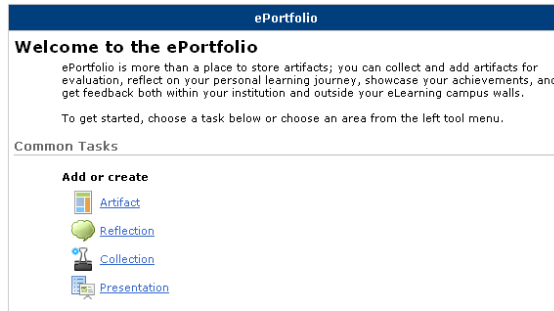


## ePortfolio – Creating a Reflection

1. Go to ePortfolio. Click  Reflection under Common Tasks – Add or Create.



2. Give your Reflection a title. Compose your Reflection in the HTML Editor.

**Tags:** Tags are keywords or descriptive labels that can be attached to items to categorize them. For example, users can tag items with course codes, topics, years, or status.


When a user creates a tag, an auto-complete dropdown displays other tags created within Springboard!

Add any tags you want the Reflection to have.

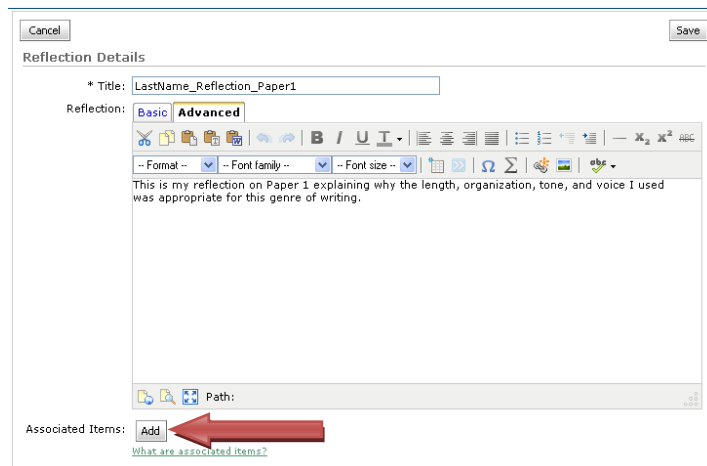
Click **Save**.

## ePortfolio – Associating a Reflection with Artifacts, Collections or Presentations

1. Create a **Reflection** as outlined in steps 1 and 2 above.

If you have already created a reflection and now want to associate it with an artifact, collection or presentation, click the pencil icon  to the right of the Reflection name to **Edit**.

2. Click **Add** button which appears next to Associated Items.



Reflection Details

\* Title: LastName\_Reflection\_Paper1

Reflection: **Advanced**

Format -- Font family -- Font size --

This is my reflection on Paper 1 explaining why the length, organization, tone, and voice I used was appropriate for this genre of writing.

Path:

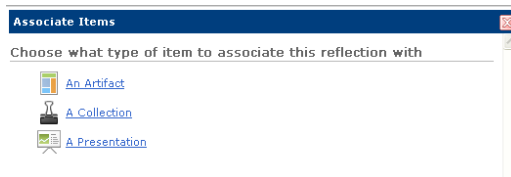
Associated Items: **Add** [What are associated items?](#)

3. Select whether you want to associate the **Reflection** with an **Artifact**, a **Collection**, or a **Presentation**.

Select the appropriate item from the list of items that appear.




Click **Add**.

Click **Save**.



Associate Items

Choose what type of item to associate this reflection with

-  An Artifact
-  A Collection
-  A Presentation