

## Creating Your Digital Portfolio

To begin, log into the D2L site, select your class and click 'ePortfolio'.

Under "My Items" there is a blue button labelled "Add". Click this.

Select whether you want to upload a file you have saved on your device, link to a website or create a reflection.

Follow the onscreen prompts to complete the creation.

### Commenting on a post

You can comment on your own artifacts, or items that have been shared with you by other members of the class.

Open the artifact you want to comment on. At the bottom, click the 'Comment' button. Remember that your comments are public, and will be seen by everyone who can view that artifact!

### Creating a presentation

Once you have collected all of your artifacts, you will be putting them together into a presentation that will become your eportfolio. The finished product will be shared with your class, your teacher, and maybe even other schools!

To begin, log in to the D2L site and click 'ePortfolio'.

On the main page, underneath 'My Items', click 'New Presentation'.

Give your presentation a name, brief description and any tags that you want to include.

**\*Make sure you click 'Save' before going any further!**

Once you have given your presentation a title and description and saved it, you can use the tabs at the top to change the content/layout, banner and theme.

If you want to add an artifact or text box, in the "Content/Layout" area, click 'Add Component' and select the appropriate option from the drop down menu.

You can also create pages within your portfolio in this area by clicking 'New Page' on the left hand menu.