

# D2L ePortfolio Quick Guide for Instructors

## 1. Create Your Personal ePortfolio

### Access D2L ePortfolio

1. Log in to D2L.
2. On the navbar, click **ePortfolio**.

### Add Artifacts to Your ePortfolio

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, from the **Add** button, select the artifact that you want to add.
3. Enter your artifact details.
4. Click **Save and Close**.

### Create a New Collection

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, click **New Collection**.
3. Enter your collection details.
4. Click **Save**.
5. In **Items in Collection**, click **Add to Collection**.
6. Click **Artifacts, Presentations, Reflections, or Learning Objectives**.
7. Select the box for every item you want to add. Click **Add**.
8. Click **Save and Close**.

### Add a New Presentation

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page click **New Presentation**.
3. In the **Properties** tab, enter your presentation details. Click **Save**.
4. In **Content/Layout** tab, do any of the following:
  - To add pages to your presentation, in the **Pages** panel, click the **New page** icon. Enter your page details. Click **Save**.
  - To add content to your presentation, in a **Content Area** panel, click **Add Component**. Locate the component, select it, and click **Add**.
5. In the **Banner** tab, enter your banner details.
6. In the **Theme** tab, do any of the following:
  - To edit your current theme, in the **Current Theme** area, click the **Edit Styles** icon. Make your changes. Click **Save**.
  - To select a new theme for your presentation, in the **Available Themes** area, click **Select > Set Theme**.

For more information on ePortfolio for both instructors and students, please go to [www.apsu.edu/online/eportfolio](http://www.apsu.edu/online/eportfolio).

For assistance with ePortfolio, please contact the APSU Distance Education D2L Help Desk at (931) 221-6625 or [d2lhelp@apsu.edu](mailto:d2lhelp@apsu.edu).

## 2. Share Your Personal ePortfolio

### Create a Sharing Group for Personal Use

1. On the navbar, click **ePortfolio**.
2. From tool navigation, click **Sharing Groups > New Sharing Group**.
3. Enter your sharing group details.
4. Click **Add Users**.
5. Do one of the following:
  - To add individual users to the sharing group, in the **Users** tab, click on the users to add.
  - To add course offerings, in the **Courses** tab, click the course offerings to add.
6. In the **Assign Permissions** area, select the permissions you want the sharing group to have.
7. Click **Add > Save and Close**.

### Share ePortfolio Items with Internal Users

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, from the context menu of the item you want to share, click **Share**.
3. Click **Add Users and Groups**.
4. Do one of the following:
  - To share with individual users, in the **Users** tab, click on the users you want to add.
  - To share with all users in a course offering, in the **Courses** tab, click on the courses to add.
5. In the **Assign Permissions** area, select the permissions you want the users to have.
6. Click **Share > Close**.

### Share a Presentation with External Users

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, from the context menu of the item you want to share, click **Share**.
3. Select the **Allow public viewing of presentation** box.
4. Share the provided URL with external users.
5. Click **Close**.

### Export Items in Your D2L ePortfolio

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, from the More Actions button, click **Go to Import/Export** page.
3. Do one of the following:
  - To export all items, click **Export > All Items**.
  - To export specific items, click **Export > Selected Items**. Click **Add Items**, select the items to export. Click **Add**.
4. Click **Export**.
5. Click **View progress of the export package**.
6. In the **Download File** dialog that displays, click the link for your exported package.
7. Save the file to your desktop.

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## 3. Manage Student ePortfolios

### Create a Sharing Group for Your Course

1. On navbar, click **Edit Course > Sharing Groups**.
2. Click **New Sharing Group**.
3. Enter your sharing group's details.
4. Click **Save and Close**.
5. On the **Sharing Groups** page, click on the sharing group you just created.
6. Click **Show Advanced Sharing Options**.
7. Do any of the following:
  - To allow other users in the current org unit to use the sharing group, select the **Current Org Unit** box.
  - If you are at the organization level, to allow users in other org units to use the sharing group, click **Add Org Units**. Select the org units you want to add. Click **Insert**.
  - To automatically share items with the sharing group, select the **Automatically share items with this sharing group** box. This setting forces all users (regardless of role) in the course to use this sharing group. Edit your sharing options. If you hide the sharing group, users will not be able to determine which items they are automatically sharing or the permissions other users have.
8. Click **Save**.
9. To add users to sharing group, click **Add Users**.
10. Browse for the users or course offerings you want to add. Click on the users or groups of users you want to add.
11. In the **Assign Permissions** area, select permissions for the sharing group.
12. Click **Add > Save and Close**.

### Allow Certified D2L Artifacts

Do any of the following:

- To allow quiz artifacts, on a quiz's **Edit Quiz** page, in the **Assessment** tab, select **Allow users to add the result of this quiz to their D2L ePortfolio**.
- To allow dropbox artifacts, on a dropbox folder's **Edit Folder** page, select **Allow users to add this folder to their D2L ePortfolio**.
- To allow grade artifacts, on the **Grades Settings** page, in the **Org Unit Display Options** tab, select **Allow users to add their grades to their D2L ePortfolio**.

### Enable ePortfolio Reflections from Content

1. On the navbar, click **Content**.
2. Click on the topic for which you want to enable reflections.
3. In the **Activity Details** tab, click **Reflecting in ePortfolio is disabled**.
4. Select the **Allow reflecting in ePortfolio** box.
5. Click **Update**.

### Disable ePortfolio Reflections from Content

1. On the navbar, click **Content**.
2. Click the topic for which you want to disable reflections.
3. In the **Activity Details** tab, click **Reflecting in ePortfolio is enabled**.
4. Clear the **Allow reflecting in ePortfolio** box.
5. Click **Update**.

## 4. Assess Student ePortfolios

### Rubrics and D2L ePortfolio

The instructor must create the rubric at the course level and select the **Allow new associations in ePortfolio** box. After the student attaches the rubric to the artifact and shares it with the instructor:

1. At the course level, click the **Resources** tab and click **ePortfolio**.
2. On the **ePortfolio** tab, click the dropdown arrow for the artifact you wish to assess, and click **View**.
3. Under **Assessments**, click the **Add Assessment** button.
4. Select the desired rubric from the dropdown menu and click **OK**.
5. Assess the artifact on the rubric and click **Save**.

### Dropbox Folder Submissions and ePortfolio

D2L ePortfolio items that students submit to a dropbox folder are treated as unique objects; they do not change when the original item changes. This allows you to assess or grade submissions without worrying about students revising their work.

If you select Allow users to add this folder to their ePortfolio on a dropbox folder's Edit Folder page, students can add submissions with your feedback to their D2L ePortfolios. This allows them to continue improving their work while maintaining a copy of how the item appeared at the time of assessment.