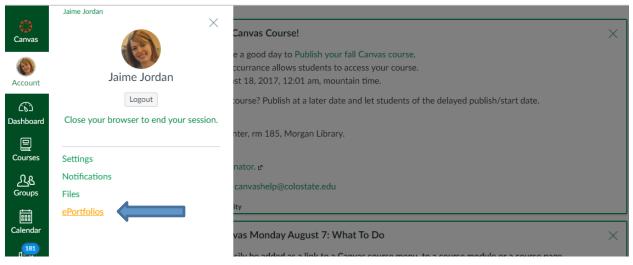
Instructions for creating your ePortfolio

ADD SECTIONS

1. Log in to Canvas. On the left side of the page, select "ePortfolios" from the Account Menu.



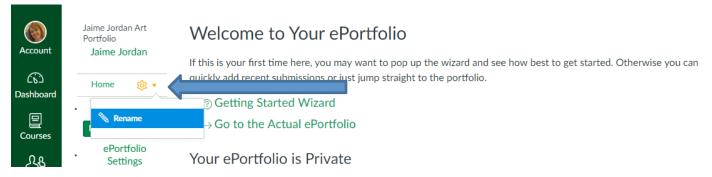
- 2. Click on "+Create an ePortfolio."
 - a. Please name it with your first and last name followed by Art Portfolio.
 - b. Do NOT select "Make it Public."
 - c. Click on "Make ePortfolio."

Canvas	Jaime Jordan	n > ePortfolios	
(a)	Notifications	Make an ePortfolio	+ Create an ePortfolio
Account	Files	ePortfolio Name: Jaime Jordan Art Portfolio	
ري) Dashboard	Settings ePortfolios		
Courses	erortionos	Make it Public Make ePortfolio Cancel	
<u>ි</u> දු Groups			

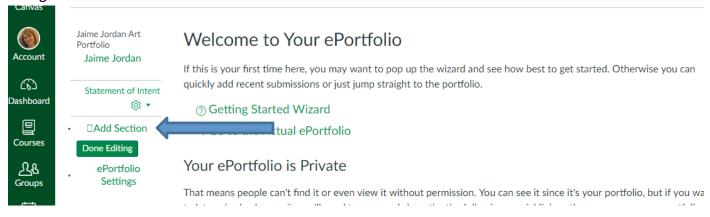
3. You should see a "Welcome to Your ePortfolio" wizard page pop up. On the left side of the page, click on "Organize Sections."

		e Jordan Art	Welcome to Your ePortfolio	Home	Organize/Manage Pa
Account	Portfolio Jaime Jordan			Pages for this	s section
			If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can	Welcome	
	He	ome	quickly add recent submissions or just jump straight to the portfolio.		
Dashboard		Organize	⑦ Getting Started Wizard		
e		Sections	ightarrow Go to the Actual ePortfolio		
Courses		ePortfolio			
ደቄ	•	Settings	Your ePortfolio is Private		
Groups			That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want		
			to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:		

4. From the settings drop-down menu next to "Home," select "Rename." Rename this section "Statement of Intent."

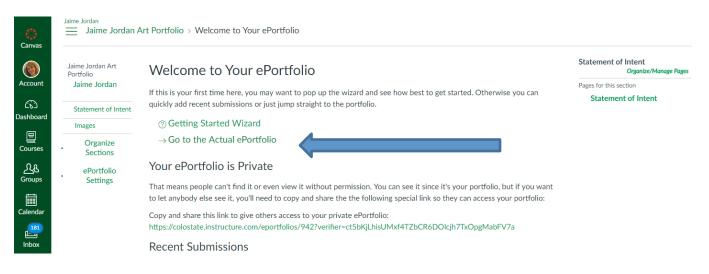


5. Now click on "Add Section" below your newly-named Statement of Intent section. Name this section "Images."



ADD PAGES TO SECTIONS

1. Click on "Go to the Actual ePortfolio" from your ePortfolio homepage.



2. Canvas will take you to the front page of your "Statement of Intent" section. Click on "Edit This Page."

() Canvas	Jaime Jordan Jaime Jordan A	art Portfolio > Statement of Intent > Welcome	
Account	Jaime Jordan Art Portfolio Jaime Jordan	Welcome	⑦ How Do I? Statement of Intent Organize/Manage Pages
ری) Dashboard	Statement of Intent Images		Pages for this section Welcome
Courses	Organize Sections	Page Comments No Comments	Edit This Page Back to Portfolio Dashboard
<u>උ</u> දු Groups	ePortfolio Settings		

3. Rename the page "Statement of Intent," and as a placeholder, copy in the instructions for writing your statement of intent:

Write a statement no longer than 250 words explaining how your intended degree program serves your ambitions as a professional artist, designer, scholar, and/or educator. The review committee will assess your ability to articulate your ideas and how you address your work. The faculty is interested in learning more about your artistic practice, your scholarship or educational goals, and why you are a strong candidate for your intended degree program. Please do not write only about one topic/theme/concept, etc. Suggested content for the statement of intent might include:

1. Art / Design Interests

Jaime Jordan

- a. Your relationship to the discipline of art
- b. Thematic areas of interest pursued in your practice or scholarship
- c. Relevance of materials and processes, or research methodologies

2. Interest in applying historical or contemporary influence of artists/designers/scholars/ educators and how their work relates to yours.

- 3. Theoretical or cross-disciplinary influences
- 4. Exhibitions you have attended and their influence on you
- 5. Internships or experience in the field
- 6. Service learning/community projects related to your goals

me Jordan Art rtfolio aime Jordan	Welcome	⑦ How Do I? Add Content
anne Jordan	Page Name: Statement of Intent	Rich Text Content
statement of Intent		HTML/Embedded Content
Images	Rich Text Content	Course Submission Image/File Upload
Organize Sections	B / U A - M - 万 臣 至 通 通 述 ×, 臣 臣 田・ & 次 屬 √ / ¶ 1, 12pt - Paragraph -	Cancel Preview Save Page
ePortfolio Settings	Write a statement no longer than 250 words explaining your ambitions as a professional artist or designer and why you are interested in pursuing a B.F.A. or B.A. in the Department of Art and Art History. The review	
	committee will assess your ability to articulate your ideas and how you address your artistic or design practice. The faculty is interested in learning more about your practice and why you are a strong candidate for either the B A or BF A program. Suggested content for the statement of intent might include:	
	Art/Design Philosophy Your relationship to the discipline of art	
	2. Thematic areas of interest pursued in your <u>practice</u> 3. Relevance of materials and processes	
	 Interest in applying historical or contemporary influence of artists/designers and how their work relates to yours 	
	ol » li	-

Click on "Save Page." You will later replace these instructions with your actual Statement of Intent.

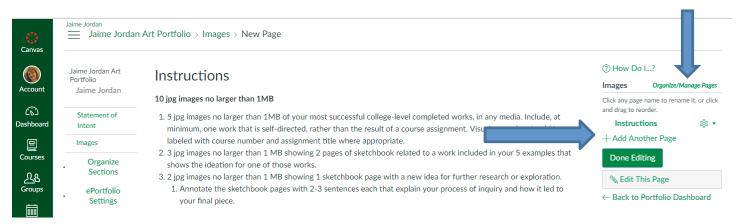
4. Go to the Images Section of your ePortfolio, and click on "Edit This Page." Change the title of "New Page" to "Instructions." Unselect "Allow Comments on this Page," and on the right side of your page you'll see various options for adding content. Select "Rich Text Content," and paste in the instructions for this section as a placeholder. Save the page.

Ten (10) Portfolio Images – properly formatted, well lit, focused and with correct orientation.

- 1. Image One jpeg, 1MB or less From Art 135 Introduction to Drawing Class or Equivalent. Labeled last name, first name, course number. Example: Smith, John, Art135.
- Image Two jpeg, 1MB or less From Art 136 Introduction to Figure Drawing Class or Equivalent. Labeled last name, first name, course number. Example: Smith, John, Art136.
- 3. Image Three jpeg, 1MB or less From Art 160 2D Visual Fundamentals Class or Equivalent. Labeled last name, first name, course number. Example: Smith, John, Art160.
- 4. Image Four jpeg, 1MB or less From Art 170 3D Visual Fundamentals Class or Equivalent. Labeled last name, first name, course number. Example: Smith, John, Art170.
- 5. Image Five jpeg, 1 MB or less From a self-directed, out of class work in any media. Labeled last name, first name, course number. Example, Smith, John, Independent Work.
- Image Six jpeg, 1 MB or less One sketchbook page based on work from Art 135, 136, 160, 170; should show ideation of work in progress. Annotate the sketchbook page with two-three sentences explaining your process or inquiry.
- Image Seven jpeg, 1 MB or less One sketchbook page based on work from Art 135, 136, 160, 170; should show ideation of work in progress. Annotate the sketchbook page with two-three sentences explaining your process of inquiry.
- Image Eight jpeg, 1 MB or less One sketchbook page based on work from Art 135, 136, 160, 170; should show ideation of work in progress. Annotate the sketchbook page with two-three sentences explaining your process or inquiry.
- 9. Image Nine jpeg, 1 MB or less One sketchbook page with a new idea in any media for further research or exploration.
- 10. Image Ten jpeg, 1 MB or less One sketchbook page with a new idea in any media for further research or exploration.

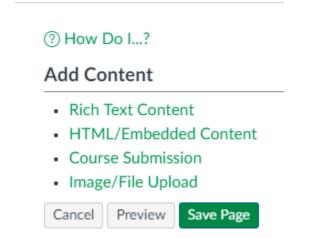
Account	Jaime Jordan Art Portfolio Jaime Jordan	New Page	⑦ How Do I? Add Content
ිට Dashboard	Statement of Intent	Page Name: Instructions Rich Text Content	Rich Text Content HTML/Embedded Conte Course Submission
Courses	Images Organize	B I U A ▼ M ▼ I E E E E E E I I I I I I I I I I I I	Image/File Upload Cancel Preview Save Pa
Groups Groups Calendar Inbox Commons	Sections ePortfolio Settings	 10 jpg images no larger than 1MB 1. 5 jpg images no larger than 1MB of your most successful college-level completed works, in any media. Include, at minimum, one work that is self-directed, rather than the result of a course assignment. Visual examples should be labeled with course number and assignment title where appropriate. 2. 3 jpg images no larger than 1 MB showing 2 pages of sketchbook related to a work included in your 5 examples that shows the ideation for one of those works. 3. 2 jpg images no larger than 1 MB showing 1 sketchbook page with a new idea for further research or exploration. 1. Annotate the sketchbook pages with 2-3 sentences each that explain your process of inquiry and how it led to your final piece. 	
(?) Help ← (?) Quick Links		I > Ii > ol > Ii I Allow Comments on this Page Cancel Preview Save Page	

- 5. You will later come back to this section and add a new page for each of your 10 images. The title of each page should be formatted accordingly: last name, first name, course number. Each image should be accompanied by a two-three sentence description. Samples of coursework may be the result of assignments completed at institutions other than CSU. Keep in mind that images need the correct orientation/rotation and images need to be evenly and well lit. Students should submit work that received high marks rather than what they are most proud of.
- 6. To add a new page to your Images section, click on "*Organize/Manage Pages*" and select "+Add Another Page."



ADD CONTENT TO PAGES

- 1. Add a new page or select "Edit This Page" if you want to add content to an existing page.
- Select the type of content you want to add from the right side of the page. Keep in mind that you can include multiple "types" of content on an individual page. For example, you will click on "Image/File Upload" to add a jpg image to the page and you will also click on "Rich Text Content" to add your description of the work.



Rich Content: allows you to type (or copy and paste) in text

HTML/Embedded Content: allows you to write in HTML and/or paste in embed code.

Course Submission: allows you to add an assignment submission from one of your Canvas courses

Image/File Upload: allows you to upload your jpeg images

SHARING YOUR ePORTFOLIO:

To share your ePortfolio, go to your ePortfolio dashboard (the page you see when you log in to your ePortfolio). Under the heading "Your ePortfolio is Private," you'll see a link you can copy to give other access to your private portfolio.

Jaime Jordan Art Portfolio	Welcome to Your ePortfolio	Statement of Intent Organize/Manage Page
Jaime Jordan	If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can	Pages for this section Statement of Intent
Statement of Intent	quickly add recent submissions or just jump straight to the portfolio.	Statement of Intent
Images	⑦ Getting Started Wizard	
Organize Sections	\rightarrow Go to the Actual ePortfolio	
ePortfolio	Your ePortfolio is Private	
Settings	That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:	
	Copy and share this link to give others access to your private ePortfolio: https://colostate.instructure.com/eportfolios/942?verifier=ct5bKjLhisUMxf4TZbCR6DOlcjh7TxOpgMabFV7a	
	Recent Submissions	
	Click any submission to add it to a new page in your ePortfolio.	

MORE INFORMATION ON ePORTFOLIOS

THE SUCCESSFUL PORTFOLIO

The portfolio should reflect your potential or emerging interests, skills, and willingness to explore, experiment, and express yourself. Reviewers are most interested in the development of your ideas, process, and use of materials. We encourage you to take risks and be inventive in how you solve problems. Consider creative thinking and the conceptual development of the artwork presented in the portfolio.