

ePortfolio Quick Start Guide

Click on this link for the complete tutorial with additional features: [ePortfolio Overview for Students](#)

- Locate/Log In to your ePortfolio on the GoucherLearn Home Page
 - GoucherLearn Home Page => Click [Goucher College ePortfolios](#) link in left column
- Edit Your Profile
 - Click [Content](#) tab => [Profile](#) link => Edit/[Configure](#) the [About Me](#) section
 - Edit Your Profile [Introduction](#) Section (Cannot be edited in the ePortfolio website)
 - Must be created/edited in your GoucherLearn Profile (outside of the ePortfolio site)
 - Log in to GoucherLearn => Click your image icon/name to open menu => Click [Profile](#) => Click [Edit Profile](#) => Edit [Description](#) text => scroll down click [Update Profile](#)
 - Leave GoucherLearn and Return to ePortfolio site & log in => Click on your name => Click [Edit this page](#) => Click [About Me](#) section [Configure](#) button => Check [Introduction](#) box & leave [Introduction Text](#) box blank => click [Save](#)
- Copy the Template for Your Academic Program
 - [Portfolio](#) tab => [Template](#) link => [Copy](#) button
- Upload a File (Increase Your File Storage Quota Limit if needed)
 - [Content](#) tab => [Files](#) link => [Choose Files](#) button => Upload File (appears in the list below) => See file storage [Quota Limit](#) in right column (email helpdesk@goucher.edu to increase Quota Limit)
- Create a Folder
 - [Content](#) tab => [Files](#) link => Type in [Folder Name](#) => [Create Folder](#) button => Drag and Drop files into the folder (Drag individual File [Icons](#) into the Folder [Title](#))
- Edit a Page (Add Content/Artifacts)
 - [Portfolio](#) tab => [Pages](#) link => Select a Page => [Edit this page](#) => drag in [Files, images & video](#) icon to spot below => Click [Select](#) next to a file name => Scroll down click [Save](#) button
- Embed External Content
 - [Edit this page](#) => [External content](#) tab => drag down [External media](#) icon => paste in [Content URL](#) that you retrieved/copied from media site => [Save](#)
- Share a Page or Collection (You Must Share Your ePortfolio With Your Instructor to Give Access)
 - [Portfolio](#) tab => [Pages](#) link => Click on a Page => [Edit this page](#) => [Share page](#) tab => [Share with other users and groups](#)
 - Search [Users](#) => Type [Name](#) then click [Return/Enter](#) on keyboard => Click [Add](#) button
 - Define Access Dates if desired => Click [Save](#) button at bottom of the page
 - View Shared Pages: [Portfolio](#) tab => [Share](#) link
- Students Do Not Have Access to ePortfolios or Access to GoucherLearn 30 Days After the End of a Term or After Graduation. **Caution: BEFORE Your Goucher Enrollment Ends:**
 - Create a [Secret URL](#) to capture a [VIEW](#) of your current ePortfolio (cannot be edited) => [Portfolio](#) tab => [Share](#) link => [Secret URLs](#) => [Add](#) button to get a [New Secret URL](#) => Copy the URL link and save it on a WORD document (the link can be pasted into an email, etc. and shared)
 - [Export](#) your ePortfolio to be able to [EDIT](#) it on your own => [Portfolio](#) tab => [Export](#) link => [Generate Report](#) => Click [Continue](#) => a [Zip File Download](#) is Created => Upload the Zip File to your own website to Edit your ePortfolio outside of GoucherLearn