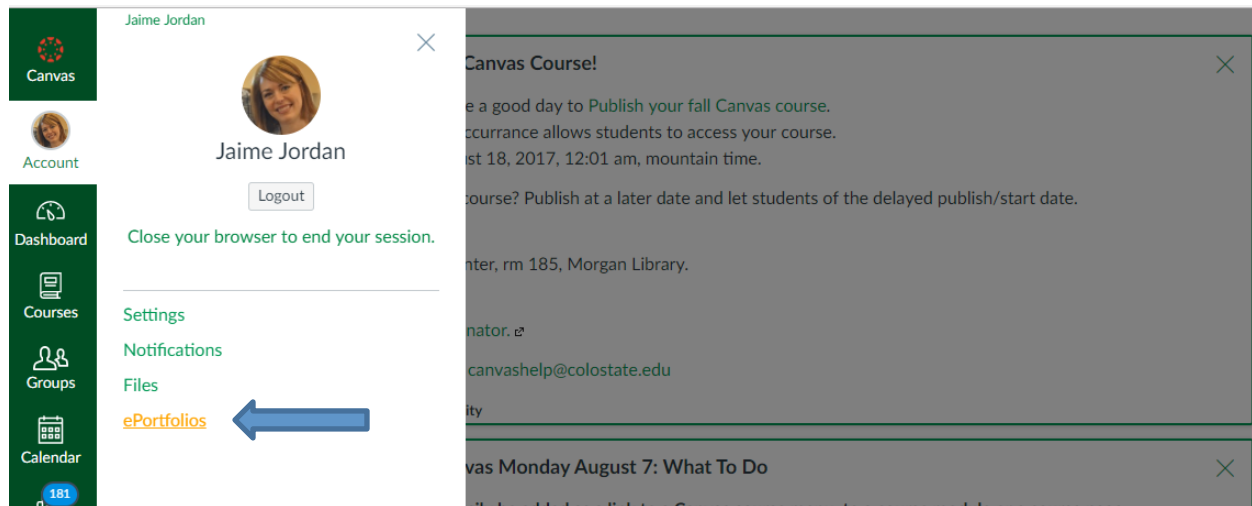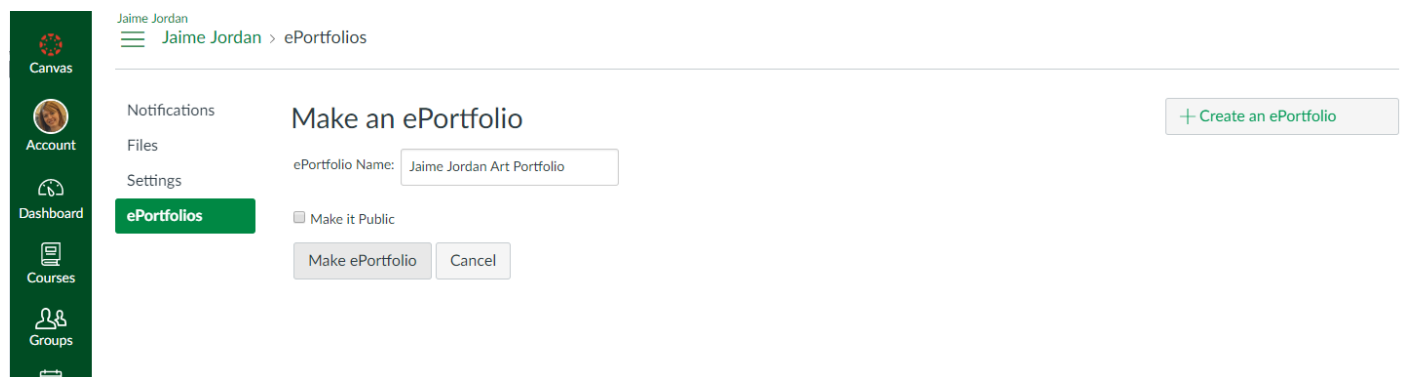# Instructions for creating your ePortfolio

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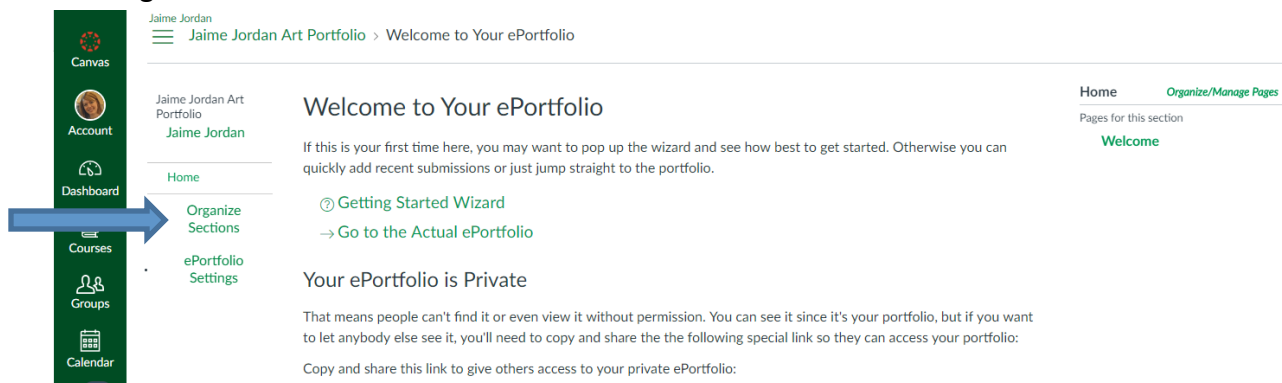
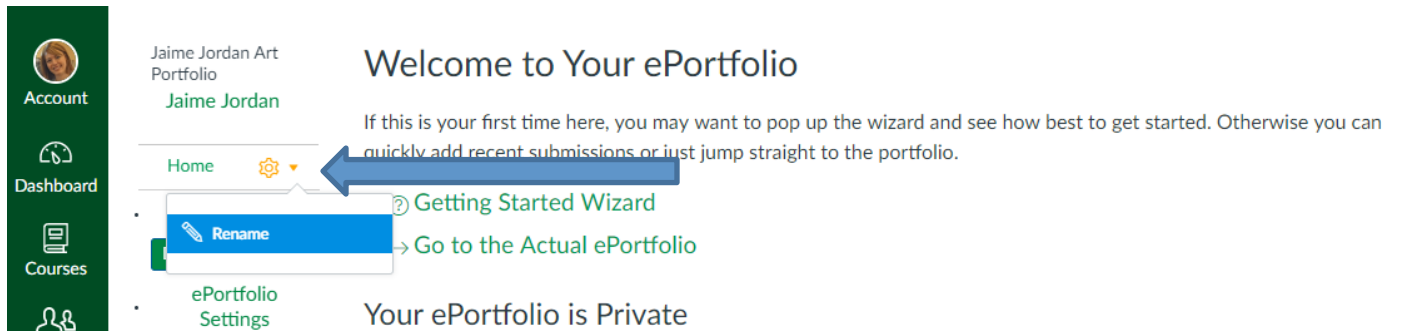1. Log in to Canvas. On the left side of the page, select "ePortfolios" from the Account Menu.

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."
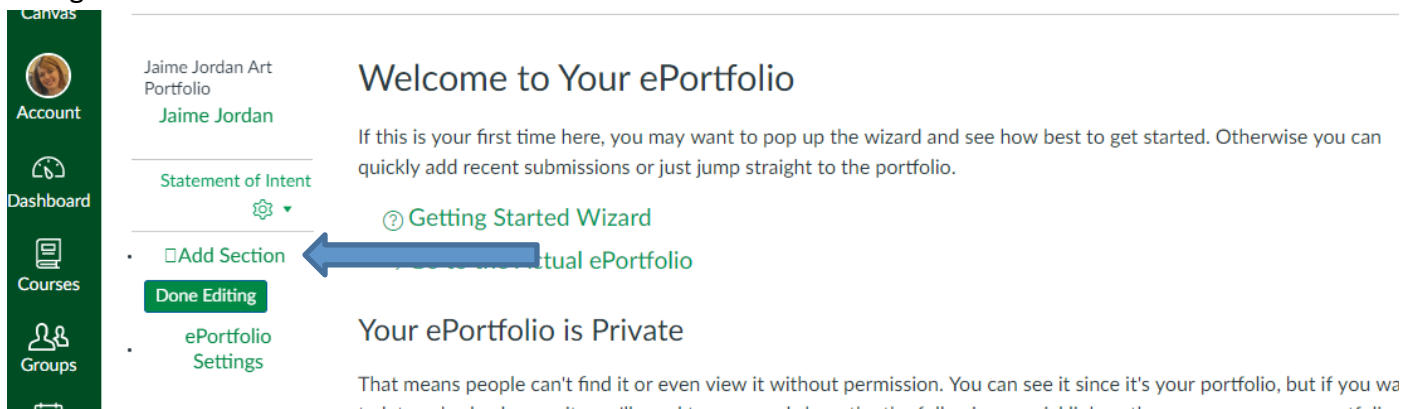   c. Click on "Make ePortfolio."

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

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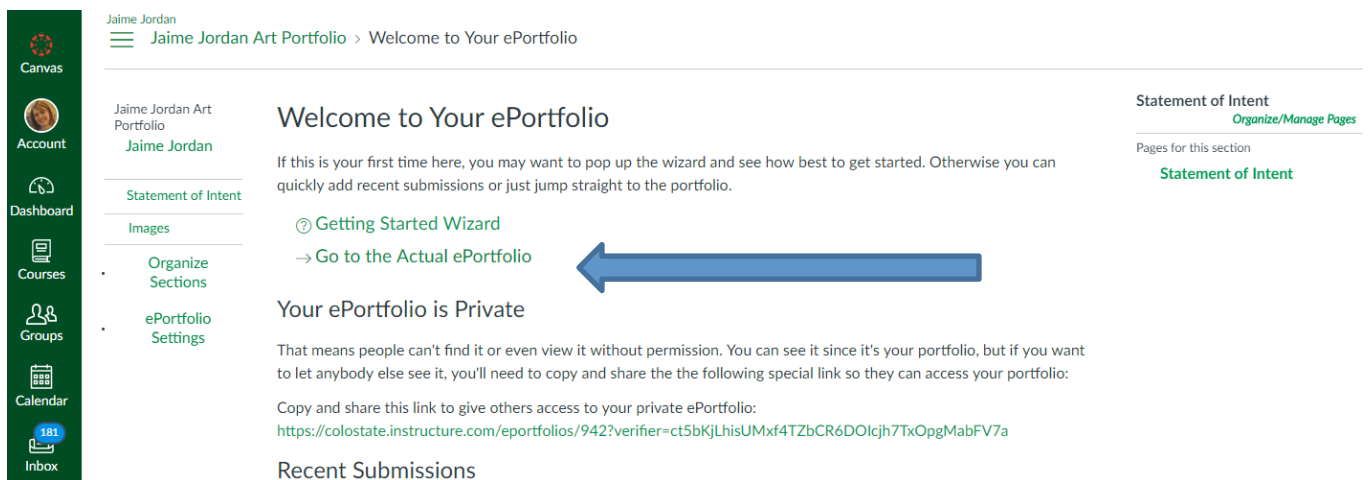

5. Now click on "Add Section" below your newly-named Statement of Intent section. Name this section "Images."
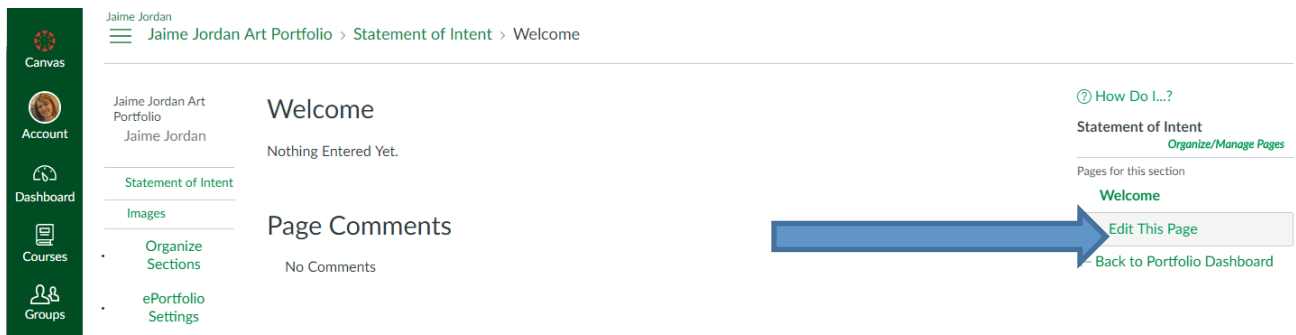

ADD PAGES TO SECTIONS

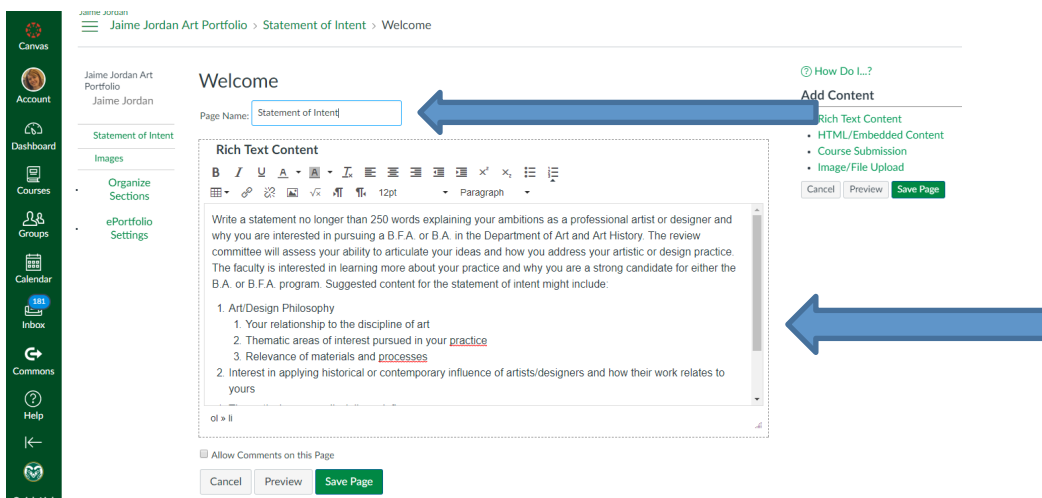1. Click on "Go to the Actual ePortfolio" from your ePortfolio homepage.

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

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
   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

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 – <u>properly formatted, well lit, focused and with correct orientation.</u>

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.
2. 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.
6. 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.
7. 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.
8. 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.

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.
2. 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.

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.