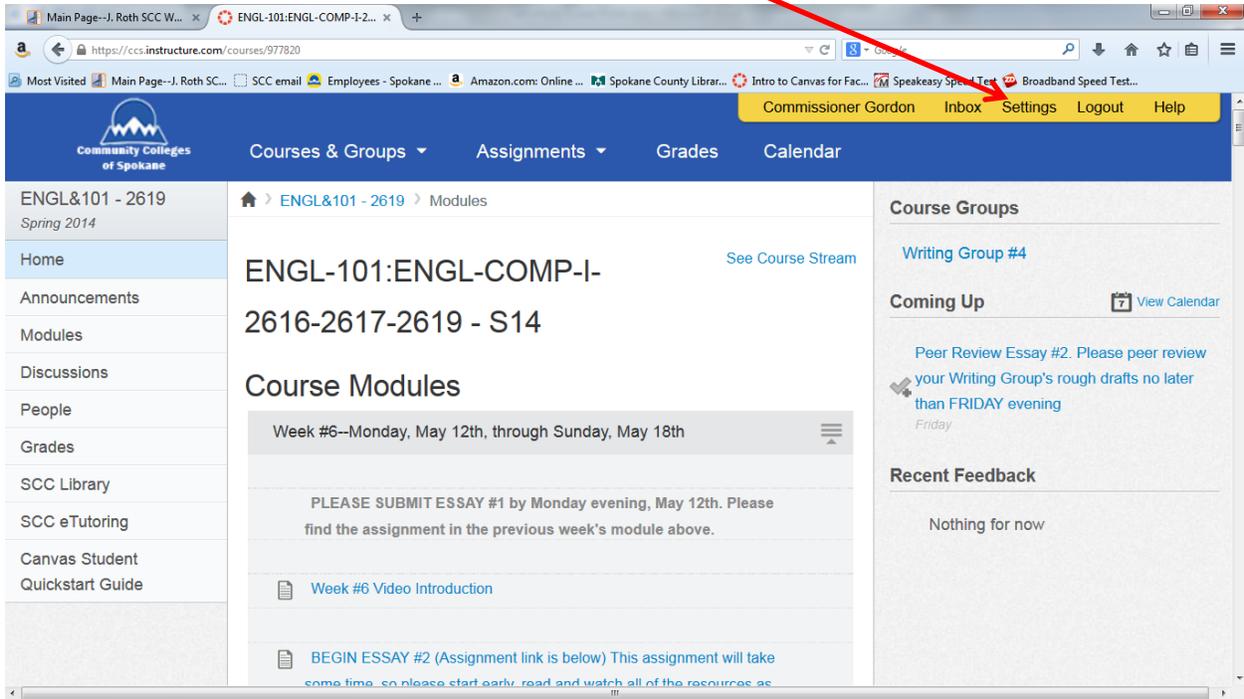
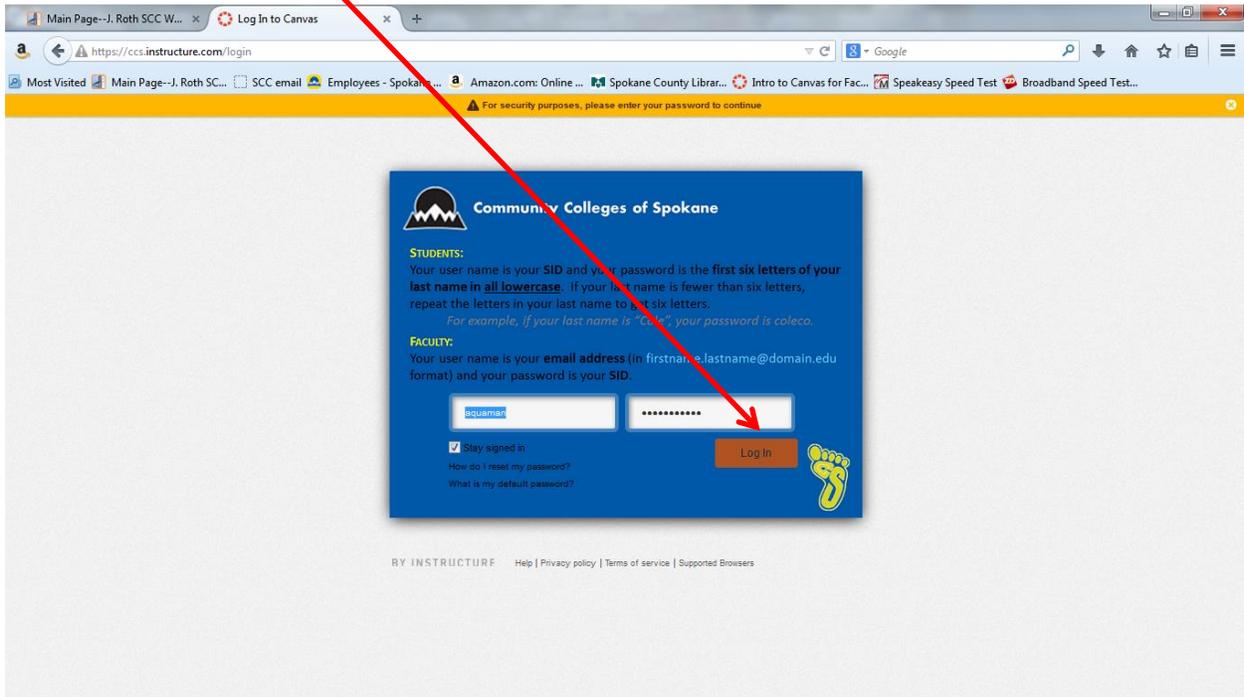


CREATING A CANVAS ePORTFOLIO

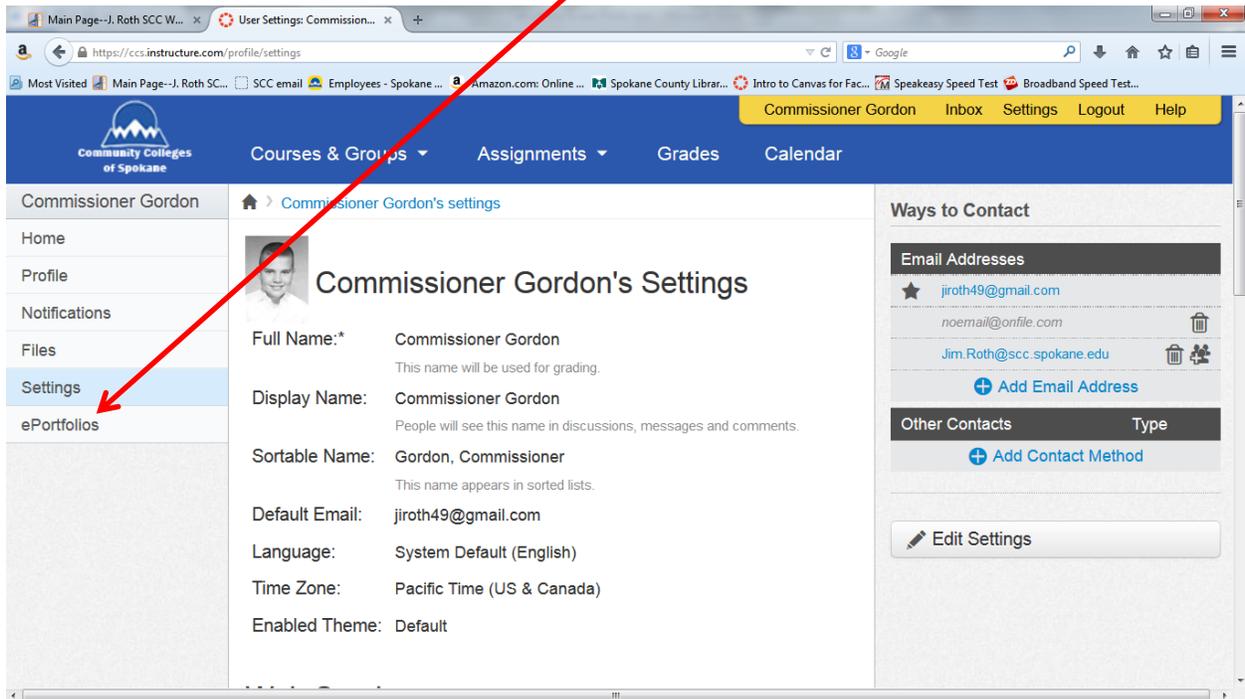
1. In the CANVAS screen—click on “Settings” top right



2. Log in, if requested

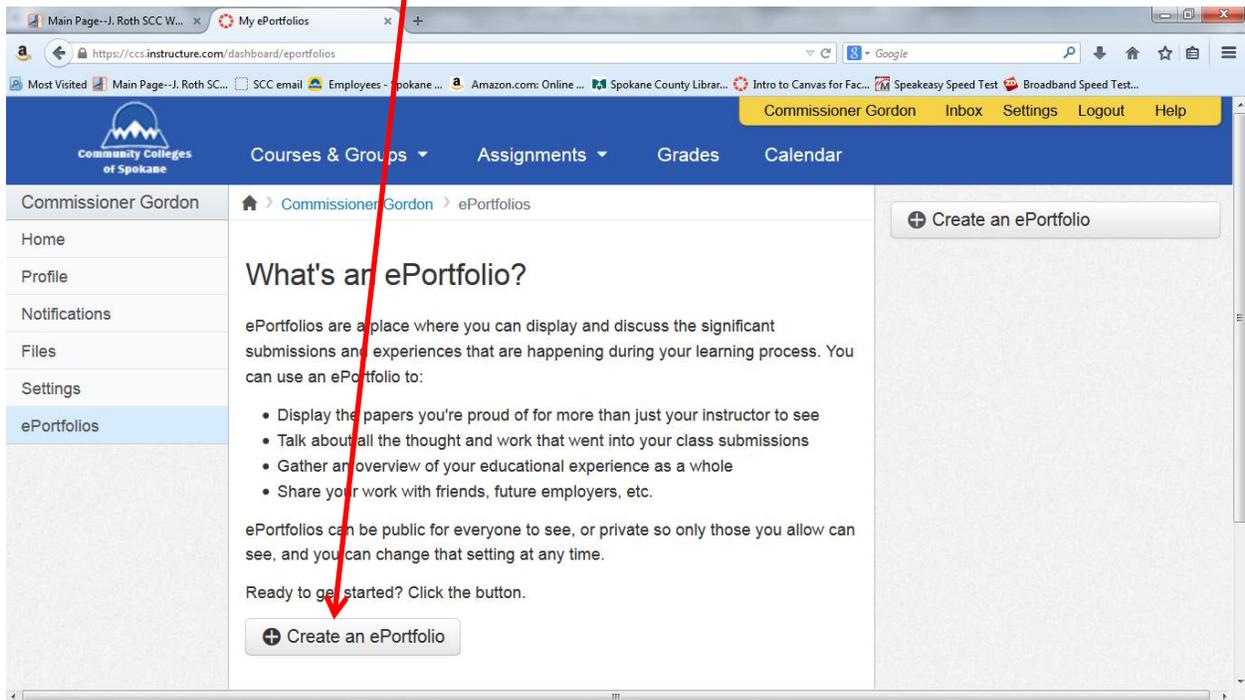


3. Click on "ePortfolio" in the left-hand column



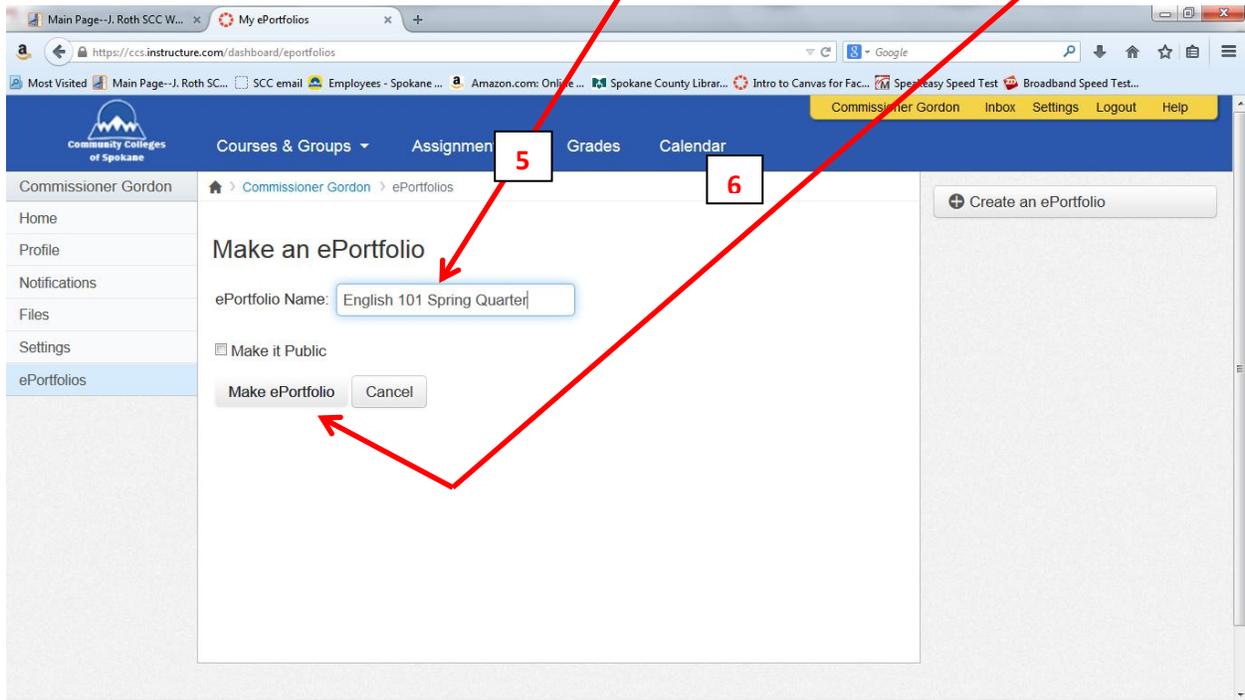
The screenshot shows the Canvas LMS interface for 'Commissioner Gordon's Settings'. The left-hand navigation menu includes links for Home, Profile, Notifications, Files, Settings, and ePortfolios. The 'Settings' link is highlighted, and a red arrow points to it from the 'ePortfolios' link. The main content area displays 'Commissioner Gordon's Settings' with fields for Full Name, Display Name, Sortable Name, Default Email, Language, Time Zone, and Enabled Theme. The right-hand side features 'Ways to Contact' with email addresses and other contact methods.

4. Click on "Create an ePortfolio"

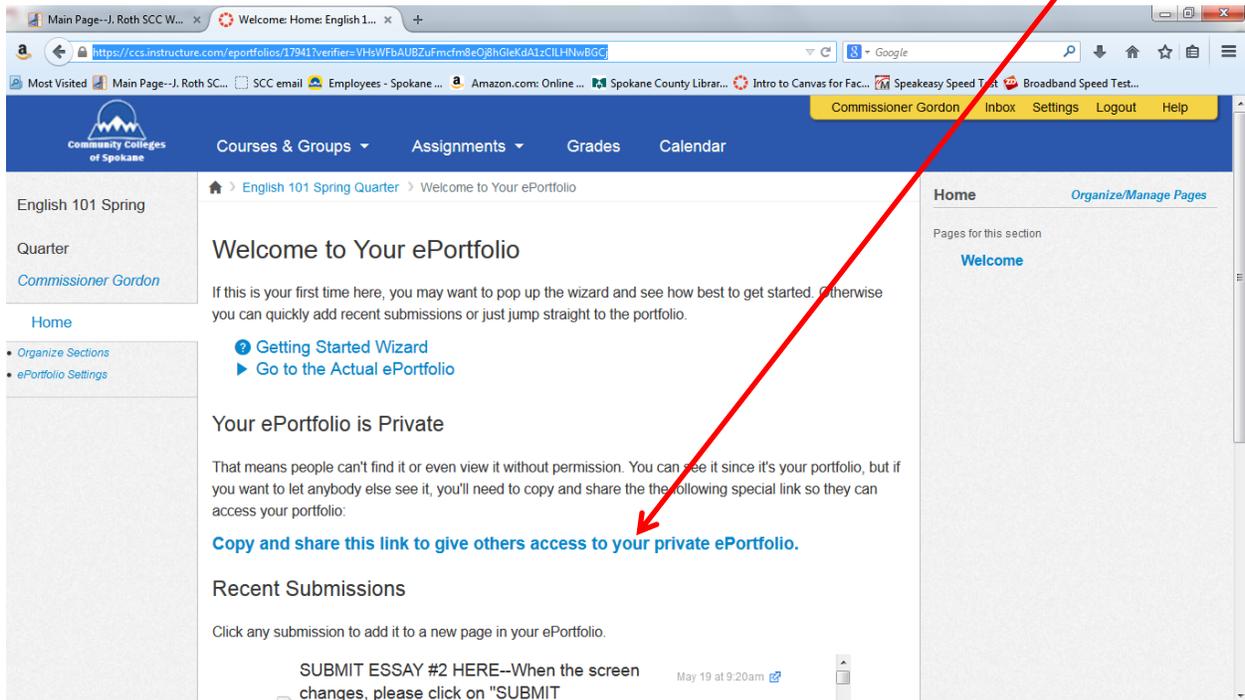


The screenshot shows the Canvas LMS interface for 'My ePortfolios'. The left-hand navigation menu includes links for Home, Profile, Notifications, Files, Settings, and ePortfolios. The 'ePortfolios' link is highlighted. The main content area displays 'What's an ePortfolio?' with a description and a list of benefits. A red arrow points from the 'Create an ePortfolio' button in the top right corner to the 'Create an ePortfolio' button at the bottom of the page.

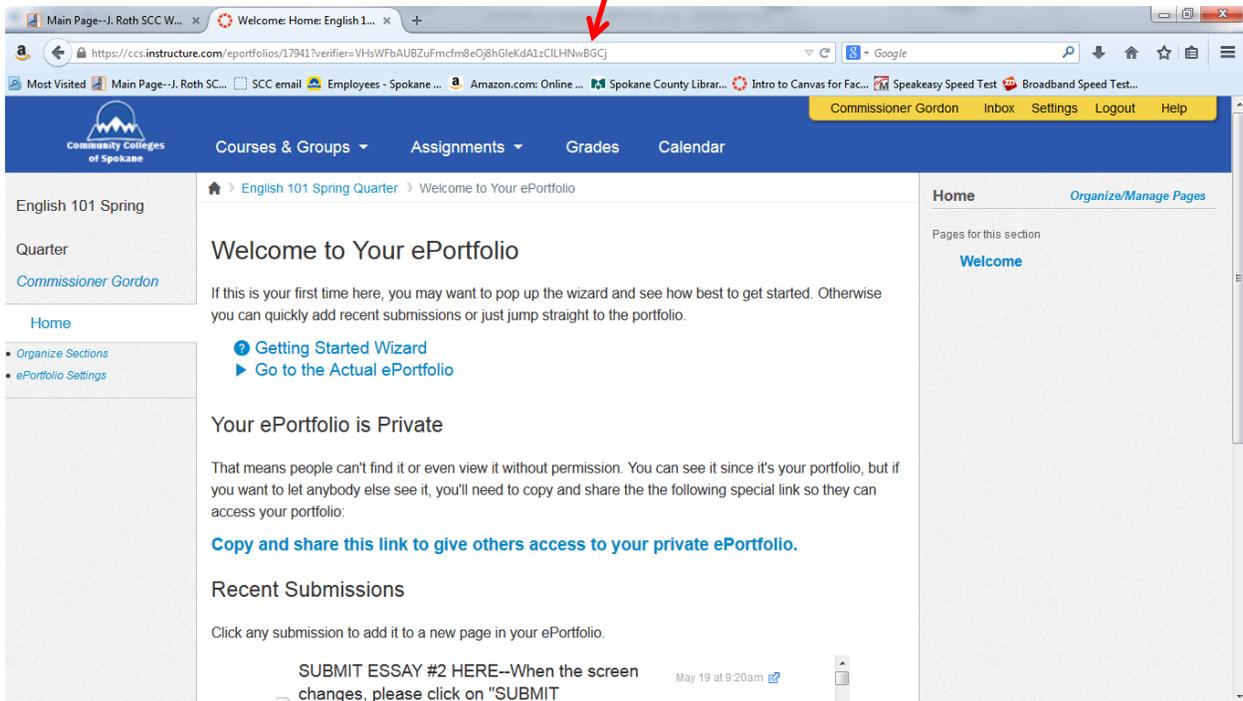
5. Type "English 101 Spring Quarter" in the strip next to "ePortfolio Name" and 6, click "Make ePortfolio"



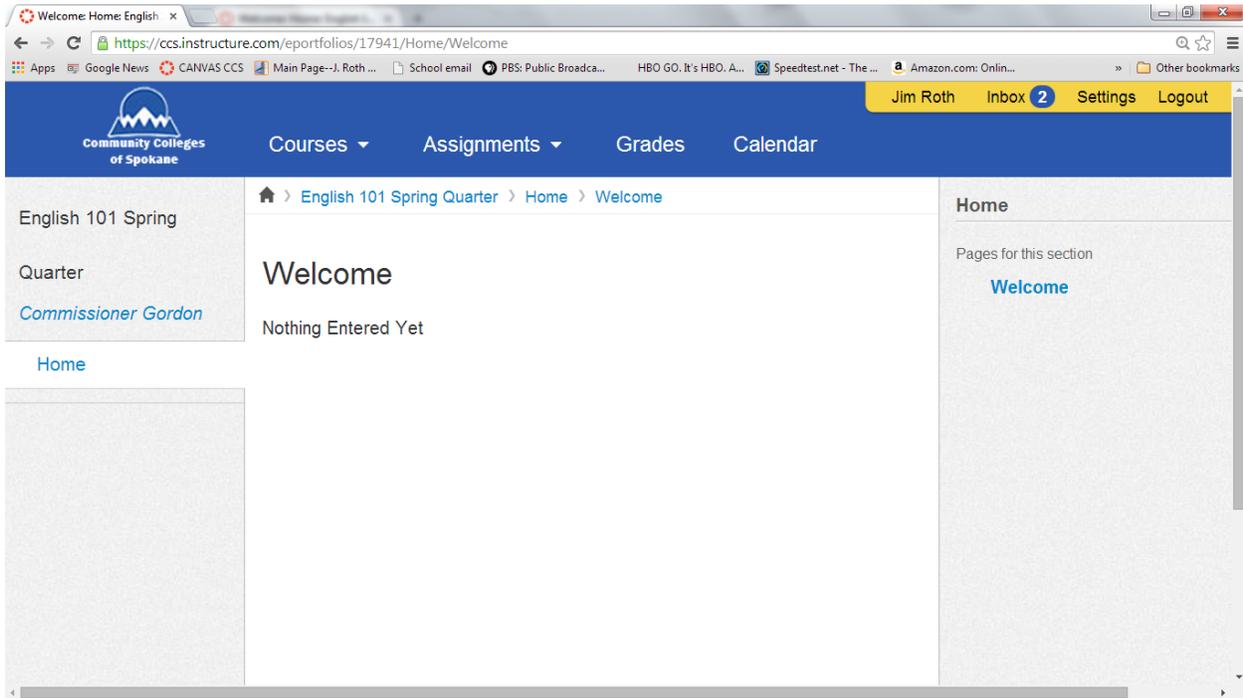
7. Click on "Copy and share this link to give others access to your private ePortfolio."



8. Copy the URL address that is in the top strip



9. Paste the address you copied into a new browser window to test the address link. This address should take you to your CANVAS ePortfolio, as in the example below.



10. After you have verified the link, paste URL link in an email to your instructor. In the example, the URL in the address strip is


<https://ccs.instructure.com/eportfolios/17941?verifier=VHsWFbAUBZuFmcfm8eOj8hGleKdA1zCILHNwBGCj>

Don't forget to email the address to your instructor.