

Using Electronic Portfolio in Composition 1120: College Writing

Log In to Your Portfolio

- Open Firefox, Internet Explorer, or another Web browser. Go to <http://portfolio.umn.edu> (or choose Academics from the UMD home page and then Portfolio under General Information).
- Under PLEASE LOG IN TO CONTINUE, choose General User Login. Enter your Internet ID and your Password (as you would for your e-mail account). Hit Enter or click on Login.
- On the Welcome to Portfolio page, click on Element Map (in the upper right corner). This will familiarize you with how your portfolio has been organized. Close that window.

ENTER Information Into Your Portfolio

From the Welcome to Portfolio page click on ENTER (on the left side).

- A. Under the Data Tree, click on Personal Information and then click on Identification Data. To add information, follow these steps:
 - Click on “Create New,” found after Additional Name. Enter the requested information and then click on Save. [Note that whenever you see “*Required” next to a textbox, you *must* enter something in that box.]
 - Click on Contact Information. Add as many of these elements as you desire: E-mail Address of Record, Additional E-mail Address, Address of Record, Additional Address, Phone Number of Record, Additional Phone Number. Be sure to click on Save after each added piece of information.
 - If you have time, click on Personality Inventory. Enter Myers-Briggs in the Type of Inventory box and the current month and year in the Date Taken boxes.
 - On the right side of the screen, click on Personal Style Inventory. In the screen that pops up, click on the Start button (found at the end of the description of the Personal Style Inventory on the right side of the screen).
 - After you’ve answered the 32 prompts (this goes quickly), your personality type will appear (e.g., ESFP). Going back to your Portfolio window, enter your type in the Myers-Briggs Personality Inventory section. Click on Save.
- B. Click on Education and upload one or more files (make sure the files you want to upload are available on your computer for this step):
 - Upload your Background Essay:
 - a. Click on Create New behind Education Documentation
 - b. Enter the name of what you plan to upload (e.g., Writing Background Essay) in the Name of Documentation box (it’s a Required field)
 - c. Enter up to 800 words telling others about this essay (e.g., Why did you write it? What is it about? What did you learn by writing it? When did you write it?). **Click on Save.**
 - d. To attach the actual file of this essay, click on the title you just gave it and then click on Browse . . . (found on the right side of the screen under Add/Attach Material).
 - e. In the box that pops up, choose the drive that contains your file (or the Desktop, if that’s where the file is) for the box that says Look in: and make sure that in the Files of Type box you have chosen All Files (*.*)
 - f. Find your Background Essay file and click on it. Then click on Open. (Note that the name of the file now appears in the Add/Attach Material box.)
 - g. Click on Submit.
 - h. Type in a name for the file in the Material Name box (choose a specific title that others will be able to identify easily) and then write a few words to describe the file in the Description box (which will be seen by other viewers). Finally, add your name as the Author.
 - i. Click Save. (You’ll now see the file listed under Attached Materials in the lower right of the screen.)
 - j. Click Save again!**
 - k. Repeat the process for whatever other Comp 1120 files you want to upload.

SHARE a Portfolio Presentation of selected items with others

- At the left side of the page, click on the box that says SHARE. Create a Portfolio presentation for your instructor and for yourself by following these steps:
 - a. In the Title box, type the name of this presentation (e.g., Sec. 74, COMP 1120, Fall 2006). **Your instructor may require a specific title.**
 - b. In the Description box, write a brief statement telling these viewers the purpose of this presentation.
 - c. If you want to specify the length of time this presentation will be valid, click on the box in front of Never Expires and specify an expiration date.
 - d. Because you're creating your own presentation, choose Custom Presentation. Click on Continue.
 - e. Carefully select (put a check mark in the box) of each item you want to include in this presentation. Of all the items listed, **only those you select will appear in these viewers' presentations.** Click on Save and Continue.
 - f. Select the order of the items by changing the numbers under "Order." Click on Save and Continue.
 - g. Choose the type of style you want. Click on Preview to see what your presentation will look like to the viewer. Click on Save and Continue.
 - h. Because you're sharing with a person on campus, in the User ID box type your instructor's e-mail user name (e.g., jjenson or ptreuer).
 - i. Click on Add to Viewer List. Your instructor's name will automatically appear in the box that lists those who have access to this presentation.
 - j. Again, in the User ID box, type your own user name and click on Add to Viewer List.
 - k. Click on Save and Continue. If you would like the people with whom you're sharing this presentation to receive e-mail notification, click on the box by the person's name and then write the message you want the person to receive. (You do **not** need to send your instructor an e-mail message.)
 - l. Click on Save and Finish.

NOTE: Each time you want to add something to this presentation for your Comp 1120 instructor, click on "View/Edit My Presentations" under the Share heading on the left side of the page. Do NOT create a new presentation every time you add an item.

SHARE a Portfolio Presentation with a Classmate

- Click on Create (after Create a New Presentation) and repeat the process described above to share a Portfolio presentation with your Composition 1120 "buddy" or someone else sitting near you.
- Again, be very careful as you check mark which items to include in this presentation. For example, in this case, you would **not** want to give the person access to your student ID number. *You are responsible for who has access to what information in your Portfolio!*

VIEW a Portfolio Presentation Someone Else Shared With You

- At the left side of the page, click on the box that says VIEW.
- A list of all Portfolio presentations that have been shared with you will appear. Note that you can sort them by clicking Name, Shared By, or Date Created in the upper left corner of the list.
- Click on "view" next to the presentation you want to see. (You should have at least two to view, the one you sent yourself as well as the one someone else in class sent you.)

**WHEN FINISHED, BE SURE TO
LOGOUT OF YOUR PORTFOLIO!!!**