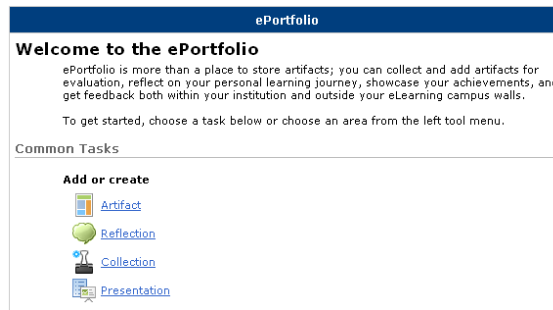




Creating Presentations

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



2. Give the Presentation a Name and Description.

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!

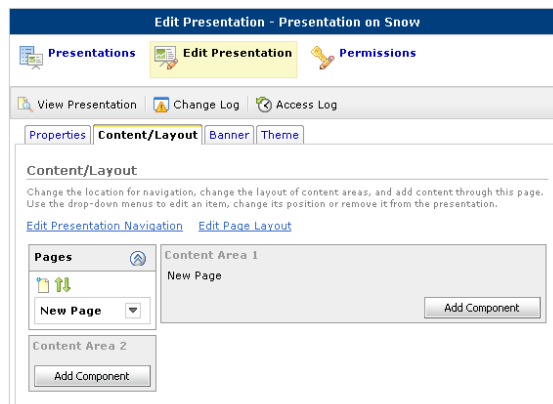
Add any tags you want the **Presentation** to have.

Select whether you want to allow Comments of Assessments from others.

Click **Save**.

 **Adding Items to Presentations and Modifying Page Layouts**

1. Select the **Content/Layout** tab from the **Edit Presentation** page.

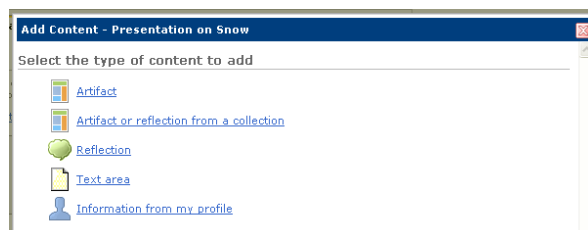
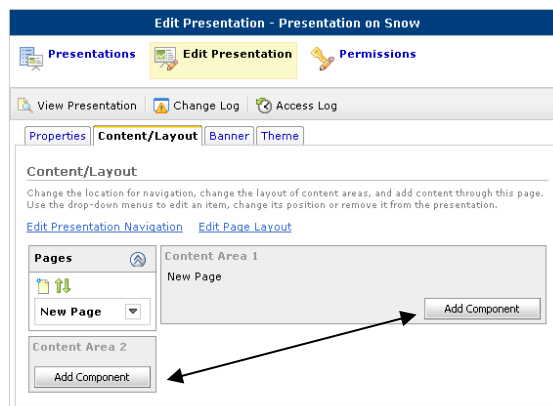


2. Click the **Add Component** button for the area of the page you want to add an item.

Select the type of item you want to add.

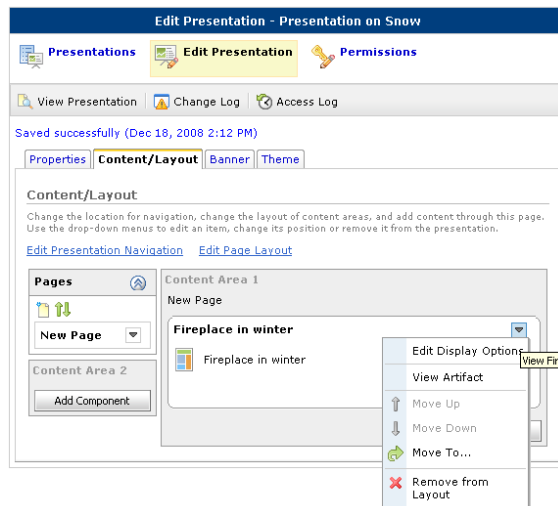
Select the actual item to add.

When done – click **Add**.



3. Open the dropdown menu for the item.

Select **Edit Display Options**.



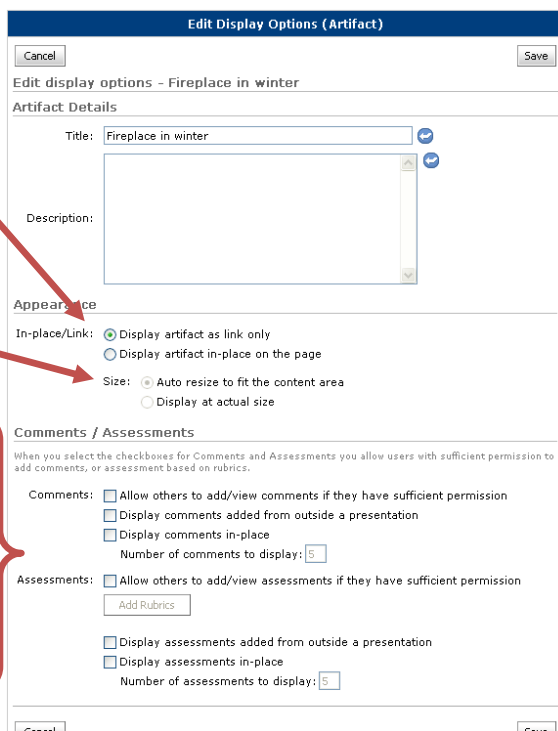
4. Change the **Title** or **Description** of the item, if desired.

a. Select whether you want the item to **Display as a link only** or **Display the artifact in-place on the page**.

b. Select whether you want to auto-fit the artifact to the content area or display at actual size.


c. Select whether users can add comments or assessments on the artifact from within the presentation if they have the proper permission; whether comments and assessments added outside the presentation should be displayed; whether comments or assessments should display in-place; and the number of comments and assessments to display.

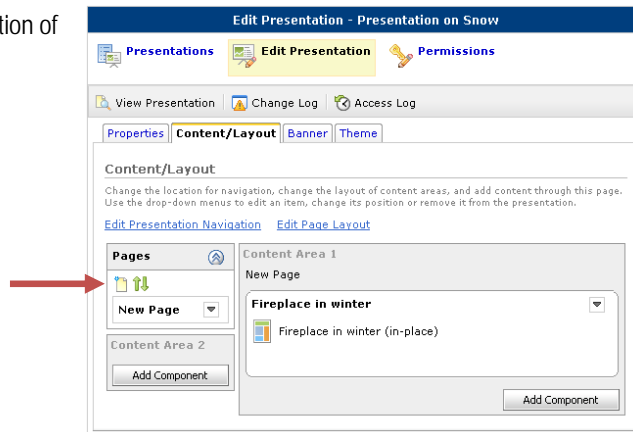
When all selections have been made, click **Save**.





Adding Pages to a Presentation

1. Click the  **New Page** icon in the Pages section of the Content/Layout tab.

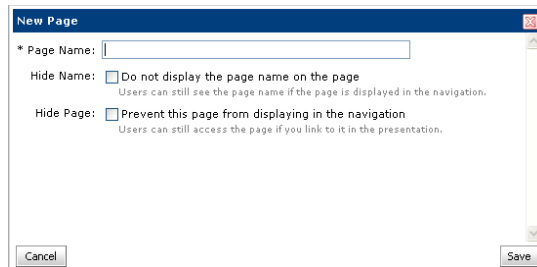


2. Enter a Page Name.

Select whether you want to **Hide Name** from users.

Select whether you want to **Hide Page** from users.

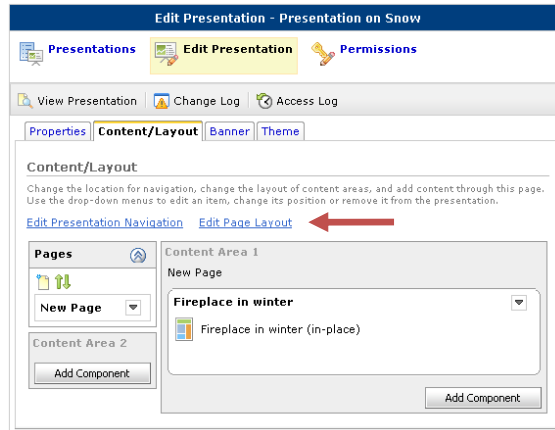
Click **Save**.





Changing a Page Layout

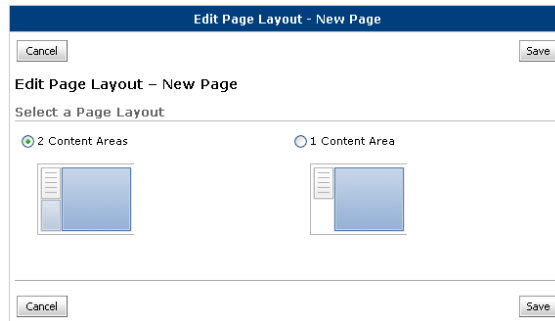
1. Select the **Edit Page Layout** link on the **Content/Layout** tab.



2. Select one of the following:

- 2 Content Areas
- 1 Content Area

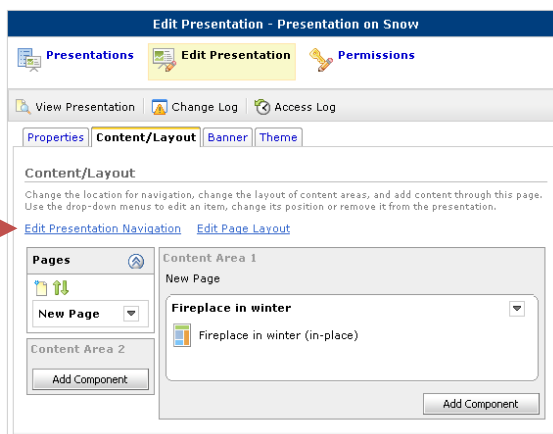
Click **Save**.





Changing where the navigation appears on pages

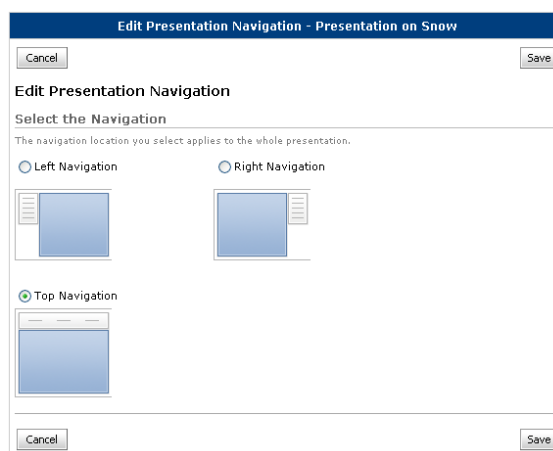
1. Select the **Edit Presentation Navigation** link on the **Content/Layout** tab.



2. Select one of the following:

Left Navigation
 Right Navigation
 Top Navigation

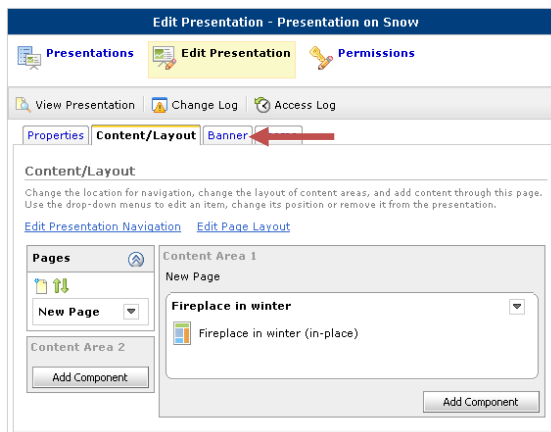
Click **Save**.





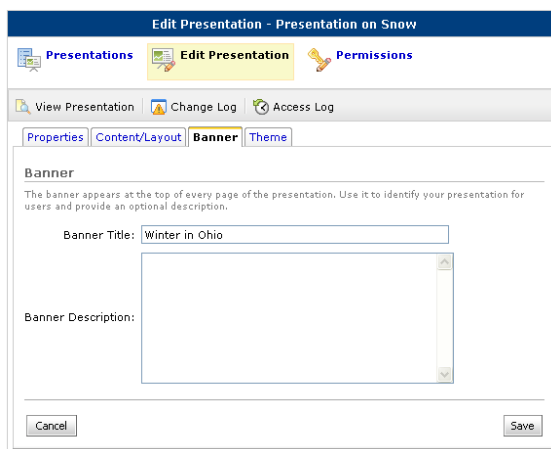
Modifying a Banner

1. Select the **Banner** link on the **Content/Layout** tab.



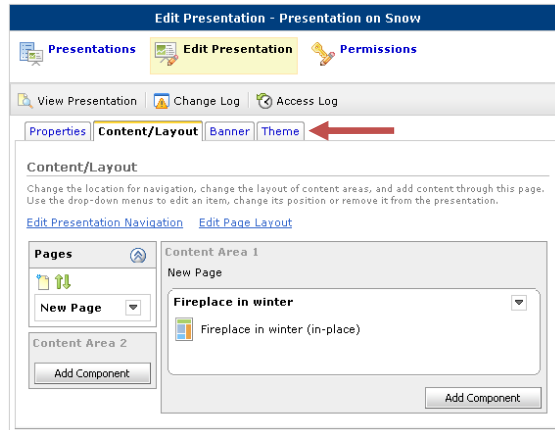
2. Enter a **Banner Name** and **Description**.

Click **Save**.



 **Selecting and Modifying a Theme**

1. Select the **Theme** tab on the Content/Layout tab.



2. Click the **Select** button next to the **Theme** you want to apply.

Click **Save**.

