Presentation Content - D2L ePortfolio

Presentations let you compile ePortfolio items into a web project to showcase your achievements. Your presentations can have multiple pages and use different themes and layouts.

This guide covers how to:

1) *Add an artifact or reflection to your ePortfolio presentation content area*
2) *Edit or preview ePortfolio presentation content*
3) *Add a Text Area to your ePortfolio presentation content area*
4) *Insert Links and Images into your ePortfolio presentation content area*

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ADDING ARTIFACT OR REFLECTION TO THE EPORTFOLIO PRESENTATION

Once your ePortfolio presentation layout is set, you can add artifacts and other content to your ePortfolio Presentation.

Step 1:
Edit the ePortfolio presentation you want to modify and select the **Content/Layout** tab.

Step 2:
Select the page you want to edit from the [Pages] navigation area.

Step 3:
Select **Add Component**.

Step 4:
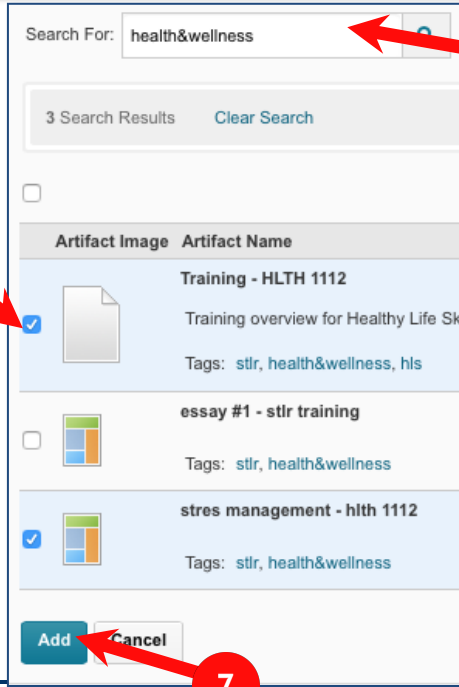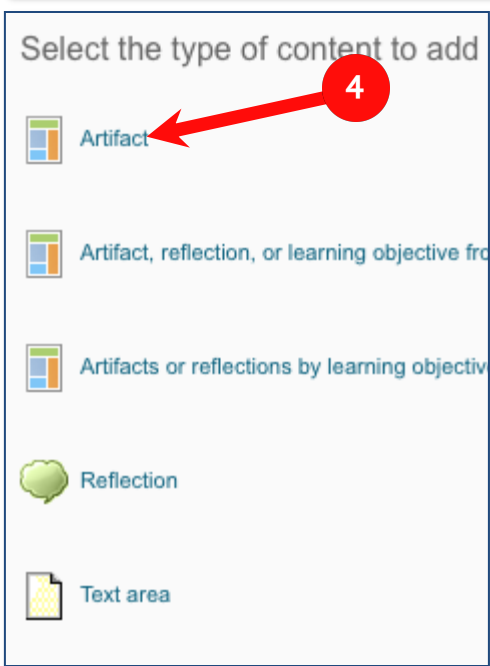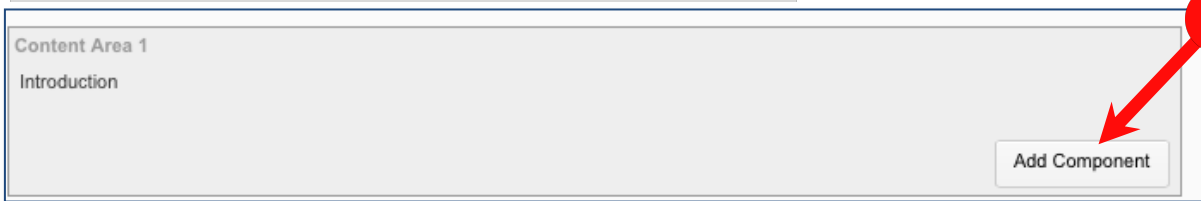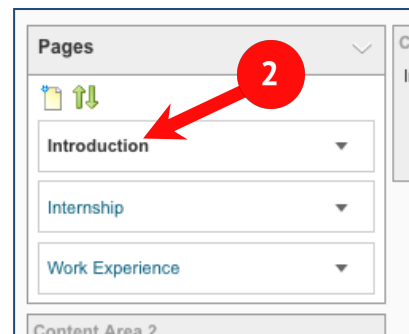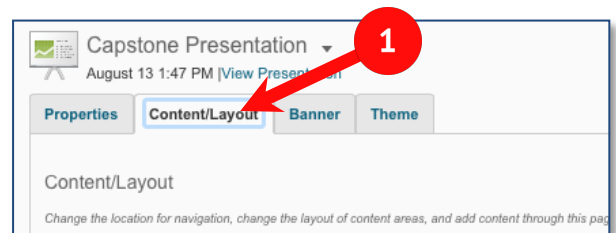Select the content type you are adding from the available list.

Step 5:
Search for the correct content by Title or Tag

Step 6:
Select the checkbox next to the item(s).

Step 7:
Select **Add**.

EDITING/PREVIEWING PRESENTATION CONTENT

After adding content to your ePortfolio Presentation, you can edit the content, modify the arrangement and preview the final product.

PAGE EDITING OPTIONS:

A) Enable comments to allow users with the appropriate permissions to view and add comments to that particular ePortfolio item.

B) Use the green arrows to reorder items on the page.

C) Delete content using the red X.

EDITING PAGE CONTENT:

D) Select **Edit** from the Content Item dropdown menu.

PREVIEWING PRESENTATION:

E) Preview your ePortfolio presentation at any point during the creating/editing process by clicking the **View Presentation** link found under the presentation title.
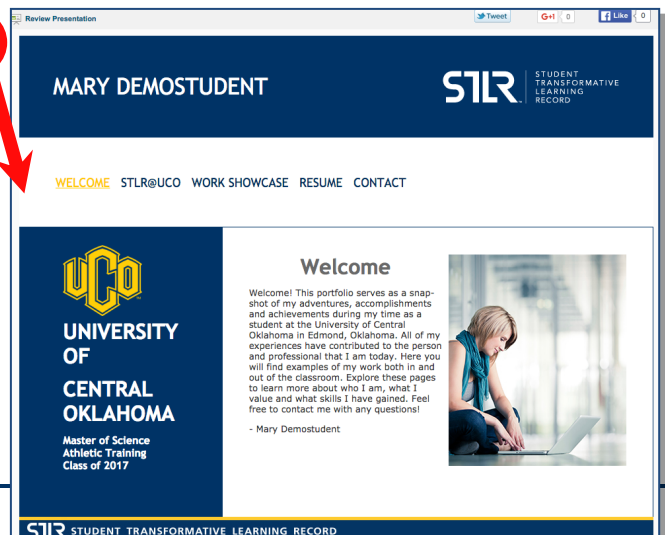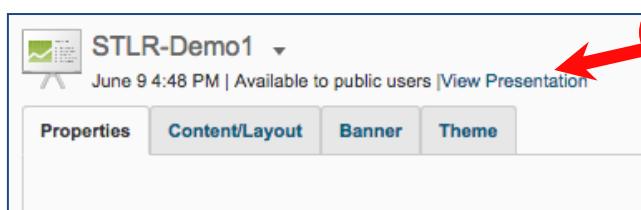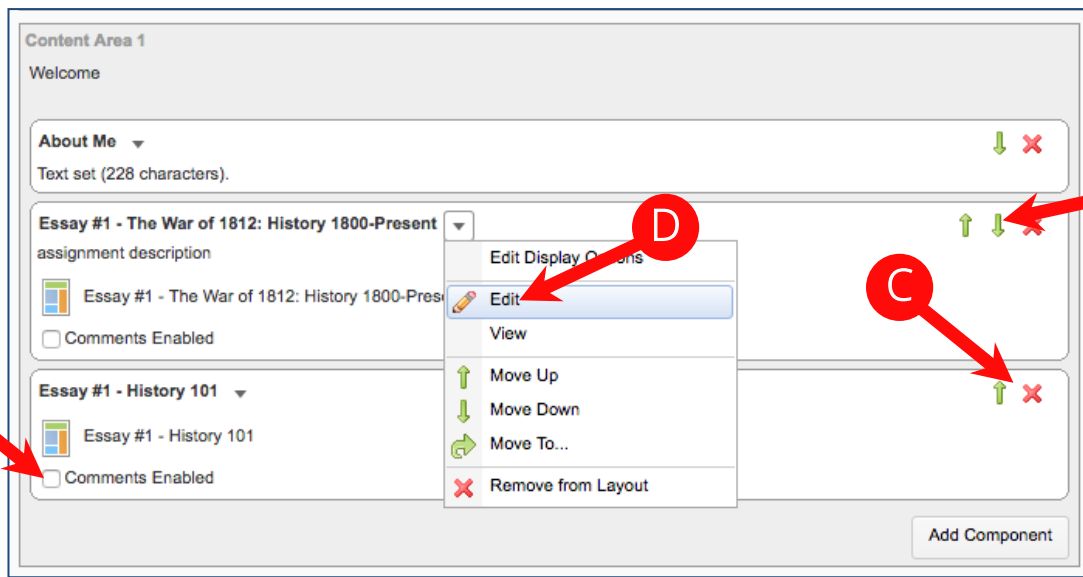
ADDING TEXT AREA TO EPORTFOLIO PRESENTATION

Use the text area to add text, links, images and more to your ePortfolio presentations.

Step 1:
From the navigation area on the Content/Layout tab, select the page to which you want to add content.

Step 2:
From the page working area, select **Add Component**.
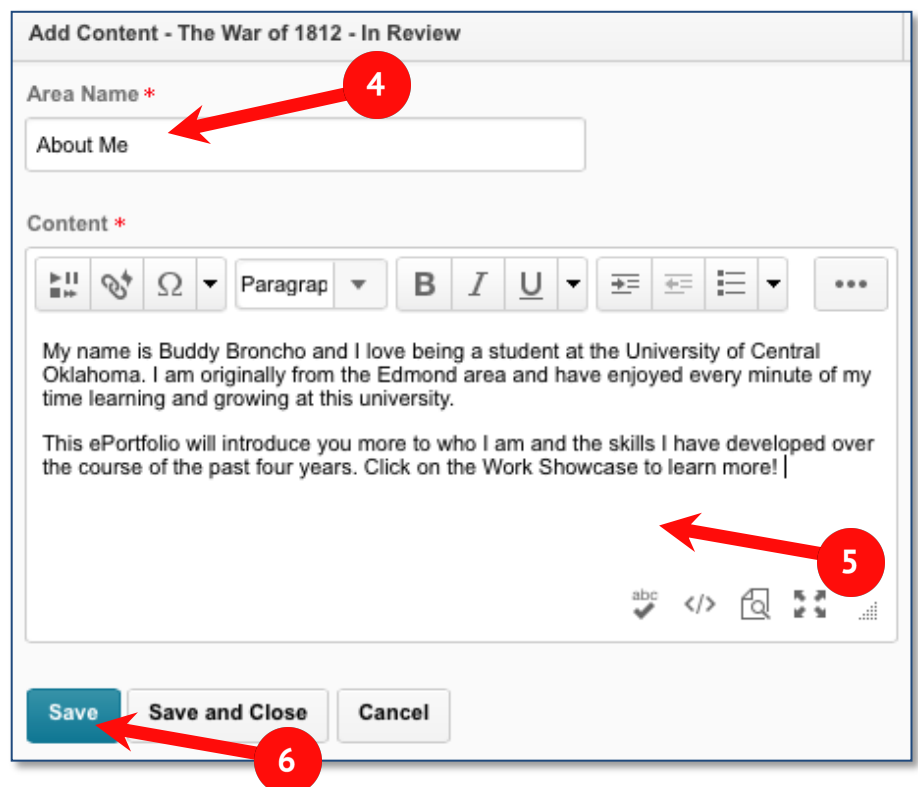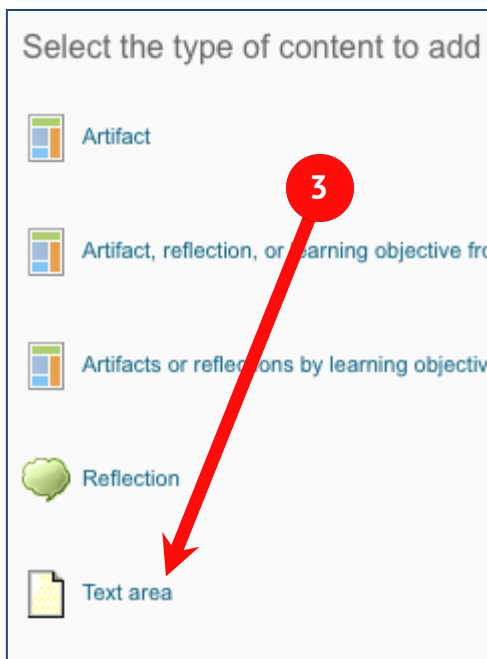
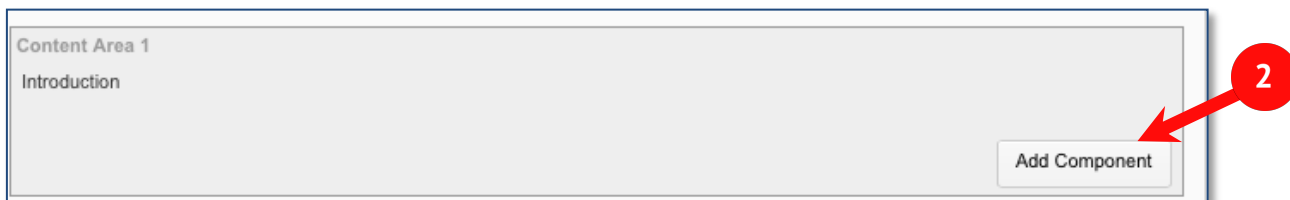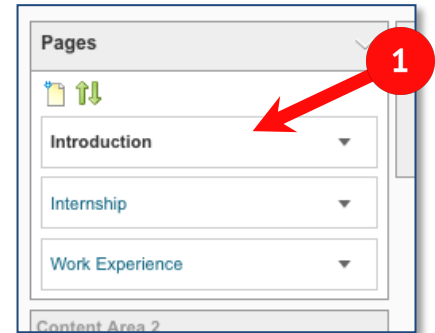## Step 3:
Select the **Text area** option.

Step 4:
Give the area a name (not visible in the ePortfolio presentation).

Step 5:
In the Content area, type your text and other information.

Step 6:
Click **Save**.

INSERTING ITEMS INTO TEXT AREA

Use the text area to add text, links, images and more to your ePortfolio presentations.

You can use the tools in the Text Area toolbar to insert videos, images and links. **NOTE: All image files must be uploaded as Artifacts to your ePortfolio before they can be inserted into the Text Area tool**

Step 1:
To add a link to an ePortfolio Artifact , highlight the link text and click on the **Insert Link** icon.

Step 2:
Choose **ePortfolio Item** and then select **My Items**

Step 3:
Select the eportfolio item you want to link and click the **Edit** icon to modify the text/link target.

Step 4:
Make the changes and click **Insert**

Step 5:
The text in the content area will now be an active link.

Step 6:

To insert an image, place your cursor where you want the image located and select the **Insert Stuff** icon.

Step 7

Within the ePortfolio, find and then **select the image** using the Radio button. Then click **Next**.
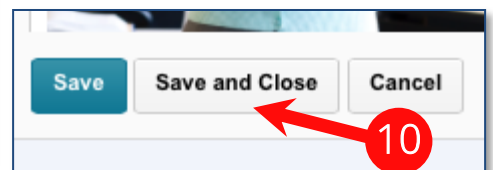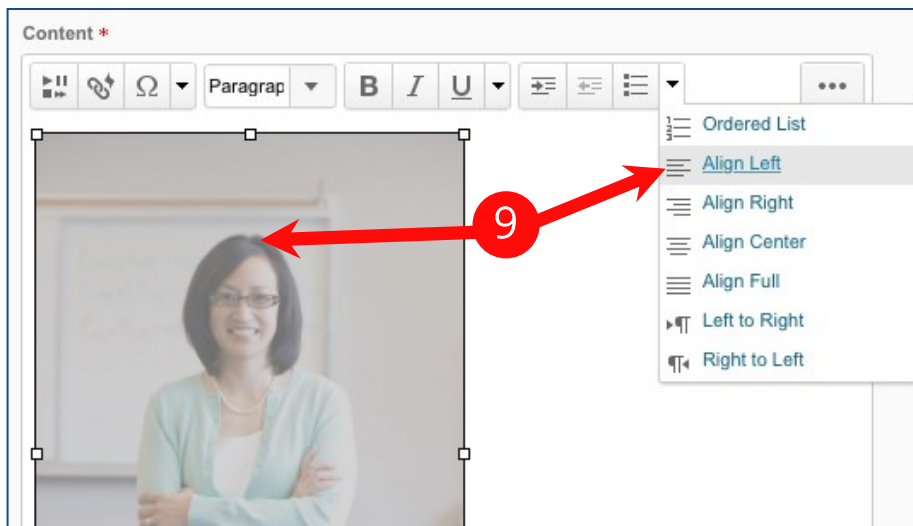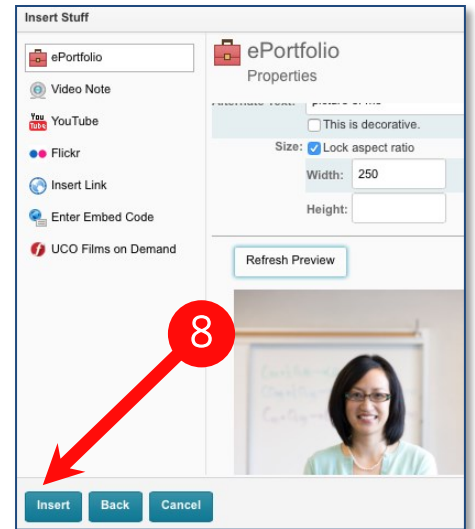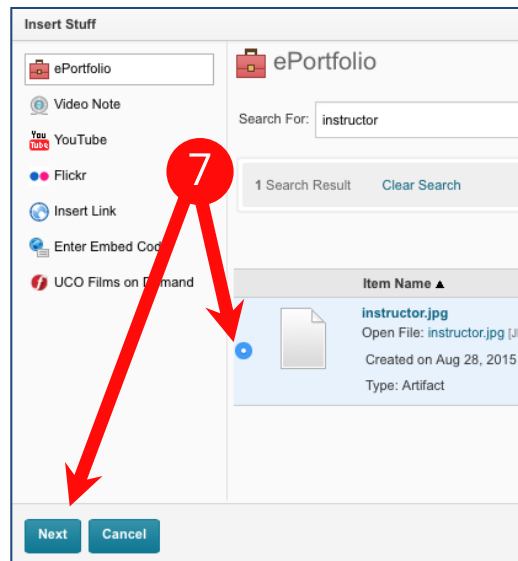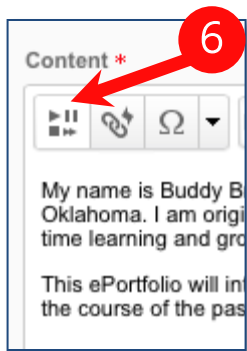
Step 8:

Modify the properties and click **Insert**.

Step 9:

To wrap the text around your image, select the image and then use the paragraph options to align your image to the left, right or center.

Step 10:

When you have finished making changes to your Text Area, click **Save and Close**.

Final Example:

Below is an example of a completed Text Area field in a basic ePortfolio using the steps described on the previous pages.