Creating a Student Portfolio on Canvas

Canvas ePortfolios allows students to share online materials inside and outside of courses. They are tied to your account, not to a specific course, which allows you to create multiple ePortofolios and to choose how you share them. ePortfolios can be set to allow private or public access.

Common uses of ePortfolios are to collect and document projects, submissions, experiences, and other work products. You can keep ePortfolios private or share with other students, instructors, and/or future employers. In Canvas, ePortfolios remain active as long as the user is in the institution's SIS and maintains a school login.

1. Login to Canvas/Quercus.

Use your UTORid and Password to login to Quercus.

2. Open the ePortfolios tool by visiting your Account Options.
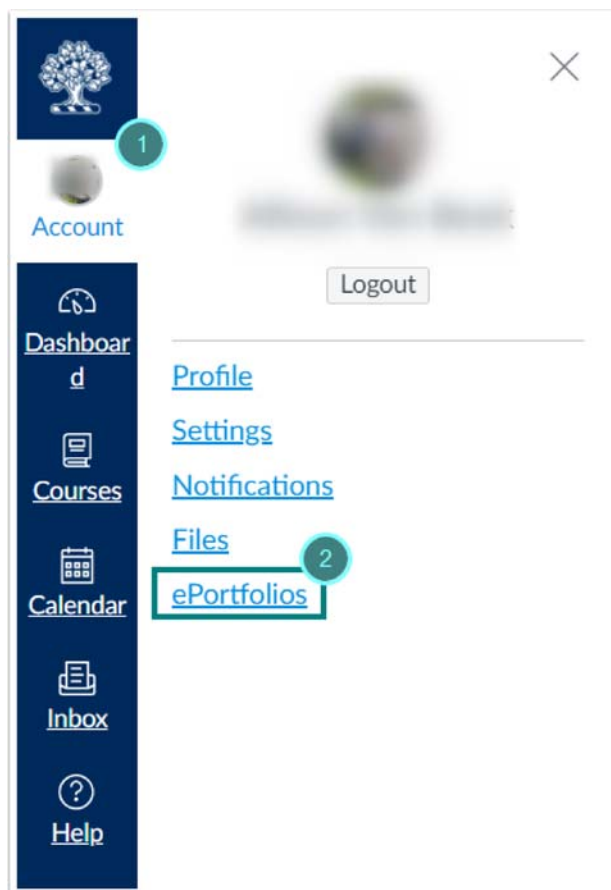
1. Select on **Account**.
2. Select on **ePortfolios**.

3. Create a new ePortfolio.

1. Select on **Create an ePortfolio**.

4. Name your Portfolio.

1. Select a **name** for your Portfolio that will let you know what content is contained within it. You can have several different portfolios.
2. Select whether or not this Portfolio is public. If you will be sharing it outside of Canvas, you'll want to check **"Make it Public."**
3. Select on the **Make ePortfolio** button to generate your new Portfolio

5. Add Content to your ePortfolio.
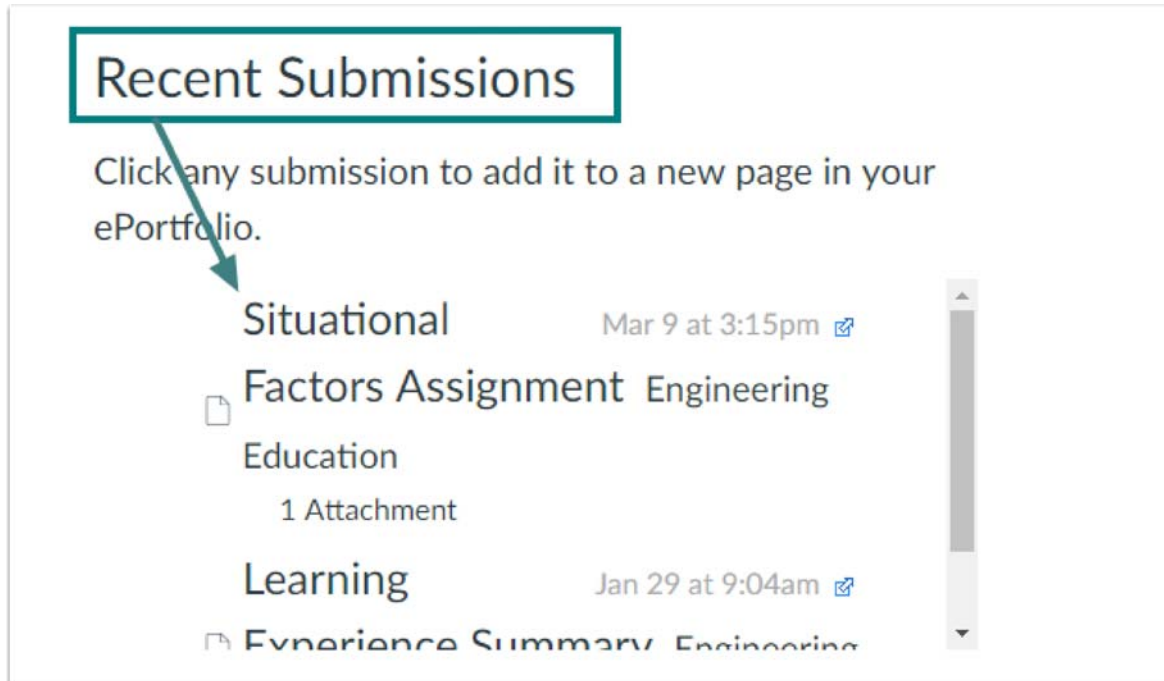
A handy feature is the "Recent Submissions" quick add function. If you've recently submitted work in any course, you'll see it available for addition under Recent Submissions. You can pick and choose which content you'd like to add and you can modify this at any time.

5.1. Add a Page for your Submission (after selecting a recent submission)

1. Select which section this content should be added to. This dropdown menu will change as you add sections. The ePortfolio mimics a website in this functionality - you can create a "menu" of your different types of content. Remember that you don't want to have too many sections and that each section should clearly articulate what is contained within that section. A good heading is "Project Plan" but a poor heading would be "Final Assignment." Titles should be short and concise. If you have not added any sections, it will only display "Home."
2. Name this section. This title can be slightly longer but should still be focused and explanatory.
3. Select "Add Page."

5.2. Edit your Page.

Situational Factors

This is my Situational Factors Assignment submission for Engineering Education.

⊡ Situational Factors_AVB.docx 16 KB

⑦ How Do I...?

Home *Organize/Manage Pages*

Pages for this section

Welcome

Situational Factors ①

✎ Edit This Page

← Back to Portfolio Dashboard

Page Comments

No Comments

1. Select on the "**Edit this Page**" link to make any changes to this page.

5.3. Return to ePortfolio Dashboard.

⑦ How Do I...?

Home *Organize/Manage Pages*

Pages for this section

Welcome

Situational Factors

✎ Edit This Page ①

← Back to Portfolio Dashboard

1. Once you've finished editing, navigate to the right side of the page and select on "**Back to Portfolio Dashboard**." This will take you to the ePortfolio's home dashboard, where you'll find more options.

6. Visit your ePortfolio.

1. **Review your work on your ePortfolio**: When you are building your ePortfolio, especially as you are learning the tool, it is highly recommended that you review each change (especially large ones like adding page or sections) before going too far. Until you've reviewed how it looks, you won't be sure that you are happy with the result.

6.1. View this Portfolio as it would appear to a public viewer.

1. You'll note that when you selected on "Go to the Actual ePortfolio" that you were still re-directed to a "logged in" view of your Portfolio (you can still see the edit indications, etc.). To view your true "Actual" Portfolio, navigate to the URL (Address) Bar and remove the "?view-preview" appendage. You'll be like with the text hightlighted in blue above. Copy this to an incognito (or alternate browser - you need to not be authenticated to Canvas to view the Portfolio).