Creating an ePortfolio for the First Time (Mobile)

A Guide for Students and Faculty

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

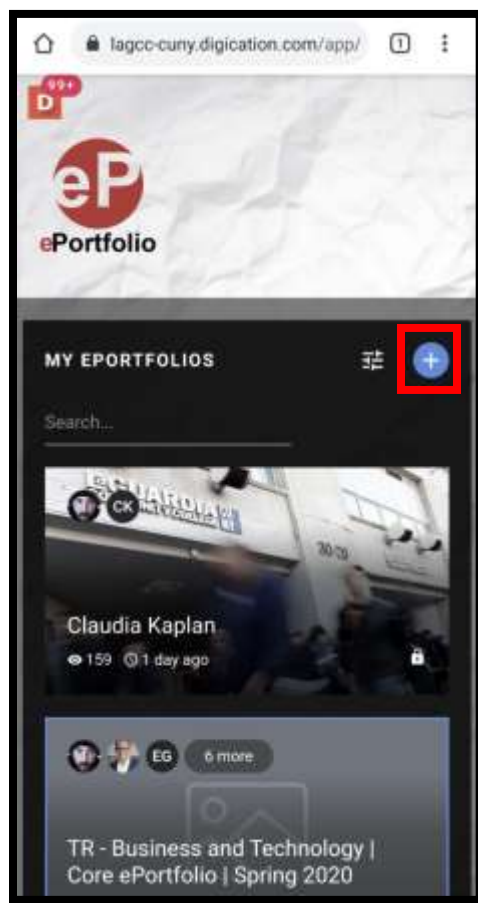**Step 1:** On your Dashboard screen, click the blue "+" icon. (*See Image 1*)

Image 1

Step 2: From the "Create Your ePortfolio" page, you will be prompted to give your ePortfolio a title and search for or scroll through the pre-designed templates based on your major, or choose the "Create from Scratch" template which has no content in it yet. For this example, I'll choose the "Business and Technology | Core ePortoflio" template. Once you select it, scroll down the page and click the "Create" button. (*See images 2, 3 and 4*)
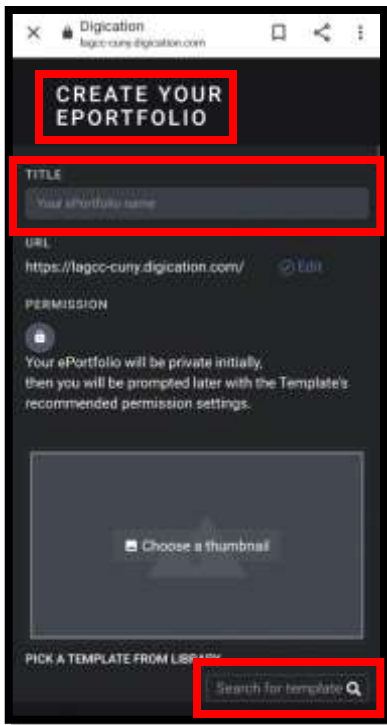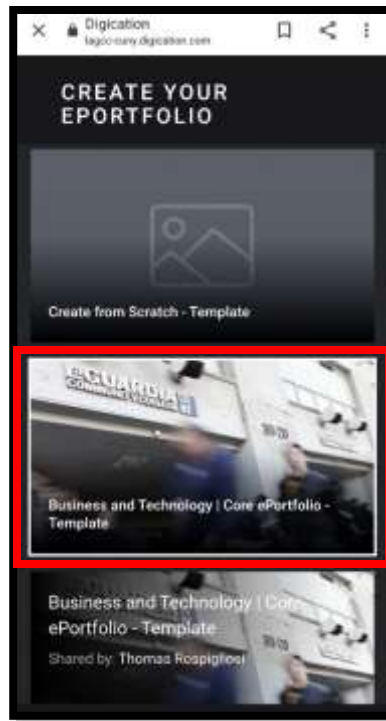
Image 2

Image 3

Image 4

Step 3: 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. If the page gets stuck at this step, hit the back button to go back to your home page and you should see the ePortfolio on your dashboard screen, click it to access the ePortfolio. (*See Images 5, 6. 7 and 8*)
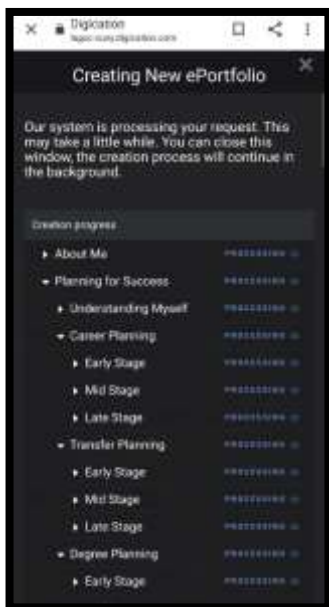

Image 5

Image 6

Image 7

Image 8
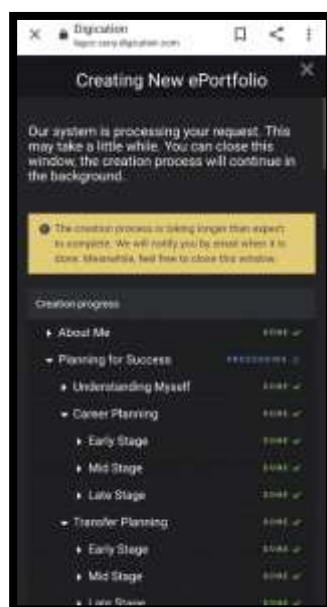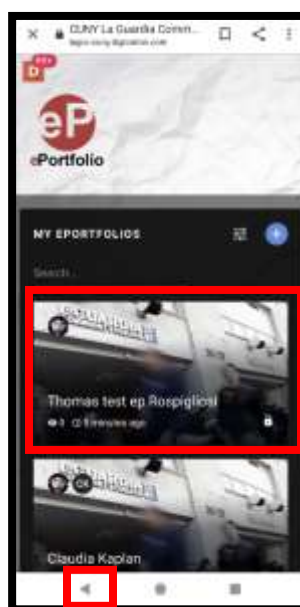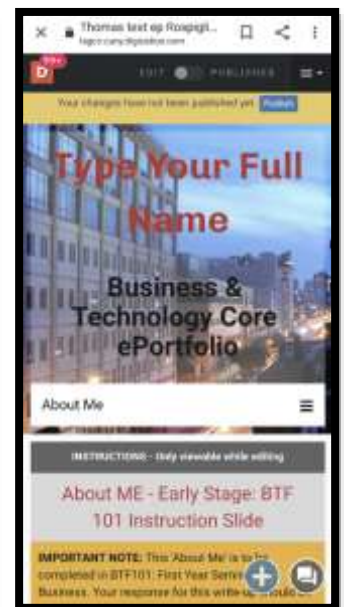
That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.