English 2010 Reflection ePortfolio
Steps for creating an ePortfolio:

1. Login to Canvas.

2. Access your profile page by clicking on your name/id in the upper-right corner of the page.

3. On the profile page, click on the ‘ePortfolios’ link in the left-side navigation menu.

4. Click the ‘Create an ePortfolio’ button.
5. Canvas will prompt you to create a name for your portfolio and ask if you want your portfolio to be public or not.

Either way, you will need to submit a link for your portfolio so I can access it.

If your portfolio is public you can simply give me the URL at the top of your Internet browser.

If your portfolio is private you will need to give me the access link.

6. Whenever you create or open your ePortfolio Canvas will bring you to this page.

Notice that this ePortfolio is ‘Private’ and the access link is available here.

At the bottom of the page are two important links for downloading your ePortfolio as a .zip file or deleting your ePortfolio from Canvas.
7. To send me the link to a *private* portfolio you will first need to right-click the link and select ‘Copy Link’ or ‘Copy Shortcut’ or ‘Copy Link Location’ depending on your browser.

This will store the URL in your computer’s memory or ‘Clipboard’.

8. To send me the link to a *public* portfolio you will first need to highlight the URL in the address bar at the top of your browser. Then right-click on the link and select ‘Copy Link’ or ‘Copy Shortcut’.
9. To send me the link to your ePortfolio you will need to go to the ePortfolio Assignment submission page (Your instructor may have a different name for this assignment).

10. Click the ‘Submit Assignment’ link to submit the URL for your ePortfolio.
11. Copy the link into the message by putting the cursor in the message box. **Click the right-mouse button in the box and select ‘Paste.’** Make sure not to delete any of the numbers or letters or I will not have access. Click ‘Submit Assignment.’