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1) About your account

A quick look at how ePortfolio works.

You will usually do the following things in your ePortfolio account:

1. Make a portfolio using a specific *Table of Contents*.
2. Add information and pictures to the pages.
3. Upload files, then add them to your portfolio pages.
4. Submit those pages for assessment.
5. Check grades and feedback on your work.
6. You can also share and discuss your work with others.

Simon Jones Gigantic State University 1. My Profile Log out Change Password Get Help

2. My Portfolios My Results Image Gallery Artifact Library

My Portfolios

Department List

Department Name	Member	
Education	✓	Leave

Show All Departments

Portfolio Name	TOC	Department	Actions
Simon Jones	College of Education	Education	Download

Add New Portfolio Add Message

4. Used Storage Space: 0 MB

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1. General account information and help:
 - Manage your account information from the top of the page, and *Log Out* when you've finished with ePortfolio.
 - Find out more about the page you're on by clicking *Get Help*.
2. The 4 main areas of your eportfolio account:
 - **My Portfolios**- Manage your portfolios.
 - **My Results**- check what grades you were given.
 - **Image Gallery**- Choose or upload pictures for your portfolio.
 - **Artifact Library**- Upload files to show off your work in your portfolios.
3. Manage your portfolios by: creating new portfolios; copying, editing and deleting existing ones; hiding them with the Archive icon; downloading them to your computer.
4. Account information. Check here for details on:
 - How much space you have in your account.
 - Who has shared their portfolio with you?
 - Has any one commented on your shared portfolios?
 - How many portfolios have you deleted and archived?
 - Who's left you messages?

2) Creating portfolios

How to create a portfolio from scratch.

1. To create a portfolio, log in to ePortfolio and go to My Portfolios.



The screenshot shows the 'My Portfolios' page. At the top is a header 'My Portfolios'. Below it is a 'Department List' table with columns 'Department Name' and 'Member'. The 'Education' department is listed with a green checkmark in the 'Member' column and a 'Leave' button. Below the table is a link 'Show All Departments'. Underneath is another section 'My Portfolios' with a table. The table has columns 'Portfolio Name', 'TOC', and 'Actions'. There are two rows: 'Simon Jones' with 'ECED BSE' and 'Presentation' with 'Engineering'. Each row has search, copy, and delete icons, followed by a 'Download' button. At the bottom is a link 'Add New Portfolio'.

My Portfolios page is where you will see your portfolios listed, allowing you to copy, delete or download a whole portfolio at once.

You can also see which Departments you are listed in.

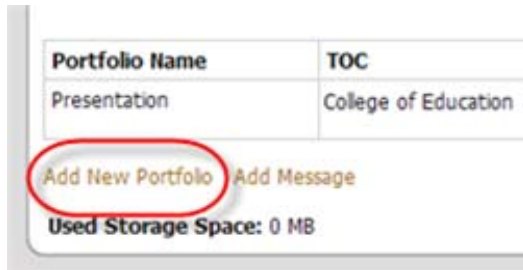
2. Often, you'll want to put yourself into at least one department by clicking *Show All Departments*, and Join.



The screenshot shows the 'My Portfolios' page. At the top is a header 'My Portfolios'. Below it is a 'Department List' table with columns 'Department Name' and 'Member'. The table lists several departments: History, Special Education, Education, Nursing, Economics, Biology, and English. Each department has a 'Join' button in the 'Member' column. The 'Join' button for the 'Education' department is circled in red.

Before you can create a portfolio, you might want to join at least one Department. When you choose a department, certain options are set for you depending on which one you choose. After you have joined one or more departments, you will then only see people and things that are relevant to the departments you have joined. You'll be told by your University if you need to join a department.

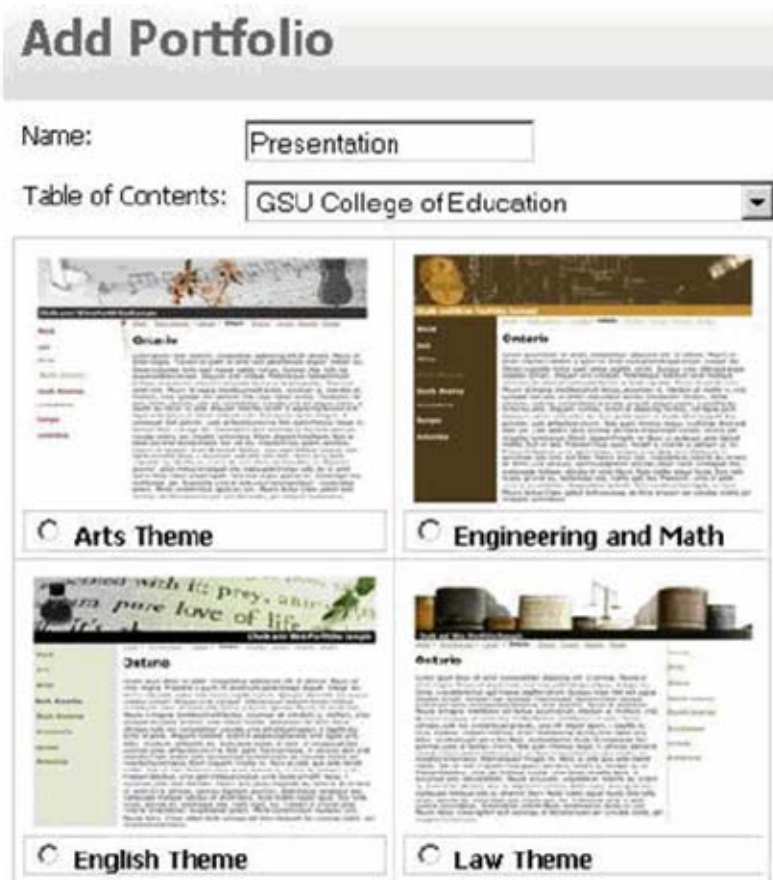
3. To get started, click the *Add New Portfolio* link at the bottom of the My Portfolios page, which take you to the *Add Portfolio* screen.



You can now create a portfolio in a quick 3 stage process:

- Choose a Table of Contents that decides the pages that must exist in your portfolio, according to your university's requirements.
- Select a look, or Theme, for you portfolio- a banner, color scheme and layout.
- Add information, new pages, artifacts and pictures to personalize your portfolio.

4. Give a portfolio name, choose a Table of Contents, pick a theme you like, and click *OK* at the bottom



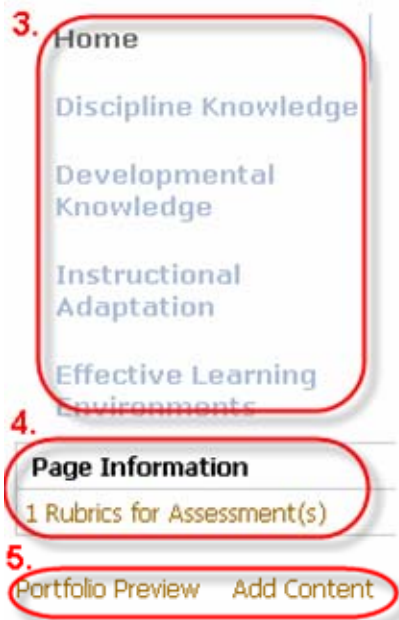
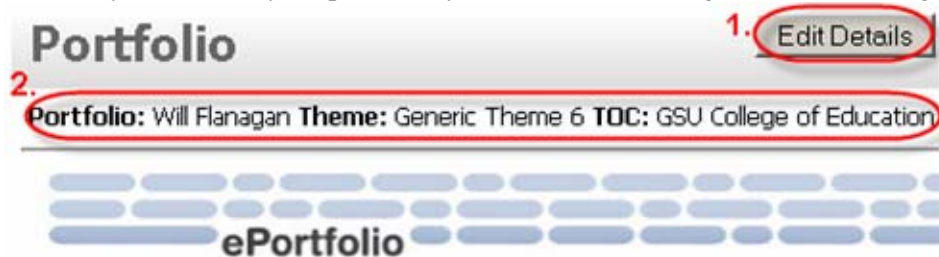
You have the following options for your new portfolio:

- **Name**- Choose the title of your portfolio. You may decide to use your name, or perhaps call the portfolio by the name of the subject you are using it to be assessed on.

- **Table of Contents (TOC)**- If you are creating a portfolio for assessment purposes, you will usually be told which TOC to use. The choice you make is important, as the pages in your portfolio will be named according to the TOC you have chosen. Your ability to submit work for assessment will also depend on the TOC you have chosen.
- **Theme**- This is where you decide what the overall look of the portfolio will be. The theme you choose changes where the menus and links are displayed, as well as the colors that contribute your portfolios special look. You can change the theme later, if you want.

Table of Contents- You can also create an entirely blank portfolio that only has the pages you put in. To do this, choose the Customizable TOC from the dropdown list. This then gives you the ability to add, delete or move any of the pages in your portfolio.

4. When you first edit your portfolio, you will see something like the following picture.



The graphics, colors and location of the links may be different, depending on the theme you chose, but you will still see the following:

1. **Portfolio details**- change the look, title and structure of your portfolio.
2. **Portfolio information**- information about your portfolio, such as the name you chose, the theme you're using to give it its current look, and the Table of Contents (TOC)- used to determine which pages must be in your portfolio.
3. **Portfolio pages**- links to other sections and their sub-pages. Determined mainly by the TOC you chose, you can also add pages if you have permission to do so.
4. **Page Information**- details about this page, such as whether it's being shared, what the assessment rubric is, etc.
5. **Control your portfolio**- various options to preview work, add more information, share a page or submit it for assessment.

3) Adding to your portfolio

Add text, images and artifacts to your portfolio.

1. To add things to a portfolio page, go to the page you want to add to first. You may find an *Edit* icons already in your portfolio, such as next to the *Content* and *Reflection* paragraphs shown below:



Content Placeholders.

Edit icons you may see in your portfolio are content placeholders that are setup by the administrator for students to add information to. They can't be deleted. To fill them out- just click the Edit button next to the paragraph and type in your text.

Often, you'll find links to helpful documents next to the *Resources* part of this screen, and a description to guide you with your work.

2. If you don't see content placeholders, then just click *Add Content*, at the bottom of the page:



2. You'll see the Add Content page, like the one below, where you can put in different types of content.

The *Add Content* screen is broken up into four sections- Text, Image, Artifact and Link.

If you add a couple of things at once on this page, for example, a picture and some writing, they will show up in your portfolio as a single block of content that can be moved up and down all at once.

If you want to be able to control where the text and images show up a little more, just add one piece of content in this screen, then when you're back in your portfolio, use *Add Content* again to add a different paragraph.

You will then be able to change the order the pictures and text show up in your portfolio.

The screenshot shows the 'Add Content' interface for a portfolio page. At the top, it says 'Portfolio: Simon Jones Page: Home'. The 'Text' section has a 'Heading' field and a large 'Text' area. Below the text area are instructions: 'For indents, use spaces at the start of a line, for a bullet, use a dash(;), enter an asterisk(*), for italic enter an exclamation(!)'. There are 'Check Spelling' and 'Paragraph Style Options' buttons. The 'Image' section has a dropdown menu set to 'No Image', an 'Upload' field with 'Browse...' and 'Upload' buttons, and alignment options: 'Left', 'Center', 'Right' (selected), and 'Show as Text Link'. There is also a 'Link Options' button with the text 'Make your image take you to another page when you click it.'. The 'Artifact' section says 'No Artifacts Uploaded.' and has an 'Upload' field with 'Browse...' and 'Upload' buttons. The 'Link' section has a 'Link To Page' dropdown set to 'Select Page' and an 'External Url' field.

3. **Adding Text.** If you want to write on your portfolio page, use this part of the *Add Content* page. You can change any individual words just by putting a symbol in front of them, ie. underline, *bold, !italics or –bullet points. By using the *Paragraph Style Options*, you can also:

- Change font style of the whole paragraph to bold, italics, etc.
- Set the color and size of your writing.
- Put an image behind your text in this particular paragraph.
- Use HTML formatting instead of the default formatting options.

4. **Adding Images.** If you've already uploaded a picture, you can choose it from the dropdown menu. Otherwise, you can:

- *Browse* to find an image on your computer- make sure you click *Upload* afterwards.
- Use the *Image Gallery* tab to choose from a library of pre-installed pictures. You'll have to do this before you want to add content to your page, but any pictures you select in the Image Gallery will then be available from this dropdown menu.

This is a close-up of the 'Image' section from the screenshot above. It shows the 'Image:' label, a dropdown menu with 'No Image' selected, an 'Upload:' field with 'Browse...' and 'Upload' buttons, and alignment options: 'Left', 'Center', 'Right' (selected), and 'Show as Text Link'. There is also a 'Link Options' button with the text 'Make your image take you to another page when you click it.'.

Formatting Images. You can choose on which side of the page the image will sit- and if you have text in the same paragraph, it will flow around depending on the pictures position.

- **Show as Text Link.** Sometimes you may want the picture to be opened in another page- for example, if you have a large, scanned image of a form you have filled out. Use this choice to show only the filename of the image, ie. [MyImage.jpg](#)
- **Link Options.** If you want to be able to click on the picture and go to another webpage, set this here. You can link to an external URL, or another page in your portfolio, but these options don't apply if you've chosen *Show as Text Link* above.

5. **Adding Artifacts.** If you have uploaded file already to your *Artifact Library*, use the Select Artifacts to look for them. Otherwise, click *Browse* to find a file on your computer, and then *Upload*.

Artifact:

Upload:

Any file you upload here will automatically go into your Artifact Library, where you can rename it and organize it as necessary. If you need to add this file to another portfolio page, next time you can just use the Select Artifacts button.

You can remove any artifacts simply by un-checking the box next to it and clicking OK.

Artifact:

<input type="checkbox"/> Doc.doc	<input checked="" type="checkbox"/> my essay.doc
<input checked="" type="checkbox"/> Quotes_Oct04.doc	<input checked="" type="checkbox"/> eportfolios presentation.pdf

Upload:

6. **Adding Links.** You can also add hyperlinks to either pages on your portfolio, or anywhere on the web.

7. When you've added what you want to for this paragraph, click OK at the bottom of the *Add Content* screen to add to your page.

Remember- you can either add several types of information all from one *Add Content* screen, or you can go back a number of times and add a new paragraph of content to you page each time.

8. You will then be taken back to your portfolio and see the new content you have added.

ePortfolio

John Miller

Home

Discipline Knowledge

Developmental Knowledge

Instructional Adaptation

My Inspiration

Knowledge empowers an individual with endless possibilities. An instructor without subject and discipline knowledge is like a well without water, void of purpose.

♦ T Campbell

Page Information

1 Rubrics for Assessment(s)

Portfolio Preview Add Content Add Page Share Page

9. To re-arrange the elements, click the *Move Up* arrow next to the picture.

ePortfolio

Presentation

Home

Discipline Knowledge

Developmental Knowledge

Instructional Adaptation

Effective Learning Environments

Communication Skills

My Inspiration

Knowledge empowers an individual with endless possibilities. An instructor without subject and discipline knowledge is like a well without water, void of purpose. -T Campbell

Move Up arrow highlighted

Portfolio Preview. The *Edit Tools* that appear above your new text are only visible when you edit your portfolio, and will not be seen by anyone you have shared your portfolio with. When someone is sharing or assessing your portfolio, it will look like this:



To see how it will look to others, click *Portfolio Preview* at the bottom of a portfolio page.

This page can now be shared with other users, or put out on the internet. If a rubric has been attached to this particular page by the administrator, the portfolio page can also be submitted for assessment look for the *Submit Assessment* at the bottom of your portfolio page.

4) Submitting your assessment

Send your work to be graded.

1. When you're ready to send your work to be assessed, first go to that page in your portfolio. Look for the *Submit Assessment* link (shown below) at the bottom of the page.

Reflection:

Knowledge is constantly changing. Throughout my life, I have watched ideas and truths change. With this understanding in mind I have included this artifact as an example of my commitment to lifelong learning. I know that for something to live, it must change and grow. I recognize that if I do not continue to change and grow I will become cognitively dead. One of my educational goals is to receive a master's degree in administration, and then to continue my studies until I have received my doctorate in technology. This way learning will continue to live in my life and in the lives of those I teach.



my essay.doc



Share Page

Submit Assessment

No *Submit Assessment* Link? If you can't submit, then you are on a page that cannot be assessed by itself. It won't be possible to submit some pages, and if you are finding this is the case, speak to your instructor to see if you are working with the right page or not.

There are a couple of reasons why it's not possible. For example, a page you have created with the *Add Page* command cannot be assessed directly.

2. The first time you submit work for assessment, you will probably be asked a few questions by your university. It's important that you fill these in, and you usually will only be asked them once.

3. Choose who the assessment will be sent to.

Submit Page for Assessment

Page: Lesson Planning

Table of Contents: GSU College of Education

Check the name of each person to submit an assessment.

- Whalen, Tim Devanney, Gigi Enders, Sandy Flanagan, Will
 One, Faculty Penn, Dave Two, Faculty Miller, John

OK

An email will be sent to the assessor(s) you submitted to, informing them that there is new work to assess.

9. You'll be taken back to your portfolio after submitting, where you can review, if necessary, assessment information on this page.

The screenshot shows a portfolio page with a sidebar on the left containing links for 'Effective Learning Environments', 'Communication Skills', 'Curriculum Planning', and 'Assessment Strategies'. The main content area has a 'Reflection:' section with the text: 'Knowledge is constantly watched ideas and they have included this as lifelong learning. I know and grow. I recognize I will become cognitively receive a master's degree in my studies until I have'. Below the reflection is a document icon and the text 'my essay.doc'. A red rounded rectangle highlights the 'Page Information' section, which contains: '1 Assessment(s) 23 Feb, 2006 Withdraw', '3 Comment(s) 24 Feb, 2006', '2 Rubrics for Assessment(s)', and 'This page is shared with on 1 secured URL.'

Assessment Info. You can review any assessments that have been made already on this page, as well as get a chance to withdraw any submissions, as long as they haven't yet been assessed. You can also see comments made on this page, which criteria it will be assessed on, and how many you are sharing the page with.

10. That's it! You've submitted work for assessment. You can check the results later on the *My Results* page.

The screenshot shows the 'My Results' page with a header 'Results for Jones, Simon'. Below the header is a table with the following data:

Assignment	Submitted	Actions	Assessed
Lesson Plan	Feb 23, 2007 to Miller, John		-
Lesson Plan	Feb 2, 2007 to Miller, John		Feb 23, 2007
Video Presentation	Mar 9, 2006 to Admin, T		Dec 9, 2006

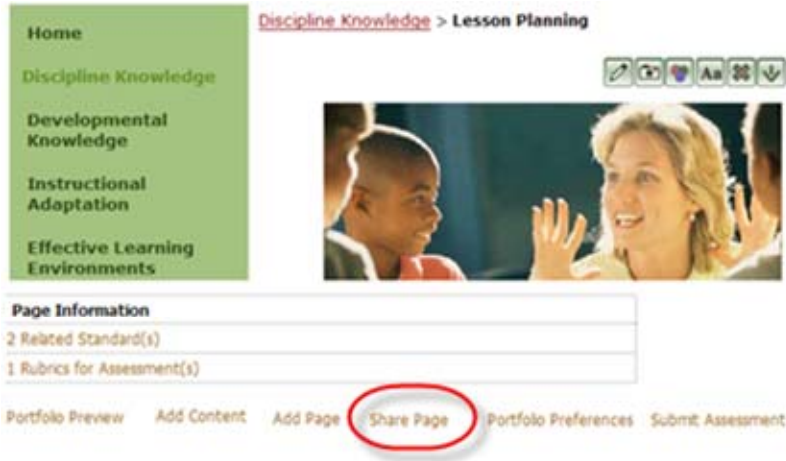
Below the table is a link labeled 'Show Results'.

Checking Results. When your work has been graded, there will be an assessment date. You can see scores and comments by clicking the *Details* icon- or just click *Show Results* to see all your grades. You can read more about the assessment criteria for each assignment by following the link next to each submission record.

5) Sharing portfolios

Show your work to others.

1. To let others see your ePortfolio, go to the page you want to share and look for the *Share Page* link at the bottom:



2. Now you can share with ePortfolio users- either a group or just one person. You can also share with anyone using a secure URL (Google won't find it., but you can still pass the link to anyone with internet access):



Sharing with ePortfolio users. If you want to just share your portfolio with other ePortfolio users, choose to share with a **group** or an **individual**. This way, your portfolio will show up in a list on their *My Portfolios* page, and be easy for them to see.

3. Choose what to share:

- Share the current page and all pages under it
- Share the whole portfolio

4. If you're sharing with a secure URL you can:

- **Set a password.** People must know this password in order to see your work.
- **Set an expiry date.** Once this date has passed, the secure URL will no longer show people your portfolio. You can still access all your work as normal, but you'll need to share a new URL with people that you still want to be able to see your work.

For people to see your work when you share in this manner, you need to send them the URL you are shown after you've shared the page.

People can comment on portfolios that are either shared with secure URLs, or shared with other ePortfolio users.

5. You can tell when you've shared a page because it says so at the bottom of the page, in the *Page Information* section (see below):




Page Information
2 Related Standard(s)
1 Rubrics for Assessment(s)
This page is shared with 1 Group(s)

6. If you've shared with another ePortfolio user (ie. **did not** share with a secure URL), the person you've shared can see your work from their account. When they log in, they'll see the following at the bottom of their *My Portfolios* page:

Portfolio Name	TOC	Department	Actions
John Miller	Engineering 101		    Download

[Add New Portfolio](#) [Add Message](#)

Shared Portfolios: 1 

Used Storage Space: 0 MB

They can use the *Shared Portfolios* link to see what you've shared with them. Don't forget to check your account too, to see what other have shared with you.





6) Portfolio Comments

Including: Making and reading comments

Making Comments

1. If you want to leave a comment on someone's portfolio, they need to have shared it with you first. If they have given you a **Secure URL** then use that in a browser to see their work.

Otherwise, when you log in to your ePortfolio account, look for the *Shared Portfolios* icon at the bottom of the My Portfolios page (see below):

Portfolio Name	TOC	Department	Actions
John Miller	Engineering 101		    Download

[Add New Portfolio](#) [Add Message](#)

Shared Portfolios: 1 

Used Storage Space: 0 MB

2. The *Shared Portfolio* icon gives you a list of portfolios that other ePortfolio users have shared with you, as shown below. To see, and comment on one, click the view icon.

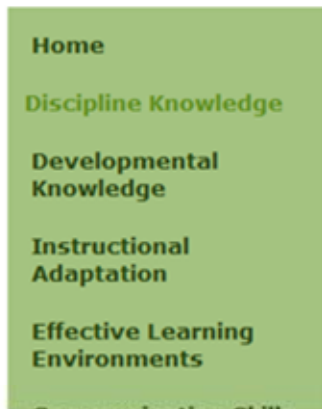
Other People's Portfolios

* New Comments

All Portfolios				
Name	Owner	TOC	Date	Actions
Simon Jones	sjones	GSU College of Education	05/05/2007	 

3. Once you're in a portfolio, you will see a *Make Comments* link at the bottom of each page:

Simon Jones



[Discipline Knowledge](#) > Lesson Planning



4. Once you've clicked the *Make Comments* link, use the paragraph comment icons, as shown below, to comment on particular parts of each page.

Home
 Discipline Knowledge
 Developmental Knowledge
 Instructional Adaptation
 Effective Learning Environments
 Communication Skills
 Curriculum Planning
 Assessment Strategies

[Discipline Knowledge](#) > Lesson Planning

My Inspiration

Knowledge empowers an individual with endless possibilities. An instructor

5. After typing your comment, decide who you want to see your comment:

- Just the owner of this portfolio
- Anyone viewing the portfolio

You've commented on a portfolio.

6. When the other person goes into their account, they will see new comments listed in the **Portfolio Comments** at the bottom of the *My Portfolios* page:

Portfolio Name	TOC	Department	Actions
Simon Jones	GSU College of Education	Education	Download


Add New Portfolio Add Message

Portfolio Comments: 1 (1 New)

Sharing Groups: 1

Reading Comments

1. When the other person is in their portfolio, new comments also show up there in the page information at the bottom of each page:



The screenshot shows a portfolio page titled "Discipline Knowledge > Lesson Planning". On the left is a green sidebar with navigation links: Home, Discipline Knowledge, Developmental Knowledge, Instructional Adaptation, and Effective Learning Environments. The main content area features a photo of a woman talking to a young boy. Below the photo is a "Page Information" box with the following details:


Page Information
1 Comment(s) 05 May, 2007
2 Related Standard(s)
1 Rubrics for Assessment(s)
This page is shared with 1 Group(s)

2. Whether you check comments from the My Portfolios page, or from within your portfolio itself, you can read the comment, or see the section of the page the comment is referring to:



The screenshot shows the "Unfiled Comments" section for the "Lesson Planning" page. It displays a table of new comments:

Author	Date	Comment	Paragraph	Action
John Miller	May 5 2007	Where didRead More *	View	  

You can respond with plus icon  and let anyone see it, or just the person that made the comment you are replying to.

7) Messages


Including: Sending & receiving messages; replying; editing & withdrawing

1. To send a message to another person, go to *My Portfolios* and click *Add Message* below your list of portfolios:

Portfolio Name	TOC	Department	Actions
Simon Jones	GSU College of Education	Education	   Download

Add New Portfolio **Add Message**

Portfolio Comments: 1 (1 New) 

Sharing Groups: 1 

Used Storage Space: 0.02 MB

2. If you've never sent a message before, you'll be asked to choose some people to send to. You can either add:

- **Members of the site**- add ePortfolio users.

To add faculty, pick a department from the dropdown- the departments listed are the same ones you chose on the *My portfolios* page. Decide which of these faculty will be added to the list of people you can send a message to (see below).

If you want to send messages to another student, type their name in the box.

Manage contacts

Manage the contacts which are the members of the site

Department:

Users:

John Miller
Sandy Enders

- **Anonymous users**- add anyone with an email address, and create a profile for them.

You will be asked a number of contact details about the person you want to add. If you add a SkypeID, you will then have [Skype](#) contact capabilities, such as the ability to call or IM them.

4. When you've added people to your list of messaging contacts, you'll see them when you click *Add Message* on the My Portfolios page.

You can then go ahead and check off which people you want to send a message to. If you want to share a page of your portfolio with them, click the *Create Share URL* button to choose which page of your portfolio you want to share:

Compose message

Manage Contacts

Note: You can send message to multiple contacts.

* Indicates anonymous user.

Current Contacts :

Select	Name	E-Mail	View Profile
<input type="checkbox"/>	* Bruce Miller	support@chalkandwire.com	profile
<input checked="" type="checkbox"/>	John Miller	miller@chalkandwire.com	Not shared
<input type="checkbox"/>	Will Flanagan	will@chalkandwire.com	Not shared

Subject :

Message :

5. When they log in to their account, they will see a note below the list of portfolios that tells them someone has left them a message:

Portfolio Name	TOC	Department	Actions
John Miller	Engineering 101		Download

[Add New Portfolio](#) [Add Message](#)

Messages: 1 received (1 New)



Shared Portfolios: 1

6. Click the *Messages* icon on the *My Portfolios* page, and you will get a list of messages you have both sent and received:

View Messages

Received Messages

Delete

Delete	From	To	Date	Subject	Text	Action
<input type="checkbox"/>	Simon Jones	John Miller	09-May-2007	New stuff in my portfolio!	I've just Read More *	  

Sent Messages

No sent messages.

Delete




7. You can read the message by clicking *Read More*, and you'll see something like this screen:

Message Details

Author	Message
Simon Jones	Posted: 5/9/2007 7:46:40 PM Posted subject: New stuff in my portfolio! I've just updated a few things in my portfolio. Have a look: View My Portfolio



Or you can do the following:

-  Respond to Message.
-  File Message into a folder.
-  Delete Message.

Replying to Messages

1. When you reply to a message, as shown below, your reply will be kept in the *Sent Messages* list so you can refer to it later.

Response To Messages

Subject :

Message :

2. They will see your reply like this:


Message Details

Author	Message
John Miller	Posted: 5/9/2007 8:33:17 PM Posted subject: Re: New stuff in my portfolio! OK thanks. I'll have a look tomorrow morning.
Simon Jones	Posted: 5/9/2007 7:46:40 PM Posted subject: New stuff in my portfolio! I've just updated a few things in my portfolio. Have a look: View My Portfolio

Managing your messages

1. You can also organize your messages to make them easier to find. Use the *File Message* icon (shown below) and you can create, or choose, a folder to put them in.

Delete	From	To	Date	Subject	Text	Action
<input type="checkbox"/>	John Miller	Simon Jones	09-May-2007	Re: New stuff in my portfolio!	OK thanks. Edit	  

2. Messages you've sent can be withdrawn by using the Withdraw Icon , which will remove that message from the recipient's list.

3. Another useful feature is the *Edit* link just next to the message text. If you see some spelling mistakes, or want to re-phrase something you've sent, use *Edit* to change your message. Updates are immediate and will replace your original message:

Delete	From	To	Date	Subject	Text	Action
<input type="checkbox"/>	Simon Jones	John Miller	09-May-2007	New stuff in my portfolio!	I've just Edit	