

How to Create Your DNP ePortfolio

In this course, you will begin assembling an ePortfolio that will move with you throughout the program. Your Chamberlain University ePortfolio will document the work and activities you complete in pursuit of your DNP degree.

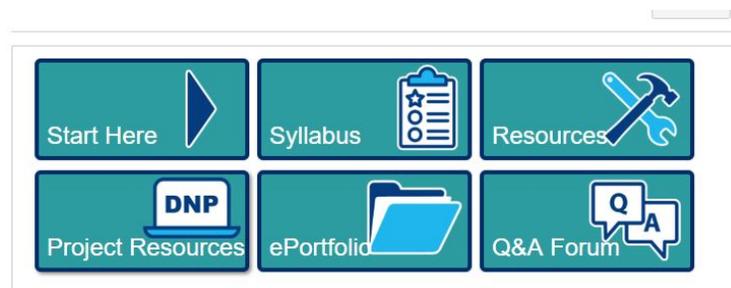
What is an ePortfolio?

The ePortfolio is your personal space. It is a space outside of your courses where you can assemble information, images, and documents that you have produced either within your class environment or outside of it. ePortfolios can be public for everyone to see, or private so only those you allow can see, and you can change that setting at any time. For the purposes of your educational experiences, you will want to ensure your Canvas portfolio is set to private. In many courses, you will be prompted to submit a document to the ePortfolio. The ultimate purpose of your ePortfolio is to serve as a basis for summative evaluation in NR709.

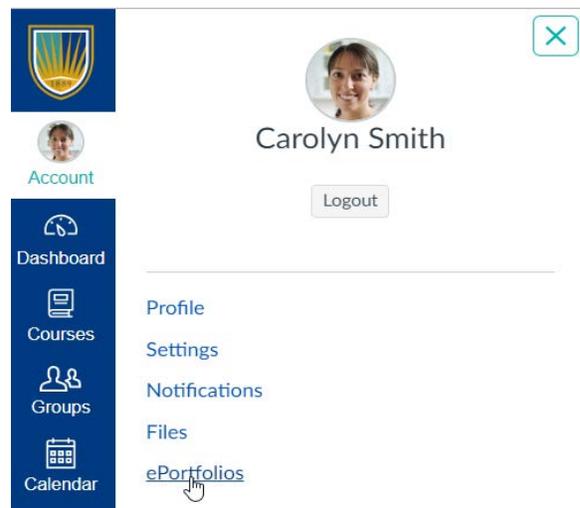
Creating an ePortfolio

STEP 1: Click on the ePortfolio tile on your home page. You can also access by clicking Account icon in Global Navigation to access your Profile and your ePortfolios.

Option 1: Accessing your ePortfolio via the homepage



Option 2: Accessing your ePortfolio via the account icon



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STEP 2: Click on the +Create and ePortfolio button. Select private to ensure your information is secure. You will be able to share your specific link with your course faculty. Click on “Make ePortfolio” to begin.

Notifications

Profile

Files

Settings

ePortfolios

Make an ePortfolio

ePortfolio Name:

Make it Public

Organizing your ePortfolio

The ePortfolio comes with two tools for organizing the material you wish to include.

Sections

On the right side of your ePortfolio, you will see the **Sections** of the ePortfolio. To add Sections, you can click on the Organize Sections option.

Home

NR700

NR701

NR714

NR703

NR704

Organize Sections

ePortfolio Settings

Page Comments

No Comments

Add a New Comment:

Organize/Manage Pages

Pages for this section

Welcome

Edit This Page

← Back to Portfolio Dashboard

Sections are like chapters or modules. They allow you to organize your ePortfolio. You will be creating a section for each course, as you can see the example above. You may also create a section called About Me to organize items like your Biography, your Curriculum Vitae, etc. Within each section, you may include multiple pages of content.

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Pages

The Home section is the first section of your new ePortfolio, and it comes with one page already created. When you click on a section name, such as Home, you will see a list of pages in that section on the right hand side of the screen.



You can see that the ePortfolio has an initial **Welcome** page. You may edit this page by clicking the “Edit This Page” button.

Editing Pages

Editing will allow you to do several things.

- (1) You may change the title of the page.

Welcome

Page Name:

After you save, the page will have the new name you chose:

Welcome to my Chamberlain ePortfolio

Nothing Entered Yet

- (2) You may choose the **types of content** you wish to display on the page.

Option 1: Rich Text Content

A rich text content box allows you to use the editor to type a message to the viewer. You may use all of the editing tools to style and arrange your content.

- (1) Use text formatting (color, style)
- (2) Use alignment tools
- (3) Use sub and superscripts
- (4) Use bullets and numbers
- (5) Insert tables, media, links, or images
- (6) Use paragraph styles (headings and fonts)

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The screenshot shows the 'Rich Text Content' editor. Callout 1 points to the text formatting toolbar (bold, italic, underline, text color, background color). Callout 2 points to the list creation and management icons. Callout 3 points to the equation editor icons. Callout 4 points to the table creation icon. Callout 5 points to the content area where the text 'Welcome to my ePortfolio' is displayed. Callout 6 points to the paragraph style dropdown menu.

Rich Text Content

1 2 3 4

5

6

Welcome to my ePortfolio

In this ePortfolio, I will provide you with samples of the work that I am completing in my Chamberlain coursework and give you a sense of my educational journey.

Please click on each section name (on the left) to view the various pages I have created (listed on the left).

Option 2: Course Submission

Select files you have submitted to a course. Items in the courses you are currently enrolled in or have previously completed may be submitted here. Just click on the assignment and then click the Select Submission button.

The 'Course Submission' dialog box prompts the user to 'Select an assignment submission to embed in this page:'. It lists several assignments with their submission dates:

- Week 8: Reading, NR504 Sandbox - LaChance (Jun 19 at 10:50am)
- Week 1: Essentials of Leadership, NR504 Sandbox - LaChance (Jun 19 at 10:50am)
- Week 2: Leadership Whirlwind, NR504 Sandbox - LaChance (Jun 19 at 10:50am)
- Week 3: Complexity Communication, NR504 Sandbox - LaChance

Buttons for 'Cancel' and 'Select Submission' are at the bottom.

Option 3: Image/File Upload

Select an Image or File to upload and embed into your portfolio. Note that you may include files or images already uploaded to your personal file space in Canvas.

The 'Image/File Upload' dialog box prompts the user to 'Select a file to include on this page:'. It shows a folder named 'my files'. Below, it says 'Or upload a new file:' with a 'Choose File' button and the text 'No file chosen'. A note states '750 MB user file quota applies'. Buttons for 'Select/Upload File' and 'Cancel' are at the bottom.

When you save the page, you will see the items you included displayed as one integrated page.

You may click Edit to rearrange items or modify them until you are satisfied with the design of the page as a whole.

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Move a section by clicking the 4-arrow icon.

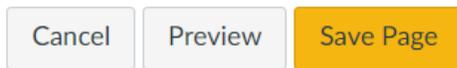


Delete a section by clicking the trashcan.



Before you save the page, you may elect to allow comments by viewers or not.

Allow Comments on this Page



Remember that you can edit and update pages any time you wish. The ePortfolio is a long-term project that will continuously reflect your progress toward your goals.