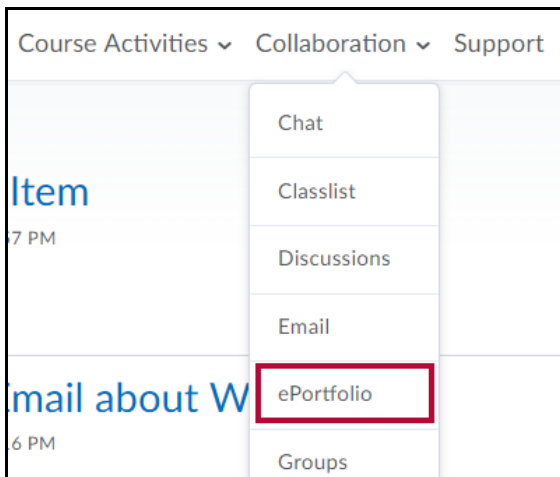


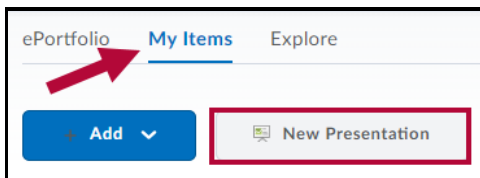
Create an ePortfolio Presentation

Last Modified on 12/13/2021 7:12 am CST

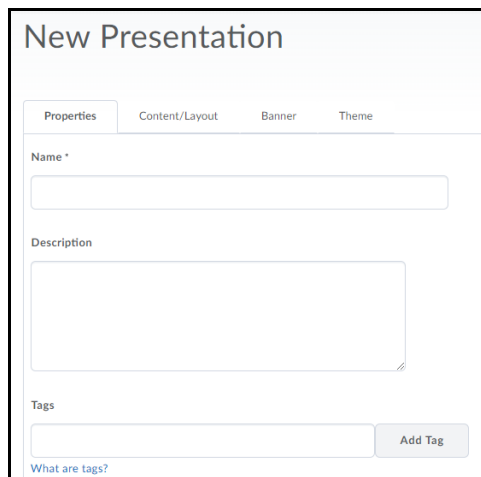
1. Click on **Collaboration** on the navbar and then choose **ePortfolio**.



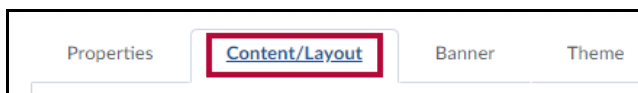
2. Choose **My Items** and click on **New Presentation**.



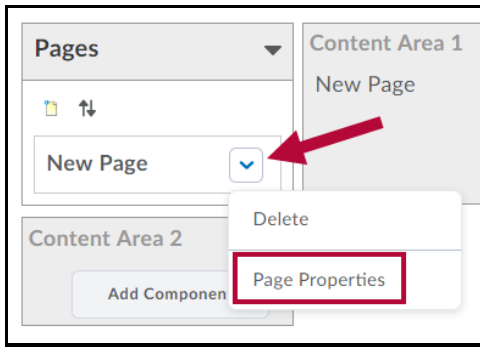
3. On the **Properties** tab:
 - Enter a Name (required).
 - Enter Description (optional).
 - Enter Tags (optional).Suggested entries: Presentation, Subject, Last Name

A screenshot of the 'New Presentation' form. The 'Properties' tab is selected. The form contains three input fields: 'Name *' (required), 'Description' (optional), and 'Tags' (optional). Below the 'Tags' field is an 'Add Tag' button and a placeholder text 'What are tags?'.

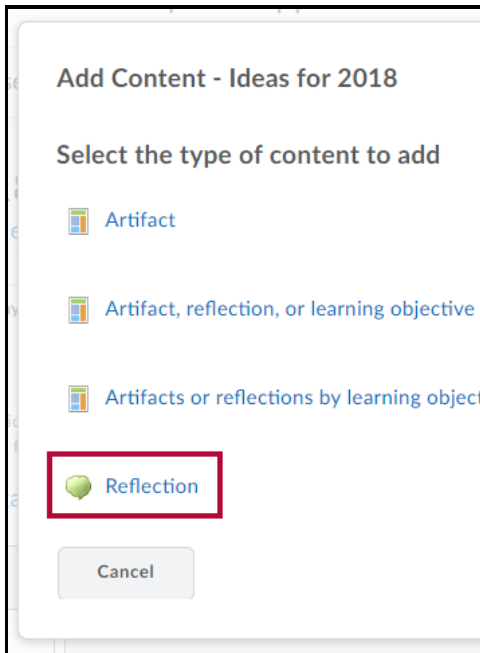
4. Click **Content/Layout** tab (the presentation is auto-saved when switching tabs).
 - The Edit Presentation Navigation and Edit Page Layout links are both optional and most often left as default.
 - Pages pane: This will contain each of the sections of the presentation.
 - Content Area 1 pane: Contains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



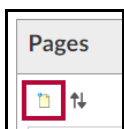
5. Click the down arrow next to the default **New Page**, then click **Page Properties**.



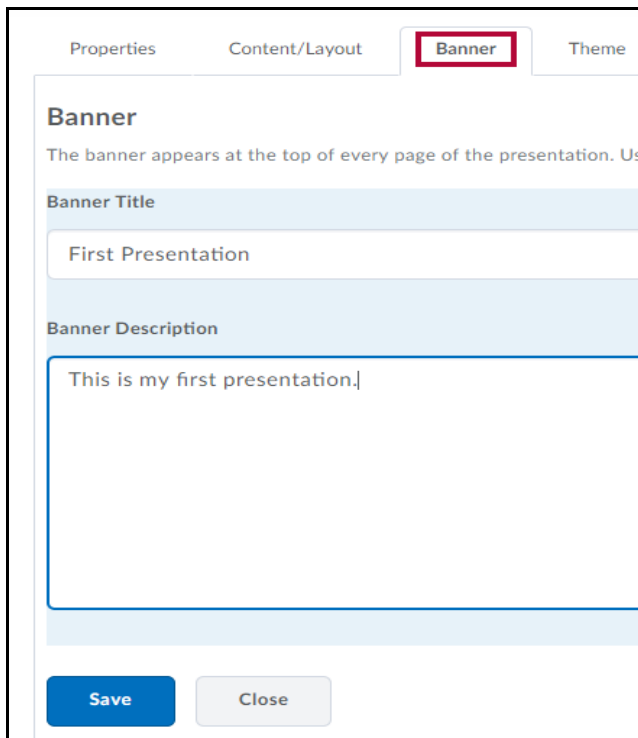
6. Change the Title as needed then click **Save**.
7. Click **Add Component** under Content Area 1.
8. Add the desired type of content.
(For this example, select "Reflection.")



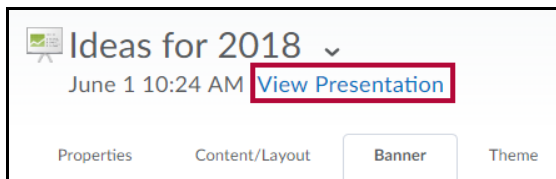
9. To add a new page, click the **New Page** icon under the Pages pane.



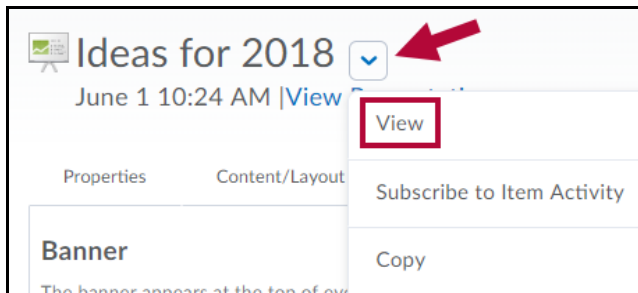
10. Change the title as needed and click **Save**.
 - The Content Area 1 and 2 panes will update to show the newly created page's content.
11. Repeat steps above to add content to this new content page.
 - Examples include:
 - Artifact
 - Text Area (HTML Editor)
 - Form entry fields
 - Reflections
12. 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.
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