

Adding Artifacts (Items) to ePortfolio

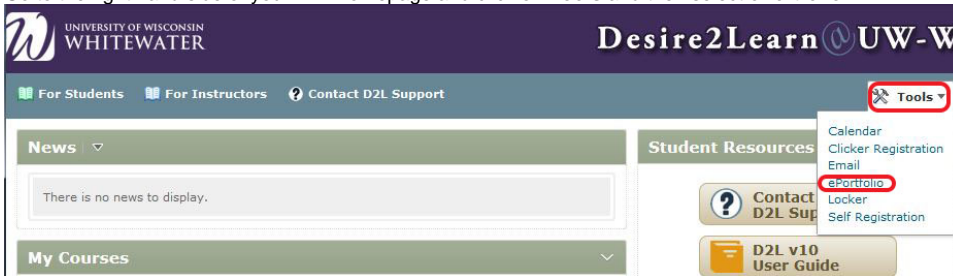
Unknown macro: 'widget'

Note: In older versions of D2L files uploaded to ePortfolio were exclusively called "Artifacts". In recent versions, these files are also referred to as "Items".

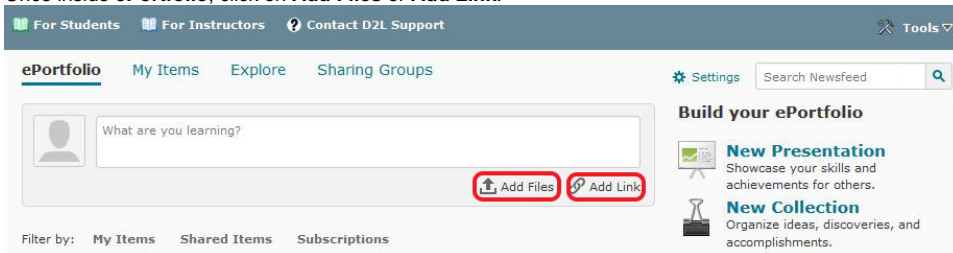
Artifacts are the pieces used to put together collections, or to put together a final presentation. Artifacts can be almost file, such as a Word Document, Photo, PDF, PowerPoint, audio or video clip.

To upload an artifact:

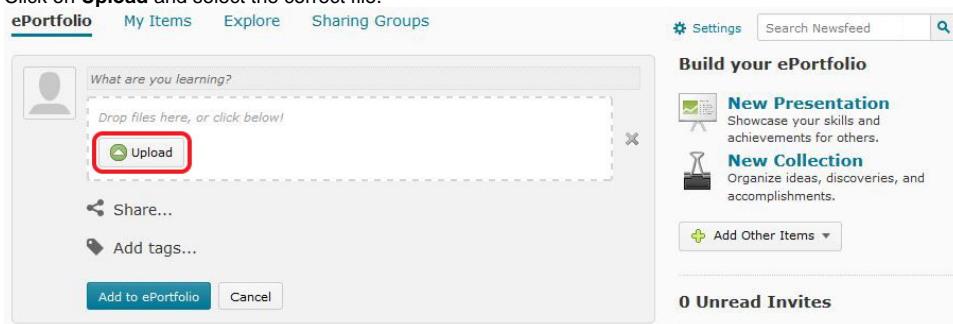
1. Go to the right hand side of your D2L homepage and click on **Tools** and then select **ePortfolio**.



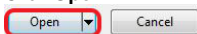
2. Once inside **ePortfolio**, click on **Add Files** or **Add Link**.



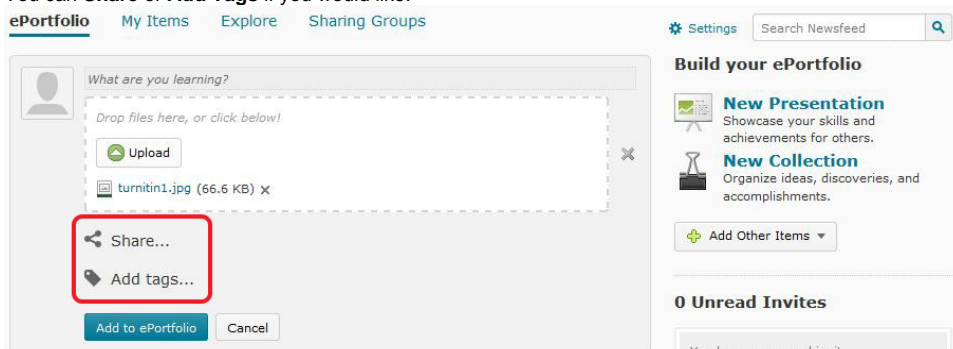
3. Click on **Upload** and select the correct file.



4. Click **Open**.



5. You can **Share** or **Add Tags** if you would like.



6. Click **Add to ePortfolio**.

The screenshot shows the ePortfolio interface. At the top, there are navigation tabs: **ePortfolio**, **My Items**, **Explore**, and **Sharing Groups**. To the right, there is a **Settings** icon and a search bar labeled **Search Newsfeed**. The main content area is divided into two columns. The left column features a profile picture placeholder, a text input field with the placeholder text *What are you learning?*, a dashed box for file uploads with the text *Drop files here, or click below!*, an **Upload** button, a file preview for **turnitin1.jpg (66.6 KB)**, and buttons for **Share...**, **Add tags...**, and **Add to ePortfolio** (highlighted with a red box), and **Cancel**. The right column has a section titled **Build your ePortfolio** with two options: **New Presentation** (Showcase your skills and achievements for others.) and **New Collection** (Organize ideas, discoveries, and accomplishments.), followed by an **Add Other Items** dropdown menu. Below this is a section titled **0 Unread Invites** with the text *You have no unread invites.*

*For additional information on ePortfolio terms, visit [here](#).