

# UB EPORTFOLIO STARTUP GUIDE



## ePortfolio **GENERAL USER**

Startup Guide [2016-17]

### Table of Contents

<b>Page 2:</b>	<b>Introduction</b> <b>Logging in</b> to your Digication account
<b>Page 3:</b>	Steps to create an ePortfolio from <b>course template</b>
<b>Page 4:</b>	Steps to <b>Create from Scratch</b> Steps to <b>Select your Settings</b>
<b>Page 8:</b>	Steps to Customize your <b>Theme or Change Settings</b>
<b>Page 10:</b>	Steps to Customize your <b>Directory Icon Adding Content</b>
<b>Page 11:</b>	<b>Add/Edit tabs</b>
<b>Page 13:</b>	Adding <b>Modules</b>
<b>Page 15:</b>	How to work with <b>LARGE MEDIA FILES</b>
<b>Page 16:</b>	Working with <b>PowerPoint</b> presentations
<b>Page 17:</b>	How to <b>SAVE and PUBLISH</b> your changes
<b>Page 19:</b>	How to <b>SUBMIT ASSIGNMENTS</b>
<b>Page 21:</b>	How to <b>SUBMIT FINAL ePortfolio</b>
<b>Page 21:</b>	Detailed index of topics

# UB EPORTFOLIO STARTUP GUIDE

## Introduction:

This guide provides an overview of how to access Digication, create an ePortfolio, and submit assignments. You will likely create **multiple ePortfolios** as you advance through the UB Curriculum towards your **final Capstone ePortfolio** project, where you will draw upon work from your individual course ePortfolios as well as other projects and assignments to reflect upon who you are as a learner, in an era of global digital citizenship.

For faculty, this guide also serves as a supplement to the **Faculty Startup Guide**, where you can also browse by topics as needed.

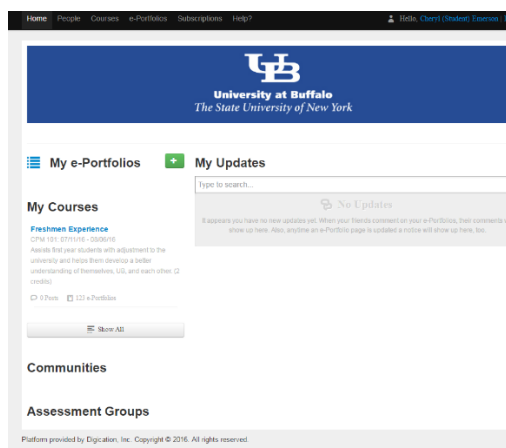
For further support contact [ubcurriculum@buffalo.edu](mailto:ubcurriculum@buffalo.edu), subject “ePortfolio support.” Additional online resources are available at <http://support.Digication.com>, or email the help desk at [support@Digication.com](mailto:support@Digication.com)

## I. Logging in to your Digication Account

1. Go to <http://buffalo.digication.com>
2. Click on “Log In”
3. You will be directed to log in with your **UBIT name and password** in order to access your Digication home screen

**\*A note on browsers:** because of UBs firewall settings, certain browsers occasionally pop up a security warning. You may select “Proceed to this site anyway” or log in through a different browser. Recommended browsers while on campus: Chrome, Firefox, Safari.

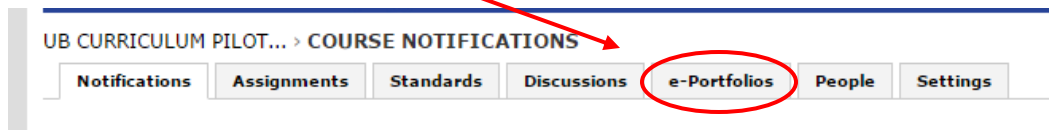
Once you're in, I encourage you to click on your courses, click through all the navigation tabs, and see what you can learn just by surfing through the site.



### II. Steps to create an ePortfolio from course template

You will discover that Digication offers multiple ways to create an ePortfolio: 1) “**Create from Scratch**,” 2) from **basic templates** available in the UB Digication system, or 3) from a specific **course template** your instructor has provided for individual course use. Before creating a course ePortfolio, be sure to ask your instructor if he or she has a preferred template that is already paired with your course. The following steps will guide you through the process of creating an ePortfolio from a course template:

1. **Login** to Digication
2. On your Home screen, **select your course** from “My Courses” (your course list also appears when you click on “Courses” from the top navigation tabs)
3. Once you click on your course, you’ll see a “Notifications” screen as well as your course navigation tabs (“Notifications,” “Assignments,” “Discussions,” “ePortfolios,” and “People”).
4. Click on “**ePortfolios**”



5. If your instructor has provided a student template, you will see the option to “**Create ePortfolio From Template**.” Click on this option.



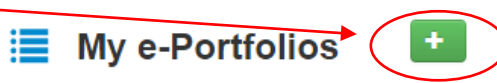
6. The next page that appears is “**Create an ePortfolio**.” As you complete the fields, **it will appear that nothing is happening**. This is because you must select each of your settings, then click “Create new ePortfolio” at the bottom before your new ePortfolio will appear \*(See “Select your Settings” below).

### III. Steps to “Create from Scratch”

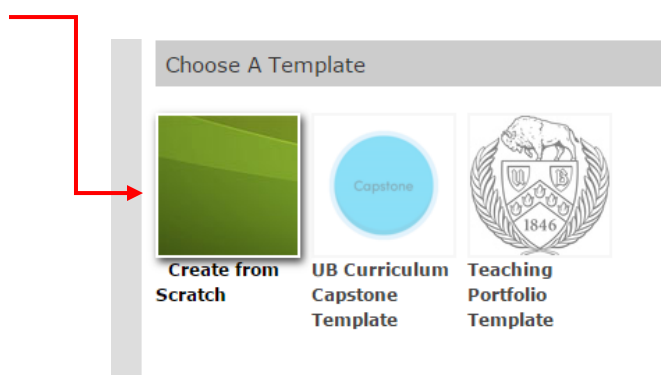
If your instructor has not provided an ePortfolio template for your course, or if you are creating an ePortfolio independent from your coursework, you might wish to **“Create from Scratch”**. Although the “Create an ePortfolio” screen offers a few basic templates, designing your own ePortfolio from scratch is an important part of thinking through and structuring the contents of your ePortfolio.

To “Create from Scratch”:

1. Return to your “Home” screen (top navigation tabs) and click on the green box with the white “+” sign.



2. Select “Create from Scratch”



3. Proceed with “Steps to Select your Settings” below. If you are creating a new ePortfolio from Scratch rather than course template and wish your ePortfolio to appear in the directory for an individual course, you will have to search for your course by course title when setting custom permissions (for example: HON 333).

**Caution:** Be certain to select the correct registration and section number, otherwise your ePortfolio will be linked to the wrong section!

### IV. Steps to Select your Settings

1. **Title of your ePortfolio:** We recommend that your name and name of course both appear in your title. There is no character limit on length of title, but important identifiers should appear first.

# UB EPORTFOLIO STARTUP GUIDE

**Example:** (Your name) ENG 105 ePortfolio Fall 2016



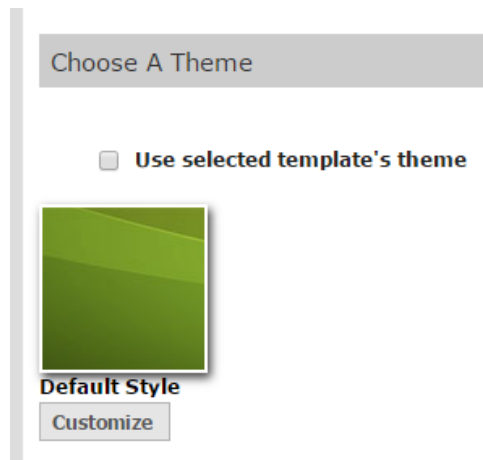
Create An e-Portfolio

Title of your e-Portfolio

Emerson ENG 105 ePortfolio Fall 2016


## Theme

2. **“Choose a Theme”** You may uncheck the “Use selected template’s theme” box and customize your site now, or you may easily return to Settings after beginning with template theme (steps are listed below).



Choose A Theme

☐ Use selected template's theme



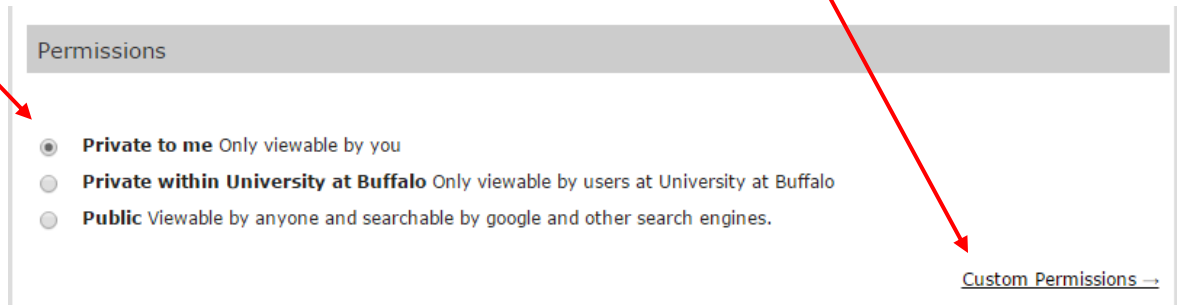
Default Style

Customize

## Permissions

3. **“Permissions.”** The most common setting for Permissions is **“Private to me,”** with **“Custom Permissions”** allowing your ePortfolio to be viewed by your instructor and classmates. **“Private within University at Buffalo”** expands viewer access to students and faculty at UB who also have Digication accounts. Your third option is **“Public”** view, which should be reserved for ePortfolios specifically designed for public release.

## UB EPORTFOLIO STARTUP GUIDE




Permissions

- ☒ **Private to me** Only viewable by you
- ☐ **Private within University at Buffalo** Only viewable by users at University at Buffalo
- ☐ **Public** Viewable by anyone and searchable by google and other search engines.

[Custom Permissions →](#)

To allow your instructor and classmates to view your ePortfolio, complete the following steps:

- 1) Click on “**Custom Permissions**” (located in the lower right of the Permissions field)
- 2) If you have created from a **course template**, your course **Faculty** and **Students** will automatically be set to “**Viewer**” access. You will not have to manually search for your course.
- 3) If you are creating a new ePortfolio **From Scratch** or **other UB template**, you will have to search for your course by course title when setting custom permissions (for example: CPM 101 Freshman Experience)

Additional permissions		Role	Delete
 CPM 101 Freshmen Experience			
Freshmen Experience (Course CPM 101) Faculty		Viewer ▼	<a href="#">Remove</a>
Freshmen Experience (Course CPM 101) Students		Viewer ▼	<a href="#">Remove</a>

**Viewer:** can view your e-Portfolio

**Editor:** can edit your e-Portfolio but not publish

**Publisher:** can edit and publish your e-Portfolio

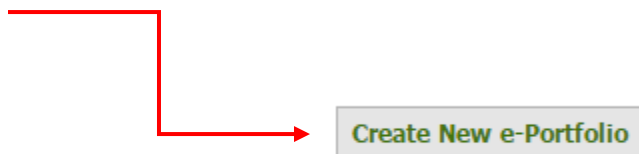
**Admin:** can edit e-Portfolio settings including adding and removing users edit and publish your e-Portfolio.

## UB EPORTFOLIO STARTUP GUIDE

**NOTE:** When you are creating an ePortfolio for a **group project with multiple authors**, this is where you may have multiple permissions for “Publisher” and “Admin.” Only one group member needs to create a group ePortfolio, then search for other members by UB e-mail address in the “Search for User, Group, or Course” field, and assign roles. A single ePortfolio may have as many Viewers, Editors, Publishers, or Administrators as you wish!

### Additional Settings:

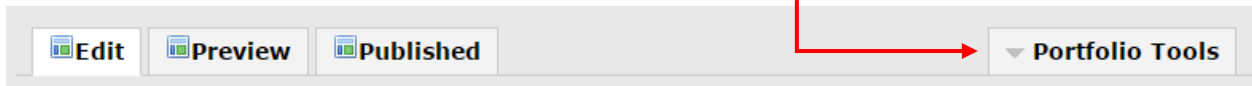
4. **“Tagging”**: By allowing tags, your ePortfolio is searchable by viewers within your privacy setting to search your ePortfolio by subject tags (similar to Twitter hashtags, but within your permissions setting)
5. **“Comments”**: The most common setting for “Comments” is “Registered Users.” Only those with permission to view your ePortfolio will be able to post comments on your pages.
6. **“Show Comments”**: If you’ll be using your ePortfolios in peer editing groups, you’ll prefer the **“Show comments immediately”** option. “Do not show comments until they have been approved” means you will receive an e-mail notice alerting you that a comment awaits your review. The “Do not show comments to viewers” means only you will be able to see comments (this will also block your instructor from viewing comments). Again, if you are working in peer-editing groups or if your instructor wishes to see that students are posting thoughtful comments, you will likely need to select the first option.
7. **“Conversations”**: This option allows for active dialogue between you and your viewers. It is a new feature that will potentially enhance the use of ePortfolios in peer editing groups and encourage continuing dialogue between you and your viewers.
8. Scroll down and click on **“Create New ePortfolio”**



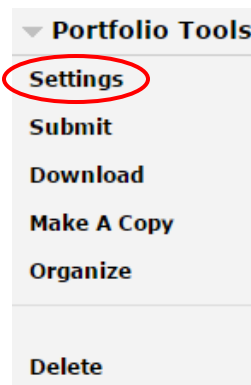
## V. Steps to Customize your Theme or Change Settings

Once you've created your ePortfolio, you may return to the "Settings" screen at any time to alter your selections (such as privacy settings) or to customize your theme:

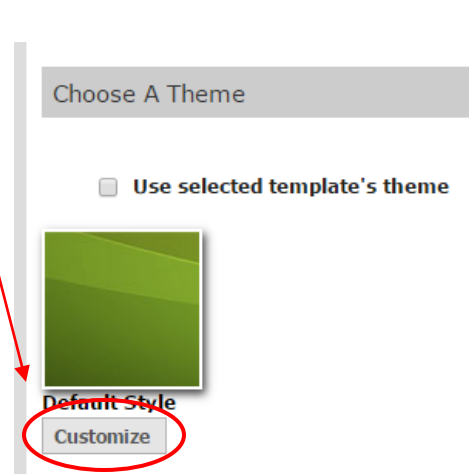
1. Open the drop down menu under "**Portfolio Tools**" (upper right)



2. Click on "Settings"



3. Under "Choose a Theme," select "Customize"



4. Areas you may customize: Directory Icon, Header Image, Background Color, Background Image, and option to Repeat background image (to display as tiles rather than single wallpaper image).



## UB EPORTFOLIO STARTUP GUIDE

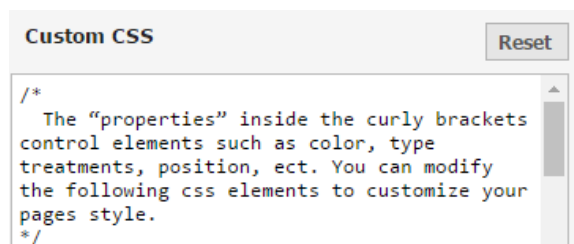
**NOTE:** the “Preview” option will only display your background choice. To see your fully customized site, scroll down to “**Save**” at the bottom. You might need to follow the sequence of steps several times (navigating from your “Portfolio Tools” and “Settings”) to make your banner and background appear as you want them. You might need to edit, crop, or resize your images and upload them again.

### EXAMPLE OF A CUSTOMIZED HEADER:



This header was made using [www.picmonkey.com](http://www.picmonkey.com) by selecting “Collage”. Headers can be used to bring together images and text to set a theme or build meaning into your ePortfolio. Header images are useful for adding stylized titles beyond your name and course number to better represent the contents of your portfolio. The maximum size for their width is 779 pixels.

5. “**Custom CSS**”: **only users familiar with CSS coding should customize this field!** Be aware that the Reset tab does not restore the CSS field to default settings. You will have to manually restore original coding!



6. “**Footer**”: if you wish to include a statement that appears at the bottom of each page.

**NOTE:** If you are “customizing” from an existing ePortfolio, your permissions and selections on tags, comments, and conversations will already appear. You do not have to reset your other options unless you wish to make a change.

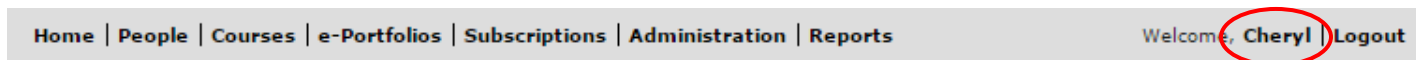


7. Always click “**SAVE**” when you change your settings. **ePortfolios do not auto save!** SAVE tabs are generally located all the way at the bottom of your screens.

### VI. Steps to customize your directory icon

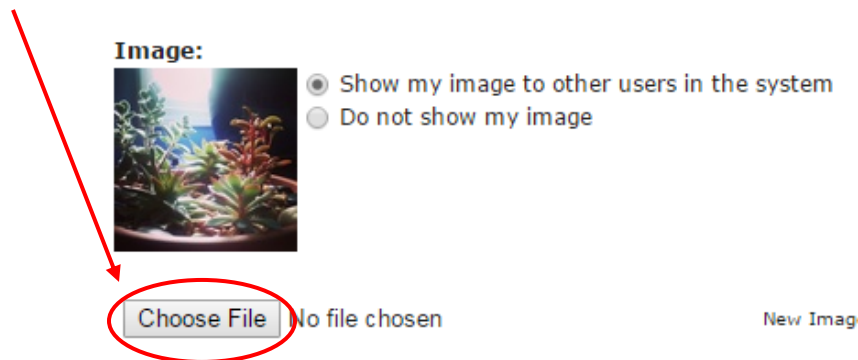
Just as each ePortfolio you create may have a customized directory icon, you may also individualize your **profile picture** associated with your Digication account. This image appears in the list of “People” for your course and helps your instructor and classmates associate an image with your work.

1. At the top right of any screen, you will see a **Hello** or **Welcome** followed by your name and the tab to **Logout**.

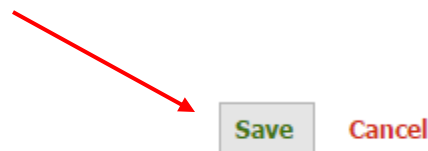


2. **Click on your name.** This will allow you to edit your account settings such as password changes and e-mail settings. You are encouraged to use your UB e-mail account for notifications from Digication since this is also the e-mail your instructors will use for course announcements and communications.

3. Continue to scroll down through Account Settings until you find “**Image**” and “**Choose File.**” When you upload an image, it will automatically resize to 100 x 100.



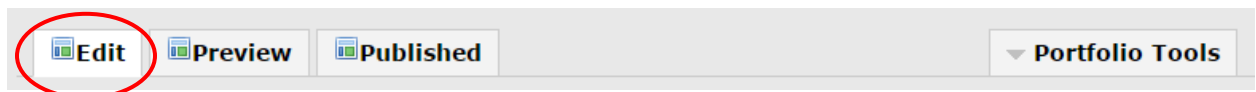
4. Scroll down and click “**SAVE**”!



## VII. Add/Edit tabs

The fastest way to familiarize yourself with the **ADD/EDIT** options is to:

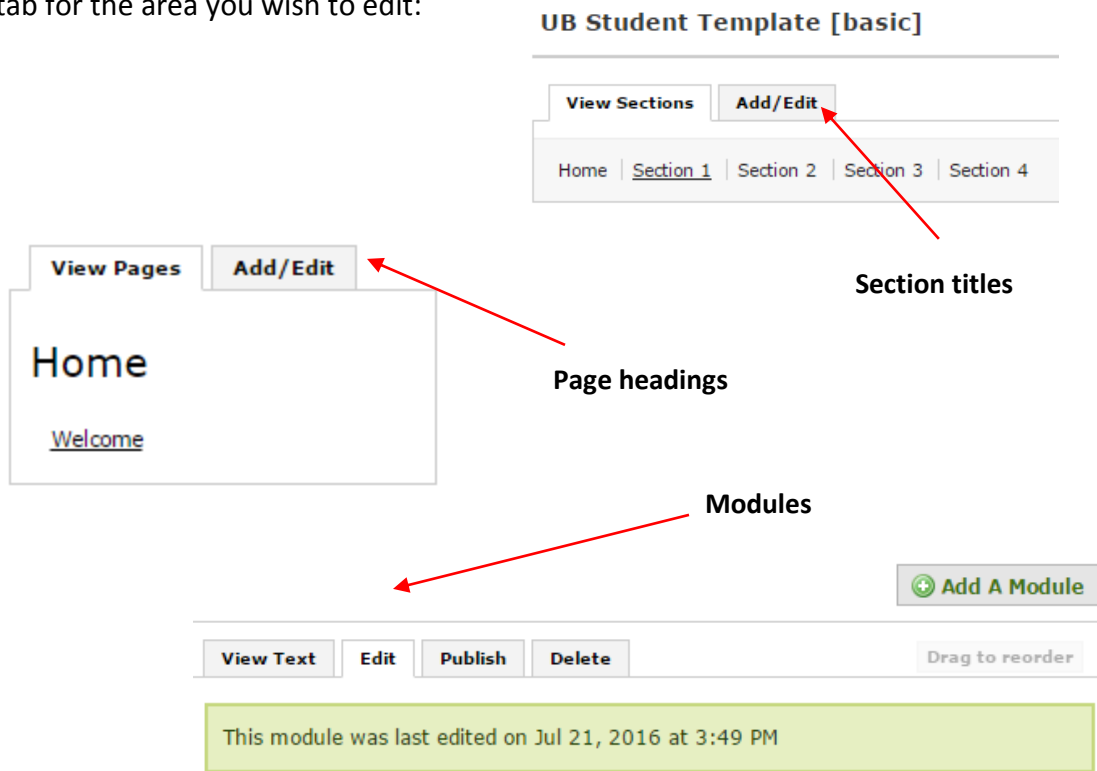
1. Open your ePortfolio.
2. **Locate and click on all of the EDIT tabs you can find.** The top EDIT toggles your ePortfolio from **EDIT** to **PREVIEW** to **PUBLISHED** view.



2. When you're in the EDIT view, you'll be able to Add/Edit several areas of your ePortfolio:

- Section titles
- Page headings and sub-headings
- Individual content modules

Each area has its own row of editing tabs. To add or change content, locate the "Edit" tab for the area you wish to edit:

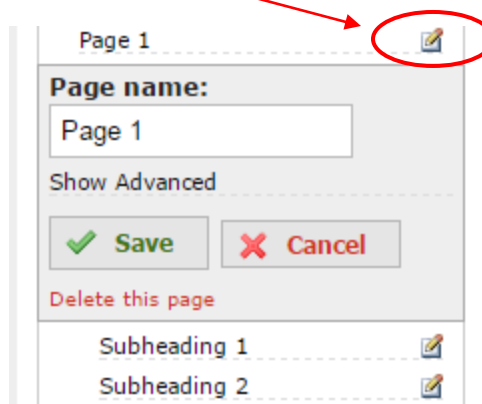


# UB EPORTFOLIO STARTUP GUIDE

## Section titles and Page headings:

If you've created from a template, you'll see that **Section titles** and **Page** names are already in place. This does not mean you're stuck with them! Unless your instructor specifically requests that you use the template titles, you are free to add, delete, re-sequence, or rename as often as you wish.

1. After selecting the **"Add/Edit"** option beside either your **"View Sections"** or **"View Pages"** tab, clicking on the **editing icon** next to any section title or page name allows you to rename your titles.



2. Clicking the **Add Section** or **Add Page** allows you to create a new section or page.



3. To **re-sequence** from the Add/Edit view, simply **drag and drop** your titles into their new place. A highlighted box will appear to show new placement. This is especially important since when you add a new title, it automatically adds at the end of "Sections" or at the top of "Pages". Drag and drop also allows you to **indent sub-pages** to create a hierarchy.

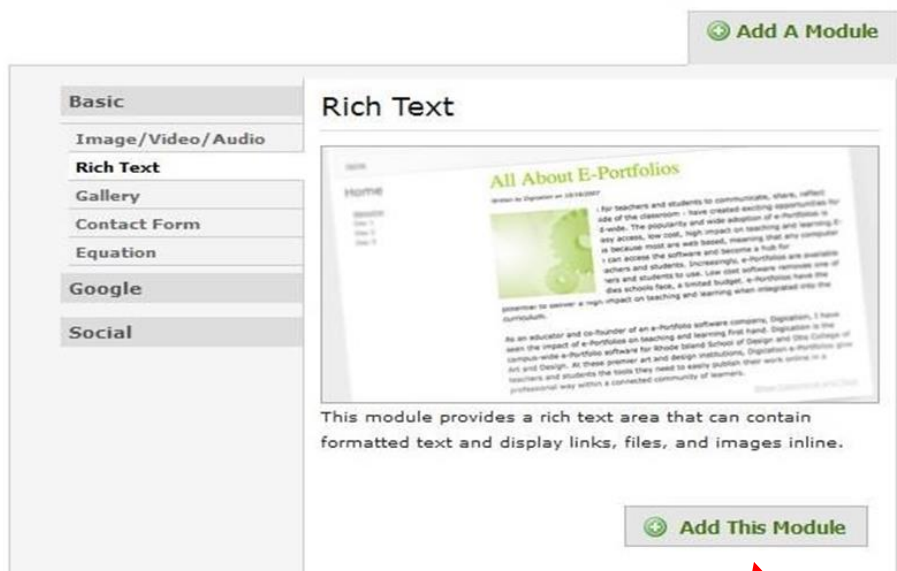
Once you have created a hierarchy, sub-pages move as a unit with main pages. If you delete a main page, your sub-pages will also delete. If you have accidentally indented a sub-page, you will need to drag your cursor far to the left to restore it to the margin.

Your editing icon for each sub-page also displays a "Show Advanced" option. This is where you may "Hide," "Collapse," or "Set as Heading" (headings are "unclickable," just as your main Section title).

# UB EPORTFOLIO STARTUP GUIDE

## VIII. Adding Modules

Modules are the **building blocks** of your content for pages and sub-pages. Once again, the fastest way to familiarize yourself with what each module can do and how it displays is to **click on every possible module** and **practice** the various ways to upload and display text files, images, and other media.



There are three types of modules: “Basic”, “Google”, and “Social”. Within each module there are sub-modules. The most commonly used sub-modules are “Image/Video/Audio”, “Rich Text”, and “Gallery”. Many of the modules (especially the Google modules) contain further instructions on how to embed media or other files.

To add a module, select from the options on your left and then click “**Add This Module.**”

You may **stack multiple modules** onto each page, allowing you to create in a multi-media format. Each module you add will stack at the top, but you can then reorder your “stack” by first saving your work, toggling to “VIEW” for each module, then do a **drag and drop** to reorder.

### Types of Modules:

- **Image/Video/Audio:** allows you to upload various content to your ePortfolio. You can upload from both your computer and embedded media from other sites (such as YouTube, Prezi, and Vimeo). This module also allows you to embed a pdf file so it displays in an interactive format.

# UB EPORTFOLIO STARTUP GUIDE

## Embedding a YouTube video:

From My Computer | Media From Web | Media From Web (new)

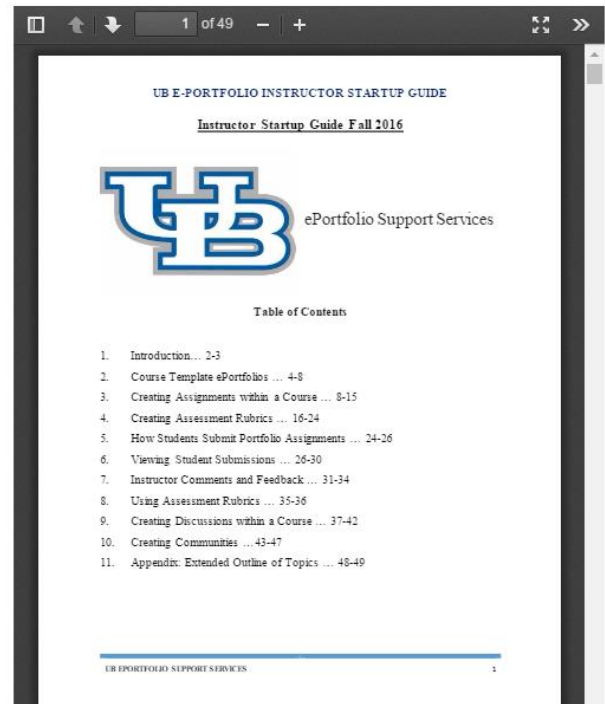
Please copy the embed text provided by one of the sites below into box. The image shows you where to click to find the embed text.

Embed Source: YouTube

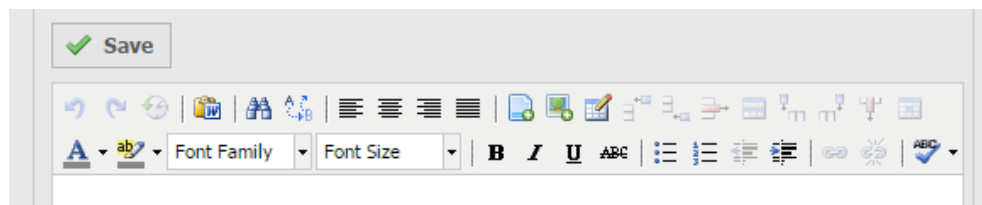
Embed

Copy embed code

## Interactive pdf:



- **Rich Text:** Allows you to compose text directly into the editing field; to paste from a Word document; upload a file; or insert tables and images. Like a word program, rich text also offers spell check and the ability to change fonts and type settings.



- **Gallery:** allows you to arrange a collection of uploaded images into various designs and to add captions or **source citations** for your uploaded files.
- **Google:** This module has a drop down menu that guides you through the steps of embedding a live Google Doc, Spreadsheet, Presentation, Form, or Calendar.

### IX. How to work with LARGE MEDIA FILES such as Videos and PowerPoint presentations

#### General Media Files:

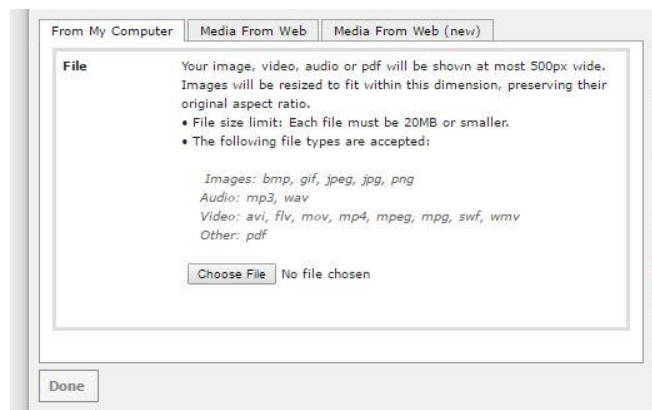
To embed media files larger than 20MB, or to embed an interactive pdf, you will select the “Image/Video/Audio” module. Within this module you have the following options:

1. **“Replace This Media with Large Video”** [this option allows you to upload a video directly from your computer, although you might also have to enable specific “plugins” if not supported by your device (such as Quick Time Player, for example).



#### 2. “Replace This Media”

- a. **“From My Computer”**: File size limit: 20MB or smaller  
\*accepts images, audio, video, and pdf files
- b. **“Media from Web”**: Click on drop down menu (on screen) for a list of embed sources. When you select an embed source (such as YouTube, Vimeo, Prezi, etc.), you will see a set of on screen instructions to walk you through the embed process.
- c. **“Media From Web (new)”**: Select this option for web based sources not listed among the embed sources that already interact with Digication. You will need to provide a URL or embed code for the new web source.



## UB EPORTFOLIO STARTUP GUIDE

### Recommendations on working with PowerPoint presentations:

Unless your instructor has specifically requested that you prepare a Slide cast presentation through PowerPoint, you are urged to **review all of your general media options**, especially web-based sources already supported by Digication, (such as YouTube, Prezi, Vimeo, etc.) **BEFORE composing on PowerPoint**.

If working with PowerPoints specifically, your options are:

1. If your presentation is **smaller than 20MB**, you may attach a link to the file in the **“Rich Text”** module. By hovering your cursor over the editing icons, you’ll see which icon to select to **“Insert File”** or **“Insert Media.”** This option, however, uploads only a link to the document without a visual display of the document itself.

For a **visual only** display of your PowerPoint:

1. For **visual only**, convert your PowerPoint to pdf (under “Save As” in PowerPoint), then select the “Image/Video/Audio” module, “Replace This Media,” then “From My Computer.” Your PowerPoint will then display as an interactive pdf.
2. –or-- Using your **Google Office** tools in your **Google Drive**, upload your PowerPoint into Google Drive. Right click on your PowerPoint through Google and select “Open As” then “Google Slides”.
  - a. In your ePortfolio, select “Add Module,” click on “Google,” then “Google Presentation,” “Add This Module.” Once you “Add This Module,” Digication provides a 3-step list of how to embed your Google Presentation.

**\*Note:** It is likely easier for you to compose your Slide cast as a Google Presentation or other web-based format to begin with!

To upload **PowerPoints with embedded audio**:

1. Be certain that your audio is embedded within the slides themselves, rather than simply attached as audio files.



## UB EPORTFOLIO STARTUP GUIDE

2. **Convert your PowerPoint to a video file** using your “Save As” options in PowerPoint.
3. Select the “**Image/video/Audio**” module in Digication, then “**Replace this Media with Large Video.**”
4. —or— Upload your video file to a web-based video host supported by Digication, such as YouTube or Vimeo (see list under “Replace This Media” then “Media from Web”)

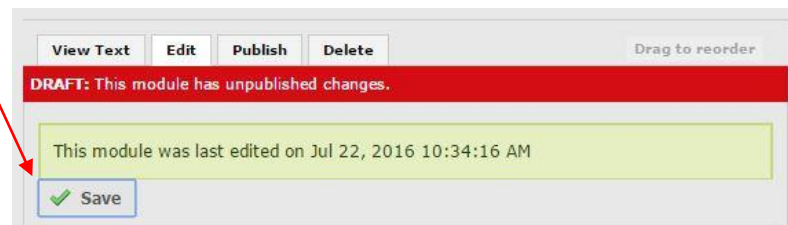
## X. How to SAVE and PUBLISH your changes

<<Important reminder: your ePortfolio does not auto-save!>>

Each time you add a module or edit content, you will need to

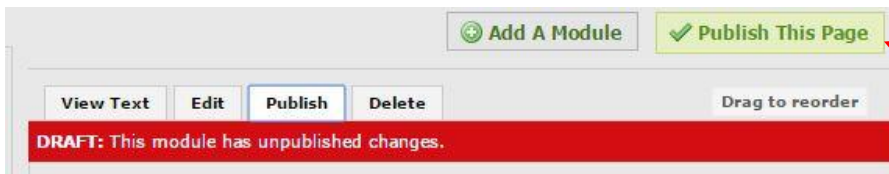
### 1. **SAVE**

2. A red notice will appear alerting you that your page has **UNPUBLISHED CHANGES**



3. If you are not ready for viewers to see your changes, it will remain as “Draft” (noted in page and sub-page titles)
4. If you are ready for viewers to see your changes, you may either **PUBLISH THIS PAGE** (which publishes all modules on the page) or **PUBLISH** modules individually.
  - 1) Scroll up to locate your two PUBLISH options. “PUBLISH THIS PAGE” is located in the upper right above your module or stack of modules. “PUBLISH” is located in the navigation tabs of individual modules: “View Text”, “Edit”, “Publish”, and “Delete”.

## UB EPORTFOLIO STARTUP GUIDE



To publish changes to all modules at once.

To publishes changes to an individual module.



2) If you wish to publish only a single module while others remain in Draft mode, select the module's "**PUBLISH**" tab, then click "**PUBLISH CHANGES.**" Only changes made to this module will appear in your "Published" view.

3) If you are ready to publish all changes on your page, scroll up and select **PUBLISH THIS PAGE.**

4) To confirm your viewers are seeing all content, return to your top navigation tabs and click on **PUBLISHED** view.

**NOTE:** This is especially important if your instructor or classmates need to see your work. *"I forgot to click PUBLISH"* will likely result in a late penalty, depending upon your instructor's policy on late work!

### THINK BEFORE YOU PUBLISH!

Please think carefully about what information you open to "PUBLISHED" view. Your UB ID number or other personal information, for example, should never show in PUBLISHED view if your privacy setting allows Custom Permissions to classmates or Private within University at Buffalo.

### XI. How to SUBMIT ASSIGNMENTS

Digication offers several options on how to submit your work, depending upon your instructor's preference. These options allow you to submit either **stand-alone assignments** (such as a Word document) or **actual pages from your ePortfolio**.

#### Tip on submissions:

Pay close attention to where and how your instructor prefers you to submit your work!!!

#### A. Two ways to access your assignments:

1. From your home page, select your course.

2. From your course navigation tabs, select "Assignments".

#### My Courses

##### Freshmen Experience

CPM 101: 07/11/16 - 08/06/16

Assists first year students with adjustment to the university and helps them develop a better understanding of themselves, UB, and each other. (2 credits)

FRESHMEN EXPERIENCE > COURSE NOTIFICATIONS

Notifications

Assignments

Discussions

e-Portfolios

People

3. Once you select which assignment, scroll down to see your submit options. Here is where you may either upload a stand-alone document or submit a page (or pages) of your actual ePortfolio. The "Rich Text" option allows you to write or cut-and-paste your text directly into the editing field.

**Upload** e-Portfolio Rich Text

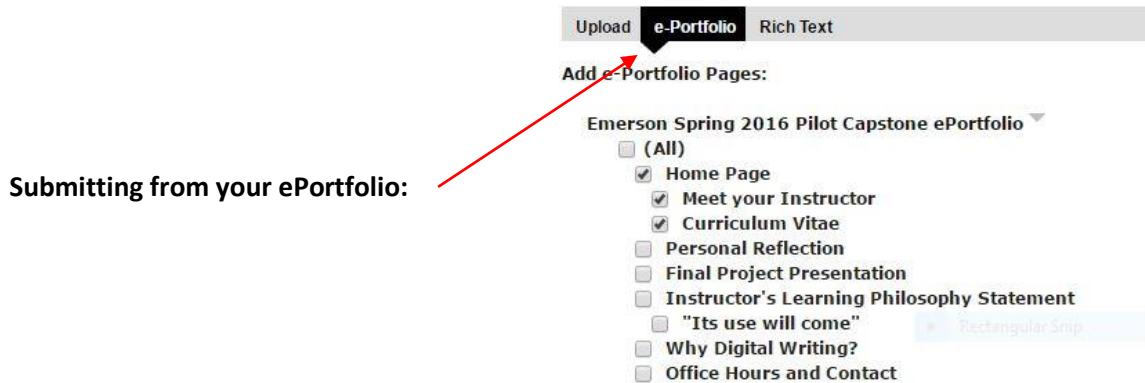
Add file:

Choose Files No file chosen

Add Video

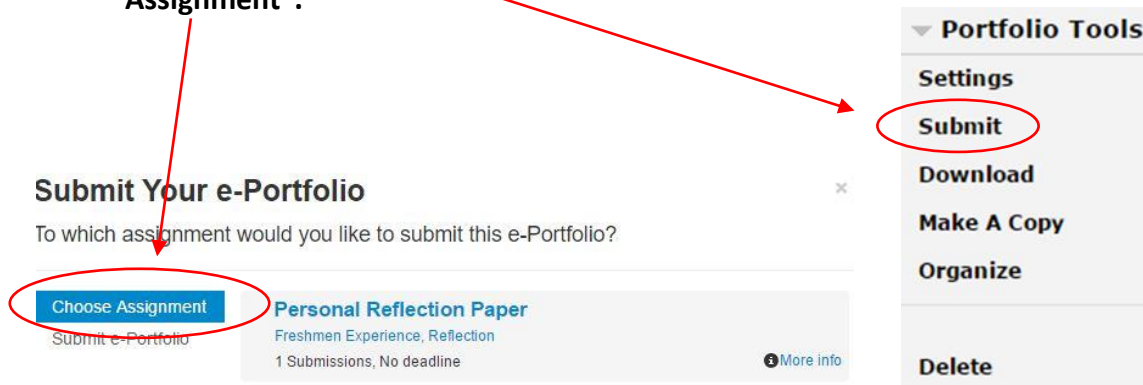
4. If your instructor asks you to submit a page or pages from your actual ePortfolio, select the "e-Portfolio" option in your submission field. Click on the drop down arrow of your ePortfolio, then select each of the pages and sub-pages you wish to submit.

# UB EPORTFOLIO STARTUP GUIDE



## B. Submitting from your ePortfolio

You can also access a list of your assignments through the “Submit” option using the “**Portfolio Tools**” tab located in the upper right of your ePortfolio. Under this tab is the option to “**Submit**”. Under “Submit” you will be prompted to “**Choose Assignment**”.



\*Note that “only **active assignments that allow submissions** are displayed.” If you are enrolled in several courses with Digication assignments, all assignments will appear in this list.

Once you “Choose Assignment,” you will see an outline of your ePortfolio section, page, and sub-page headings. Click the circle of **each section, page, and/or sub-page you wish to submit**, then scroll down and select “**Submit**” (in blue at the bottom of your submit screen.) You should click the circle of each section, page, and/or sub-page you wish to submit as evidence, but only those sections.

## UB EPORTFOLIO STARTUP GUIDE

### Submit Your e-Portfolio

Select the pages you would like to submit

Choose Assignment

Submit e-Portfolio

☐ Emerson Spring 2016 Pilot Capstone ePortfolio (All Pages)

☒ Home Page

☒ Meet your Instructor

☒ Curriculum Vitae

☐ Personal Reflection

☐ Final Project Presentation

☐ Instructor's Learning Philosophy Statement

☐ "Its use will come"

DRAFT

☐ Why Digital Writing?

☐ Office Hours and Contact

1. Select the pages you would like to submit:

2. Click on "Submit" at bottom of page.

Cancel Submit

## XII. How to SUBMIT FINAL ePortfolio

In addition to individual assignments or ePortfolio pages you will submit throughout the semester, your instructor might also require you to submit your **FINAL ePortfolio**.

As with your previous assignments, you may use either of the two "Submit" options:

1) through your **course assignment grid** or

2) from your **ePortfolio Tools "Submit"** option. Once again, first select your assignment ("Final ePortfolio") and then select "All Pages" before clicking the "Submit" button.

Upload e-Portfolio Rich Text

Add e-Portfolio Pages:

Emerson Spring 2016 Pilot Capstone ePortfolio

☒ (All)

☒ Home Page

☒ Meet your Instructor

☒ Curriculum Vitae

☒ Personal Reflection

☒ Final Project Presentation

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### Submit Your e-Portfolio

Select the pages you would like to submit

Choose Assignment

Submit e-Portfolio

☒ Emerson Spring 2016 Pilot Capstone ePortfolio (All Pages)

☒ Home Page

☒ Meet your Instructor

☒ Curriculum Vitae

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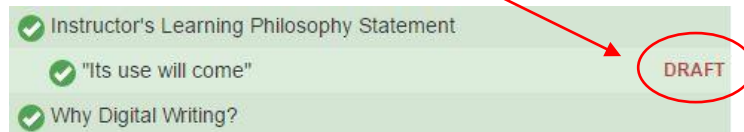
☒ Office Hours and Contact

## UB EPORTFOLIO STARTUP GUIDE

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**Caution:** Before you make your final submission, verify that all drafts have been **Saved** and **Published** so your instructor is able to view your final work! Note that your instructor will be unable to view work saved in draft mode!

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*Congratulations on submitting your final ePortfolio!*

### Detailed Index of Topics

Introduction, 2  
Logging in, 2  
Create from Course Template, 3  
Create from Scratch, 4  
Select Settings, 4-7  
    Theme, 5  
    Permissions, 5-7  
    Tagging, 7  
    Comments, 7  
    Show Comments, 7  
    Conversations, 7  
Customize Theme, 8  
Change Settings, 8  
Customize Directory Icon, 10  
    User Profile picture, 10  
Add/Edit tabs, 11-12  
Add Section, 12  
Add Page, 12

## **UB EPORTFOLIO STARTUP GUIDE**

- Adding Modules, 13-14
  - Types of Modules, 13
    - Image/Video/Audio, 13-14
    - Rich Text, 14
    - Gallery, 14
    - Google, 14
- Large media files, 15
  - Large Video, 15
  - Replace This Media, 15
    - From My Computer, 15
    - Media from Web , 15
    - Media From Web (new), 15
  - PowerPoint presentations, 16-17
    - With embedded audio, 16-17
- SAVE and PUBLISH changes, 17-18
  - Unpublished changes, 17
  - Publish page, 17-18
  - Publish changes, 17-18
- Submit assignments, 19-21
  - Tip on submissions, 19
  - Submitting from course navigation tabs, 19-20
    - Stand-alone assignments , 19
    - Pages from ePortfolio, 20
  - Submitting from ePortfolio, 20-21
- SUBMIT FINAL ePortfolio, 21-22