

Creating an ePortfolio for the First Time

A Guide for Students and Faculty

Who is this for? This guide is for anyone looking to create an ePortfolio for the first time.

Step 1: On your Dashboard screen, click the blue “+” icon. (See Image 1)

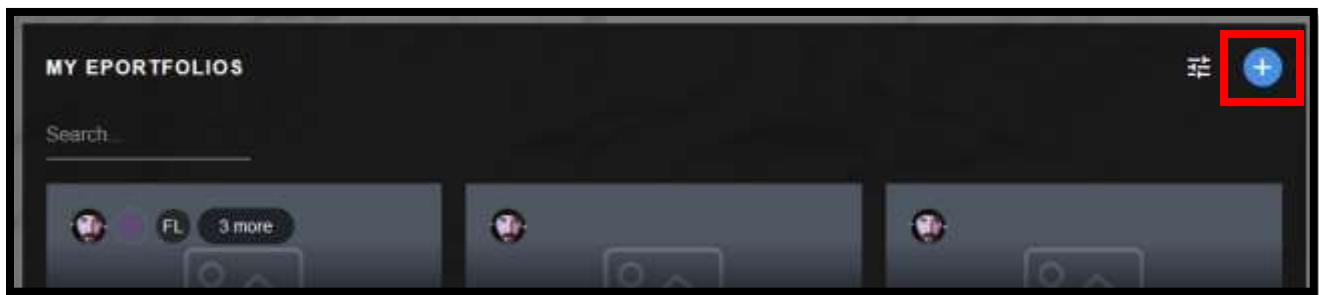


Image 1

Step 2a: From the “Create Your ePortfolio” page, you will be prompted to give your ePortfolio a title and to choose a template from one for the pre-designed templates based on your major, or the “Create from Scratch” template which has no content in it yet. For this example, I’ll choose the “Business and Technology | Core ePortfolio” template. Once you select it, click the “Create” button. (See image 2)

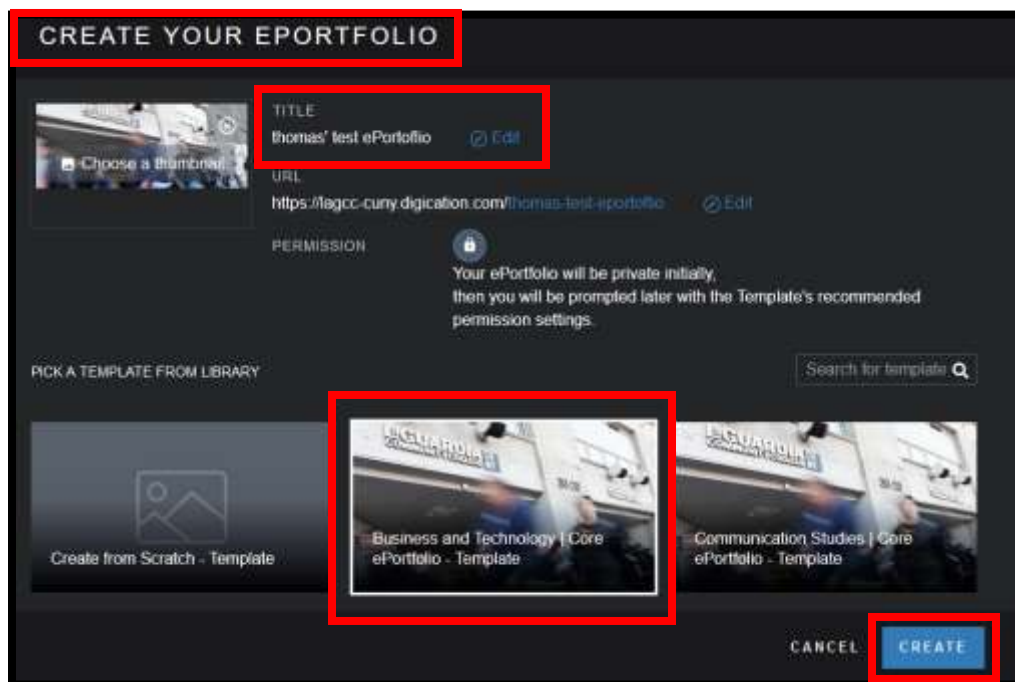


Image 2

Step 2b: On the “Creating New ePortfolio” page, you will see the pages of the ePortfolio being created. This process may take a while depending on which template you chose and you may see a message that states “The creation process is taking longer than expected,” be patient, it will go through. Once it finishes, you will be redirected to the new ePortfolio. (See Images 3, 4 and 5)

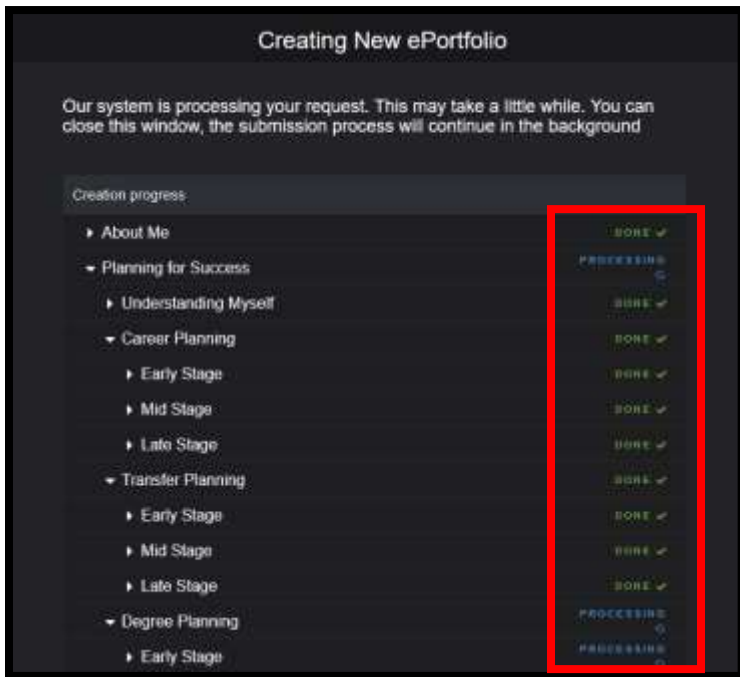


Image 3

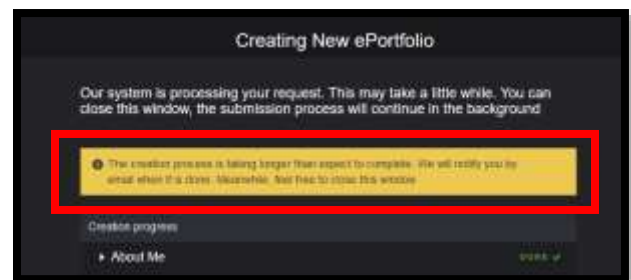


Image 4



Image 5

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.