ENGL 103 Eportfolio Instructions

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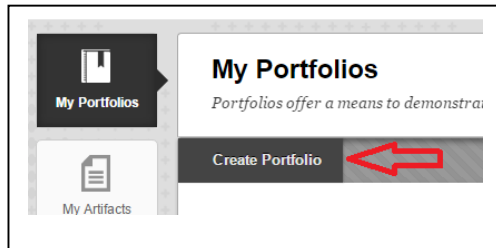**Adding Images/Media Files**

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ENGL103: Eportfolio Instructions
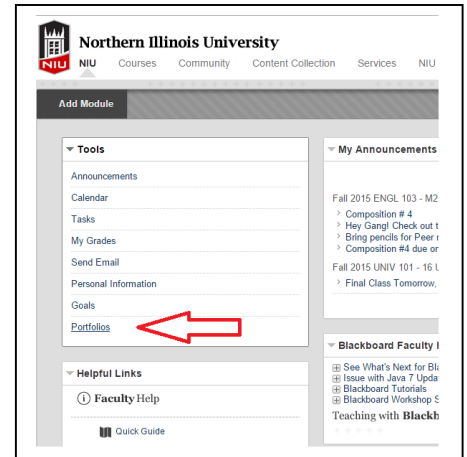
Create your eportfolio:

1. After logging into Blackboard, click on the NIU tab at the top left.
2. Under the Tools menu, click on Portfolios
3. In the My Portfolios tab, click "Create Portfolio"

4. Give your portfolio a title. Perhaps something like ENGL 103 Portfolio. Then click the "Select Portfolio Template" button.
5. Click the radio button to the left of the "ENGL 103 – Rhetoric and Composition I" option and click Submit.
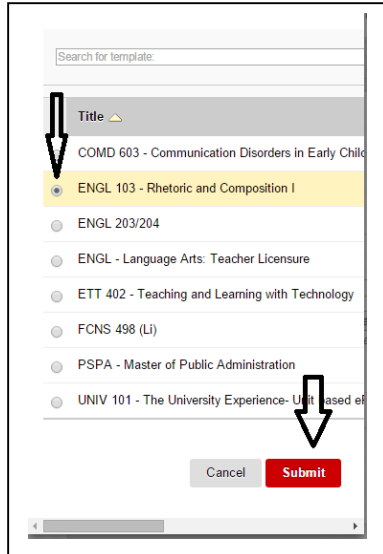
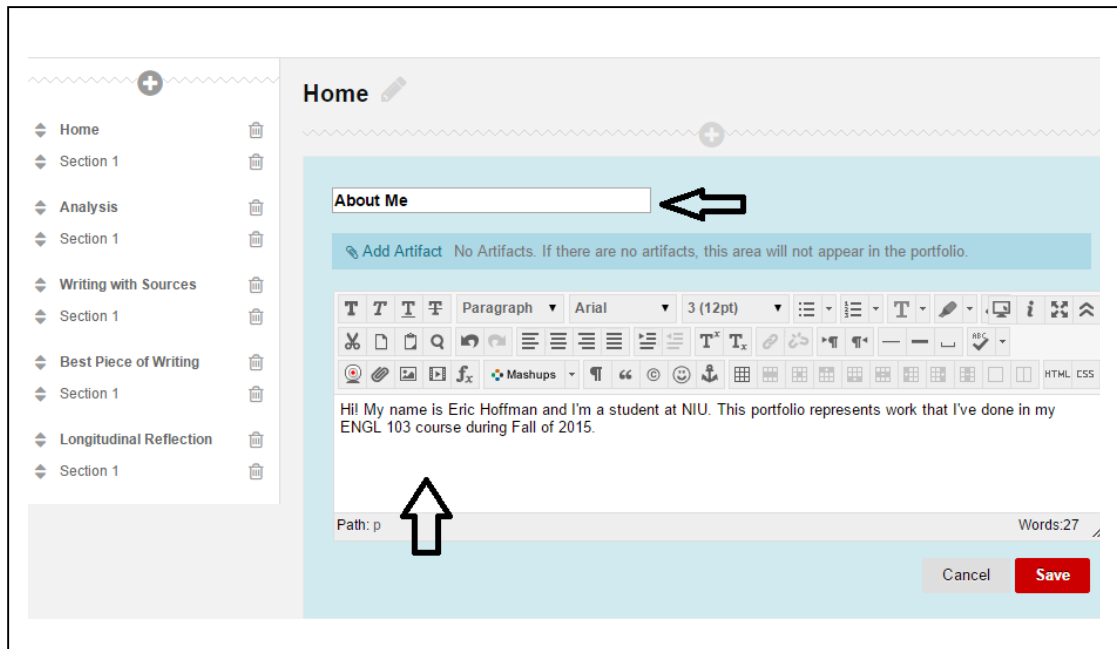6. On the resulting screen, click Submit.

Editing/Building your eportfolio:

Once the portfolio opens for editing, you should see 5 pages: a Home page, Analysis, Writing with Sources, Best Piece of Writing, and Longitudinal Reflection.

1. Home

    a. Change "Section 1" under home to "About Me"

    b. In that area, introduce yourself to your readers.

    c. You can include a picture on the Home page if you wish. To do so, follow the instructions for inserting images/media.
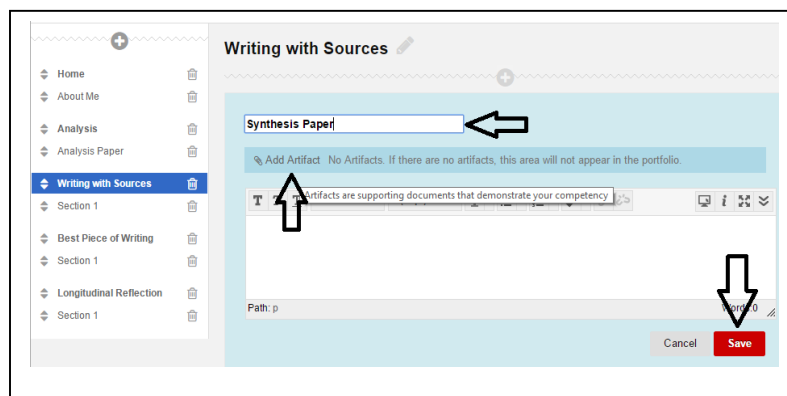
2. Analysis
   a. Change "Section 1" to the name of the paper you are attaching (e.g., "Visual Analysis Paper")
   b. Click the "Add Artifact" button to attach your analysis paper. (Click here for detailed instructions). Click Save when you are done.
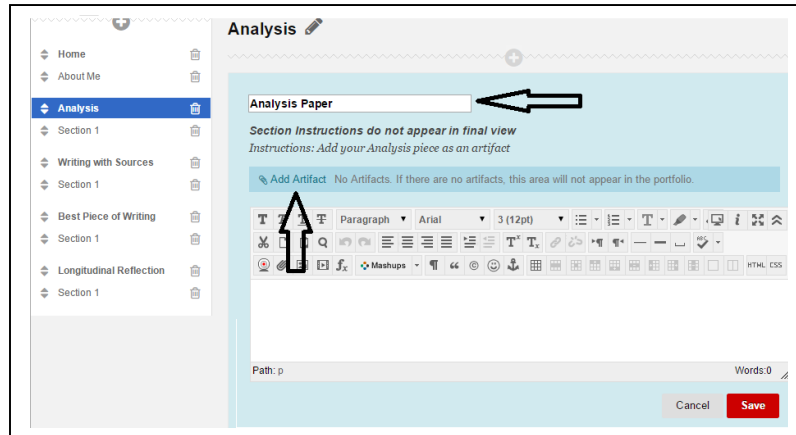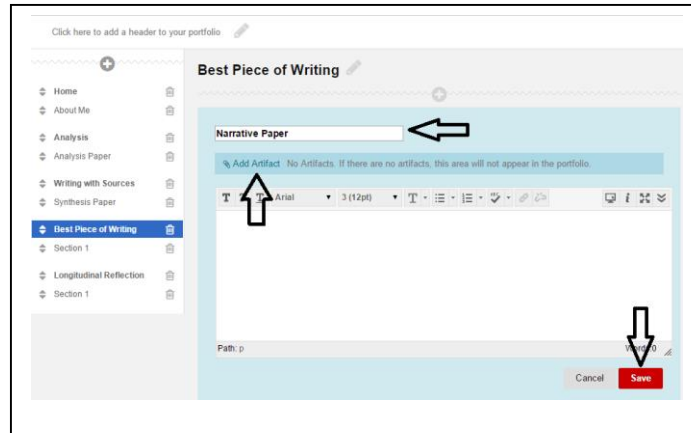

3. Writing with Sources
   a. Change "Section 1" to the name of the paper you are attaching (e.g., "Synthesis Paper")
      • Click the "Add Artifact" button to attach your writing with sources paper. (Click here for detailed instructions). Click Save when you are done.

4. Best Piece of Writing

    a. Change "Section 1" to the name of the paper you are attaching (e.g., "Narrative 1")

    b. Click the "Add Artifact" button to attach your best piece of writing (aside from those already included). (Click here for detailed instructions). Click Save when you are done.


5. Longitudinal Reflection

    a. Change "Section 1" to the name of the paper you are attaching (e.g., "Final Reflection")

    b. Click the "Add Artifact" button to attach your reflection paper. (Click here for detailed instructions). Click Save when you are done.
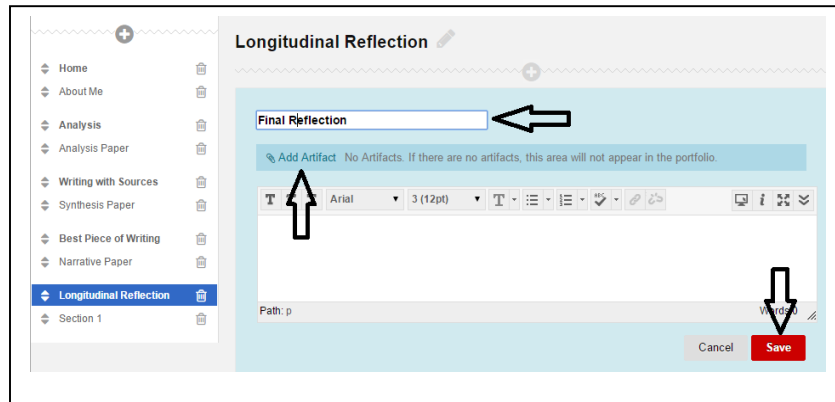
Preview and Customize

To choose colors and layout options:

In that same edit window, go to the upper right hand corner and click "Preview and Customize"
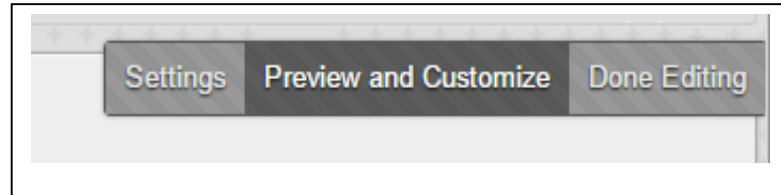
A new tab will open. In the upper left hand corner you'll see a button that says "Customize Style". Click it and you'll be able to change layout (where the navigation appears) and colors (choose a color scheme). When you are done click "Save" then "Close".
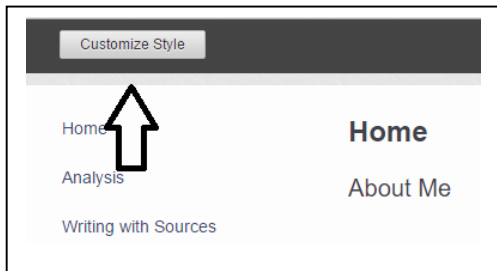
That should close the preview tab and return you to your editing window. Now, in the upper right-hand corner, click "Done Editing"
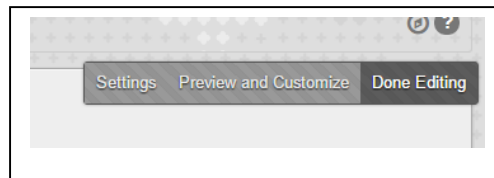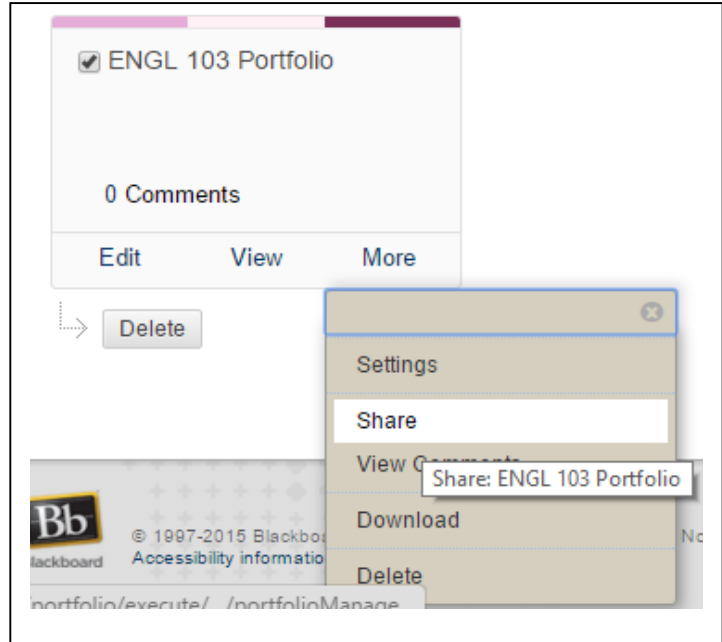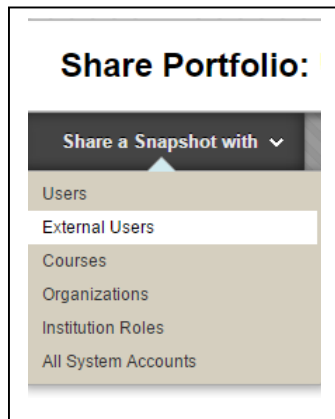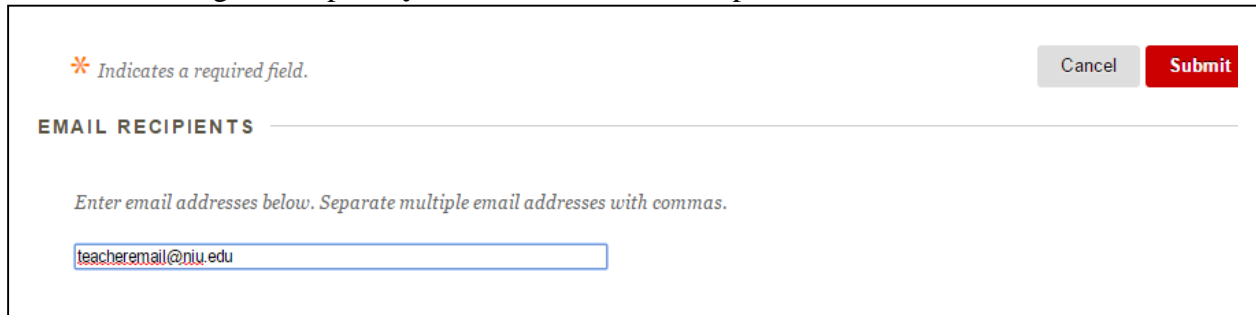
To Publish:

SUPER-IMPORTANT: ONLY PROCEED TO THIS STEP ONCE EVERYTHING IS DONE.

1. You should be back at your main eportfolio home page. Click the "more" button on the bottom right hand corner, then go to Share.
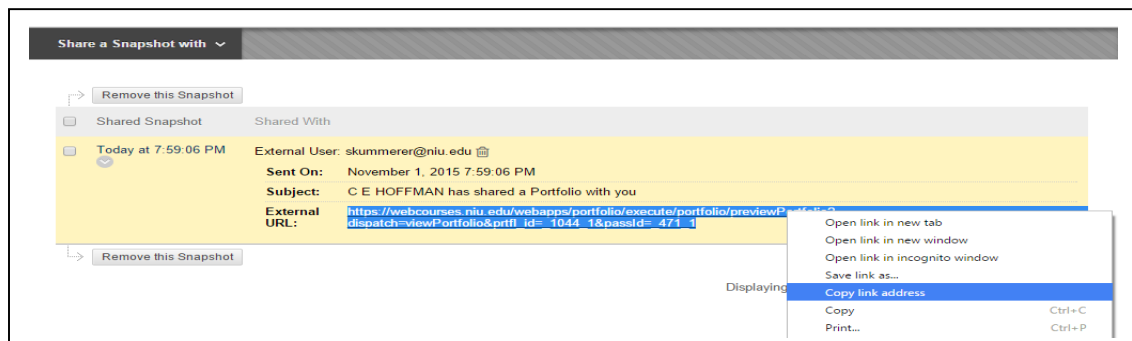
2. On the following screen, near the top click the button that says "Share Snapshot With" and then select "External Users"

On the following screen put **my email** in the Email Recipients Field and then hit Submit.

On the following screen, please COPY and PASTE the "External URL" into the Eportfolio Assignment on our Blackboard.
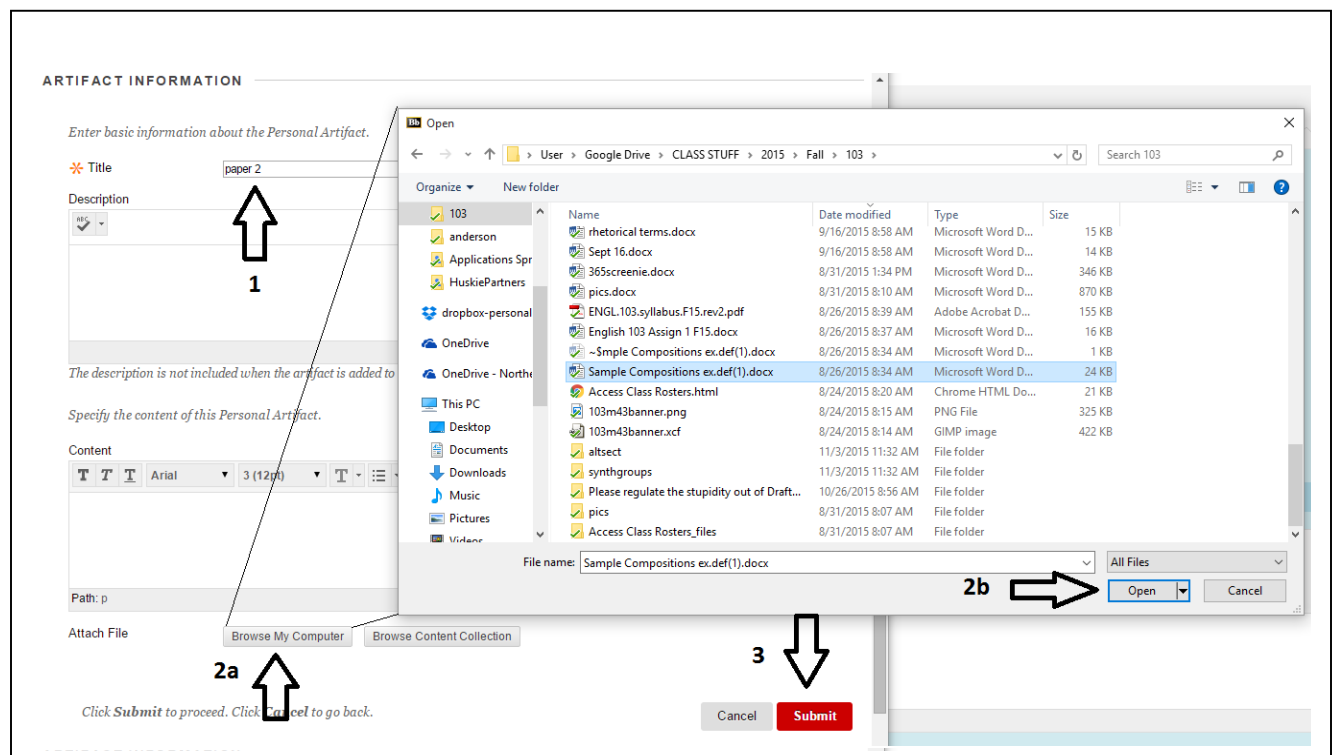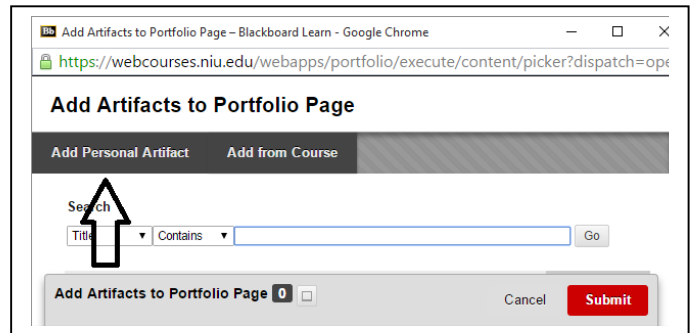
Adding Artifacts:

After clicking the Add Artifacts button on a page, you have 2 choices: "Add Personal Artifact" or "Add from Course"

Adding Personal Artifacts

1. To "Add Personal Artifact" first click that button.

2. On the resulting screen, you have to do at least 2 things: enter a Title and Attach the file. After you've attached the file, hit Submit.
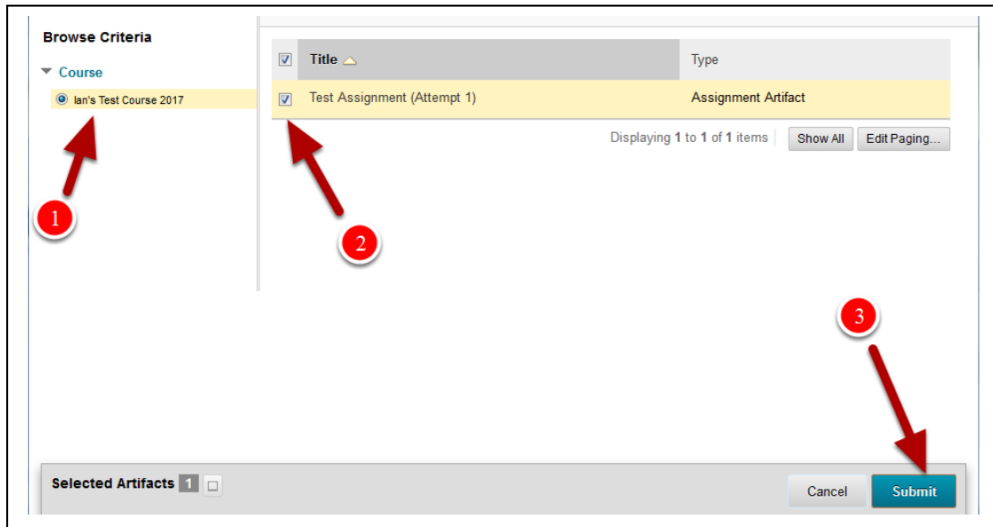
Add Artifact from Course

1. To Add Artifact from a course, first click that button

2. On the resulting screen, you'll see a list of courses on the left. Select ENGL 103 by clicking the radio button, and you'll see a list of documents you've submitted. Click the radio button to the left of the one you want to attach and then hit Submit.
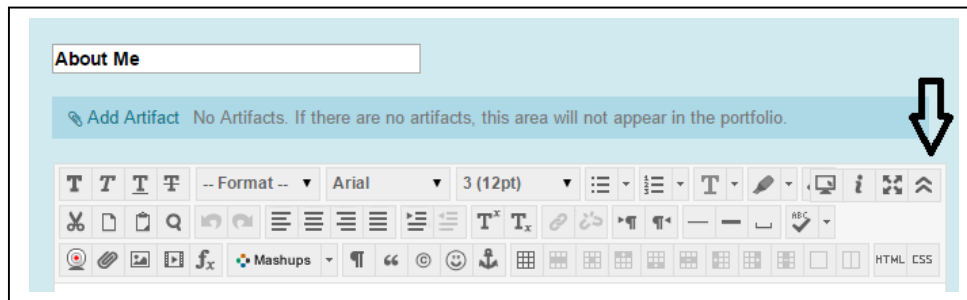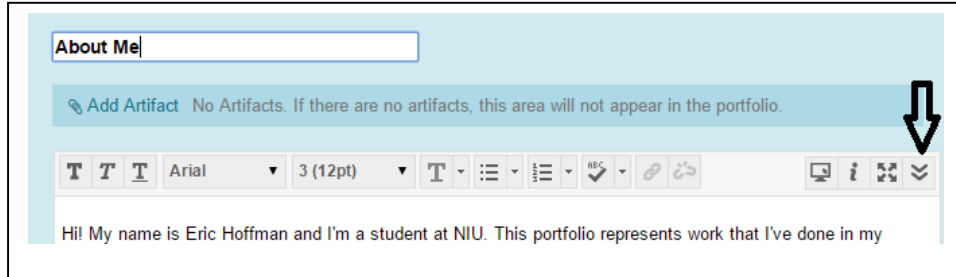

3. On the following screen, you'll see a little pop-up window with some options. Just leave the defaults as is and click Save.
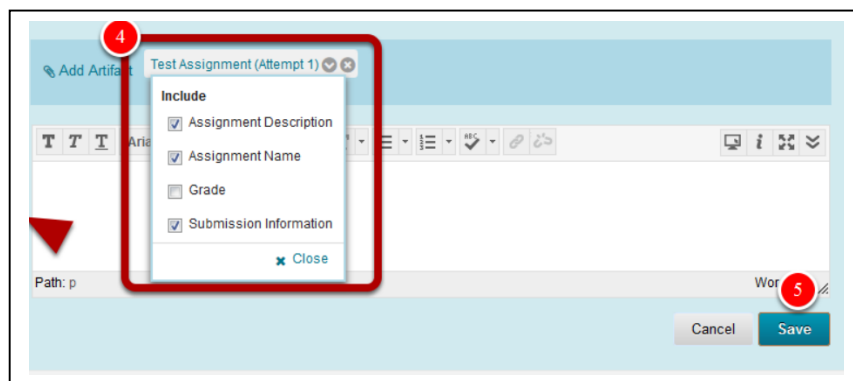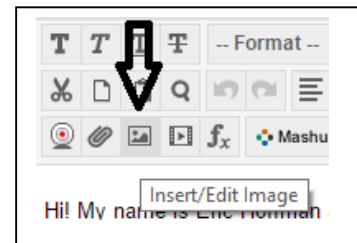
Adding Images/Media files

To add an image or other media to a page, first make sure you have the full toolbar (with 3 rows of buttons).

Now, on the bottom row of buttons, the ones to the left are used to insert media. The process of inserting any of them is similar so we'll just look at images for now, which is the third button from the left on the bottom row.

When you click that button you'll get a window that pops up asking you which picture you want to attach. First you'll need to find the image you want to use posted online somewhere and then COPY the URL of the picture, as shown in the next two screenshots:
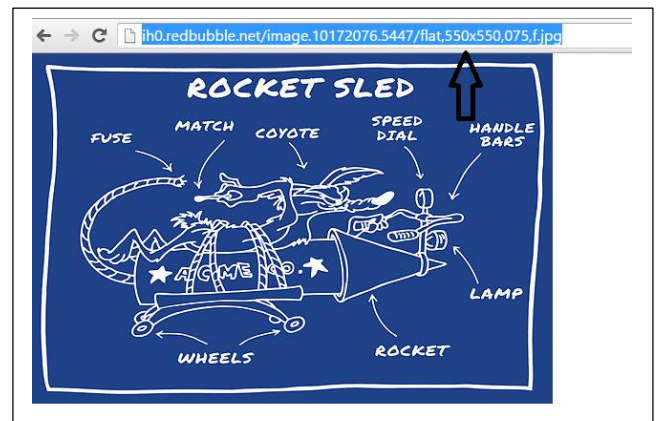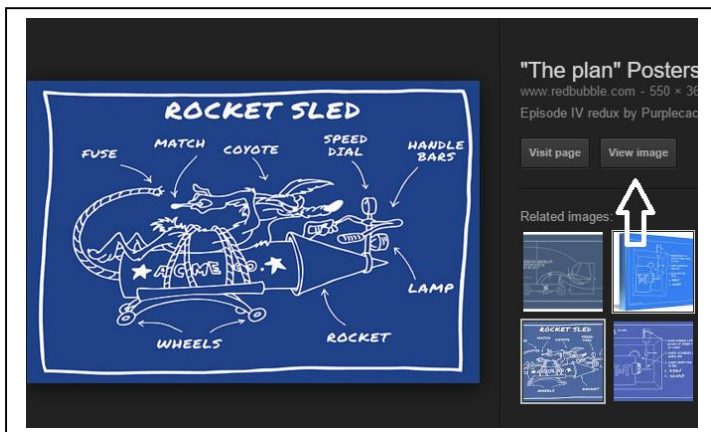
COPY and PASTE that URL into the "Image URL" field:
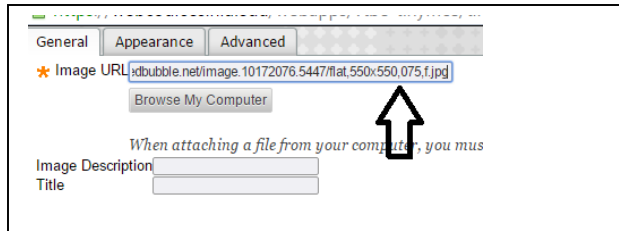

The resulting screen will show you a preview of your image. If it seems good, click Insert. Many times, however, the image will be way too big. To **resize** the image, click the "Appearance" tab.


In the "Appearance" tab, to resize the image, just enter different values in the Dimensions area. A good maximum width is 400. Make sure you keep the "Constrain Proportions" box checked (that keeps the width to height ratio constant).

By default the image will be on its own line (i.e., text will not wrap next to it). To change that, click the "**Alignment**" drop-down menu in the "Appearance" tab and select an option (such as "Left"). Note that the little preview window to the right will update to show you what the resulting effect will look like.
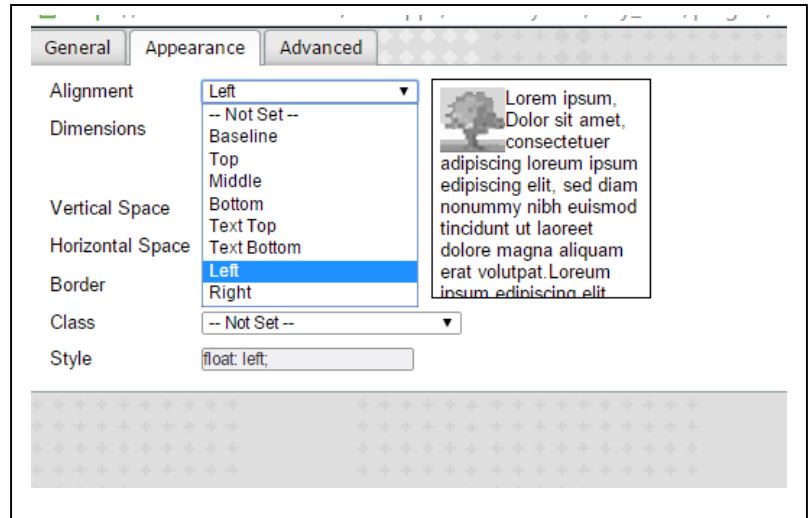
Also note that by default the text will appear flush against the edge of the image. If you want to have some **space** between the edge of the image and the text, put a value in the "Horizontal Space" field (this value in pixels so try 5 to start). Again, note that the preview window will update to show you the resulting effect.
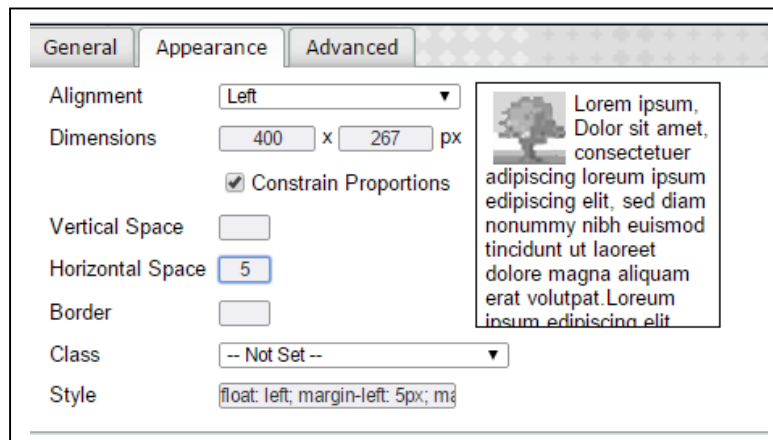
When you are done editing the picture, click Insert, then Save, and your image will be inserted.

To further edit the image, right-click on the image itself, and then left-click on the "image" option. That will return you to the Image options menu.