Completing INFO/MARA 289 Using Canvas ePortfolio Software

This document outlines the tasks related to the use of the Canvas ePortfolio tool for the INFO/MARA 289 Culminating Experience.

The main sections of this document are:

- Overview, Accessibility, and Use of Assignments
- Creating INFO 289 Canvas ePortfolio Presentation Shell
- Adding/Organizing Content for ePortfolio Pages
- Sharing your ePortfolio (Securely and Privately)
- Downloading Your INFO/MARA 289 ePortfolio Presentation

Overview, Accessibility, and Use of Assignments

Confirm the “Accessibility” of your ePortfolio

As students add content and build their ePortfolios, concerns may arise with regard to the INFO/MARA 289 advisor’s ability to access the content as the student has created for optimal feedback.

The best way for students to confirm the “accessibility” of their ePortfolio is to access the ePortfolio content from a web browser that is not logged into Canvas.

If the student can access their ePortfolio content thoroughly outside of Canvas, then the INFO/MARA 289 advisor should be able to access the content without issue.

Use of Submitted/Graded Assignments as ePortfolio Evidence

To use your assignments as evidence for your ePortfolio, you will need to download your assignments to your computer and then manually upload them to your ePortfolio presentation.

See the Canvas documentation on downloading assignment submissions from all your courses.

When you are ready to add your assignments to your ePortfolio, follow the instructions on page 16 entitled “Upload a file or image from your personal files or local files into you ePortfolio”.

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Note: By policy, Canvas does not include submitted quiz results as part of the Download Submissions feature. Questions about this can be directed to dale.david@sjsu.edu

Creating INFO 289 Canvas ePortfolio Presentation Shell

Getting Started

To access the Canvas ePortfolio tool, click on the Account button from anywhere within Canvas and then click the ePortfolios link:

You will then see the ePortfolios interface.

The Canvas ePortfolio software is strategically utilized in the implementation of INFO 289 ePortfolio Handbook's organizational and content guidelines to give students the correct structure and format for successful completion of the iSchool's culminating course.

Once the ePortfolio shell has been created, students can then work with their advisors in creating approved content items which will be used populate the final presentation product throughout the semester until all the components are assembled for submission.
Create your INFO 289 Canvas ePortfolio Shell

To create a new ePortfolio, click on the Create an ePortfolio button on the right side of the interface:

You will be prompted to name your ePortfolio

Leave the Make it Public checkbox unchecked as iSchool policy requires that it remain private.

Finally, click the Make ePortfolio button to complete the creation process:
You will then see the **Dashboard** interface for your newly created ePortfolio shell.

Click on the **Go to the Actual ePortfolio** link to begin building your ePortfolio:

![Dashboard interface for ePortfolio shell](image)

**Organizational Structure of Canvas ePortfolio**

The Canvas ePortfolio shell is comprised of two components: **sections** and **pages**.

**Sections** are used to logically separate and organize the different parts of your ePortfolio. Sections are managed on the left side of the interface.

**Pages** are the design components students will use to create. Pages are managed on the right side of the interface.

In its default state, this newly created ePortfolio presentation has one section and one default page attached to it: The **Home** section and **Welcome** page.

A section must have at least one page linked to it but it can have x number of pages linked to it as well.
INFO 289 Organizational Structure and Content Guidelines

The INFO 289 ePortfolio handbook provides the structure and content guidelines for successful completion of the course:

- Introduction
- Areas of Competency
- Conclusion
- Affirmation

Build the INFO 289 Canvas ePortfolio

In order to meet the organizational guidelines of the INFO 289 handbook, we will create four sections within the Canvas ePortfolio presentation: Introduction, Areas of Competency, Conclusion and Affirmation.

Once these sections have been created, we then link the appropriate Canvas ePortfolio pages to each section that reflect the content requirements of the INFO 289 handbook: We will add one page to the Introduction section, one page to the Conclusion section, and one page the Affirmation section.

For the Areas of Competency section, we will be adding fifteen pages (one for each of the iSchool's core competencies).
Create Required Sections

We begin the section creation process by clicking the **Organize Sections** link:

Adding the **Introduction** section will actually be a revision of the default **Home** section. We click on the **cog** button next to the **Home** text and then select **Rename**.

Upon selecting **Rename**, a text field appears that allows us to change the section name. We then enter **Introduction** in the text field and press your keyboard’s **Return** key [ item 3 ]:
The section name has now changed to **Introduction**.

Next, we will create three new sections.

We click the **Add Section** link and when the text field appears, we enter the text **Areas of Competency** and hit the **Return** key:

Next, we click **Add Section** again and when the text field appears, we enter the text **Conclusion** and hit the **Return** key:
We repeat the same steps to add our final **Affirmation** section [item 1].

When the four sections have been added, we click the **Done Editing** button to finalize all our section work:

The new sections have been added successfully and are listed on the left hand of the ePortfolio shell interface:
Create Required Pages

For the **Introduction**, **Conclusion** and **Affirmation** sections, we will only need one page per section. In fact, a default page was added to these sections, so all we will need to do is revise the page name for these sections.

For the **Areas of Competency** section, we will revise the name of the default page and then add thirteen new pages to the section to reflect each Core Competency.

Let's begin by revising the page names for the **Introduction**, **Conclusion** and **Affirmation** sections.

The top right section of the ePortfolio interface notifies which section we are currently working in: The **Introduction** section. Beneath that, we can see all the pages associated with this section: **Welcome** page.

All we will do is revise the page name to reflect the section name since this will be the only page associated with this section.

To revise the name, we click the **Organize/Manage Pages** link [ item 1 ]:
To revise the name, click on the **Cog** button [item 1] and select **Rename** [item 2].

Here we will replace the Welcome text with **Introduction** and then press our **Return** key [item 3].

We click the **Done Editing** button to finish [item 4]:

![Diagram showing steps to rename a page in Canvas ePortfolio Software]
Now let's revise the page name for the Conclusion section. We click on the Conclusion link to the left [item 1] to access that section.

Then we click on the Organize/Manage Pages link [item 2].

We once again click on the Cog button and select Rename [item 3].

We replace the default text with Conclusion and press our Return key [item 4].

Then we click the Done Editing button to finish [item 5]:

![Diagram showing the process of revising the page name for the Conclusion section.](image_url)
Then we click on the **Affirmation** link to access the section [ item 1 ].

Moving to the right side of the interface again we click the **Organize/Manage Pages** link [ item 2 ].

Clicking on the **Cog** button and selecting **Rename** [ item 3 ], we change the New Page text with **Affirmation** and hit our **Return** key [ item 4 ].

We click the **Done Editing** button to finish [ item 5 ]:
When we move on to work on the **Areas of Competency** section, we are tasked with revising the name of the default section page and then adding 13 new pages to reflect the total number of Core Competencies.

When we click the **Areas of Competency** section link on the left, we begin with revising the default page’s name.

Click the **Organize/Manage Pages** link [item 2], and then we click the **Cog** icon and select **Rename** [item 3]:

![Image showing how to rename a page](image)
When the default page name text becomes an editable text field, we change the name to **Competency A** and press the **Return** key [item 1].

To add another page to the section, we click the **Add Another Page** link [item 2]. We will then enter **Competency B** and press the **Return** key.

We repeat this process until we have a page for each Core Competency [item 3].

Once we have added all our pages to the **Areas of Competency** section, we click the **Done Editing** button to finish:

![Image of Canvas ePortfolio software showing the process of adding pages and editing a page.

We have now completed building the INFO 289 ePortfolio presentation shell and we can now begin the process of adding content.
Adding/Organizing Content for ePortfolio Pages

**NOTE: It is important that you check with your advisor and confirm the content configuration he/she requires for successfully completing INFO/MARA 289.**

Content Types Overview

Now that the container of our ePortfolio content has been built, we can now fill it with content.

Navigate to the section that hosts the page where you want to add content. Then, on the righthand side of the interface, click on the page’s link to access.

Once you have accessed your desired page, click on the **Edit this Page** button.

Upon clicking the button, you will see the available content types listed under **Add Content**.

Regardless of which content type you select, you will need to click the **Save Page** button in order to complete the process of adding your content item:
Content items are added as separate page components from top to bottom with the lowest placed item as the most recent content type added.

The three main content types used for INFO 289 are:

- Rich Text Content
- Image/File Upload
- HTML/Embedded Content

Please note that the **Course Submission** option is not used at all for INFO 289.

**Create Rich Text Content**

*Canvas Tutorial:* [https://community.canvaslms.com/docs/DOC-10523-4212717369](https://community.canvaslms.com/docs/DOC-10523-4212717369)

Adding **Rich Text Content** to an ePortfolio page allows you to create rich formatted text similar to content created using word processing software. Users can embed links, images, and multimedia items using the GUI editor above the text field.

Users can utilize the **Rich Text Content** option for such things as Introduction, individual statements of competency, the Conclusion, and Affirmation.

Click **Preview** [item 2] to test your content and **Save Page** [item 3] to add content to page:
**Add Image/File Upload**
Canvas Tutorial: [https://community.canvaslms.com/docs/DOC-10499-4212717372](https://community.canvaslms.com/docs/DOC-10499-4212717372)

The **Image/File Upload** content type allows users to embed relevant files to their ePortfolio pages for download. This content type allows for addition of multimedia files (MP4, MP3, JPG) and/or document files (MS WORD, PDF).

There are two ways to add file content to a page: selecting a file that is stored in your personal Canvas files area [item 1] and then **Select File** [item 3] or directly uploading a file by clicking **Browse** [item 2], locating the file on your computer, and then then clicking **Upload File** [item 3].

Upon adding the file to the page, click **Save** [item 4] to process:

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**File Uploads and Your Personal File Storage on Canvas**
Canvas Tutorial: [https://community.canvaslms.com/docs/DOC-10701#jive_content_id_Files](https://community.canvaslms.com/docs/DOC-10701#jive_content_id_Files)

Each file that you add to your ePortfolio utilizing the file upload from computer option [item 2 above] is stored in a personal files area linked to your Canvas account. There is a size limit for student accounts so if you find yourself unable to upload files when you were able to previously, you probably reached your account’s size limit. Refer to the link above for information on using and maximizing your files area.
Add HTML/Embedded Content Type
Canvas Tutorial: https://community.canvaslms.com/docs/DOC-10495-421717370

This content type can be utilized by those who are highly proficient in coding HTML and would like granular control in the display of their content.

Users must generate their own HTML code and paste it into the text field. Click Save to process:
Organizing Page Content

As mentioned earlier, content items are added as separate page components from top to bottom with the lowest placed item as the most recent content item added.

In the screenshot below, one Rich Text Content item has been added [ item 1 ] with two File Upload types [ items 2 & 3 ].

To organize these content items, click Edit this Page [ item 4 ]:
When we hover the mouse at the top of a content item, we can change its location by grabbing the Reorder icon to drag the content item up or down to a new position. If we would like to delete the content item, we can click on the Trash icon.

Click Save Page to process changes:
Sharing your ePortfolio (Securely and Privately)

Get the Link to Your ePortfolio Presentation

The privacy of your ePortfolio and its content is very important to both the iSchool and the greater SJSU academic community. Its importance becomes more paramount as you will need to share your ePortfolio with your INFO/MARA 289 advisor throughout your culminating semester.

Canvas’s ePortfolio platform was chosen by SJSU as the best tool for securely sharing and protecting your content.

From anywhere in Canvas, click on your Account button [ item 1 ] and then select ePortfolios [ item 2 ]:

Click the title of the ePortfolio you are sharing:
All ePortfolios are, by default, private. The Canvas system allows you to share your ePortfolio on the open Web while securely protecting its privacy.

Under the text Copy and share this link to give others access to your private ePortfolio, you will see the private and secure share link to your ePortfolio.

Right-click to Copy Link:

![Image showing how to copy the link to share your ePortfolio](image)

**Important Information Regarding Share Link**

Always use main ePortfolio link that is provided – avoid using sub-links from within your ePortfolio. Though you may be tempted to share links to your competencies from within the portfolio, refrain from sharing these sub-links.

The main link provided will always work.

**Test the “Accessibility” of your ePortfolio**

The best way for students to confirm the “accessibility” of their ePortfolio is to access the ePortfolio content from a web browser that is not logged into Canvas.

If the student can access their ePortfolio content thoroughly outside of Canvas, then the INFO/MARA 289 advisor should be able to access the content without issue.
Consider Using a Shortened Link (via bit.ly)

As the default link is quite long, it may be in your interest to use a service like bit.ly to create a short, customized link that is much easier to share and keep track of.

**Downloading Your INFO/MARA 289 ePortfolio Presentation**

Canvas allows you to download your complete presentation to your computer as a ZIP file. The downloaded ZIP file will contain your evidentiary artifacts and your presentation pages will be available as HTML files.

Please note that even though all the file/page links will be honored, the formatting of the pages will not carry over in the HTML files. In order to view the pages as they appeared originally, you will need to import your ePortfolio pages into another Canvas ePortfolio system.

To download your presentation, begin by clicking on the Account button [ item 1 ] and then clicking ePortfolios [ item 2 ]:

![Screen shot of Canvas ePortfolio interface]

Then, from the main page of the ePortfolio interface, click on the linked name of the ePortfolio presentation you want to download.
Upon accessing the main page of your ePortfolio, click on the **Download the contents of this ePortfolio as a zip file** link:

Allow the system time to assemble your assets and pages for download. In minutes, you will receive the option to download your ePortfolio presentation in ZIP format: