

# **Brightspace ePortfolio**

## *Instructor Guide*

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## Document Change History

This version of the document replaces all previous versions. The following table describes the most recent changes to this document.

<b>Revision Date</b>	<b>Summary of Changes</b>
October 4, 2018	Updates to reflect language term changes in Assignments have been added to this guide.
August 3, 2017	Added a note to the Brightspace ePortfolio topic to direct users who are looking for the Brightspace Portfolio tool and Brightspace Portfolio App.

## Document and share ideas and achievements

Brightspace ePortfolio is a personal portfolio tool for storing, organizing, reflecting on, and sharing items that represent your learning. You can include items such as documents, graphics, audio files, videos, presentations, and course work to demonstrate your improvement or mastery in certain areas.

You can control what items you want to include in your portfolio, how they are organized, and who you want to share them with. When you share items with your peers, mentors, or potential employers, you can give them permission to view items, edit items, see or add comments, and see or add assessments to receive feedback.

## Share items in courses

### Create a sharing group

You can create sharing groups at the organization and org unit level.

1. On the navbar, click  **Course Admin** >  **Sharing Groups**.
2. Click **New Sharing Group**.
3. Enter your sharing group's details.
4. Click **Save and Close**.
5. On the **Sharing Groups** page, click on the sharing group you just created.
6. Click **Show Advanced Sharing Options**.
7. Do any of the following:
  - To allow other users in the current org unit to use the sharing group, select the **Current Org Unit** check box.
  - If you are at the organization level, to allow users in other org units to use the sharing group, click **Add Org Units**. Select the org units you want to add. Click **Insert**.
  - To automatically share items with the sharing group, select the **Automatically share items with this sharing group** check box. This setting forces all users (regardless of role) in the course to use this sharing group. Edit your sharing options. If you hide the sharing group, users will not be able to determine which items they are automatically sharing or the permissions other users have.
8. Click **Save**.
9. To add users to the sharing group, click **Add Users**.
10. Browse for the users or course offerings you want to add. Click on the users or groups of users you want to add.
11. In the **Assign Permissions** area, select permissions for the sharing group.
12. Click **Add** > **Save and Close**.

## Push Brightspace ePortfolio items to others

You can push artifacts, reflections, presentations, collections, and learning objectives into other users' Brightspace ePortfolios for their own use.

Push functionality enables organizations to provide examples and template Brightspace ePortfolio items for learners. Organizations, administrators, or instructors can customize content in their own Brightspace ePortfolio and then push out the content to courses or sharing groups. This enables you to provide better support, scaffolds, and generic orientation tasks for users.

The system maintains the same item properties during a push process as it does during an export process with the following exceptions: Presentation themes, including those with modified styles, are included in a push; Tags are included in a push; Rubrics associated with an item are included in a push; Rubrics embedded in form artifacts are included in a push; and Comments are not included in a push.

You can review the status of your push processes on the Import/Export ePortfolio Content page in the Pushes to Others tab. Push processes may take some time to appear in users' portfolios depending on the size of items, number of users receiving those items, and the number of processes in the queue.

1. On the navbar, click  **Brightspace ePortfolio**.
2. In the **My Items** area, from the **More Actions** button, click **Go to Import/Export** page.
3. Click **Push**.
4. If you want to include items connected to the items you are currently pushing, select the **Automatically include associated items** check box.
5. Click **Add Items**. Select the items you want to add.
6. Click **Add > Next**.
7. Browse for users, sharing groups, or courses to push the content to. Click on the users, sharing groups, or courses you want to push to.
8. Click **Push > Yes**.

Note: Ensure that the item you're pushing is not deleted before the push has completed. Review the status of the Import/Export process before cleaning up your ePortfolio items otherwise the recipient may not receive your ePortfolio items.

## About certified Brightspace Learning Environment artifacts

If your organization uses both Brightspace ePortfolio and Brightspace Learning Environment, you can allow users to import items from your course as learning artifacts to their Brightspace ePortfolio. You can allow users to import learning artifacts from the following tools:

- Quizzes
- Assignments
- Grades
- Competencies

Brightspace Learning Environment artifacts differ from other artifacts because they cannot be modified. They record a submission or achievement at a specific point in time. Brightspace Learning Environment artifacts do not update when items change in a course; users can only change their name, description, and tags. Users cannot modify the actual content.

If a user imports quiz or assignment results into their Brightspace ePortfolio, learning objectives associated with the quiz or assignment also automatically import with an association to their corresponding artifact.

## Allow certified Brightspace Learning Environment artifacts

Do any of the following:

- To allow quiz artifacts, on a quiz's **Edit Quiz** page, in the **Assessment** tab, select **Allow users to add the result of this quiz to their Brightspace ePortfolio**.
- To allow Assignments artifacts, on an assignment submissions folder's **Edit Folder** page, select **Allow users to add this folder to their Brightspace ePortfolio**.
- To allow grade artifacts, on the Grades  **Settings** page, in the **Org Unit Display Options** tab, select **Allow users to add their grades to their Brightspace ePortfolio**.
- To allow competency artifacts, on the Competencies  **Settings** page, select **Allow users to add their competencies to their Brightspace ePortfolio**.

## Form templates

### About forms

Form templates are pages created by an organization, department, or course designer that collect information from users. When you create a form template, you specify what fields it includes, what type of information each field collects, and whether a field is required. Users can fill out a form template multiple times and they can allow others to comment on or evaluate their entries.

When users fill out a form template, a form response is added as an artifact in their Brightspace ePortfolio. They can then share, edit, or add the form response to collections, presentations, or learning objectives. Form responses can also be submitted to an assignment.

Instructors can create form templates for an org unit. Administrators can create form templates for an organization.

Form templates are not course-specific. When you share a form template with individuals in your course, they can use it in other courses and repurpose it as desired.

There are two areas to complete when creating a form template: form template details and form template content. The details area contains the name and description of the form template and which courses have access to it. The content area contains the actual fields users fill out. The content area of a form template can contain two types of fields: system fields and custom fields.

System fields automatically populate with data from a user's profile. Some typical system fields include First Name, Last Name, and Email.

Custom fields allow users to fill in content. You define what type of information users enter in a custom field and whether it is required.

<b>Custom field</b>	<b>Description</b>
Drop-down List	Creates a drop-down list of options that users can choose between. Use this option when you want users to choose only one option from a predetermined list.  It is good practice to make the default value descriptive text rather than one of the options. For example, -- Select a file type -- or -- Choose an action --.
Radio Button List	Creates a set of radio buttons that users can choose between. Use this option when you want users to choose only one option from a predetermined list.
Check Box List	Creates a set of check box items that users can select options from. Use this option when you want users to choose one or more options from a predetermined list.
Text Input - Simple Text	Creates a standard text field for entering text. You determine how many characters the text field accepts. You can also provide default text or instructions to help guide users' responses.
Text Input - Formatted Text	Creates a text field that uses the HTML Editor. Formatted text fields allow you to use graphics, tables, links, and other functionality available in the HTML Editor.
Numeric Input	Creates a field that only accepts numeric data. You can specify whether to allow decimals and negatives.  If the input contains numeric characters as well as symbols or text, use a simple text field instead. For example, for phone numbers or product numbers, use a simple text field and provide examples such as (555) 555-5555 or 1264-AX100.
Date and Time Input	Creates a standard calendar and time field for selecting a date and/or time.
Information	Provides a rich text field for adding a content area to a form. A content area provides information to users rather than collecting it. For example, you could provide text instructions, a graph, or an image.
File Upload	Creates Add a File and Record Audio buttons and dialogs for each. You can specify what types of files users can upload and the maximum file size allowed.
Rubric	Allows you to insert a rubric created in Brightspace Learning Environment. Use this

Custom field	Description
Evaluation	option to gather consistent feedback from users. For example, create a peer evaluation form that includes a rubric with the appropriate assessment options.
Brightspace ePortfolio Item Link	Creates an Add button and dialog that lets users associate the form response with an item in their Brightspace ePortfolio. You can restrict what types of items a user can link the form response to. For example, if you have a form template for reflecting on or evaluating a presentation, require that users link to the presentation in the form.  When you follow a link in a form, you have the same permissions for the item as you do for the form, even if the permissions differ from your normal permissions for the item.
Org Unit	Creates a drop-down list of org units limited to a user's enrollments. You can define what type of org units display in the drop-down list (for example, Course, Group, Semester, etc.). Use this field if you want to tie form data to an org unit.

## Create a form template for an org unit

1. On the navbar, click  **Course Admin** >  **Forms**.
2. Click **New Form Template**.
3. Enter your form details. Click **Save**.
4. Do any of the following:
  - To add a system field to the template, click **Add System Field**. Select your fields. Click **Add**.
  - To add a custom field to the template, click **Add Custom Field**. Enter your field details. Click **Save**.
  - To add a section header to the template, click **Add Section Header**. Enter your header name. Click **Save**.

## Integrating Brightspace ePortfolio with Content

### Integrate form templates in Content

You can integrate form templates created either at the organization or org unit level to gather information from within course modules and topics in Content. Form responses created by users are then sent to their Brightspace ePortfolio for future reference.

For example, you can ask learners to complete a form response to demonstrate understanding of a particular theory or to gather feedback about their thoughts on the methods used to foster learning.

You can only add form templates that were created at the org unit level or created at the organization level and shared to the org unit level.

1. On the navbar, click  **Content**.
2. Navigate to the module in which you want to add a form template.
3. From the **Existing Activities** button, click  **Form Templates**.
4. Click the form you want to add.

## Enable Brightspace ePortfolio reflections from Content

Learners can add Brightspace ePortfolio reflections to Brightspace Learning Environment on any page in Content where the option is enabled.

When learners add a reflection from Content, there are three default tags that specify the reflection's origin: the course ID, the module name, and the topic name.

Reflections in Brightspace ePortfolio are enabled by default.

1. On the navbar, click  **Content**.
2. Click on the topic for which you want to enable reflections.
3. In the **Activity Details** tab, click **Reflecting in ePortfolio is disabled**.
4. Select the **Allow reflecting in ePortfolio** check box.
5. Click **Update**.

## Disable Brightspace ePortfolio reflections from Content

1. On the navbar, click  **Content**.
2. Click on the topic for which you want to disable reflections.
3. In the **Activity Details** tab, click **Reflecting in ePortfolio is enabled**.
4. Clear the **Allow reflecting in ePortfolio** check box.
5. Click **Update**.

## Assessing Brightspace ePortfolio content in Brightspace Learning Environment

### About rubrics and Brightspace ePortfolio

Use rubrics in Brightspace ePortfolio for assessing artifacts, reflections, collections, presentations, and learning objectives.

Rubrics must be available at the course, department, or organization level to enable users to attach them to Brightspace ePortfolio items for assessment. Create rubrics using the Rubrics tool.

A Brightspace ePortfolio user who has permission to assess an item can use any of the rubrics attached to the item by its owner.

## About assignment submissions and Brightspace ePortfolio

Brightspace ePortfolio items that learners submit to an assignment are treated as unique objects; they do not change when the original item changes. This allows you to assess or grade submissions without worrying about learners revising their work.

Assignments can be associated with a competency or a grade book item in Brightspace Learning Environment. You can also attach feedback or comments to specific submissions.

If you select Allow users to add this folder to their ePortfolio on an assignment's Edit Assignment page, a user can add their submission with your feedback to their Brightspace ePortfolio. This allows them to continue improving their work while maintaining a copy of how the item appeared at the time of assessment.

## Integrating Brightspace ePortfolio with Competencies

### About learning objectives and Brightspace ePortfolio

Brightspace ePortfolio supports two configurations for facilitating learning objectives: a program-directed approach and an independent, self-directed approach.

In a program-directed approach, instructors and program administrators can push learning objectives (with associated items) into a learner's Brightspace ePortfolio from the organization, department, program, or course offering level. Within this set up, a learner can:

- Share learning objective items with others to generate feedback
- Associate learning objective items with artifacts, reflections, collections, and presentations that demonstrate their learning
- Display learning objectives in presentations
- Create public learning objective-based presentations to seek feedback from those external to the organization
- Delete learning objectives that no longer align with their learning plan

The self-directed approach enables users to select learning objectives from Brightspace Learning Environment to import as items in their Brightspace ePortfolio. This model empowers learners to define their own learning plans in addition to the actions listed above.

### About setting up competencies for Brightspace ePortfolio

Depending on the org level at which you have the Manage Competencies role permission, you can set up competency structures at the organization, department, or course offering level and make those structures available for Brightspace ePortfolio.

If you select **Independent Learning Objectives** on the **Competencies tool**  **Settings** page, users will have access to orphaned learning objectives by default if they are enrolled in the org unit where the orphaned learning objectives exist.

## Make a competency structure available for Brightspace ePortfolio

1. On the navbar, click  **Competencies**.
2. Click  **Settings**.
3. Do any of the following:
  - To make competencies available for Brightspace ePortfolio, select the **Competencies** check box.
  - To make learning objectives available for Brightspace ePortfolio, select the **Learning Objectives** check box.
  - To make orphan learning objectives available for Brightspace ePortfolio, select the **Independent Learning Objectives** check box.
4. Click **Save**.
5. On the **Competency Home** page, click on the competency you want to make available for Brightspace ePortfolio.
6. Do the following:
  - Set the status of the competency to **Approved**.
  - Select **Make competency and its children visible to users**. If you or other users have the **Manage Competencies** permission, approved competencies appear as learning objectives in Brightspace ePortfolio regardless of whether you select this check box or not.
7. Click **Save**.

## About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world's first integrated learning platform.

The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L's open and extensible platform is used by more than 1,100 clients and almost 15 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies.

The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore. [www.D2L.com](http://www.D2L.com)

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