



## Creating an ePortfolio

An ePortfolio is a tool that students can use to create a purposeful collection of sample student work, demonstrations, and artifacts that highlights their learning progression, skills, and achievements for employment applications, professional registration, career advancement, research awards/grants etc. As students select the pieces that represent them and reflect on what they learned, they start to make sense of their educational experiences, deriving new meaning out of the process. ePortfolios can also enable faculty to observe student understanding and achievement, while learning how students learn through their self-reflections.

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## UBC Supported Tools

### A. UBC Blogs

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UBC blogs is a free university-hosted WordPress platform available for faculty, staff, and students, comparable to WordPress.com. Although anyone can view and comment on public blogs, accounts for UBC Blogs require a UBC CWL account. This platform has a wide variety of customization options, such as backgrounds, themes, and add-on tools. Your blog can be made publicly visible or keep it private to specific groups. There is also no end service for UBC Blogs. In other words, alumni students will still be able to login with their CWL accounts and access their blogs.

#### Getting Started with UBC Blogs

##### Create a site

1. Go to [blogs.ubc.ca/wp-admin](https://blogs.ubc.ca/wp-admin) and log in using your UBC CWL username and password. If this is your first time logging in, please follow the prompts to complete signing up for a UBC Blogs account.
2. After you have logged in, go to the [UBC Blogs sign-up page](#)
3. Fill in the form appropriately:
  - Site Name - All UBC Blogs will start with "blogs.ubc.ca", followed by your site name (e.g., [blog.ubc.ca/site-name](#))  
**Note: You cannot change the site name after you create it**
  - Site Title - The site title can be changed at any time and will not affect your URL.
  - Site Language - Display your site in English or French.
  - Privacy - Allowing search engines to index this site means that the site will be searchable by anyone on the internet. This setting can be changed at any time; however, it will not be immediately removed from search results.
4. Click **Create Site**

##### Change the site visibility

1. In the Navigation Menu, click on **Dashboard** tab and select **My Sites**. Find the specific site and click on **Dashboard**.
2. On the left-hand side of the dashboard, click on the **Reading** link under the **Settings** tab.
3. Under **Site Visibility** setting, select how you would like to control the external access of this site.
4. Click on **Save Changes**.
5. If you choose the option **I would like my site to be visible only to Site subscribers** or **I would like my site to be visible only to Site administrators**
  1. Go to **Users** in Navigation menu, there is a list of users of this site. You can change each user's role and invite new users to your site.

## Advantages and Limitations of using UBC Blogs

Advantages	Limitations
<ul style="list-style-type: none"> <li>• An ideal tool to publish a wide range of web content (text, images etc.)</li> <li>• User-friendly interface to help you create and manage your content easily</li> <li>• Various themes available to customize the look and feel of your site</li> <li>• Password protection for a specific post or page</li> </ul>	<ul style="list-style-type: none"> <li>• Posts are presented in reverse-chronological order (with most recent entry at the top) by default</li> <li>• 500 mb storage limit</li> </ul>

## Example ePortfolios using UBC Blogs

- [Student ePortfolio example](#)
- [Teaching ePortfolio example](#)

## Additional Resources

- [UBC Blogs FAQ](#)
- [UBC Blogs Support](#)
- [LT Hub's UBC Blogs Instructor Guide](#)
- [LT Hub's UBC Blogs Student Guide](#)
- [One-on-one Support @ the WordPress Clinic \(Drop-In\)](#)

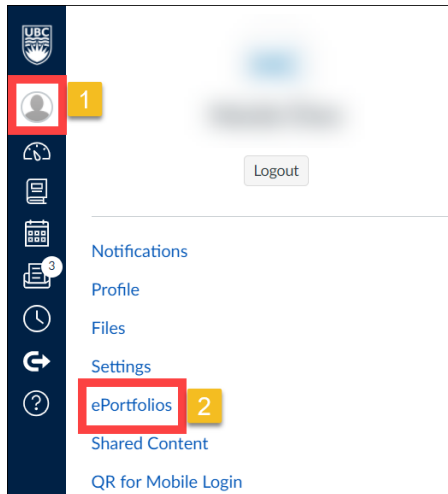
## B. Canvas ePortfolio

Canvas ePortfolio is a Canvas built in tool that allows students to share and demonstrate their online work during the learning process. The ePortfolio created in Canvas is linked to the student's Canvas account. Students can also create multiple ePortfolios and choose to share the content either publicly or privately.

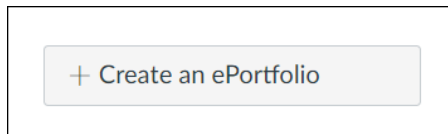
## Getting Started with Canvas ePortfolio

### Create and view an ePortfolio

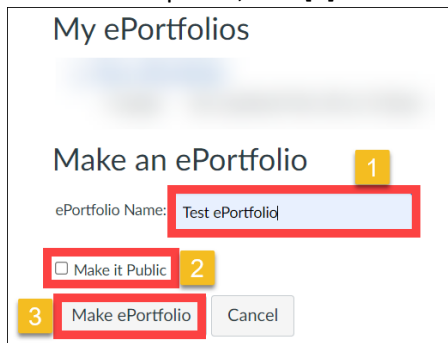
1. Log in to Canvas. [1] Click on the **Account** icon in the upper left corner of the navigation menu, and [2] choose **ePortfolios**.



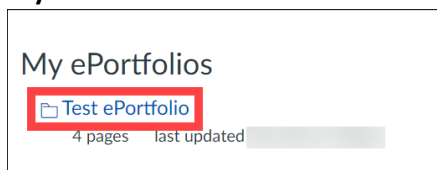
- To create a new ePortfolio, click on **+ Create an ePortfolio** on the upper right corner of the screen.



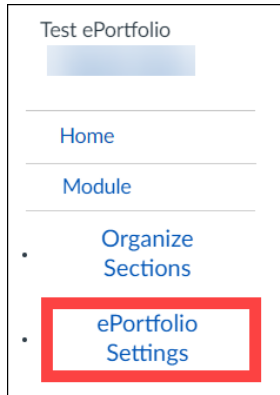
[1] Name the ePortfolio by typing in the **ePortfolio Name** field, [2] check **Make it Public** if you want it to be public, and [3] click on **Make ePortfolio** to save.



- To view an ePortfolio that has already been created, click on the name of the ePortfolio under **My ePortfolios**.

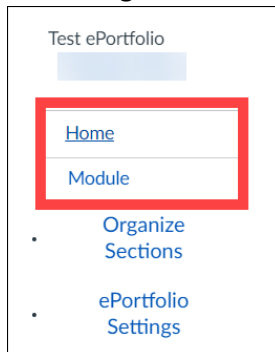


- On the left-hand side of the ePortfolio page, the name and privacy setting of the ePortfolio can be changed in **ePortfolio Settings**.

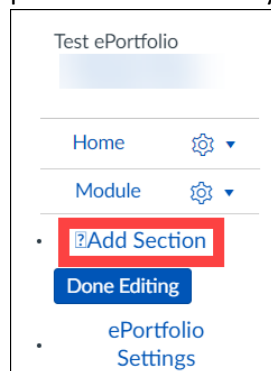


### Manage sections

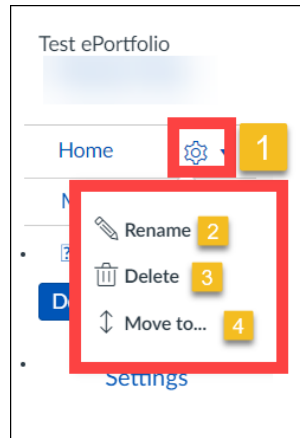
- Above **Organize Sections**, there is a list of sections that have been created.



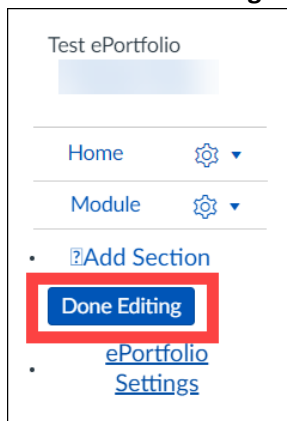
- Click on **Organize Sections**, then you will be able to add, remove, or rearrange sections:
  - To create a new ePortfolio section, click the **Add Section** button, name the section, and press **Enter** on the keyboard to save.



- To rename a section, click on the name of the section, enter the new name, and press **Enter** on the keyboard to save.
- To manage any section, [1] click on the **Setting** menu, and then you can choose to [2] **Rename**, [3] **Delete**, or [4] **Move** the section. You can also rearrange the section by dragging.

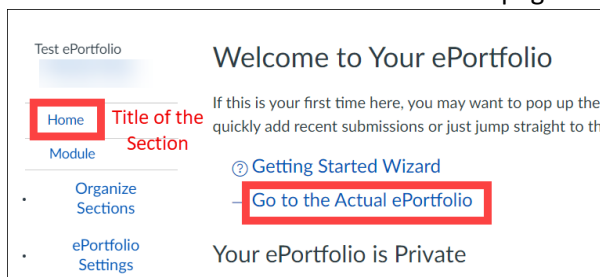


3. Click on **Done Editing** to save the change.

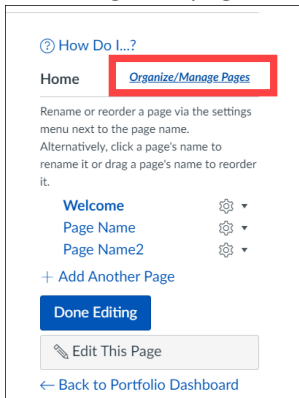


Building the ePortfolio

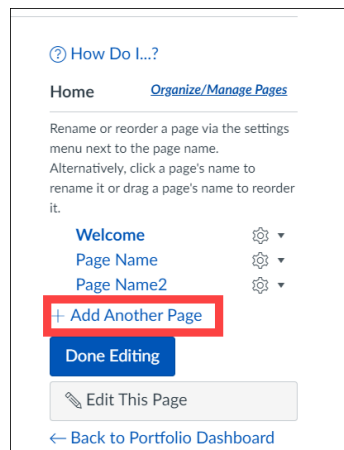
1. Access the pages in the section by clicking on the title of the section or click on **Go to the Actual ePortfolio** in **Welcome to Your ePortfolio** page



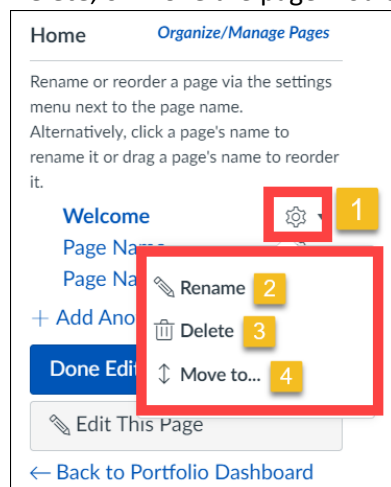
2. To manage the pages in the section, click on **Organize/Manage Pages**:



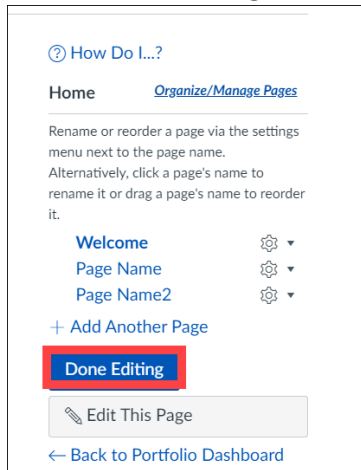
- To create a new page, click the **Add Another Page** button, name the page, and press **Enter** on the keyboard to save.



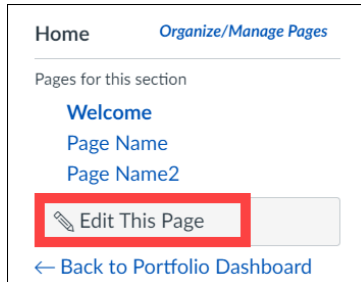
- To rename a page, click on the name of the page, enter the new name, and press **Enter** on the keyboard to save.
- To manage any page, click on the **Setting** menu, and then you can choose to **Rename**, **Delete**, or **Move** the page. You can also rearrange the page by dragging.



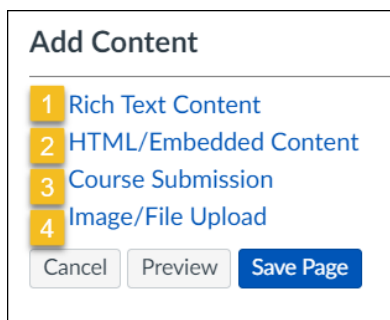
Click on **Done Editing** to save the change.



3. To edit a page, click on the title of the page on the right-hand side and choose **Edit This Page**.



On the right-hand side, you can select the content you want to add:



- 1) **Rich Text Content:** add text, web links, and embedded videos
- 2) **HTML/Embedded Content:** embed a website by inputting its HTML code
- 3) **Course Submission:** add files that have been submitted to Canvas assignment previously
- 4) **Image/File Upload:** add file or image



4. [1] Check **Allow Comments on this Page** if you would like to receive comments from other people and [2] choose if you want the comment to be public or private.

5. Click on **Save Page** to save the change.

### Share the ePortfolio

1. Click on **Back to Portfolio Dashboard** to go back to **Welcome to You ePortfolio** page.

2. To share the ePortfolio:
- If ePortfolio is private, copy the sharing link under **Your ePortfolio is Private** and share with others to give access to the private ePortfolio.

Your ePortfolio is Private

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:  
<https://canvas.ubc.ca/eportfolios/45743?verifier=BYG2yum8SsTqIFR9R4URW0lnQEzt9K3de81n8jQZ>

- If ePortfolio is public, copy the link directly from the browser and share with others

In either case, the CWL login is not required for accessing the page.

## Advantages and Limitations of using Canvas ePortfolio

Advantages	Limitations
<ul style="list-style-type: none"> <li>Fully integrated into Canvas</li> <li>Straight forward and easy to setup</li> <li>Allow other people to leave comments on the work</li> <li>Allow multiple types of content to be presented on the page</li> </ul>	<ul style="list-style-type: none"> <li>The private ePortfolio can be accessed by anyone who has the sharing link, and it is not password protected</li> <li>250 mb storage limit</li> </ul>

## Example ePortfolios using Canvas ePortfolio

- [Sample ePortfolio](#)

## Additional Resources

- [Canvas Community Student Guide](#)

## Non-supported Tools

Although not supported by UBC, there are numerous great website builders that can make it easy for you to publish, manage and showcase your work online. They often come with a variety of themes and templates, and a friendly user-interface.

**Note:** As these are external tools, UBC will NOT be able to provide any technical support. For assistance or tutorials, please refer to the respective website supports.

**FIPPA and Privacy notice:** According to FIPPA, all student information must remain in Canada unless there is consent. The UBC Commissioner's office has indicated that if use of the tool is required for a course, consent cannot be deemed to have been given, and students must be given an option to use an alias. **The following tools discussed are hosted on non-FIPPA complaint cloud-based servers.**

## A. Weebly

Weebly is one of the more user-friendly portfolio website builders, making it a great choice for those just starting out. Weebly's templates are simple and clean providing a great backdrop for a no-nonsense portfolio that's all about showcasing your work. It offers a simple drag-and-drop editor that makes editing a breeze, so you don't need to worry about any learning curves at all. For more information, visit [Weebly's website](#).

## Advantages and Limitations of using Weebly

Advantages	Limitations
<ul style="list-style-type: none"> <li>Template can be changed anytime when editing the page</li> <li>User-friendly interface</li> </ul>	<ul style="list-style-type: none"> <li>Lack of customization for editing the template</li> <li>Limited theme choice</li> <li>Not very mobile-friendly</li> </ul>

<ul style="list-style-type: none"> <li>• Various categories of themes, users can filter the library based on the type of website you want to create</li> </ul>	<ul style="list-style-type: none"> <li>• For free Weebly site             <ul style="list-style-type: none"> <li>○ Limitation of storage</li> <li>○ Advertisement</li> </ul> </li> </ul>
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Additional Resources

- [Tutorial on how to use Weebly by Dan Barraclough](#)
- [Weebly Editor Tricks](#)
- [Weebly Support](#)
- [Weebly Community](#)

## B. Wix

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Wix is an easy-to-use and versatile website builder. It has an intuitive editor that helps you create a beautiful portfolio website quickly and comes with great support for ePortfolio beginners. Boasting over 500 designs, Wix has 41 templates designed specifically for ePortfolios. Wix also employs a drag-and-drop editor, similar to Weebly, but provides greater flexibility and customizability. Visit [Wix's website](#) to get started.

Advantages and Limitations of using Weebly

Advantages	Limitations
<ul style="list-style-type: none"> <li>• User friendly interface</li> <li>• Various template choices</li> <li>• High flexibility for creating the web page</li> <li>• The webpage can be password protected</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot apply a different template to a site that is already created</li> <li>• For free Wix site             <ul style="list-style-type: none"> <li>○ Limitation of storage</li> <li>○ Advertisement</li> </ul> </li> </ul>

Additional Resources

- [Wix Support](#)
- [Wix Tutorial for Beginners](#)
- [Wix Website Template](#)
- [Limitations of a free Wix account](#)