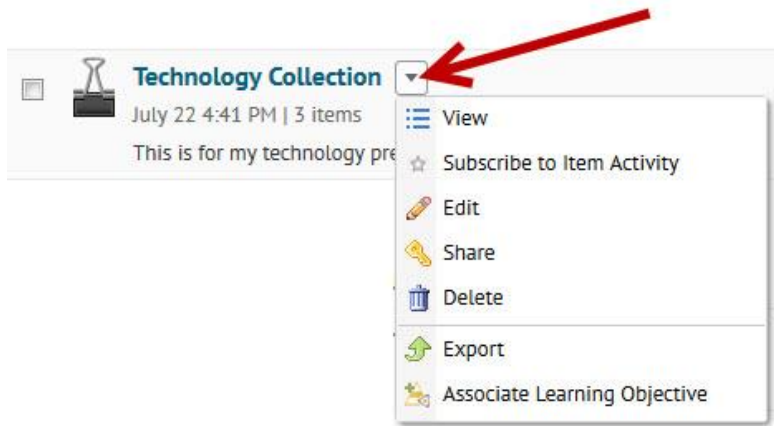


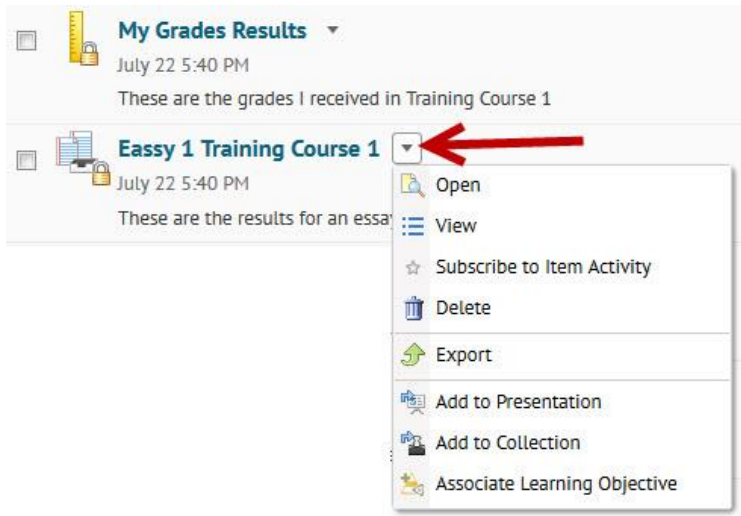
How to Make Changes, View, Share, Export Your ePortfolio Items

Each artifact, collection, presentation, etc. on the My Items page in your ePortfolio has a dropdown menu to the right of the name that has several actions that can be done to or with that item. The available actions depend on the type of item you are working on.

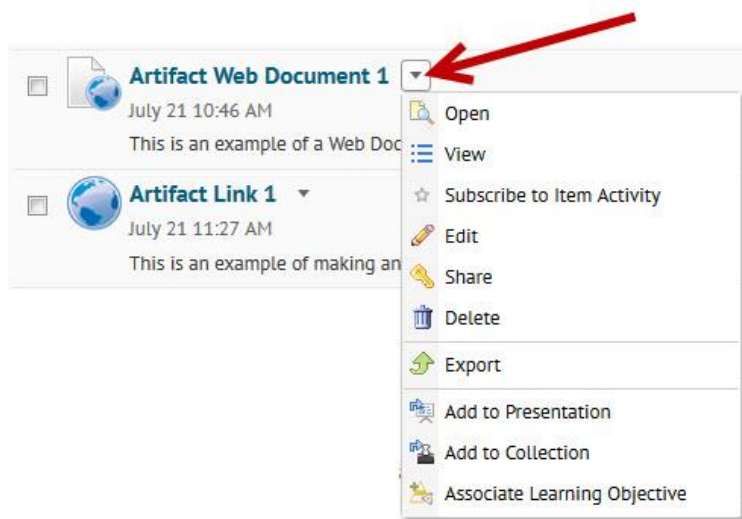
The Collection Dropdown Menu Looks Like This:



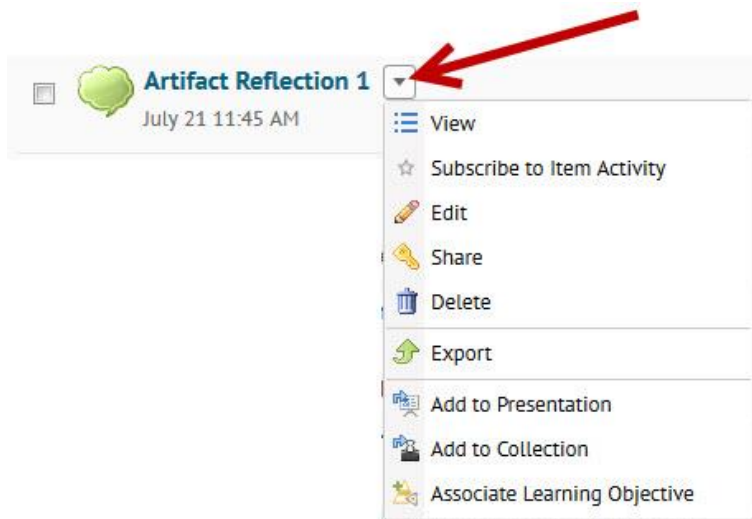
The Course Results Dropdown Menu Looks Like This:



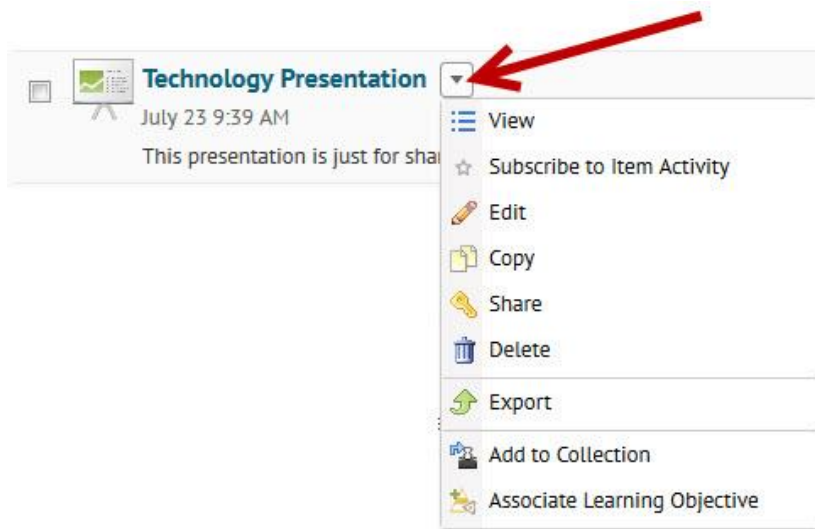
The Web Document and Link Dropdown Menus Looks Like This:



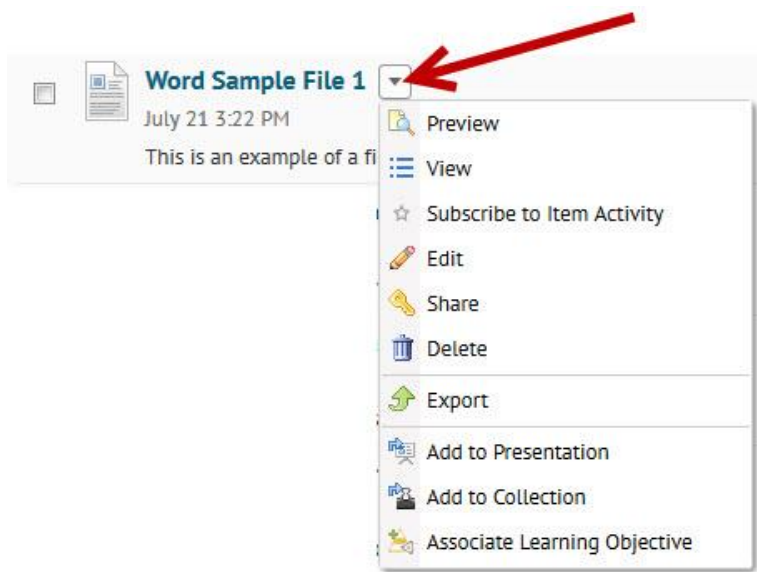
The Reflections Dropdown Menu Looks Like This:



The Presentation Dropdown Menu Looks Like This:



The File Upload (Word) Dropdown Menu Looks Like This:



What the Dropdown Menu options mean:

- **Open** – this will display the artifact in a new browser window
- **Preview** – this will display the artifact in the system’s document viewer (similar to the one in Content)
- **View** – this will take you to the Artifact View screen to see the details of the item (collections, reflections, comments, assessments, etc.)
- **Subscribe to Item Activity** – this will allow you to receive notifications when someone has made a comment or assessed the artifact.
- **Edit** – this will allow you to make changes to the name, description, the file/link, permissions others have to the artifact, etc.
- **Copy** – this will allow you to make a duplicate of the artifact.
- **Share** – this will allow you to send peers, mentors, instructors, etc. an invitation to view, comment, or edit your artifact/presentation. External users can be included in the invitation. Make sure you use the “Send Invite” button to send an email to the individuals you have selected.
- **Delete** – this will remove the artifact, presentation, collection, etc. from the system. Once this has been done, the artifact can’t be restored.
- **Export** – this will allow you to have a copy of the artifact/presentation outside the system. You will be able to make an HTML version and an ePortfolio package. You will not be able to import the HTML version back into the system.
- **Add to Presentation** – this allows you to include the artifact in an existing presentation. You will be able to select which presentation page this artifact is added to.
- **Add to Collection** - this allows you to include the artifact in an existing collection.
- **Associate Learning Objective** – this will allow you to add learning objectives to your artifact if your instructor has any created in the course you are creating the artifact/presentation for. Your instructor will see which Learning Objectives you’ve added when it is submitted into a Dropbox Folder.