

# Creating a Student Portfolio on Canvas

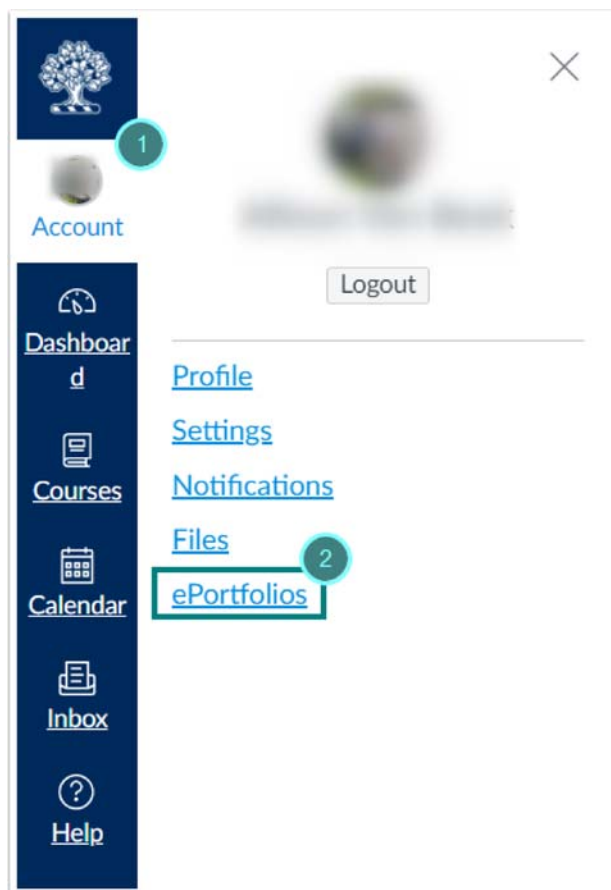
[Canvas ePortfolios](#) allows students to share online materials inside and outside of courses. They are tied to your account, not to a specific course, which allows you to create multiple ePortfolios and to choose how you share them. ePortfolios can be set to allow private or public access.

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.

Account  
Dashboard  
Courses  
Calendar  
Inbox  
Help

Notifications  
Profile  
Files  
Settings  
**ePortfolios**

## What's an ePortfolio?

+ Create an ePortfolio

ePortfolios are a place where you can display and discuss the significant submissions and experiences that are happening during your learning process. You can use an ePortfolio to:

- Display the papers you're proud of for more than just your instructor to see
- Talk about all the thought and work that went into your class submissions
- Gather an overview of your educational experience as a whole
- Share your work with friends, future employers, etc.

ePortfolios can be public for everyone to see, or private so only those you allow can see, and you can change that setting at any time.

Ready to get started? Click the button.

If you've already created a portfolio, you'll see it listed here. You can create multiple portfolios.

+ Create an ePortfolio

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

4. Name your Portfolio.

Notifications  
Profile  
Files  
Settings  
**ePortfolios**

## Make an ePortfolio

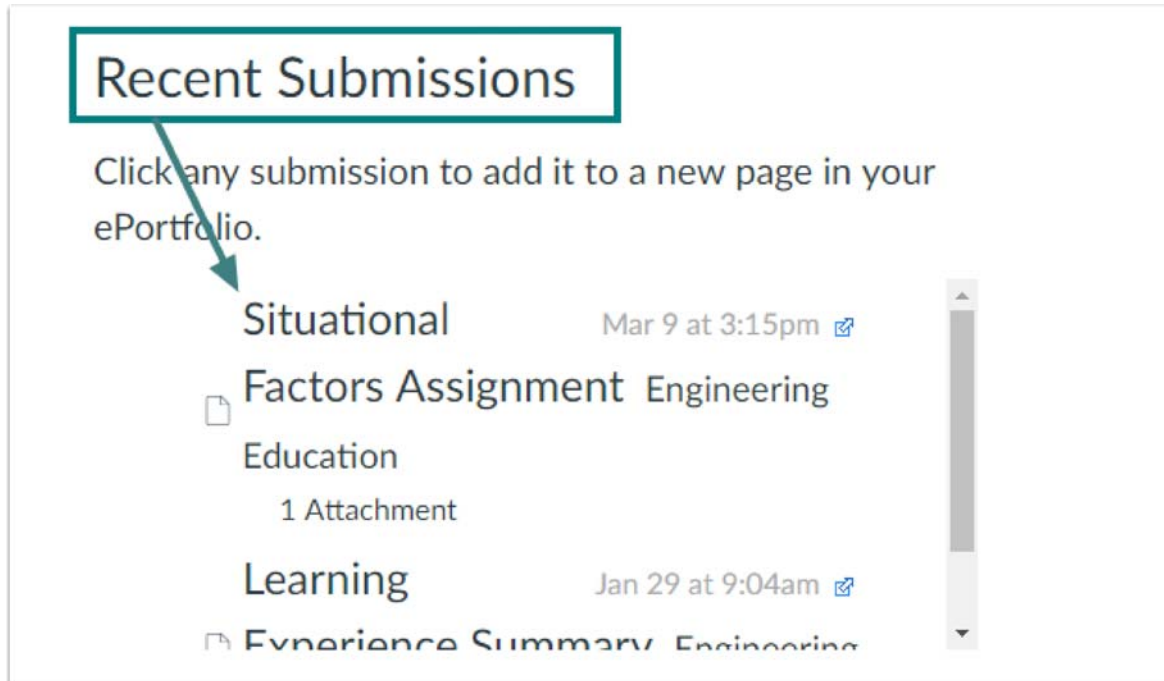
ePortfolio Name: APS1203/APS1204 Portfo

Make it Public

Make ePortfolio Cancel

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)

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**Add Page for Submission** x

To make a new page for this submission, select a section and enter the name for the new page.

Section: Home

Page Name: Situational Fa

Current Pages

Welcome

Cancel Add Page

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.

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**Situational Factors**

This is my Situational Factors Assignment submission for Engineering Education.

[Situational Factors\\_AVB.docx](#) 16 KB

[How Do I...?](#)

Home [Organize/Manage Pages](#)

Pages for this section

[Welcome](#)

[Situational Factors](#)

[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.

[How Do I...?](#)

Home [Organize/Manage Pages](#)

Pages for this section

[Welcome](#)

[Situational Factors](#)

[Edit This Page](#)

[← 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 highlighted in blue above. Copy this to an incognito (or alternate browser - you need to not be authenticated to Canvas to view the Portfolio).