

ePortfolios

What are ePortfolios?

An ePortfolio is a place where you can display and discuss the significant submissions and experiences that are happening during your learning process. If you are a student or instructor enrolled in a course, you can build an unlimited number of ePortfolios in which to collect and document your educational projects, submissions, experiences, and other work products. You can keep ePortfolios private or share them with other students, instructors, and/or future employers.

In CANVAS, ePortfolios remain active as long as you are a current student of Danford College.



When would I use ePortfolios?

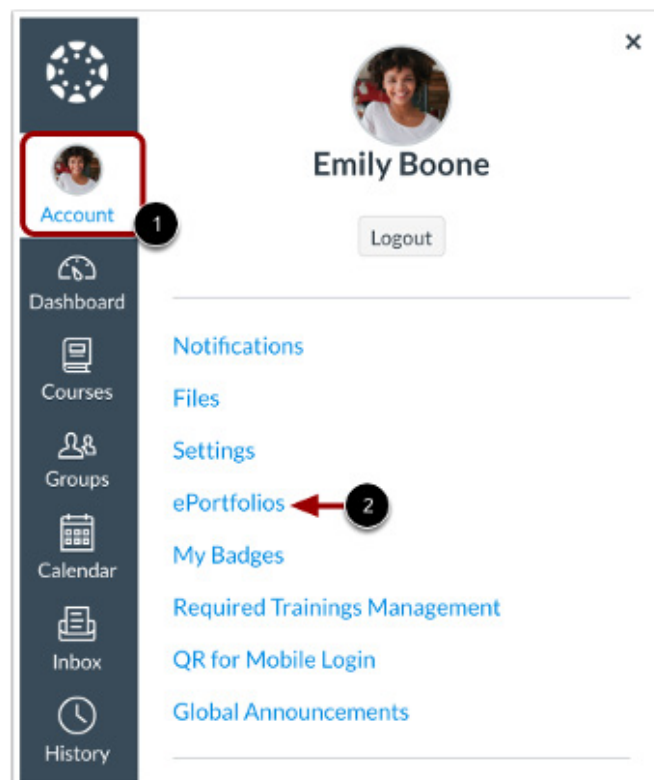
Use ePortfolios to:

- Create an online educational journal for reflection
- Demonstrate mastery of course Outcomes
- Share your best work from multiple courses
- Showcase professional-quality work for prospective employers

Can I export ePortfolios?

Yes. Students and instructors can export ePortfolios to a zip file. Admins can download a report of all ePortfolios in an account from the Account Settings page.

How do I get started?



In Global Navigation, click the Account link [1], then click the ePortfolios link [2].

What's an ePortfolio?

ePortfolios are a place where you can display and discuss the significant submissions and experiences that are happening during your learning process. You can use an ePortfolio to:

- Display the papers you're proud of for more than just your instructor to see
- Talk about all the thought and work that went into your class submissions
- Gather an overview of your educational experience as a whole
- Share your work with friends, future employers, etc.

ePortfolios can be public for everyone to see, or private so only those you allow can see, and you can change that setting at any time.

Ready to get started? Click the button.

+ Create an ePortfolio

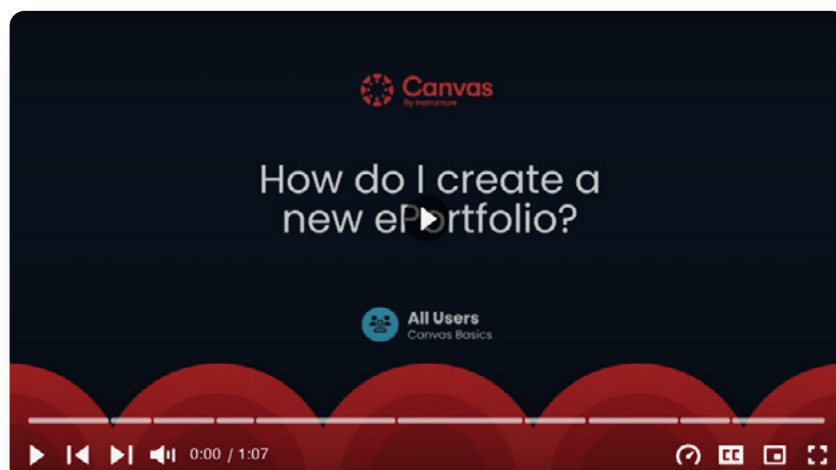
Click the **Create an ePortfolio** button.

How do I create a new ePortfolio?

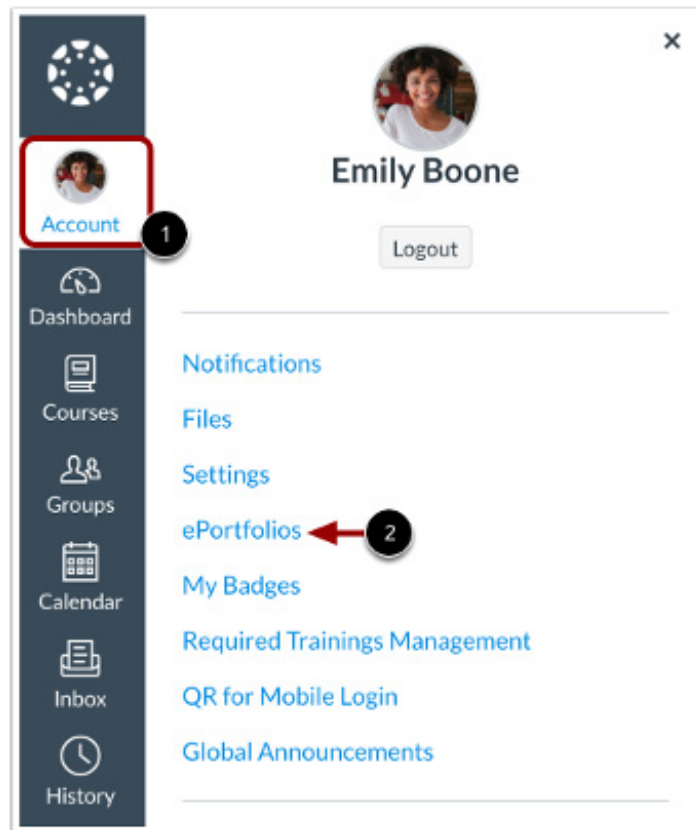
You can create a new ePortfolio in your user settings. You must be enrolled in a course to create an ePortfolio.

Notes:

- If you cannot view the ePortfolio link in your User Account, your institution has disabled this feature.
- If you do not see the Create an ePortfolio button, you may have an ePortfolio that has been marked as spam. Contact your Canvas administrator for further assistance.
- This lesson covers how to use Canvas ePortfolios in your user account. If ePortfolios in your user account display differently than the images in this lesson, learn how to use Canvas Student ePortfolios.



Open ePortfolios



In Global Navigation, click the Account link [1], then click the ePortfolios link [2].

Create an ePortfolio

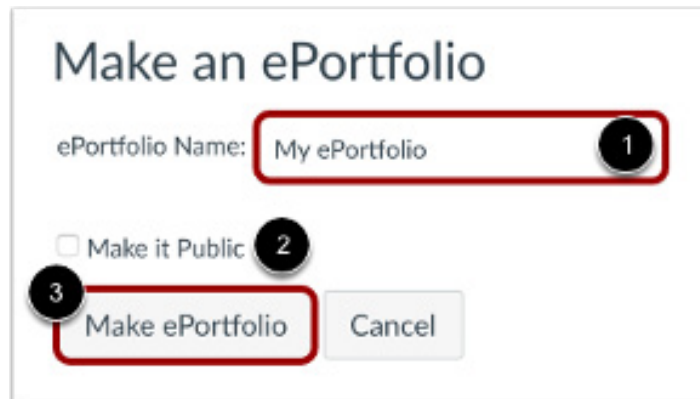
+ Create an ePortfolio

Click the Create an ePortfolio button.

Notes:

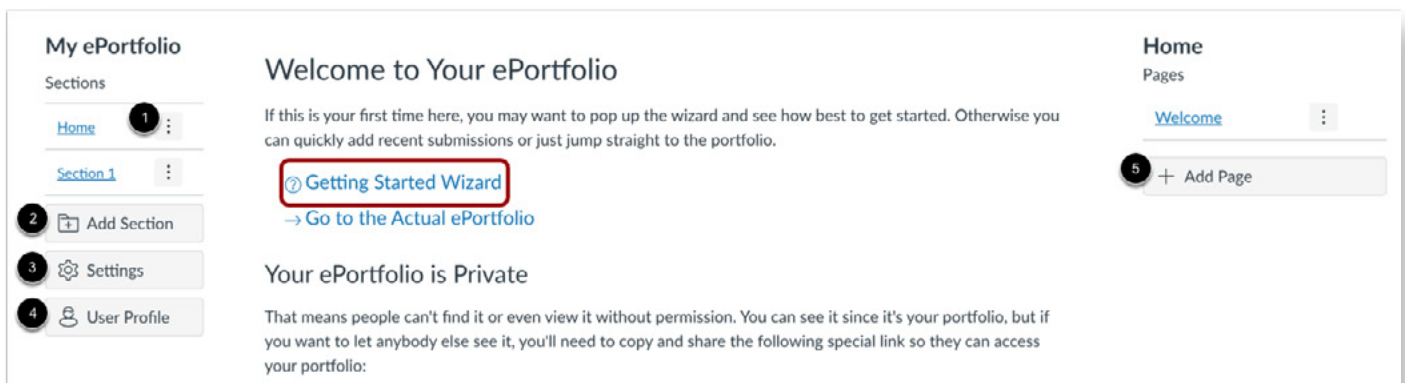
- You must be enrolled in a course to create a new ePortfolio.
- If the Create an ePortfolio button does not display, you may have an ePortfolio that has been marked as spam. Contact your Canvas administrator for further assistance.

Create ePortfolio



Name your ePortfolio by typing in the ePortfolio Name field [1]. Decide if your ePortfolio will be public [2] ([you can change this setting later](#)) and then click the **Make ePortfolio** button [3].

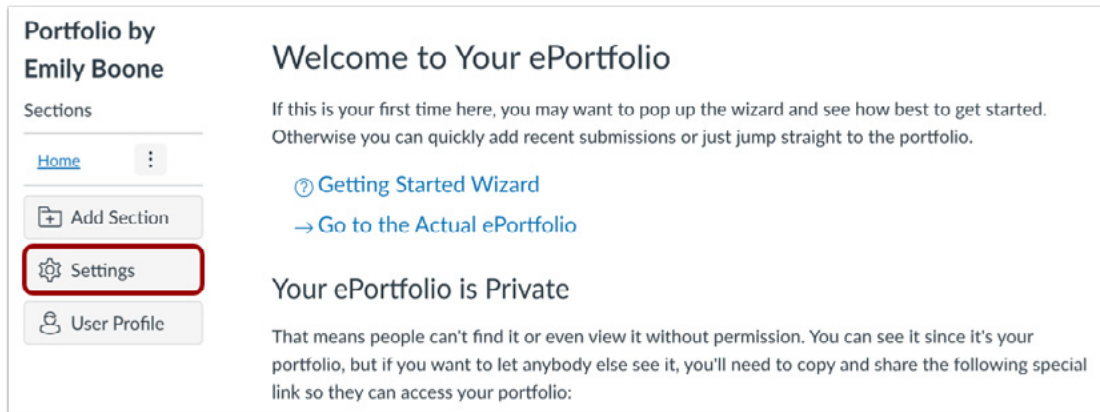
View ePortfolio



Once the ePortfolio is created, there are several options for creating content for your portfolio, including [a wizard that will walk you through your creation](#), step by step.

To rename, move, or delete a section, click the options button [1]. To add a section to a portfolio, click the **Add Section** button [2]. Click the **Settings** button [3] to update the profile settings. To return to the **User Profile**, click the User Profile button [4]. Click the **Add Page** button [5] to create a new page.

Edit ePortfolio



To edit your ePortfolio settings, click the **Settings** link.

Update Settings

Update Settings for Coursework

Portfolio name *

Coursework

Make it Public

Cancel Save

Edit the Portfolio name or [visibility option](#) [1]. Click the **Save** button [2].