Creating your Loyola Experience Culminating Portfolio
(with Engagement Key reflection)

STEP ONE

Log in to Taskstream through Loyola’s portal at: eportfolio.luc.edu
Log in with your Loyola Username and Password (same for your e-mail and LOCUS).

STEP TWO

Click on the header “Folios & Webpages.”
STEP THREE

Name your learning portfolio. A recommended name includes “[YOUR NAME] Loyola Experience Culminating Portfolio”.

Then, click “Create New.”

STEP FOUR

Select the radio button “Custom Templates” and select the “Loyola Experience.” You may also choose to select the option “Create from Scratch.” Click “Continue.”
STEP FIVE

Select the theme that appeals to you on the “Style” header and click “Apply.”

STEP SIX

Click the “Publish/Share” header.

Then, click “publish”.
STEP SEVEN

Select the radio button on whether you would like a password.

Then, click “Publish”.

Read on for how to submit your portfolio link to the Learning Portfolio Program to earn your Culminating Portfolio and/or Engagement Key!
Submitting your Loyola Experience Culminating Portfolio and/or Engagement Key Reflection

STEP ONE
Log in to Taskstream through Loyola’s portal at: eportfolio.luc.edu
Log in with your Loyola Username and Password (same for your e-mail and LOCUS).

STEP TWO
Select the DRF Program called “Spring 2018 Loyola Experience Engagement Key and Diploma Frame Submission.”
STEP THREE

Click on “General Information” and carefully read the directions on which form to select to submit your learning portfolio link.

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STEP FOUR

Select whether you will be submitting 1) The Engaged Learning Reflection to earn your key; 2) The Culminating Portfolio to earn your diploma frame or commemorative frame; or 3) BOTH
STEP FIVE

After making your submission selection, select “Submit Learning Portfolio Here” and click on “Complete this form.” EXAMPLE:

STEP SIX

Complete the form and add your PUBLISHED learning portfolio link. Then, click “Save and Return.”

AFTERWARDS, NOTE YOU HAVE NOT FINISHED SUBMITTING YOUR LINK YET!
STEP SEVEN

Click “Submit work” and you have finished!

A box pops out and asks you to submit your work. Add any additional comments to the Program:

Congratulations!!