How to Create Your ePortfolio

A video of how to create your ePortfolio is here:

** You only create ONE ePortfolio. You keep this ePortfolio the entire time you are in the paralegal program. All of the designated assignments from all of your paralegal classes will go into this one ePortfolio. **

1. Login to Canvas at: http://learn.maricopa.edu

2. Click on “Account” at the left:

3. Click on “ePortfolios”
4. Click on “Create an ePortfolio”

5. Rename your ePortfolio to “ePortfolio” and then click “Make ePortfolio”
   NOTE: the spelling and capitalization of “ePortfolio” must be just as it is shown here.

6. Click on “Organize Sections” on the menu on the left:
7. **Step A:** Click on the down-arrow next to the gear icon next to “Home”  
**Step B:** Click “Rename”

8. **Step A:** Rename the section called “Home” to “Education”  
**Step B:** Click “Done Editing”  
**Step C:** Click “Done Editing” – *AGAIN!*
9. Click on “Education”

10. Click on “Edit this Page” on the right side of page:

11. Change the Page name: from “Welcome” to “Paralegal Coursework Samples.” Do **not** check the box to allow comments.

12. **Click** Save Page
After you click “Save Page” your ePortfolio should look like the image shown below.

![Image of ePortfolio](image1.png)

The link to your portfolio that you share with others will look like the image below. As you add files to your ePortfolio, those will also appear.

![Image of Portfolio Link](image2.png)

The image below shows the most common items you need to double-check were set-up correctly.

![Image of Set-up Checkpoints](image3.png)