

# e-Portfolios: Adding Images

## Why should I use images in my e-Portfolio?

Using images can help you establish a distinct personality in your e-Portfolio. Images enhance the design of your portfolio and provide evidence of your professional experiences.

Since this portfolio is presented online, you should use the affordances of the technology to showcase yourself.

## What information is included in this guide?

- How do I insert an image as its own Module?
- How do I insert an image in a Rich Text Module?
- How should I use the Gallery Module?
- What types of images should I use?

## What do I need to know before I place images in my e-Portfolio?

**Important:** If you are using images of your students, you need to obtain permission from the students' parents/guardians before using the images.

These permission forms can be found at [http://education.depaul.edu/About/CentersAndInitiatives/Center\\_for\\_Education.asp](http://education.depaul.edu/About/CentersAndInitiatives/Center_for_Education.asp).

If you are using images from the Internet, you need to make sure you have permission to use them. This guide provides information on how to make that determination.

## Which type of Module should I choose?

The examples below show what the different options for inserting an image look like. Use these examples to decide which Module you should use to upload your image.

Images catch your audience's attention, so try to use images that work with your text to convey your ideas.

### Image Uploaded as Image/Video/Audio Module

Home

Welcome  
Teaching Philosophy  
Teaching Experiences

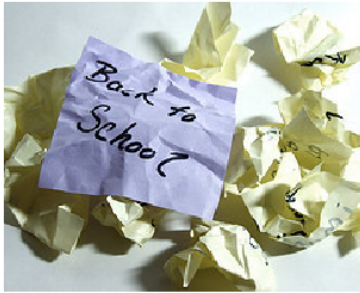


Welcome to my e-portfolio! My name is Jane Doe, and I will be graduating from

### Image Inserted in a Rich Text Module

Home

Welcome  
Teaching Philosophy  
Teaching Experiences



Welcome to my e-portfolio! My name is Jane Doe, and I will be graduating from DePaul University with a degree in Early Childhood Education. I am completing my student teaching at Chicago Elementary School, and this experience, while challenging, has shown me that I am ready to begin my career as a teacher.

Please use the navigation on the left-hand side of the page to view the materials in this portfolio. If you have any questions for me, there is a contact form at the bottom of

### Images Uploaded as a Gallery Module

Home

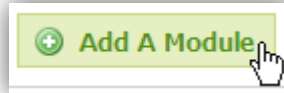
Welcome  
Teaching Philosophy  
Teaching Experiences



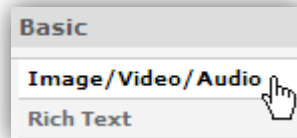
## How do I insert an image as its own Module?

When you insert an image at its own Module, the image is set in its own space, so it's easier to choose any image size to insert. An Image/Video/Audio Module is entirely separate from other Modules in the portfolio, though, so if it is meant to connect to text or other portfolio Modules, you'll want to use a caption to make that connection.

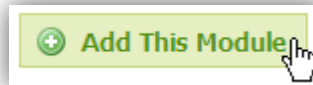
1. Go to the page where you'd like to insert your image.
2. Click **Add a Module**.



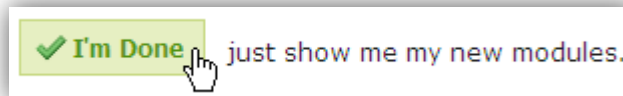
3. Click **Image/Video/Audio**.



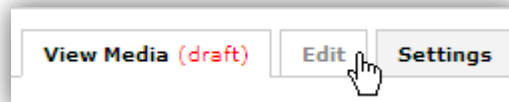
4. Click **Add This Module**.



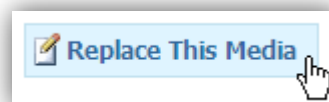
5. Click **I'm Done – just show me my new modules**.



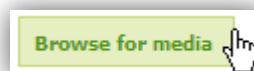
6. You will be taken to your new Module, which is displayed at the bottom of your page.
7. Click the **Edit** tab.



8. Click **Replace This Media**.



9. To upload an image from your computer, click **Browse for Media**.



10. Select the image file you'd like to upload and click **Open**.
11. Click **Done**.

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12. You will see the image you uploaded on your e-Portfolio page. Your image will not be seen by other viewers until you click the **Publish tab** and click **Publish Changes**.

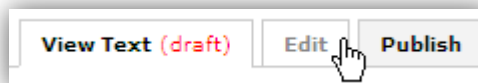


**Note:** When you upload an image, the default setting does not allow viewers to download your images. To change this, click the Settings tab and select the checkbox next to “I want others to be able to download this.”

## How do I insert an image in a Rich Text Module?

When you insert an image in a Rich Text Module, the text wraps around the image, which makes the connection between the text and the image clear. However, you only have a few options for where you'd like to place the image in the Rich Text Module (left, center, and right), and you can't click-and-drag the image to a more specific location.

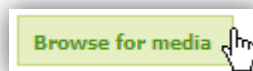
1. Go to the Rich Text Module where you'd like to insert your image.
2. Click the **Edit tab**.



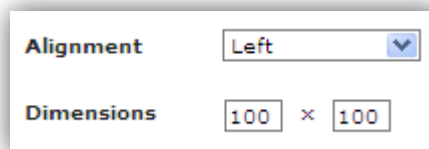
3. Place your cursor in the text box approximately where you'd like to insert your image.
4. Click the **Insert Media button**.



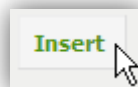
5. To upload an image from your computer, click **Browse for Media**.



6. Select the image file you'd like to upload and click **Open**.
7. Select whether you want your image to be aligned to the left or to the right.
8. Set the dimensions for the image.



9. Click **Insert**.



# e-Portfolios: Adding Images

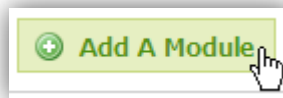
10. The image will be inserted in the text box at the location and size that you selected.

**Note:** From here, there aren't many options for adjusting your image. You can resize the image or choose a new alignment, but you cannot click and drag the image to place it in a specific location.

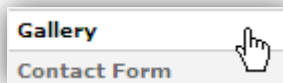
## How should I use the Gallery Module?

The Gallery Module is useful when you want to show several related images. This Module shows thumbnails of a group of images, and you can add captions that are attached to the images. A Gallery is useful when you have a group of images that you'd like to display together.

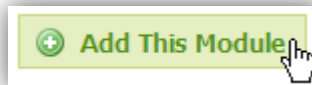
1. Go to the page where you'd like to insert your image.
2. Click **Add a Module**.



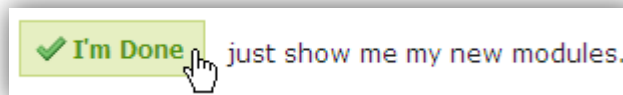
3. Click **Gallery**.



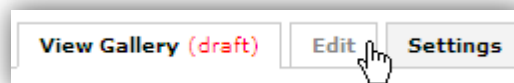
4. Click **Add This Module**.



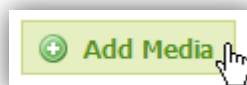
5. Click **I'm Done** – just show me my new modules.



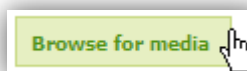
6. You will be taken to your new Module, which is displayed at the bottom of your page.
7. Click the **Edit** tab.



8. Click **Add Media**.

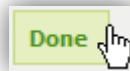


9. To upload an image from your computer, click **Browse for media**.



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10. Select the image you'd like to upload and click **Open**.
11. Click **Done**.



12. You will now see this image with a "1" next to it.
13. You can add captions to Gallery images by clicking **Edit Caption**.
14. To add another image, click **Add Media**.

**Note:** Once you have uploaded an image, you'll be provided with options for how you'd like the thumbnails of all of the images in your Gallery to be displayed. Click the option you'd like to change this setting.

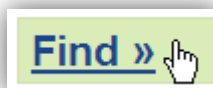
## What types of images should I use?

There are two main types of images that you are likely to use in your portfolio: images that show you gaining professional experience, and images that improve the aesthetic appeal of your portfolio.

**Important:** If you are going to include photos of your students, make sure you first have permission forms signed by the students' parents/guardians. These permission forms can be found at [http://education.depaul.edu/About/CentersAndInitiatives/Center\\_for\\_Education.asp](http://education.depaul.edu/About/CentersAndInitiatives/Center_for_Education.asp).

If you are going to use other images, Creative Commons is an excellent Internet resource for images created by others that you can use legally in your portfolio. You can often use images under a Creative Commons license as long as the original source of the image is given attribution.

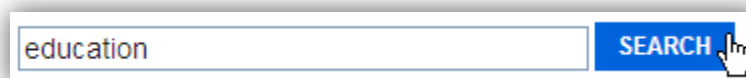
1. Go to [www.creativecommons.org](http://www.creativecommons.org).
2. Click **Find**.



3. Click the **Flickr** tab.



4. Enter a key word related to the type of image you'd like to find and click **Search**.



5. Chose a photo that is useful for your portfolio.

