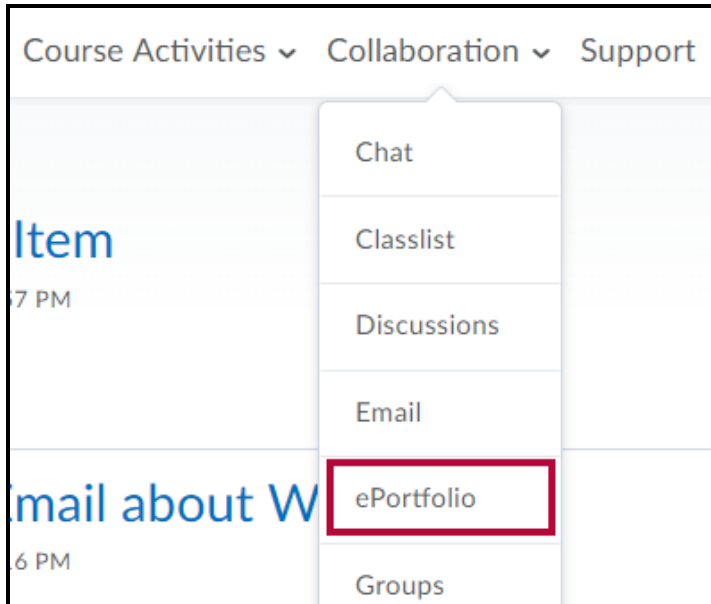


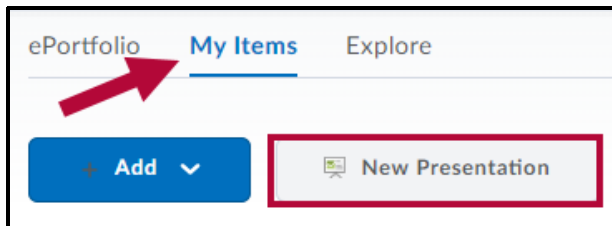
Create an ePortfolio Presentation

Last Modified on 05/24/2019 10:04 am CDT

1. Click on **Collaboration** on the navbar and then choose **ePortfolio**.

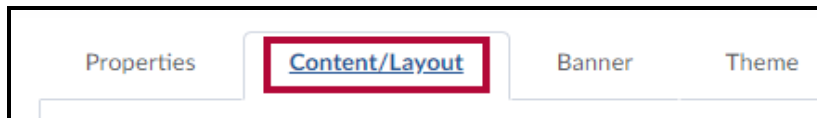


2. Choose **My Items** and click on **New Presentation**.

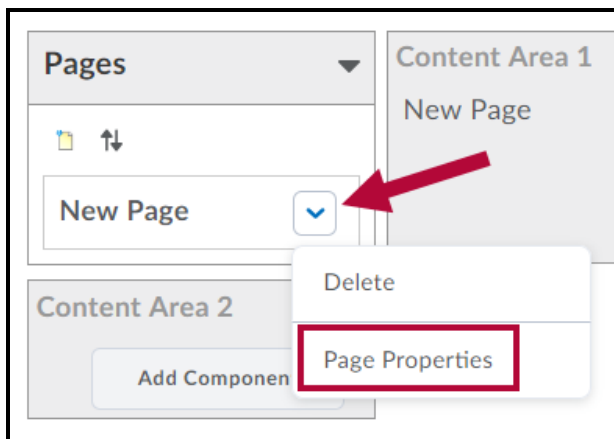


3. On the **Properties** tab:
 - o Enter a Name (required).
 - o Enter Description (optional).
 - o Enter Tags (optional).
Suggested entries: Presentation, Subject, Last Name

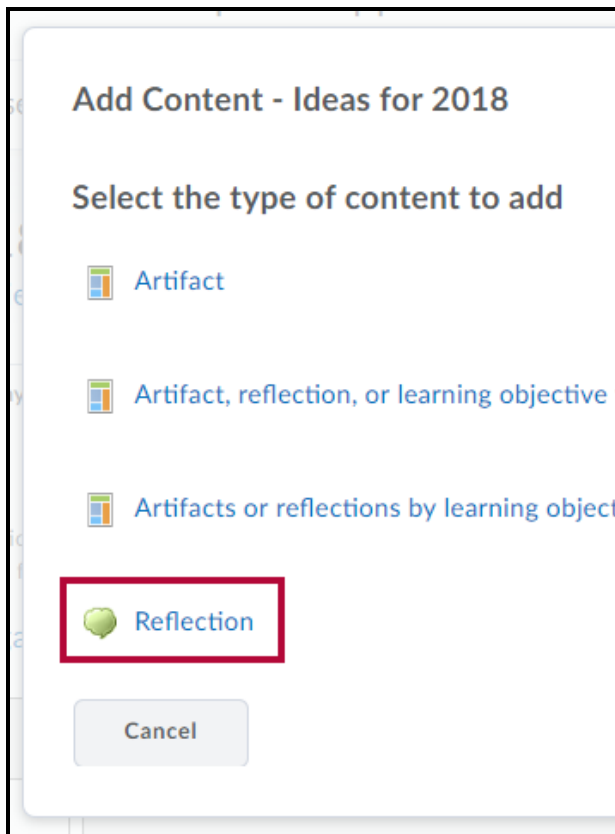
4. Click **Content/Layout** tab (the presentation is auto-saved when switching tabs).
 - The Edit Presentation Navigation and Edit Page Layout links are both optional and most often left as default.
 - Pages pane: This will contain each of the sections of the presentation.
 - Content Area 1 pane: Contains the main body of content of the selected Page.
 - Content Area 2 pane: Contains the minor body of content of the selected Page.



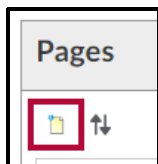
5. Click the down arrow next to the default **New Page**, then click **Page Properties**.



6. Change the Title as needed then click **Save**.
7. Click **Add Component** under Content Area 1.
8. Add the desired type of content.
(For this example, select "Reflection.")



9. To add a new page, click the **New Page** icon under the Pages pane.



10. Change the title as needed and click **Save**.

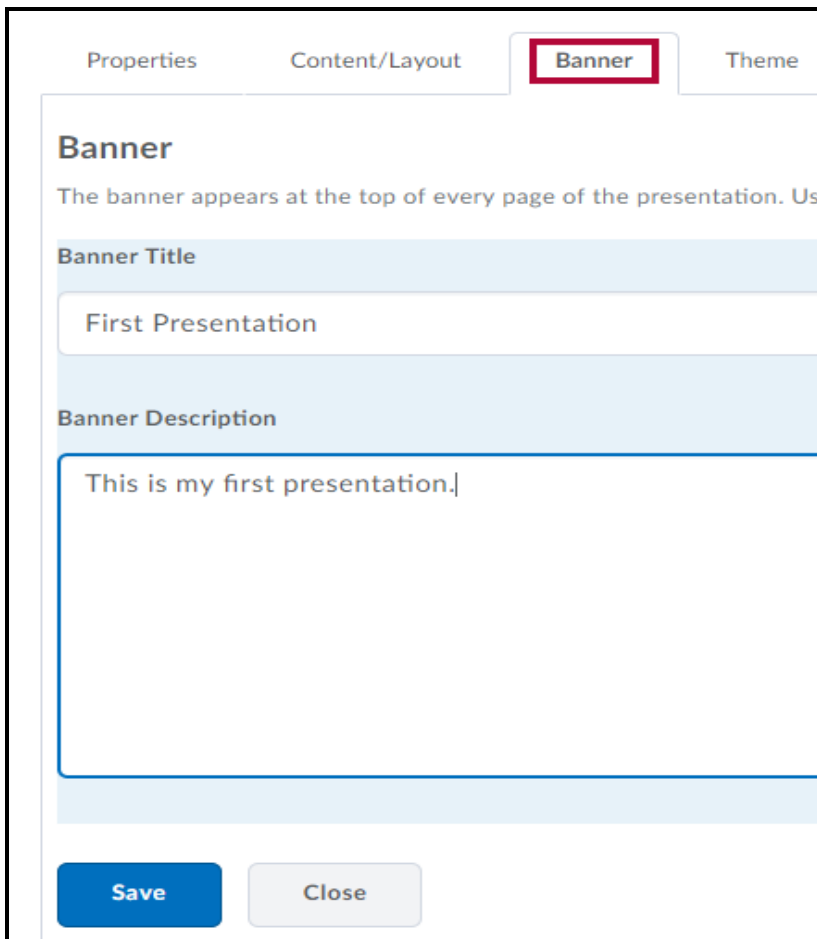
- The Content Area 1 and 2 panes will update to show the newly created page's content.

11. Repeat steps above to add content to this new content page.

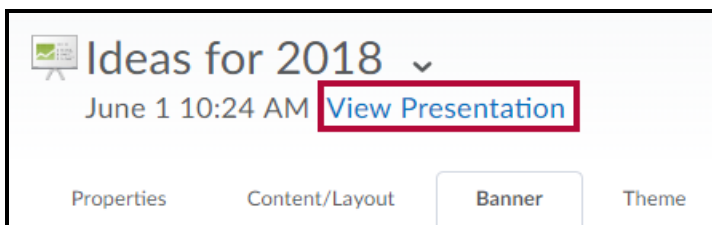
- Examples include:
 - Artifact
 - Text Area (HTML Editor)
 - Form entry fields
 - Reflections

12. Click the **Banner** tab, then enter a banner title and description. Both are optional but suggested.

- Theme selection is optional.

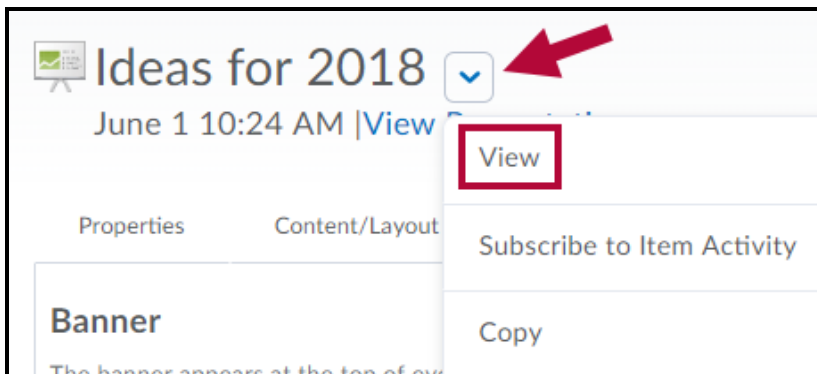


13. To preview the presentation at any time, either:
- Click the **View Presentation** link near the title;



Or

- Click the down arrow next to the title and choose **View**.



14. Click **Close** to exit the presentation once you are finished editing it.

