

ENGLISH 1101/1102 PORTFOLIO CANVAS TECHNICAL INSTRUCTIONS (Spring 2019)

USING CANVAS TO CREATE YOUR PORTFOLIO

Canvas portfolios are a way for you to showcase your learning process. You'll create individual pages (one for the self-review essay and one for each artifact) and then make a collection out of the pages—the multimodal reflection portfolio is that collection.

Every Georgia Tech student has access to Canvas at <http://canvas.gatech.edu>.

SETTING UP A PORTFOLIO IN CANVAS

To create your portfolio in Canvas, you first need to get started on your home screen.

1. Under the main menu tab on the upper left-hand side of the page, click the “**Account**” icon. This icon resembles a person’s face.
2. You should now see your name, followed by a short menu of options. Choose “**ePortfolios**” which should be near the end of the menu.
3. Click the “**Create an ePortfolio**” button –you’ll find this in the upper right-hand corner of your screen.
4. Name your portfolio. The portfolio’s title should include your student ID number (the 9-digit number found on your BuzzCard), the course number, and section letter.
 - a. Example: “987654321 English 1102-Z1 Reflection Portfolio.”
 - b. You can choose on this same screen or later, in the ePortfolio Settings menu, to make your portfolio public if you wish.
5. Now that you have a title, you should see a screen called “**Welcome to Your ePortfolio**”

CREATING PAGES

Now that your portfolio is set up, you’ll need to start creating and adding artifact pages.

1. On the right-hand side of your screen, click “**Organize/Manage Pages.**”
2. Click the “**Add Another Page**” link to create a new page in your ePortfolio. Title each page as you go. Add as many pages as necessary.
3. Click “**Done Editing**” to finish creating your page(s). You can rename a page by clicking the pencil icon to the left. If you need to delete a page, you can do so by clicking the trash can icon to the right.
 - a. Your page name should clearly indicate to a potential reader of your portfolio which artifact is included on the page.
 - b. Your portfolio will automatically default to a standard “Welcome” page. You should rename this page as “Reflection Essay.”
4. You’re now ready to start adding content!

ADDING CONTENT TO PAGES

There are multiple content options available in Canvas. Click on the individual page that you'd like to edit and then choose "**Edit This Page.**"

1. On the right-hand side of your screen, you should see an "**Add Content**" menu. This menu has four options: *Rich Text Content*, *HTML/Embedded Content*, *Course Submission*, and *Image/File Upload*.
DO NOT use Course Submission as an option when designing your portfolio.
 - a. *Rich Text Content* lets you enter text directly on your page and will give you the option to edit as you go. This is the default way to enter content.
 - b. The *HTML/Embedded Content* option will allow you to link to media or include media such as videos or podcasts within your portfolio. You may want to use this function to enhance the appearance of your site or contribute relevant content to your portfolio.
 - c. *Image/File Upload* will let you attach work not submitted via Canvas, such as additional essay drafts or peer reviews.
2. You may add content boxes by selecting from options in the "**Add Content**" menu.
 - a. Each time you add content, you need to add a new content box. If you have several files to upload, for instance, you will need to create a new content box each time. This rule applies for all of the content types.
3. You can move content boxes/rearrange the order by hovering over the top left corner of the box and clicking down on the arrow icon to move.
 - a. You can delete any content at any time by selecting the trash icon (shaped like a garbage can) to the right of the content label.

Once you have decided which page to add content to, click on the title of the page you would like to edit on the right-hand column. Next, select "**Edit this Page.**" You can add text for the portfolio page directly into the Rich Text Content Editor box, which automatically comes up. This feature also lets you modify formatting, size, and the appearance of text. It also lets you insert images and link to URLs or other content within Canvas. This box is where you will place your reflection.

Be sure to click the "**Save Page**" regularly! "**Preview**" will also let you see if the page appears the way you would like it to.

SUBMITTING AND SHARING YOUR PORTFOLIO

You will need to share your ePortfolio with your instructor. Unless you share your work, your instructor cannot access it.

1. To access the link in your ePortfolio, log onto Canvas and click on your name in the top right-hand menu.
2. Next, select **ePortfolios** from your profile page on the left side bar.
3. Copy and share the link to give others access to your private ePortfolio.
 - Option 1:** Right click to copy link and then paste the link in a Canvas assignment submission area.
 - Option 2:** Copy and share the link in your address bar by right clicking, then paste into a Canvas assignment submission area.

HOW TO ACCESS THE EPORTFOLIO IN THE FUTURE

Go back to the portfolio dashboard by clicking link below the “**Edit this page**” button.

1. Right click on “**Copy this link**” option and submit to instructor on Canvas ePortfolio assignment page. This lets the instructor make sure s/he can view all submissions.
2. Want to view your own submissions? Try clicking “**View original submission.**” Your portfolio should now display!

TROUBLESHOOTING

FUNCTIONALITY

If you come across an issue with Canvas functionality, please first consult:

- the self-help pages at canvas.gatech.edu OR
- the 24/7 help desk at <http://canvas.gatech.edu/247-canvas-help-desk>.

If the situation continues, contact your instructor as soon as possible, letting them know as many details about the issue as possible. They will work together with you, with WCP staff, and with technical support staff to get the issue corrected as quickly as possible.

PAGE DESIGN TIPS

BASIC PAGE DESIGN: ACCESS

- When embedding or linking to any form of external media (Google Doc, YouTube video, Prezi), **set the permissions to allow an outside reader (including your instructor) to be able to access your artifact.** This most often means allowing anyone with the link to read/view the artifact.

BASIC PAGE DESIGN TIPS: DESIGNING SECTIONS FOR READABILITY

- Use the Rich Text Content Editor tool to create separate sections/headers for each part of your artifact page. These sections/headers should be called Introduction, Artifact, Process Documents, and Reflection and should ideally match your sub-menu on the right. This will help improve the navigation capabilities of your portfolio.
- Any embedded media should have a caption or label associated with it. Be consistent with your labeling (Figure 1, Figure 2) and provide context appropriate for readers who were not in the classroom with you on a daily basis.

BASIC PAGE DESIGN TIPS: EMBEDDING ITEMS (IMAGES)

- Click on the Image/File Upload tool on the portfolio page that you’re working on.
- You should now see 2 options listed. Click on “**Choose File**” to upload a file directly from your computer.
- Next, click “**Select/Upload File.**”
- Now, click on the “**Rich Text Content**” tool to add information associated with your image.
- Click “**Save Page**” and you should now see your image and text together on the page.

BASIC PAGE DESIGN TIPS: EMBEDDING ITEMS (VIDEOS from a service such as YouTube)

- Copy the embed code for the video that you would like to add to your page. (The embed code is available on YouTube under the “Share” menu.)
- Go to the Canvas page on which you would like to embed the video.
- Click on the “**HTML/Embedded Content**” tool.

- Paste the embed code from step 1 in the box that appears.
- Add any reflections and/or additional content using the Rich Text Content tool.

BASIC PAGE DESIGN TIPS: EMBEDDING ITEMS (PDFs from Google Drive)

- Click on the file that you would like to embed.
- Click on the **3 vertical dots** in the upper right-hand corner, for more action options.
- Choose **“Open in New Window.”**
- Choose **“Share”** and then **“Advanced.”**
- Change link sharing to “Public on the Web” for any document you might wish to embed.
- Click **“Save.”**
- Click the 3 vertical dots again and choose **“Embed Item.”**
- Highlight and copy the HTML code.
- Click on the **“HTML/Embedded Content”** tool on your Canvas page.
- Paste the embed code from step 6 in the box that appears and resize if necessary.
- Save page.

BASIC PAGE DESIGN TIPS: EMBEDDING ITEMS (PREZIS)

- Make sure to have both the Canvas page and your Prezi open for easy access.
- Get a **“View Link”** for your Prezi (This can be done through **“Share”** in edit mode or **“Link to this presentation”** in view mode).
- In Canvas, click the **“Insert media”** button.
- In the **“Embed”** tab, type in `<iframe width="550" height="400" src="your_view_link/embed" webkitallowfullscreen="1" mozallowfullscreen="1" allowfullscreen="1"></iframe>`
- Replace your_view_link with the view link you acquired in Step 2.
- Click OK.