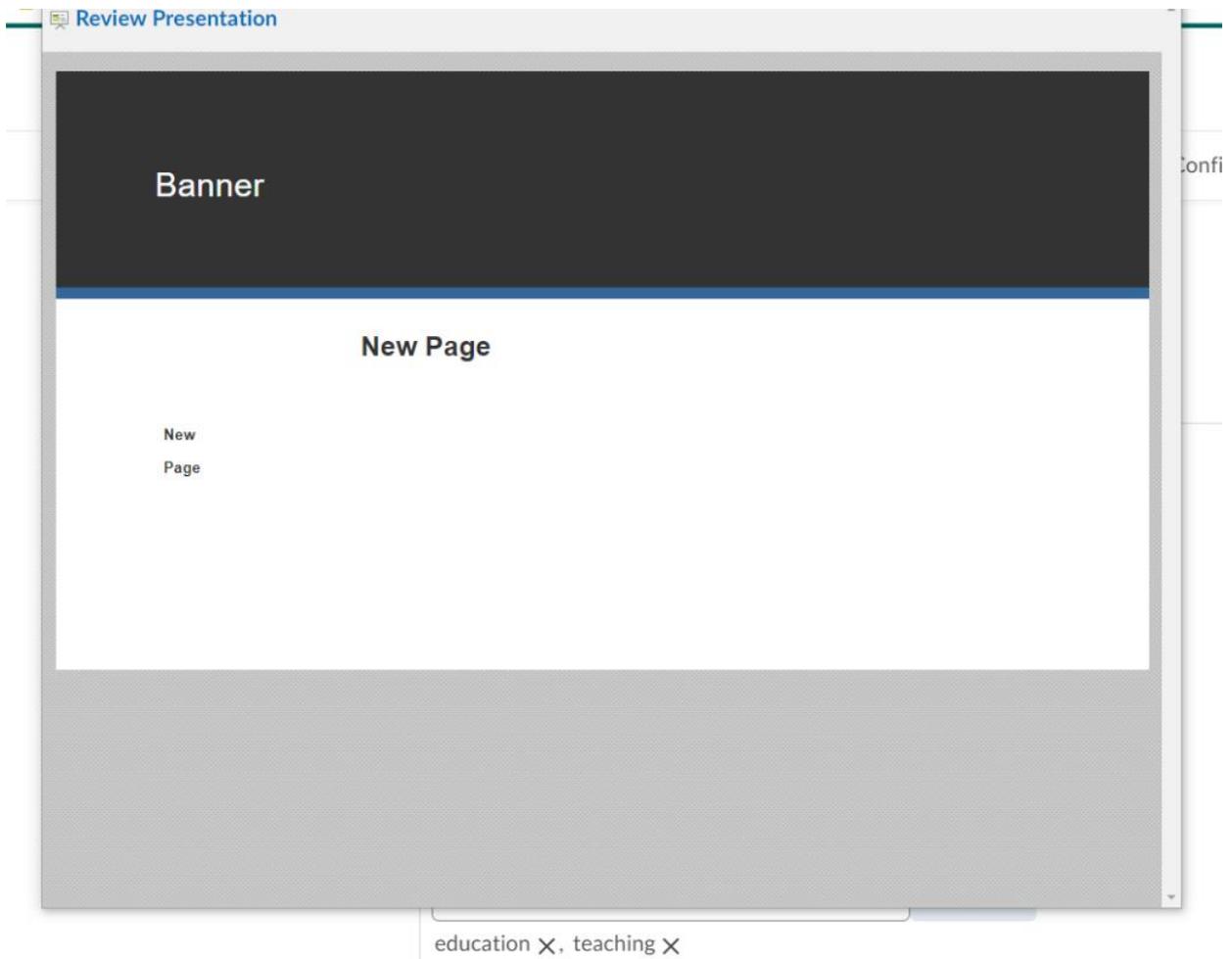
Description

Tags

education X, teaching X

What are tags?

3. To view your new presentation, click "View Presentation" underneath the title



4. A new window will open. As you will see, the default layout for your presentation presents as a rather simple webpage that opens in a new window.

Anna's Presentation ▾
June 2 9:04 AM | [View Presentation](#)

Properties **Content/Layout** Banner Theme

Name *

Description

Tags

education ✕, teaching ✕
[What are tags?](#)

5. Next, let's add some content to the presentation. Close out of the window where you previewed your presentation and return to the above page to "Edit" the presentation. Select the "Content/Layout" tab at the top.

Anna's Presentation ▾

June 2 9:04 AM | [View Presentation](#)

Properties **Content/Layout** Banner Theme

Content/Layout

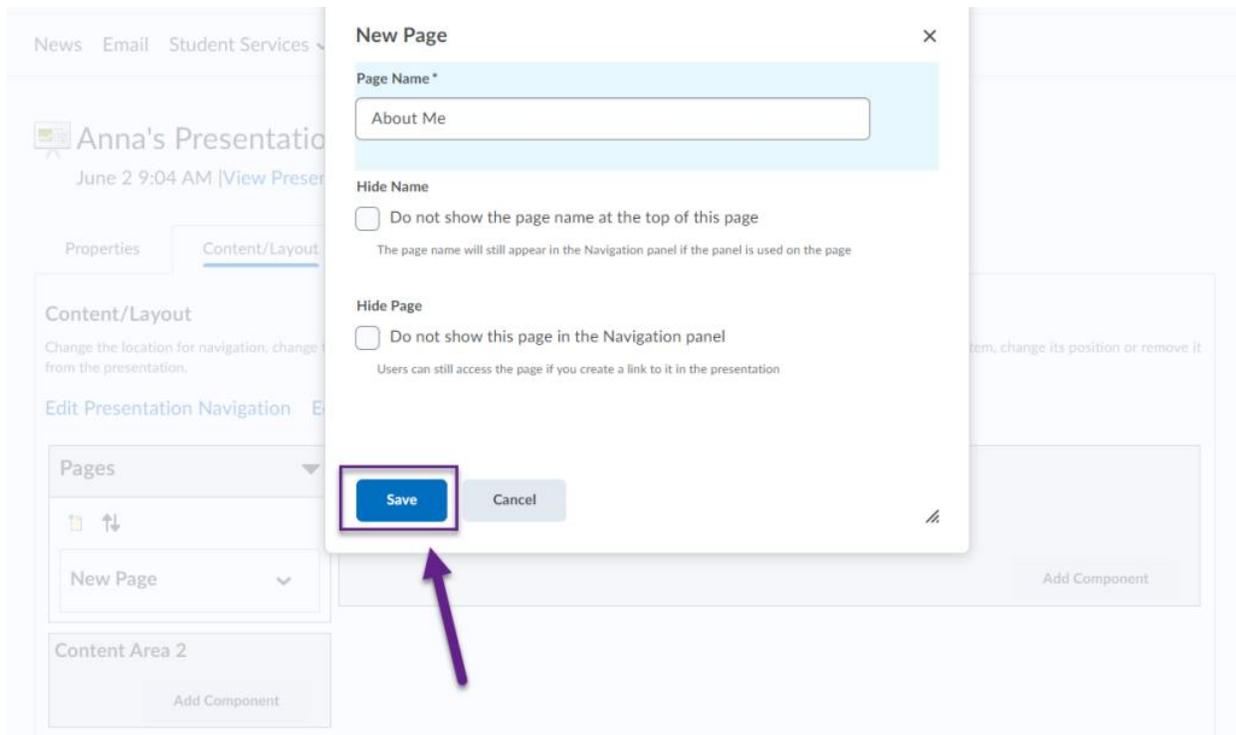
Change the location for navigation, change the layout of content areas, and add content through this page. Use the drop-down menus to edit an item, change its position or remove it from the presentation.

[Edit Presentation Navigation](#) [Edit Page Layout](#)



The screenshot shows the 'Content/Layout' editor interface. On the left, there is a 'Pages' sidebar with a 'New Page' button. A purple arrow points to this button. To the right, there are two content areas: 'Content Area 1' and 'Content Area 2'. 'Content Area 1' contains a 'New Page' label and an 'Add Component' button. 'Content Area 2' also contains an 'Add Component' button.

6. Under "Content/Layout" you can add additional pages to your presentation just as you would a website, and add content to those pages. To add a new page, select the paper icon on the left hand sidebar under pages.



7. In the "New Page" window that opens, you can add a title to your page and edit viewing options. I titled this sample page "About Me," as most portfolio websites generally have something like this as their landing page. Click Save.

 Anna's Presentation [View Presentation](#)
June 2 9:04 AM

Properties **Content/Layout** Banner Theme

Content/Layout
Change the location for navigation, change the layout of content areas, and add content through this page. Use the drop-down menus to edit an item, change its position or remove it from the presentation.

[Edit Presentation Navigation](#) [Edit Page Layout](#)

Pages

New Page

About Me

Content Area 1

About Me

Add Component

Content Area 2

Add Component

8. You will return to the "Content/Layout" tab. The new "About Me" page is now ranked below the default "New Page" in the page hierarchy. To change the order of pages as they appear in site navigation, select the icon with the two arrows underneath "Pages."



Reorder Pages – Anna's Presentation

Reorder Pages

Pages	SortOrder
New Page	2
About Me	1





Save Cancel

9. On the "Reorder Pages" page, use the drop down menus to change the numerical order of pages from top to bottom (i.e. page "1" will appear first in the menu). Click Save.

Anna's Presentation

June 2 9:04 AM | [View Presentation](#)

Properties **Content/Layout** Banner Theme

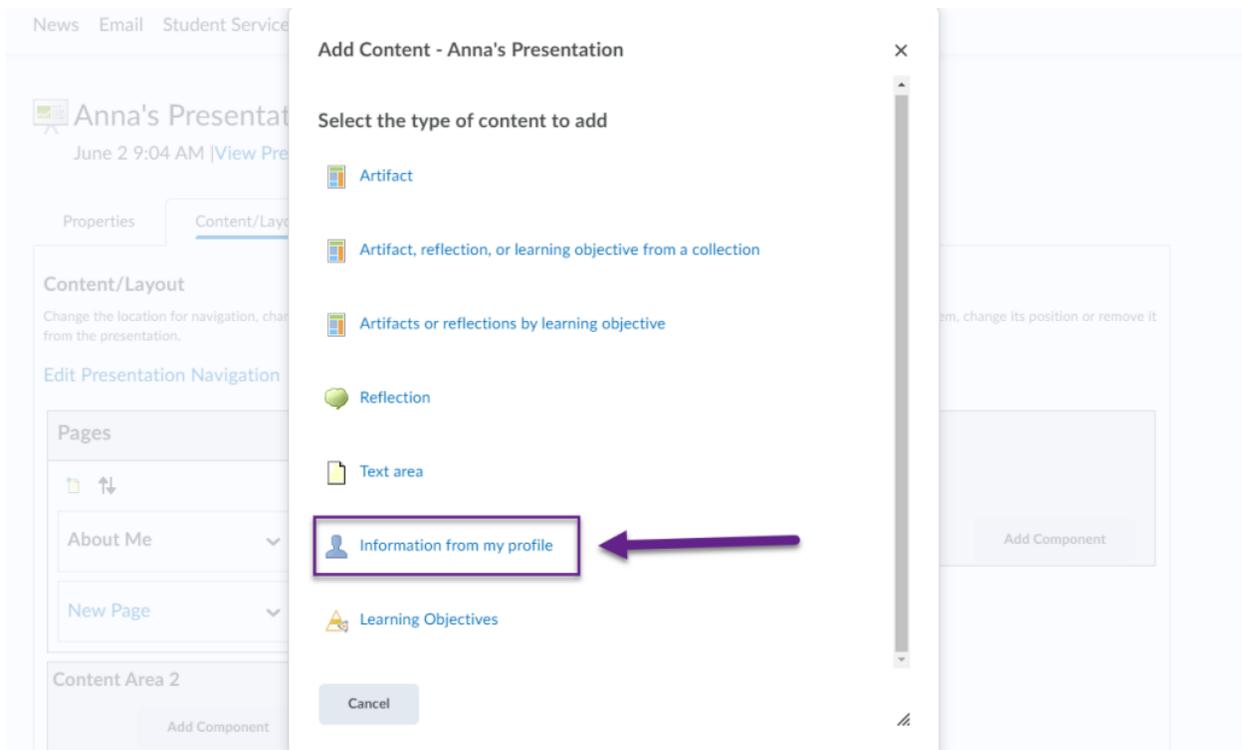
Content/Layout

Change the location for navigation, change the layout of content areas, and add content through this page. Use the drop-down menus to edit an item, change its position or remove it from the presentation.

[Edit Presentation Navigation](#) [Edit Page Layout](#)

The screenshot shows the 'Content/Layout' editor interface. On the left, there is a 'Pages' dropdown menu with a list of pages: 'About Me' and 'New Page'. Below this is 'Content Area 2' with an 'Add Component' button. On the right, 'Content Area 1' is selected, showing the text 'About Me' and an 'Add Component' button. A purple arrow points to the 'Add Component' button in Content Area 1.

10. Once you return to the "Content/Layout" page, you can begin adding content to individual pages of your site. To add content to the "About Me" page, select that page on the left and then click "Add Component"



11. You can add Artifacts (or Items), text areas, competencies, and a variety of other content to your presentation from the "My Files" area of ePortfolio. For an "About Me" page, you may consider adding "Profile Information" from D2L. This will automatically import your name, photo, and any links you choose from your D2L profile into your site.

Anna's Presentation

June 2 9:04 AM | [View Presentation](#)

Properties **Content/Layout** Banner Theme

Content/Layout
Change the location for navigation, change the layout of content areas, and add content through this page. Use the drop-down menus to edit an item, change its position or remove it from the presentation.

[Edit Presentation Navigation](#) [Edit Page Layout](#)

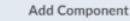
Pages

- About Me
- New Page

Content Area 1

About Me

My Profile Information 



Content Area 2





12. To edit what appears from your profile information on your site, navigate back to the Content/Layout tab. Select the dropdown arrow next to "My Profile Information"

Anna's Presentation

June 2 9:04 AM | [View Presentation](#)

Properties **Content/Layout** Banner Theme

Content/Layout
Change the location for navigation, change the layout of content areas, and add content through this page. Use the drop-down menus to edit an item, change its position or remove it from the presentation.

[Edit Presentation Navigation](#) [Edit Page Layout](#)

Pages

- About Me
- New Page

Content Area 1

About Me

My Profile Information 



Content Area 2





13. Select "Edit Display Options" from the drop down menu

Information Displayed

Select the profile information you want to display.

[Edit My Profile Information](#)



<input type="checkbox"/>	My Profile Information
<input checked="" type="checkbox"/>	First Name
<input checked="" type="checkbox"/>	Last Name
<input type="checkbox"/>	Org Defined ID
<input type="checkbox"/>	System Email
<input type="checkbox"/>	Home Phone
<input type="checkbox"/>	Mobile Phone
<input checked="" type="checkbox"/>	Email
<input type="checkbox"/>	Facebook
<input type="checkbox"/>	Twitter
<input checked="" type="checkbox"/>	LinkedIn
<input type="checkbox"/>	Google
<input type="checkbox"/>	Birth Date
<input checked="" type="checkbox"/>	Picture
<input type="checkbox"/>	Tagline

14. On the page that opens, check or uncheck any information you wish to include or omit from your profile information. You can also edit your D2L profile from here, by clicking "Edit My Profile Information"

ePortfolio > My Profile

My Profile

Anna Young



Change Picture

Social Networks

Facebook

e.g. <http://www.facebook.com/myusername>

Google

e.g. <https://profiles.google.com/myusername>

Twitter

e.g. <http://twitter.com/#!/myusername>

LinkedIn

e.g. <http://www.linkedin.com/in/myusername>

System Information

First Name

Anna

Org Defined ID

Save

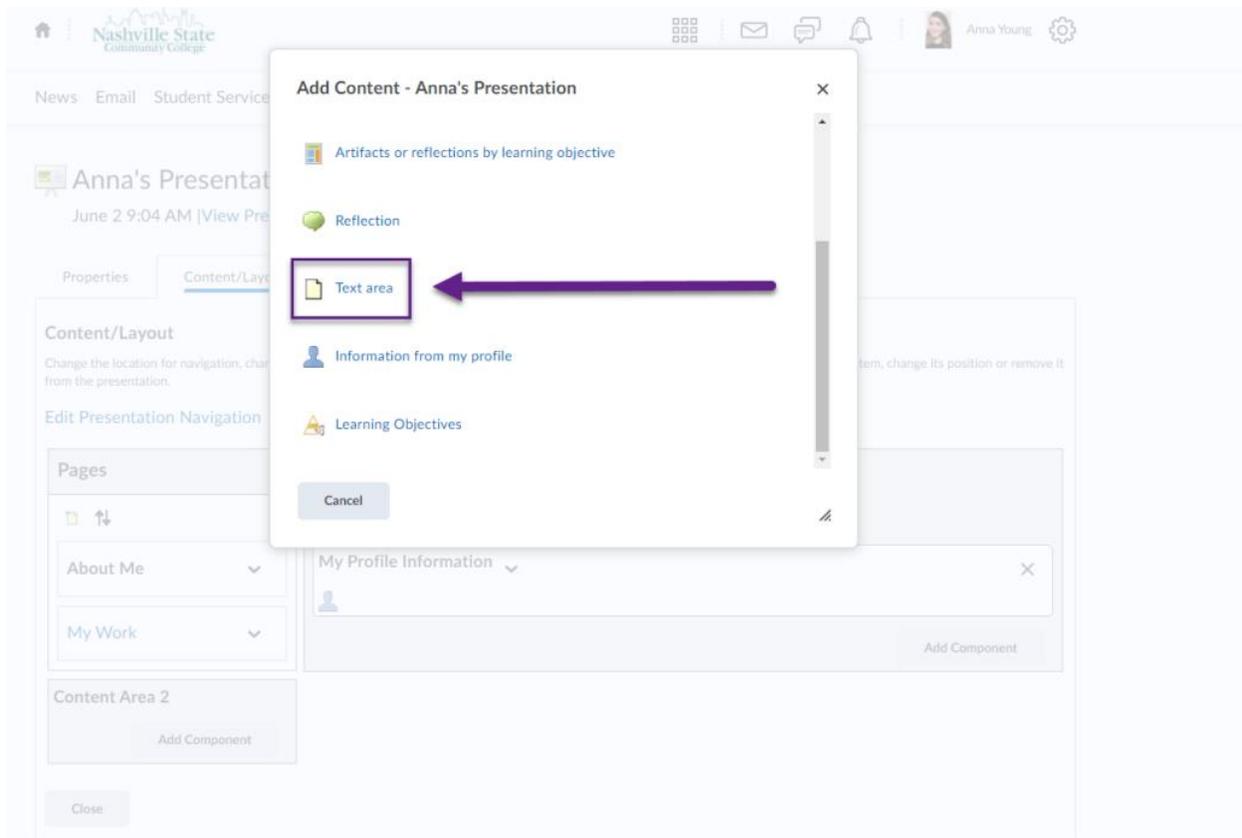
Cancel

System Email

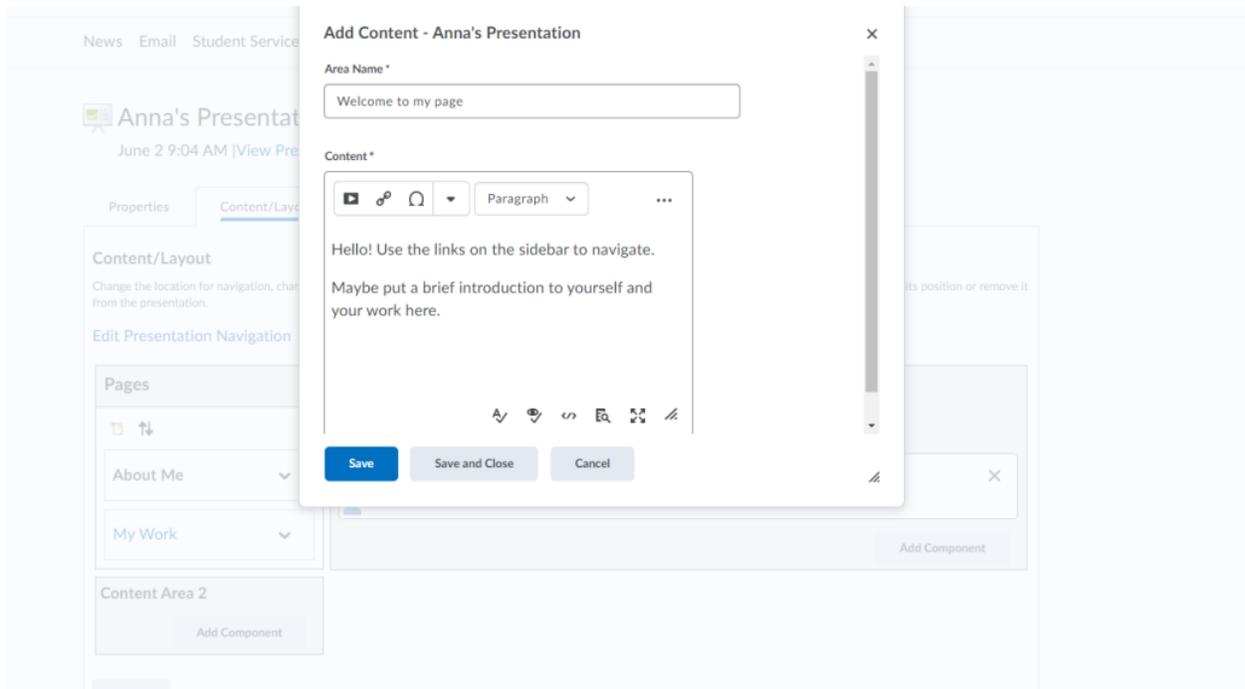
15. On the "My Profile" page, you can change your display photo and add links to sites like Twitter or LinkedIn that you would like to display in your Profile Information. Click Save.

The screenshot displays a presentation review interface. At the top left, it says "Review Presentation". The main content area features a dark "Banner" at the top. Below it, the title "About Me" is centered. On the left side, there is a vertical menu with options: "About Me", "New Page", and "Page". The profile information for "Anna Young" is displayed, including a profile picture and a LinkedIn icon. Under "System Information", the "First Name" is "Anna" and the "Last Name" is "Young". Under "Contact Information", the "Email" is anna.young@nsc.edu. Below the profile, there are "Tags: history education" and a section titled "Example Reflection" with a date "Mar 27 9:26 AM". On the right side, a sidebar contains navigation options: "Interactive Tools", "ID", "Accessibility", "Tech", "y Config", "Ally Report", "Settings", and "Sort by" with a dropdown menu.

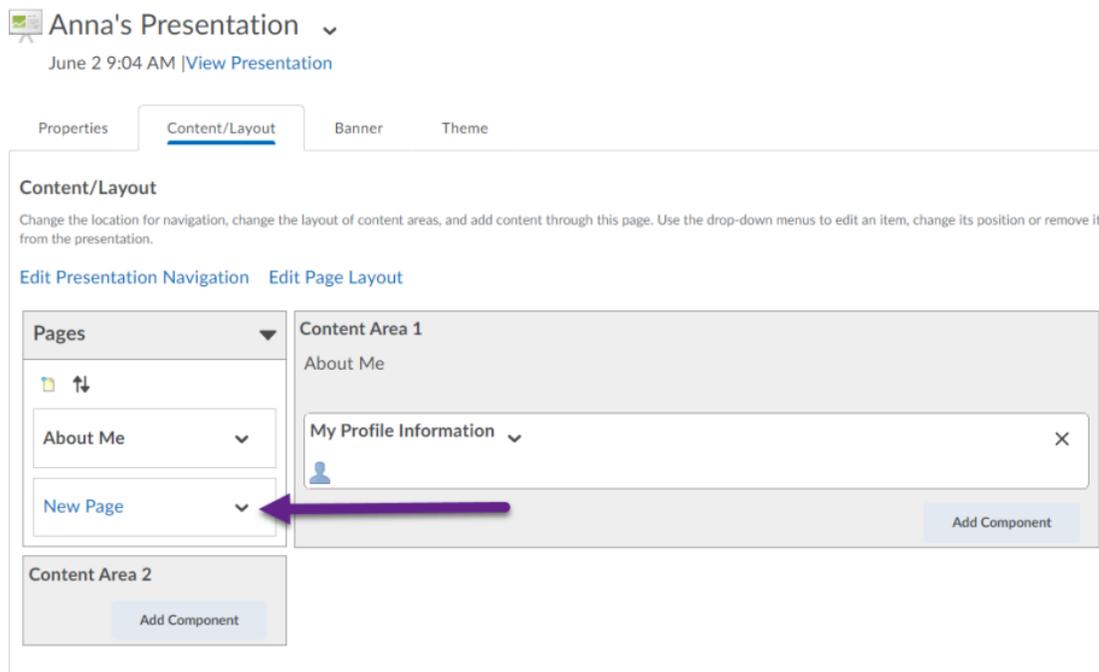
16. If you go back to view your presentation now, you will see that the profile information you chose to include is now visible on your presentation site.



17. You may also consider adding a text introduction to your site if you find the Profile Information input a bit too rigid. To do so, select "Add Component" and then "Text Area"



18. In the "Add Component" area, type the text that you want to appear and then click Save.



19. To add a page with the contents of your portfolio, return to the "Content/Layout" tab. Next to the default "New Page" already created for you, select the drop down arrow

Anna's Presentation ▾

June 2 9:04 AM | [View Presentation](#)

Properties **Content/Layout** Banner Theme

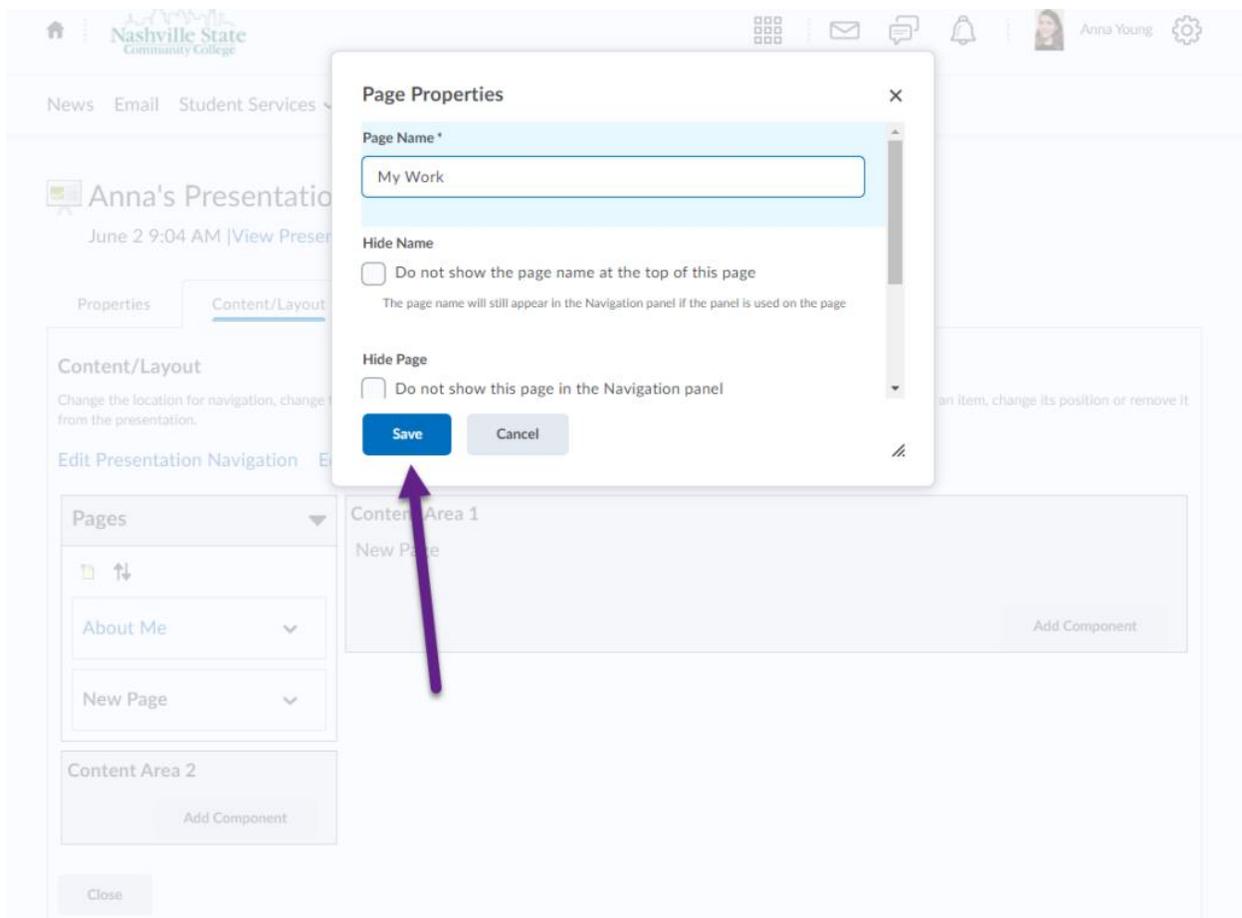
Content/Layout

Change the location for navigation, change the layout of content areas, and add content through this page. Use the drop-down menus to edit an item, change its position or remove it from the presentation.

[Edit Presentation Navigation](#) [Edit Page Layout](#)

The screenshot shows the 'Content/Layout' editor interface. On the left, there is a 'Pages' sidebar with a dropdown menu containing 'About Me' and 'New Page'. Below this is 'Content Area 2' with an 'Add Component' button. A context menu is open over 'Content Area 2', showing 'Delete' and 'Page Properties' options. A purple arrow points to the 'Page Properties' option. The main area, 'Content Area 1', contains a 'New Page' component with an 'Add Component' button.

20. Select "Page Properties"



21. In the "Page Properties" window, you can edit the name of this page. For instance, you might call it "My Work." Click Save.

Anna's Presentation ▾

June 2 9:04 AM | [View Presentation](#)

Properties **Content/Layout** Banner Theme

Content/Layout

Change the location for navigation, change the layout of content areas, and add content through this page. Use the drop-down menus to edit an item, change its position or remove it from the presentation.

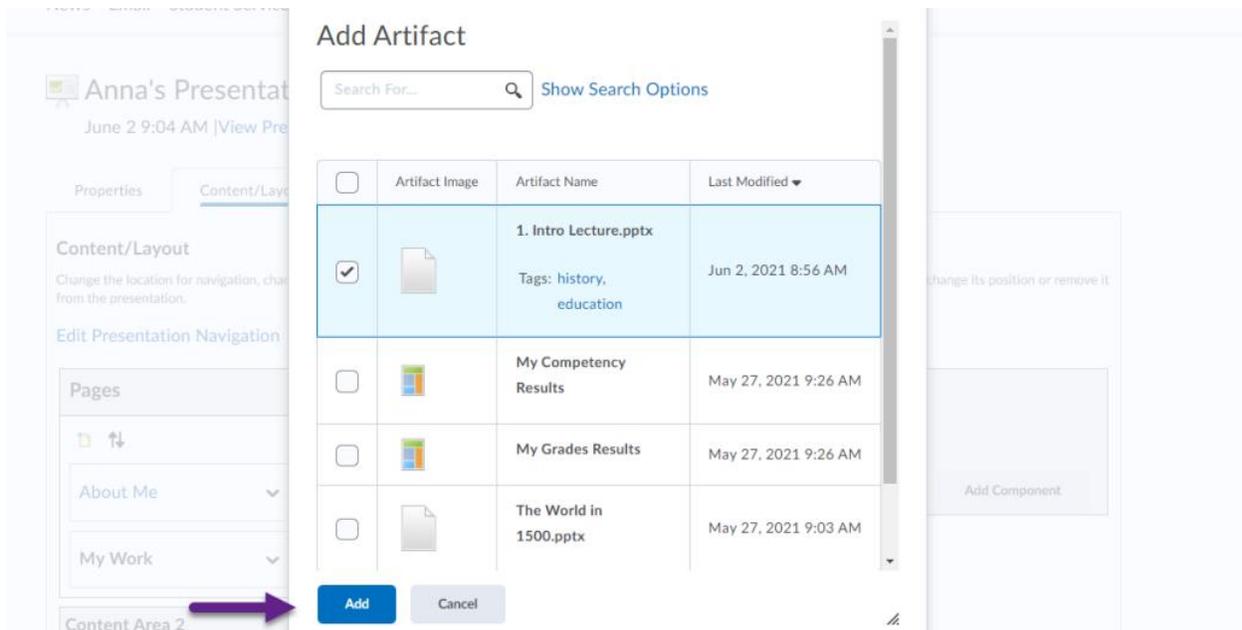
[Edit Presentation Navigation](#) [Edit Page Layout](#)

The screenshot shows the 'Content/Layout' interface. On the left, there is a 'Pages' sidebar with a dropdown menu containing 'About Me' and 'My Work'. Below this is 'Content Area 2' with an 'Add Component' button. The main area is 'Content Area 1' containing 'My Work'. A purple box highlights the 'Add Component' button in the 'Content Area 1' section, with a purple arrow pointing to it from below.

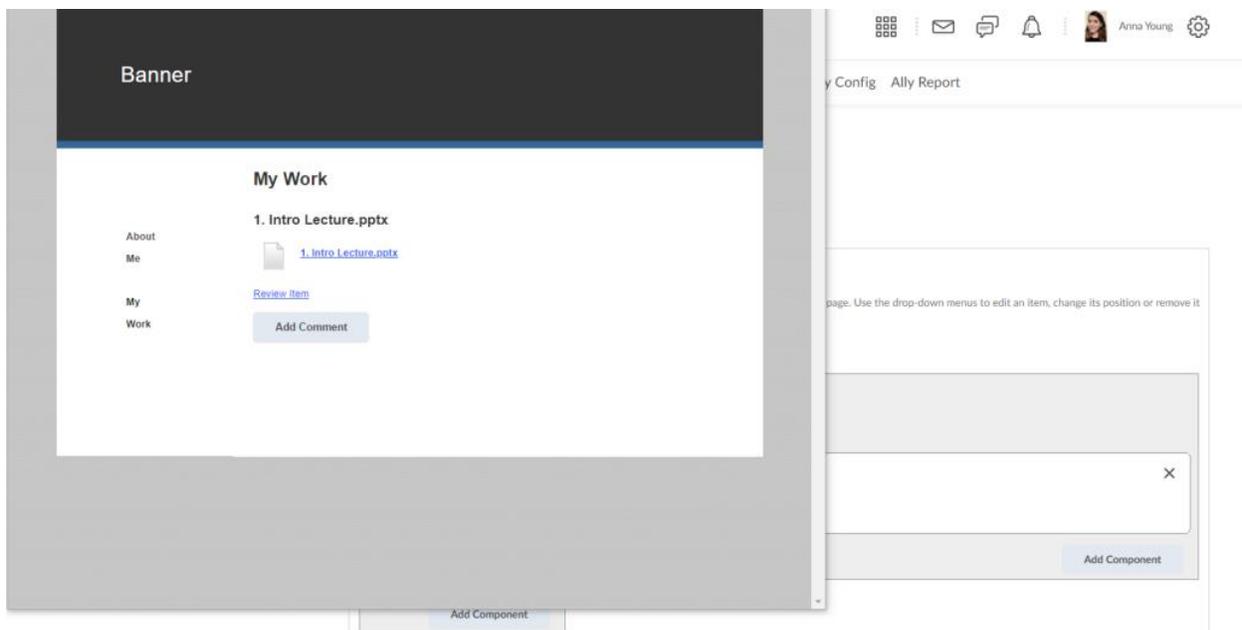
22. In the "Content/Layout" tab, select the page you wish to add content to on the left hand side and then click "Add Component"

The screenshot shows a dialog box titled 'Select the type of content to add' overlaid on the 'Content/Layout' interface. The dialog box has a list of options: 'Artifact', 'Artifact, reflection, or learning objective from a collection', 'Artifacts or reflections by learning objective', and 'Reflection'. The 'Artifact' option is selected and highlighted with a purple box, with a purple arrow pointing to it from the right. A 'Cancel' button is at the bottom left of the dialog box.

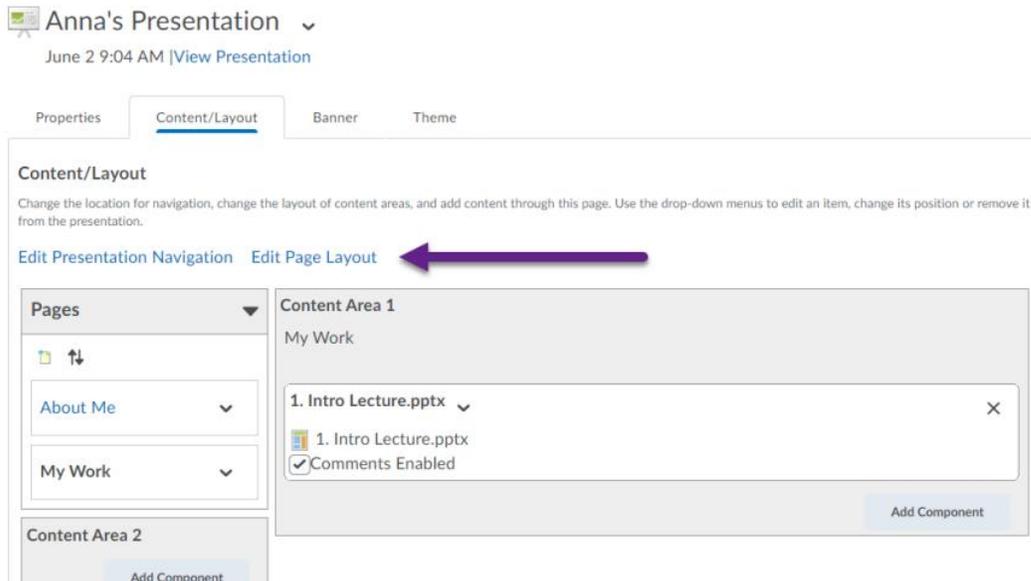
23. Like in the case of Collections, you can add any number of different content items that you have uploaded to "My Items." For this exercise, select "Artifact" to add to this page.



24. In the "Add Artifact" window that opens, you have the option to check multiple files, competency results, grade items, and learning objectives you may wish to display on your site. I chose to include a file demonstrating some of my work by checking the box on the left and clicking "Add"



25. If you click "View Presentation" now, you will now be able to navigate to the "My Work" page and see that the file(s) you uploaded is now visible there.



26. There are other aesthetic edits you can make to your site on the "Edit Presentation" page. For instance, under the "Content/Layout" tab you can choose "Set Page Layout" to change how the navigation layout of your site appears



News Email Student Services ▾ Resources ▾ Help ▾ ePortfolio Ally Config Ally Report



27. Select a Page Layout from the options--either 2 Content Areas or 1 Content Area--that appear and click Save.

Anna's Presentation ▾
 June 2 9:04 AM | [View Presentation](#)

Properties Content/Layout Banner **Theme**

Current Theme

Titan

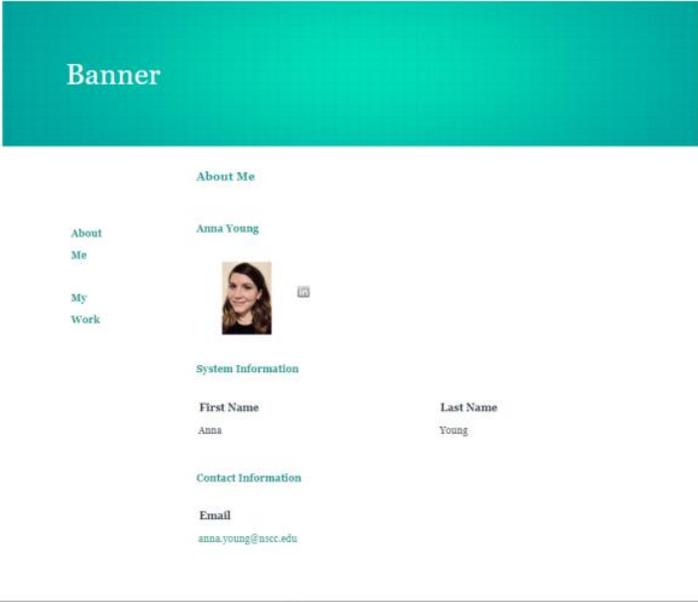
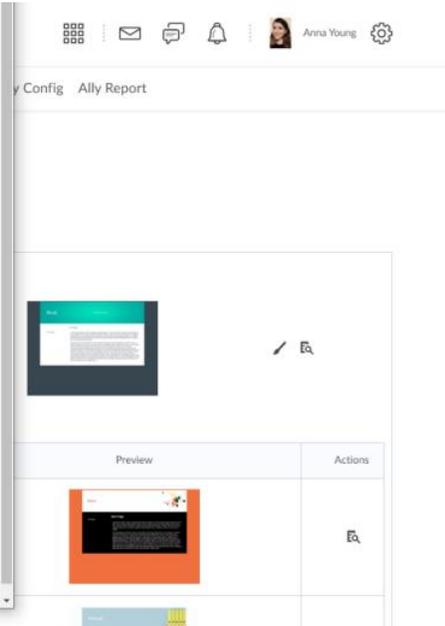
This theme is strong, simplistic and clean in appearance. The white content area allows for greater flexibility in content placement. Textured background adds a tactile quality and a feeling of depth.



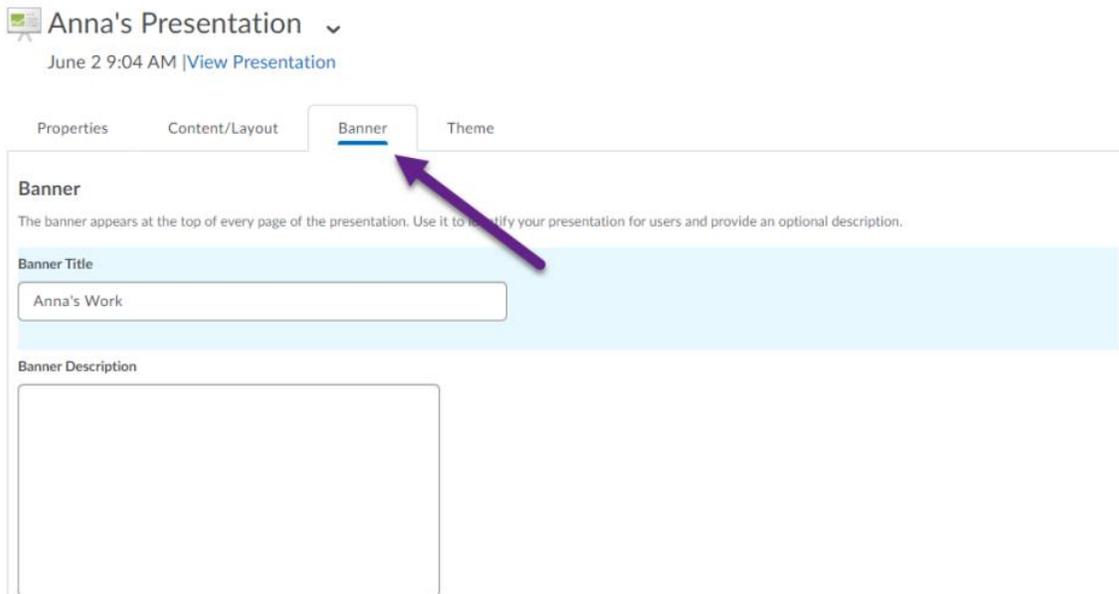
Available Themes

Theme	Preview	Actions
Burst Burst of vibrant, daring colours. <input type="button" value="Select"/>		

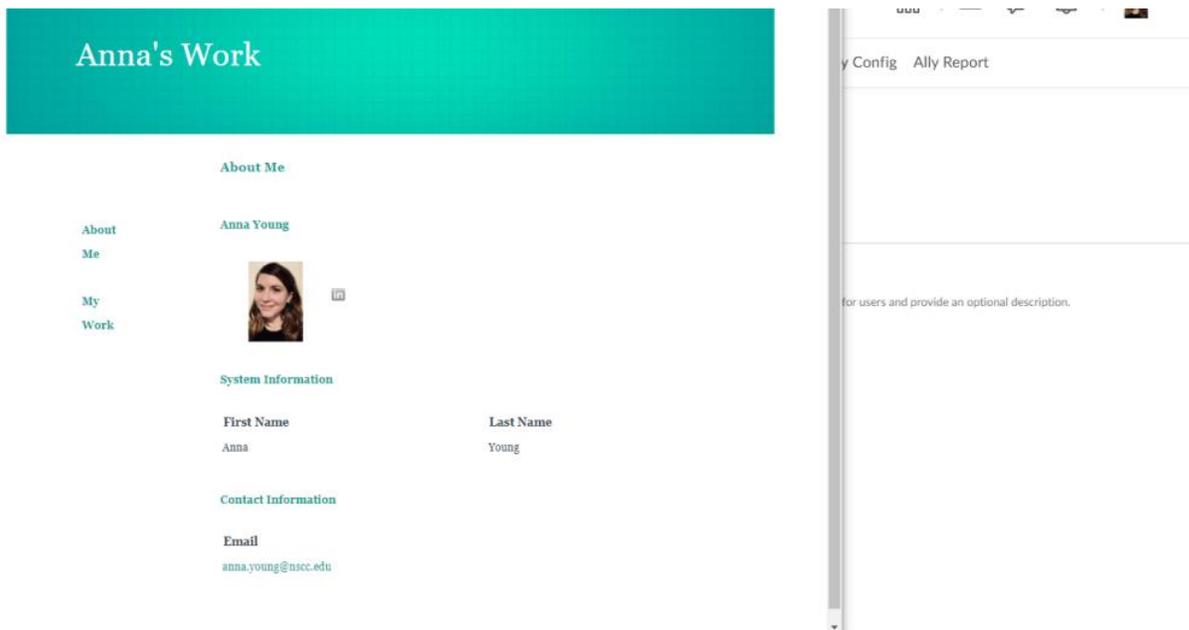
28. You also have the option to apply pre-made themes to your presentation site. Navigate to the "Themes" tab to view thumbnails of all themes and click "Select" to try out a theme.

29. If you select "View Presentation," you can see what the theme you selected looks like.



30. Finally, you can also edit the "Banner" of your site by selecting the "Banner" tab from the "Edit Presentation" window. For instance, if you want "My Work" to display at the top of every page, you can change the banner text here.



31. Here is what modified banner text added to your site might look like. This text will display on every page of your site at the top.

Congratulations! You just made a basic presentation in ePortfolio. You are now well on your way to designing a portfolio website where you can display your work from NSCC. Now, feel free to customize your site as much as you wish by adding more pages, content areas, or files. Your completed presentation can be shared with reviewers in your course, program, or department, or even with members outside of NSCC. See the next tutorial, "How to Share an ePortfolio" for more details on sharing your work.