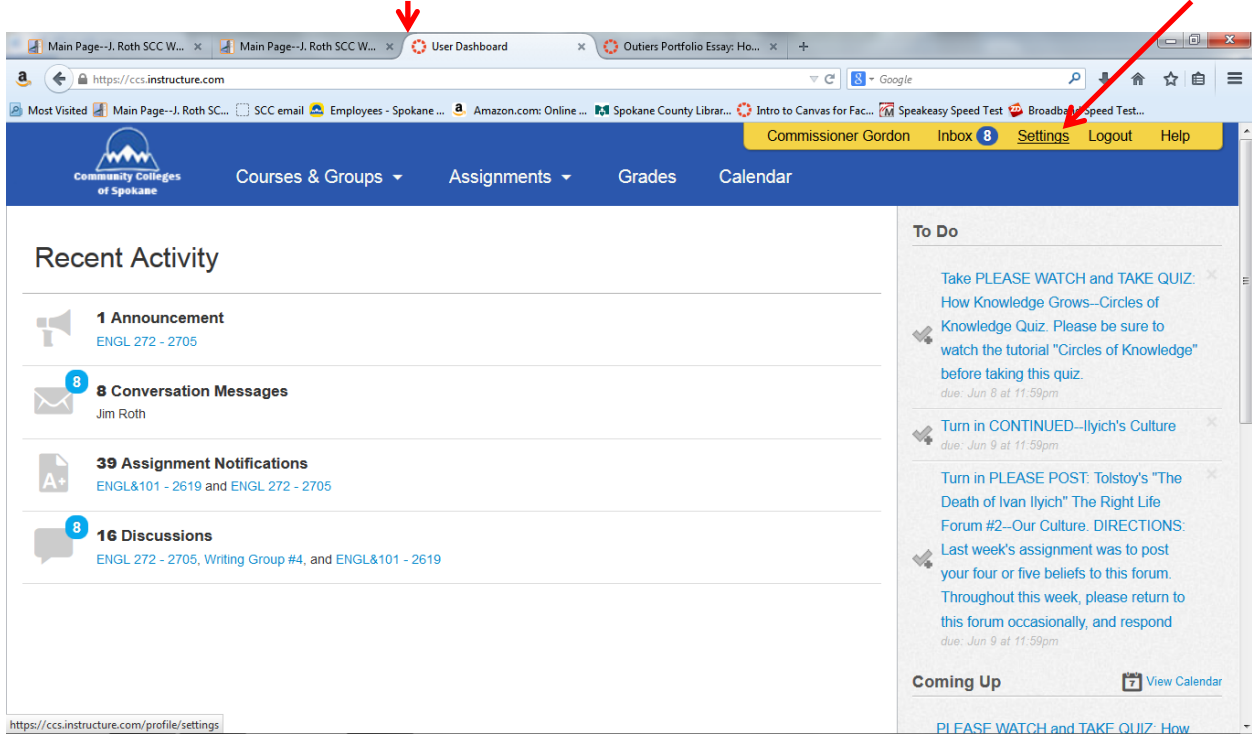


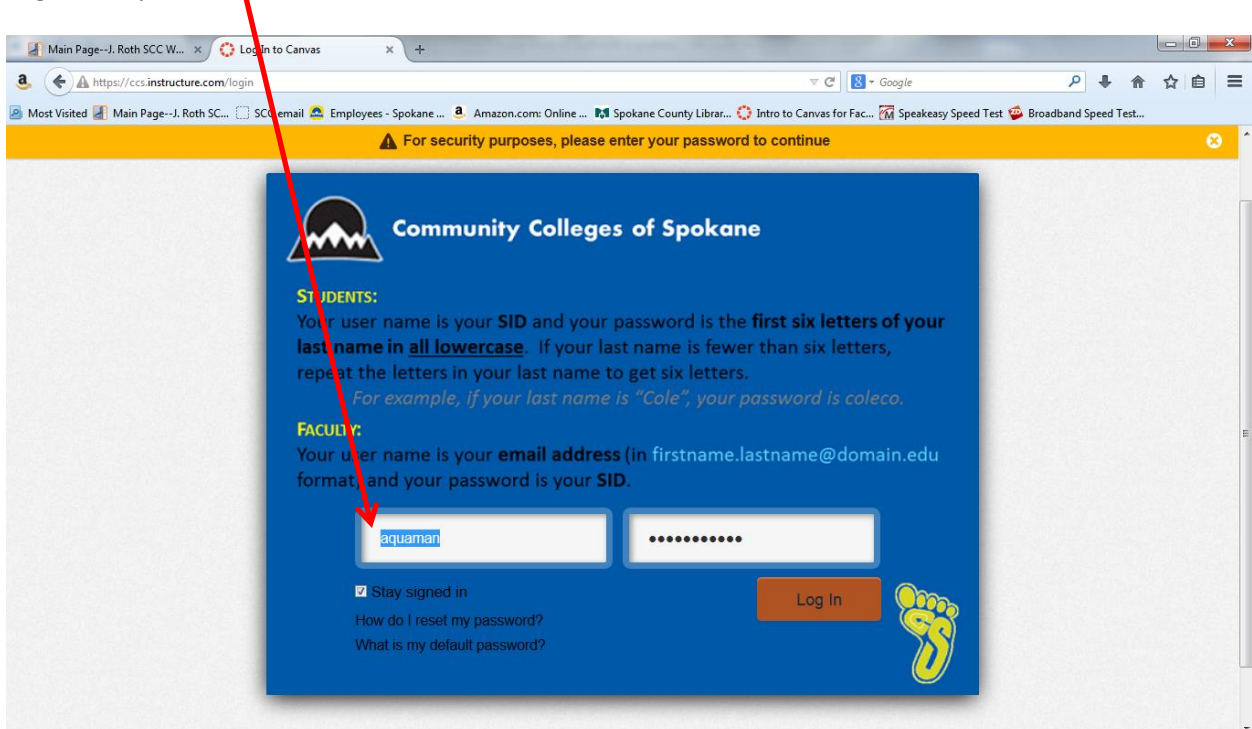
## How to fill your already created CANVAS ePortfolio.

Travel to the CANVAS opening page and click on "Settings" in the top right-hand corner of the screen.



The screenshot shows the Canvas LMS user dashboard. The top navigation bar includes the user's name "Commissioner Gordon", an "Inbox" with 8 items, and a "Settings" link highlighted in yellow. Below the navigation bar, the "Recent Activity" section lists 1 announcement, 8 conversation messages, 39 assignment notifications, and 16 discussions. A "To Do" list on the right side contains several tasks with due dates, such as "Take PLEASE WATCH and TAKE QUIZ: How Knowledge Grows--Circles of Knowledge Quiz" due on Jun 8 at 11:59pm. The URL in the address bar is https://ccs.instructure.com/profile/settings.

Log in if requested.



The screenshot shows the Canvas login page. A blue login box is centered on the screen, containing the following text:

**Community Colleges of Spokane**

**STUDENTS:**  
Your user name is your **SID** and your password is the **first six letters of your last name in all lowercase**. If your last name is fewer than six letters, repeat the letters in your last name to get six letters.  
*For example, if your last name is "Cole", your password is coleco.*

**FACULTY:**  
Your user name is your **email address** (in **firstname.lastname@domain.edu** format) and your password is your **SID**.

Below the text are two input fields: the first contains the text "aquaman" and the second contains a series of dots representing a password. There is a "Log In" button to the right of the password field. A checkbox labeled "Stay signed in" is checked. Below the checkbox are two links: "How do I reset my password?" and "What is my default password?". A yellow footprint icon is in the bottom right corner of the blue box. A yellow banner at the top of the page reads "For security purposes, please enter your password to continue".

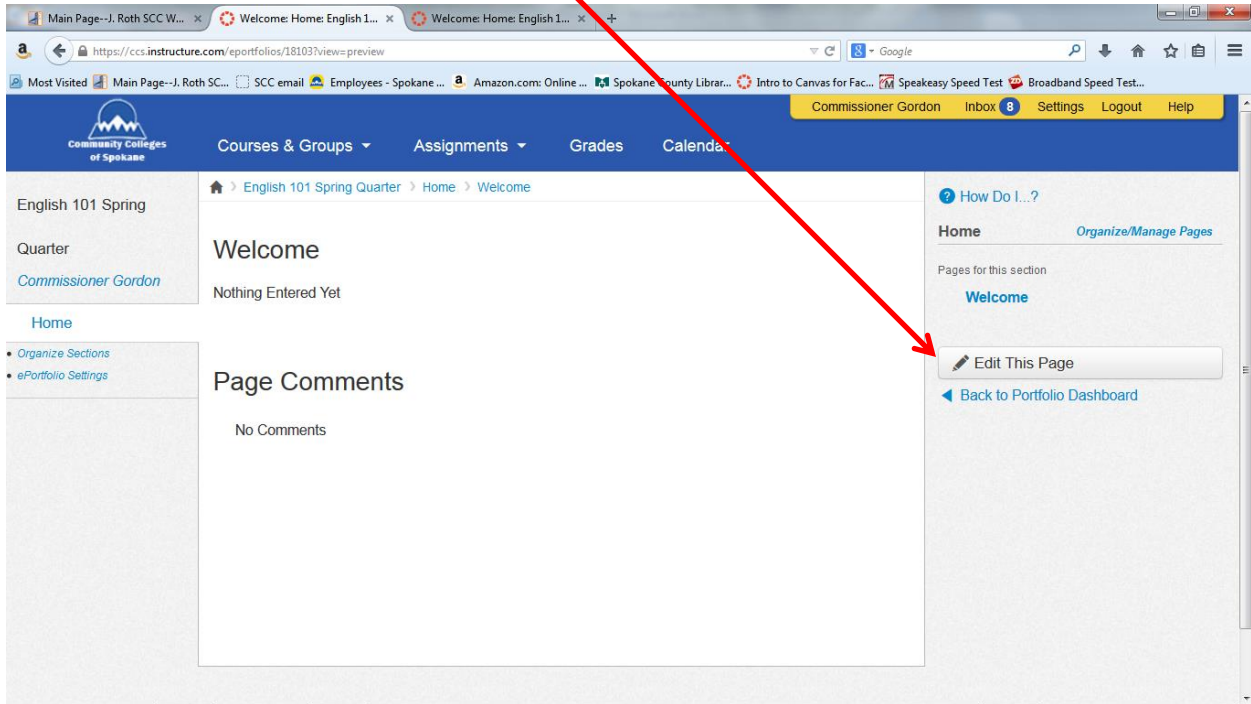
Click on "ePortfolio" in the left-hand column.

The screenshot shows the Canvas LMS user settings page for Commissioner Gordon. The left-hand navigation menu includes links for Home, Profile, Notifications, Files, Settings, ePortfolios, and SFCC eTutoring. The 'Settings' link is highlighted, and a red arrow points to it from the text above. The main content area is titled 'Commissioner Gordon's Settings' and displays various user information: Full Name (Commissioner Gordon), Display Name (Commissioner Gordon), Sortable Name (Gordon, Commissioner), Default Email (jroth49@gmail.com), Language (System Default (English)), and Time Zone (Pacific Time (US & Canada)). On the right side, there are sections for 'Ways to Contact' (Email Addresses and Other Contacts) and 'Web Services'.

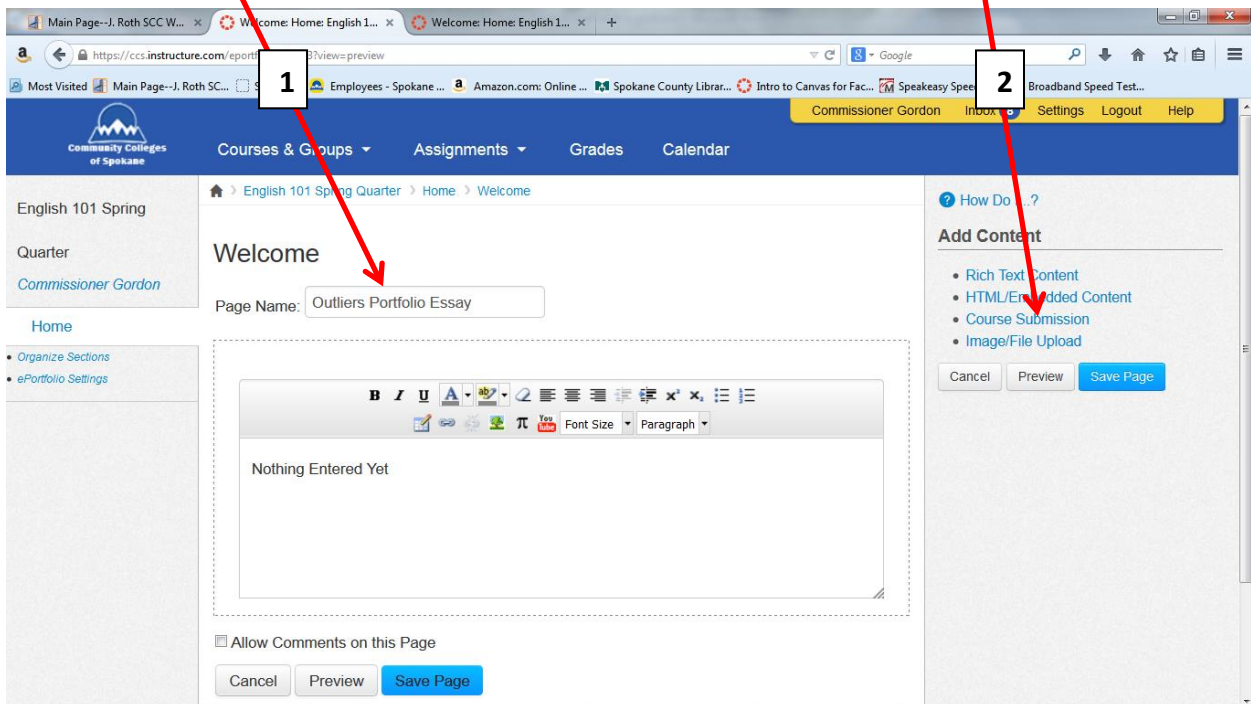
On the new screen, click on "Go to Actual ePortfolio"

The screenshot shows the Canvas LMS 'Welcome to Your ePortfolio' page. A green banner at the top indicates 'Portfolio successfully created'. The left-hand navigation menu includes links for English 101 Spring, Quarter, Commissioner Gordon, Home, Organize Sections, and ePortfolio Settings. The main content area is titled 'Welcome to Your ePortfolio' and contains instructions for new users. A red arrow points from the text above to the 'Go to the Actual ePortfolio' link in the 'Getting Started Wizard' section. Below this, there is a section for 'Your ePortfolio is Private' and a 'Recent Submissions' section.

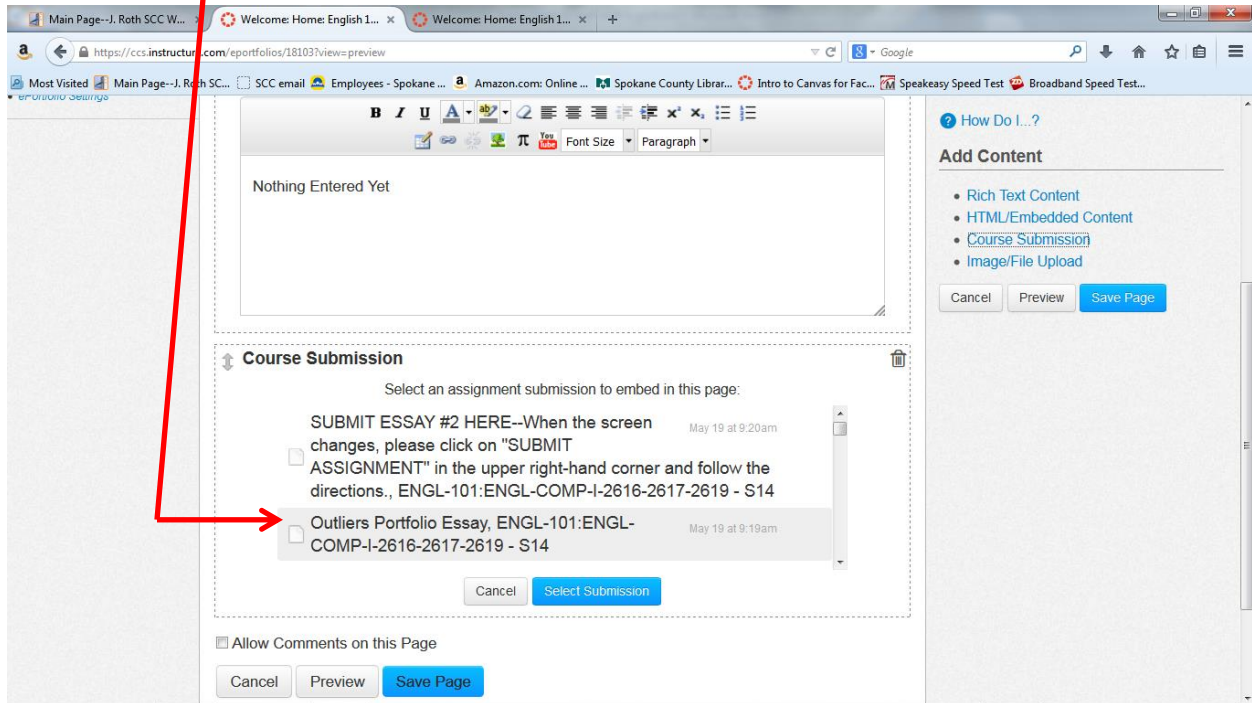
When the screen changes, click on “Edit This Page”



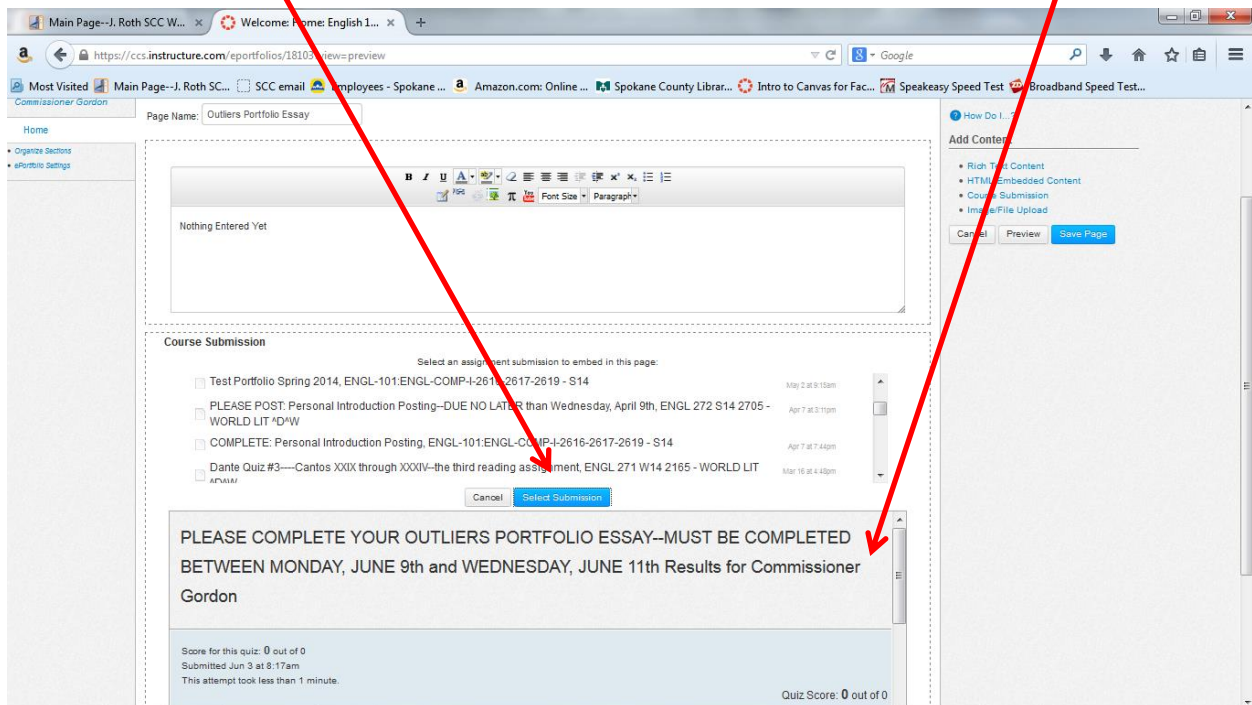
In the “Page Name” strip, please type “Outliers Portfolio Essay” and then click “Course Submission”



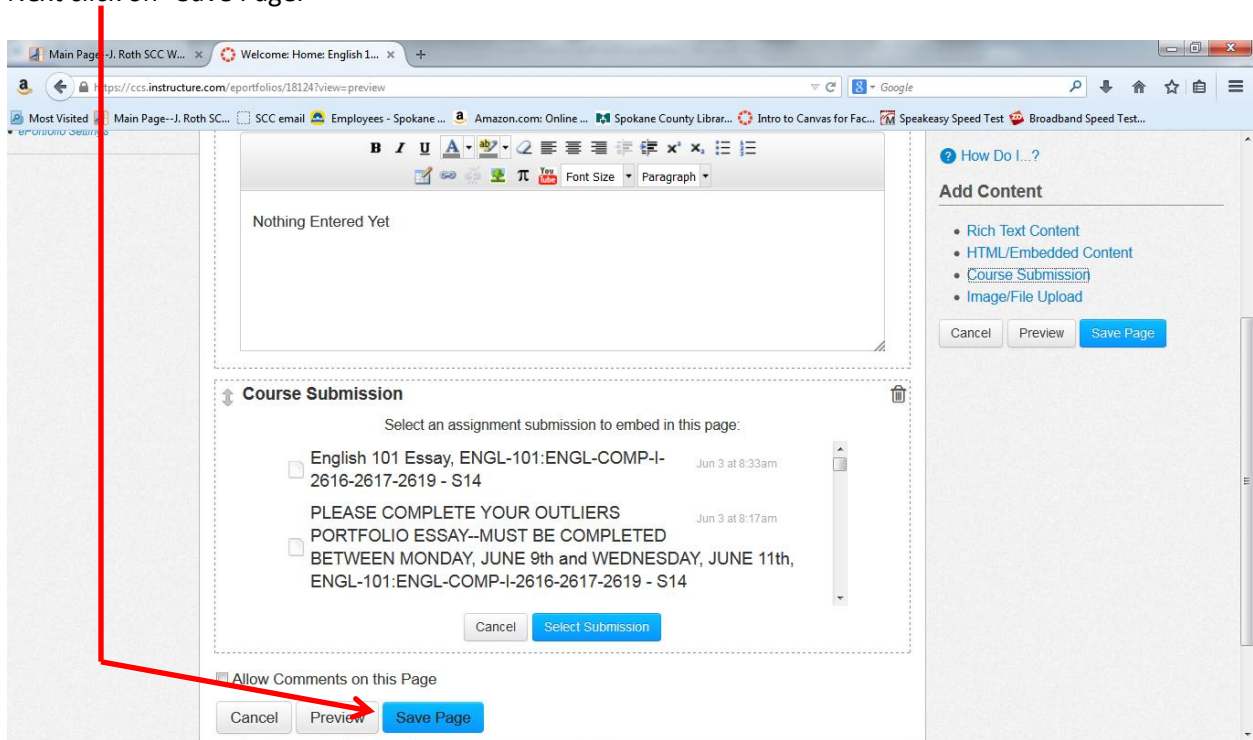
In the Course Submission window, click on “Outliers Portfolio Essay” to highlight it. (Be sure the essay’s name is highlighted.)



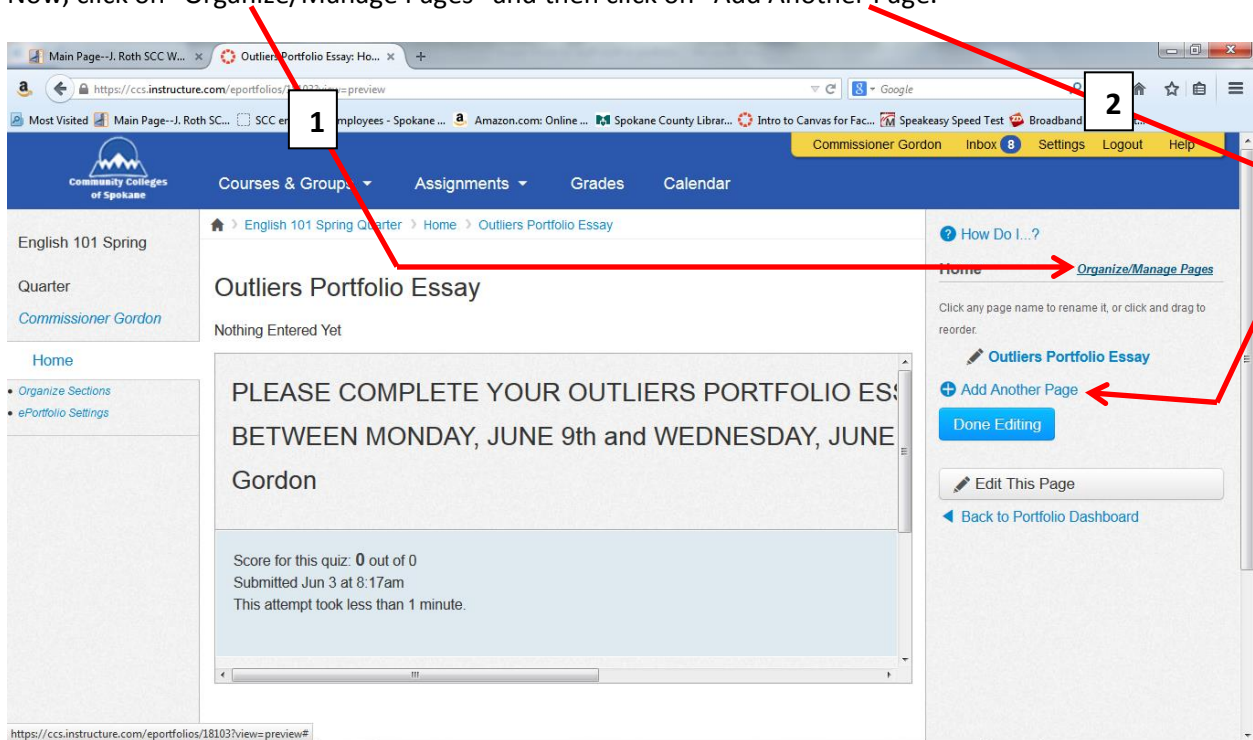
Then click the “Select Submission” button. You should see your essay toward the bottom of the screen.



Next click on "Save Page."



Now, click on "Organize/Manage Pages" and then click on "Add Another Page."



In the "Page Name" blank, please type "Best Course Essay" and then click the "Done Editing" button.

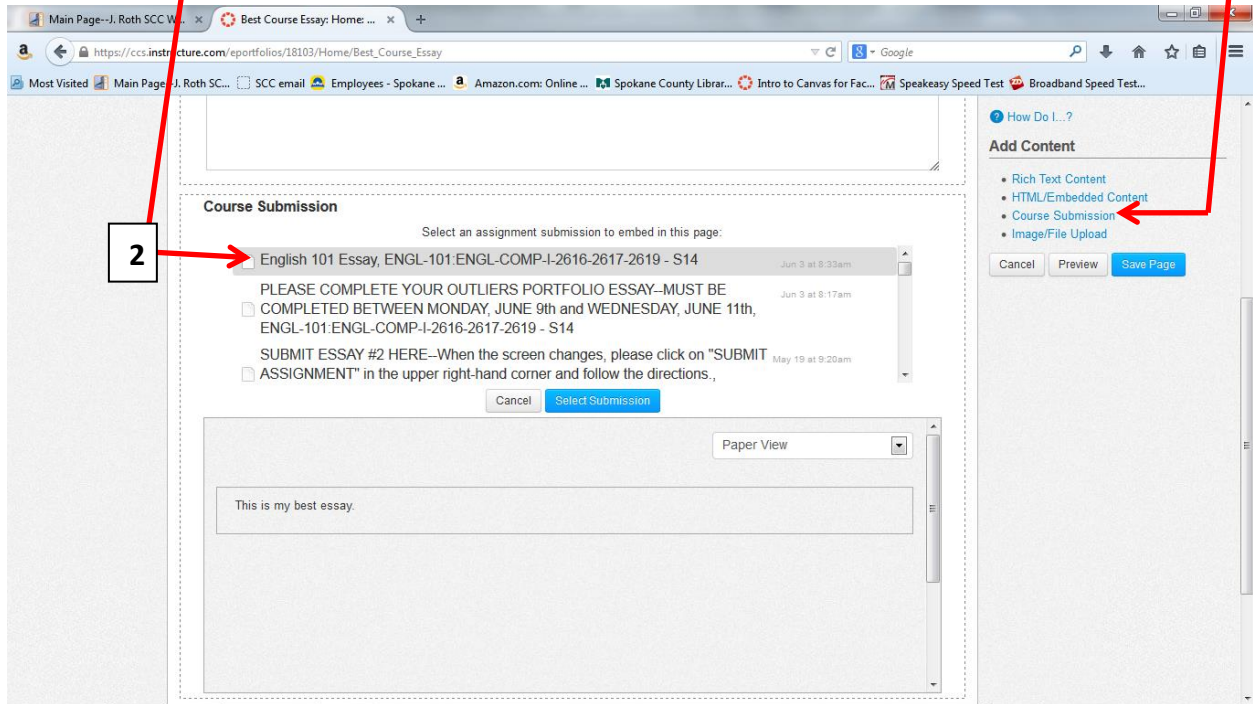
The screenshot shows the Canvas LMS interface for an 'Outliers Portfolio Essay' page. The page title is 'Outliers Portfolio Essay' and the content area contains the text: 'PLEASE COMPLETE YOUR OUTLIERS PORTFOLIO ESSAY BETWEEN MONDAY, JUNE 9th and WEDNESDAY, JUNE 10th'. The right-hand column contains a 'Manage Pages' section with a list of pages: 'Outliers Portfolio Essay' and 'Best Course Essay'. The 'Done Editing' button is highlighted with a red box labeled '2'. A red box labeled '1' highlights the 'Page Name' field in the 'Best Course Essay' entry, which contains the text 'Best Course Essay'. A red arrow points from the 'Done Editing' button to the 'Page Name' field.

Click on "Best Course Essay" in the right-hand column and then click on "Edit This Page."

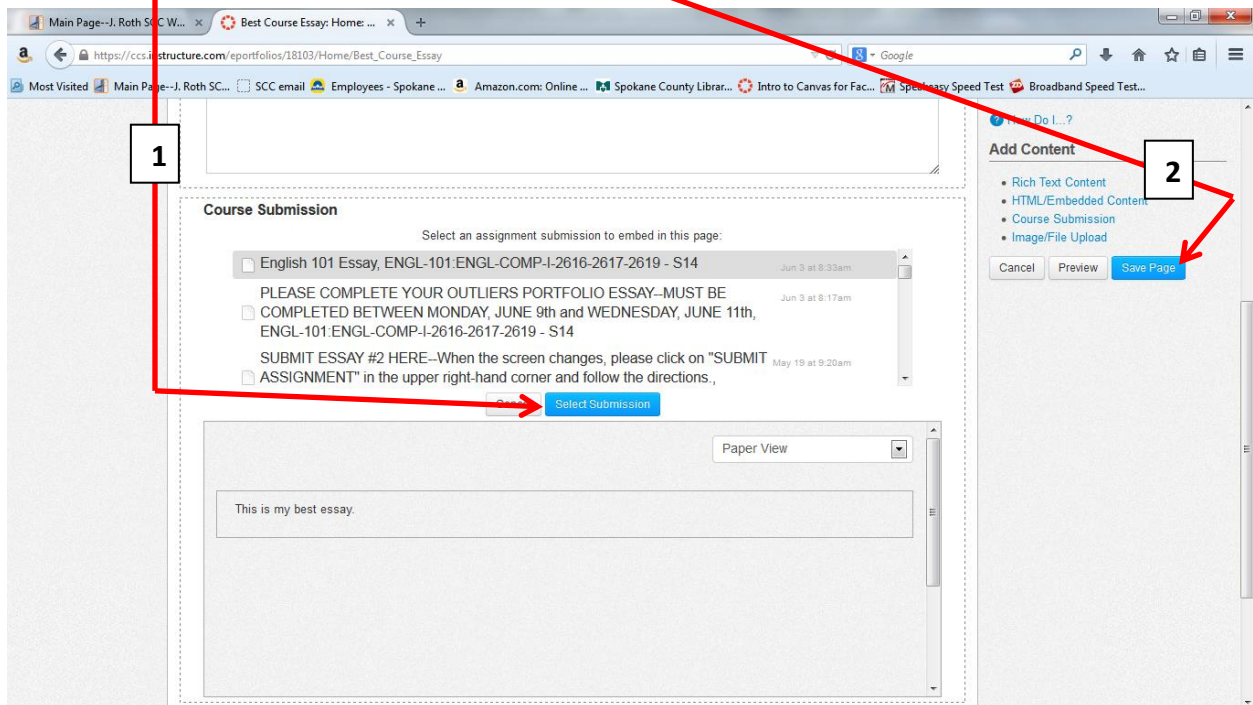
The screenshot shows the Canvas LMS interface for the 'Best Course Essay' page. The page title is 'Best Course Essay' and the content area contains the text: 'Nothing Entered Yet'. The right-hand column contains a 'Manage Pages' section with a list of pages: 'Outliers Portfolio Essay' and 'Best Course Essay'. The 'Edit This Page' button is highlighted with a red box labeled '2'. A red box labeled '1' highlights the 'Best Course Essay' entry in the list. A red arrow points from the 'Edit This Page' button to the 'Best Course Essay' entry.

Click on "Course Submission" in the right-hand column

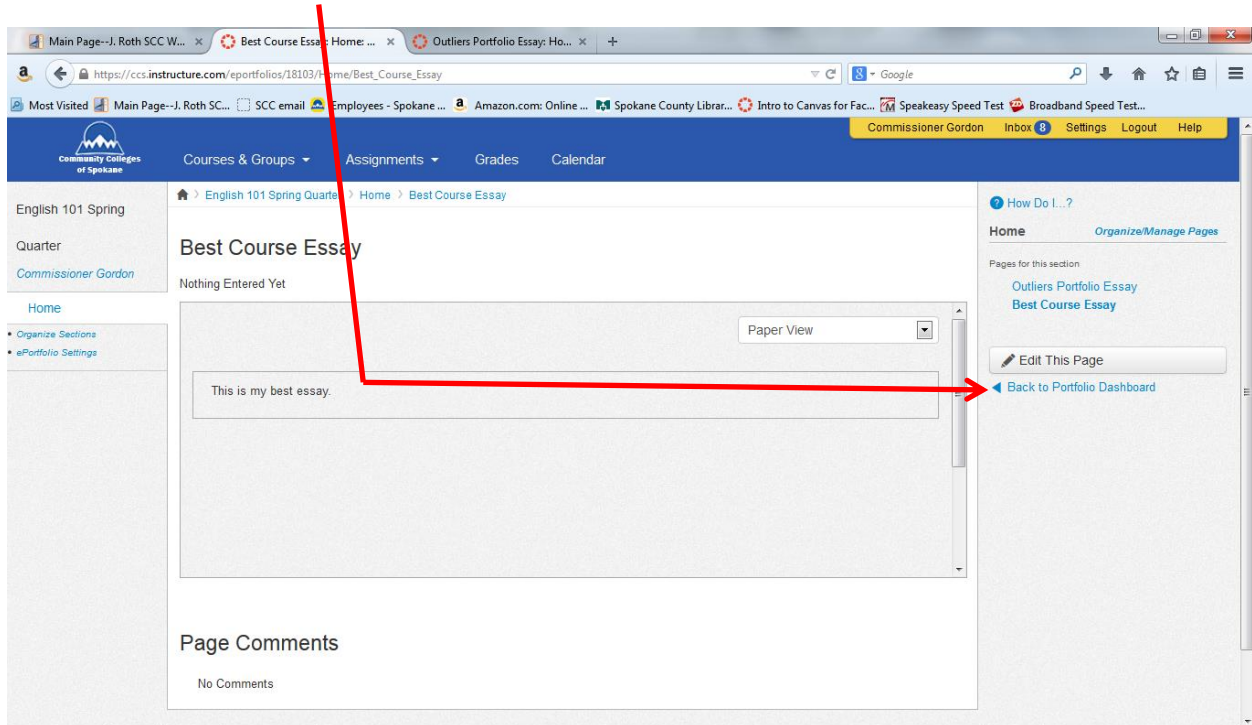
and then select your essay in the center window to highlight it.



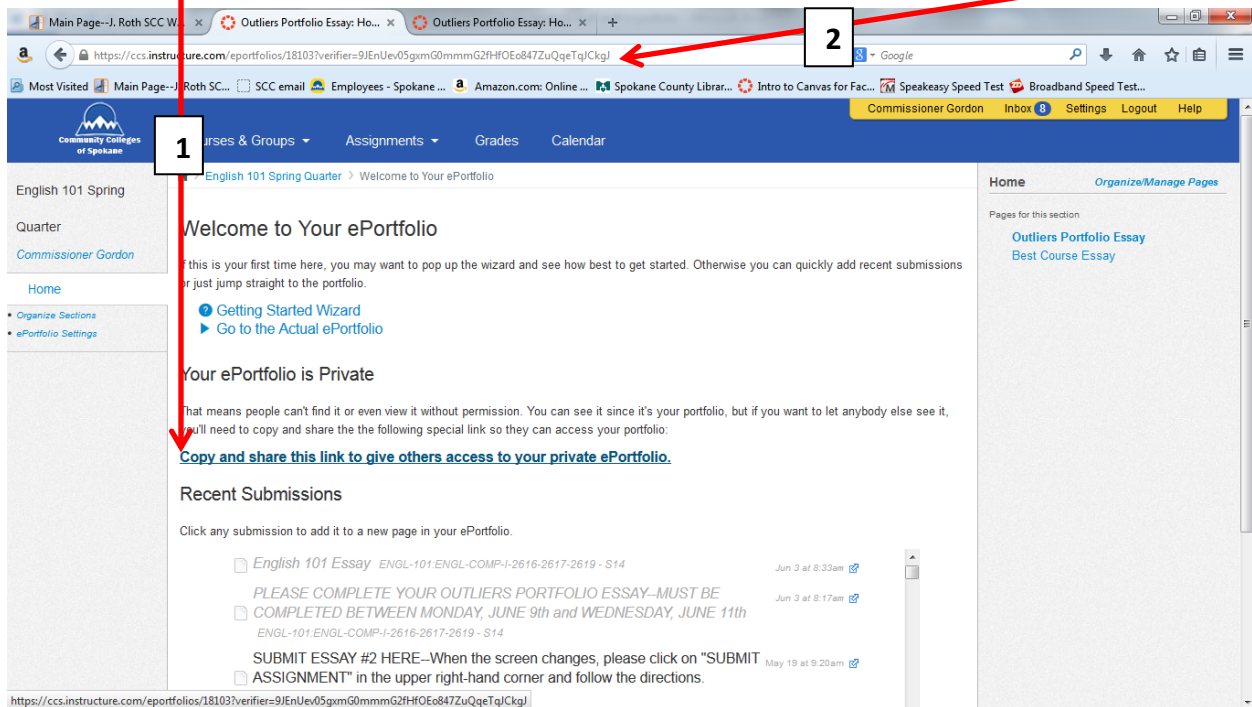
Click on "Select Submission," and then "Save Page."



Click on "Back to Portfolio Dashboard" to test the link.

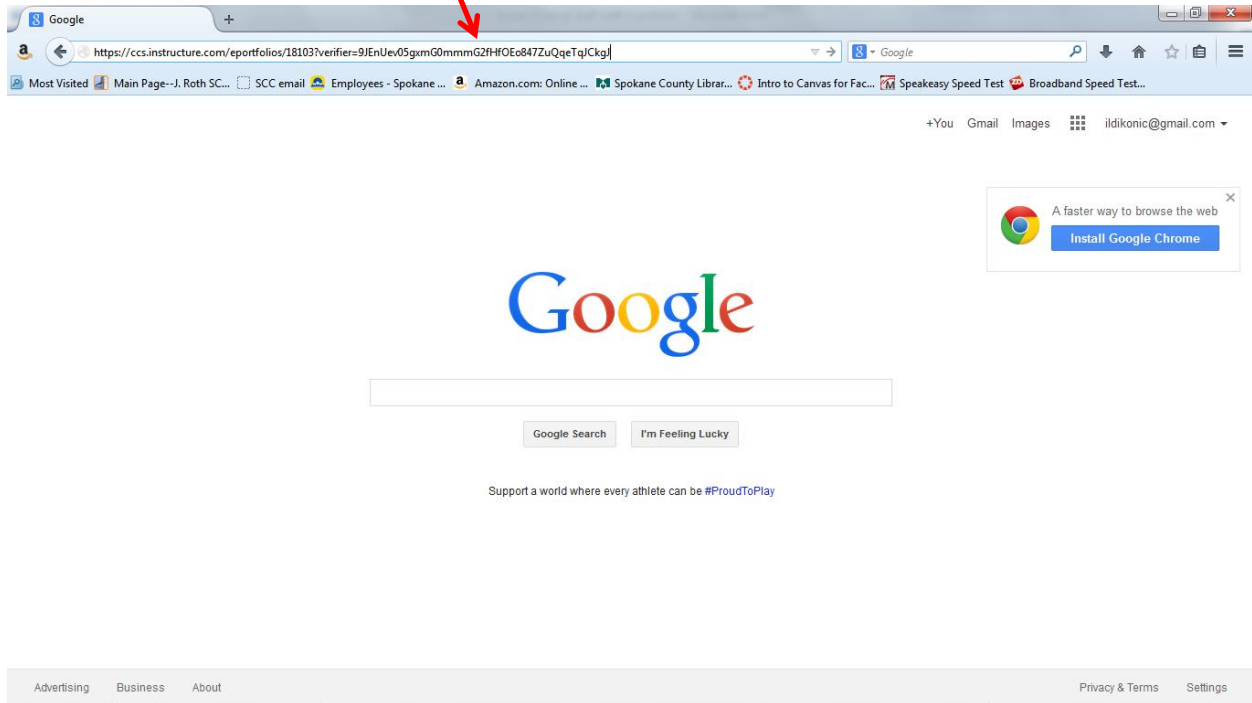


Click on "Copy and share this link to give others access to your private ePortfolio" and then highlight and copy the link created in the address strip at the top of the window. (This will re-create the same link you sent to your instructor last week.)

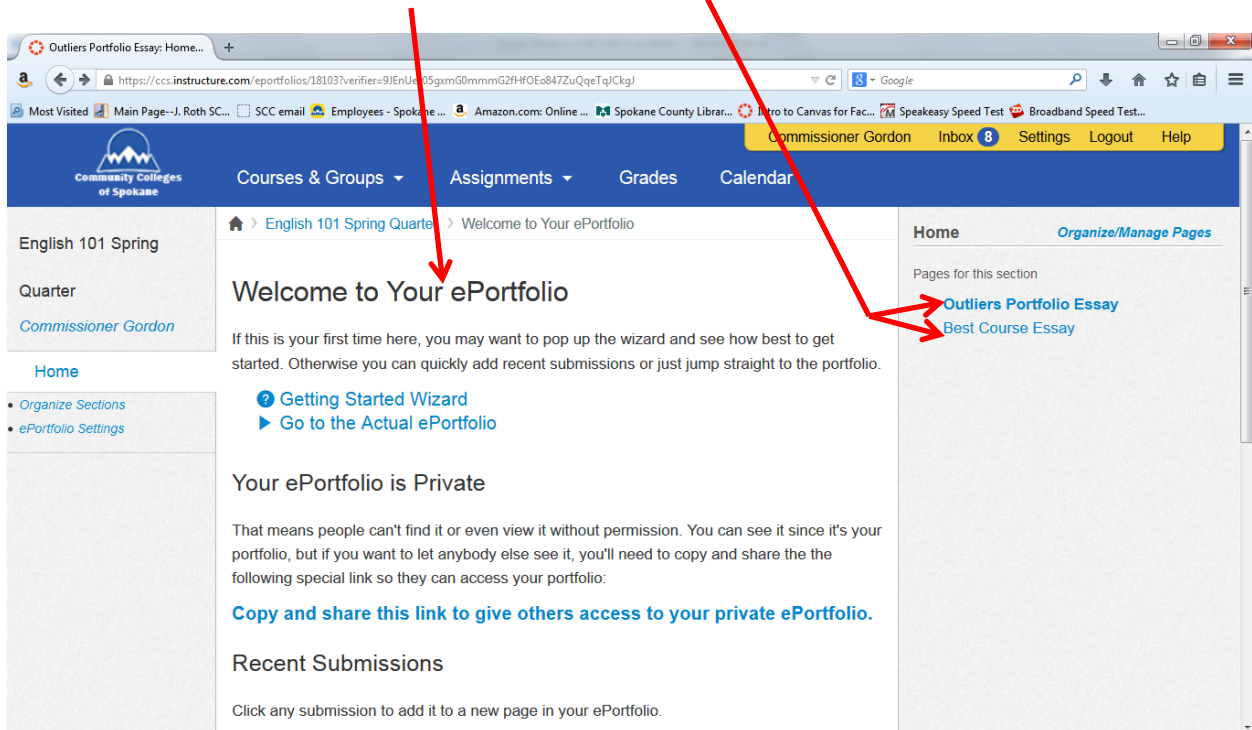




Open a new browser window, paste the copied link into its address strip, and press the “Enter” key on your keyboard.



You should see your ePortfolio appear. One at a time, click on the page names to be sure they appear.



You should see each page appear on the screen.

The screenshot shows a web browser window displaying a Canvas LMS page. The browser's address bar shows the URL: [https://ccs.instructure.com/eportfolios/1003/Home/Outliers\\_Portfolio\\_Essay](https://ccs.instructure.com/eportfolios/1003/Home/Outliers_Portfolio_Essay). The page header includes the Community Colleges of Spokane logo and navigation links for Courses & Groups, Assignments, Grades, and Calendar. A user profile for Commissioner Gordon is visible in the top right, along with links for Inbox, Settings, Logout, and Help. The main content area is titled 'Outliers Portfolio Essay' and shows a breadcrumb trail: English 10 > Spring Quarter > Home > Outliers Portfolio Essay. Below the title, it says 'Nothing Entered Yet'. A large text box contains the instruction: 'PLEASE COMPLETE YOUR OUTLIERS PORTFOLIO BETWEEN MONDAY, JUNE 9th and WEDNESDAY, JUNE 10th'. Below this, a score for a quiz is shown as '0 out of 0', submitted on Jun 3 at 8:17am, with a note that the attempt took less than 1 minute. On the right side, there is a 'How Do I...?' section with a link to 'Organize/Manage Pages'. Below that, it lists 'Pages for this section' including 'Outliers Portfolio Essay' and 'Best Course Essay'. There is an 'Edit This Page' button and a 'Back to Portfolio Dashboard' link. A red arrow points from the text above to the 'Nothing Entered Yet' area.

All done!