

Complete ePortfolio Instructions for English 101, Enrich 101, and Enrich 110

Step One: Creating a Presentation

1. Go to [University Resources](#) and [ePortfolio](#) on the BOLT homepage.
2. Always use the [My Items](#) tab when working in ePortfolio.
3. Click [New Presentation](#).
4. There are now 4 tabs that we will go through to edit and customize your ePortfolio.
5. In the [Properties](#) tab, you can edit the name, description, and tags of your presentation. The description and tags are only seen by the writer and used to keep track of documents.
6. Click [Save](#) and make sure you are saving regularly throughout the process.
7. In the [Content/Layout](#) tab, there are many different options. Click [Edit Presentation Navigation](#). Here, you choose whether you want your page links above, to the right of, or to the left of your documents.
8. Click [Edit Page Layout](#). Here, you can choose whether you have 1 or 2 content areas. Keep selection to 2 content areas for now.
9. To create a new page, click on the [white page icon](#) and name your page. Click [Save](#).
10. To reorder your pages, click on the [green arrows](#) and choose your order. Click [Save](#).
11. Bolt automatically puts in a "New Page". You can either [Delete](#) this page or click [Page Properties](#) and rename it to fit your presentation.
12. In the [Banner](#) tab, you can write the banner and banner description of your presentation. These will both show up at the top of your presentation. Click [Save](#).
13. In the [Theme](#) tab, you can choose whatever theme you'd like. Click [Select](#) and [Set Theme](#) to save your theme.
14. In this tab, next to the preview of your current theme, there is a small icon that looks like a computer screen. In this tab, you can explore many different options to personalize your ePortfolio by playing with colors, images, and fonts.
15. Click [View Presentation](#) (above the tabs we've been working with) to see how your presentation looks so far.

Step Two: Uploading Artifacts

1. Go to [University Resources](#) and [ePortfolio](#) on the Bolt homepage.
2. Always use the [My Items](#) tab when working in the ePortfolio.
3. Click the drop-down under [Add](#).
4. Here you can upload artifacts such as voice recording, documents, and links. Choose [File Upload](#).
5. Click [Upload](#) and choose the file you would like to use.
6. Click [Open](#), then [Add](#).
7. Click [Next](#).
8. Edit the name, description, and tags. The name and description will be seen when you add the artifact to an ePortfolio but the tags are only seen by the writer, used to organize ePortfolio and keep track of all documents.
9. Click [Save](#). Then [Save and Close](#).

Step Three: Adding Artifacts to ePortfolio: (2 ways)

Adding one artifact at a time

- Go to My items.
- Scroll down to the artifact and click on the drop-down arrow and Add to Presentation.
- Choose which presentation you would like it in and click Next. Choose which page you want it on and click Next. Choose Content Area 2 and click Next.
- Save and Close. You have successfully uploaded an artifact to the ePortfolio.

Adding all artifacts at the same time

- Go to My items.
- Click on the drop-down arrow next to your presentation and click Edit.
- Click on the Content/Layout tab.
- In Content Area 2, click on Add Component and then click on Artifact.
- From there, click on the check box next to every artifact you want to add and click the Add button. It will then add all of the artifacts to the presentation.

Step Four: Submit your ePortfolio

THIS IS THE MOST IMPORTANT STEP

1. Go to Student Resources and ePortfolio on the Bolt homepage.
2. Always use the My Items tab when working in ePortfolio.
3. Click on the drop-down arrow by your presentation and click Share.
4. **Make sure you check the box by “anyone with the URL below can access this item”.**
 - a. Go around and make sure that everyone has the box checked before moving on.
5. Copy the URL in that window. Then click Close.
6. Go to your class Bolt page. Click Assessments and click Assignments.
7. Find the dropbox link for your ePortfolio. Under the comments section, paste the URL. Click the Spacebar if the URL doesn't automatically become a hyperlink.
8. You will need to upload a file so that Bolt accepts the submission. Click on Add a File, then Upload. You can use any file since your professor will not be looking at this file. Click Add and then Submit.
9. Make sure to click Done to successfully submit your ePortfolio to the dropbox. You will also receive an email saying that you have submitted something to the dropbox.

Come to WALES or email us (WALES@bloomu.edu) for an appointment if you need additional help.