



Setting Up Your Black Studies ePortfolio

Gather your Materials

Step One: Gather your digital assignments (three assignments or any other assignment that can be displayed through audiovisual media) and your transcript, highlighting the courses that count towards the BLS minor.

Create Your ePortfolio

Step Two: 1) Login to Canvas (<https://washcoll.instructure.com>). 2) Go to your account. 3) On the left navigation bar click ePortfolio. 4) Click Create an ePortfolio on the right side of the screen. 5) Fill in the “ePortfolio Name” with “Black Studies Minor Assessment Portfolio.” 6) Click Make ePortfolio. 7) You are on the Welcome (Home) page of your new portfolio.

Edit Your ePortfolio

Step Three: 1) Click “Organize Sections” on the left navigation bar. 2) Click “Add Section” – the first section name should be Table of Contents. 3) Continue adding sections with the following names: Course List, Assignment #1, Assignment #2, Assignment #3. 4) Click “Done Editing” after all sections have been added. 5) Click on a section name (e.g., Assignment #1) in the left navigation bar. 6) Click “Edit This Page” on the right navigation bar. 7) Fill in the Page Name (e.g., Assignment #1) and uncheck Allow Comments on this Page. 8) On the right navigation bar select the appropriate link under “Add Content” to start adding content. 9) Click the blue “Save Page” button.

Share Your ePortfolio

1) Click Home. Above the “Welcome” title you should see a “crumb trail.” Click Black Studies Minor Assessment Portfolio. 2) Your ePortfolio should be set to private (you may want to check ePortfolio Settings on the left navigation bar to make sure it is set to private). 3) In the middle of the page you should see a link that says, “Copy and share this link” to give others access to your private ePortfolio. 4) Right-click on the link and select “Copy link address.” 5) Email this link to the BLS Program Director. You are done!

If you have questions about Canvas, please contact Nancy Cross, at ext. 7167, or ncross2@washcoll.edu.