



Artifacts - D2L ePortfolio

Learn how to add/edit artifacts to your D2L ePortfolio by:

- 1. Uploading files from your computer or flash drive*
- 2. Creating a web document*
- 3. "Pushing" a dropbox assignment from a D2L course to your ePortfolio*

June 9, 2016 - D2L ePortfolio

1) UPLOAD FILES TO D2L EPORTFOLIO

There are three ways to add artifacts to your D2L ePortfolio. 1) Upload files from your computer or flash drive, 2) Create a web document, or 3) "Push" a dropbox assignment to your ePortfolio. Follow the instructions below to upload files from your computer or flash drive.

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:

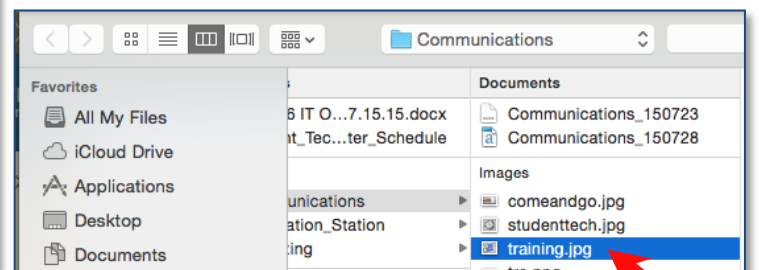
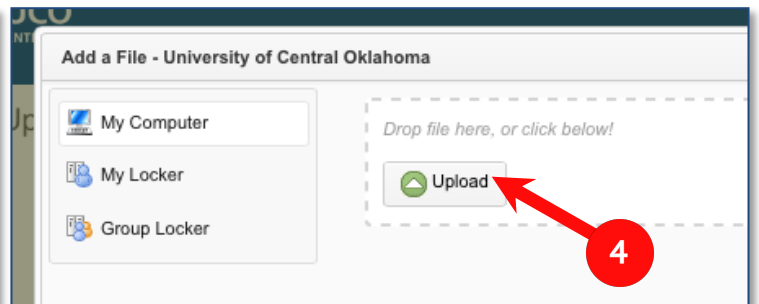
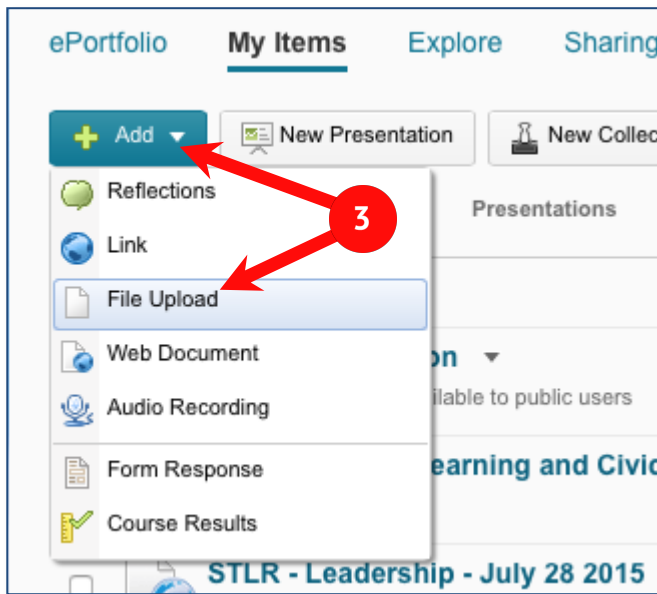
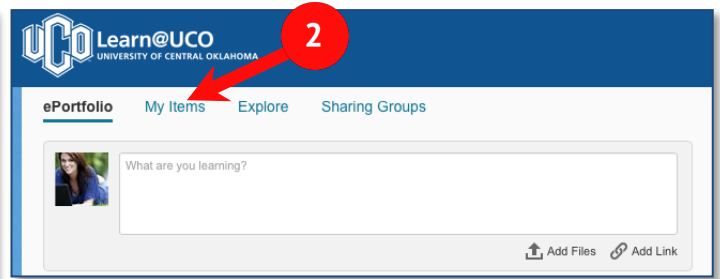
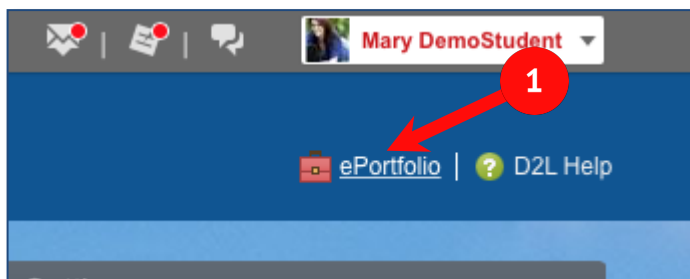
Click the **Add** button and then select **File Upload**

Step 4:

Click the **Upload** button

Step 5:

Find the file on your computer and select **Open**



Step 6:

Click **Add**

Step 7:

Click **Next**

Step 8:

Add a Name, Description and Tags for the Artifact you have uploaded.

- ⇒ To add tags, type in the tag text, then click **Add Tag** between each tag.
- ⇒ It is a good idea to begin naming all ePortfolio artifacts in the same way. For example, you could name the artifact with the course name and number, then the assignment name. This will make it easier to find your artifacts in the future.

Step 9:

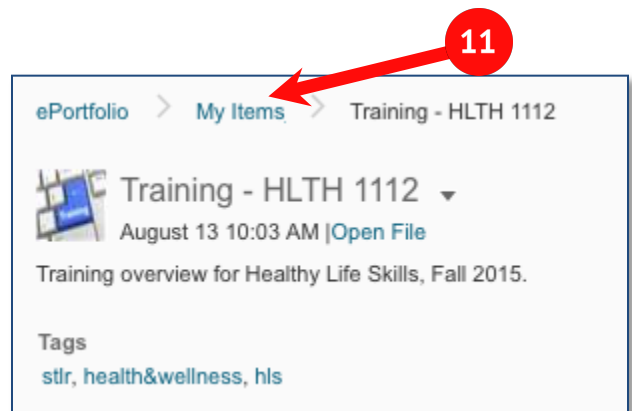
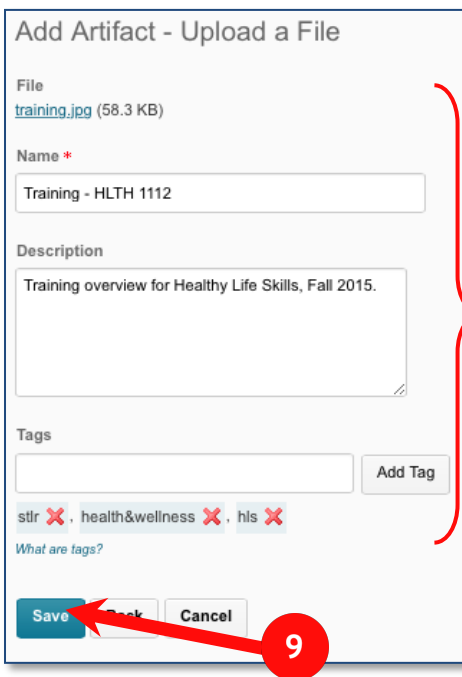
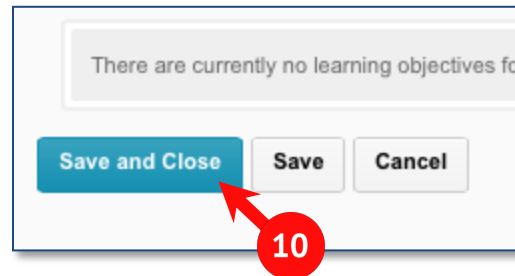
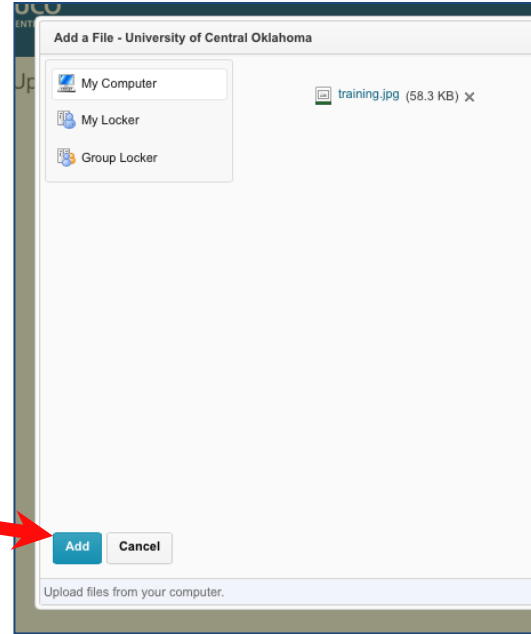
Click **Save**

Step 10:

Click **Save and Close**

Step 11:

Return to the My Items area by selecting, **My Items**



2) CREATE A WEB DOCUMENT IN EPORTFOLIO

The second way to add files to your D2L ePortfolio is to create a word/HTML document within your ePortfolio, also known as a Web Document. Follow the instructions below to complete this step.

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 **Web Document**

Step 4:

Give the document a Name and then type in the Content for your file. ****Web Documents have basic word processing options. Use the tool bar to format font, align text and even insert links. ****

Step 5:

Click **Next**

The composite image illustrates the process of creating a web document in D2L ePortfolio. It consists of several screenshots:

- Step 1:** A screenshot of the D2L navigation bar with a red circle '1' and an arrow pointing to the 'ePortfolio' link.
- Step 2:** A screenshot of the 'My Items' area with a red circle '2' and an arrow pointing to the 'My Items' tab.
- Step 3:** A screenshot of the 'Add Artifact' dropdown menu with a red circle '3' and an arrow pointing to the 'Web Document' option.
- Step 4:** A screenshot of the 'Add Artifact - Create a File' form. The 'File Name' field contains 'ScienceClassNotes.html'. The 'Content' field contains the text 'Taking Notes for Science Class' and a detailed description of the Cornell Note-taking system. A red circle '4' is placed over the content area.
- Step 5:** A screenshot of the bottom of the form with a red circle '5' and an arrow pointing to the 'Next' button.

Step 6:

Add a Name, Description and Tags for the Artifact you have uploaded. **To add tags, type in the tag text, then click **Add Tag** between each tag. **

Step 7:

Click **Save**

Step 8:

Click **Save and Close**

Step 9:

Return to the My Items area by selecting, **My Items**

Add Artifact - Create a File

File
[ScienceClassNotes.html](#) (3.46 KB)

Name *
Notes Template - CHEM 2532

Description
Template for in-class note taking for Chemistry 2532, Fall 2015

Tags
Add Tag
notes ✕ · chemistry ✕
What are tags?

Save Back Cancel

There are currently no learning objectives for this artifact.

Save and Close Save Cancel

ePortfolio > My Items > Notes Template - CHEM 2532

Notes Template - CHEM 2532
August 13 10:10 AM | Open File

Template for in-class note taking for Chemistry 2532, Fall 2015

Tags
notes, chemistry

3) "PUSH" DROPBOX ASSIGNMENT TO D2L EPORTFOLIO

The third way to add files to your D2L ePortfolio is to push an assignment from your D2L courses. Follow the instructions below to complete this step. ** This feature is only available while you have access to your courses. **

Step 1:

Log in to D2L and navigate to the **Dropbox** tool, located in Assessment menu.

Step 2:

From the list of Dropboxes, select the **View Feedback** button.

Step 3:

At the top of the page, click on the **Add to ePortfolio** button.

Step 4:

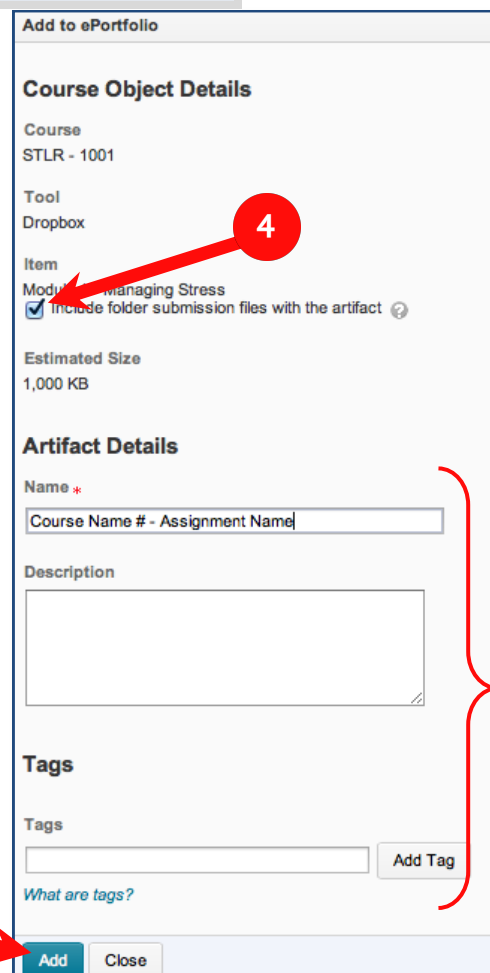
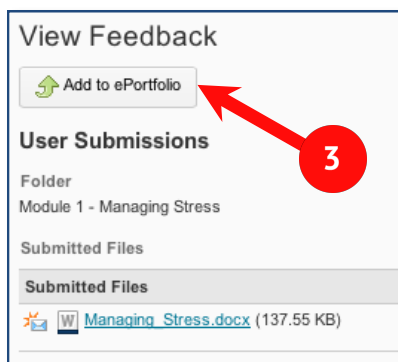
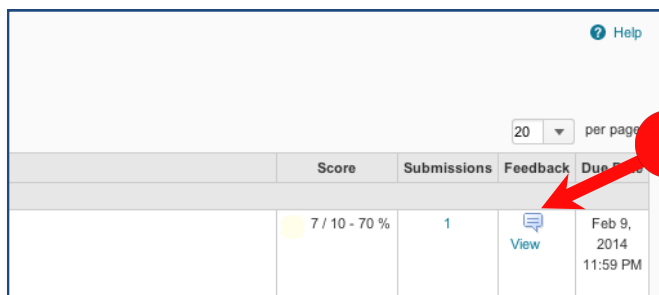
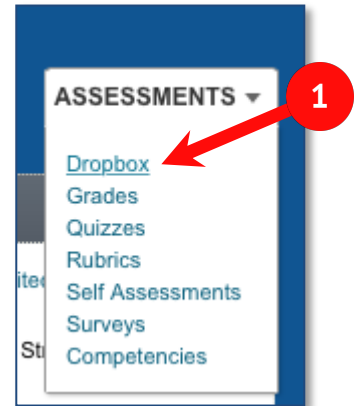
Leave the "Include folder submission files with the artifact" checkbox selected.

Step 5:

Add a Name, Description and Tags for the Artifact you have uploaded.

Step 6:

Click **Add**.



EDIT EPORTFOLIO ITEMS

You can make edits to the content or settings for any of your ePortfolio items including artifacts, reflections, and presentations.

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:

Find the item you need to edit and select the gray dropdown arrow next to the item. From the list, select **Edit**.

Step 4:

Make any changes then select **Save and Close**.

