Brightspace ePortfolio

Learner 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.

Revision Date	Summary of Changes
December 2, 2021	Updated the About Viewing Shared Items topic to clarify that minibar alerts persist for 90 days.
June 3, 2021	Removed reference to specific social media icons in Share a presentation with all external users.
August 6, 2020	Removed references to ePortfolio Mobile app, which has reached end-of-life status and is no longer available.
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.

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Document and share ideas and achievements with Brightspace ePortfolio

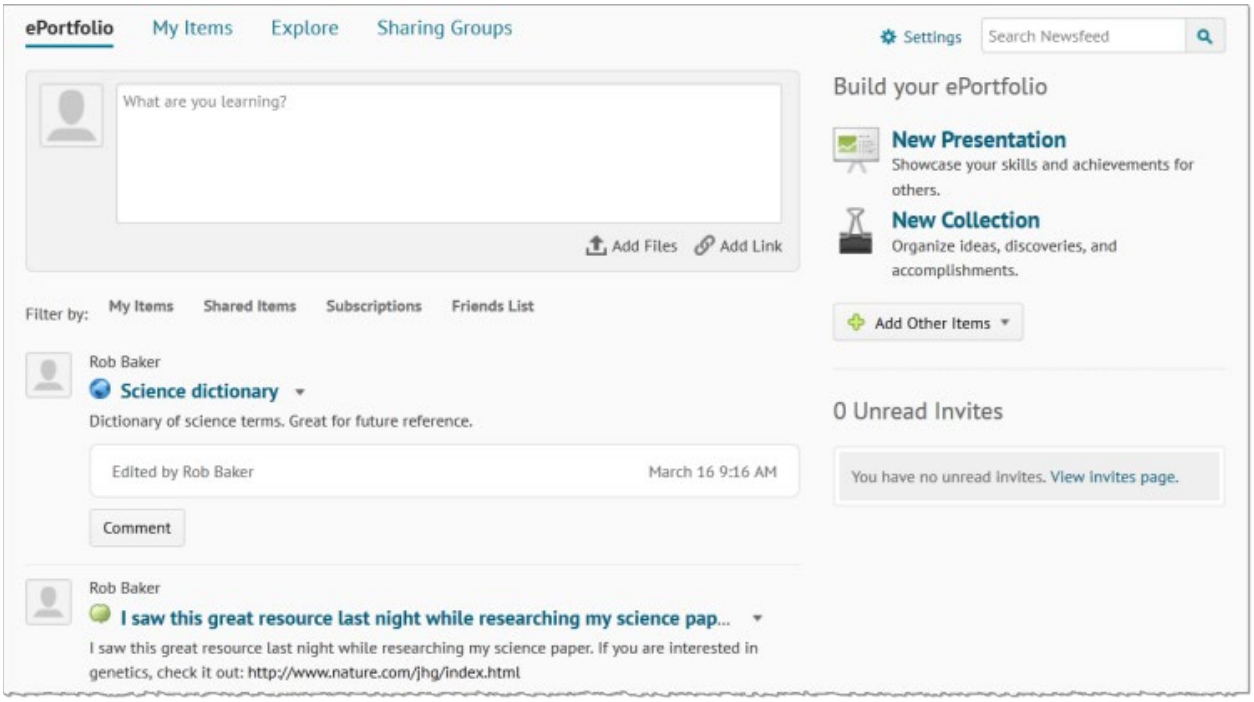
Brightspace ePortfolio is a personal portfolio tool for storing, organizing, reflecting on, and sharing items that represent your learning. You can include items such as documents, graphics, audio files, videos, presentations, and course work to demonstrate your improvement or mastery in certain areas.

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.

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Brightspace ePortfolio basics

Brightspace ePortfolio user interface overview



Brightspace ePortfolio is divided into 4 main pages: the Dashboard, the My Items page, the Explore page, and the Sharing Groups page.

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Page	Description
Brightspace ePortfolio Dashboard	**The Dashboard is the main landing page for Brightspace ePortfolio. On the Dashboard page, you can add new content to your Brightspace ePortfolio, review recent activity on your items and items shared with you, and check invites from your peers.**
	The "What are you learning?" panel prompts you to record brief thoughts about a current learning experience which you can expand upon at a later date. You can also add file artifacts or a link artifact to your Brightspace ePortfolio or associate them with your brief reflection. When you post an item, it automatically shares with the default sharing group you specify in your Brightspace ePortfolio settings.
	The Announcements feed consolidates recent activity on your items and items shared with you. Your items appear in this area if they have been recently edited, commented on, or assessed. If you contribute a comment, an edit, or an assessment to another user's item, that item also appears in the Announcements feed and you can see contributions others are making to it. Filters at the top of the Announcements feed enables you to search and view specific sets of content: recent activity by ownership, people and items you've subscribed to, and items from contacts in the Instant Messages tool via the Friends List.
	The Unread Invites panel displays your recent invites, including the author of the invite, the message content, and the associated Brightspace ePortfolio item.
My Items	The My Items page consolidates all of your artifacts, reflections, presentations, collections, and learning objectives into a single view, enabling you to view, search, and manage all of your content from one location. On the My Items page you can: • Add Brightspace ePortfolio content using the New Presentation, New Collection, and Add buttons. • Bulk add items to a presentation or collection or bulk associate items with learning objectives using the More Actions button. • Perform common actions on your Brightspace ePortfolio items, such as view, preview (image and HTML file artifacts only), edit, copy (presentations only), delete, and share. Your Brightspace ePortfolio items display in a list that you can sort and filter.

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	The Announcements feed consolidates recent activity on your items and items shared with you. Your items appear in this area if they have been recently edited, commented on, or assessed. If you contribute a comment, an edit, or an assessment to another user's item, that item also appears in the Announcements feed and you can see contributions others are making to it. Filters at the top of the Announcements feed enables you to search and view specific sets of content: recent activity by ownership, people and items you've subscribed to, and items from contacts in the Instant Messages tool via the Friends List.
	The Unread Invites panel displays your recent invites, including the author of the invite, the message content, and the associated Brightspace ePortfolio item.
Explore	The Explore page consolidates items others have shared publicly or privately with you into one view. Shared Brightspace ePortfolio items display in a list that you can sort and filter. On the Explore page you can: • Browse items. • Depending on your sharing permissions, view and leave comments and assessments and edit others' items. A feedback activity icon appears beside items when there is comment and assessment activity. • Click on a user's name to view all content shared from that user. • Subscribe to an item or a user. • Use the search field to find content. The search checks for matches within item titles, tags, descriptions, and owner names.
Sharing Groups	The Sharing Groups page displays all sharing groups to which you are a member. Use a sharing group to apply and save permissions for different users and groups of users. This allows you to attach the sharing group to new

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	The Announcements feed consolidates recent activity on your items and items shared with you. Your items appear in this area if they have been recently edited, commented on, or assessed. If you contribute a comment, an edit, or an assessment to another user's item, that item also appears in the Announcements feed and you can see contributions others are making to it. Filters at the top of the Announcements feed enables you to search and view specific sets of content: recent activity by ownership, people and items you've subscribed to, and items from contacts in the Instant Messages tool via the Friends List.
	The Unread Invites panel displays your recent invites, including the author of the invite, the message content, and the associated Brightspace ePortfolio item.
	and existing items rather than specifying permissions for each item you create.

Brightspace ePortfolio settings

Settings allow you to change display options and preferences for your Brightspace ePortfolio.

Setting	**Description**
Display Options	
Default list size	Select the number of items to display in your Announcements feed, My Items, and Explore lists.

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Number of activities on Announcements feed items	Select the maximum number of events you want to display for each Announcements feed item.
My Modifications	Select whether to include activity you make on your own items in your Announcements feed.
Number of unread invites on dashboard	Select how many unread invites appear on your dashboard.
Item Defaults	
Item feedback	Select whether you want to allow comments or assessments by default when creating items. Note: These settings enable commenting and assessments; you still need to set permissions around who can add comments or assessments.
Default presentation theme	This area displays the current default theme for the organization. If you have permission, you can click the Manage Themes link to make edits to presentation themes and their styles. Your edits are visible to all other users in your organization.
RSS Updates	
Feedback RSS	Notifies you when edits, comments, or assessments are made on one of your portfolio items by another user. To use RSS feeds, you must subscribe to an external RSS reader.
Ignore List	
Ask for confirmation before ignoring items from users	Select if you want to see a confirmation dialog asking if you want to ignore items from a user.
Ask for confirmation before restoring items from users	Select if you want to see a confirmation dialog asking if you want to restore items from a user.
Invite RSS	Notifies you when you receive an invite to view another user's item. To use RSS feeds, you must subscribe to an external RSS reader.
Sharing Settings	

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Invite Delivery Method	Select Email Invitation if you want to receive an email when others invite you to view items from their Brightspace ePortfolio. A copy of the invite always appears on your Invites page.
Default Sharing Group	Select a default sharing group to apply to all new items in your Brightspace ePortfolio that meet your filter criteria. Use this option if you consistently share new items with the same group of users.

Enable notifications in Brightspace ePortfolio

You can sign up to receive immediate text or email notifications when Brightspace ePortfolio feedback gets added to subscribed items or to your items, and when another user has subscribed to your items.

You must set up a contact method before subscribing to notifications.

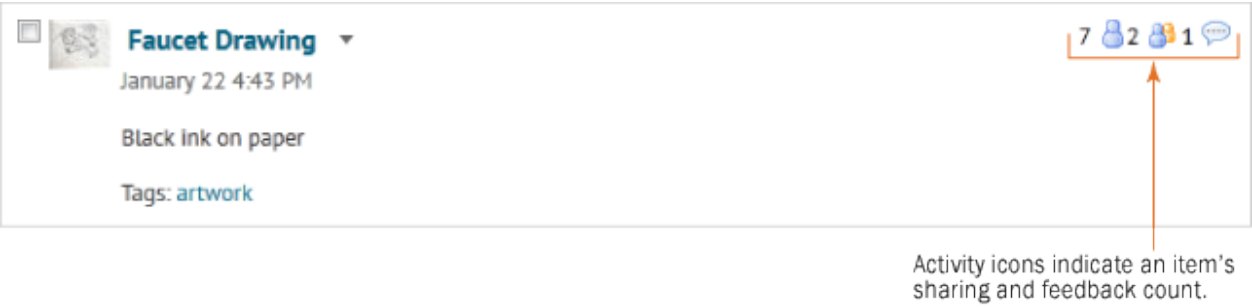
1. On the minibar, from your personal menu, click **Notifications**.
2. In the **Instant Notifications** area, select how you want to receive notifications for any of the following options:
   - **Brightspace ePortfolio - feedback added to subscribed items**
   - **Brightspace ePortfolio - another user has subscribed to your updates**
   - **Brightspace ePortfolio - feedback added to my items**
3. Click **Save**.

What are activity icons?

Once you share items with others and they provide comments or rubric assessments, on the My Items page, icons that represent this activity appear beside your items.

You can click on these icons to view details about which individuals or groups you are sharing an item with or to review comments and rubric assessments made on that item.

Clicking on the sharing group icon or individual icon opens an item's Sharing Settings dialog. From here you can modify who can access your item. Clicking on the feedback icon opens an item's View page where you can review comments and rubric assessments from others.



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Brightspace ePortfolio presentations

Add a new presentation

Presentations let you compile Brightspace ePortfolio items into a web project to showcase your achievements. Your presentations can have multiple pages. Presentations provide a polished, professional medium to demonstrate your learning and accomplishments.

A banner appears at the top of every page in a presentation. The presentation title usually appears in the banner, much like a header in a book. You can include additional text in the banner as a description. The theme of the presentation controls the style of the banner, including the background and fonts used.

Themes are default style templates that give your presentations a consistent look and feel. Themes are comprised of styles which control one aspect of the design. For example, there are separate styles that control the look of titles, links, dates, and images.

Your organization provides presentation themes, but you may be able to change some or all aspects of a theme.

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, click **New Presentation**.
3. In the **Properties** tab, enter your presentation details. Click **Save**.
4. In the **Content/Layout** tab, do any of the following:
    - To add pages to your presentation, in the **Pages** panel, click the  **New page** icon. Enter your page details. Click **Save**.
    - To add content to your presentation, in a **Content Area** panel, click **Add Component**. Locate your component, select it, and click **Add**.
5. In the **Banner** tab, enter your banner details.
6. In the **Theme** tab, do any of the following:
    - To edit your current theme, in the **Current Theme** area, click the  **Edit Styles** icon. Make your changes. Click **Save**.
    - To select a new theme for your presentation, in the **Available Themes** area, click **Select** > **Set Theme**.

About copying presentations

You can copy presentations only from your own Brightspace ePortfolio. When copying a presentation, the following information copies:

- The presentation's description, tags, comments, and assessment properties
- The theme
- The banner title, description, and appearance
- All pages, page layouts, page content, display options, and display orders

The following information does not copy:

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- Permissions
- Comments or assessments for the presentation
- Reflections associated with the presentation

Edit a presentation layout

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, from the context menu of the presentation you want to edit, click **Edit**.
3. In the **Content/Layout** tab, do any of the following:
    - To edit where the page navigation appears, click **Edit Presentation Navigation**. Select your navigation option. Click **Save**.
    - To edit where content areas appear on a page, click **Edit Page Layout**. Select your layout option. Click **Save**.
    - To move an item in a content area, from the item's context menu, click **Move [Up/Down/To]**.
    - To remove an item in a content area, from the item's context menu, click **Remove from Layout**.
    - To edit how an item appears in a content area, from the item's context menu, click **Edit Display Options**. Make your changes. Click **Save**.

Brightspace ePortfolio collections

Create a new collection

To create a new collection

Collections are groups of artifacts, reflections, presentations, and learning objectives. An item can belong to multiple collections at the same time. For example, you can add a short story you wrote to a collection called “Fiction” as well as a collection called “Creative Writing 101” and there will only be one copy of the story (artifact).

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, click **New Collection**.
3. Enter your collection details.
4. Click **Save**.
5. In the **Items in Collection** area, click **Add to Collection**.
6. Click **Artifacts, Presentations, Reflections, or Learning Objectives**.
7. Select the check box for every item you want to add. Click **Add**.
8. Click **Save and Close**.

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Add items to a collection using a tag list

All items that use the tags that you specify in the tag list are automatically added to the collection. If you share the collection with other users, you automatically share all of the items.

In order to add an item to your collection using a tag list, the item must contain all of the tags identified in the list. For example, if you create a tag list with the tags science, astronomy, and Venus, you must tag the item with all three words in order for it to automatically add to the collection upon creation. If you want the item to only require one of the tags, create three separate tag lists each containing one of the tag words.

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, from the context menu of the collection you want to add items to using a tag list, click **Edit**.
3. In the **Items in Collection** area, click **Add to Collection** > **Tag List**.
4. Enter a name for your list. In the **Tags in List** field, enter the tags for your list.
5. Click **Save**.

Brightspace ePortfolio item assessment

About assessment settings

Enabling comments on an artifact, collection, reflection, presentation, or learning objective allows users who are viewing the item to leave feedback. Use this feature to collaborate with peers so they may comment on your work, provide constructive criticism, or point out additional resources.

Enabling assessments for an artifact, collection, reflection, presentation, or learning objective allows users with the appropriate permissions to evaluate the item using a rubric. You must select which rubric you want used when you are being evaluated from the list provided by your organization.

When others comment on and assess an item in your Brightspace ePortfolio, their feedback becomes a part of the item. You can see it below the item's details when viewing the item or through the feeds and widgets on your dashboard.

You can enable comments and assessments for all items by default or enable them individually on an item by item basis.

About editing and commenting on Brightspace ePortfolio items

In order to leave comments, assessments, or annotations on an item in a user's Brightspace ePortfolio, you must have the appropriate permissions. You can receive permissions to comment on, assess, or edit a user's work in one of two ways:

- The user gives you the appropriate permissions

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- You set up a forced sharing group for users in a particular course that gives you the appropriate permissions

Encouraging users to give you permission to comment on and assess portfolio items that relate to course work is an excellent way to provide users with informal, intermittent feedback.

Submit Brightspace ePortfolio items to an assignment

You can submit your Brightspace ePortfolio items to an assignment in Brightspace Learning Environment for formal assessment. When you submit an item to a course assignment, a copy of the item goes to the Assignments tool. Future changes to the item in Brightspace ePortfolio do not transfer to the Assignments copy.

When you submit a reflection or artifact to an assignment, Quicklinks to associated items are also included in the submission. For instance, a submitted artifact includes links to associated reflections. A submitted reflection includes Quicklinks to artifacts it is associated with.

If your item has comments and assessments on it but you don't want to include them with your submission, you must edit your item so that the **Allow others to add/view comments if they have sufficient permission** and **Allow others to add/view assessments if they have sufficient permission** check boxes are clear before you submit. This does not remove previous comments and assessments from the item itself. After you make your submission, you can select the check boxes to re-enable comments and assessments.

1. On the navbar, click **Assignments**.
2. Click the assignment you want to make a submission to.
3. In the **Submit Files** area, click **Add a File**.
4. From the tool panel, click **ePortfolio**.
5. Select the toggle for the item you want to add. Click **Select Item**.
6. Click **Submit** > **Done**.

Sharing items in Brightspace ePortfolio

About sharing groups

Sharing groups let you save the permissions you want a user or group of users to have so you can reuse the permissions for other items. You can create sharing groups for individual users or for all users in a particular course or group. You can have multiple sharing groups for the same users that you apply in different situations. For example, you can create sharing groups named Comment, and Edit and Review, and share them with the same group of peers. You would use the first sharing group for items you want to collect general feedback on, and the second sharing group for items that you want others to collaborate on or revise in detail.

An organization, department, or course can also set up sharing groups and share them with you. Sharing groups that are shared with you are either optional (you can choose to apply them to specific items) or automatic (you have to use them). Automatically shared groups are either

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visible (appearing in your Sharing Groups area) or hidden (information on the group is not available to you).

Create a sharing group

To create a sharing group

1. On the navbar, click **Brightspace ePortfolio**.
2. From the tool navigation, click **Sharing Groups** > **New Sharing Group**.
3. Enter your sharing group details.
4. Click **Add Users**.
5. Do one of the following:
    - To add individual users to the sharing group, in the **Users** tab, click on the users you want to add.
    - To add course offerings to the sharing group, in the **Courses** tab, click on the course offerings you want to add.
6. In the **Assign Permissions** area, select the permissions you want the sharing group to have.
7. Click **Add** > **Save and Close**.

Sharing permissions

In order to use the comments and assessments permissions, you must make sure the comments and assessments check boxes are enabled for the item and that a rubric for assessing items has been attached to the item. These check boxes are selected by default, but it is possible to clear them (if you want to temporarily remove the ability to comment on or assess an item), and you can change the default setting so they are not selected on new items.

Permission	Description	Available For
View	Allows selected users to see your Brightspace ePortfolio item on the Explore page	• Anyone
See comments from others	Allows selected users to see the comments other users have left on your Brightspace ePortfolio item	• Internal users • External user with personal invite
Add comments	Allows selected users to add comments on your Brightspace ePortfolio item	• Internal users • External user with

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		personal invite
See assessments from others	Allows selected users to see rubric assessments other users have left on your Brightspace ePortfolio item	• Internal users • External user with personal invite Note: Not available for reflections
Add assessments	Allows selected users to evaluate your Brightspace ePortfolio item using a rubric, provided you have added a rubric to the item	• Internal users • External user with personal invite Note: Not available for reflections
Edit	Allows selected users to make changes to your Brightspace ePortfolio item, which you can track using the item's Change Log	• Internal users

Understanding cascading permissions

Permissions situation	**Description**
Items in collections and presentations	When you include an item in a collection or presentation, the item inherits permissions from the collection or presentation (permissions are cascading), with the following exceptions: • The Add Assessments permission is not inherited because it requires that a rubric be associated with each item. • The Edit permission is not inherited because it would allow users to make major, possibly unwanted, changes to your Brightspace ePortfolio. If you want individuals to be able to edit items in a collection or presentation, you must give them the Edit permission on each item individually.

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	Inherited permissions do not override existing permissions on items. For example, if you give an individual permission to view, see comments from others, and add comments for a specific item, but the collection only has the view permission set, the individual is able to see and add comments to the item. This is the case regardless of whether it is accessed from within or outside the collection.
Items associated with a reflection	When you associate a reflection with another item, the reflection does not inherit permissions from the item, nor does the item inherit permissions from the reflection. Sharing a reflection associated with an item only allows users to view the name of the associated item. However, sharing an item associated with a reflection allows users to view the reflection as part of the item.

About sharing Brightspace ePortfolio items

You can share your Brightspace ePortfolio items internally and externally.

Use permissions to share Brightspace ePortfolio items internally with other users. You can set up separate permissions options for each artifact, collection, reflection, presentation, and learning objective in your Brightspace ePortfolio so you can pick and choose what content you share with others. You can send invitations to internal users when you share an item with them. Sending an invitation gives you the opportunity to leave them a message about why you are sharing the item and what you'd like them to do with it. If you send an invite to a sharing group that includes all users at your organization or all users in a particular course or department, all of the users in the group receive the invite.

You can also share Brightspace ePortfolio presentations externally with friends, parents, or potential employers in the following two ways:

- You can make the presentation publicly available to anyone through a URL. When you share a presentation this way people can only view the presentation. They cannot add comments, add assessments, or make edits to the presentation.
- You can send a personal invite to view your presentation via an email and the recipient can follow the attached link to view the presentation. The recipient must set up a username and password, and then they can see and add comments or assessments based on the permissions you gave them. External users cannot edit presentations.

About viewing shared items

There are various ways for you to discover, categorize, follow, and review content shared with you in Brightspace ePortfolio.

Sharing Method	**Description**

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Invites	Invites enable you to promote the content you're sharing with specific people. An invite contains information about who shared the item, when it was shared, what type of item it is, and any description or tags it has. The sender might also include a message letting you know why they shared the item. When you receive an invite from another user to view an item in their Brightspace ePortfolio, a notification appears on the minibar and the invite displays on your Brightspace ePortfolio dashboard in the Unread Invites area. In addition, you might receive an email informing you of the invite. You can also subscribe to the Invite RSS feed in your Brightspace ePortfolio Settings to receive external updates about new invites.
Subscriptions	Subscriptions enable you to follow activity on items or from specific people that interest you. You can subscribe to user or item activity from your dashboard, the Explore page, or your invites. Use the Subscriptions filter on your dashboard to view activity on items or from users you subscribed to. Recent subscription activity also appears in your minibar alerts.
Friends List	Use the Friends List filter on the dashboard to view content shared with you or publicly from friends in your Instant Messages list.
Minibar alerts	Alerts on the minibar signal new activity related to your subscriptions and invites. • Message alerts display recently received invites. • Update alerts display assessments made on items or by people you've subscribed to. • Subscription alerts display comments made on items or by people you've subscribed to. When you click one of these icons, the five most recent alerts appear in a dropdown. When you click **Load More**, five more alerts appear. All minibar alerts persist for 90 days.
Email and SMS notifications	If you want to receive Brightspace ePortfolio updates externally, enable email or SMS notifications, which you can receive for the following situations: • An item you are subscribed to has feedback added to it • Another user subscribes to your updates • An item you created has feedback added to it

Share Brightspace ePortfolio items with internal users

To share Brightspace ePortfolio items with internal users

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1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, from the context menu of the item you want to share, click **Share**.
3. Click **Add Users and Groups**.
4. Do one of the following:
    - To share with individual users, in the **Users** tab, click on the users you want to add.
    - To share with all users in a course offering, in the **Courses** tab, click on the courses you want to add.
5. In the **Assign Permissions** area, select the permissions you want the users to have.
6. Click **Share** > **Close**.

Send an invitation to a user

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, from the context menu of the item you want to share, click **Share**.
3. In the **Sharing List** area, select the check box for every user you want to send an invitation to. If you do not see the user you want to invite in the list, click **Add Users and Groups** and add the user to the list.
4. Click **Send Invite**.
5. Enter your invitation details.
6. Click **Send** > **Close**.

Share a presentation with all external users

If you make a presentation public via URL, the system includes social media icons at the top of your presentation to enable further sharing.

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, from the context menu of the item you want to share, click **Share**.
3. Select the **Allow public viewing of presentation** check box.
4. Share the provided URL with external users.
5. Click **Close**.

Share a presentation with specific external users

When you add an external user to your presentation using their email address, they receive an email with a link inviting them to set up a username and password to view the presentation. The invite expires after three days (or another amount of time set by your organization).

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, from the context menu of the item you want to share, click **Share**.
3. Click **Add Users and Groups**.
4. In the **Add External User by Email Address** area, enter the email address for the user you want to add. Click **Add**.
5. In the **Assign Permissions** area, select the permissions you want the users to have.

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6. Click **Share** > **Close**.

Ignore shared items

If you have the appropriate permissions, you can ignore shared items from other users. Once you ignore a user, all items (including items you are subscribed to) and invites belonging to them are hidden from your Announcements feed, the Unread Invites area, the Invites page, and the Explore page.

1. On the navbar, click **ePortfolio**.
2. Locate an item belonging to the user you want to ignore.
3. From the context menu of the item, click **Ignore Items from User**.
4. Click **Ignore**.

Restore ignored shared items

1. On the navbar, click **ePortfolio**.
2. Click **Settings**.
3. In the **Ignore List** area, beside the user whose items you want to restore, click the **Restore Items** icon.
4. Click **Restore** > **Save and Close**.

Remove sharing permissions from an item

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, from the context menu of the item from which you want to remove permissions, click **Share**.
3. In the **Sharing List** area, do one of the following:
   - To remove a user or course offering from the item, click the **Remove Permissions** icon.
   - To modify a user's permissions for the item, click the **Edit Permissions** icon. Select or clear permissions for the user.
4. Click **Close**.

Remove sharing permissions from a sharing group

You cannot modify sharing groups that your course or organization shares with you.

1. On the navbar, click **ePortfolio**.
2. On the **Sharing Groups** page, click on the sharing group for which you want to remove permissions.
3. In the **Sharing Group Members** area, do one of the following:

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- To remove a user or course offering from the sharing group, click the **Remove Permissions** icon.
- To modify a user's permissions in the sharing group, click the **Edit Permissions** icon. Select or clear permissions for the user.

4. Click **Save and Close**.

About creating quicklinks to Brightspace ePortfolio items

You can create quicklinks to Brightspace ePortfolio content in the same way as other quicklinks. However, the person following the link must have that item shared with them.

If you include a quicklink to a Brightspace ePortfolio item in a form, reflection, artifact, or presentation, the referenced item does not inherit permissions from the item containing the link. This means that individuals viewing an item via the quicklink must also have direct permission to view the referenced item and follow the link; otherwise, they receive an error message letting them know they do not have permission to view the item.

Importing and exporting Brightspace ePortfolio items

Import Brightspace ePortfolio items

You can only import Brightspace ePortfolio packages into your Brightspace ePortfolio. If you have other items you want to add to your Brightspace ePortfolio, you must add them individually.

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, from the **More Actions** button, click **Go to Import / Export** page.
3. Click **Import**.
4. Click **Browse**. Locate the package you want to import. Click **Open**.
5. Click **Next** > **Import**.

Export items in your Brightspace ePortfolio

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, from the **More Actions** button, click **Go to Import / Export** page.
3. Do one of the following:
   - To export all items, click **Export** > **All Items**.
   - To export specific items, click **Export** > **Selected Items**. Click **Add Items**, then select the items you want to export. Click **Add**.
4. Click **Export**.
5. Click the **View progress of the export package** link.
6. In the **Download File** dialog that displays, click the link for your exported package.
7. Save the file to your desktop.

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About exporting Brightspace ePortfolio items

When you export an item, you also export the item's description, tags, and settings. You do not export information about the user who created the item, users who left comments on the item, or assessments for the item.

With the exception of HTML presentations, you cannot export items for offline viewing. Exported items can only be imported into another Brightspace ePortfolio or systems that support the Brightspace ePortfolio XML format.

You can export your entire Brightspace ePortfolio or specific items. If an item has multiple associations, it only appears once in the exported zip file.

What property changes occur when I export Brightspace ePortfolio items?

Property	**Notes**
Access Log for presentations	• **Does not include**
Assessments	• Does not include
Change Log for Edit permission	• Does not include
Comments	• Includes comments; does not retain commenter's name
Contents of a collection	• Includes items within a collection only if you export the items at the same time
Forms	• Includes form artifacts; does not include the form that the artifact is based on • System fields do not maintain their values; the system generates these values based on the user that imports the form • Does not maintain rubrics embedded in a form
Items associated with a reflection	• Includes associated items only if you export the items at the same time
Items in a presentation	• Includes items within a presentation only if you export the items at the same time
Permissions	• See [item] only

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Property	Notes
Access Log for presentations	• **Does not include**
Presentation layout	• Navigation settings, page settings, page names, and text areas remain the same • Maintains profile settings, but displays information corresponding to the user who imports the presentation
Presentation theme	• Does not include presentation theme; presentations revert to the default system theme on import
Reflections associated with an artifact	• Includes associated reflections only if you export the reflections at the same time
Rubrics associated with an item	• Does not include
Tag lists for a collection (dynamic collections)	• Does not retain tag lists; all collections become static on export

Export a presentation in HTML format

If you have the appropriate permissions, you can export presentations to HTML format directly from a presentation's context menu.

Exporting your presentation to HTML format enables you to keep a copy of your presentation in a viewable format external to the system. This is useful if you change institutions and you don't want to lose your work. Once you export your presentation to HTML, you can host it externally on your own website or save it on your computer to view offline.

You cannot import an HTML presentation back into Brightspace ePortfolio.

1. On the navbar, click **ePortfolio**.
2. On the **My Items** page, from the context menu of the presentation you want to export, click **Export**.
3. Select **Export HTML version of presentation**. To include links to pages within the system, select the **All system links** check box. Links to pages within the system require users to log in to the system and have the appropriate permissions.
4. Click **Next**.
5. In the **Download File** dialog that displays, click the link for your exported package.
6. Save the file to your desktop.

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What property changes occur when I export a presentation to HTML format?

Property	Notes
Action bar	• **Does not include the action bar at the top of a presentation**
Artifacts	• Includes embedded artifacts and links to artifacts • Embedded image artifacts retain their alt tags • Embedded image and media artifacts retain their size settings • Artifacts retain their type icon if displayed as a link inline • Artifacts retain their titles and descriptions
Assessments	• Includes assessments made on items within the presentation • Does not include assessments made on the presentation
Comments	Includes all comments for artifacts and reflections • Does not include comments made on the presentation
Forms	• Does not include forms linked via a Quicklink
Learning Objectives	• Includes embedded learning objectives and links to learning objectives
Permissions	• Does not retain permissions; anyone can view content within an HTML presentation
Presentation layout	• Page links, navigation settings, page settings, page names, and text areas remain the same
Presentation theme	• Presentation themes retain their style settings, including custom replaced images
Profile details	• Profile information exports as displayed in the presentation, including customized profile titles and social media icons • Only the fields set to display exports; hidden profile information does not export with the presentation
Quicklinks	• All Quicklinks retain their links to external URLs and artifacts stored within the export package • Quicklinks to system resources require users to log in to the system and have the appropriate permissions
Reflections	• Includes embedded reflections and links to reflections

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Property	Notes
Action bar	• **Does not include the action bar at the top of a presentation**
	• Does not include reflections associated with the presentation
Social media	• Does not include social media icons from the top of public presentations
Text areas	• Includes all text formatting, equations, and custom characters

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.

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