# How to Create a Presentation in ePortfolio

ePortfolio My Items Explore Sharing Groups	Search My Items
+ Add V 🕞 New Presentation 🔒 New Collection More Actions V	
Filter by: Artifacts Collections Presentations Reflections Objectives	Sort by:
Shared Unshared	Modified: Newest first 🗸
9 items shown	
Anna's Collection June 2 9:02 AM   1 item A collection of work I produced at NSCC Tags: education history	1 🖏
□ I. Intro Lecture.pptx ✓ June 2 8:56 AM Tags: history education	1 🖓
Example Reflection V	1 🎒

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

# **New Presentation**

Name*   Anna's Presentation   Description   A presentation of work from NSCC     Tags   education X, teaching X   What are tags?   Comments / Assessments Wen you select the check boxes for Comments and Assessments you allow users with sufficient permission to add comments, or assessment based on rubrics.   I allow others to add/view comments if they have sufficient permission	Properties	Content/Layout	Banner	Theme
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	Name *			
Description         A presentation of work from NSCC         Taps	Anna's Present	ation		
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	Description			
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Tags   Image: I	Apresentation	of work from Noce		
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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. I Allow others to add/view comments if they have sufficient permission	Tags			
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				Add Tag
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	education $X$ ,	teaching 🗙		
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	What are tags?			
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	Comments / A	Assessments		
✓ Allow others to add/view comments if they have sufficient permission	When you select th	e check boxes for Comments	and Assessments you	u allow users with sufficient permission to add comments, or assessment based on rubrics.
✓ Allow others to add/view comments if they have sufficient permission				
	<ul> <li>Allow others</li> </ul>	to add/view comments if	they have sufficie	ent permission
✓ Allow others to add/view assessments if they have sufficient permission	<ul> <li>Allow others</li> </ul>	to add/view assessments	if they have suffic	cient permission

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

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News Email Student Services - Resources - Help - ePortfolio Ally Cor	nfig Ally Report
Anna's Presentation  June 2 9:04 AM View 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?	
Save S Close	

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

Banner			
	New Page		
New Page			

education X, teaching X

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.

Nashville State Community College	태 🛛 🕞 🎝 🗄 📓 Anna Young (중)
News Email Student Services • Resources • Help • ePortfolio	Ally Config Ally Report
June 2 9:04 AM View 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?	

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.

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

Anna's Presentation	ation	
Properties Content/Layout	Banner Theme	
Content/Layout		
Change the location for navigation, change the from the presentation.	e layout of content areas, and add content through this page. Use the drop-down menus to edit an item, cl	nange its position or remove it
Edit Presentation Navigation Edi	t Page Layout	
Pages 🔻	Content Area 1	
1↓	New Page	
New Page 🗸		Add Component
Content Area 2		
Add Component		

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.

ews Email Student Services 🗸	New Page	×	
	Page Name *		
Anna's Presentatio	About Me		
June 2 9:04 AM  View Preser	Hide Name		
Properties Content/Layout	Do not show the page name at the top of this page The page name will still appear in the Navigation panel if the panel is used on the page		
Content/Layout hange the location for navigation, change om the presentation. idit Presentation Navigation E	Hide Page Do not show this page in the Navigation panel Users can still access the page if you create a link to it in the presentation		tem, change its position or remove it
Pages 👻	Save		
Th (A)		11.	
III 1♦			
New Page			Add Component
New Page ~			Add Component

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 Presenta June 2 9:04 AM  View Pr	tion 🗸					
Properties Content/Lay	out Banr	er Theme				
Content/Layout Change the location for navigation, cha from the presentation. Edit Presentation Navigation	inge the layout of c	ntent areas, and add co r <b>out</b>	ntent through this pag	e. Use the drop-dov	vn menus to edit an item, e	change its position or remove it
Pages  1 ↑	Content     About N	A <b>rea 1</b> e				
New Page 🗸						Add Component
About Me 🗸						
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."

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News	Email Stud	ent Services 🗸	Resources 🗸	Help 🗸	ePortfolio	Ally Config	Ally Report				

## Reorder Pages – Anna's Presentation

#### **Reorder Pages**

Pages	SortOrder	
New Page	2 ~	
About Me	1 ~	+



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 Presenta	ation			
Properties	Content/Layout	Banner	Theme		
Content/Layou	ut				
Change the location from the presentatio	for navigation, change the n.	e layout of content ar	eas, and add content through this pag	e. Use the drop-down menus to edit an ite	m, change its position or remove it
Edit Presentatio	on Navigation Edit	t Page Layout			
Pages	•	Content Area 1			
1 1↓		About Me			
About Me	~				Add Component
New Page	~				
Content Area	2				
	Add Component				•

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.

nashville State	嘂 i 🖂 🍙 i 📓 Anna Young 63
News Email Student Services	✓ Resources ✓ Help ✓ ePortfolio Ally Config Ally Report
Anna's Presentatic	n
Properties Content/Layout	Banner Theme
Change the location for navigation, change from the presentation. Edit Presentation Navigation E Pages	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 dit Page Layout Content Area 1
10 <b>1</b> ↓	About Me
About Me 🗸	My Profile Information  ×
New Page 🗸	Add Component
Content Area 2	
Add Component	

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	n 🗸 tation		
Properties Content/Layout	Banner	Theme	
ontent/Layout		Edit Display Options	
ange the location for navigation, change the model of the presentation.	ne layout of content a	Move Up	page. Use the drop-down menus to edit an item, change its position or remove
lit Presentation Navigation Ed	lit Page Layout	Move Down	
		Move To	
Pages 💌	Content Area	1.1070 10.11	
Pages ▼	About Me	Remove from Layout	
Pages ▼ 1 ↑↓ About Me ✓	About Me	Remove from Layout	×

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

Informa Select the	profile information you want to display.
Edit My	Profile Information
	My Profile Information
	First Name
	Last Name
	Org Defined ID
	System Email
	Home Phone
	Mobile Phone
	Email
	Facebook
	Twitter
	LinkedIn
	Google
	Birth Date
	Picture
	Tagline

- Save Cancel
- 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"

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News Email Student Services - Resources - Help - ePor	rtfolio Ally Config Ally Report
ePortfolio > My Profile	
My Profile	
Anna Young	
Change Picture	
Social Networks	
Facebook	Google
e.g. http://www.facebook.com/myusername	e.g. https://profiles.google.com/myusername
Twitter	LinkedIn
e.g. http://twitter.com/#!/myusername	e.g. http://www.linkedin.com/in/myusername
System Information	
First Name	Org Defined ID
Anna	

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.

🛒 Review	Presentation				Í	nteractive To	ols 📙 ID 🛄	Accessibili	ty 📙 Tech
	Banner					y Config	Ally Report	F	۵.
Ľ.		About Me				ctions 🗸		🔅 Set	tings
	About Me	Anna Young				ves			Sort by Moc
	New Page								
		System Information							
		First Name Anna		Last Name Young					
		Contact Information							
		Email anna.young@nscc.edu							
			Tags: histo	ory education					
			May 27 9:	Reflection 🗸					

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.

A Nashville State		IIII 🖂 🛱 🗛 I 🗿 Anna Young 🔅
News Email Student Service	Add Content - Anna's Presentation	×
💭 Anna's Presentat	Artifacts or reflections by learning objective	
June 2 9:04 AM [View Pre	Reflection	
Properties Content/Lay:	Text area	
Content/Layout Change the location for navigation, char from the presentation.	Information from my profile	tern, change its position or remove it
Edit Presentation Navigation	A Learning Objectives	
Pages		×.
D 14	Cancel	h.
About Me 🗸	My Profile Information	×
My Work 🗸 🗸		Add Component
Content Area 2		
Add Compenent		
Close		

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"

	Add Content - Anna's Presentation	~
News Email Student Service		4
Appa's Presentat	Welcome to my page	
June 2 9:04 AM  View Pre	Content *	
Properties Content/Layo	$\square  \sigma^{\rho}  \Omega  \bullet  Paragraph  \bullet  \dots$	
Content/Layout	Hello! Use the links on the sidebar to navigate.	
	Maybe put a brief introduction to yourself and your work here.	its position or remove it
Edit Presentation Navigation		
Pages		
n †↓	A/ ®/ 4/> EQ 52 //	<b>.</b>
About Me 🗸 🗸	Save Save and Close Cancel	* ×
My Work 🗸		Add Component
Content Area 2		

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

News Email	Student Services 🗸	Resources 🗸 Help 🖌 ePortfolio Ally Config Ally Report	
June 2 9:04	Presentation	tion	
Properties	Content/Layout	Banner Theme	
Content/Layo Change the location from the presentati Edit Presentati Pages	out n for navigation, change the ion. ion Navigation Edit	layout of content areas, and add content through this page. Use the drop-down menus to edit an item, ch Page Layout Content Area 1 About Me	ange its position or remove it
D ↑↓ About Me	~	My Profile Information 🗸	×
New Page	~		Add Component
Content Area	a 2 Add Component		

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

News Email Student Services 🗸	Resources 🗸 Help 🖌 ePortfolio Ally Config Ally Report
Anna's Presentatio June 2 9:04 AM  View Preser Properties Content/Layout	n 🗸 tation Banner Theme
Content/Layout Change the location for navigation, change the from the presentation. Edit Presentation Navigation Edit Pages	he 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 dit Page Layout Content Area 1
1↓ About Me	New Page Add Component
New Page	
Content Area 2 Delet Add Compone Page	Properties

20. Select "Page Properties"

lews Email Student Services 💊	Page Properties				
	1 age 1 repetition	×			
	Page Name *				
📃 Anna's Presentatio	My Work	L			
June 2 9:04 AM  View Preser	Hide Name				
Descention Contact (Louise	Do not show the page name at the top of this page	8.			
Properties Content Layout	The page name will suit appear in the wavigation panel in the panel is used on the page				
Content/Layout	Hide Page				
Change the location for navigation, change	Do not show this page in the Navigation panel	*			
Edit Presentation Navigation E	Save Cancel	h.			
Pages 💌	Conten Area 1				
n 14	New Pare				
About Me 🗸 🗸			Add (	Component	
New Page 🗸	1				
Content Area 2					
Add Component					

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

News Email St	tudent Services 🗸	Resources - Help - ePortfolio Ally Config Ally Report	
June 2 9:04	Presentatior	ation	
Properties	Content/Layout	Banner Theme	
Content/Layou	It	a lawout of content arease, and add content through this page. Use the dron-down menus to edit an item, change its peritien or re-	moveit
from the presentation	n Navigation Edi	is hydre of content areas, and and content arrough this page. Ose the drop down menus to call an read, change its position of re-	nove n
Pages	•	Content Area 1	
<u>≞</u> †↓		My Work	
About Me	~	Add Component	
My Work	~	1	_
Content Area 2	2		
A	dd Component	1	

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"

Anna's Presentat	Select the type of content to add	
Properties Content/Layo	Artifact, reflection, or learning objective from a collection	
Content/Layout Change the location for navigation, char from the presentation.	Artifacts or reflections by learning objective	tem, change its position or remove it
Edit Presentation Navigation	Reflection	
Pages		•
11	Cancel	h.
About Me 🗸		Add Component
My Work 🗸 🗸		
Content Area 2		

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.

June 2 9:0	Presentat 4 AM  View Pre	Search	n For	Show Search Opti	ons	
Properties	Content/Laye		Artifact Image	Artifact Name	Last Modified 👻	
ontent/Layo lange the locatio om the presentat	out n for navigation, char ion.	9		1. Intro Lecture.pptx Tags: history, education	Jun 2, 2021 8:56 AM	change its position or remove it
Pages	ion Navigation		Π	My Competency Results	May 27, 2021 9:26 AM	
D 14				My Grades Results	May 27, 2021 9:26 AM	
About Me	~			The World in	May 27, 2021 0-02 AM	Add Component

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"

Bann	er	y Config Ally Report
About Me My Work	My Work 1. Intro Lecture.pptx 1. Intro Lecture.netx Review Item Add Comment	page. Use the drop-down menus to edit an item, change its position or remove it
-		×
		Add Component

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.

Properties	Content/Layout	Banner Theme	
ntont/l avout			
ntent/Layout	avigation, change fi	he layout of content areas, and add content through this page. Use the drop-down me	nus to edit an item, change its position or remove
and the second	angeneri, change ti	the argon of content bleak and and content brough this page, one are and both me	and to care an iterit enange its position of remove
n the presentation.			
it Presentation National	lavigation Ed	fit Page Layout	
it Presentation Na	lavigation Ed	dit Page Layout	
it Presentation Na Pages	lavigation Ed	fit Page Layout	
it Presentation Name	lavigation Ed	Content Area 1 My Work	
it Presentation. Pages 1 14 About Me	lavigation Ec	dit Page Layout Content Area 1 My Work 1. Intro Lecture.pptx	×
it Presentation N Pages	lavigation Ec	dit Page Layout Content Area 1 My Work  1. Intro Lecture.pptx  1. Intro Lecture.pptx	×

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

nashville State			🛱 🛛 🗿 Anna Young	ŝ
News Email Student Services - Res	ources → Help → ePortfolio Ally Con	fig Ally Report		
Select a Page Layout <ul> <li>2 Content Areas</li> </ul>	1 Content	Area		
Save Cancel				

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

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	Year         Year           Year         Year	Ζ Ες
Theme	Preview	Actions
Burst Burst of vibrant, daring colours. Select		ĒQ

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.

Banne	PT		y Config Ally Report	
	About Me		_	
About	Anna Young			
Me My Work	<b>e</b>		· · · · ······························	/ EL
	System information			
	First Name	Last Name		
	Alla	Tomis	Preview	Action
	Contact Information			e
	Email anna.voung@nscc.edu		The second	Eq.

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

### 🛒 Anna's Presentation 🗸

June 2 9:04 AM |View Presentation

Properties	Content/Layout	Banner	Theme
Banner			
The banner appears	at the top of every page of	the presentation. Use	e it to nextify your presentation for users and provide an optional description.
Banner Title			
Anna's Work			
Banner Description			

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.

Anna's V	Work		y Config Ally Report		
	About Me				
About Me My Work	Anna Young		for users and provide an optional description.		
	System Information				
	First Name	Last Name Young			
	Contact Information				
	Email anna.young@nscc.edu				

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.