

D2L ePortfolio Directions

<https://d2l.mu.edu/>

Creating Your ePortfolio

1. Click on ePortfolio link
2. Click on New Presentation
3. Upload all documents to My Items tab (located to the right of the ePortfolio)
 - a. Click on the ADD link to upload
 - b. Open>Upload>Next>Description>Save
 - c. Once a document has been uploaded, a page will appear with the document. This page allows you to add a Reflection and Comments.
 - d. Under Content Layout and Pages, select New Page, click on Page Properties
 - e. To add documents/artifacts, reflections, etc. choose Add Component.

Sharing the ePortfolio

1. Click the ePortfolio icon in upper-right screen
2. Click on the V icon next to the title of your ePortfolio
3. Select Share with key icon
4. Click on Add Users and Groups
 - a. Type recipients name in the address book
 - b. Click recipient's name
 - c. Click blue Add button at the bottom of the screen
 - d. A new page will appear, check the box next to the recipient's name, then click the Send Invite button
 - e. A new page will appear, click Send
 - i. A dialogue bubble will appear stating 'Invite Sent'



Test ePortfolio invite

February 11 8:32 AM | View Pres

Properties Content/Layout

Name *

Test ePortfolio invite

Description

Testing

Tags

What are tags?

Reflections

Select the associated reflections you want to display when this presentation is shared with others. What are reflections?

Display with presentation

There are no reflections associated with this presentation.

Comments / Assessments

Select the Check Boxes for Comments and Assessments you allow users with sufficient permission to add comments, or assessment based on rubrics.

Save Close
add/view comments if they have sufficient permission

- View
- Subscribe to Item Activity
- Copy
- Share
- Delete
- Export
- Associate Learning Objective
- Add to Collection
- Change Log
- Access Log

Click the drop-down arrow next to the title of your ePortfolio.

Select 'Share'

http://d2l.mu.edu/d2l/eP/presentations/modify/properties_newedit.d2l?d2l_isfromtab=1&PresId=11048&... Edit Presentation - Marquet... x

File Edit View Favorites Tools Help

Marquette University Login http-www.theatlantic Marquette Central Marqu... Class Roster WebNow 6 CheckMarq D2L - Desire2learn eMarq Faculty & Staff Phonebook Google Web Slice Gallery

Public Access

Anyone with the URL below can access this item

Public users receive only view permissions for the presentation. You can assign additional permissions by adding users and groups to the Presentation Sharing List.
URL: https://d2l.mu.edu/d2l/eP/presentations/presentation_preview_popup.d2l?presId=11048

Presentation Visibility

Hide Display Options

Visibility

Always Visible
 Always Hidden
 Visible for specified date range

Has Start Date
2/11/2015 8:38 AM
United States - Chicago

Has End Date
2/18/2015 8:38 AM
United States - Chicago

Save

Presentation Sharing List

Add Users and Groups Send Invite

Close

Click the box next to 'Add Users and Groups'

Next, click on 'Add Users and Groups'

8:38 AM 2/11/2015

Test ePortfolio invite - Sharing Settings

Select Users

Enter a user, group or course name to begin browsing.

Search for Type the name of the individual you would like to share your ePortfolio presentation

All Users Sharing Groups

1 10

- Anthony Lathrop LATHROPA (anthony.lathrop@marquette.edu)
- Kirsten Lathrop LATHROPK (kirsten.lathrop@marquette.edu)** Next, click on the individual's name
- Therese Lathrop 3156LATHROT (therese.lathrop@marquette.edu)
- Tyler Lathrop tyler.lathrop@miad.edu

Click to share the presentation with an external user

Selected Users

Add Go Back Then click 'Add'

Test ePortfolio invite - Sharing Settings

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Presentation Visibility

Hide Display Options

Visibility

Always Visible

Always Hidden

Visible for specified date range

Has Start Date

2/11/2015 8:44 AM
United States - Chicago

Has End Date

2/18/2015 8:44 AM
United States - Chicago

Be sure to scroll with this bar and not the far right to view the 'Presentation Sharing List' below.

Presentation Sharing List

Save

Add Users and Groups Send Invite

Kirsten Lathrop
LATHROPK (kirsten.lathrop@marquette.edu) View, Add/See Comments

Close

Click the square box next to the individual's name.

Next, click 'Send Invite'

Test ePortfolio invite - Sharing Settings

Test ePortfolio invite - Sharing Settings

Invite - Test ePortfolio invite

To: Kirsten Lathrop

Subject: Test ePortfolio invite

Message:

Send a copy to myself

Send Cancel

Click 'Send a copy to myself'

Next, click 'Send'