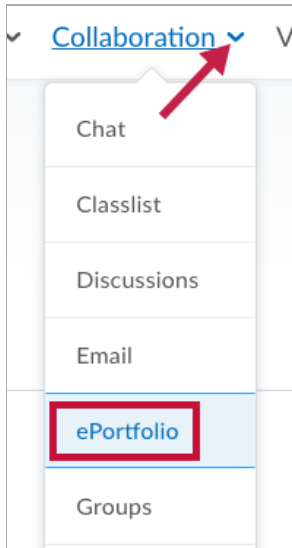


Create an ePortfolio Presentation

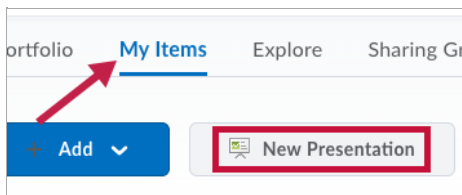
Last Modified on 04/02/2025 10:53 am CDT

Creating a Presentation

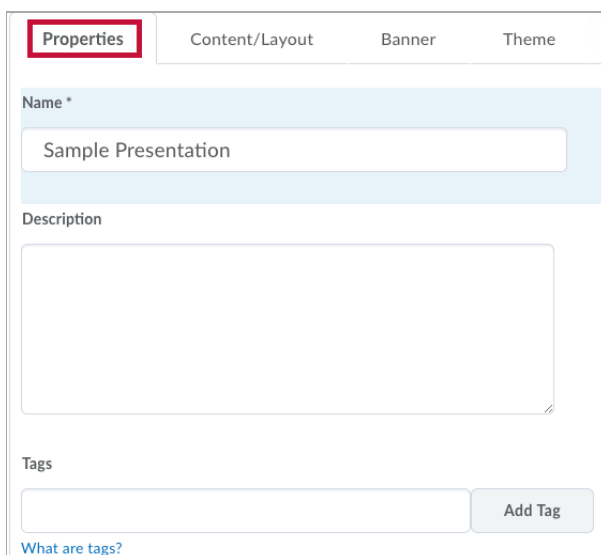
1. Click on **[Collaboration]** on the **NavBar** and then choose **[ePortfolio]**.



2. Choose **[My Items]** and click on **[New Presentation]**.



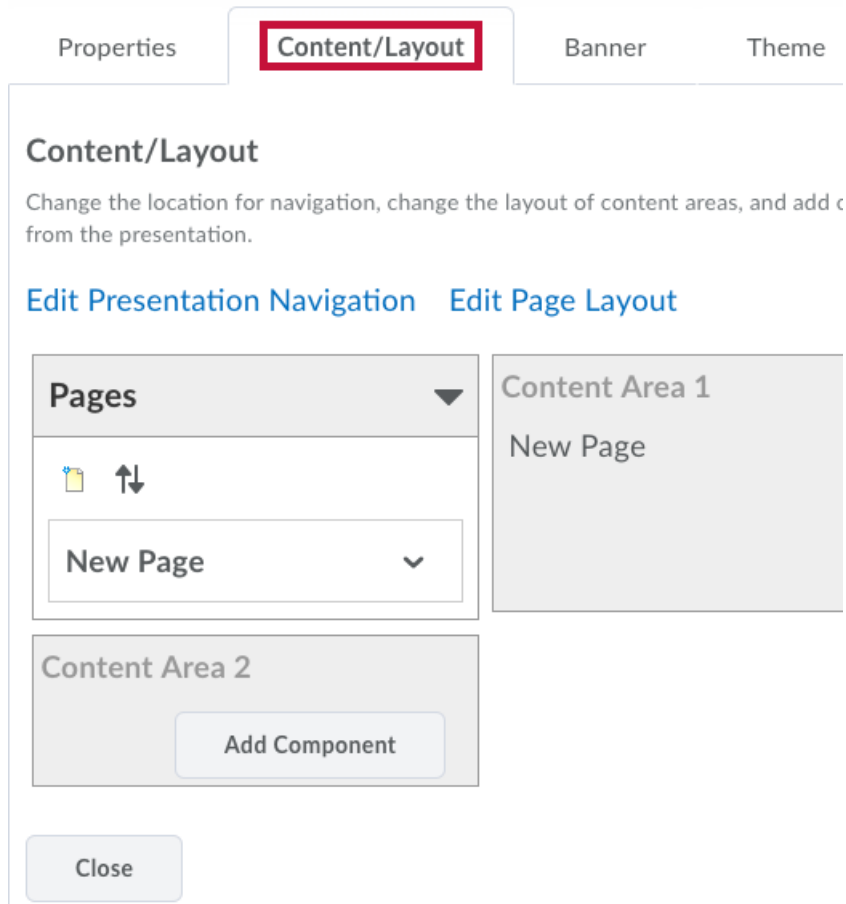
3. Under Properties, enter a **Name** (required).

A screenshot of the 'Properties' form for creating a presentation. The form has tabs for 'Properties', 'Content/Layout', 'Banner', and 'Theme'. The 'Properties' tab is active. The form contains a 'Name *' field with the text 'Sample Presentation', a 'Description' text area, and a 'Tags' field with an 'Add Tag' button. A red box highlights the 'Properties' tab.

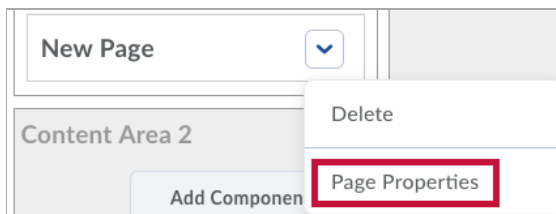
- Enter a **Description** (optional).
 - Enter **Tags** (optional).
 - Suggested entries: Presentation, Subject, Last Name
4. Click the **[Content/Layout]** tab (the presentation is auto-saved when switching tabs). The **[Edit Presentation Navigation]** and **[Edit Page Layout]** links are both optional and most

often left as default.

- **Pages** pane: This will contain each of the sections of the presentation.
- **Content Area 1** pane: Contains the main body of content of the selected Page.
- **Content Area 2** pane: Contains the minor body of content of the selected Page.

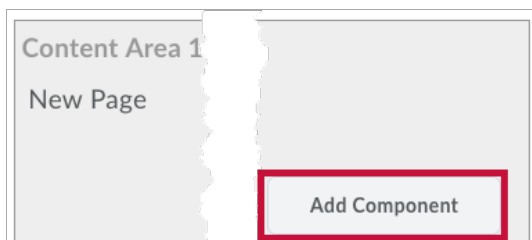


5. Click the **[down arrow]** next to the default New Page, then click **[Page Properties]**.



6. Change the **Title** as needed then click **[Save]**.

7. Click **[Add Component]** under Content Area 1.

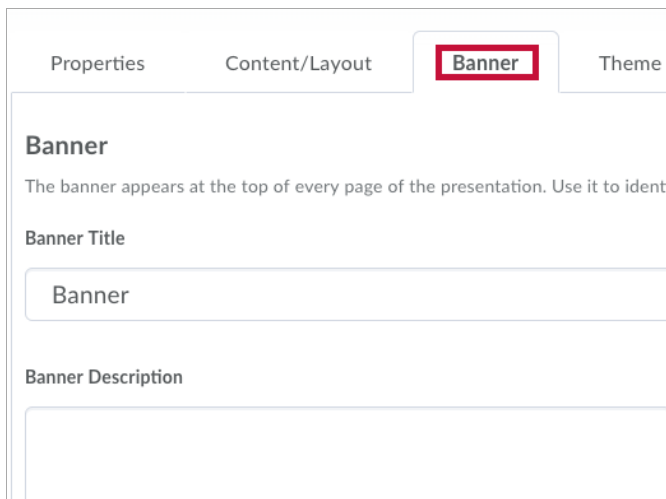


8. Add the desired type of content.

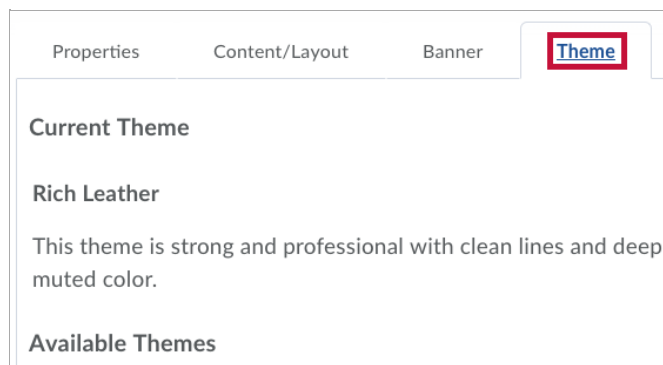
9. To add a new page, click the **[New Page]** icon under the **Pages** pane.



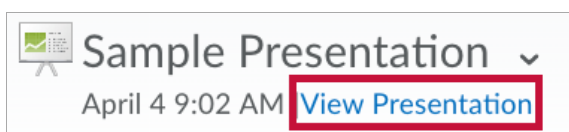
10. Change the title as needed and click **[Save]**.
 - The Content Area 1 and 2 panes will update to show the newly created page's content.
11. Repeat steps above to add content for this new content page.
 - Content examples include:
 - Artifacts
 - Text Areas (HTML Editor)
 - Form entry fields
 - Reflections
12. Click the **[Banner]** tab, then enter a banner title and description. Both are optional but suggested.



13. **Theme** selection is optional.

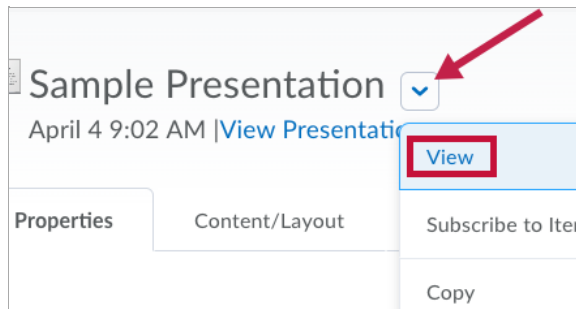


14. To preview the presentation at any time, either:
 - Click the **[View Presentation]** link near the title;



OR

- Click the **[down arrow]** next to the title and choose **[View]**.



15. Click **[Close]** to exit the presentation once you are finished editing it.