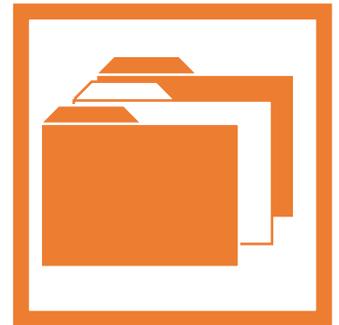


## Introduction to Brightspace ePortfolios

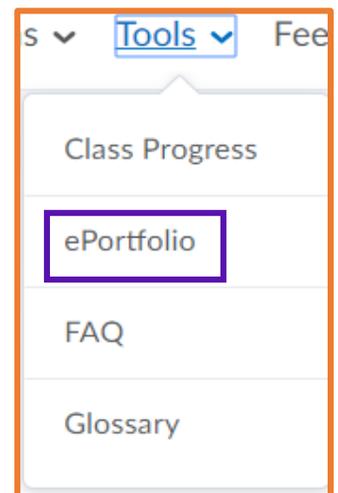
The eportfolio tool allows students to store, organise and reflect on the pieces of content that they have been working on. Every student (and member of staff) has an eportfolio within Brightspace by default.



There are multiple types of things staff/students can store within their ePortfolio such as:

- Artefacts – These are individual items such as files, images, videos or content items.
- Collections – These are groups of related items which people can use to organise content
- Reflections – These are thoughts about their learning and students can reflect on any content item.
- Presentations – These are themed pages for students to showcase their items and achievements
- Learning objectives – These are plans for specific learning outcomes

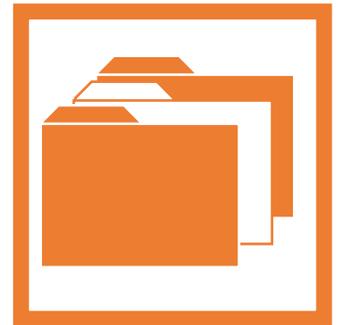
To access the eportfolio tool, you or your students can use the *My Brightspace* menu in the navigation bar on the Brightspace landing page. You can also access your ePortfolio through any module page in the navigation bar under the *Tools* tab.



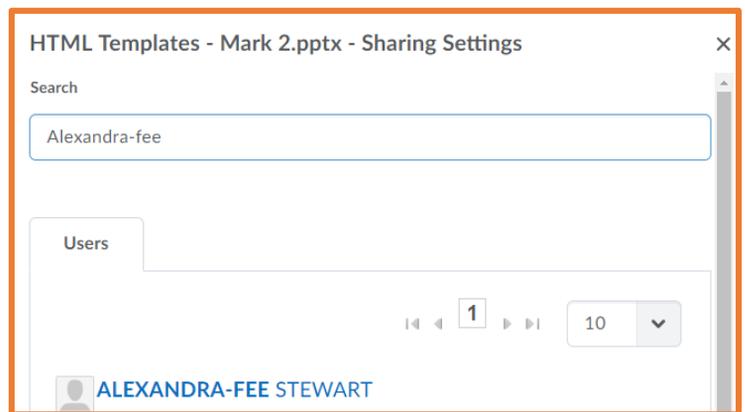
**NOTE: Tutors cannot see their students eportfolios as they are private however, your student can choose to share an item, collection or presentation with you or submit parts of their eportfolio as an assignment.**

## Introduction to Brightspace ePortfolios

Students have the ability to share their eportfolio items, collections and presentations with people within the University. They can also share presentations with someone external to the University by sending a link. Moreover, these eportfolios are for life so the students can keep using them after they graduate. There is a 2GB storage limit but no other restrictions.



As previously mentioned, tutors cannot see their students eportfolio items unless the student shares it with them or submits it to an assignment.



There are a few ways of getting access to some parts of the students eportfolios:

- The student can choose to share an item, collection or presentation with you and you can view as well the content as well as add comments (providing students have selected this option). You view this by accessing your eportfolio and the shared items will appear in the list of items.
- You can setup an assignment submission folder within your module and ask the student to use the *Submit from ePortfolio* option.

This gives you an overview of the eportfolio tool available within Brightspace, for more information please see the screencasts on the **Brightspace Bytes** module and the other how-to guides on eportfolios.