



Reflections - D2L ePortfolio

Learn how to add/edit reflections to your D2L ePortfolio.

June 9, 2016 - D2L ePortfolio

CREATING AN EPORTFOLIO REFLECTION

Use reflections to discuss items in your ePortfolio, record your thoughts on topics that interest you, set goals, and think critically about your learning. You can create a reflection and, if you choose, link that reflection to one or more artifacts in your ePortfolio.

Step 1:

Log in to D2L and navigate to the ePortfolio tool, located in on the right side of the navigation bar.

Step 2:

Click on the My Items area.

Step 3:

Click the Add button and then select Reflection

Step 4:

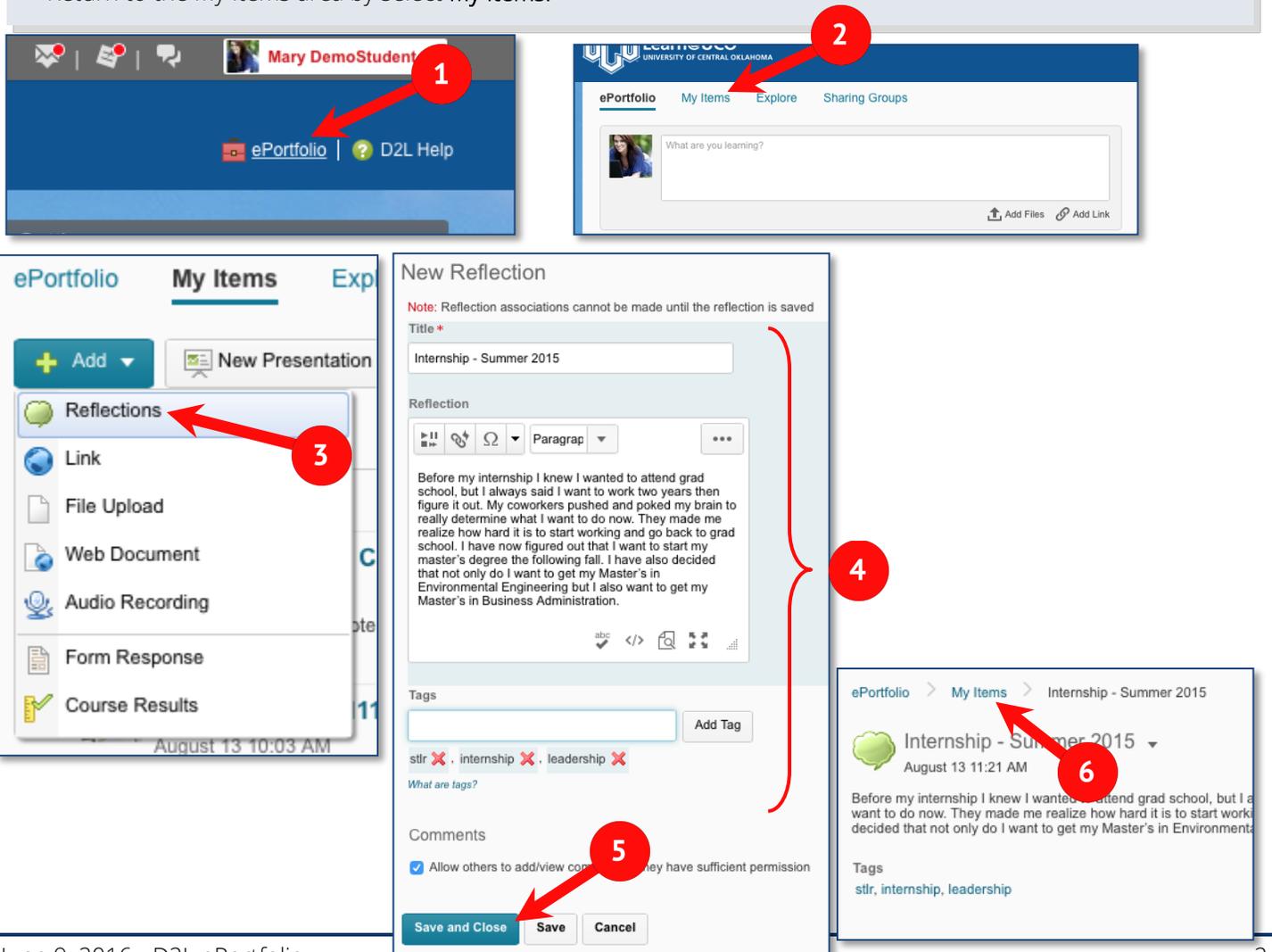
Give the reflection a title and then type in your reflection text. ****Note: Reflections cannot be linked to artifacts until the reflection is saved.**** Be sure to add tags to your reflection as well.

Step 5:

Click Save and Close

Step 6:

Return to the My Items area by select My Items.



The screenshots illustrate the following steps:

- Step 1:** The user is logged in to D2L. The navigation bar at the top right shows the 'ePortfolio' link highlighted with a red circle and arrow labeled '1'.
- Step 2:** The user clicks on 'My Items' in the navigation bar, indicated by a red circle and arrow labeled '2'.
- Step 3:** In the 'My Items' area, the user clicks the '+ Add' button. A dropdown menu appears, and 'Reflections' is selected, indicated by a red circle and arrow labeled '3'.
- Step 4:** The 'New Reflection' form is shown. The title is 'Internship - Summer 2015'. The reflection text is: 'Before my internship I knew I wanted to attend grad school, but I always said I want to work two years then figure it out. My coworkers pushed and poked my brain to really determine what I want to do now. They made me realize how hard it is to start working and go back to grad school. I have now figured out that I want to start my master's degree the following fall. I have also decided that not only do I want to get my Master's in Environmental Engineering but I also want to get my Master's in Business Administration.' The tags 'str', 'internship', and 'leadership' are added. A red circle and arrow labeled '4' points to the text area.
- Step 5:** The user clicks the 'Save and Close' button, indicated by a red circle and arrow labeled '5'.
- Step 6:** The completed reflection is shown in the 'My Items' area. The title is 'Internship - Summer 2015' and the text is visible. A red circle and arrow labeled '6' points to the reflection title.

LINKING EPORTFOLIO REFLECTION TO ARTIFACT

After creating a reflection and you can attach, or link, that reflection to an artifact or multiple artifacts in your ePortfolio.

Step 1:

From the My Items area, select the gray dropdown arrow next to the reflection and select **Edit**

Step 2:

Under the Associated Items area, click **Add**

Step 3:

Select **An Artifact** from the list of item types

Step 4:

Search for the file(s) you want to link to the reflection and select one or more using the checkboxes.

Step 5:

Click **Add**

Step 6:

Click **Save and Close**

