Brightspace ePortfolio Mobile for Android 2.0

Learner Guide
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## Document change history

<table>
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<tr>
<th>Revision Date</th>
<th>Summary of Changes</th>
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<tbody>
<tr>
<td>November 3, 2016</td>
<td>• Updated formatting for consistency. No feature additions or technical changes.</td>
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<tr>
<td>September 1, 2016</td>
<td>• Updated <em>Using Brightspace ePortfolio Mobile for Android</em> with technical review comments.</td>
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<td>July 2, 2015</td>
<td>• Initial release.</td>
</tr>
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The content in this guide is applicable to the most recent version of Brightspace ePortfolio unless otherwise noted.
Download Brightspace ePortfolio Mobile for Android
1. Access the Google Play Store.
2. Search for Desire2Learn ePortfolio.
3. Download the app.

Log in to Brightspace ePortfolio Mobile for Android
1. Tap the ePortfolio icon on your device.
2. Tap Start using ePortfolio.
3. Do one of the following:
   - To use your Brightspace Learning Environment credentials, tap Log in to my institution. Enter your organization’s URL and tap Connect.
   - To go directly to your myDesire2Learn login page, tap Log in using myDesire2Learn.
4. Enter your credential and tap Log In.

Log out of Brightspace ePortfolio Mobile for Android
1. Tap the Overflow menu icon. In the list that displays, tap your name.
2. On the Settings page, tap Log out of ePortfolio > Logout.

Discover your Brightspace Learning Environment URL
1. Open a web browser on your mobile device and navigate to your organization’s Brightspace Learning Environment site.
2. Log in using your Brightspace Learning Environment credentials.
3. Tap and hold the URL in the address bar.
4. Tap Select All > Copy.
5. Navigate back to the Brightspace ePortfolio Mobile application.
6. Press and hold the Enter the URL of your institution’s Learning Environment system field. Tap Paste.
Add a D2L ePortfolio widget to your homescreen

Once you've installed the Brightspace ePortfolio Mobile application on your Android device, you can add a Brightspace ePortfolio widget to your homescreen. The steps may vary depending on your operating system version.

1. Do one of the following:
   - On your homescreen, tap the Apps icon. From the Apps tool navigation, tap Widgets.
   - Press and hold the homescreen, then tap Apps and widgets.

2. Press and hold the ePortfolio widget and drag it onto your homescreen.

Using Brightspace ePortfolio Mobile for Android

Brightspace ePortfolio Mobile for Android has three main areas, all of which are accessible via the Navigation Drawer:

- **My Items**: Displays a list of your artifacts
- **Shared With Me**: Displays a list of artifacts that other users have shared with you
- **Activity Feed**: Displays a list of feedback and comments users have about your items, as well as posts and updates

Tap on any artifact in these lists to view its details. On an artifact Item Details page, you can do any of the following:

- Add and view comments on a shared artifact
- Add users to share your artifact with
- Add tags to classify your artifact
- Add your artifact to a collection

About working offline with Brightspace ePortfolio Mobile

You can work offline with Brightspace ePortfolio Mobile. The next time you connect to the internet, your device automatically syncs and adds your changes. All items with changes display a sync icon beside them.

You can perform any of the following actions in Brightspace ePortfolio Mobile while offline:

- View local content (stored on your device)
- Add items
- Comment on items
- Edit details such as shares and tags, collection associations, and titles and descriptions
Using artifacts in Brightspace ePortfolio Mobile for Android

Add a reflection using Brightspace ePortfolio Mobile for Android

1. On the My items, Shared with me, or Activity feed screen, tap the Add icon.
2. In the provided field, enter your reflection. You can also do any of the following:
   - To add a new or existing photo, tap the Camera icon. The maximum image size you can add is 5MB.
   - To add a new or existing video, tap the Video icon. The maximum video length you can add is 30 seconds.
   - To add a new or existing audio, tap the Audio icon. The maximum audio recording length you can add is 5 minutes.
   - To add a link, tap the Link icon.
3. Tap Continue.
4. Do any of the following:
   - To select users to share the reflection with, tap the Share icon.
   - To classify your reflection with tags, tap the Add Tag icon.
   - To add your reflection to a collection, tap the Add to Collection icon.
5. Tap the Post icon.

Share artifacts using Brightspace ePortfolio Mobile for Android

1. On the My items, Shared with me, or Activity feed screen, tap the artifact you want to share.
2. Tap Add shares.
3. In the All Shares list, tap any group you want to share the artifact with.
4. Tap the Done icon.
Tag artifacts using Brightspace ePortfolio Mobile for Android

1. On the My items, Shared with me, or Activity feed screen, tap the artifact you want to add tags to.

2. Tap Add tags.

3. Do any of the following:
   - To add a new tag, in the Type a tag field, enter your tag. Click Add tag.
   - To add existing tags, in the All tags area, tap any tag you want to add to the artifact.

4. Tap the Done icon.

Add artifacts to a collection using Brightspace ePortfolio Mobile for Android

1. On the My items, Shared with me, or Activity feed screen, tap the artifact you want to share.

2. Tap item is in [0] collections.

3. Do one of the following:
   - To add the artifact to a new collection, in the Type a collection name field, enter your collection name. Click Add.
   - To add the artifact to an existing collection, in the All collections area, tap the collection you want to add the artifact to.

4. Tap the Done icon.

Comment on artifacts using Brightspace ePortfolio Mobile for Android

1. On the My items, Shared with me, or Activity feed screen, tap the artifact you want to add a comment to.

2. On the Item Details page, in the Add a comment field, enter your comment.

3. Tap the Add icon.
About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world’s first integrated learning platform.

The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L’s open and extensible platform is used by more than 1,100 clients and almost 15 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies.

The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.


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