ePortfolio is a powerful application used to store, organize, and share course activities and assignments that represent the student learning activities. The following items can be included in ePortfolio to reflect a student's personal learning journey:

- Word, Excel and PowerPoint documents
- images or graphics
- audio or video

Student can share achievements, knowledge and reflections with peers, advisors, and potential employers.

Quick Submit of an ePortfolio assignment is a 3-step process:

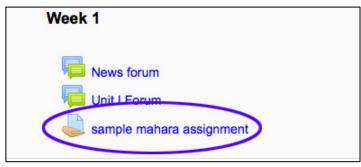
- 1. Accessing the assignment in eCourses
- 2. Uploading content to ePortfolio
- 3. Submitting the Page to eCourses

#### Accessing ePortfolio Assignments

Before submitting an ePortfolio assignment, access the assignment through eCourses.

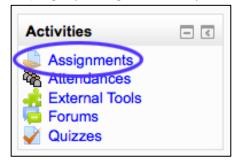
1. The assignment can be accessed in one of two ways:

Click the assignment link (also known as "dropbox") from the Topic or Week on the course page (see figure below);



#### Or

Click the **Assignment** link from the **Activities** block in the upper left hand area of the course page (see figure below)



ii. Click the desired assignment link from the list of assignments (see figure below)

Week	Name	Name Assignment type		
<	sample mahara assignme	Mahara portfolio	Thursday, February	

Follow the instructions in the text box at the top of the page.
 Note: In many cases, the instructions may be completely outlined in the text box.
 However, there may be times when the instructor provides a detailed set of instructions in another document. In those instances, refer to the detailed assignment instructions provided by the instructor.

Instructions text box	5	Sample Mahara Assignment				
	Mahara Assignment					
		Submission status				
Submission statu	IS	No attempt				
Grading status		Not graded				
Due date		Friday, 25 September 2015, 12:00 AM				
Time remaining		6 days 13 hours				
		Add submission Make changes to your submission				

- 3. Click the "Add submission" button (see image above).
- 4. If the completed assignment is listed in the **Pages** drop-down list (see image below), locate it and then click the **Save changes** button below the drop-down list.

Important Note! If no completed assignments are listed, go to step 6).

▼ ePortfolio	
* eroniono	
Select one of your "ePortfolio" portfolio par	ges from this complete list, or click here to visit "ePortfolio" and create a page.
concertance of your of chacks pointer page	
assignment	
Views	Danas dran daum list
assignment	Pages drop-down list
Assignment1-MJS	
Copy of Assignment1-MJS	
MJStewart-Sample Assignment	
MJStewart-Sample-2	
Untitled	
Untitled (1)	
Untitled (2)	

- 5. Now the instructor will be able to access the Page you submitted. As stated above, if there are no completed assignments, proceed to step 6.
- 6. If there are no completed assignments available, it will be necessary to go to the ePortfolio sites to set up the submission. Click the "**click here**" link shown below:

─ ▼ ePortfolio	
Select one of your "ePortfolio" portfolio pa	ges from this complete list, or click here to visit "ePortfolio" and create a page.
Caratingment	
assignment 🗘	

This link opens the ePortfolio (Mahara) system. **Important Note! This link may not be bold**, a different color, or underlined. You may have to move your mouse over those words to see that they are a link.

# Uploading Content to ePortfolio (Mahara) system

After clicking the **click here to visit ePortfolio** link as shown on the previous page, the dashboard tab in Mahara displays as shown below. Some ePortfolio assignments will require the upload of a file for submission. Others may require the content to be created within Mahara. The steps below outline the process of uploading content.

amahara 🕈	Open Source ePortfolios [mah-hah-rah;verb]: to think, thinking, th	rought
ashboard Content Portfo	olio Groups	
nline communities. Mahara provid	ic portfolio, weblog, resume budes you with the tools to set up	ios uider and social networking system, connecting users and creatin p a personal learning and development environment. alternatively please feel free to Contact Us. Recent Activity Mainstitution membership confirmation Topics I'm Following
Heidi Bradford's Activities	heidi bradford Updated 03 February 2012	No messages
jdoe-ePortfolio	Stephanie Holmes Updated 27 January 2012	
CNSL1234- ePortfolio Essay	Stephanie Holmes Updated 27 January 2012	
Curriculum Vitae	Sarah Wakefield	

1. Begin by picking the **Portfolio** tab (see image below).

Dashboard Cont	ent Portfolio Groups	
Pages Collection	ns Share Export	
Pages		Create Page Copy a page
Search:	Title, description, tags 🗾 Search	

- 2. From the **Pages** tab, click the **Create Page** button (shown above). **Note:** The example here will be to add a file.
- 3. Clicking the **Create Page** button opens a screen with 5 tabs. The first tab that appears is **Edit Title and Description**. Use this tab to give the Page a unique name. The description is optional, but the title is important. Without a title, the Page is automatically titled "Untitled" and will be difficult to identify when it is time to submit it. After adding a title, click the save button at the bottom of the page.
- 4. After saving the title, the **Edit content** tab will be displayed. Click the **Media** button on the left to see more options (see image below).

dit title and description	Edit layout	Edit content	Display page »	Share page »
<ul> <li>Text box</li> <li>Image</li> <li>Media</li> </ul>	•	Drag blocks be	low this line to ad	This area shows a preview of what your page will look like. Id them to your page layout. You can drag blocks around your page layout to position them.

5. Click and hold the **File(s) to Download** icon and drag it to the top of the preview area on the right. When the dashed rectangle appears drop the icon into that rectangle (see image below).

			DStuden	t_ePortfo	lio submissio	on 2	
Page saved successfully							
Edit title and description	Edit layout	Edit content	Display page »	Share page »			
<ul> <li>Text box</li> <li>Image</li> <li>Image</li> <li>File(s) to download</li> <li>Folder</li> <li>Folder</li> <li>Some HTML</li> <li>Image</li> <li>Embedded mediad</li> <li>Journals</li> <li>General</li> </ul>			to download		s a preview of what your bage layout. You can dra		sition them.
Personal info							
External				Dor	e		 

6. Students can either upload file(s) or select a file that has already been uploaded.

Block title	Click	the "Yes" c	heck bo	x in order to			
File(s) to download		se the hard					
iles	storag	ge to find th	e desire	d file to uploa	ıd.		
lo files found							
My files Ins	stitution files	Site files					
				ve express permission to rep o the terms and conditions or		is item. My use of this file	does not
File	Browse No f	files selected. (Ma	aximum upload size	49.3MB)			
ome 🕈							
Name				Description	Tags		$\frown$
	ecianmont 01ndt	f.pdf					Select
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MStewart-a Retractable Belect to allow this block sutomatically retract	sk to be retracted v	when the header is clicked	L				
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7. Once the file is uploaded or chosen, click the **Save** button.

8. Click the Display Page tab to preview the page (see image below).

Edit title and description	Edit layout	Edit content	Display page »	Share page »
				1

9. Click the **Back** button, located in the upper right corner of the screen and then click **Done**.

File(s) to Download	
TECHNICALONS.docx 17.3KB   Thursday, 16 February 2012   Details	
Done	

10. Click **Prairie View A&M University** link to return to your eCourses home page. It is located beside the profile photo on the upper right-hand side of the page.



11. Go back to steps 1 - 5 (pages 1 - 2) for instructions on submitting the completed assignment within eCourses.