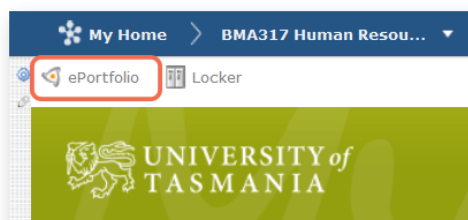


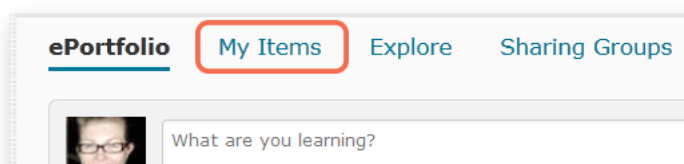
HOW TO CREATE AN ePORTFOLIO PRESENTATION FOR SUBMISSION

An **ePortfolio Presentation** is a page containing several items from your ePortfolio, such as **Reflections** and **Forms**. A **Presentation** can be submitted to a **Dropbox** for assessment.

1. Access your **ePortfolio**. You can do this in MyLO, either from your **MyLO Home** page or when in a unit. You will see an **ePortfolio** link towards the top left of the screen. Click on it.



2. You may like to edit some of your items (also known as **'Artefacts'**) before you include them in your **Presentation**. To do this, click on the **My Items** tab. If you do not wish to update your items, skip to **Step 7**.



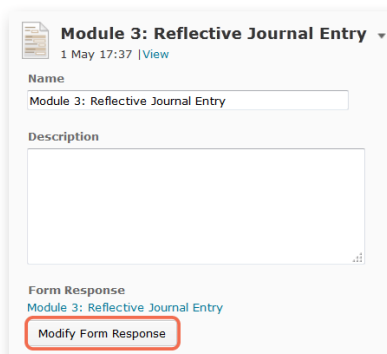
3. You can browse for existing items or search for them using the **Search** field to the top right of the screen. For example, if you completed a **Form** in **Module 3**, try searching for the term **Module 3**. Your results will appear on the left of the screen.



4. Once you have located the item you wish to edit, click the dropdown arrow next to the name of the item, and select **Edit**.



5. The options will look different depending on the type of item. For example, if you have completed a **Form**, you will need to click on the **Modify Form Response** button. Remember to click **Save** or **Save and Close** before you move on to another item.

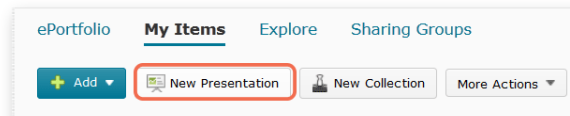


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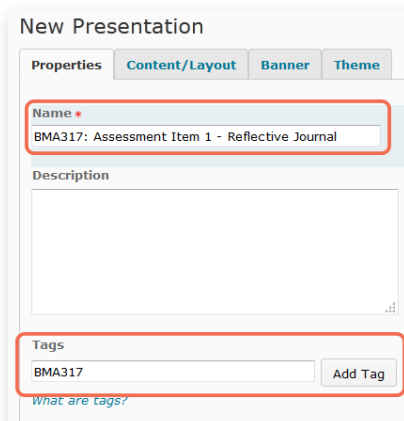
6. To return to your **ePortfolio** home screen (e.g. where you selected the **My Items** tab), first save the changes to your item. Next, click on the **My Items** link in the breadcrumb trail that appears towards the top of the page (above the name of the item).



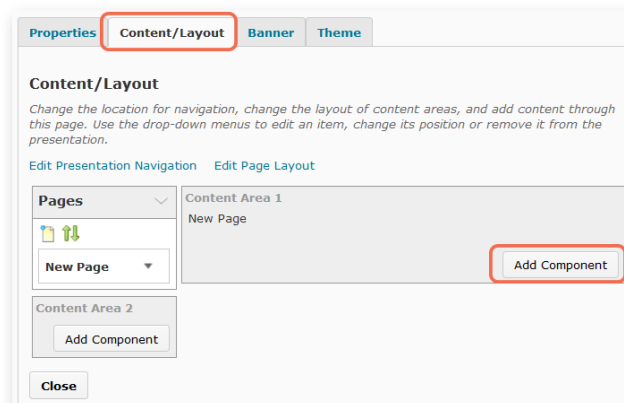
7. Once your items are ready, you can create a **Presentation**. To do this from the **My Items** tab, click on the **New Presentation** button.



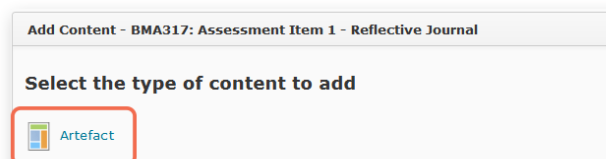
8. The **New Presentation Properties** tab will open. Type in a **Name** for your **Presentation**. Next, add a tag in the **Tags** field (for example, the unit code of the unit that you are doing the presentation for), then click the **Add Tag** button. The tag will then appear below the **Tags** field. Adding a tag will make it easier to find your **Presentation** when you go to submit it to a **Dropbox**. Click the **Save** button at the bottom of the screen to save your work so far.



9. Click on the **Content/Layout** tab. By default, you will see **Content Area 1**, which already contains a **New Page**. Inside **Content Area 1**, click on the **Add Component** button.



10. A pop up window will appear. Click on the **Artefact** content type.

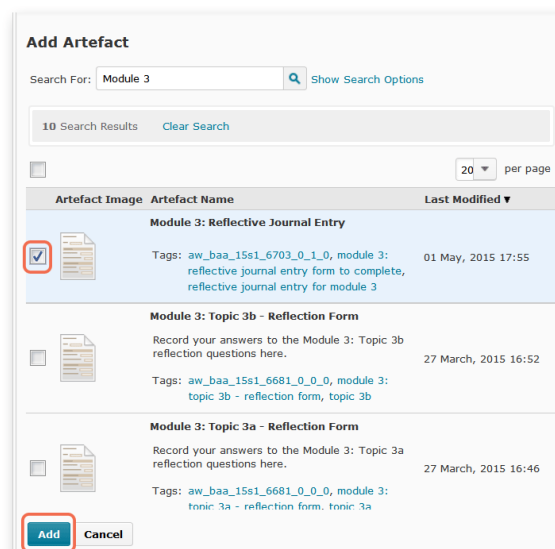


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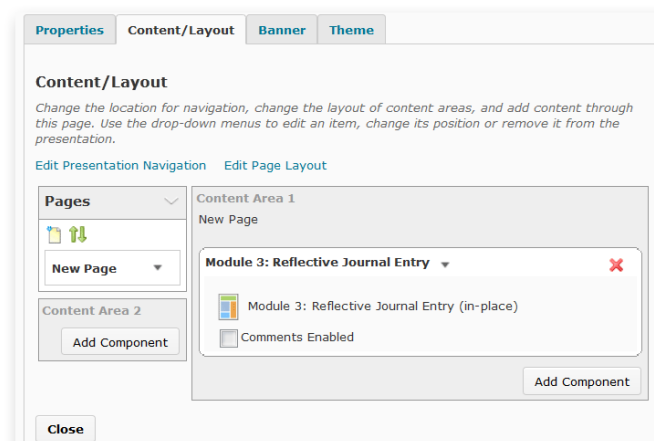
11. You can now select artefacts. By default, the most recently created (or edited) artefacts will appear towards the top of the list. If you prefer, you can search for a term (e.g. a word that is included in the artefact title), by inserting it into the **Search For** field and clicking the magnifying glass icon. You can make more artefacts appear on the same page by using the **per page** dropdown menu (the default is 20 items per page).



12. Once you have located an artefact that you wish to include in your **Presentation**, click the check box next to it, then click on the **Add** button.

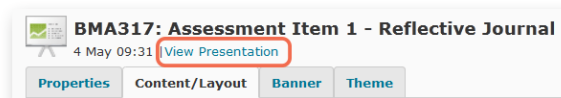


13. Your artefact will now appear in the **Page**. Repeat **Step 12** until you have added all the necessary artefacts. If you accidentally add an artefact that you don't need, click the small red cross next to it. This will remove it from the page.

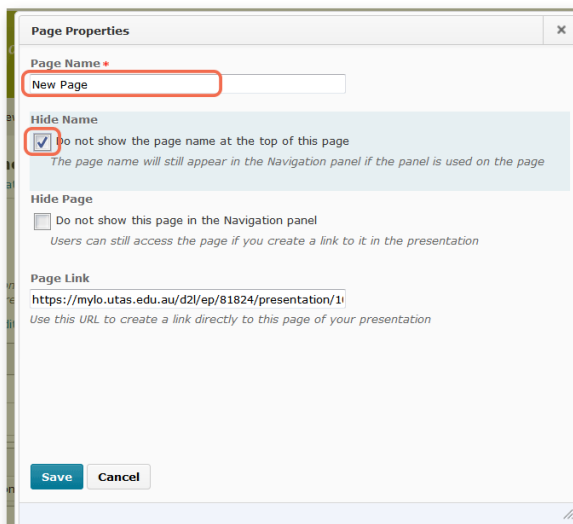
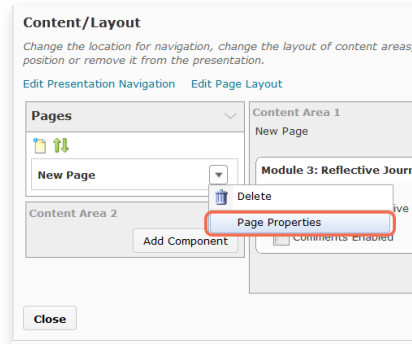


HOW TO CREATE AN ePORTFOLIO PRESENTATION FOR SUBMISSION

14. To preview your **Presentation**, click on the **View Presentation** link that appears just below the presentation name. The preview will appear in a new window/browser tab.



15. If you want to change or remove the page name (by default, it will appear as **New Page** in your **Presentation**), click on the small drop down arrow that appears to the right of **New Page** in the **Pages** area. A pop up window will open (see second image). Here you can either edit the page name OR choose not to show the page name at the top of the page.



16. You may wish to use the options in the **Banner** and **Theme** tabs to customise the look of your **Presentation** [this is optional, unless specified by your Unit Coordinator or in your assessment requirements].
17. Once you are happy with your **Presentation**, you can submit to a **Dropbox** in MyLO using the [same method used for submission of a form](#).

