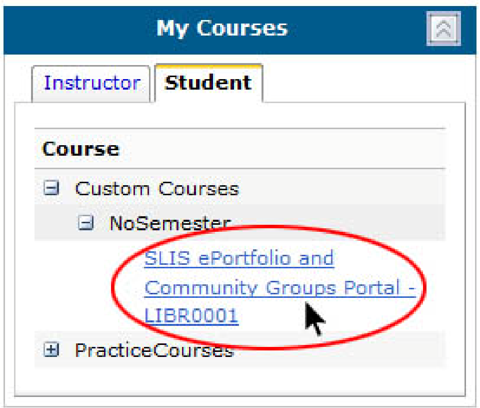
Steps to Creating Your LIBR 289 e-Portfolio in D2L

Follow these steps to create a LIBR 289 e-Portfolio Presentation in D2L.
This is the recommended D2L e-Portfolio for use in LIBR 289.

I. Login and access your D2L ePortfolio section

Login to your D2L account at http://slisweb.sjsu.edu/d2l/

Click on the **SLIS ePortfolio and Community Groups Port - LIBR0001** link. This is found in the middle "My Courses" section of your D2L homepage (the**Dashboard**), under the headings "Custom Courses" and then "No Semester". You can expand those headings, if they aren't already expanded, by clicking on the icon to the left of each heading.



On the left side of the second full-page horizontal blue navigation bar in the header of the page, click on the **e-Portfolio** link, which will take you to your e-PortfolioDashboard.

There are two main areas you will be working with for your LIBR 289 e-Portfolio – Artifacts and Presentations.

<u>II. Create Artifacts of the assignments or work products you will be using as evidence</u>

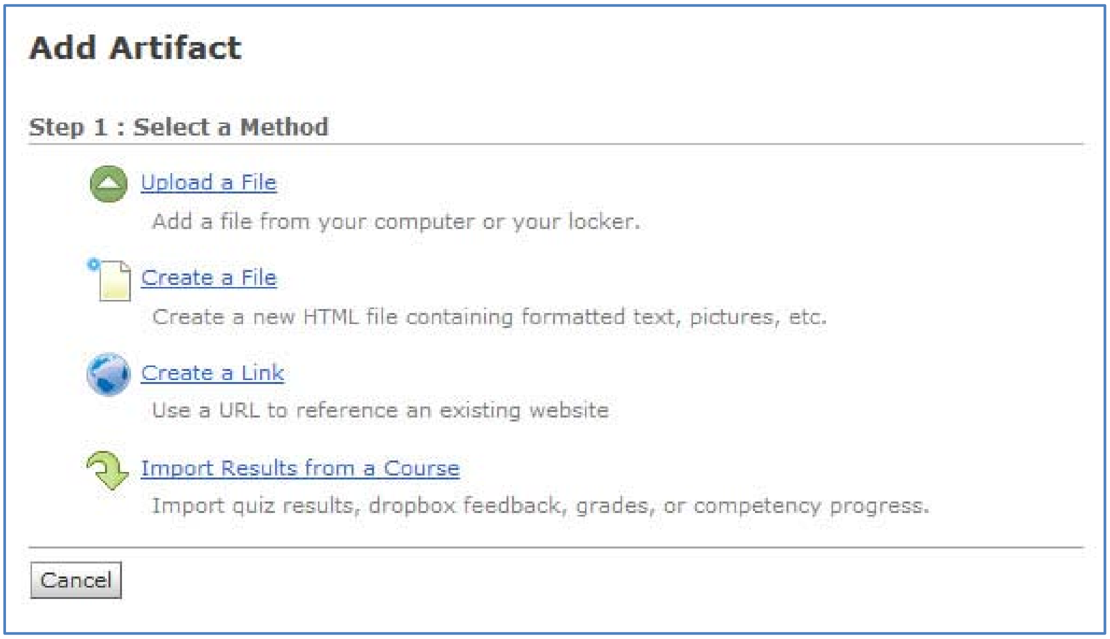
Upload a file or a link as an artifact

Filenames: The filenames of the artifacts you upload must be descriptive so that it will be obvious which artifact is being referred to in your competency statement. In addition, don't use spaces in the filename but use underscores in the filename where you would put a space. For example, if you refer in your statement to a strategic plan assignment in your 204 class which you're using as a piece of evidence for a competency, name the file something like *strategic_plan_204.doc* instead of *libr204 assignment 3.doc*.

Click on the **Artifacts** link in the left-hand vertical navigation menu on the page, which will take you to the main **Artifacts** page.

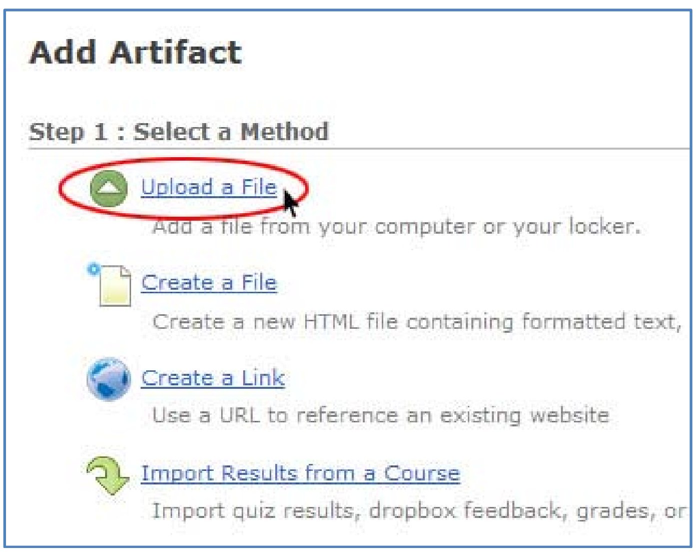
Click on the **Add Artifact** link at the top of the page.

Step1: Select a Method gives you 4 options.For your LIBR 289 e-portfolio Presentation you will mostly be using the **Upload a File**and the **Create a Link** methods of adding artifacts.



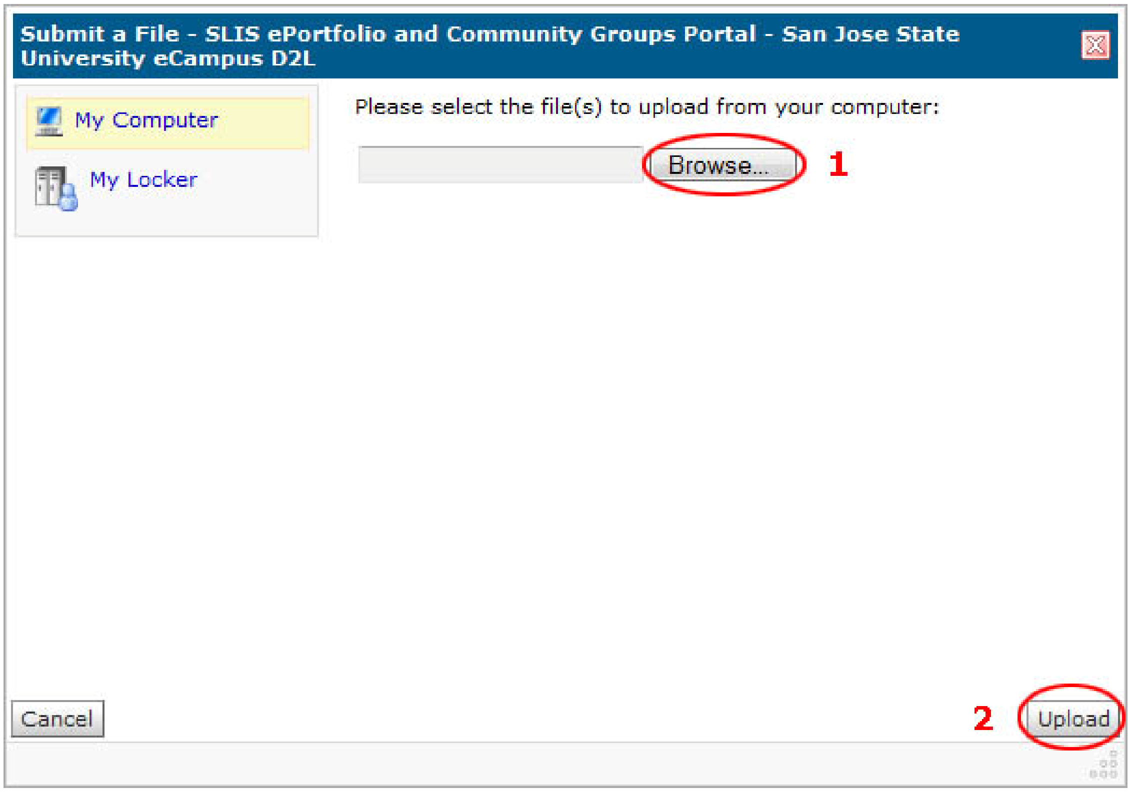
1. To UPLOAD A FILE (.doc, .docx, .pdf, .ppt, etc.)

Under Step 1: Select A Method, click on the **Upload a File** link.

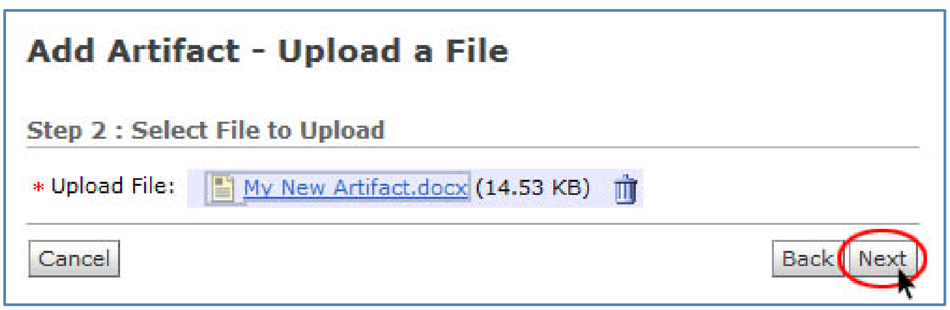


This brings you to the Step 2: Select a File to Upload page. A pop-up window will open. Click on **Browse**, which will open another pop-up window allowing you to select the file on your computer.

Once you've selected a file, click on the **Upload** button in the lower right corner of the first pop-up window.



After the pop-up window closes, click on the **Next** button.



You are now on the Step 3: Provide Artifact Details page.

Fill in the required**Name** field (D2L uses the filename of the uploaded file by default).

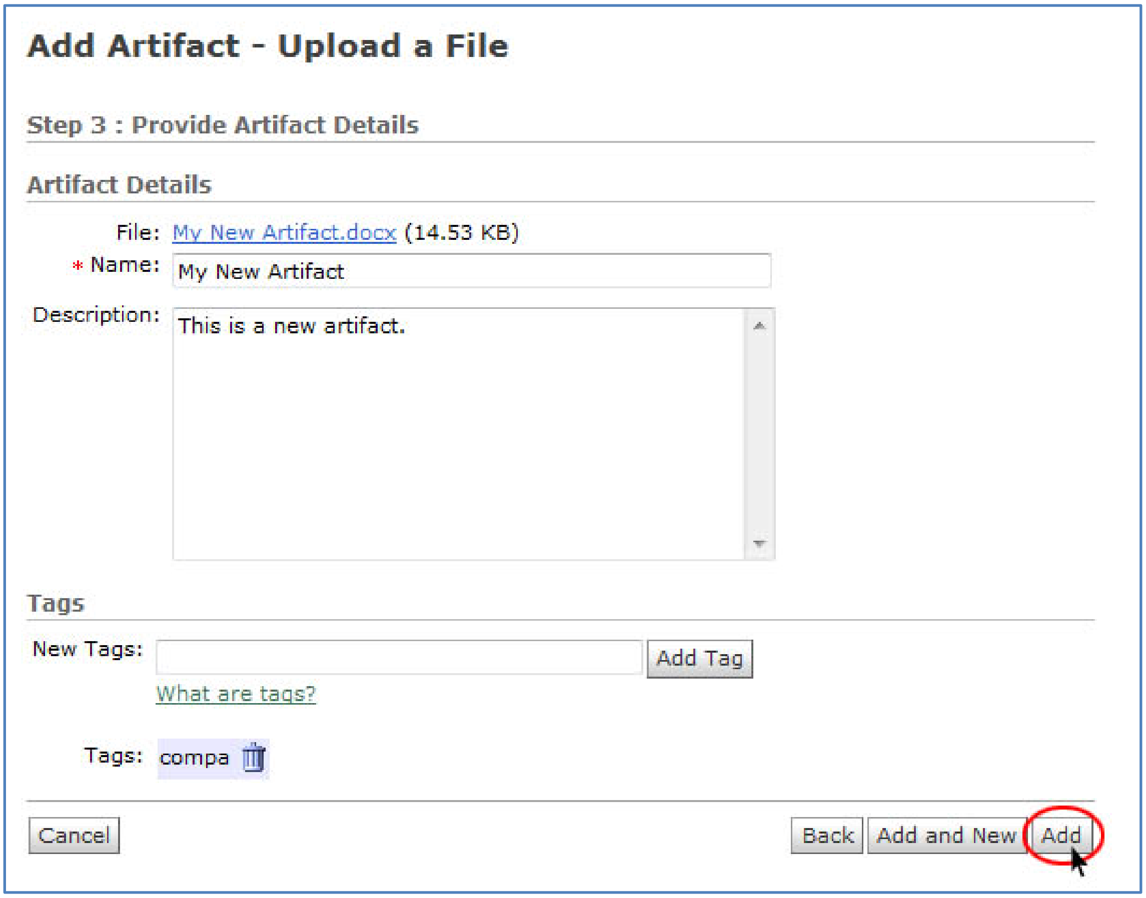
Description is optional.

Add tags to the **New Tags** field reflecting which competency or competencies you intend to use the artifact as evidence for. For example, if you were going to use the artifact as evidence for Core Competency A, you could add a tag such as *acomp* or *compa*. You can also use a course number as another tag, such as 200.Use the same tag for the other artifacts you upload for competency A. If you plan to use an artifact for more than one competency, you can add more than one tag. IMPORTANT: Separate tags you enter with spaces. DO NOT use commas to separate tags. If you want to use a phrase with spaces in it as a tag, enclose it in double quotes, such as *"comp a"*.

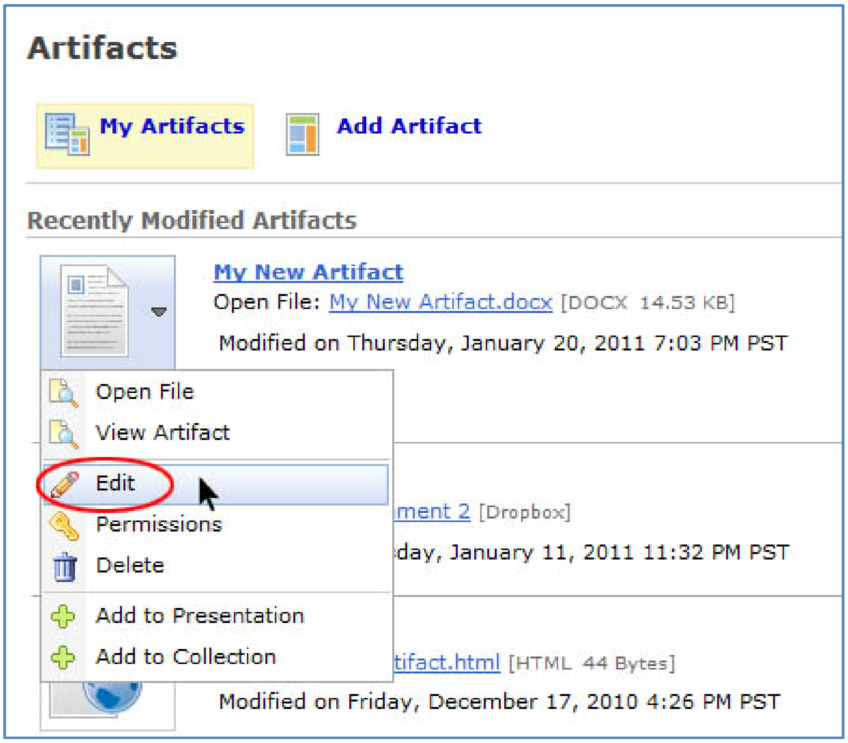
Click on the **Add Tags** button to add your tags.

If you want to delete a tag after you've added it, you can click on the **Delete** icon next to the tag as it appears in the **Tags** field.

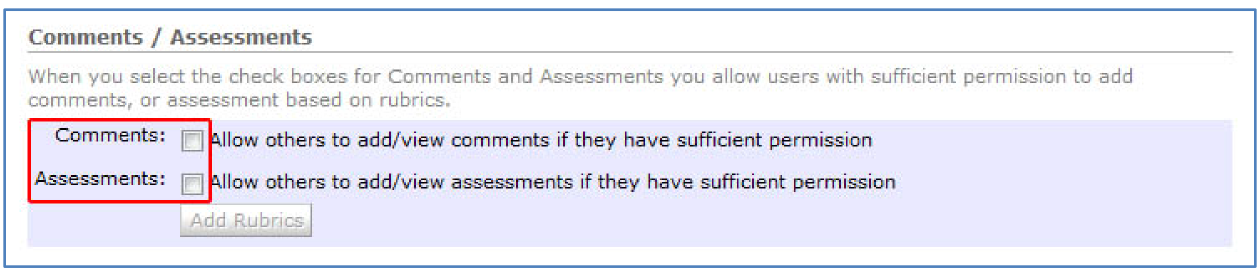
When you are done with this page, click on the bottom right **Add** button, which will take you back to the main **Artifacts** page.



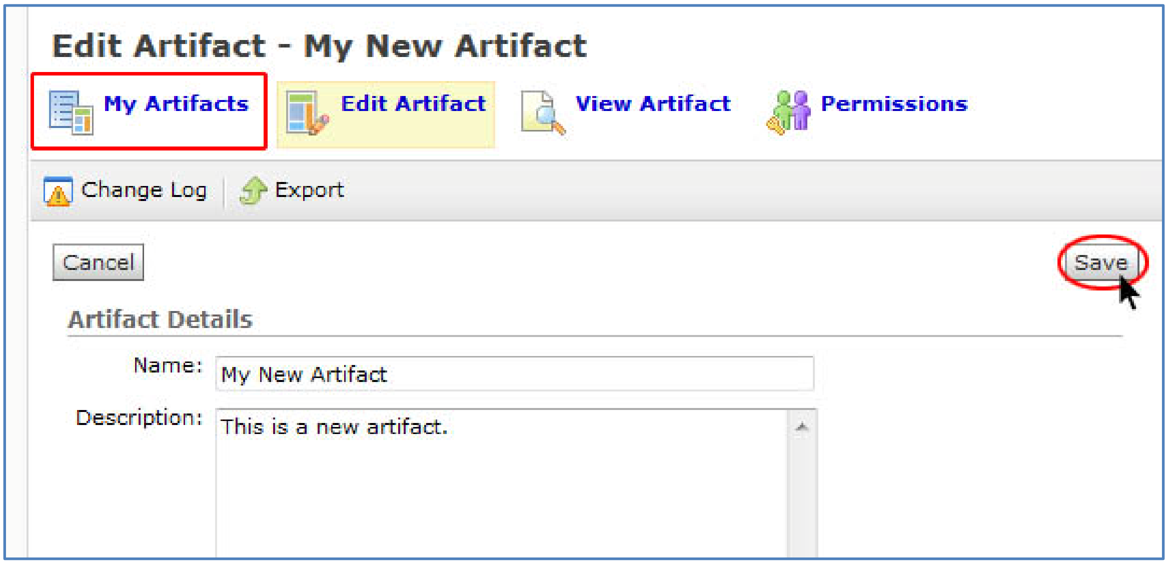
The artifact should appear at the top of the **Recently Modified Artifacts** section of this page. Click on the large icon next to the artifact with the small inverted triangle on the right side to open a pop-up menu. Select **Edit** from the menu, which will take you to the **Edit Artifact** page.



Scroll down to the **Comments / Assessments** section and uncheck the boxes next to **Comments** and **Assessments**.



Click on **Save** at the bottom or top of the page to save your changes. When you receive the notification at the top of the page that the save was successful, click on the **My Artifacts** link at the top of the page to go back to the main **Artifacts** page.

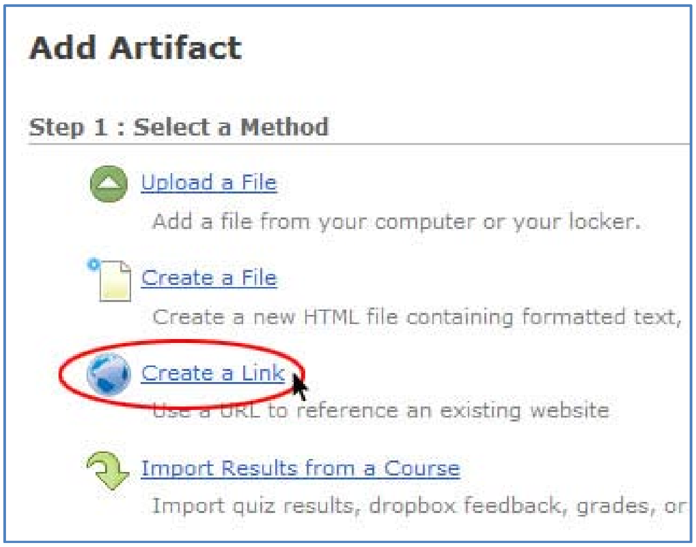


If you need to add another artifact, click on the **Add Artifact** link to go through the whole process again.

2. To Create a Link (this allows you to add a link to an external Web resource as an artifact)

On the main **Artifacts** page (you can always get there by clicking on the **Artifacts** link in the left menu on the page), click on the **Add Artifact** link at the top of the page.

Under Step 1: Select a Method, click on the **Create a Link**option.



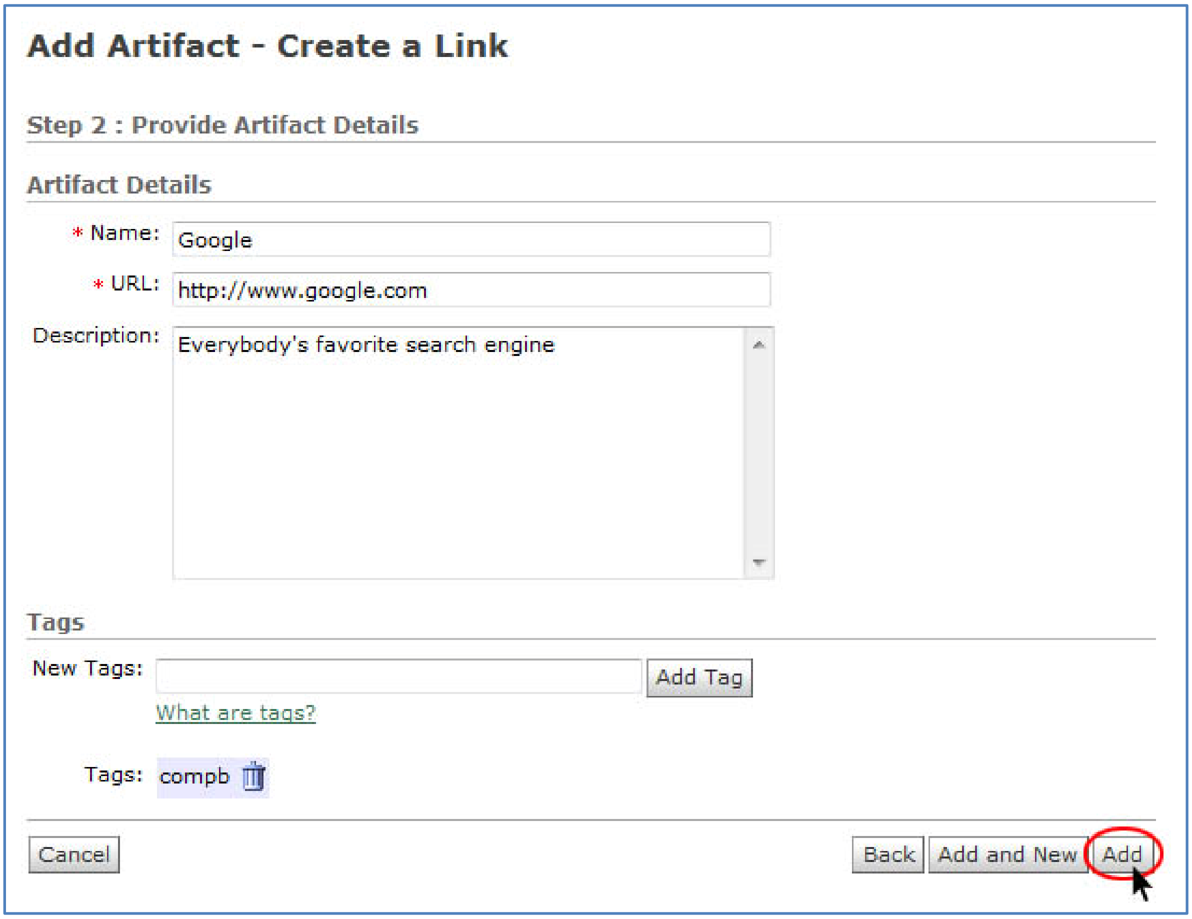
For Step 2: Provide Artifact Details, enter a descriptive name for the Web resource in the **Name** field, and enter the URL address for the Web resource in the **URL** field.

Add tags to the **New Tags** field reflecting which competency or competencies you intend to use the artifact as evidence for. For example, if you were going to use the artifact as evidence for Core Competency A, you could add a tag such as *acomp* or *compa*. You can also use a course number as another tag, such as 200.Use the same tag for the other artifacts you upload for competency A. If you plan to use an artifact for more than one competency, you can add more than one tag. IMPORTANT: Separate tags you enter with spaces. DO NOT use commas to separate tags. If you want to use a phrase with spaces in it as a tag, enclose it in double quotes, such as *"comp a"*.

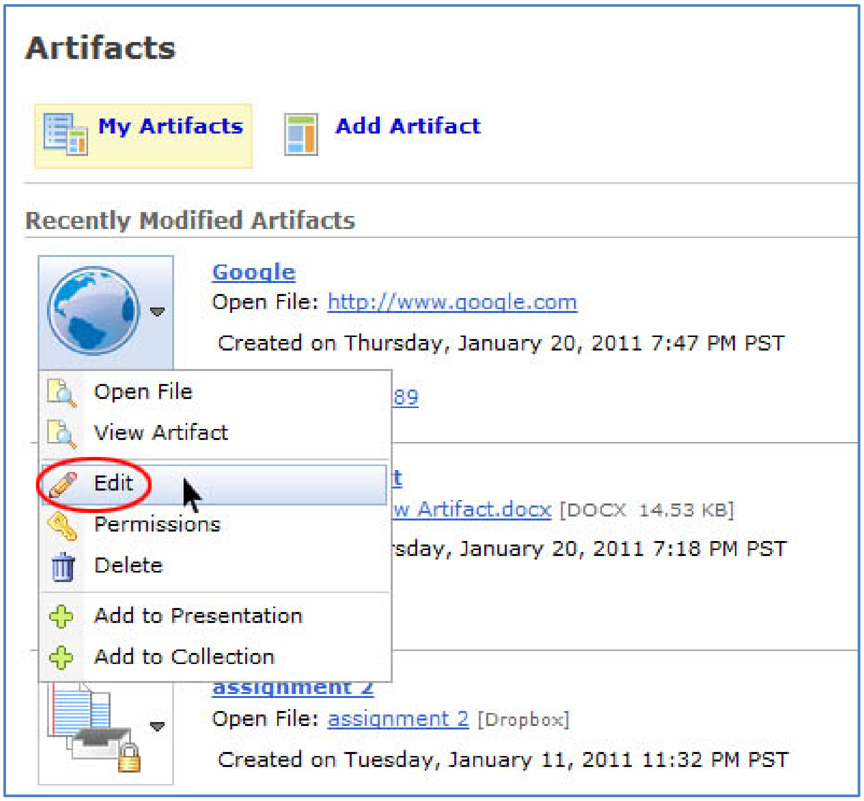
Click on the **Add Tags** button to add your tags.

If you want to delete a tag after you've added it, you can click on the **Delete**icon next to the tag as it appears in the **Tags** field.

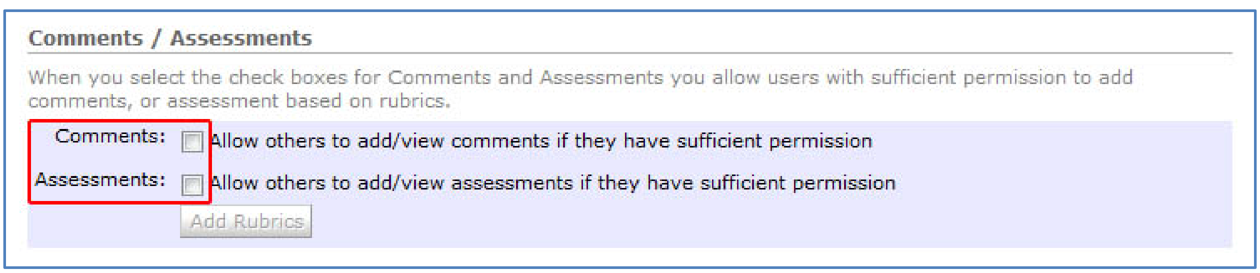
Click on the **Add** button, which will take you back to the main **Artifacts** page.



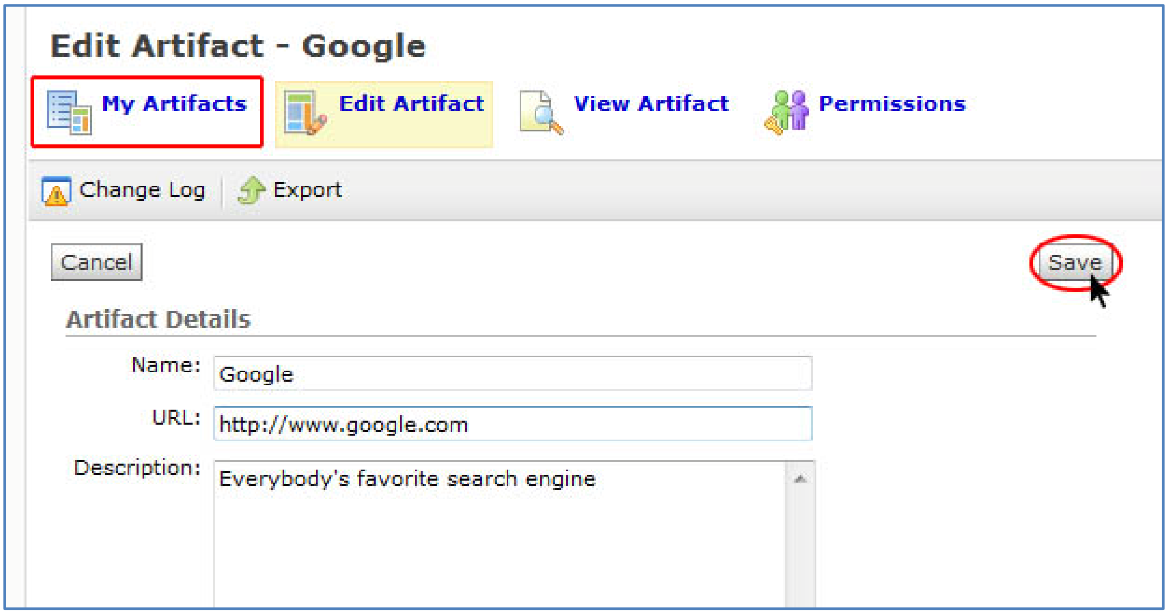
The artifact should appear at the top of the **Recently Modified Artifacts** section of this page. Click on the large icon next to the artifact with the small inverted triangle on the right side to open a pop-up menu. Select **Edit** from the menu, which will take you to the **Edit Artifact** page.



Scroll down to the **Comments / Assessments** section and uncheck the boxes next to **Comments** and **Assessments**.



Click on **Save** at the bottom or top of the page to save your changes. When you receive the notification at the top of the page that the save was successful, click on the **My Artifacts** link at the top of the page to go back to the main **Artifacts** page.

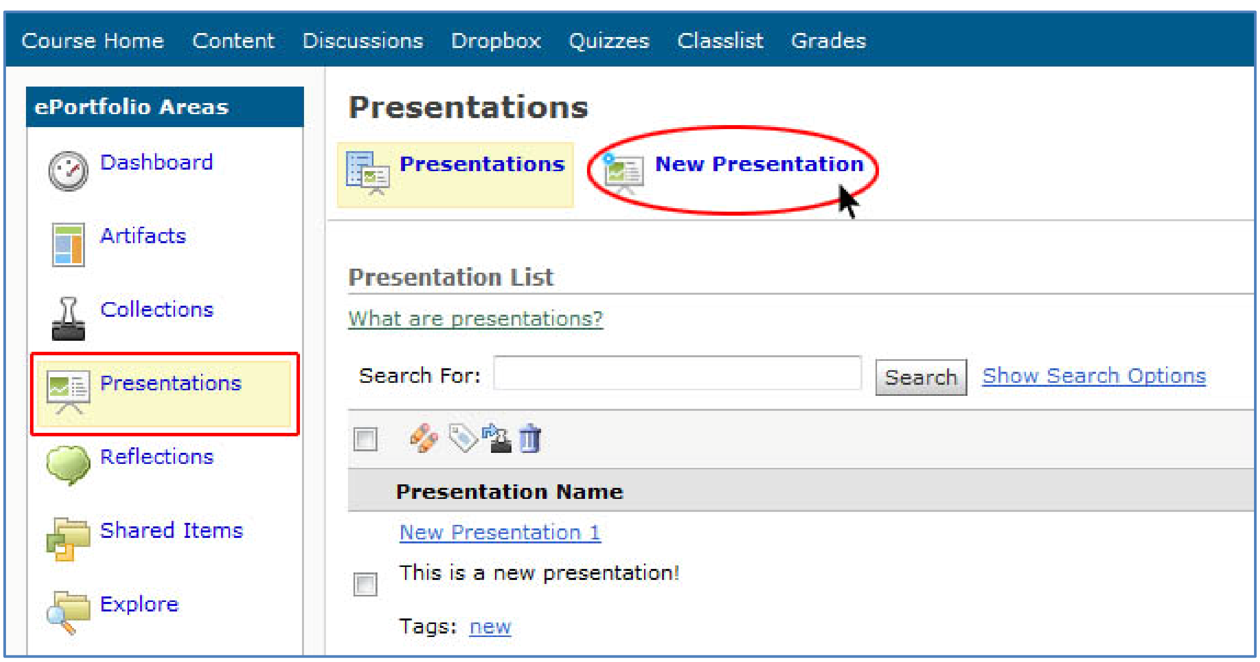


If you need to add another artifact, click on the **Add Artifact** link to go through the whole process again.

III. Create a Presentation

Click on the **Presentations** link in the left menu on the page, which will take you to the main **Presentations** page.

Click on the **New Presentation** link at the top of the page.

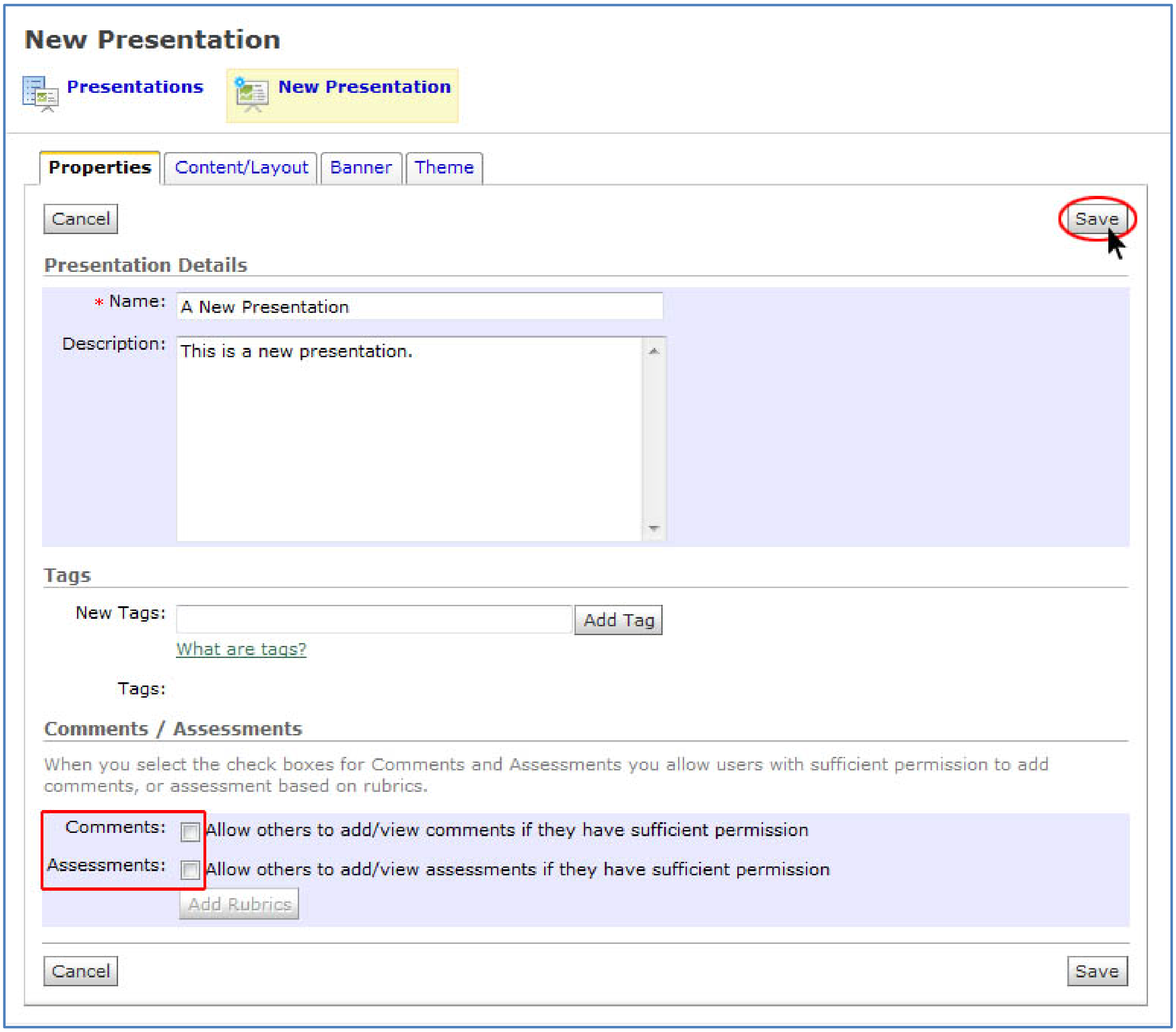


The first tab is **Properties**, where you add your Presentation details.

Add a name for your presentation in the **Name** field (for example…John Doe's e-Portfolio). This is a required field.

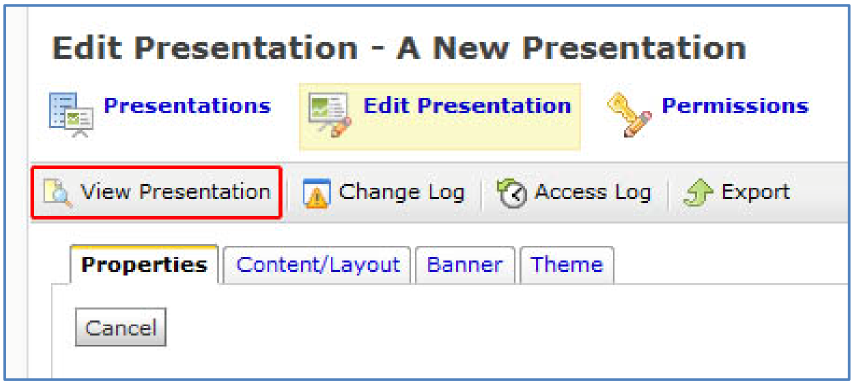
Add a description if you like as well as tags. These are not required fields.

In the **Comments / Assessments** section, uncheck the boxes next to **Comments** and **Assessments**. Click on **Save**, which will save the presentation as designed and take you to the **Edit Presentation** page.



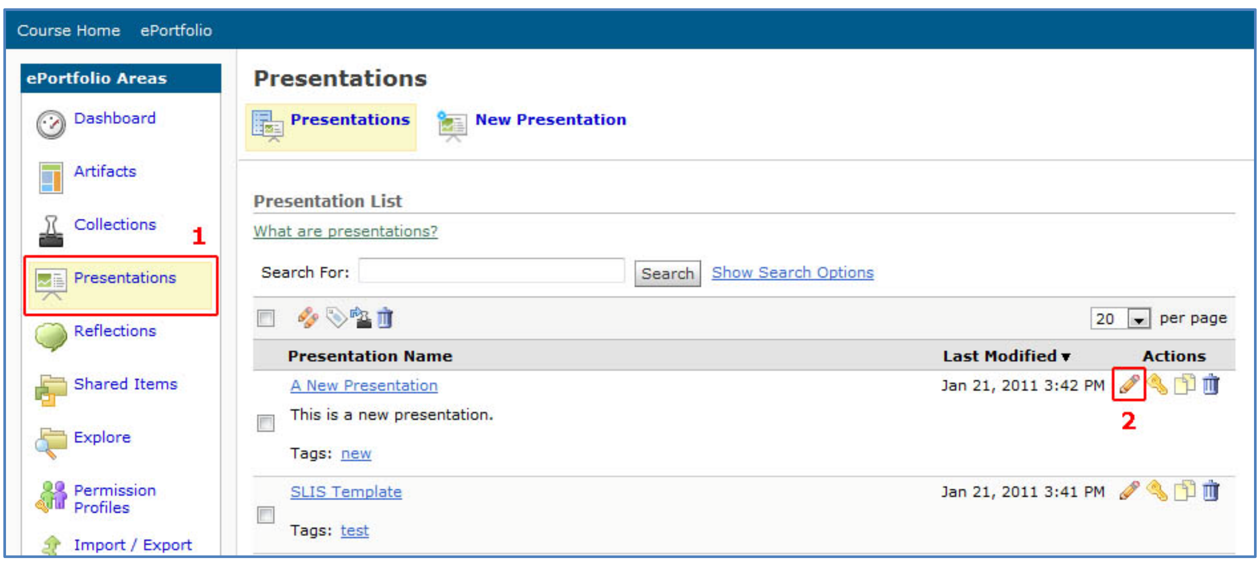
Edit a presentation

To PREVIEW and see what you are designing – click on **View Presentation** above the tabs on the **Edit Presentation** page.



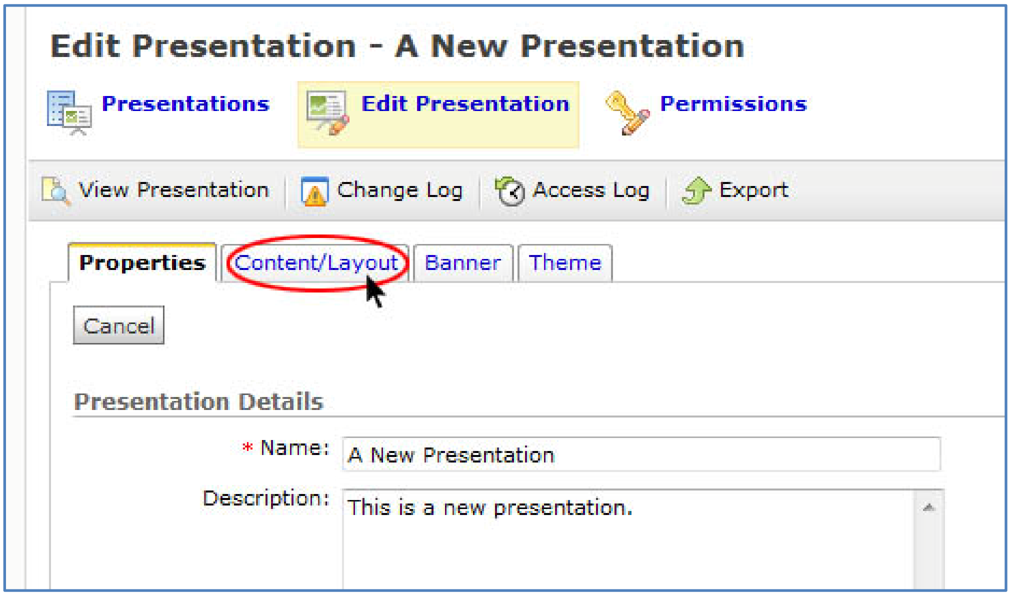
If you just created a new presentation, after saving it you will end up back on the same page, which is now called **Edit Presentation** page. You can now work with the other tabs to add pages, contents, banners, and design elements such as banners and themes to your presentation.

[If you are editing an already existing presentation, click on the **Presentations** link in the left menu of the page to take you to the main **Presentations** page. Find your presentation in the list and click on the **Edit** icon in the **Actions** column, which will take you to the **Edit Presentation** page. The pencil always indicates the edit function.]



Add pages to a presentation

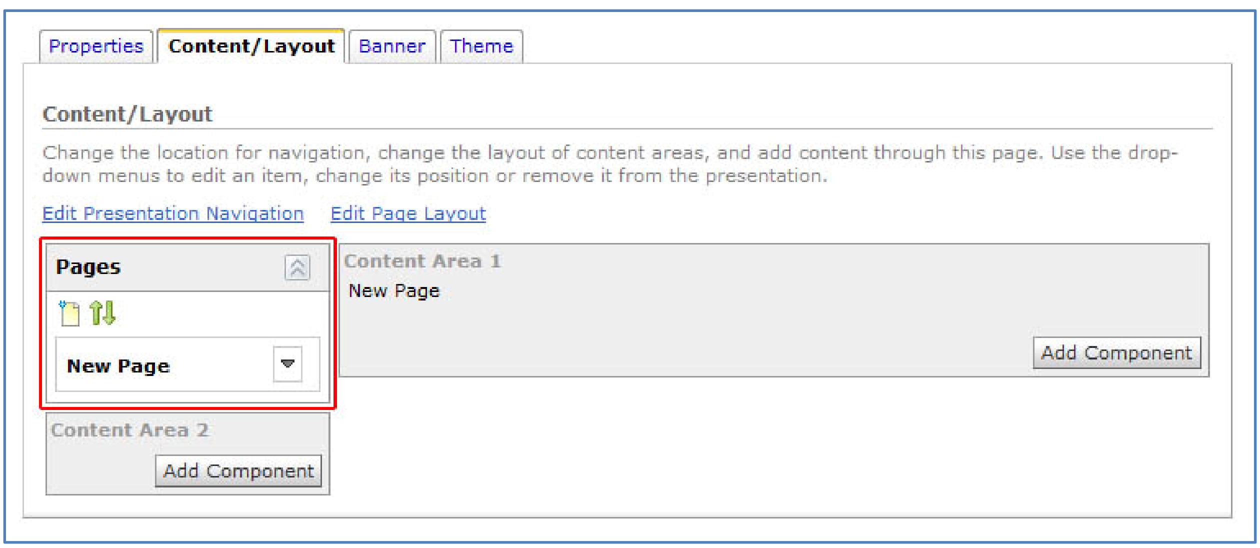
Click on the **Content/Layout** tab.



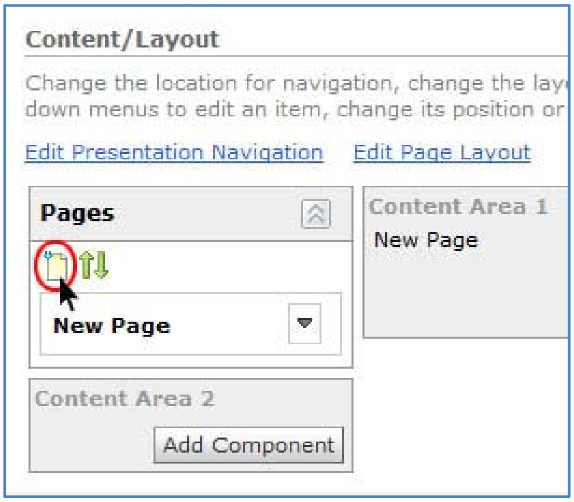
You will be creating a separate page for each section of your e-Portfolio, so you will name a page one of the following:

Introduction
Professional Philosophy
Competency X (where X is one of A, B, C, D, E, F, G, H, I, J, K, L, M, or N)
Conclusion and Affirmation

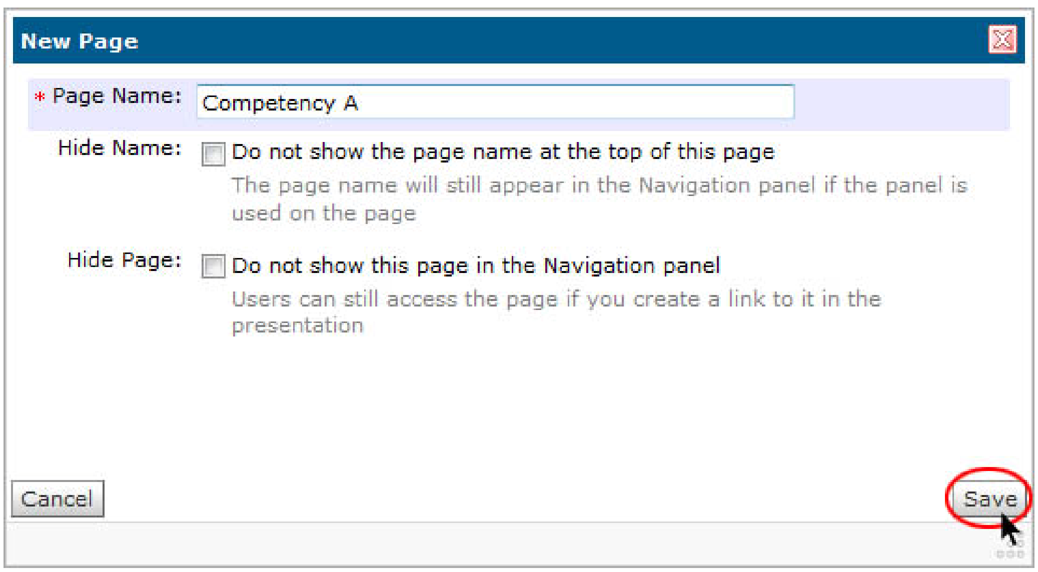
If this is a new presentation, there is already one page in the presentation named **New Page**. You can change the name of this first New Page (call it Introduction). It will always be the top page in the left navigation list.



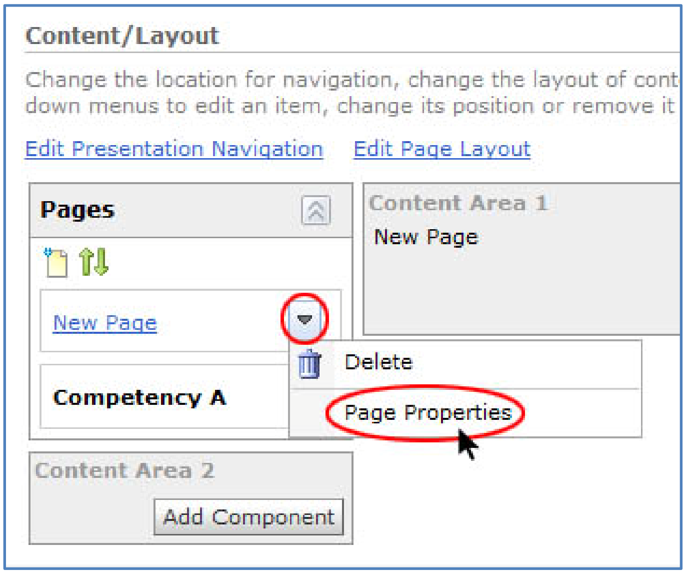
To add another new page, click on the **New page** icon, which is the left icon at the top of the **Pages** block.



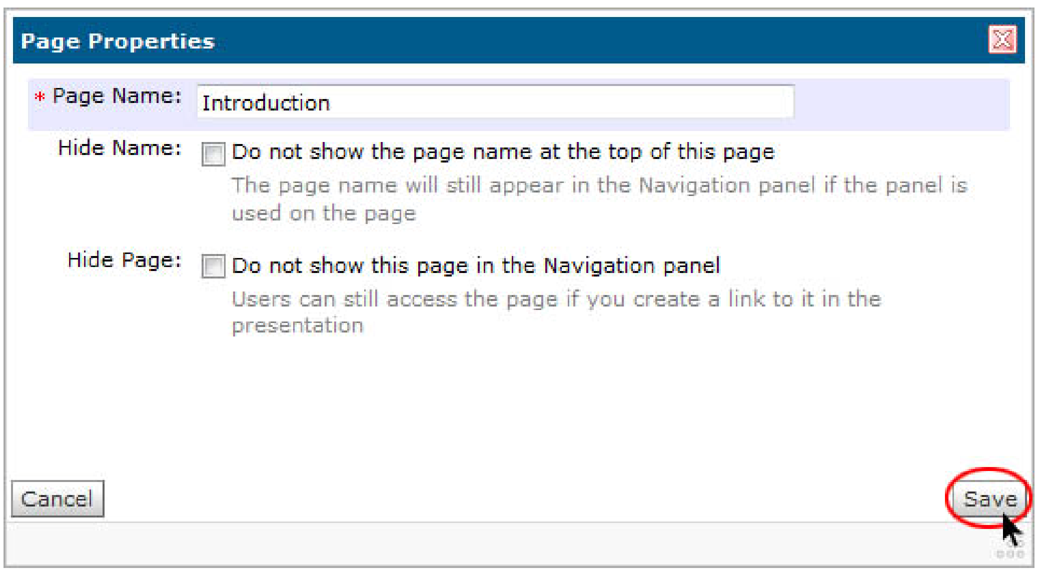
In the pop-up window, fill in a name for the page in the **Page Name** field and click **Save**.



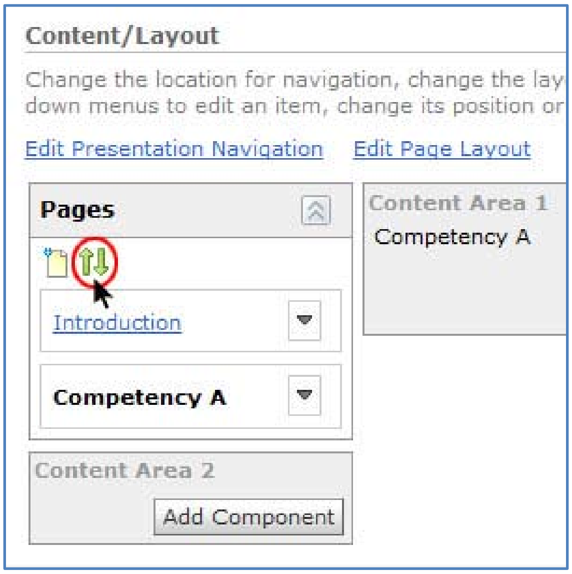
To rename pages, click on the icon with the small inverted triangle to the right of the page name, which will open a pop-up window. Select the **Page Properties** option from the menu.



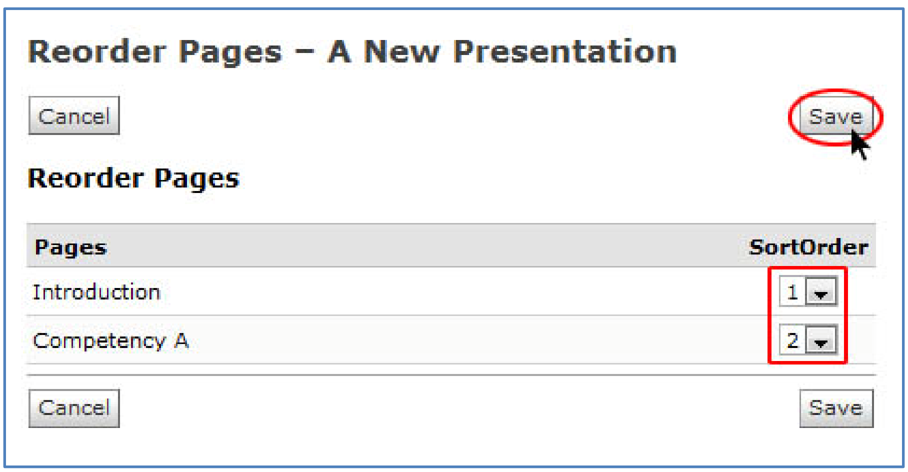
Fill in the new name of the page in the **Page Name** field and click **Save**.



To reorder your pages as they appear in the **Pages** block, click on the **Reorder pages** icon, which is next to the **New page** icon.



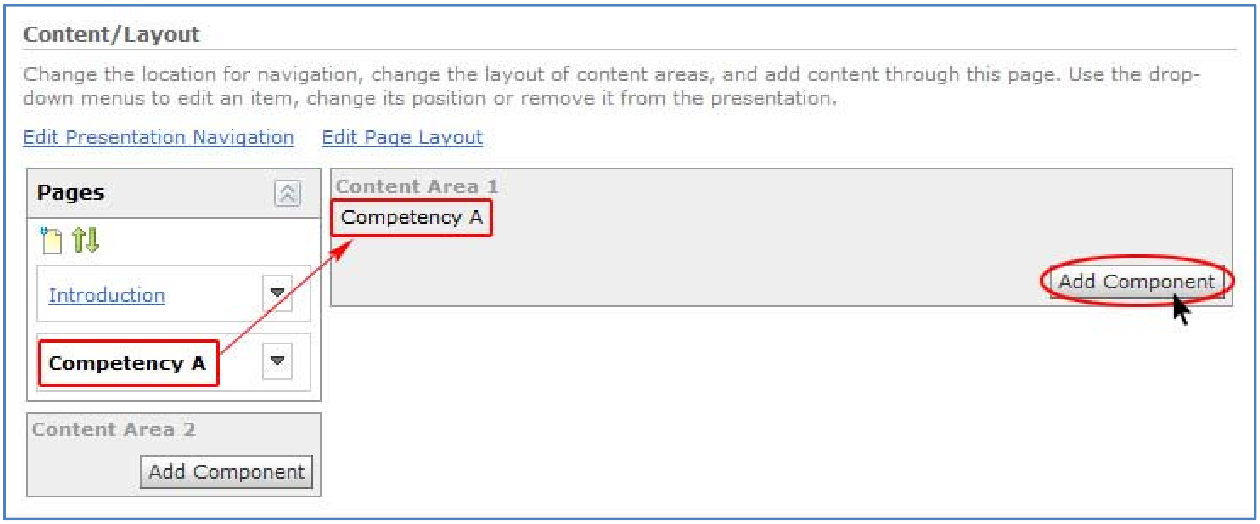
On the **Reorder Pages** page, select the order of the pages you want by using the pull-down menus in the **SortOrder** column. Click on **Save** when you are done.



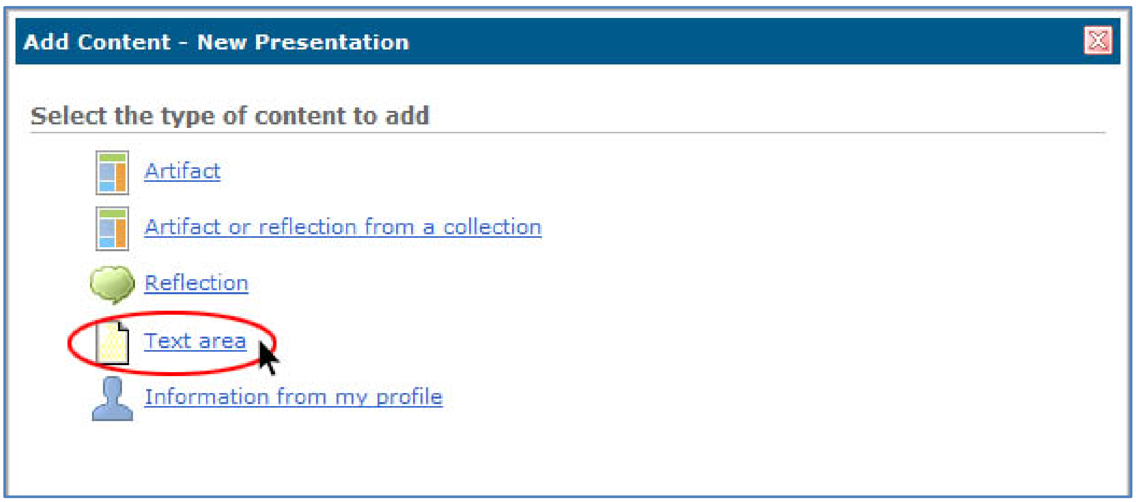
Add text (such as a Statement of Competency) to a Presentation page

On the **Edit Presentation** page, under the **Content/Layout** tab, select the page to which you want to add the essay by clicking on the name of the page in the **Pages** block. The name of the selected page will appear at the top of **Content Area 1** to the right of the **Pages** block.

Click on the **Add Component** button at the bottom right of **Content Area 1**, which will open a pop-up window.



Select the **Text area** link in the window.

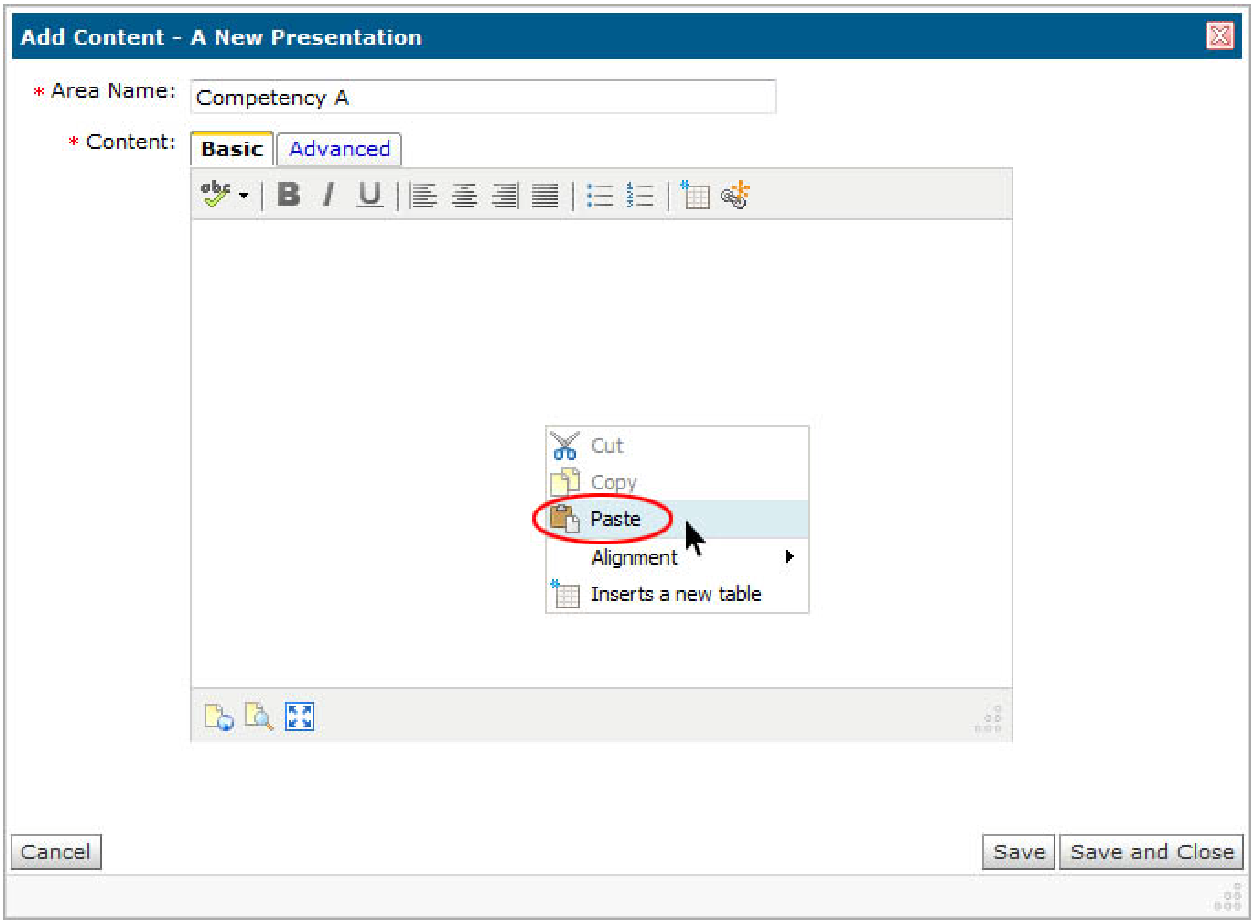


Fill in the **AreaName** field with a header – such as the Competency xx (A or B or …)

Go to your computer and open the Word document which contains your essay. Highlight all the text in the document and copy it.

[Note: The Word documents which contain your competency statements and other essays such as the introduction and professional philosophy statement should be text documents with only simple formatting of the text. Do not use forced page breaks or any other special formatting, as this may make it difficult to format the text on your presentation page when you copy it over from the Word document. Since all the text will display on the same page in your presentation, page breaks are unnecessary anyhow. If you use a reference list in your essay, for example, put it at the end of the text, not on a separate page with a page break.]

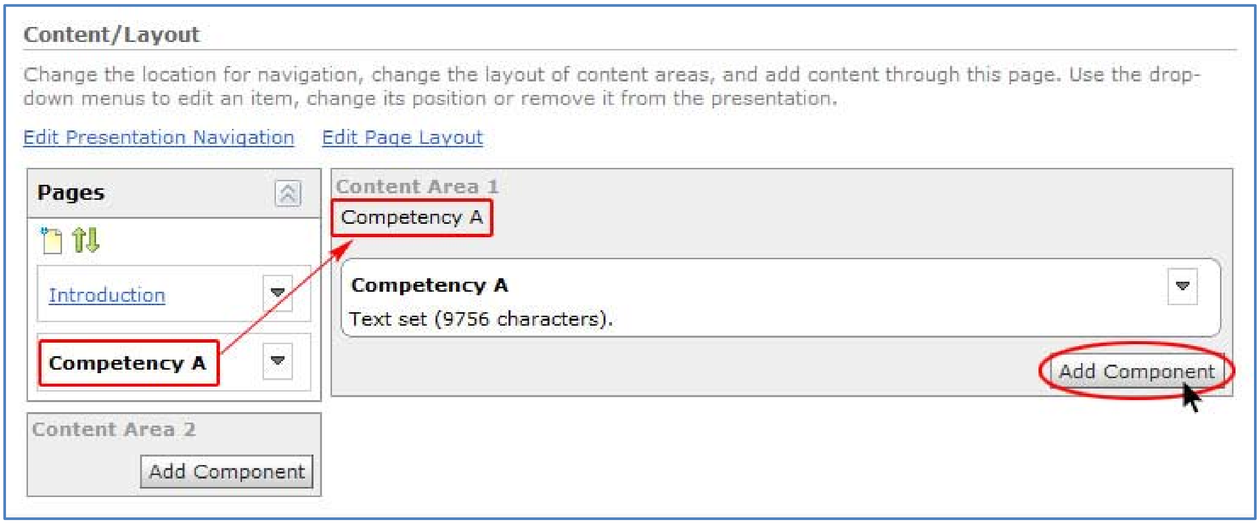
Back in the pop-up window in your D2L e-Portfolio Presentation, right-click your mouse in the text area of the text editor and select **Paste** from the menu. If you get a message about allowing access to your clipboard, click on the option to allow access. Then click the **Save and Close** button to save the text area and close the pop-up window. This is how to add Word text to your Presentation page.



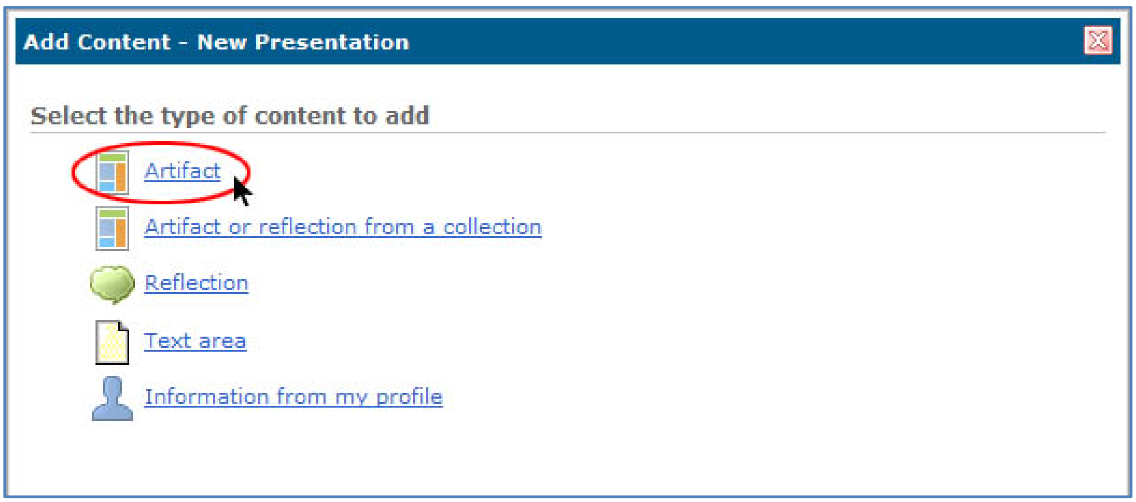
Add artifacts (your evidence) to a page

On the **Edit Presentation** page, under the **Content/Layout** tab, select the page to which you want to add the artifact by clicking on the name of the page in the **Pages** block. The name of the selected page will appear at the top of **Content Area 1** to the right of the **Pages** block.

Click on the **Add Component** button at the bottom right of **Content Area 1**, which will open a pop-up window.



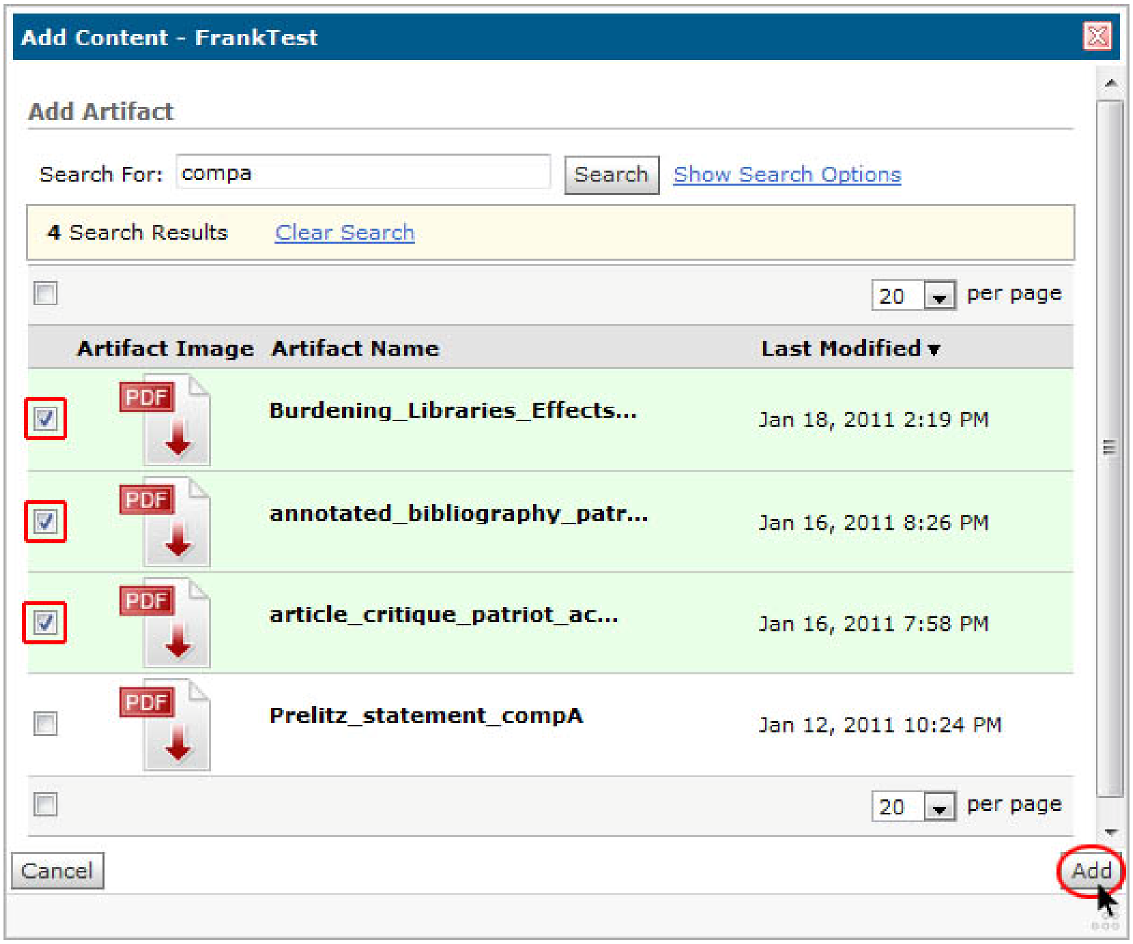
Select the **Artifact** link in the window.



In the search area at the top of the window, type the tag you used to tag artifacts for a particular competency in the **Search For** input field and then click **Search**.

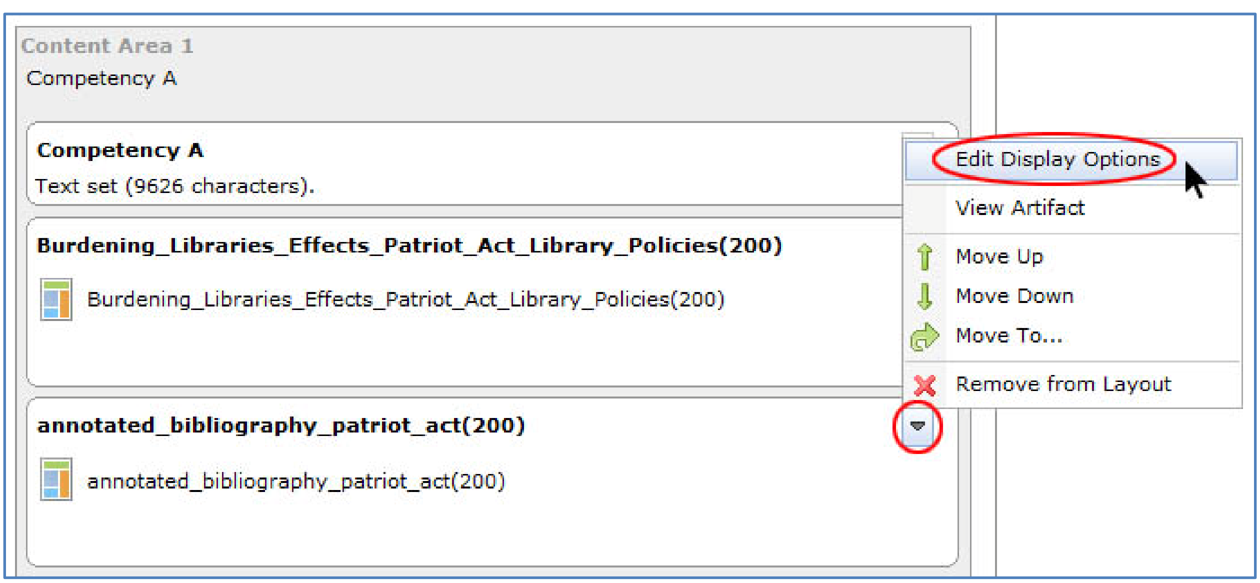
In the results list, select the artifacts you want to add to the page by clicking on the checkboxes to the left of each artifact. To select all the artifacts in the list, click on the checkbox at the top of the list.

Once you've selected your artifacts, click on the **Add** button at the lower right of the window.

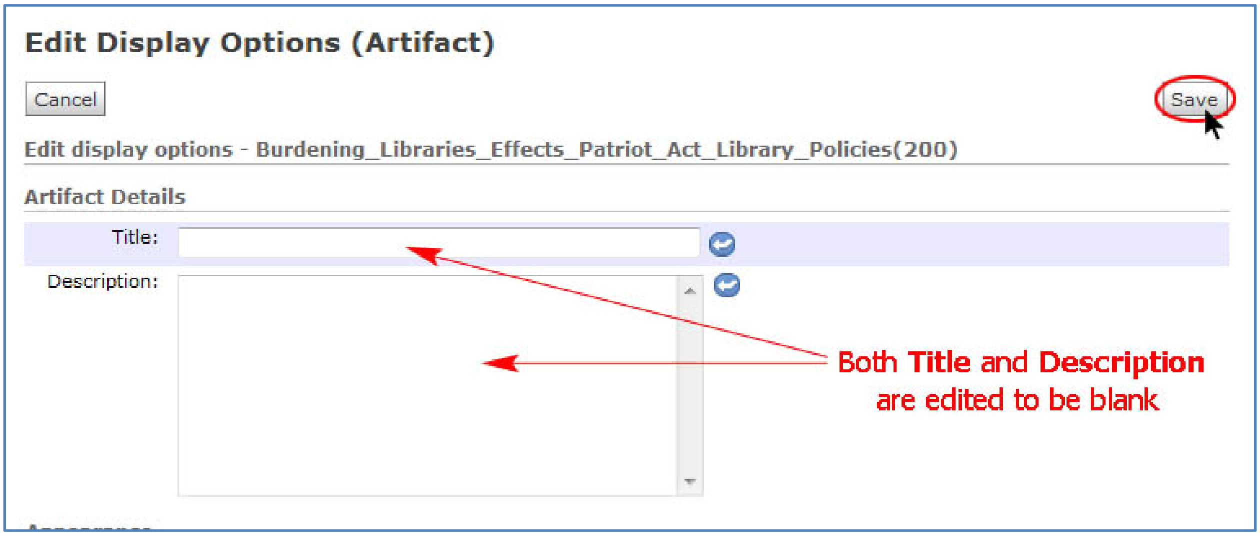


After you've added an artifact to a page, you will need to perform one additional step to change how it displays on the page. Click on the small icon with the inverted triangle in the upper right corner of the component containing the artifact, which opens a pop-up menu.

Select **Edit Display Options** from the menu.



On the **Edit Display Options (Artifact)** page which appears, edit the **Title** and **Description** fields so that they are blank, then click on the **Save** button.



Make sure to do this for each artifact you added if you added more than one artifact at a time.

Reorder components on a page

To move a component (artifact or text block) on a page, click on the small icon with the inverted triangle in the upper right corner of the component, which opens a pop-up menu. For the LIBR 289 e-Portfolio Presentation, place the text first (your Statement of Competency), and then place the evidence artifacts in the order they are mentioned in the Statement below the text.

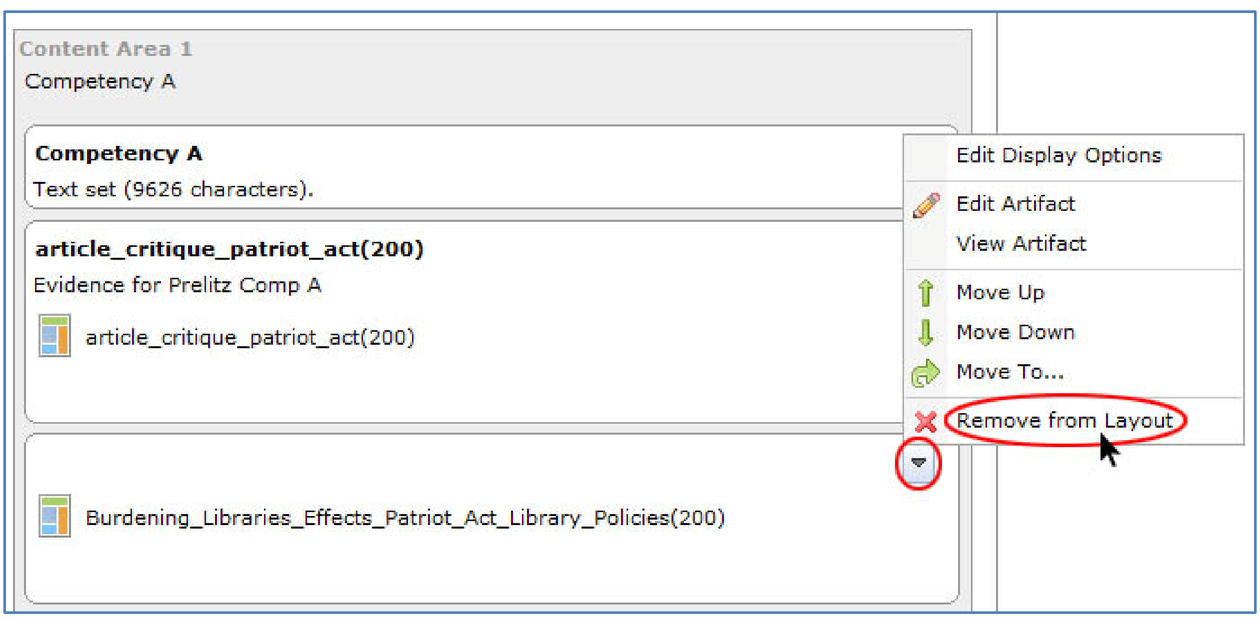
Select **Move Up** from the menu to move the component up one place on the page or **Move Down** to move the component down one place on the page.

Continue moving components up and down until you have the desired order for your components.

Delete a component from a page

To delete a component on a page, click on the small icon with the inverted triangle in the upper right corner of the component, which opens a pop-up menu.

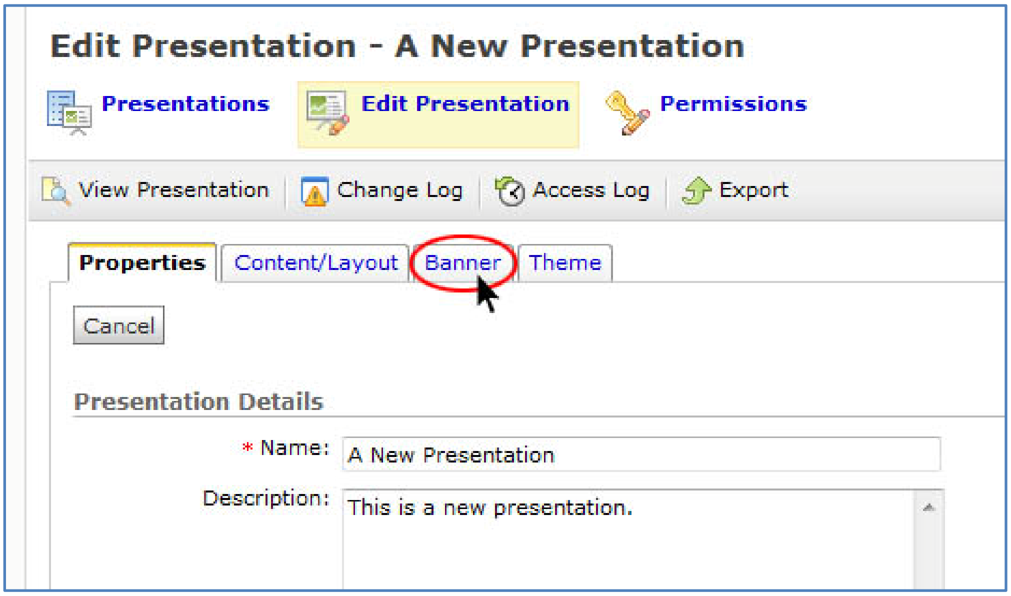
Select **Remove from Layout** from the menu. This will remove the component from your LIBR 289 e-Portfolio Presentation page, but it will not delete it from the artifact area ofe-Portfolio if it is an artifact. However, if you are removing a text area into which you pasted an essay, the text area will be deleted since it does not exist in your D2L e-Portfolio outside of the presentation.



Add text in the banner areasof your presentation

The banner area is the left part of the Presentation top banner.

On the **Edit Presentation** page, click on the **Banner** tab.

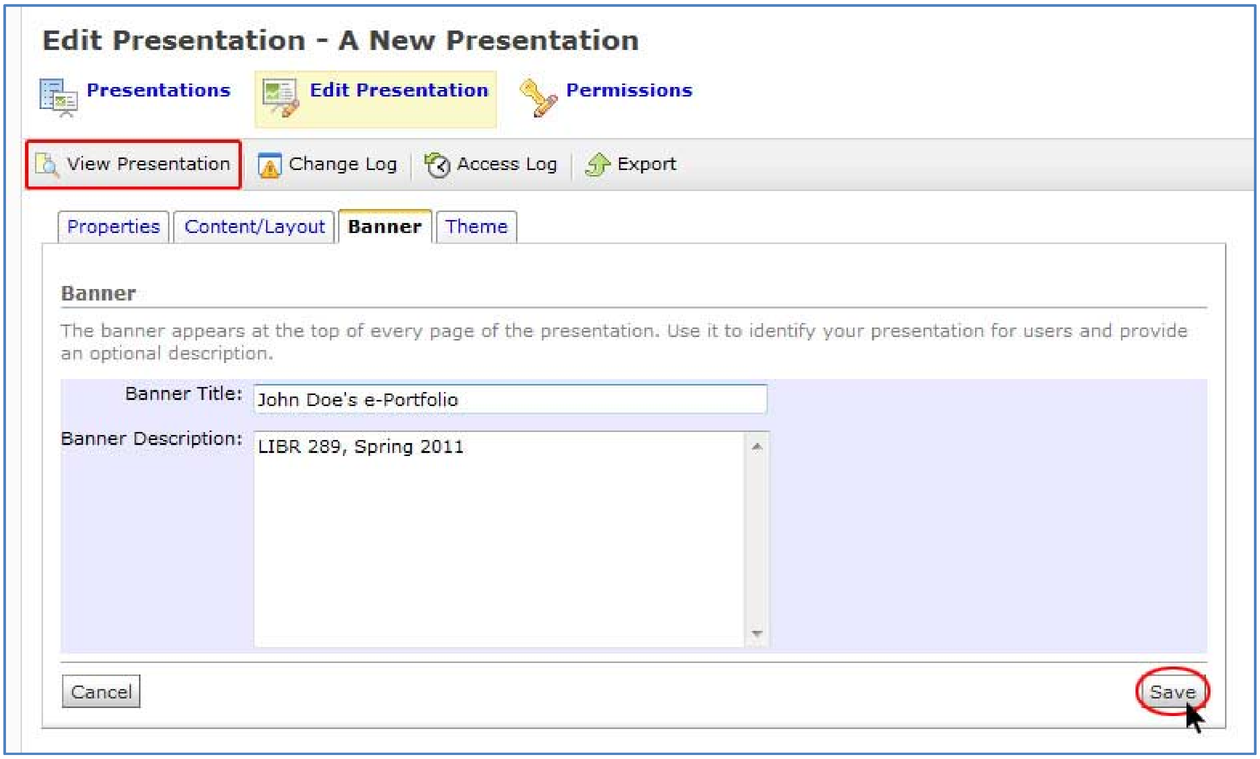


Add a title for your presentation in the **Title** field – such as John Doe's e-Portfolio

Add a subtitle or secondary title for your presentation in the **Description** field - such as LIBR 289, Spring 2011. The **Description** field is the right part of the top banner.

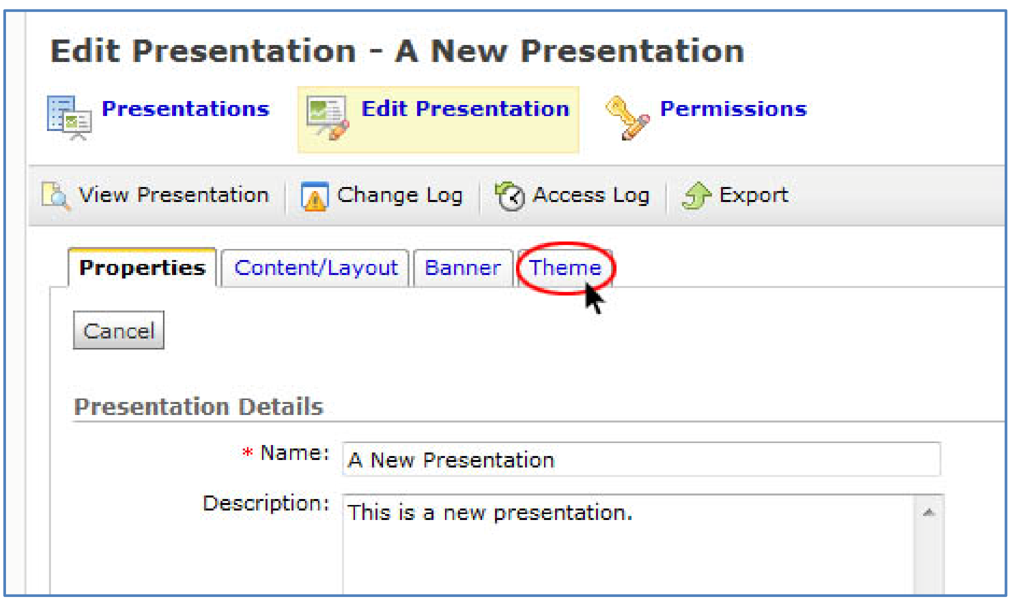
Click on the **Save** button to save these values.

To PREVIEW and see what you are designing – click on **View Presentation**above the tabs on the **Edit Presentation** page.



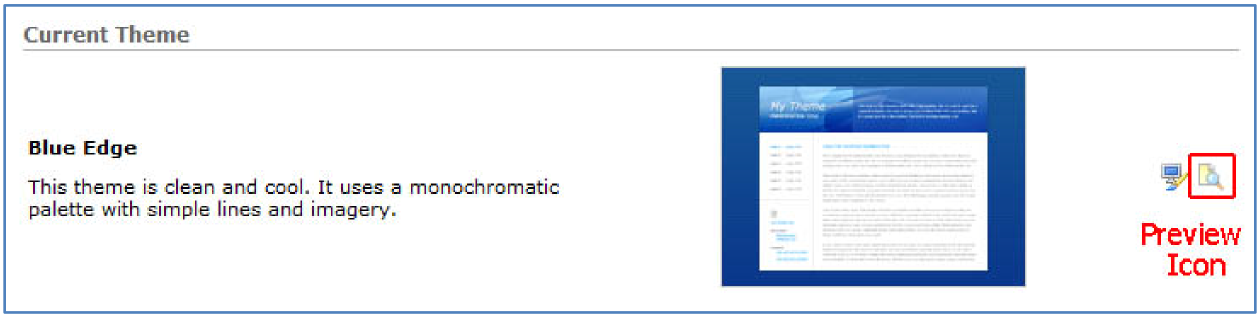
Select a theme for your presentation

On the **Edit Presentation** page, click on the **Theme** tab.

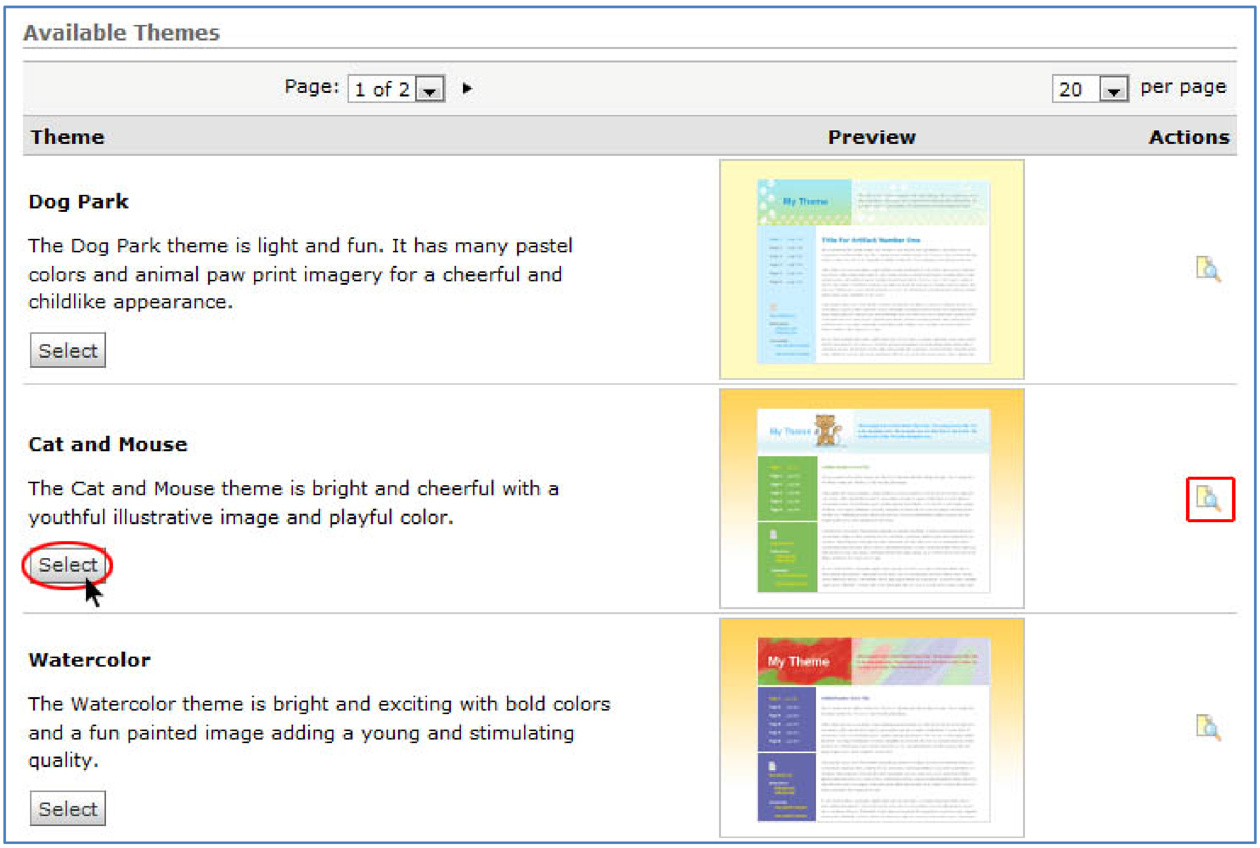


The Theme provides the presentation design and color element, and many themes are available for your LIBR 289 D2L e-Portfolio Presentation. You can change themes without affecting the content, so you can see which you prefer.

The current theme is shown in the **Current Theme** section at the top. To preview what your presentation will look like with this theme, click on the **Preview** icon to the far right of the theme.

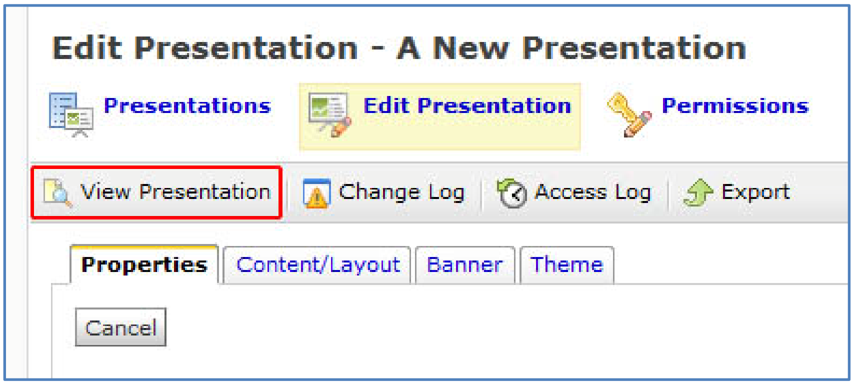


If you want to select another theme, browse the themes in the **Available Themes** section. You can preview a theme by clicking on the **Preview** icon to the far right of the theme. To select a new theme, click on the **Select** button below the theme. It should then appear in the **Current Theme** section.



Preview your presentation while editing it

While you are editing your presentation on the **Edit Presentation** page, you can preview your presentation to see the effects of your edits by clicking on the **View Presentation** link above the tabs on the page.

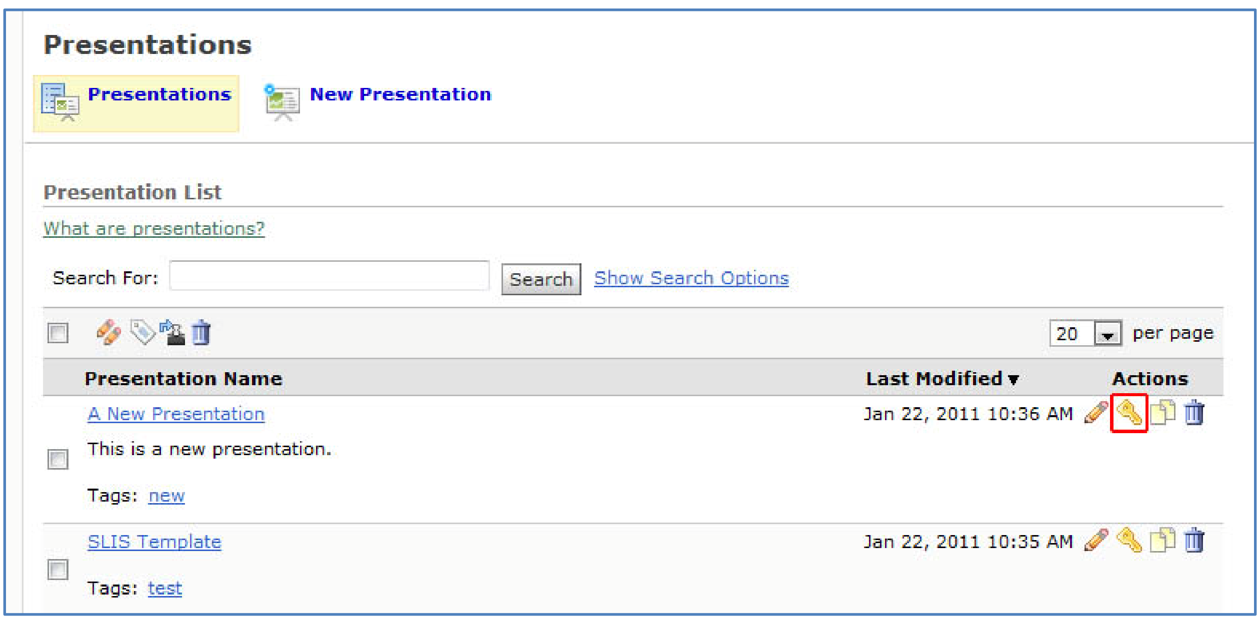


This will open your presentation in a separate window, allowing you to see it as it will appear to your advisor or anyone else who has access to your presentation.

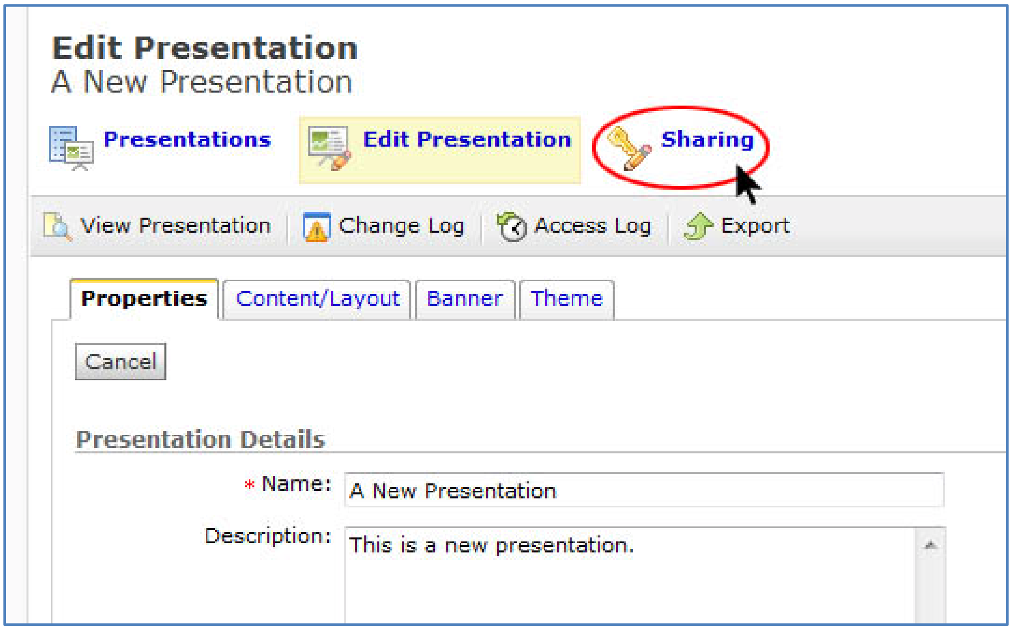
When you are done previewing the presentation, just close down the window and continue with your edits.

Set share settings to make your presentation externally available and to generate a URL to email to your e-Portfolio advisor

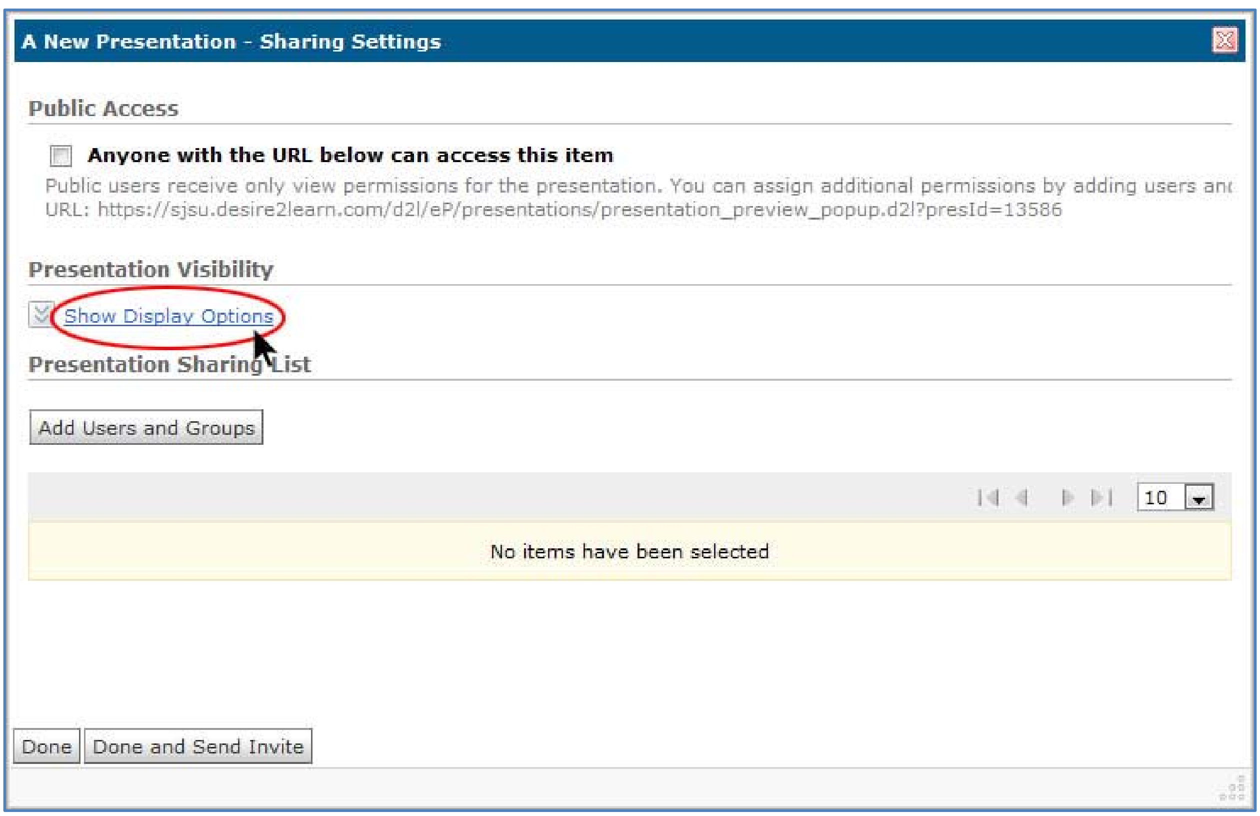
If you are on the main **Presentations** page, find your presentation in the list and click on the **Share** icon in the **Actions** column on the right.



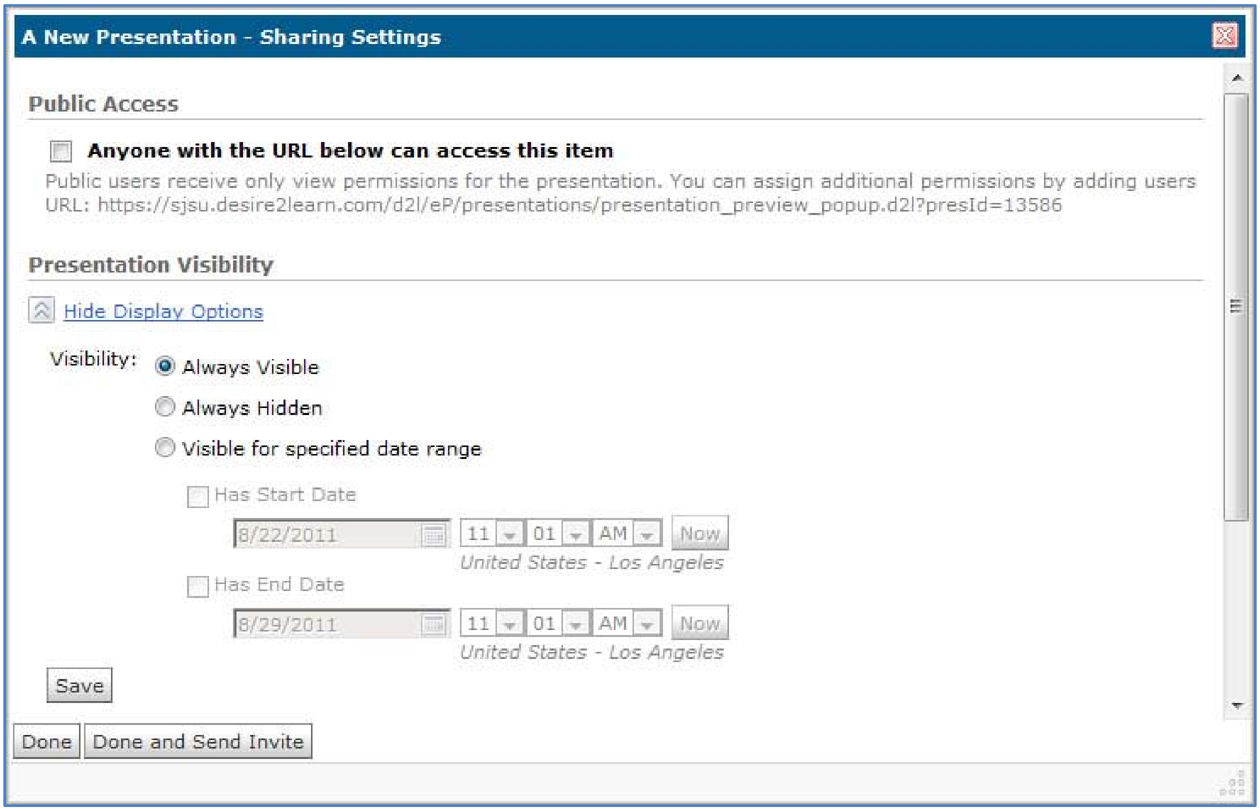
Alternatively, if you are on the **Edit Presentation** page for your presentation, click on the **Sharing** link at the top of the page.



In the **Sharing Settings** pop-up window, click on the **Show Display Options** link.



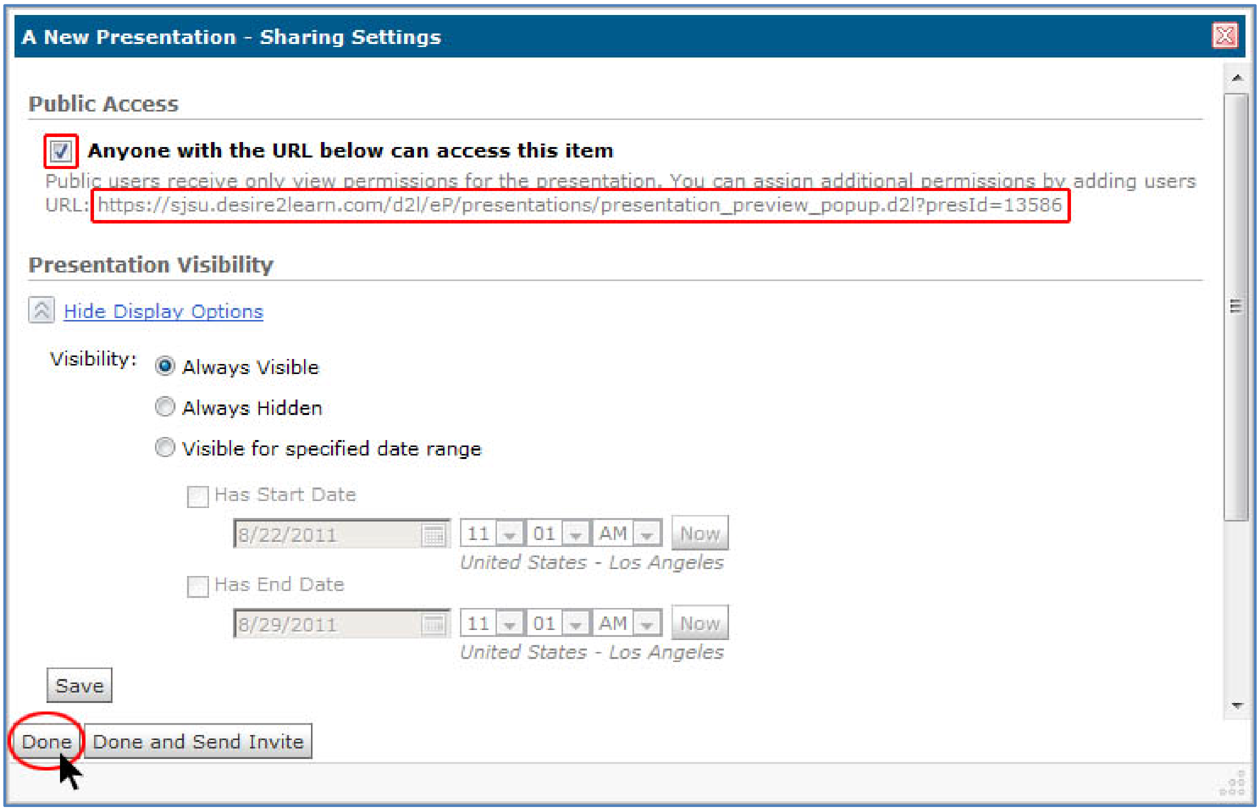
Ensure that the **Always Visible** option is set by default. If it isn't for any reason, select it and then save your changes by clicking **Save**.



At the top of the window, check the box in the **Public Access** section labeled **Anyone with the URL below can access this item**, which will allow your presentation to be viewed externally.

Copy and paste the URL shown in the URL field into an email to send to your e-Portfolio advisor.

Click on **Done** to save your changes and close the pop-up window.



If you lose or forget the URL for your presentation, you can come back to this window to obtain it again.

That's it!