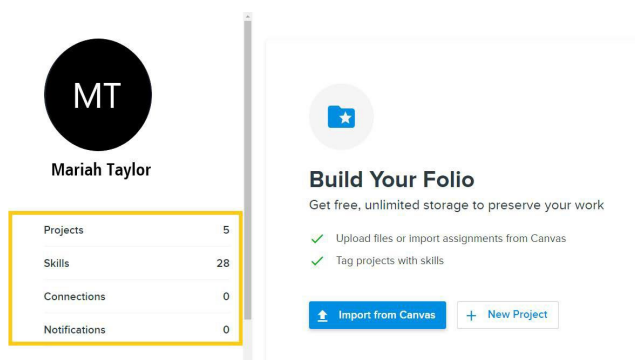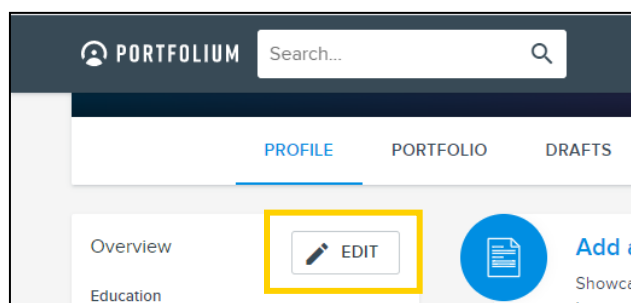# Setting Up and Using Folio

What is Folio?

Throughout your time at CSB/SJU, you will build a personal electronic portfolio or "ePortfolio." Your ePortfolio will help you track your academic progress. You get lifetime access after graduation for free, and it can also serve to demonstrate your skills and experiences to potential employers. Your ePortfolio will be developed and hosted using Folio which is also called Canvas Student ePortfolios. Begin building your ePortfolio with Step 1. If you already have an ePortfolio started, skip to Step 2.

Step 1: Getting Started with Folio

- To access Folio, click on "Account" in Canvas then click on "Folio."
- On the Folio landing page in Canvas, click on your name or any link on the Folio landing page. You will be taken to your Folio account home page.

- Once on your Folio home page, click on the Edit button to customize your profile.

Profile Settings

Complete the following:

- Avatar (may be a picture or other avatar to represent you)
- Cover image
- Tagline
- Introduction
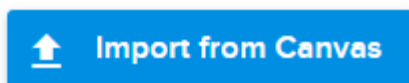
Step 2: Creating a Project for a Canvas Assignment

1. Log in to Canvas
2. In the Global navigation, click on "Account" then click on "Folio."
3. Click the +New Project button:

4. Fill in the page that opens.

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Attachments

readme_Object_IDs.txt ✏️ 🗑️

⬆	**Upload files**	.pdf, .doc, .xls, .ppt, .mp3, .psd, etc.
🔗	**Paste a link**	YouTube, Prezi, or any website
•••	**More options**	Google Drive, Dropbox, etc.

Category

General Learning ✕

Description

This is my final paper from Learning Foundations. This is a reflections on my experience so far this year, and what I've learned about myself and what I want to get out of my educational experience here at CSB/SJU.

5. Use the Publish button at the bottom to make this project visible:

FINISH LATER   **PUBLISH**

6. Click on "Share" then "Copy Link to this Project"

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♡   SHARE

♥ 0   👁 0   April 11, 2022 in General Learning

7. Paste the link you just copied to the Canvas assignment and click "submit assignment."

Please submit a link to anything

| Website URL | Dropbox | Office 365 | Microsoft OneDrive |

Copy and paste the link to the web site you'd like to submit for this a

Website URL: https://portfolium.com/entry/learning-fo

Comments...

Cancel   **Submit Assignment**