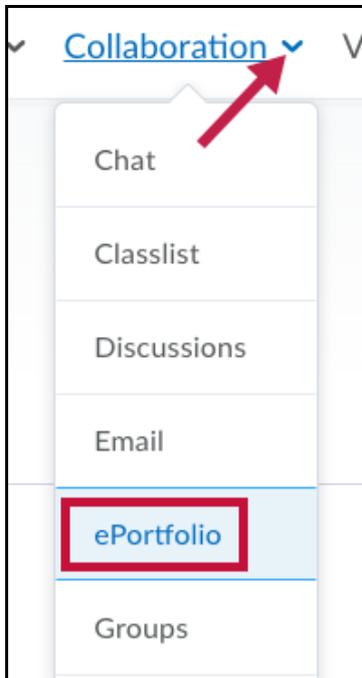


Create an ePortfolio Presentation

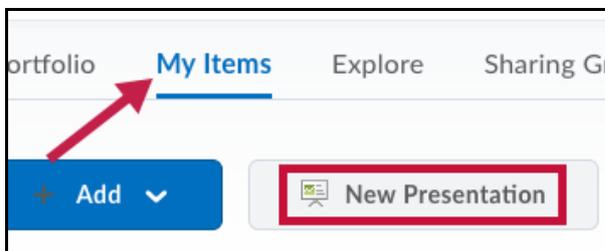
Last Modified on 09/02/2021 1:03 pm CDT

Creating a Presentation

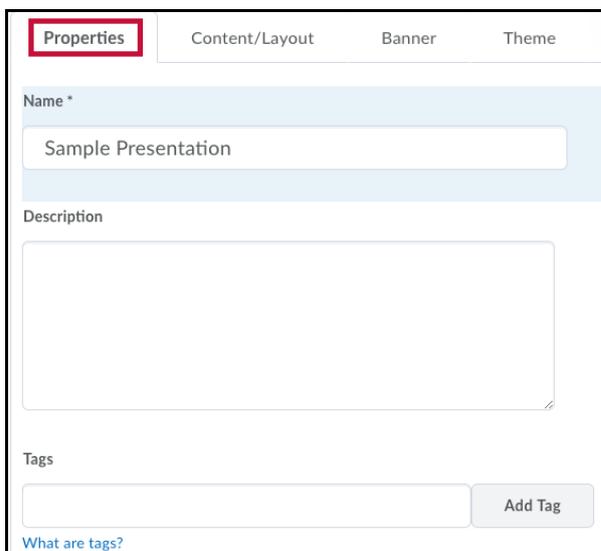
1. Click on **Collaboration** on the navbar and then choose **ePortfolio**.



2. Choose **My Items** and click on **New Presentation**.



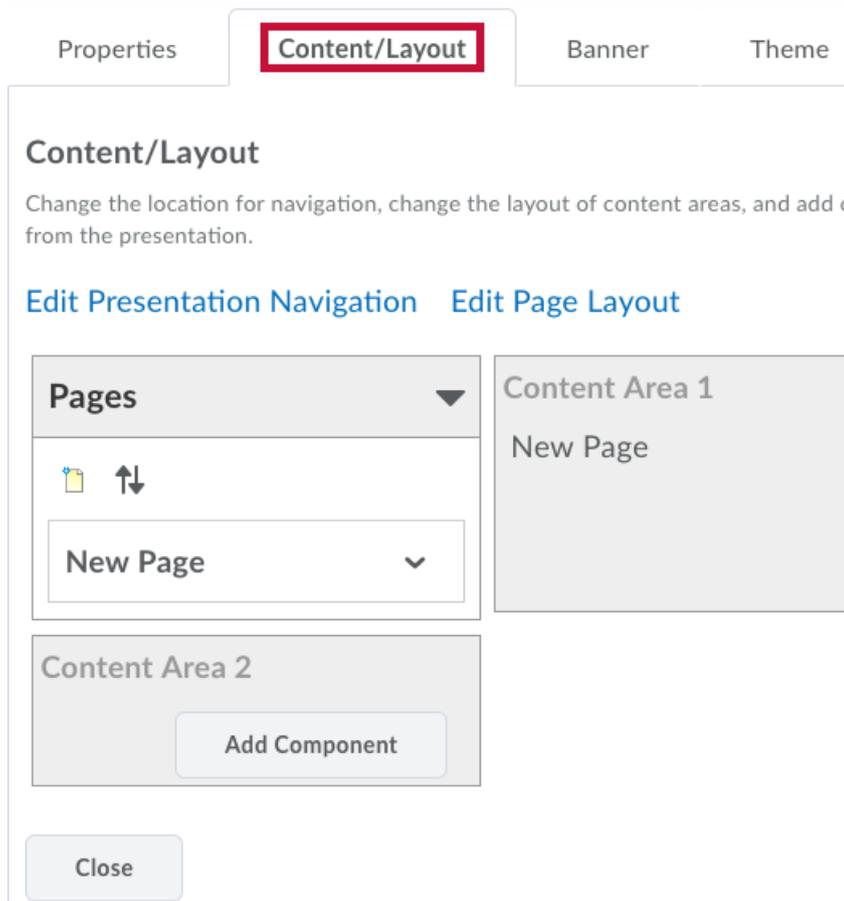
3. Under Properties, enter a **Name** (required).

A screenshot of the 'Properties' form for creating a presentation. The 'Properties' tab is selected and highlighted with a red box. The form has four sections: 'Name *' with a text input field containing 'Sample Presentation'; 'Description' with a large text area; 'Tags' with a text input field and an 'Add Tag' button; and a link 'What are tags?' at the bottom left.

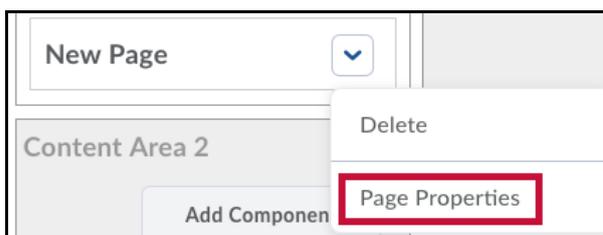
- Enter a **Description** (optional).
- Enter **Tags** (optional).

- Suggested entries: Presentation, Subject, Last Name

4. Click **Content/Layout** tab (the presentation is auto-saved when switching tabs). The **Edit Presentation Navigation** and **Edit Page Layout** links are both optional and most often left as default.
 - **Pages** pane: This will contain each of the sections of the presentation.
 - **Content Area 1** pane: Contains the main body of content of the selected Page.
 - **Content Area 2** pane: Contains the minor body of content of the selected Page.



5. Click the arrow next to the default New Page, then click **Page Properties**.

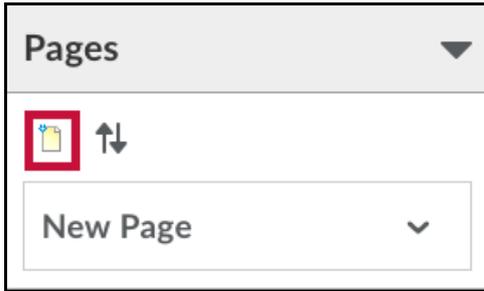


6. Change the **Title** as needed then click **Save**.
7. Click **Add Component** under Content Area 1.



8. Add the desired type of content.

9. To add a new page, click the **New Page** icon under the **Pages** pane.



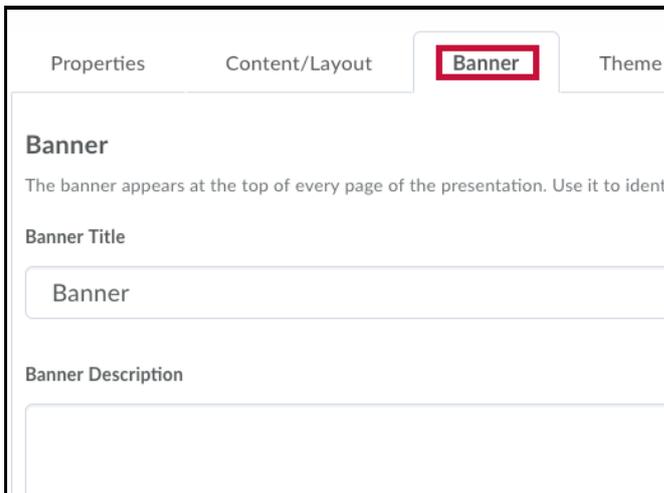
10. Change the title as needed and click **Save**

- The Content Area 1 and 2 panes will update to show the newly created page's content.

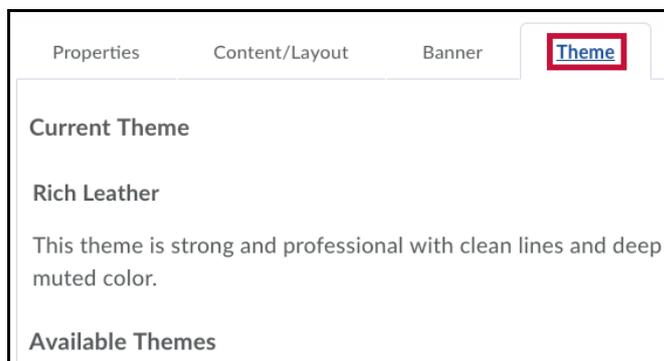
11. Repeat steps above to add content for this new content page.

- Content examples include:
 - Artifacts
 - Text Areas (HTML Editor)
 - Form entry fields
 - Reflections

12. Click the **Banner** tab, then enter a banner title and description. Both are optional but suggested.

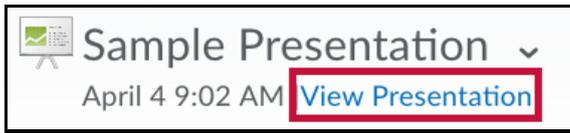


13. **Theme** selection is optional.



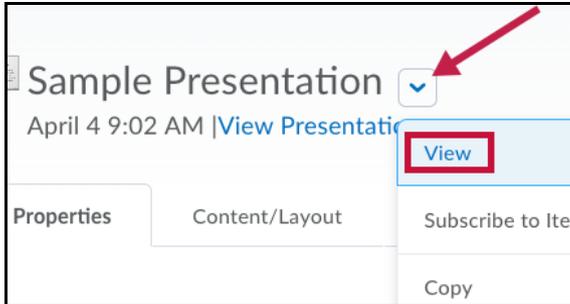
14. To preview the presentation at any time, either:

- Click the **View Presentation** link near the title;



OR

- Click the down arrow next to the title and choose **View**.



15. Click **Close** to exit the presentation once you are finished editing it.