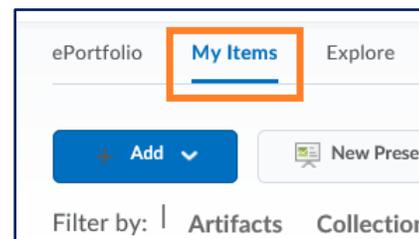All Brightspace users (students, instructors, etc.) can create reflections in the ePortfolio by following the steps provided here.

1. Click on the *ePortfolio* option on the navbar. ePortfolio option is available from anywhere in Brightspace system; you may have to click on the *More* option to get to it.
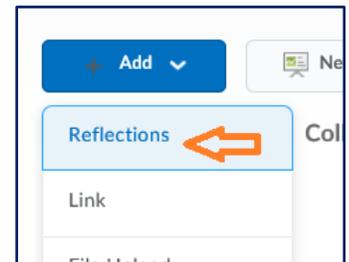
2. On the ePortfolio page, select the *My Items* tab.

3. Click on *Add* button and choose *Reflections* from the popup menu.

    The *New Reflection* page will open.

4. Enter a *Title* for your reflection.

5. Use the *Reflection* field to type your reflection.

    This field is an HTML editor, you can use the tools provided to edit your text. The toolbar enables you to include images, links and other media files in your reflection.

6. Use the *Tags* field to add tag(s) to your reflection.

    a. Enter a tag word.
    b. Click the *Add Tag* button.
    c. Repeat for as many tags as applicable.

    Over time, you could have reflections related to different learning experiences (e.g. courses). Tagging will help you search for a specific group of reflections in the future.

7. Click on *Save* or *Save and Close* button.