Uploading Images to ePortfolio Using Rich Text Editor

First you need to upload images from your computer to the Canvas files folder.

1. Click on your name in the Canvas menu.

2. Click “Files” in the left-hand navigation menu.

3. Click “Upload” to choose files from your computer.

4. Find the files you want to upload and click “Open”.
5. All the files will be uploaded to the folder “My Files”.
Next, you can create your ePortfolio and insert images into it.

1. Click on your name in the Canvas menu and then click “ePortfolios”.

2. Click “Create a New ePortfolio.”

3. Give your ePortfolio a name and click “Make ePortfolio.”
4. Click “Go to the Actual ePortfolio.”
5. Click “Edit this Page.” The page is automatically named “Welcome” but you can change that to a more appropriate name.


7. Click the “Embed Image” icon, then click “Canvas”, click on the image in “My Files”, and click “Update.” You can add text directly below the image.
8. Continue adding images and descriptions in this way. When you are finished with your page, click “Save Page.”
Submitting Your ePortfolio

You’ll need the URL of your ePortfolio for the submission. On the main ePortfolio page, you can right-click on the link and copy it, and then you can paste it into the assignment submission.

Now you’ll need to access the organization and assignment and submit the link.

1. From the “Courses and Groups” dropdown menu, choose “(ORG) 2015 BFA Portfolio Application.”

2. Click on the assignment “BFA Portfolio Application 2015.”
3. Click “Submit Assignment.”

4. In the “Website URL” field, paste the link for your ePortfolio and click “Submit Assignment.”