

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](#).

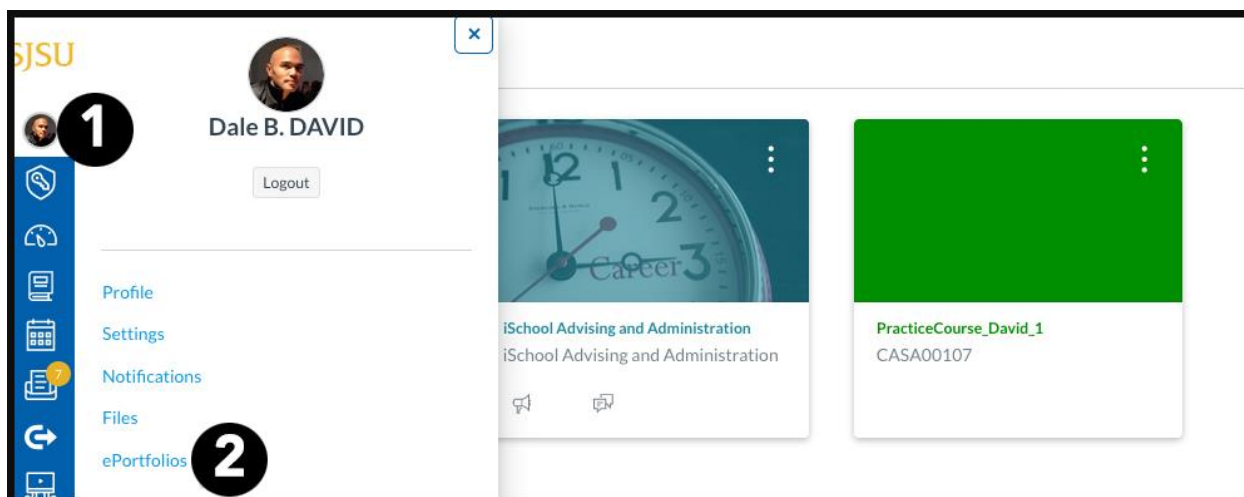
When you are ready to add your assignments to your ePortfolio, follow the instructions on page 16 entitled “Upload a file or image from your personal files or local files into your ePortfolio”.

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:



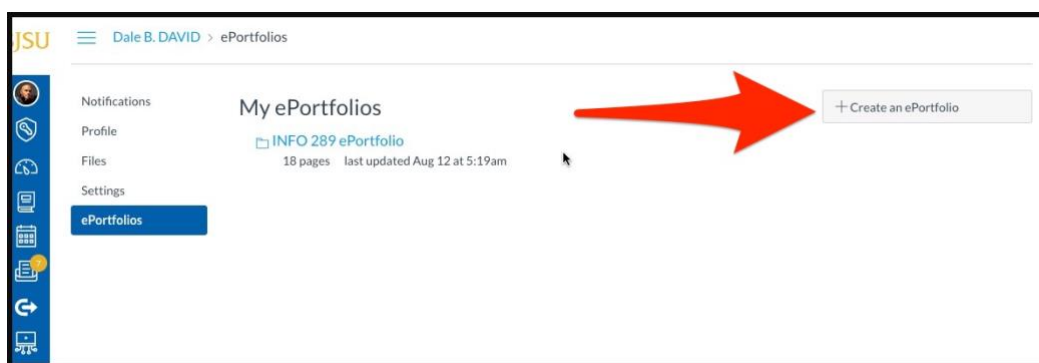
You will then see the ePortfolios interface.

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 to 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 **Submit** button to complete the creation process:

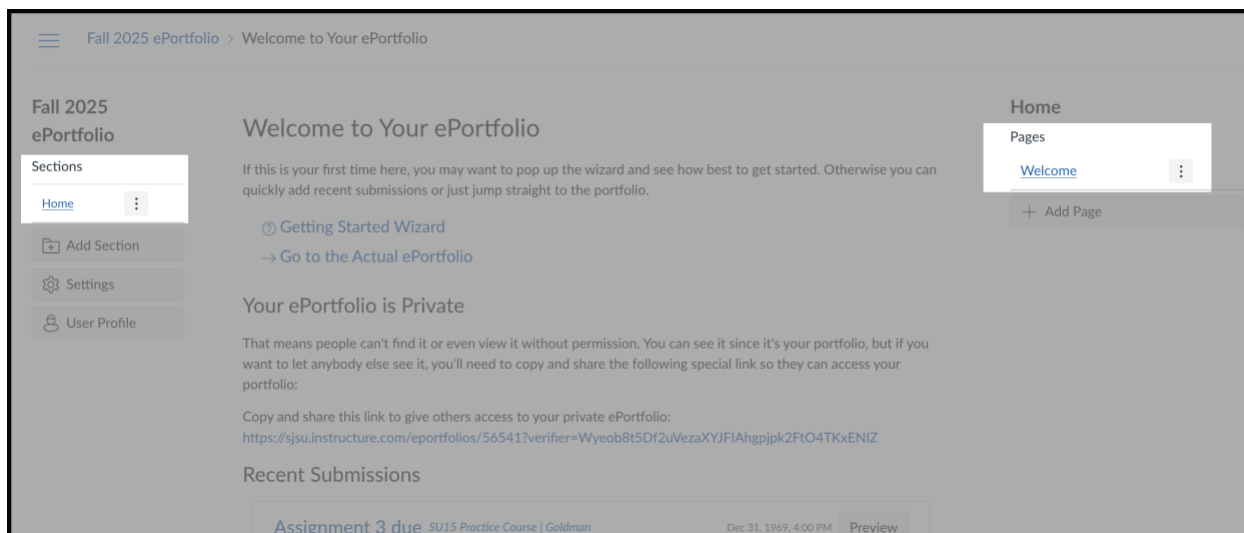
You will then see the **Dashboard** interface for your newly created ePortfolio shell.

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 content. 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 the **Introduction**, **Conclusion** and **Affirmation** sections have been created, we will then rename their appropriate default Canvas ePortfolio pages to reflect their section titles.

For the **Areas of Competency** section, we will be adding fourteen pages (one for each of the iSchool's core competencies).

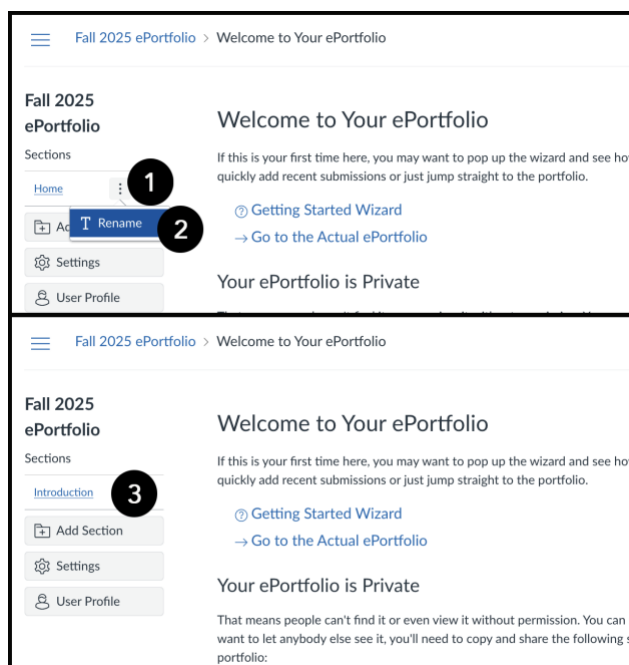
Create Required Sections

We begin the section creation process by renaming the **Home** section

Adding the **Introduction** section will be a revision of the default **Home** section.

We click on the **ellipsis** button [item 1] next to the **Home** text and then select **Rename**.

Upon selecting **Rename**, a text window appears that allows us to change the section name. We then enter **Introduction** in the text field and press your keyboard's **Return** key:



The section name has now changed to **Introduction**.

Next, we will create three new sections.

Under the text **Introduction**, we click the **Add Section** button and when the text window appears, we enter the text **Areas of Competency** and hit **Save**.

Next, we repeat the same steps to add the **Conclusion** and **Affirmation** sections.

Once the new sections have been added successfully, they will all be listed on the left-hand side of the ePortfolio interface [item 4].

The image consists of three vertically stacked screenshots illustrating the process of adding a section to an ePortfolio.

- Top Screenshot:** Shows the 'ePortfolio' interface with the 'Sections' menu open. The 'Add Section' button is highlighted with a black circle containing the number '1'. The main content area displays 'Welcome to Your ePortfolio' and a 'Getting Started Wizard' link.
- Middle Screenshot:** Shows the 'Add Section' dialog box. The 'Section name' field contains the text 'Areas of Competency', which is highlighted with a black circle containing the number '2'. The 'Save' button is highlighted with a black circle containing the number '3'.
- Bottom Screenshot:** Shows the 'ePortfolio' interface after the section has been added. The 'Sections' menu now includes 'Introduction', 'Areas of Competency', 'Conclusion', and 'Affirmation'. The 'Areas of Competency' entry is highlighted with a black circle containing the number '4'. The main content area displays 'Welcome to Your ePortfolio' and a message stating 'Your ePortfolio is Private'.

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 names to reflect the titles 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 name for the **Introduction** section.

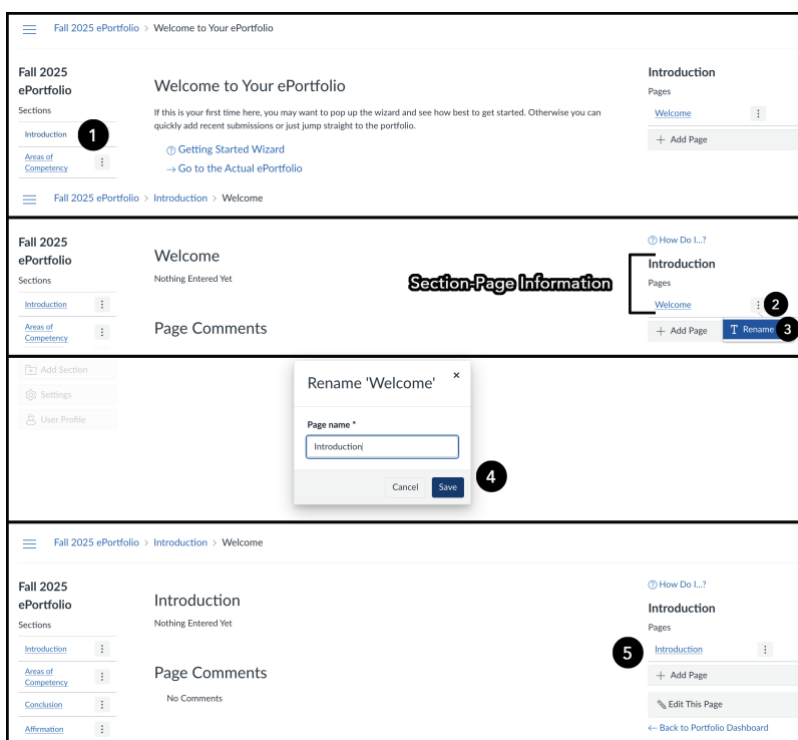
To begin, click on the **Introduction** link [item 1].

The top right section of the 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.

To revise the name, we click the **ellipse** button [item 2] and then select **Rename** [item 3].

Here we will enter **Introduction** and then click **Save** [item 4].

The page has now been renamed **Introduction** [item 5].



Now let's revise the page names for the **Conclusion** and **Affirmation** sections.

We click on the **Conclusion** link to the left [item 1] to access that section.

On the right-hand side, we click on the **ellipse** button [item 2] and select **Rename** [item 3].

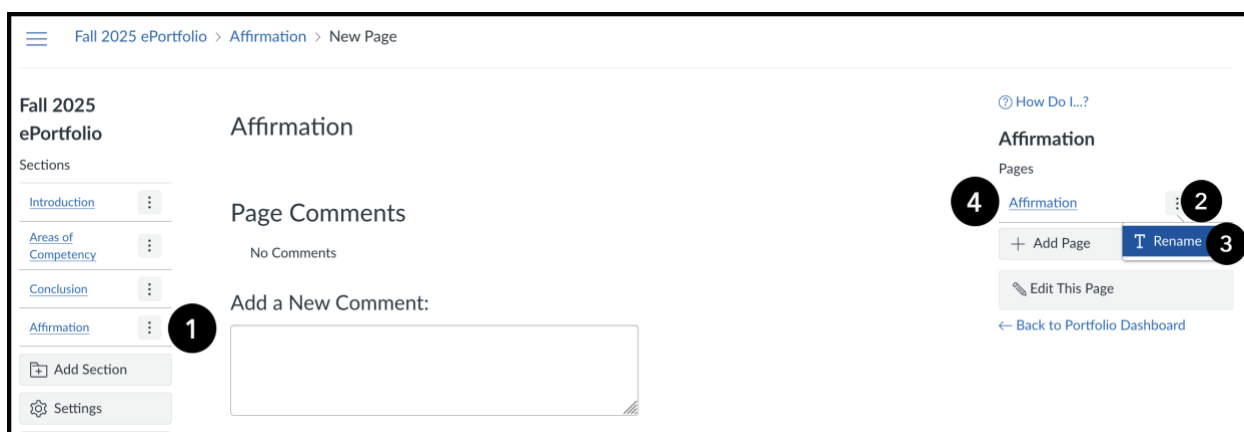
We replace the default text with **Conclusion** and click **Save**. The page name is now **Conclusion** [item 4]:



Next, we click on the **Affirmation** link to the left [item 1] to access that section.

On the right-hand side, we click on the **ellipse** button [item 2] and select **Rename** [item 3].

We replace the default text with **Affirmation** and click **Save**. The page name is now **Affirmation** [item 4]:



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.

We click on the **Areas of Competency** link to the left [item 1] to access that section.

On the right-hand side, we click on the **ellipse** button [item 2] and select **Rename** [item 3].

We replace the default text with **Competency A** and click **Save**. The page name is now called **Competency A** [item 4]:

To add another page to the **Areas of Competency** section, we click **Add Page** [item 2]. We will then enter the text **Competency B** and click **Save** [item 3].

We repeat this process until we have a page for each Core Competency [item 4].

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

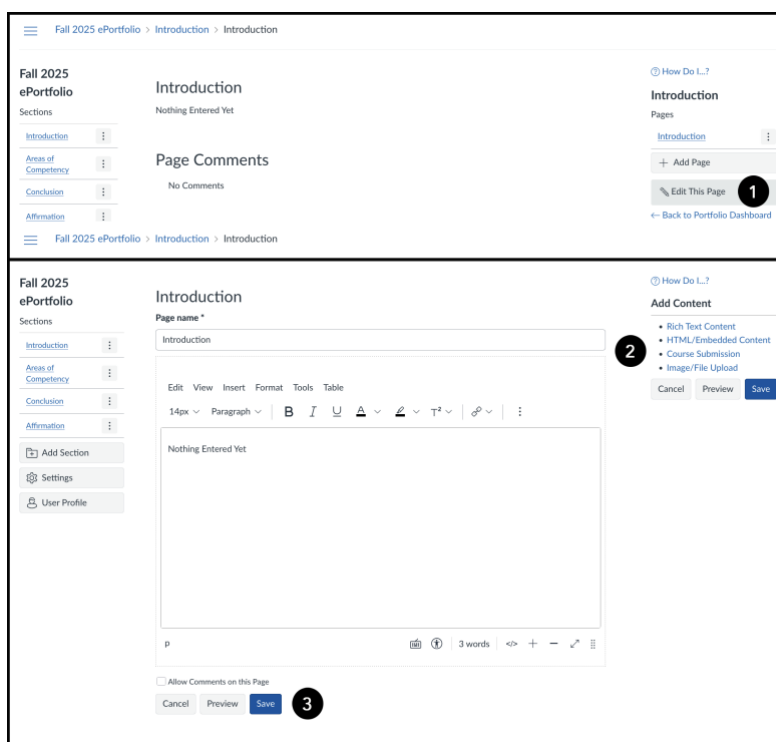
Now that the container of our ePortfolio content has been built, we can now fill it with content.

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 [item 1].

Upon clicking the button, you will see the available content types [item 2] listed under **Add Content**.

Regardless of which content type you select, you will need to click the **Save** button [item 3] 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

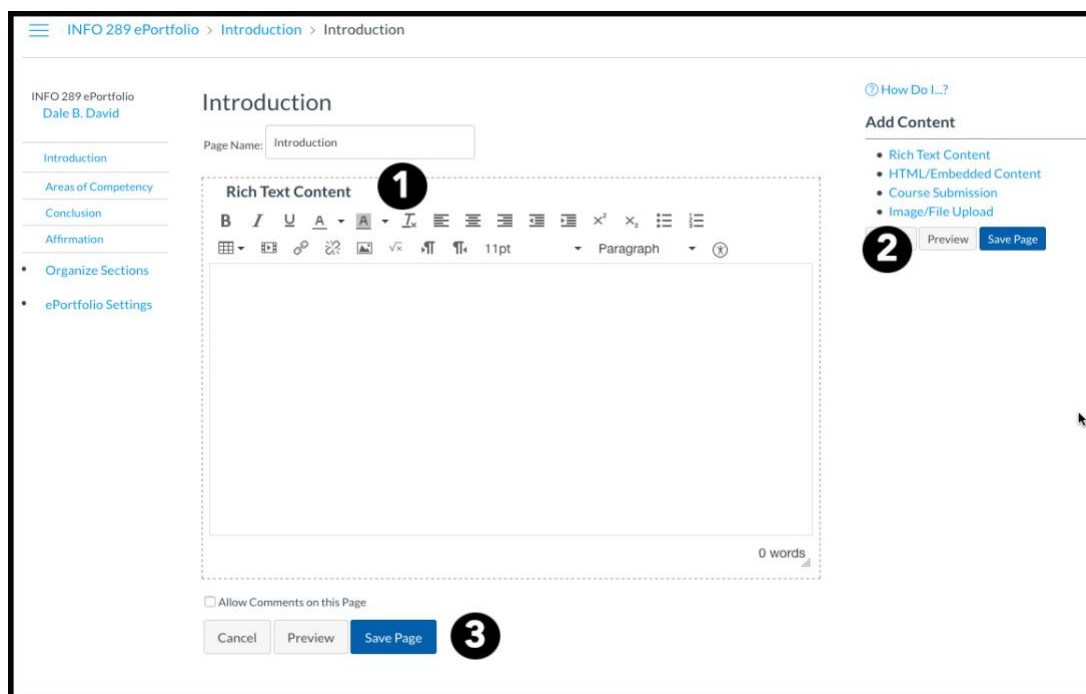
Please note that the **Course Submission** option is not used at all for INFO 289.

Create Rich Text Content

[Adding Rich Text Content to an ePortfolio page](#) allows you to create rich formatted text like 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:



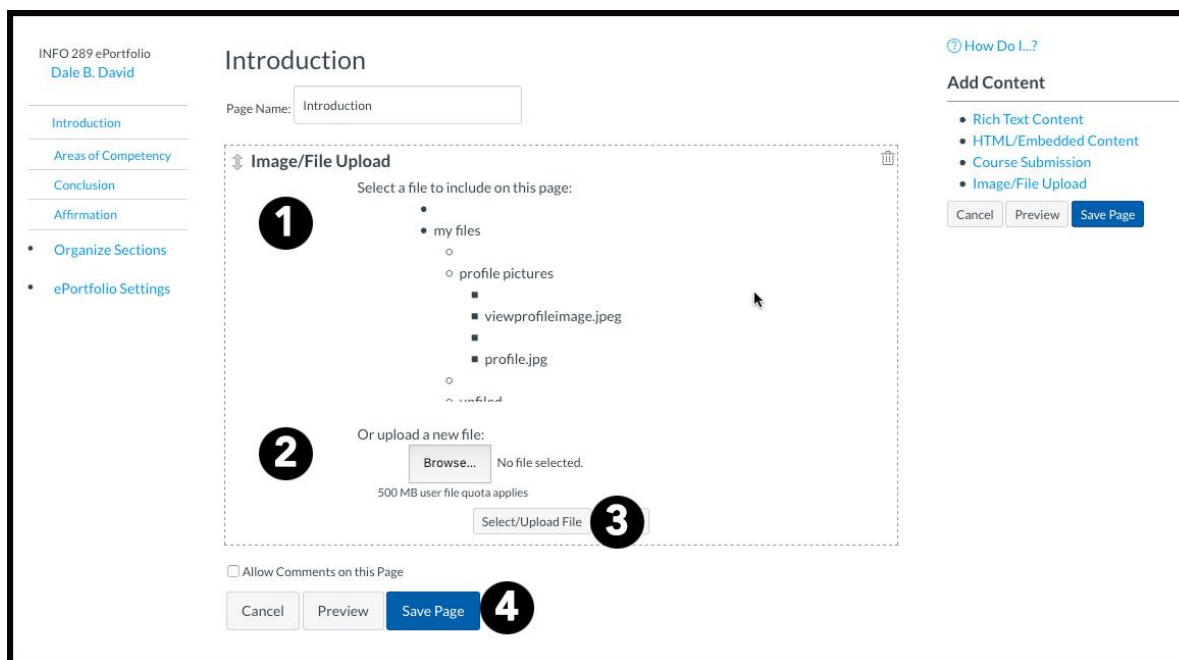
Add Image/File Upload

[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:



Note: To add multiple files, you must repeat this process for each individual file you want to add to your ePortfolio.

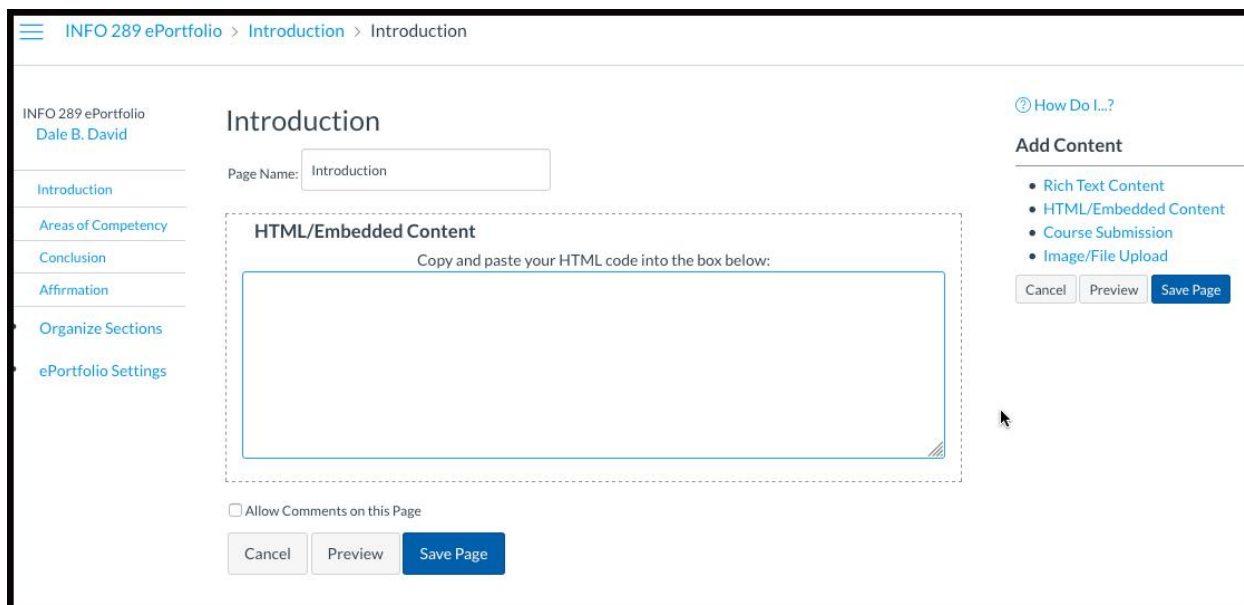
File Uploads and Your Personal File Storage on Canvas

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

[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:

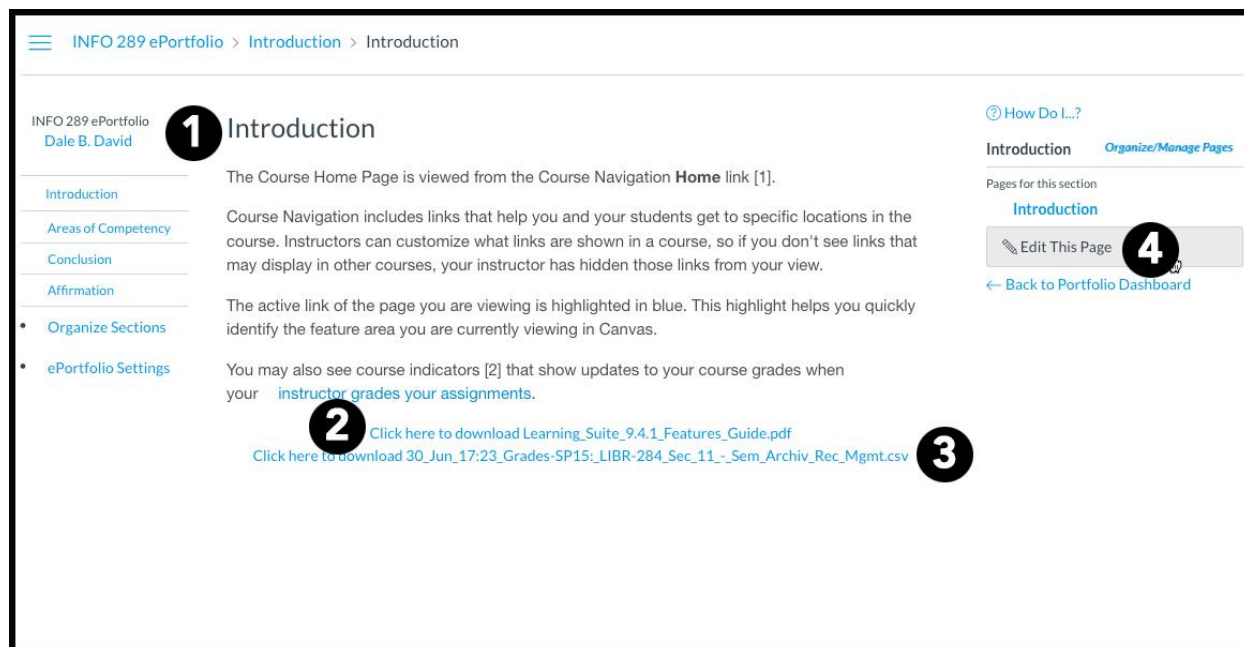


Organizing Page Content

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.

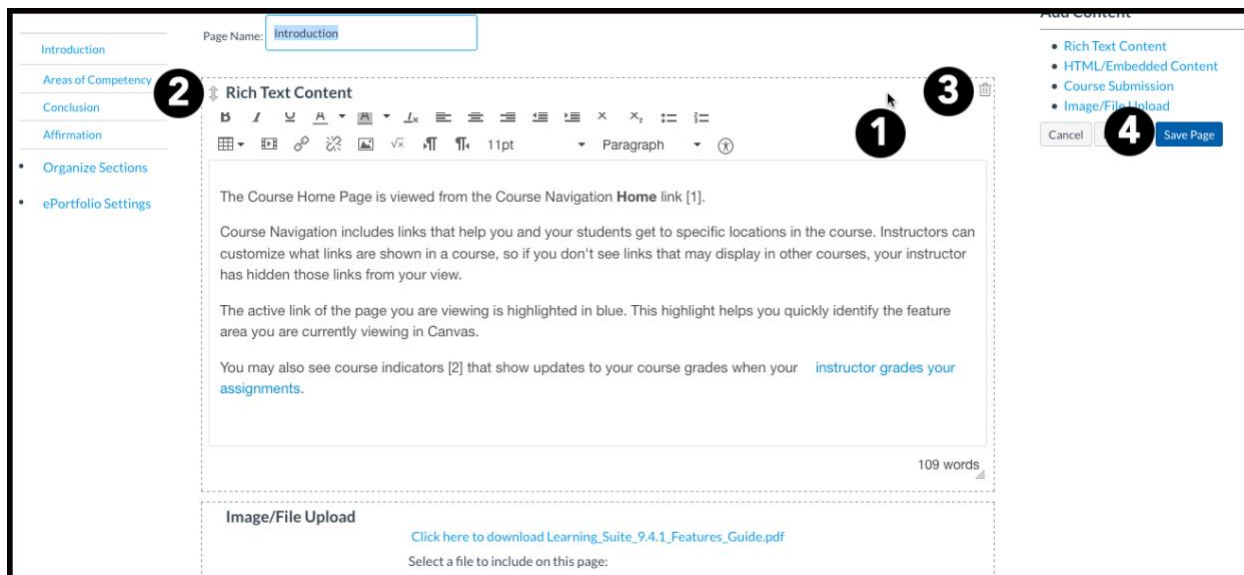
In the screenshot below, one **Rich Text Content** item has been added [item 1] with two **File Upload** types [items 2 & 3].

To organize these content items, click **Edit this Page** [item 4]:



When we hover the mouse at the top of a content item [item 1], we can change its location by grabbing the **Reorder** icon [item 2] 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 [item 3].

Click **Save** [item 4] to process changes:



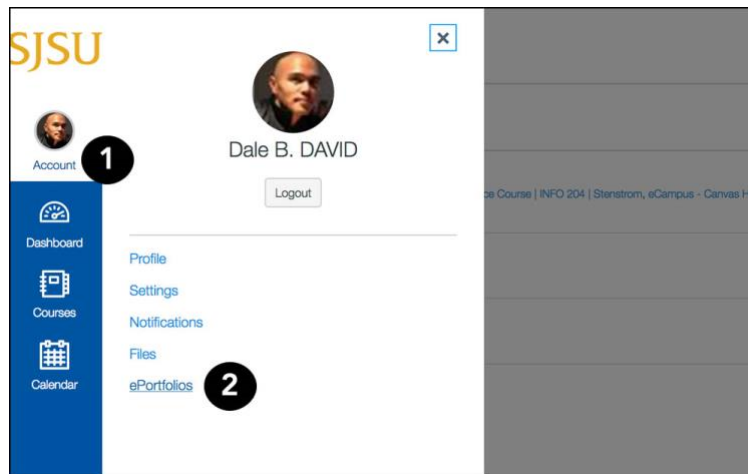
Sharing your ePortfolio (Securely and Privately)

Get the Link to Your ePortfolio Presentation

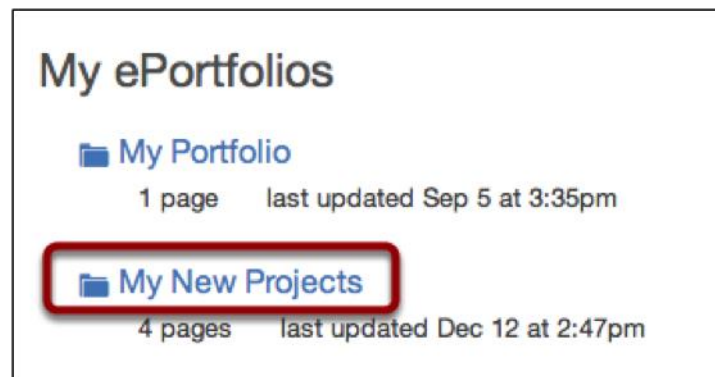
The privacy of your ePortfolio and its content is very important to both the iSchool and the greater SJSU academic community. Its importance becomes more paramount as you will need to share your ePortfolio with your INFO/MARA 289 advisor throughout your culminating semester.

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]:



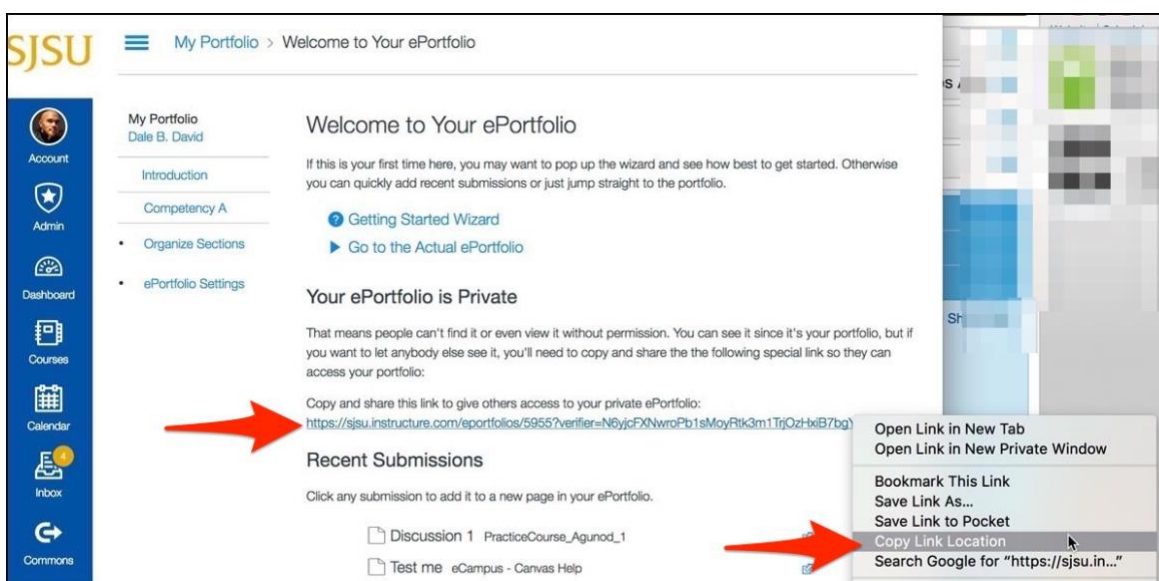
Click the title of the ePortfolio you are sharing:



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:



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)

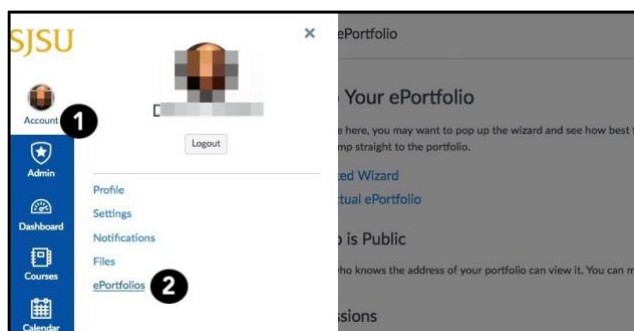
As the default link is quite long, it may be in your interest to use a service like bit.ly to create a short, customized link that is much easier to share and keep track of.

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.

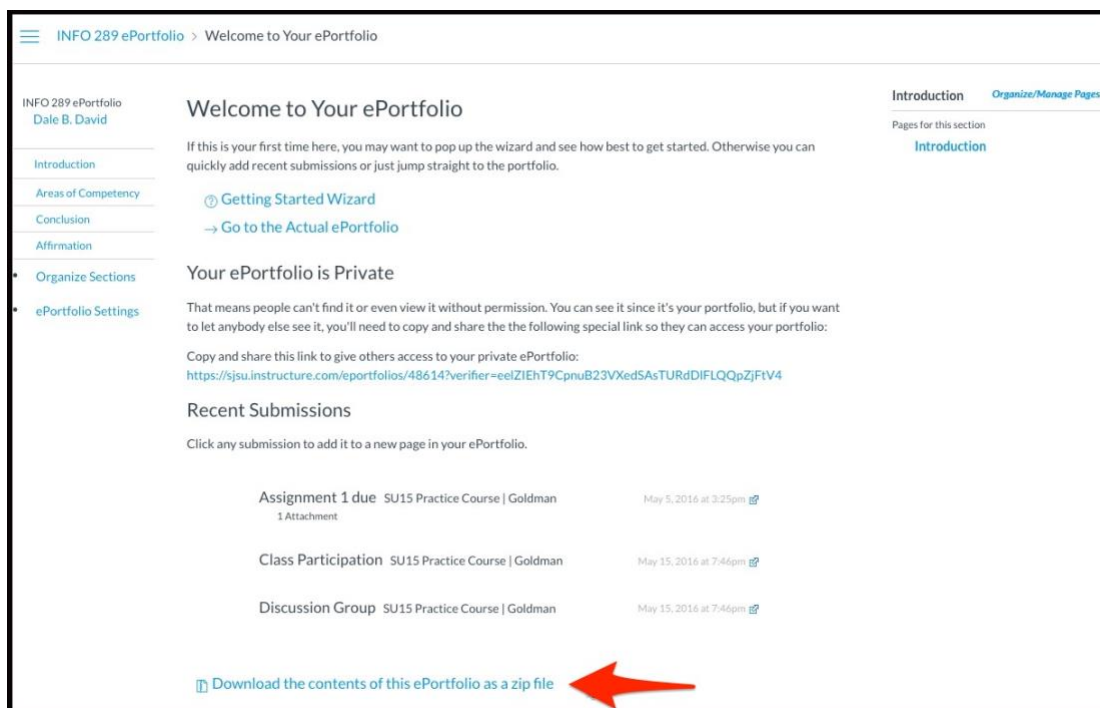
Please note that even though all the file/page links will be honored, the formatting of the pages will not carry over in the HTML files. In order to view the pages as they appeared originally, you will need to import your ePortfolio pages into another Canvas ePortfolio system.

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



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:

The screenshot shows the Canvas ePortfolio interface. On the left is a navigation menu with items like 'Introduction', 'Areas of Competency', 'Conclusion', 'Affirmation', 'Organize Sections', and 'ePortfolio Settings'. The main content area is titled 'Welcome to Your ePortfolio' and includes a 'Getting Started Wizard' and a section titled 'Your ePortfolio is Private'. Below this is a 'Recent Submissions' table with three entries: 'Assignment 1 due', 'Class Participation', and 'Discussion Group'. A blue progress bar at the bottom is labeled with a '1'. A file upload dialog box is overlaid on the right, titled 'Opening eportfolio.zip', showing options to 'Open with Archive Utility (default)', 'Save File', or 'Do this automatically for files like this from now on'. A '2' is placed next to the 'Save File' option.