

## An Introductory Guide to eLearn ePortfolio (ver. 10.3)

eLearn ePortfolio is a personal portfolio tool for storing, organizing, reflecting on and sharing items that represent your learning and achievements. Your items can include documents, graphics, audio files, videos, presentations, course work, instructor feedback, grades, etc. that demonstrate your improvement or excellence in selected areas. You decide what items you want to include in your ePortfolio, how you want to organize them, who you want to share them with, and what sort of feedback viewers can provide.

**This INFOsheet is a simplified guide only.** Extensive help can be found in the eLearn Help Portal, under the ePortfolio tab. Included there are topics and additional features not described in this document.

### STUDENT HELP



### INSTRUCTOR HELP



#### MAIN SECTIONS OF THIS DOCUMENT:

[Main Components and Terminology](#) pg. 1

[Common Workflow](#) pg. 2

[The Dashboard](#) pg. 3

[My Items](#) pg. 4

[Creating Artifacts](#) pg. 5

[Creating Reflections](#) pg. 8

[Working with Presentations](#) pg. 10

[Customizing the Look of Presentations](#) pg. 12

[Sharing Items](#) pg. 12

[Tagging Content](#) pg. 14

[Submitting ePortfolio Content to a Dropbox](#) pg. 14

[Continue to use ePortfolio after Graduation](#) pg. 15

## MAIN COMPONENTS AND TERMINOLOGY

**Before you begin to use ePortfolio, you need to understand some basic terminology and principles.**

The individual items that you choose to store in ePortfolio are generally called **Artifacts**. An artifact is often a file or web item that you've uploaded to or referenced in ePortfolio and includes added meta information. Individual artifacts and **Collections** of artifacts can be shared out to your audience(s), but most often artifacts are organized into sharable **Presentations**. There are no limits to the number of artifacts that you can store, or how many presentations you can create. Using the same collection of artifacts you can create several different presentations, each tailored to a specific audience- for example, your instructor (for a course project or assignment), a potential employer (for a job interview), or your social community (for fun).

### ARTIFACTS:

In ePortfolio, an **Artifact** is a digital file that represents your learning or an achievement. An artifact may be a document, graphic, audio file, Instructor comment, course grade item, video file, presentation, or other form of digital media: anything that you think is worth sharing. You may upload files from a computer, import items from a course, link to a website, create an HTML file, fill out a form created by your Instructor, or record an audio file directly within ePortfolio.

### REFLECTIONS:

**Reflections** are used to discuss items in your portfolio, record your thoughts on topics of interest, and think

critically about your learning. Reflections may be independent items, or they may be associated with artifacts, collections, or presentations. Associating your personal reflections with other items helps other users see the relationship between the items and further explain why the item is significant.

### **COLLECTIONS:**

**Collections** are groups of artifacts, reflections, presentations, and learning objectives. They are like folders, except an item can belong to multiple collections at the same time. Collections can be shared out to others for viewing or for feedback.

### **PRESENTATIONS:**

**Presentations** are groupings of artifacts and reflections that showcase your achievements. A presentation is a custom website, usually with multiple pages and using a visual theme and customized layouts. Presentations provide a polished, professional way to demonstrate your learning and accomplishments. There is no limit to the number of items a presentation may include, or the number of different presentations that you can create.

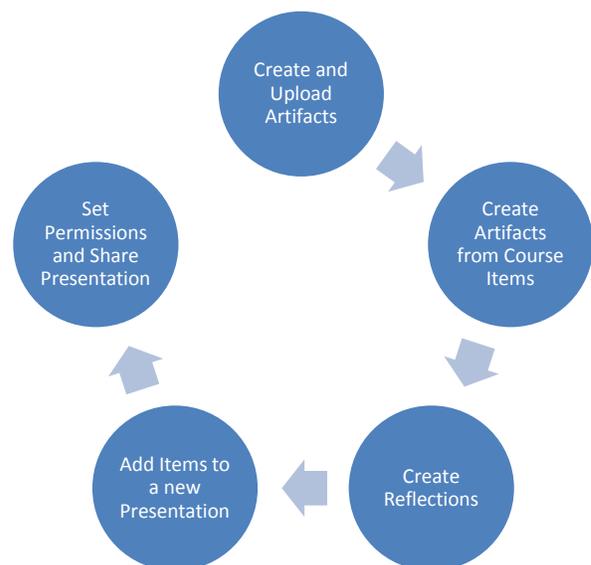
### **THEMES:**

**Themes** are style templates which define your presentation's look and feel, allowing you control over the text styles, colours, banner and background images, and other features. Several different themes are available in eLearn for your use, and you can edit them to your liking.

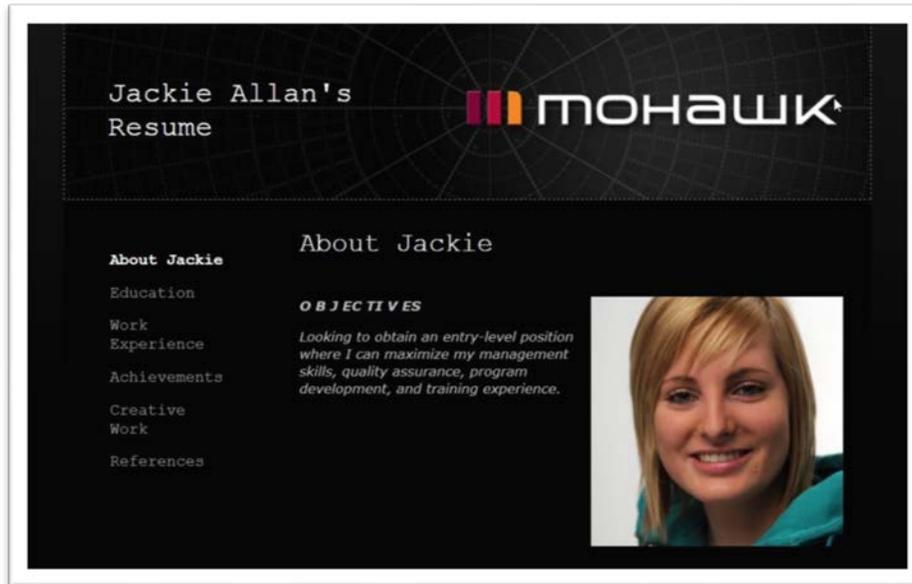
## COMMON WORKFLOW

ePortfolio is a flexible set of tools that can be used in many different ways to satisfy different requirements. Perhaps the most common use is to create and share web-based Presentations that contain your best works, reflections, and achievements. A common ePortfolio workflow might look like this:

1. Choose from among your best work- completed assignments, reports, documents, videos, images, etc. and create Artifacts by uploading the files into ePortfolio.
2. Create other Artifacts by adding exceptional grades and instructor comments from your eLearn courses.
3. Create personal Reflections that connect to your personal experiences and associate them with your artifacts.
4. Organize a series of related Artifacts and Reflections into a new Presentation, and personalize the look and feel with a customized Theme.
5. Set the permissions and share your Presentation with the desired audience(s).



Since shared presentations are often the intended outcome from the use of ePortfolio, the system allows many ways for you to customize your presentations.



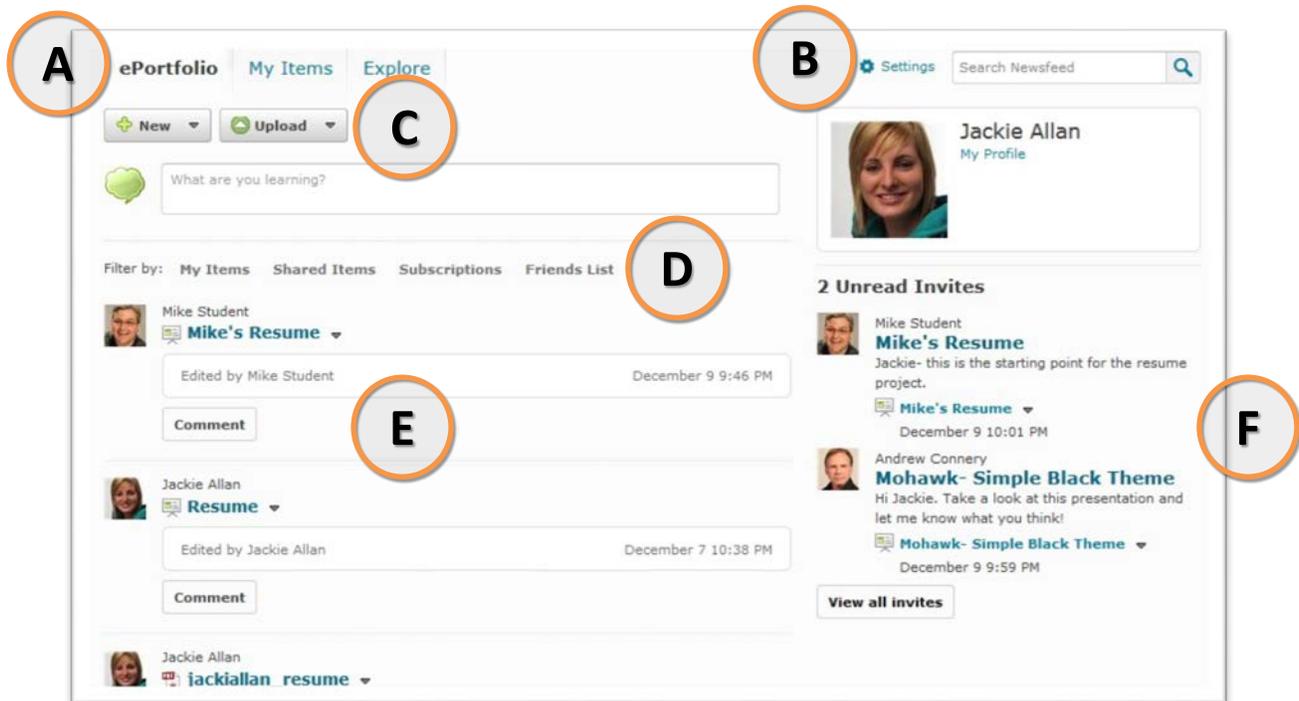
An example of a multi-page Presentation. This presentation uses the Mohawk Simple Black theme; a banner on top, page navigation on the left, and artifacts displaying on pages on the right.



An example of the same Presentation, with a different theme applied. This user also chose to create a custom banner (graphic header) for her presentation.

## THE DASHBOARD

The Dashboard is the main landing page for ePortfolio, and is the central area for managing your ePortfolio preferences, updates, and searching for items. From here, you can access items you've recently worked on, view items shared by your peers, and add new items.



*The Dashboard*

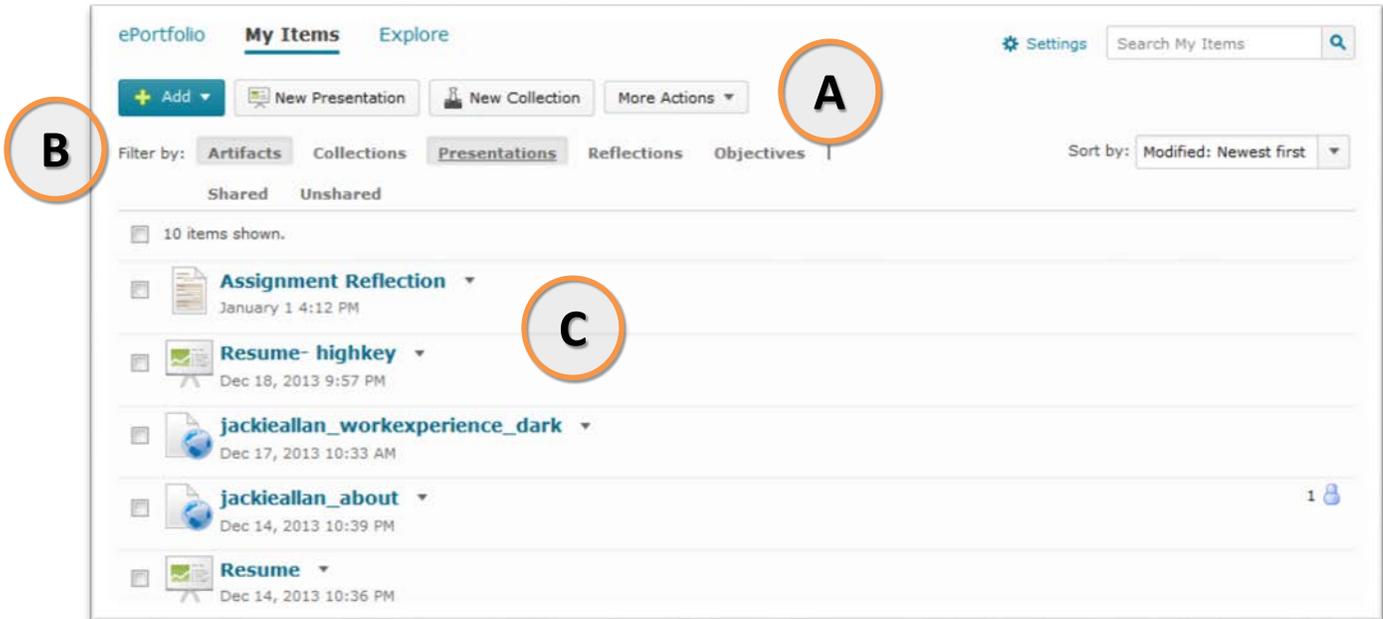
- A. Navigation to the major sections of ePortfolio including **ePortfolio** (the Dashboard), **My Items** (itemized lists of your artifacts, presentations, collections, reflections, etc.), and **Explore** (items others have shared with you)
- B. Change **Settings**- options and personal preferences
- C. Create **New** ePortfolio items or **Upload** existing files
- D. Filter the **Newsfeed**- by item ownership and other criteria
- E. The **Newsfeed** provides a listing of items that you've recently worked on and items shared with you
- F. The **Unread Invites** displays your recent invites from other users and the associated portfolio item

## MY ITEMS

My Items consolidates all of your personal items- artifacts, reflections, presentations, collections, and learning objectives- enabling you to view, search, and manage all of your content from one location. Your items display in a list that you can sort by name or date modified. Filters at the top of the list enable you to search and manage sets of content; you can filter by item type or sharing status.

From the My Items page you can:

- Add ePortfolio content by clicking the **New** or **Upload** buttons
- Bulk add items to a presentation or collection or bulk associate items with learning objectives from the **More Actions** button
- Perform common actions on items, such as view, preview, edit, copy, delete, and share.



*In this example, the user is filtering to display just Artifacts and Presentations*

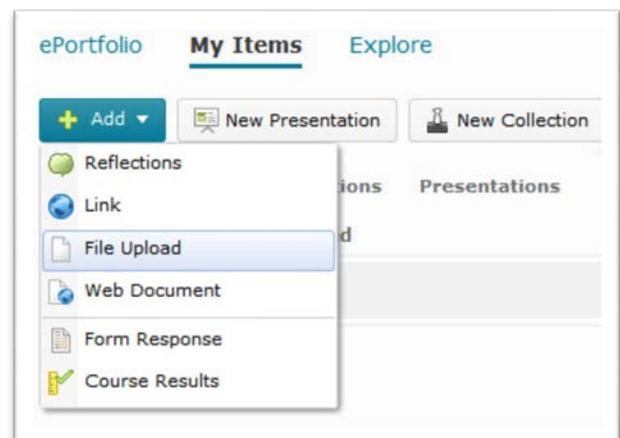
- A. The four action buttons allow you to **Add** new items, create a new **Presentation** or **Collection**, and other related **Actions**
- B. In this example, the user is choosing to discover only Artifacts and Presentations, by selecting those two filters
- C. The results of the search display here, and actions on individual items (e.g. editing, sharing) can be performed by following the small dropdown menu beside each item

## CREATING ARTIFACTS

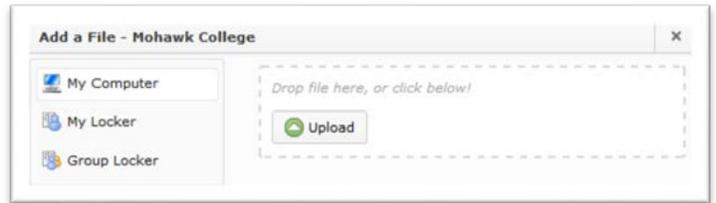
An Artifact is a digital file that represents your learning or an achievement, and can be created in several ways. Your ePortfolio will ultimately contain many artifacts, some that you have created in other environments and others that you've created in ePortfolio.

### UPLOAD A FILE FROM YOUR COMPUTER OR LOCKER:

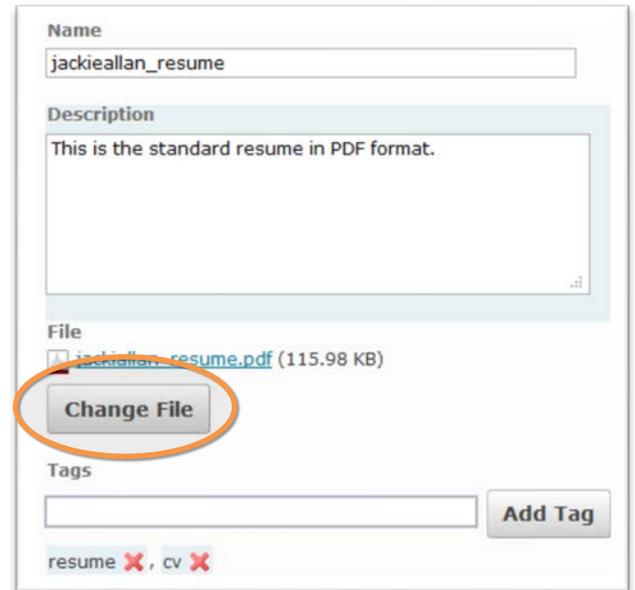
- Click the blue **Add** button, then **File Upload**.
- Drag and drop the file, or click the **Upload** button and browse for the file you want to add.
- Click **Upload**.
- Watch the progress bar and after it reaches 100%, confirm that you selected the correct file and click the blue **Add** button, and on the next screen click the blue **Next** button.
- Give the file a Name and Description.
- Add any tags you want the artifact to have.
- Click **Save**.



**TIP:** Always be aware of the file sizes and consider compressing large media files before you upload them. There is a limit to the amount of data that can be stored in your ePortfolio, and unnecessarily large files can be problematic for viewers.



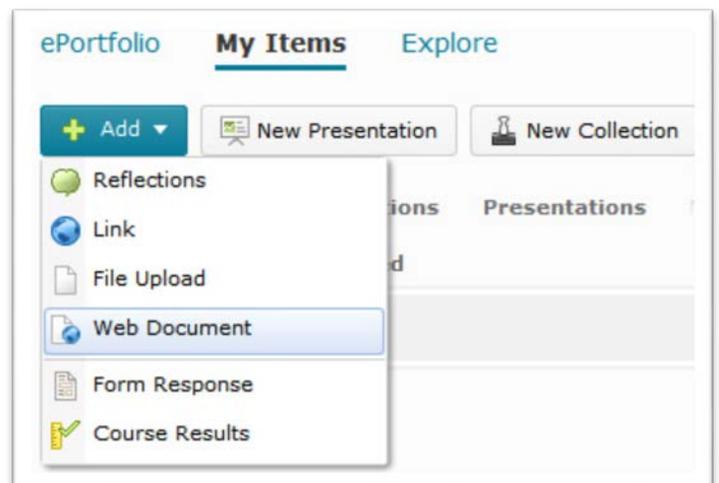
**NOTE:** After you upload a file and create an artifact, you can change or update the associated file by clicking the **Change File** button.



### CREATE AN HTML FILE (WEBPAGE):

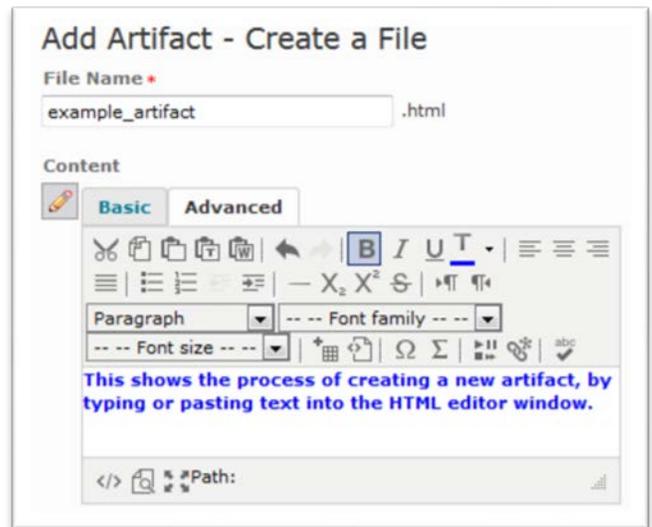
You can use the built-in HTML editor to create new, original webpages, containing formatted text, images, videos, audio files, and links to content in eLearn courses.

- Click **Add**, then **Web Document**.
- Enter the **File Name** you want the file to be stored as.
- Enter a name for the new file in the **File Name:** field, and use the editor to add your content- by typing, inserting, formatting, etc.
- Click the blue **Next** button.
- On the next screen, enter the **Name** you want to display for the artifact and a Description.
- Add any tags you want the artifact to have.
- Click **Save**.



**TIP:** Remember that the full functionality of the HTML editor can be realized when you open the **Advanced** tab.

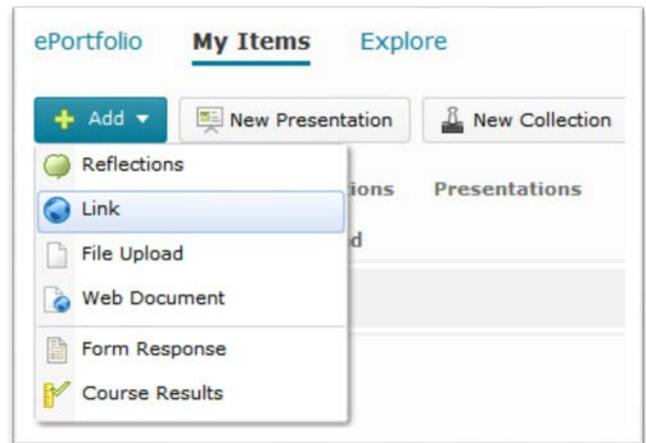
Under this tab, you will find more text formatting options (for size, colour, styles, justification, etc.) and access to the **Insert Stuff** and other embedding options. Using **Insert Stuff**, you can embed rich content from Kaltura, YouTube, and other sources.



### **LINK TO A WEB ADDRESS:**

If you want to include an existing website or web resource as an artifact in your ePortfolio, you can reference the address (URL) for the site rather than uploading files.

- Click **New**, then **Link**.
- Enter the Name you want the URL to be stored as.
- Enter the URL (web address).
- Enter a Description of the site or its significance.
- Add any tags you want the artifact to have.
- Click **Save**.

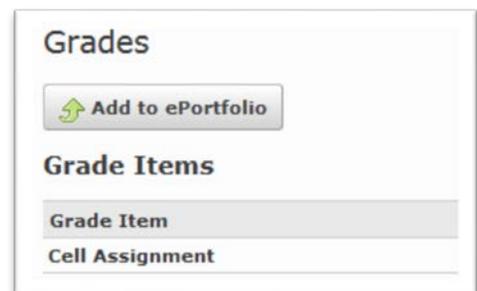


### **IMPORT COURSE CONTENT AS AN ARTIFACT:**

You can include your course work (grades, comments, etc.) in your ePortfolio, by adding it directly from ePortfolio or from within your course(s). When you add items from a course, a copy of the item is created as a new artifact.

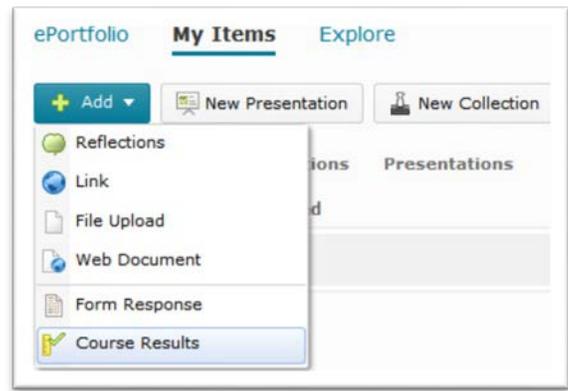
- From courses, add new course artifacts while viewing grades, competencies, quiz results, or Dropbox folder feedback.

Click **Add to ePortfolio**, and enter typical artifact information like Name, Description, and tags.

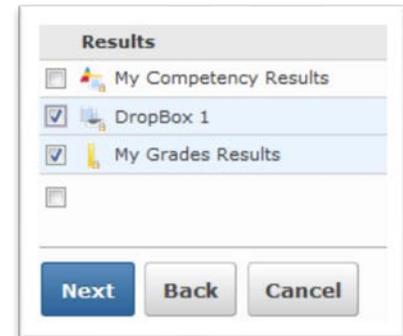


B. To add course work while working in ePortfolio:

- From the ePortfolio tool, click **Add**, then **Course Results**.
- If you have more than one role in the system, select the role you want to import course results for from the Enrolled As drop-down list.
- Click the name of the course from which you want to import result.
- Select the items you want to import, then click **Next**.
- Enter typical artifact information like Name, Description, and any tags you want the artifact to have.
- Click **Save**.



**TIP:** Click the **Apply Tags to All Artifacts** button to add a set of tags to all items on the page.



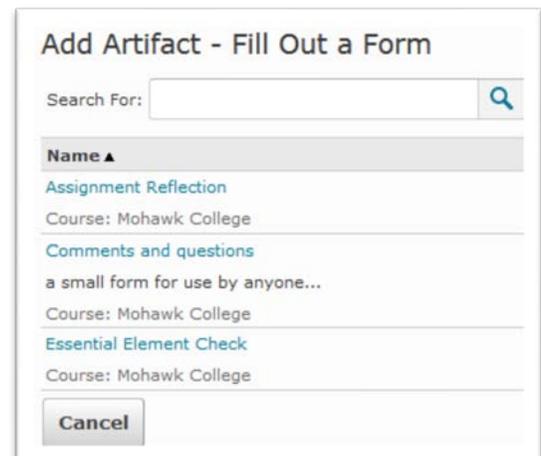
### **FILL OUT A FORM:**

Forms are created by Mohawk or your Instructors in eLearn, not in ePortfolio. When you fill out a form, it becomes an artifact in your ePortfolio which can then be shared, edited, and added to collections, presentations, and learning objectives.

Forms can be completed within eLearn courses or from within ePortfolio.

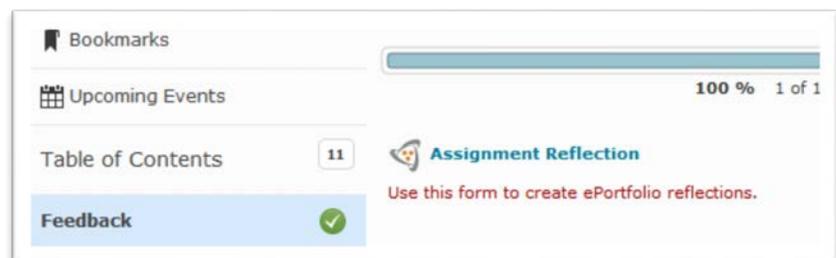
To complete a form from within ePortfolio:

- Click **Add**, then **Form Response**.
- Click the name of the form you want to fill out.
- Fill out the form.
- In the Artifact Details area, provide a Name and Description unique to this form entry, and any appropriate tags.
- Click **Save**.



To complete a form from within an eLearn course:

- Enter the course, and open the Content Topic (or other item) that links to the form.
- Complete the form, and at the bottom of the form add the appropriate artifact



information- Name, Description, and tags.

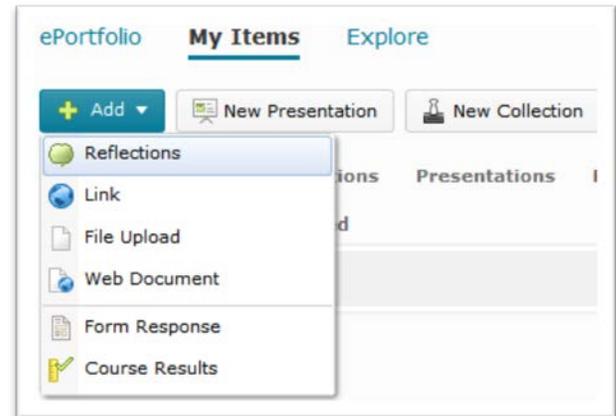
- Click **Save**.

## CREATING REFLECTIONS

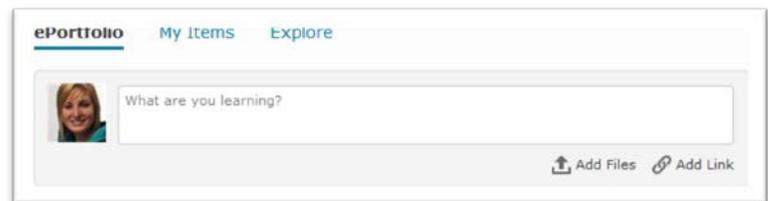
Reflections are used to discuss items in your portfolio, record your thoughts on topics of interest, and think critically about your learning. Reflections are usually associated with (linked with) artifacts.

### ADD A REFLECTION:

- Click **Add**, then **Reflections**.
- Give your reflection a Title.
- Enter your thoughts in the Reflection field in the editor.
- Add any tags you want the reflection to have.
- Select **Allow others to add/view comments if they have sufficient permission** if you want to provide others the option to comment on your reflection.
- Click **Save** or **Save and Close**.



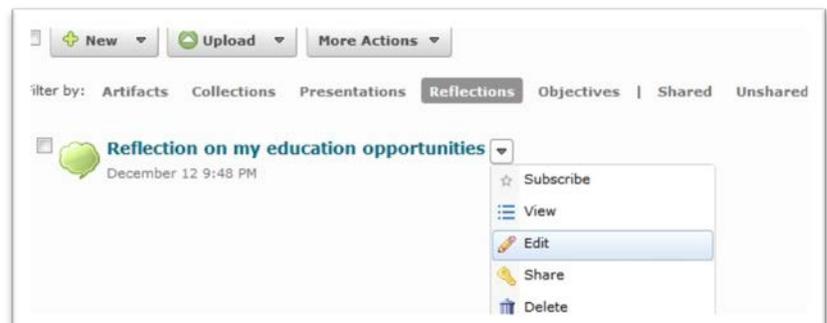
**NOTE:** You can also create a reflection directly from the ePortfolio Dashboard, by typing in the “What are you learning?” field, and clicking the blue **Add to ePortfolio** button.



### ASSOCIATING REFLECTIONS WITH OTHER OBJECTS:

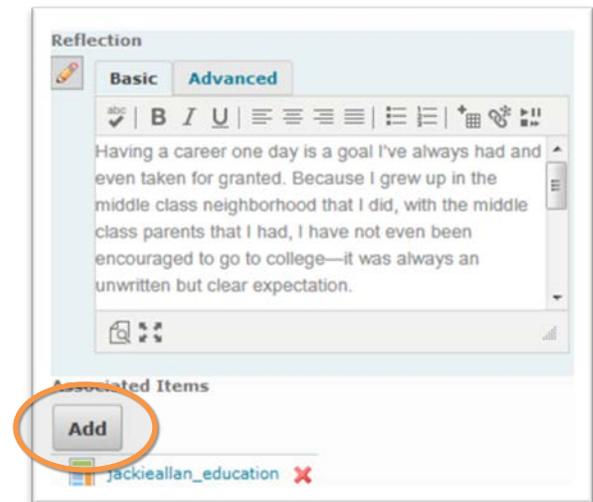
Reflections may be independent ePortfolio items (created through **New > Reflection**) or associated with artifacts, presentations, or other items. Reflections are only visible to other users if you share them, associate them with an item, or add them to a collection or presentation.

- Click  **Edit** from the context menu of an existing reflection.
- Click the **Add** button in the Associated Items section.
- Select whether you want to associate the reflection with an Artifact, Collection, Presentation, or Learning Objective.



For example, if you choose to associate your reflection with an artifact (by selecting Artifact in the object list), a list of your artifacts will be displayed.

- Select an item from the list of items that appears, then click **Add**.
- On the Edit Reflection page, click **Save and Close**.



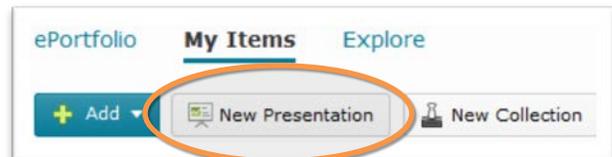
## WORKING WITH PRESENTATIONS

An ePortfolio Presentation is a custom website, usually with multiple pages and customized page layouts. A presentation groups together artifacts and reflections, and is an effective way of presenting your work and evidence of learning to various audiences.

### CREATE A NEW PRESENTATION:

The presentation becomes the container for your prized artifacts and reflections.

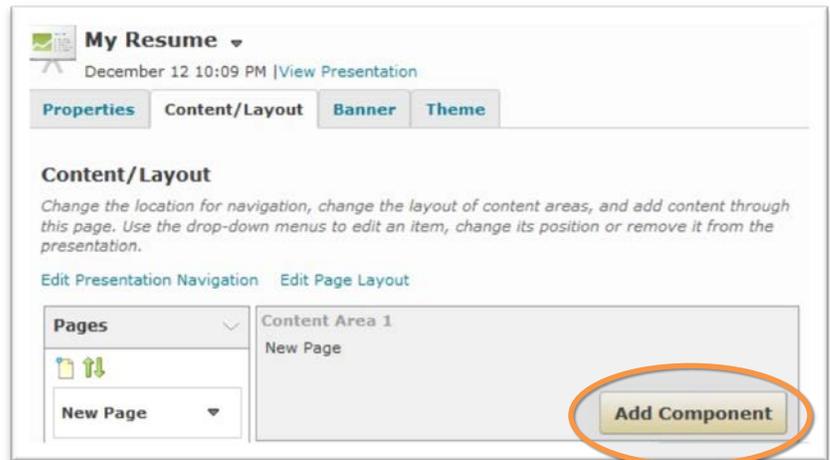
- From your ePortfolio Dashboard, click **New Presentation** on the right side of the screen. If you are in the My Items section, click the **New Presentation** button.
- Complete the fields on the Properties tab.
  - Give the presentation a Name and Description.
  - Add any tags you want the presentation to have.
  - Select the **allow comments** and **allow assessments** checkboxes if you want to provide others the option to review your presentation when you share it.
  - Click **Save**.



## ADDING ITEMS TO PRESENTATIONS:

A default (new) presentation shell includes a single page and no associated artifacts or reflections. Use the **Content/Layout** tab to add items to your presentations: you may add items on a single page or create multiple pages.

- If you have just created the Presentation, click the **Content/Layout** tab on the Edit Presentation page. If you are editing an existing Presentation, search for the presentation in My Items and click **Edit** in the dropdown menu beside the presentation's name. Click the **Content/Layout** tab.
- Click the page (under **Pages**) on which you want to add the item, and click **Add Component**.
- Select the type of item you want to add.
- Select the item you want to add.
- Click **Add**.

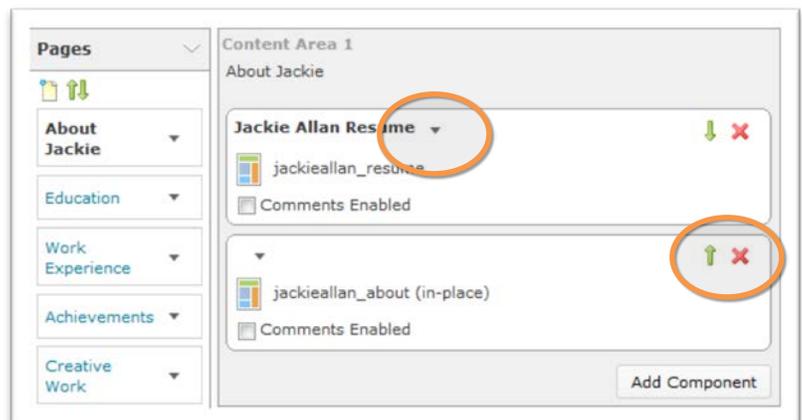


**TIP:** To maximize accessibility (with screen readers, etc.) be sure to give each item a unique name.

## EDIT THE DISPLAY OPTIONS FOR ITEMS IN A PRESENTATION:

By default, an artifact added to a content page will display the artifact's name and description. You can change this for each of your artifacts.

- On the **Content/Layout** tab, find the component that you want to adjust and open the context menu beside its name.
- Click **Edit Display Options**.
- Change the Title or Description of the item, if desired.
- Choose whether you want the artifact to display in-place or as a link (Note: only media and html may be displayed in-place)
- Choose other options as desired.
- Click **Save**.

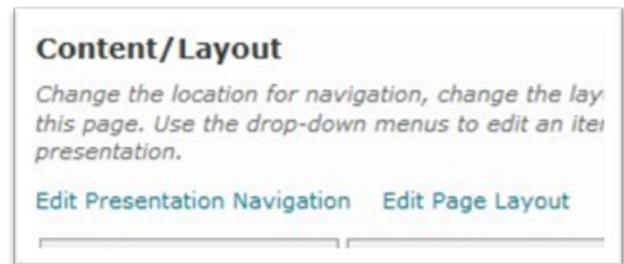


You can easily change the order of the components on (or remove them from) your presentation pages, by clicking the appropriate button in the upper right corner of the component.

## MODIFYING THE LAYOUT OF PRESENTATION PAGES:

Changes to the default navigation settings and page layouts are made on the Content/Layout tab.

- When editing a presentation, open the **Content/Layout** tab.
- **Edit Presentation Navigation** sets where the page navigation appears.
- **Edit Page Layout** sets the positioning of the content areas. Each page in your presentation can have different page layouts.
- Use the Pages section of the **Content/Layout** tab to add new pages to your presentation and reorder existing pages.



## SETTING THE PRESENTATION BANNER:

A banner appears at the top of every page in a presentation, and consists of a background graphic and a title. The banner also often includes a description. The visibility of this information is dependent on the theme that the presentation is using.

- In the Edit Presentation area, open the **Banner** tab
- Enter a title and description, if desired.

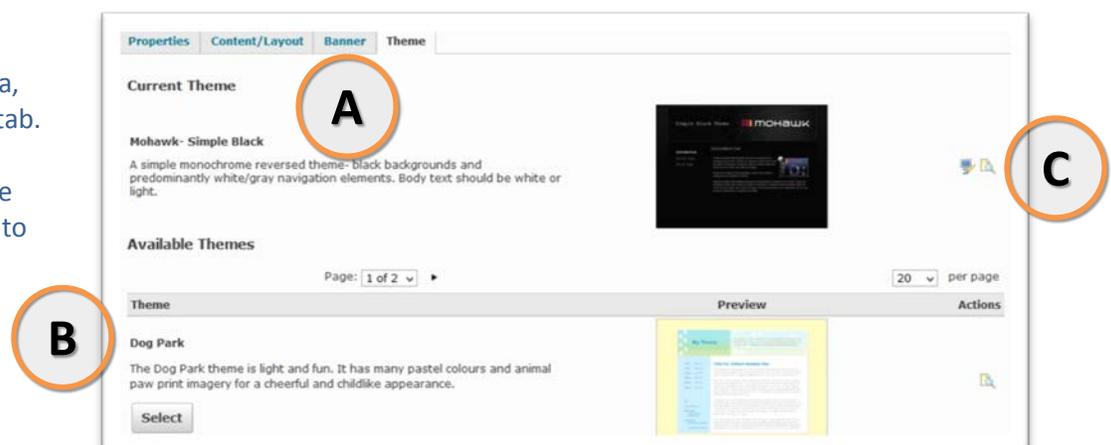
**NOTE:** The theme of the presentation controls the style of the banner, including the background and fonts used. Use the **Theme** tab to modify banner and presentation styles.

## CUSTOMIZING THE LOOK OF YOUR PRESENTATION

Themes are style templates which define your presentation's look and feel, allowing you control over the text styles, colours, banner and background images, etc. Several different themes are available in eLearn for your use, and you can edit them to your liking.

### CHOOSING A THEME:

- In the Edit Presentation area, click the **Theme** tab.
- Click the **Select** button beside the theme you want to apply to your presentation.



- A. The theme currently being used in the presentation is displayed here
- B. Other available themes are listed below the Current Theme. Click the **Select** button to choose a new theme.
- C. There are many elements of the theme that are editable, by clicking on the **Edit Styles** icon.

## MODIFYING A THEME:

- Click the  **Edit Styles** icon beside your current theme.
- Select the page element you want to modify.
- Use the options that appear under the Preview area to edit the style.
- Click **Save**.

## SHARING ITEMS

The real value to ePortfolio is the ability it gives you to share your learning experiences and showcase your work. The sharing features of ePortfolio enable you to seek feedback from your peers, mentors, instructors, and members of the community.

ePortfolio items are shared with other users using **permissions**. You can set up separate permissions options for each artifact, collection, reflection, presentation, and learning objective in your ePortfolio. You can assign permissions to individual users, sharing groups, groups of users based on course or department enrollment, or the general public through a URL (presentations only). You can choose whether others can see the item, see comments, see assessments, add comments, add assessments, and/or edit the item.

For a detailed explanation of **permission options**, refer to the ePortfolio help pages in the eLearn Help Portal (located under the **Student Help** or **Instructor Help** buttons on the Help & Support page).

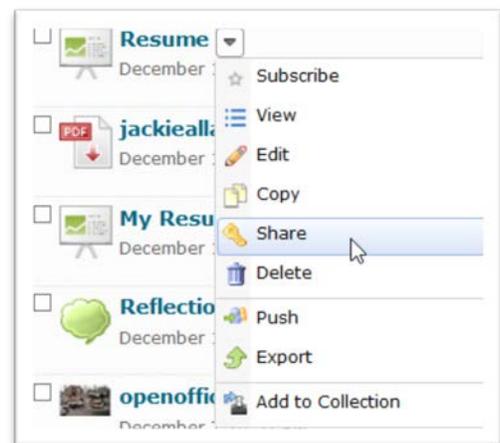
**NOTE:** To use the comments and assessments permissions, you must make sure the comments and assessments check boxes are enabled on the item's properties page and that a rubric for assessing items has been attached to the item.

### SHARING ITEMS WITH INTERNAL USERS:

You can share items with other users on eLearn by selecting individual users, all users in a course or group you are enrolled in, or a previously saved sharing group.

#### Assign permissions for a user or group of users:

- Click  **Share** from the context menu of the item (Collection, Artifact, Presentation, etc.) you want to make available to others.
- Click **Show Display Options**, and select when you want users to see the item.
- Click **Add Users and Groups**.
- Browse for the users or sharing groups you want to add.
- Click on **users** or **sharing groups** in the browse listing to add them to the Selected Users list.
- Select the permissions you want the selected users to have and click **Add**.



**NOTE:** You can adjust permissions for individual users by clicking the  **Edit Permissions** icon beside their name in the Sharing List grid.

- Click **Save and Close** or **Send Invite**. You can send an invite to specific users in the Sharing List by selecting the check boxes beside their names.

### **SHARING PRESENTATIONS WITH EXTERNAL USERS:**

You can share ePortfolio presentations with people who are not eLearn users, such as friends, parents, or potential employers. You can share presentations with external users in two ways:

#### ***Make a presentation publicly available through a URL:***

When you share a presentation this way people can only **view** the presentation. They cannot see, add comments to, add assessments to, or edit the presentation.

- Click  **Share** from the context menu of the presentation you want to make available by URL.
- Select **Anyone with the URL below can access this item** from the presentation's Sharing Settings and click **Save and Close**. Share the provided URL with others.

#### ***Make a presentation externally available to specific people and assign them permissions:***

With this method, the recipient must set up a username and password, and then they can see and add comments or assessments based on the permissions you gave them.

- Click  **Share** from the context menu of the presentation you want to make available to external users.
- Click **Add Users and Groups** from a presentation's Sharing Settings.
- Click **Click to share the presentation with an external user**.
- Enter the External Email Address of the user you want to send an invite to and click **Add**.
- Select the permissions you want the external users to have and click **Add**. The system automatically notifies external users of their granted permissions.
- Click **Save and Close**.

**NOTE:** The recipient must follow the link in the invite and set up a username and password to view the presentation. The invite expires after three days.

### **SENDING INVITES:**

When you send an invite to internal users you are sharing an item with, you have the opportunity to leave them a message. The message may be delivered to their email, the Invites area of their dashboard, or an RSS Reader. Recent invites also appear in the Messages alert on the minibar.

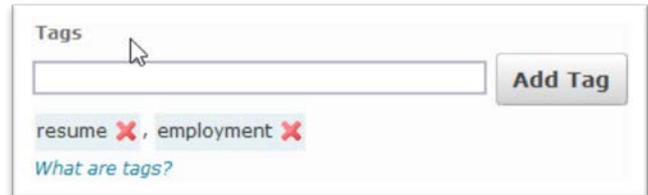
- After you have added usernames to the **Presentation Sharing List**, select the user and click the **Send Invite** button.
- Complete the invite and click **Send**.

## TAGGING CONTENT

Tags are keywords or descriptive labels that you add to items to help categorize them. For example, you can tag items with course codes or names, topics, or purpose. You can search both your own ePortfolio and others' shared items by tags.

### ADD A TAG:

- Click  **Edit** from the context menu of an artifact, reflection, presentation, collection, or learning objective.
- Enter the tag in the New Tags field, and click **Add Tag**.
- Click **Save and Close**.



### TIPS:

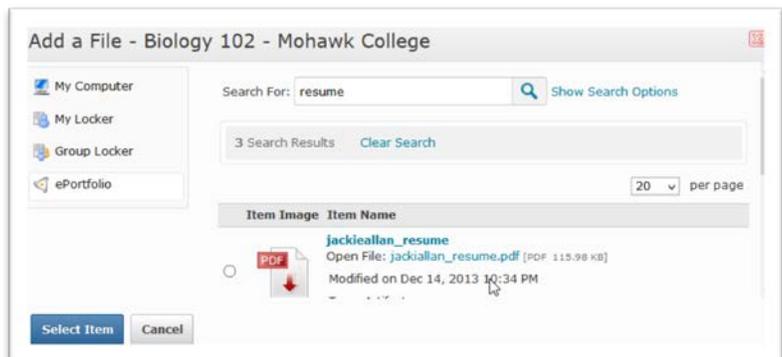
- Enter multiple tags at once by separating words using spaces.
- Use quotes " to create multi-word tags, e.g., "structures assignment".
- Use the @ symbol in front of a tag to make it a private tag only you can see, e.g. @draft.

## SUBMITTING ePORTFOLIO CONTENT TO A DROPBOX

Students can submit ePortfolio items to a Dropbox folder in a course for formal assessment.

When you submit an item to a course Dropbox folder, a copy of the item is made in the Dropbox tool; future changes to the item are not reflected in the Dropbox copy.

- Go to the Dropbox tool in the appropriate course.
- Open the Dropbox folder you want to submit an ePortfolio item to.
- Click **Add a File**.
  - Select **ePortfolio** from the left tool menu.
  - Select the item you want to add.
  - Click **Select Item**.
- Enter any comments you want to include with your submission.
- Click **Upload**.



## CONTINUING TO USE ePORTFOLIO AFTER GRADUATION

myDesire2Learn is a free service offered by Desire2Learn, enabling students who are graduating from Mohawk College and other institutions to continue to use ePortfolios- and all the personal items created in ePortfolio- after graduation.

You can export your ePortfolio to **myDesire2Learn** and continue to collect artifacts, create presentations and share your evidence of achievement with others.

**NOTE:** In order to use **myDesire2Learn**, you must first create an **EduDentity** account with Desire2Learn. EduDentity is an account management service that provides a secure and seamless experience.

### **Workflow:**

- Create your EduDentity/myDesire2Learn account at <https://www.myDesire2Learn.com/register>
- Login to myDesire2Learn to activate your new myDesire2Learn account
- Login to eLearn, and open the Export to myDesire2Learn tool by visiting [https://elearn.mohawkcollege.ca/d2l/eP/importExport/export/export\\_select\\_items.d2l?&actionType=13](https://elearn.mohawkcollege.ca/d2l/eP/importExport/export/export_select_items.d2l?&actionType=13)
- Select the items in your ePortfolio to export to myDesire2Learn.

For more detailed instructions, see [this guide](#).