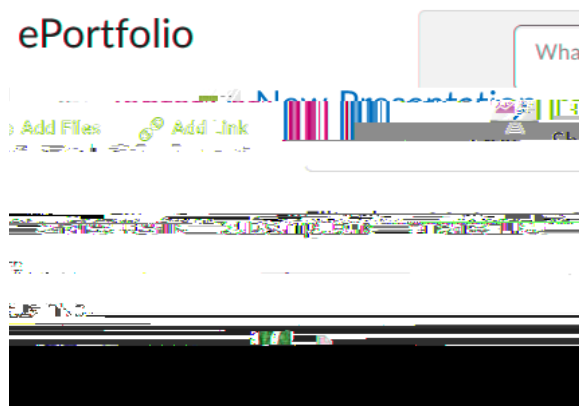
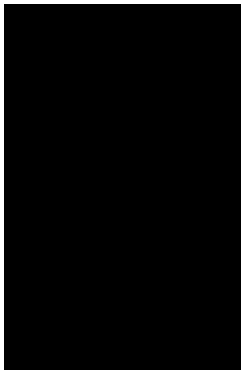


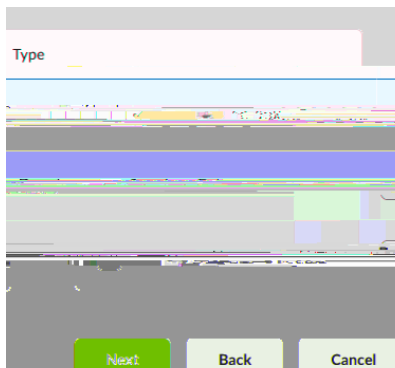
How to



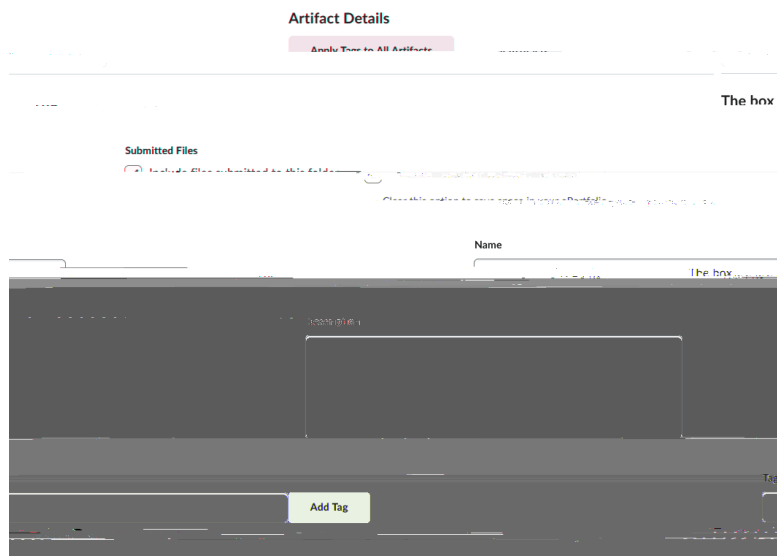
3. After selecting **+ Add Other Items**, a drop-down menu should appear, and select **Graded Items**. Here we can search for and select the class we want to add from. You choose a course that has graded items.



4. After selecting a course, we should see graded items from that course that can be added to the ePortfolio. Select which items you would like added using the check boxes on the left, and then select **Next**.

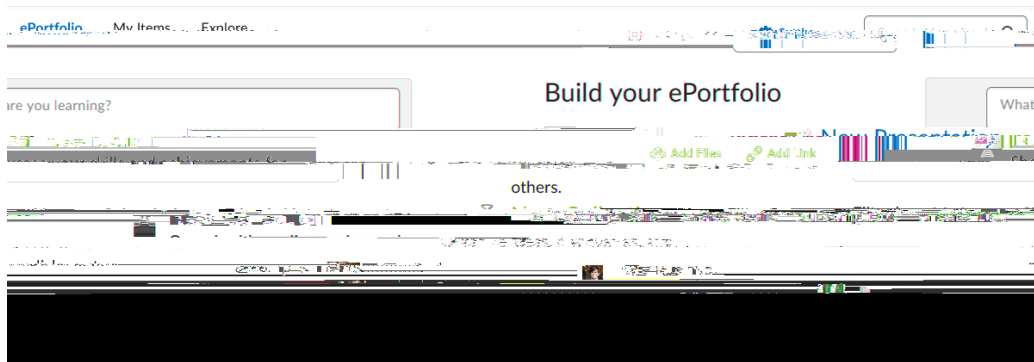


5. After selecting which items you want to add to your ePortfolio and clicking **Next**, it will automatically choose a name for each item. You can choose to rename these items to your liking, or leave their names as they are, and then select the **Apply** button at the bottom.



6. The new items should now appear in your ePortfolio.

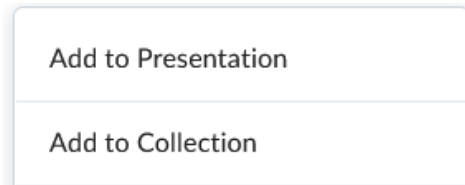
1. At the top, click [New Presentation](#), then [New Collection](#). If you wish to add your item(s) to a presentation or collection. First you must use the New Presentation button or New Collection button in the ePortfolio



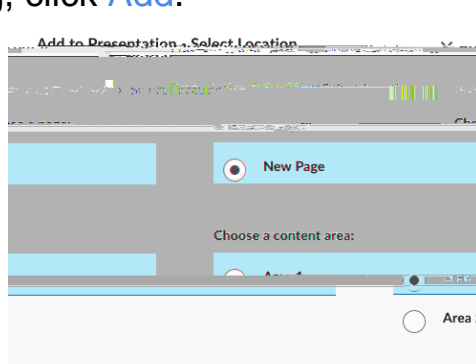
2. After that, it will prompt you to add a name. For [New Presentation](#), you can also change the Content/Layout, Banner styling, and Theme of your presentation when creating it. This can also be changed later. For [New Collection](#), you can also give it a description. For example, under Content/Layout, you can create Pages or Content Areas

- Next, use the check boxes to the left of the items to select which items you want to add to your presentation or collection. Then, scroll up to the top and choose the  button. This will give you a drop-down menu where you can then choose to

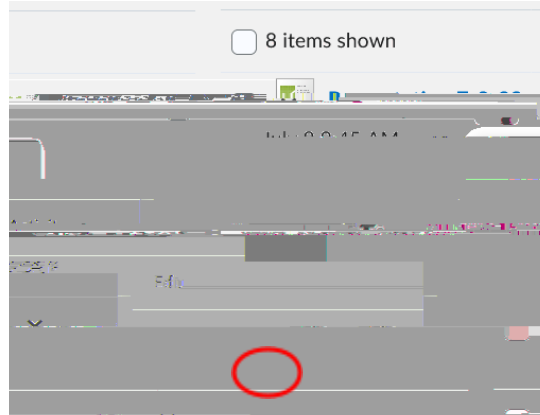
or



- Select the Presentation or Collection you want to add to.
- Next, it will prompt you to select a location for the items you are adding because depending on how you customize your presentation there could be pages or areas in the presentation. When you are finished selecting, click [Add](#).



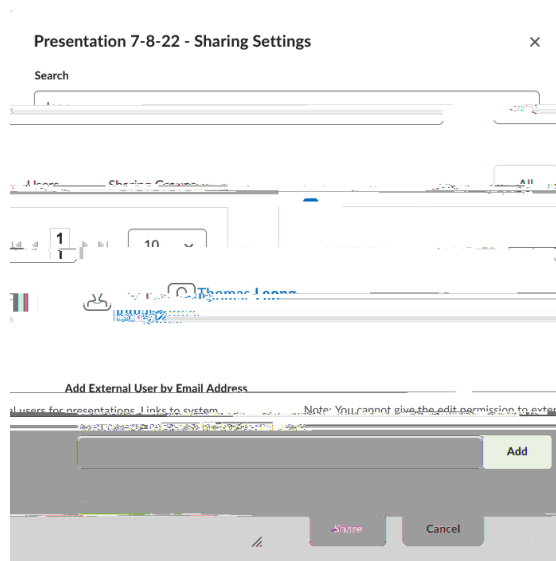
- 
1. After creating a new presentation, click the dropdown next to the presentation, and then click .



2. Then, click the blue button that says “



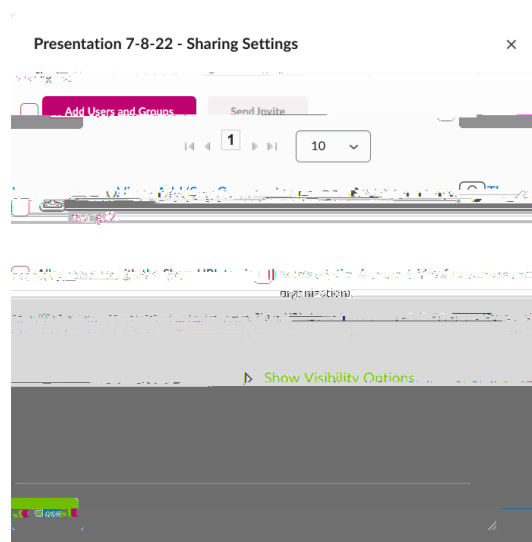
3. Now, you will need to search for who you want to share the presentation with by typing in their name. (Note: I have found that it is easiest to find someone by typing in their last name)



4. Then, click on their name to highlight it (this can be done with multiple names at a time), and then click the blue button at the bottom. You can search for more names that you wish to share the ePortfolio with.



5. After clicking the Share button, it should give you a screen that looks similar to the one below. Then you can click when you are finished.

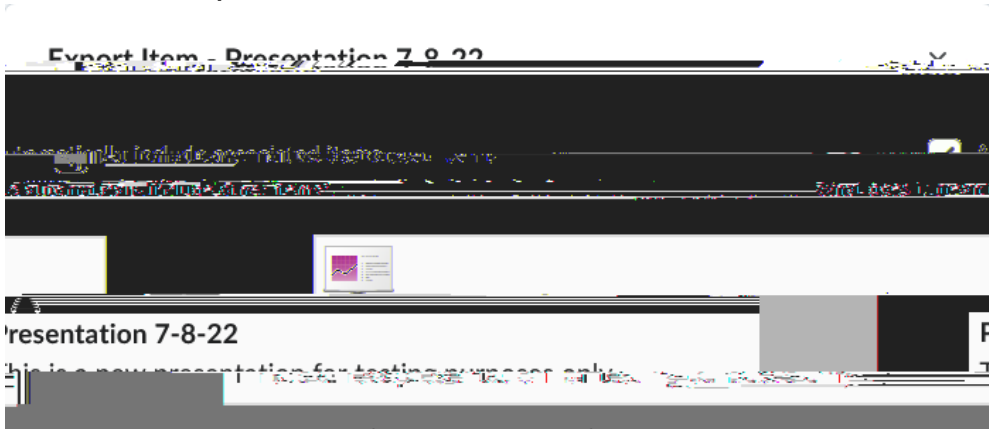


6. To see who you shared the presentation with, you can go to Resources, ePortfolio, click the dropdown next to the Presentation, and then click Share. The names of people will be listed.

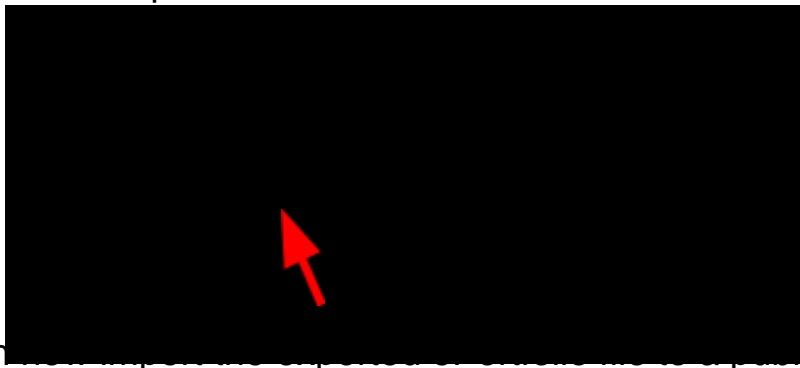
- 
1. To export a presentation, go to the ePortfolio, and find the presentation you want to export. Click on the dropdown next to the presentation to open up the options. Then click



2. A box should open like the one below. Click



3. You may have to wait a few seconds for Brightspace to get your files ready. A zip file will be created with a link.
4. Finally, you can click the name of your file which is highlighted in blue to download the presentation.




5. You can click the link to download the presentation to your website.

- 
1. First, the instructor will create a dropbox and choose Submission Type as “Text Submission”, so that there is no requirement for the students to have to upload a file.
  2. Next, the student can submit their ePortfolio by clicking on dropbox and selecting the dropbox they want to submit to. Click on the “Insert Stuff” icon and choose ePortfolio. Select the presentation, click NEXT, and click INSERT. It will add a link in the Text Submission box. Click SUBMIT and click DONE.
  3. Now the instructor can get the submission by going to the dropbox, click the dropdown next to the dropbox that the student submitted to, and choose View Submissions. Under the Submissions Tab, click the link to view the submission next to the student name. The ePortfolio will open in a new browser tab.

- 
1. Go to ePortfolio.
  2. Click on [redacted] at the top.
  3. Click on the [redacted] button and then click

4. Click [redacted] 

5. Click [redacted] if you want to export all items in your ePortfolio, click [redacted] if you would like to only export certain items from your ePortfolio.

6. Click [redacted] when you have finished checking all the items being added to the export file. 



7. The Export will take some time, click to view the export. When it is ready, a link will appear and you can click the link to download the exported ePortfolio.

1. First, you have to create an account on myDesire2Learn.com and wait for a verification that it was created.
2. Go to myDesire2Learn.com and sign in if necessary.
3. Click on at the top.
4. Click on the button and then click

5. Click 

6. Click “ ” to search for the exported files.

7. Click to move on to the next step.

8. After the import is done, it will show a preview so you can double check what items are being imported.

9. When ready, click 

10. Click [http://t ne, inis fickyoiew prog 5 e , h f](#) to confirm when the import has finished. When it is done, it will [oet pa w](#)