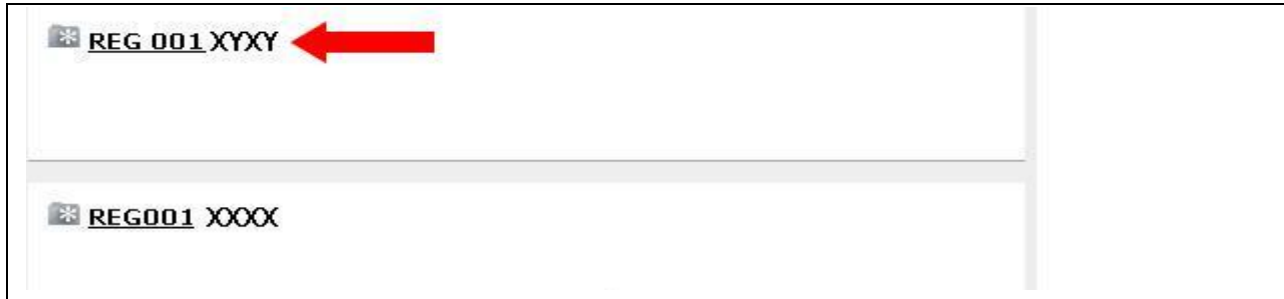
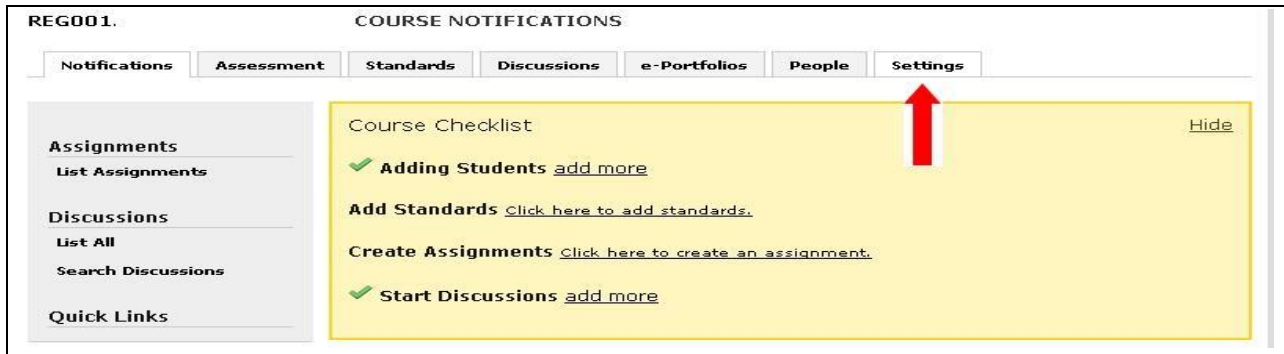


## Sharing ePortfolios to a Course: Adding ePortfolio as a Tool

1. Go to 'My Courses' and open a course.



2. Click on Settings.



3. Click on 'General Information.'



4. Scroll all the way down the bottom of the page, and check the box before 'Portfolios.' Click 'Save.'

**When is this available?**

Start Date indicates when students will first be able to access the course. End Date indicates when it will be moved to the 'Past Courses' section.

From:

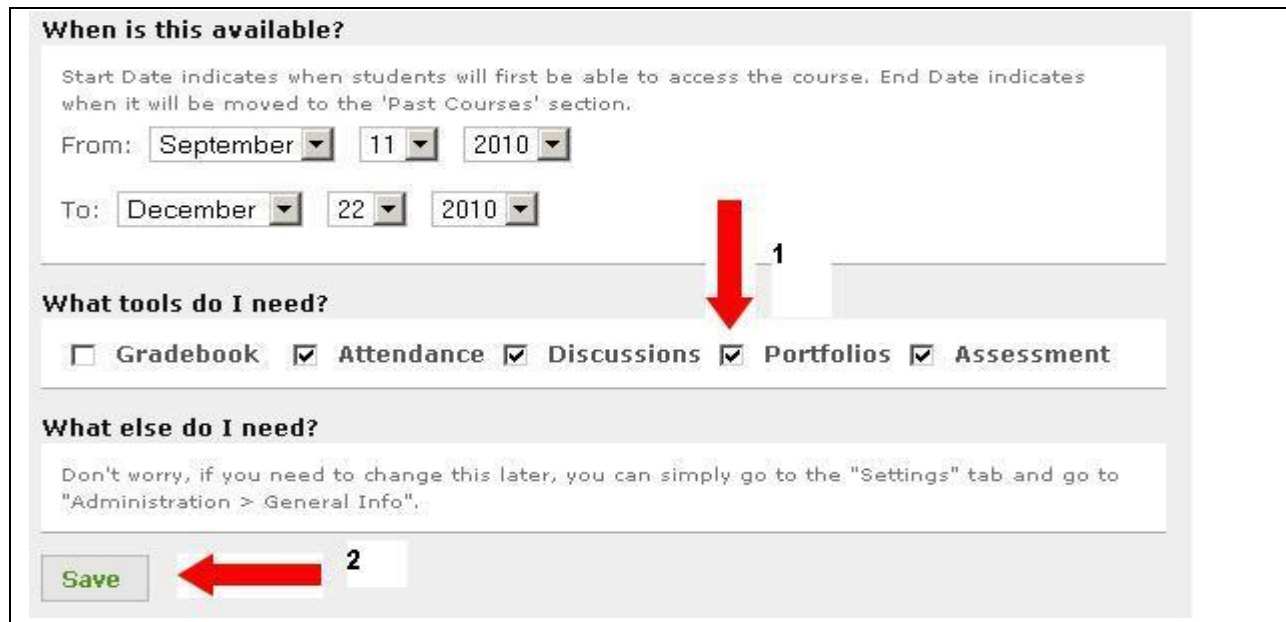
To:

**What tools do I need?**

Gradebook  Attendance  Discussions  **Portfolios**  Assessment

**What else do I need?**

Don't worry, if you need to change this later, you can simply go to the "Settings" tab and go to "Administration > General Info".

A screenshot of a course settings form. At the top, there's a section 'When is this available?' with date pickers for 'From' (September 11, 2010) and 'To' (December 22, 2010). Below that is 'What tools do I need?' with checkboxes for Gradebook, Attendance, Discussions, Portfolios, and Assessment. The 'Portfolios' checkbox is checked and highlighted with a red arrow labeled '1'. Below that is 'What else do I need?' with a note about changing settings later. At the bottom left is a 'Save' button highlighted with a red arrow labeled '2'.

5. Click on the ePortfolios tab; you will see a list of students who have shared their ePortfolios.





REG001. PORTFOLIOS

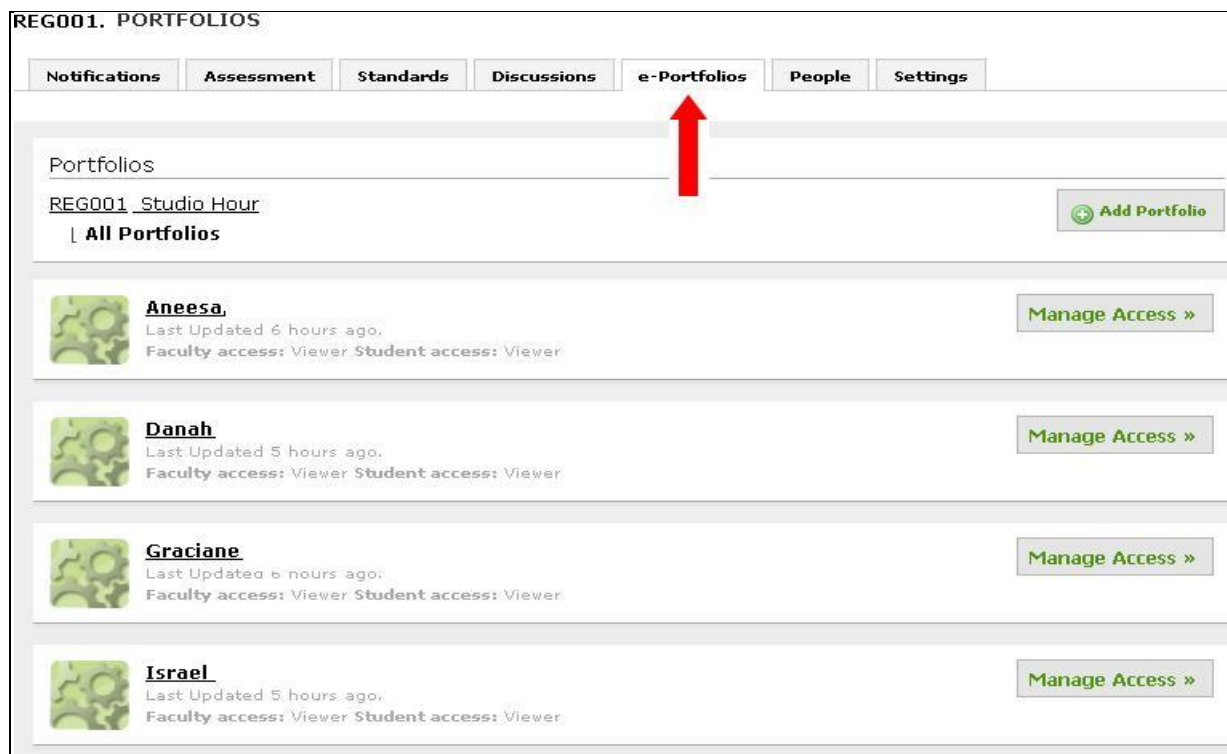
Notifications Assessment Standards Discussions **e-Portfolios** People Settings

Portfolios

REG001\_Studio Hour

[All Portfolios](#)

 <b>Aneesa</b> Last Updated 6 hours ago. Faculty access: Viewer Student access: Viewer	<input type="button" value="Manage Access »"/>
 <b>Danah</b> Last Updated 5 hours ago. Faculty access: Viewer Student access: Viewer	<input type="button" value="Manage Access »"/>
 <b>Graciane</b> Last Updated 6 hours ago. Faculty access: Viewer Student access: Viewer	<input type="button" value="Manage Access »"/>
 <b>Israel</b> Last Updated 5 hours ago. Faculty access: Viewer Student access: Viewer	<input type="button" value="Manage Access »"/>

A screenshot of the 'e-Portfolios' tab in a course management system. The page title is 'REG001. PORTFOLIOS'. There are navigation tabs for 'Notifications', 'Assessment', 'Standards', 'Discussions', 'e-Portfolios', 'People', and 'Settings'. The 'e-Portfolios' tab is selected and highlighted with a red arrow. Below the tabs, there's a section for 'Portfolios' with a sub-section for 'REG001\_Studio Hour' and an 'Add Portfolio' button. Underneath, there's a list of 'All Portfolios' with four entries. Each entry shows a user's name (Aneesa, Danah, Graciane, Israel), their last update time, and their access levels for Faculty and Students. Each entry also has a 'Manage Access' button.