ePortfolio v1.1.0

Quick Start Guide

Desire2Learn
Innovative Learning Technology

ePortfolio is a personal portfolio tool for storing, organizing, reflecting on, and sharing items that represent your learning. You can include documents, graphics, audio files, videos, presentations, course work, etc. that demonstrate your improvement or mastery in a certain area. You decide what items you want to include in your portfolio, how you want to organize them, and who you want to share them with.

When you share items with your peers, mentors, potential employers, etc. you can give them permission to view items, edit items, see or add comments, and see or add assessments depending on what type of feedback you want.

Sections

Accessing ePortfolio

Click the **ePortfolio** link in the navigation bar or **My Settings** widget on My Home.

Tip You can access externally shared ePortfolio items by entering the URL for the item in a web browser or by following the link in an invitation.

Adding artifacts

ePortfolio is a repository for digital artifacts that represent your learning. You can upload or create artifacts on any number of topics, and at any stage of completion. An artifact can be a document, graphic, audio file, video file, presentation, or other form of digital media. You can upload files from a personal computer or storage device; import items from a course; link to a website; create artifacts in ePortfolio; or fill out a form created by your institution.

To access the Artifacts area

Click **Artifacts** in the **ePortfolio Areas** left tool menu.

Uploading existing files

Upload files from your computer, personal storage device, or Learning Environment locker area that demonstrate your improvement or mastery in an area of interest.

To upload a file

1. Click **Add Artifact** on the main Artifacts page.
2. Click **Upload a File**.
3. Click **Add a File**.
4. **Browse** for the file you want to add.
5. Click **Upload**.
6. Confirm the correct file was selected, and click **Next**.
7. Give the file a **Name** and **Description**.
8. **Tag** the item with descriptive labels if desired.
9. Click **Add**.

Tip You may want to compress large media files before uploading them in order to save space in your portfolio. Full resolution files are not usually necessary for presentation on the web.

Creating HTML files

Instead of uploading a pre-existing file, you can also create a new HTML file. HTML files can contain formatted text, images, videos, audio files, and links to content in the Learning Environment.

To create an HTML file

1 Click **Add Artifact** in the top tool menu.

2 Click **Create a File**.

3 Enter the **File name** you want the file to be stored as.

4 Use the HTML Editor to add your content.

5 Click **Next**.

6 Enter the **Name** you want the file to be displayed as and a **Description**.

7 Add any **Tags** you want the artifact to have.

8 Click **Add**.

Referencing a web address

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

To reference a web address

1 Click **Add Artifact** on the main Artifacts page.

2 Select **Create an Internet Reference**.

3 Enter the **Name** you want the URL to be stored as.

4 Enter the **URL** (web address).

5 Enter a **Description** of the site or its significance.

6 Add any **Tags** you want the artifact to have.

7 Click **Add**.

Importing course work as artifacts

A great way to track your progress over time is to include your course work in your portfolio. You can then review your work at any point in the future and compare it to other assignments and courses.

To include course content as an artifact

1 Click **Add Artifacts** in the top tool menu.

2 Click **Import Results from a Course**.

3 Click the name of the course you want to import results from.

4 Select the items you want to import, and click **Next**.

5 Enter a **Name** and **Description** for each item.

6 Add any **Tags** you want the artifacts to have.

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

7 Click **Create**.

Filling out a form

Forms are templates created by your institution that you fill out. Forms help your institution structure your artifacts by having you fill in specific fields of information.

To fill out a form

1 Click **Add Artifacts** on the main Artifacts page.

2 Select **Fill Out a Form**.

3 Click the name of the form you want to fill out.

4 Fill out the form.

5 In the **Artifact Details** area, provide a **Name** and **Description** that is unique to this form entry.

6 Add any **Tags** you want the artifact to have.

7 Click **Create**.

Adding reflections

Use reflections to discuss items in your portfolio, record your thoughts on topics that interest you, set goals, and think critically about your learning.

To access the Reflections area

Click **Reflections** in the left tool menu.

To add a reflection

1 Click **New Reflection** on the main Reflections page.

2 Give you reflection a **Title**.

3 Enter your reflection in the **Reflection** field.

4 **Tag** the item with descriptive labels, if desired.

5 Click **Save**.

Associating reflections with artifacts, collections, or presentations in your portfolio

Reflections can be independent portfolio items or associated with artifacts, collections, or presentations. Associating reflections with other items helps others see the relationship between the items and makes it easier to revisit your goals and assumptions later.

When you associate a reflection with an artifact or collection, the reflection is visible to other users who have access to the item. If you associate a reflection with a presentation the reflection is visible in the Review Presentation area for the presentation. It is not displayed in the presentation itself unless you add it.

To associate a reflection with an artifact, collection, or presentation

1 Create and save a reflection or edit an existing reflection.

2 Click the **Add** button in the **Associated Items** area that appears.

3 Select whether you want to associate the reflection with **An Artifact**, **A Collection**, or **A Presentation**.

4 Select the appropriate item from the list of items that appears, and click **Add**.

5 Click **Save** on the Edit Reflection page.

Organizing items using tags and collections

Tags and collections are two different ways of organizing the content in a portfolio. They are designed to help you manage your portfolio items by keyword, subject, purpose, stage, or any other classification.

Adding tags

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

To add a tag

1 Go to the edit page for an artifact, presentation, or reflection.

2 Enter the tag in the **New Tags** field, and click **Add Tag**.

Tips

- Use double quotes “” to create multi-word tags, e.g., “winter project”
- Use the @ symbol in front of a tag to make it a private tag only you cans see, e.g., @draft

3 Click **Save**.

Adding collections

Collections are groups of artifacts, reflections and presentations. They are like folders, except an item can belong to multiple collections at the same time. For example, you can add a short story you wrote to a collection called “Fiction” as well as a collection called “Creative Writing 101”.

There are multiple ways of adding items to a collection: you can add items manually from the Edit Collection page; you can add multiple items at once using the add to collection multi-action icon at the top of the main artifacts, presentations, or reflections list; or you can select the **Add to Collection** option from the dropdown menu for an item. You can also create a list of tags on the Edit Collection page that defines which items to automatically include in a collection based on the tags that are associated with the item.

To create a collection

1 Click **New Collection** on the main Collections page.

2 Give the collection a **Name** and **Description**.

3 **Tag** the collection with keywords, if desired.

4 Select whether you want to allow **Comments** or **Assessments** from others.

Adding items manually from the Edit Collection page

1 Click the **Add to Collection** button.

2 Select the **Artifacts, Presentations or Reflections** link.

3 Select the items you want to add.

4 Click **Add**.

Adding items manually from the main Artifacts, Presentations or Reflections page

1 Select **Artifacts**, **Presentations** or **Reflections** in the **ePortfolio Areas** left tool menu.

2 Select the items you want to add to the collection in the list of items.

3 Select the **Add to Collection** multi-action icon at the top of the list.

4 Select the collection you want to add the items to.

5 Click **Add**.

Adding items manually using an item's dropdown menu

1 Open the dropdown menu options for an item.

2 Select **Add to Collection**.

3 Select a collection.

4 Click **Add**.

Creating tag lists to automatically populate a collection

Tag lists allow you to automatically populate a collection with portfolio items that use specific tags.

Warning All of the items that use the tags that you specify in the tag list are automatically added to the collection, if you share the collection with other users you automatically share all of those items.

1 Click the **Add to Collection** button on the Edit Collection page.

2 Select the **Artifacts, Presentations, or Reflections based on Tags** link.

3 Give your tag list a **Name**.

4 Enter the tags you want to be included in the tag list.

5 Click **Save**.

Creating presentations

Presentations let you compile portfolio items in a web project that showcases your achievements. Your presentations can have multiple pages and use different themes and layouts. Presentations provide a polished, professional medium to demonstrate your learning and accomplishments.

To access the Presentations area

Click **Presentations** in the left tool menu.

To create a new presentation

1. Click **New Presentation** at the top of the main Presentations page.
2. Give the presentation a **Name** and **Description**.
3. **Tag** the presentation with keywords if desired.
4. Select whether you want to allow **Comments** or **Assessments** from others.
5. Click **Save**.

Adding items to a presentation and modifying page layouts

Use the **Content/Layout** tab to add items to your presentations. You can add items on a single page or create multiple pages. You can also change where the navigation area is on pages and where content appears. The page layout can be different for each page.

To add items to a presentation

1. Click the **Content/Layout** tab on the Edit Presentation page.
2. Click the **Add Component** button for the area of the page you want to add an item to.
3. Select the type of item you want to add.
4. Select the item you want to add.
5. Click **Add**.

To edit the display options for artifacts in a presentation

1. Open the dropdown menu for the item.
2. Select **Edit Display Options**.
3. Change the **Title** or **Description** of the item, if desired.

   Note This will only change the title or description within the presentation.

4 Select whether you want the artifact to display in-place or as a link.

5 Select whether you want to auto-fit the artifact to the content area it is displayed in or maintain its original size (if applicable).

6 Select which reflections associated with the artifact to display in the presentation.

7 Select whether users can add comments or assessments on the artifact from within the presentation if they have the appropriate permissions; whether comments and assessments added outside the presentation should be displayed; whether comments and assessments should display in-place; and the number of comments and assessments to display.

To edit the display options for reflections in a presentation

1 Open the dropdown menu for the item.

2 Select **Edit Display Options**.

3 Select whether users can add comments on the reflection from within the presentation if they have the appropriate permissions; whether comments added outside the presentation should be displayed; whether comments should display in-place; and the number of comments to display.

4 Click **Save**.

To change the order of items in a content area

1 Open the dropdown menu for the item.

2 Select either **Move Up** or **Move Down**.

To move items to a new content area

1 Open the dropdown menu for the item.

2 Select **Move To**.

3 Select the content area you want to move the item to.

To remove items from a presentation

1 Open the dropdown menu for the item.

2 Select **Remove from Layout**.

To add pages to a presentation

1. Click the **New Page** icon in the **Pages** section of the **Content/Layout** tab.
2. Enter a **Page Name**.
3. Select whether you want to **Hide Name** so that users do not see the page name when navigating pages.
4. Select whether you want to **Hide Page** so that it does not appear in the navigation area of a presentation.

   Tip Use the hide options when you have a longer presentation and only want users to navigate to main topics. They can follow links within the main topics to view subtopics.
5. Click **Save**.

To change the order of pages in a presentation

1. Click the **Reorder Pages** icon in the **Pages** section.
2. Select a new position for a page using the **Sort Order** drop-down list beside its name. The positions of other pages adjust accordingly.
3. Click **Save**.

To change the layout of a page

1. Select the **Edit Page Layout** link on the **Content/Layout** tab of the Edit Presentation page.
2. Select one of the following:
   - 2 Content Areas
   - 1 Content Area
3. Click **Save**.

To change where the navigation area appears on pages

1. Select the **Edit Presentation Navigation** link on the **Content/Layout** tab of the Edit Presentation page.
2. Select one of the following:
   - Left Navigation
   - Right Navigation

- Top Navigation

3 Click **Save**.

Note The navigation area must appear in the same area on every page.

Creating and modifying a banner

A banner appears at the top of every page in a presentation. The presentation title usually appears in the banner, much like a header in a book. You can include additional text in the banner as a description.

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 styles.

To create or modify a banner

1 Click the **Banner** tab on the Edit Presentation page.

2 Enter a **Banner Title**.

3 Enter a **Banner Description**, if desired.

4 Click **Save**.

Selecting and modifying a theme

Themes are default style templates that help give a presentation a consistent look and feel. Themes are divided into styles which control one aspect of the design. For example, there are separate styles that control titles, links, dates, and images.

Themes are provided by your organization, but you may be able to change some or all aspects of a theme.

To choose a theme

1 Click the **Theme** tab on the Edit Presentation page.

2 Click the **Select** button beside the theme you want to apply to your presentation.

To modify a theme

1 Click the **Edit Styles** icon beside the theme you want to modify.

2 Select the style you want to modify in the list of styles on the left.

Tip Use the **Filter** drop-down menu to view only certain styles.

3 Use the options that appear on the right to edit the style.

4 Repeat for remaining styles.

5 Click **Save**.

To restore a theme to its default styles

Click the **Restore default styles** icon for the theme.

Previewing a presentation

Do one of the following to preview a presentation:

- Click the name of the presentation on the main Presentations page.
- Click the **View Presentation** icon in the action bar when creating or editing a presentation.

Copying a presentation

To copy a presentation, click the **Copy** icon beside its name.

The following information is copied:

- The presentation's description, tags, and comments and assessment properties.
- The theme.
- The banner title, description, and appearance.
- All pages, page layouts, page content, display options, and display orders.

The following information is not copied:

- Permissions.
- Comments or assessments for the presentation.
- Reflections associated with the presentation.

Note You can only copy presentations from your own portfolio.

Allowing comments

Enabling comments on an artifact, collection, reflection, or presentation allows users who are viewing the item to leave feedback. Use this feature to collaborate with peers so they can congratulate you on your work, provide constructive criticism or point out additional resources.

To enable comments

1. Open the edit page for the artifact, collection, reflection or presentation you want to enable comments for.
2. Select the **Comments** checkbox.
3. Click **Save**.

Note Selecting the **Comments** checkbox allows users with the appropriate permissions to leave comments on the item. Use the **Permissions** area to assign permissions to a user. See *Sharing items*, p. 14 for more information.

To set your preferences so comments are enabled by default

1. Click **Dashboard** in the left tool menu.
2. Click **Settings** in the top tool menu.
3. Select **Allow comments on Reflections, Artifacts, Collections, and Presentations by default**.
4. Click **Save**.

To leave a comment

1. Open the item you want to leave a comment on from the **Explore** area.
2. Click **Add Comment**.
3. Enter your comment.
4. Click **Add**.

Allowing rubric assessments

Enabling assessments for an artifact, collection, reflection, or presentation allows users with the appropriate permissions to evaluate the item using a rubric. You must select which rubric you want users to evaluate your work against from the list of rubrics provided by your institution.

To enable assessments

1. Open the edit page for the artifact, collection, reflection, or presentation you want to enable comments for.
2. Select the **Assessments** checkbox.
3. Click **Add Rubrics**.
4. Select the rubric you want to attach, and click **Add Selected**.

Note Selecting the **Assessments** checkbox allows users with the appropriate permissions to leave assessments on the item. Use the **Permissions** area to assign permissions to a user. See *Sharing items*, p. 14 for more information.

To set your preferences so assessments are enabled by default

1. Click **Dashboard** in the **ePortfolio Areas** left tool menu.
2. Click **Settings** in the top tool menu.
3. Select **Allow assessments on Artifacts, Collections, and Presentations by default**.
4. Click **Save**.

To leave an assessment

1. Open the item you want to evaluate from the **Explore** area or externally through the item's URL.
2. Click **Add Assessment**.
3. Select the rubric you want to use to evaluate the item, and click **Add**.
4. Select the appropriate rubric level.
5. Click **Add**.

Sharing items

ePortfolio is a user-focused tool that empowers you to share your learning experiences and showcase your work. For example, ePortfolio provides an easy way to seek feedback from your peers, mentors and members of the broader community.

To access the Permissions area for an item

1. Open the edit page for the item.
2. Select **Permissions** on the top tool menu.

Sharing items with internal users

ePortfolio items are shared with other users through the Permissions area. A separate Permissions area exists for each artifact, collection, reflection, and presentation so you can pick and choose what content others see. Permission to see an item can be given to individual users or groups of users based on enrollment in a class, department, group, etc.

Permissions allow you to control what a user can do when viewing an item. You can give users permission to view an item, see comments on an item, add comments to an item, see assessments for an item, add assessments to an item and edit an item.

To assign new permissions to users at your organization

1. Select when you want users to be able to see the item on the **General Availability** tab of the Permissions page.
2. Click the **Users** tab.
3. Select **Add Users**.
4. Select the course or org unit the users you want to add belong to.
5. Select the users you want to assign permissions for, and click **Next**.
6. Select the permissions you want the users to have, and click either **Add** or **Save and Send Invite**.
7. If you select **Save and Send Invite**, complete the invite and click **Send**.

To assign permissions to a previously saved permission profile

1. Select when you want users to be able to see the item on the **General Availability** tab of the Permissions page.
2. Select the **Users** tab.
3. Select **Add Profiles**.
4. Select the profiles you want to add, and click either **Add** or **Save and Send Invite**.

5 If you select **Save and Send Invite**, complete the invite and click **Send**.

For information on permission profiles, see *Setting up permission profiles*, p. 17.

To change permissions

1 Select the **Edit Permissions** icon for the user or profile on the Permissions page.

2 Select the new permissions.

3 Click **Save**.

Sharing items with external users

ePortfolio presentations can be shared with people who are not a part of your organization, such as friends, parents, or potential employers, through a URL.

You can share presentations with external users in one of two ways:

- You can make the presentation publically available to anyone through a stable URL. When you share a presentation this way, people can only view the presentation, they cannot see or add comments or assessments, and they cannot edit the presentation.
- You can send a personal invite to view your presentation via an email and the recipient can follow the attached link to view the presentation. The recipient must set up a username and password, but they can then see and add comments and assessments based on the permissions you gave them. External users cannot edit presentations.

To make a presentation publically available through a URL

1 Select when you want users to be able to see the item on the **General Availability** tab of the Permissions page.

2 Select the **External Users** tab.

3 Select the **Allow presentation to be viewed publicly without a username or password** option.

4 Click **Save**.

To make a presentation externally available to specific people and assign them permissions

1. Select when you want users to be able to see the item on the **General Availability** tab of the Permissions page.
2. Select the **External Users** tab.
3. Click **Add Users**.
   a) Enter the **Email** address of the external user you want to send an invite to.
   b) Select the permissions you want the external user to have.
   c) Click **Add and Send Invite**.
4. Click **Save**.

Notes

- 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.

Setting up permission profiles

Permission profiles let you save the permissions you want a user or group of users to have so you can reuse them with other items. You can create permission profiles for individual users or for all users in a particular course, group, department, etc. You can have multiple permission profiles for the same users that you apply in different situations.

An organization, department, or course may also set up permission profiles and share them with you. Permission profiles that are shared with you may be optional (you can choose to apply them to specific items) or forced (you have to use them). Forced profiles may be visible (appear in your Permission Profiles area and when setting up permissions) or hidden (information on the profile is not available to you).

To access the Permission Profiles area

Select **Permission Profiles** in the **ePortfolio Areas** left tool menu.

To create a new permission profile

1. Select **New Profile** on the Permissions Profile page.
2. Give the profile a **Name** and **Description**.

3 Click **Save**.

4 Select the **Users** tab.

5 Select permissions in the **Permissions for All Users** section if you want to set permissions for all users at your organization.

6 Click the **Add Users** button if you want to set permissions for specific users or groups of user.

7 Select one of the following options for adding users:

- **All users in a course or group**
- **Individual users**

8 Select the appropriate users or org units.

9 Click **Save**.

To change permissions

1 Select the **Edit Permissions** icon for the user or group of users on the Edit Profile page.

2 Select the new permissions.

3 Click **Save**.

To set a default permission profile

1 Select **Dashboard** in the **ePortfolio Areas** left tool menu.

2 Select **Settings** in the top tool menu.

3 Select a **Default Profile** in the **Default Permission Profile** section.

4 Use the **Type Filter** checkboxes to specify which item types to automatically apply the default profile to.

5 Use the **Tag Filter** to restrict which items the default profile applies to by tags.

6 Click **Save**.

Caution If you specify a default permission profile it is applied to all new items that meet your filter criteria. Only use this option when you have a group of users that you consistently share items with.

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 about why you are sharing the item and what you'd like them to do with it. Depending on how the user's preferences are set up the message is delivered to their email, the Invites area of their portfolio, or an RSS Reader.

To send an invite

Click the **Save and Send Invite** button when setting up permissions for an item.

Warning If you send an invite to a permission profile that includes all users at your organization or all users in a particular course or department, all of the users in the profile will receive the invite. This could be bothersome to users who do not know you.

To view your invites

Click **Invites** in the top tool menu of the Dashboard area.

Removing permissions (unsharing items)

To permanently remove permissions for a user or profile

Click the ❌ **Remove** icon beside the user's or profile's name on the Permissions page for the item.

Note You cannot remove permission profiles that your course or organization automatically apply to your items.

To temporarily hide an item from all users

Change the **Visibility** options on the **General Availability** tab of the Permissions page for the item.

Tip Temporarily hide an item when:

- You want to make changes to it and don't want others to see it in draft stages.
- You want it to be available on a specific, predetermined date and want to set up permissions in advance.

Viewing feedback

If you allow others to comment on or assess items in your portfolio, their feedback becomes a part of the item. You can see it below the item's details when viewing the item.

Tip Set your Dashboard display options to notify you when others post comments on your work.

Making revisions

ePortfolio is designed to help you showcase your learning. Instead of viewing your artifacts as complete examples, you should consider them ongoing projects and continuously revise them as you develop new skills and understandings. This way your portfolio is a true reflection of your skills and achievements.

To revise an item

1. Click **Artifacts**, **Reflections**, **Presentations** or **Collections** in the **ePortfolio Areas** left tool menu depending on what type of item you want to revise.
2. Click the **Edit** icon beside the item's name.
3. Make your changes.
4. Click **Save**.

Personalizing your Dashboard and other settings

The Dashboard is a central area for managing your ePortfolio preferences, getting updates, and searching for items. Most users make the Dashboard their default page so they can quickly review changes to their portfolio when they log in.

To access your Dashboard

Click **Dashboard** in the **ePortfolio Areas** left tool menu.

Changing your settings

The Settings area of the Dashboard lets you change display options and preferences for your portfolio.

To access the Settings area

Click **Settings** on the top tool menu of your Dashboard.

Setting options

Setting	Description
Recent Comments	Select how many recently added comments to display on your Dashboard, if any.
Recent Invites	Select how many recent invitations to view others' portfolio items display on your Dashboard, if any.
Recently Modified Items	Select how many recently modified or created items to display on your Dashboard, if any.
My reflections	Select how many of your reflections to display on your dashboard, if any.
Items Recently Edited by Others	Select how many items that have recently been edited by others to display on your dashboard, if any.
Allow comments on Reflections, Collections, and Presentations by default	Select whether the options to allow comments is selected by default when creating new items. This setting enables commenting, you still need to set permissions around who can add comments.
Allow assessments on Artifacts, Collections, and Presentations by default	Select whether the option to allow assessments is selected by default when creating new items. This setting enables assessments, you still need to set permissions around who can add assessments.
Invite Delivery Method	Select the **Email Invitation** option if you want to receive an email when others invite you to view their portfolio. **Note** A copy of the invite is always added to your Invites page.
Default Area	Select which page you want to be the default page when you log into ePortfolio. **Tip** Most people select the Dashboard.
Default Profile	Select a default permission profile to apply to new items in your portfolio. **Note** A default profile is added to all new items that meet your filter settings. Only use this option if you consistently share new items with a group of users.

Setting	Description
Type Filter	Select which types of items use the default profile.
Tag Filter	Restrict use of the default profile to items that use specific tags.

Changing your profile

Update your profile information to include personal information about yourself that you feel comfortable sharing with others. Your profile is the same as your profile in the Desire2Learn Learning Environment. Any changes are reflected in both places.

Tip You can add your profile information to presentations.

To update your profile

1 Click **My Profile** in the top tool menu of your Dashboard.

2 Update your information.

3 Click **Save**.

Tip Click the **Visible** toggle icon beside a field if you don't want other users to see the information.

Checking your invites

When you receive an invite from another user to view an item in their portfolio, the invite is stored in the Invites area. You may also receive an email informing you of the invite and you can subscribe to an RSS feed.

The invite lets you know who shared the invite with you, when it was shared, what type of item it is, and any description or tags that were added to it. The sender can also include a personalized message letting you know why they shared the item.

To access the Invites area

Click **Invites** in the top tool menu of your Dashboard.

To read the contents of an invite

Click the subject of the invite.

Tip You can open an item from the invite by clicking its name.

Subscribing to an RSS feed

The Feedback and Invite RSS feeds let you receive external notifications when other users provide feedback on one of your items or invite you to view one of their items. To use the RSS feeds you must subscribe to an external RSS Reader. There are many free RSS readers, such as Live Bookmarks and Google Reader, available on the internet.

To subscribe to the Feedback or Invite RSS feed

1. Click either the **Subscribe to Feedback RSS** or **Subscribe to Invite RSS** button in the Dashboard area.
2. Follow the appropriate steps for adding a feed to the reader of your choice.

Searching for items from the Dashboard

When you search for items from the Dashboard, you can search for all item types at the same time. You can also open, edit, tag, and delete items.

To search for items from the Dashboard

1. Click **Search** in the top tool menu of the Dashboard area.
2. Enter your search criteria, and click **Search**.

Viewing others' shared items

The Explore area of ePortfolio manages the items others have shared with you. The **Users** tab lets you search for items by the user's **First Name** or **Last Name**. The **Items** tab lets you search for items by **Name**, **Description**, **Tag**, **Type** of item, **Last Modified** date or **Last Accessed** date.

Tip Set your dashboard display options to notify you when others send you an invite.

To access the Explore area

Click **Explore** in the **ePortfolio Areas** left tool menu.

To open an item

Click on the item's name.

To leave feedback on an item

1 Click one of the following buttons depending on which options are enabled and which type of item you are reviewing:

- **Add Comments**
- **Add Assessment**
- **Review Presentation**

2 Enter your feedback.

3 Click **Add**.

To edit an item

1 Click the **Edit** option in the top tool menu when viewing an item.

2 Make your changes.

3 Click **Save**.

Notes

- Use the **Change Log** to see what changes have been made to the file.
- If you make changes to an item that another user is sharing with you, your changes will affect how much disk space the owner of the file is using.

Submitting items to a dropbox folder for assessment

You can submit portfolio items to a dropbox folder in the Learning Environment for formal assessment. When you submit a portfolio item to a course dropbox folder, a copy of the item is made in the dropbox. Future changes to the item are not reflected in the dropbox copy.

To submit an ePortfolio item to a dropbox folder

1 Open the Dropbox tool in the appropriate course.

2 Open the folder you want to submit an ePortfolio item to.

3 Click **Add a File**.

a) Select **ePortfolio** from the left tool menu.

b) Select the item you want to add.

c) Click **Select Item**.

4 Enter any comments you want to include with your submission.

5 Click **Upload**.

Refer to the *Dropbox Quick Start Guide* for more information on the Dropbox tool.