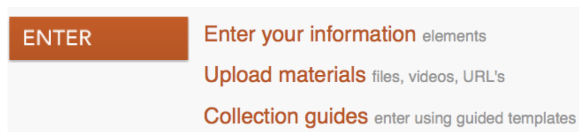
ePORTFOLIO

September 2008 portfolio.umn.edu

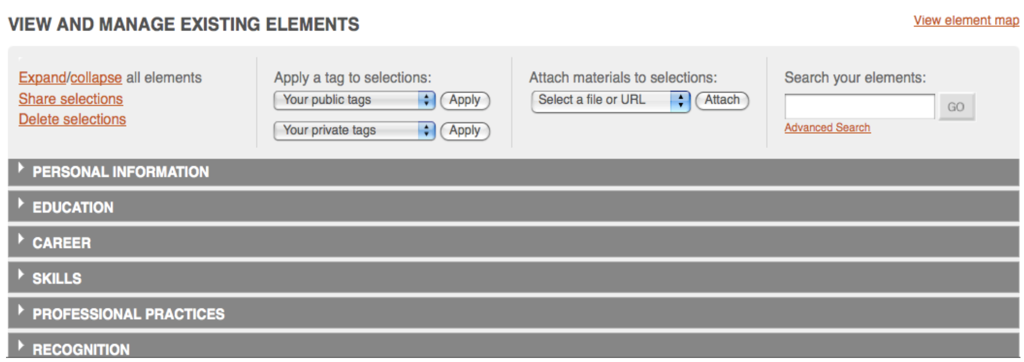
Step by Step How to guide

Enter Information

1. Click on Enter or "Enter your information (elements)"



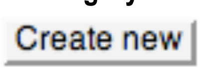
2. Under View and Manage Existing Elements



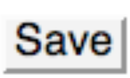
3. Click "Expand"

Most students will use the data tree to enter information. Choose which category heading you feel fits what you want to upload (personal, education, career, skills, professional practice or recognition). Then choose a sub-category.

Expand category and subcategory

3. Click "Create new" 

4. Fill out fields - Title is required*

5. Click 

Other ways to enter information on the "*Enter your information (elements)*" page

If you know where you want to enter information

1. Click on "Create a new element"

OR

Some programs use *"Collection Guides"* which are guided formats for collecting specific pieces of information and reflections.

There are also some generic guides to use: Career, Learning, etc..

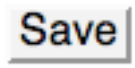
To use the *"Collection Guides"*

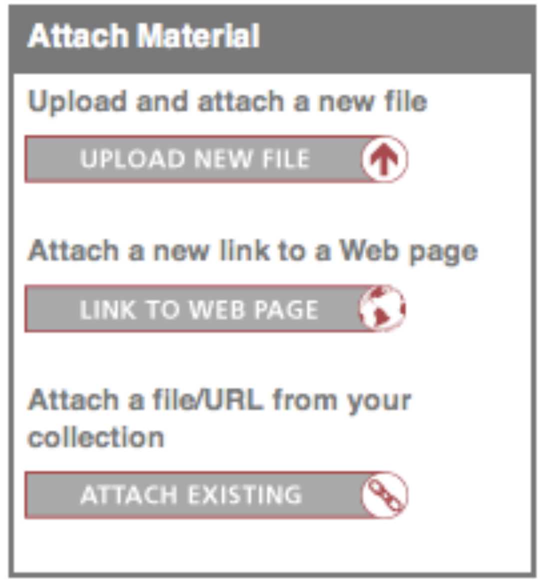
2. Click on "Use a collection guide" and choose a campus or general drop down

Attach Material

You have three ways to attach material

When you are entering information (elements) and click





You will see a box appear to the right of your screen

You will see ways to attach material...

1. Upload New File
Browse to find a video, word document, etc...

2. Link to Web Page
Share information your found on a URL

3. Attach Existing
Attached a file/URL from your collection

4. After you have choosen a way to attach material -
Name and describe
Click "*Save & edit*" (if you want to add a tag)
Or click "***SAVE"*** (if not adding a tag) to return to element area. You will now see your attachment on the right side of the page.

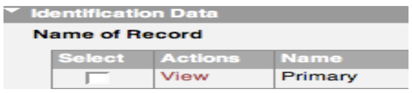
5. Click *Back button to return to data tree area*

Other ways to upload information into ePortfolio

1. Click on Upload Materials
2. Choose:
* Upload a new file
* Add a new link
* Upload files using the Portico
3. Follow steps 4 & 5

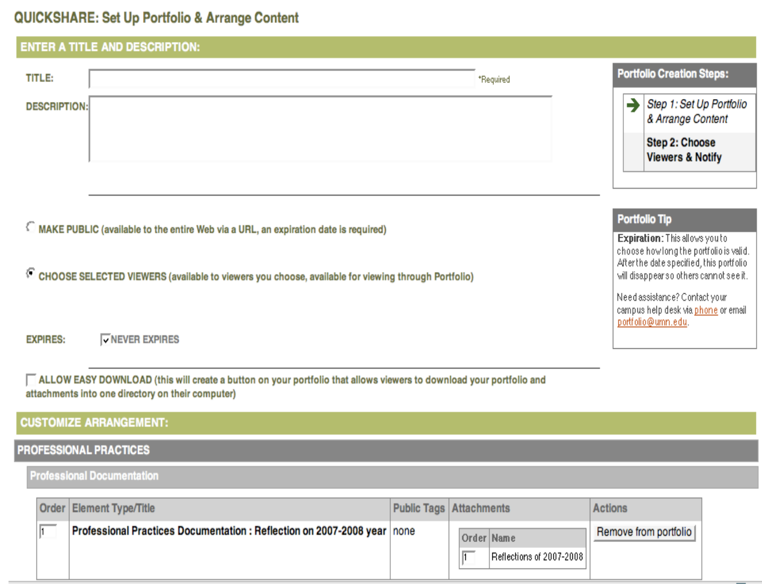
Quick Share Presentation

1. Choose"*expand" to* show everything in your *e*Portfolio or choose one of the six categories to expand (personal, educational, career, skill, professional or recognition) or use the search feature to quickly find something to share (see last page for information).

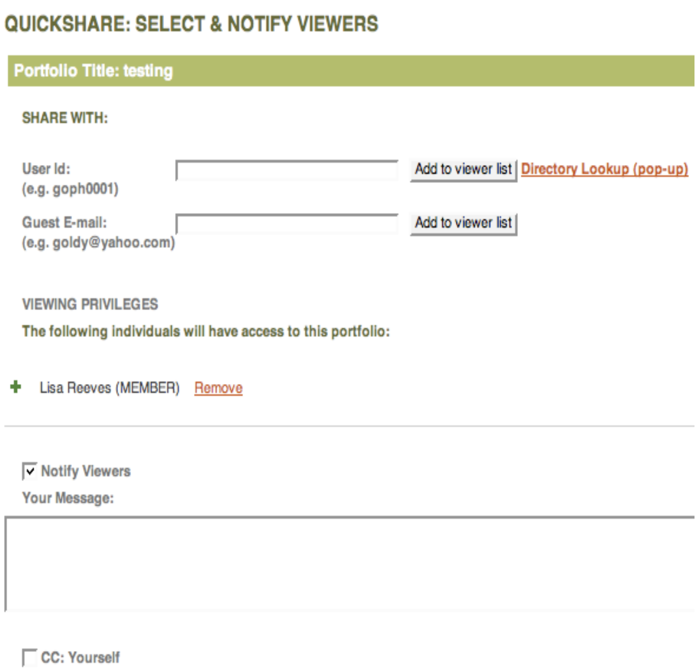


3. Check the checkbox in front of each piece of information you want to share.

4. Scroll to top of the data tree and click "***Share Selections***".



5. **Presentation**: (Title, describe, choose Public or Choose Selected, Choose Never Expires or Choose an Expiration Date, Choose Allow Easy Download if you want).
6. Rearrange content (if you want)
7. Click "***Next"***

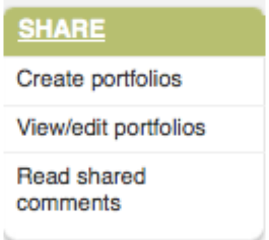


8. Choose Viewers
•If U of M student, faculty, or staff - use USERID only (this is everything before the @d.umn.edu). If off-campus, use the entire email address (emailme@hotmail.com)
• Click "***Add to viewer list"***
•Name should be who you want and should say (MEMBER) after it if it is a U of M person. Off campus will have (GUEST) after their name.
9. Click notify viewers box - create email message - click cc yourself.
10. Click "***Save & Finish"***
11. Preview Presentation

See "Other Features Page" for a way to filter or search for something in your portfolio and create a quick share presentation

Create a Portfolio

Under Share Heading - Click "***Create portfolio***s"



Step 1 : Set up a Portfolio: Create title and description. Choose **settings** : Private (default) or Public, Easy Download (if you want). **Choose an Expiration Date**: never or set one). Now **Select a template**: Custom (default) , General, or Department (your major department will let you know if they have one for you to follow). Click ***Continue***

Step 2: Choose Content (check the checkboxes of the information you want to share)Click ***Save and Continue***

Step 3: Arrange content and attachments (if you choose) **TIP**: your best items should be at the top. Click ***Save and Continue***

Step 4: Choose Style - add a preset graphic to your presentation. Click "***Save and Continue"***

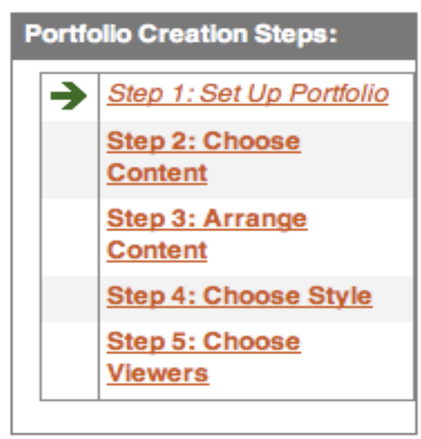
Step 5: Choose Viewers

- If U of M student, faculty, or staff - use USERID only (everything before the @d.umn.edu) - click "***Add to viewers list"***
- If off campus - use entire email address - click ***"Add to viewers list"***
- Click Notify Users - create message, CC yourself. Click "***Save & Finish"***

Add to Existing Portfolio (or EDIT)

Click "***View/edit portfolios"*** under the **SHARE** heading - this is creating "value in your time" particularly if you need to add to a presentation throughout the semester. Save yourself time by not creating multiple portfolio views - who has the time?

Click "**EDIT"** by presentation you have already created



To add/remove content - Click Step 2 - if this is all that is needed - click **"*save & finish"*** or "***save & continue"*** if more is needed
To Arrange Content - Click Step 3 - if this is all that is needed - click **"*save & finish"*** or **"*save & continue"*** if more is needed
To Choose or Change Style - Click Step 4 - if this is all that is needed - click **"*save & finish"*** or **"*save & continue"*** if more is needed
To Choose or Change Viewers & to Notify them - Click Step 5 - click **"*save & finish"***

If you click Save and Finish after a step you will get a message: "Are you sure you want to finish? You have not selected any viewers yet." If you setup viewers in your original Portolio - you can just click "OK."

TIP: you can now create/edit a portfolio and send just uploaded material (or attachments) without having to create a new element (as you did in the ENTER area) for it. However, remember creating a new element allows for more specific detail and reflection, so check with your instructor as to what they want. Sending just as an attachment is a great, quick way to share something and should be used this way.

To just upload an attachment already loaded into your *e*Portfolio - when choosing content scroll to the bottom of the list and choose items(s) you want to share.

Other New Features

Where is it? Trying to find something quickly but can't quite remember where you created & saved it?

Use the:

Searching will find information you created (elements), materials you uploaded, portfolios you created or have been shared with you, tags, etc... You don't need to remember the title - just a keyword will do. Once you see your results – if you want to quick share it - click the checkbox and choose *Share Selections (directions on page 3)*

The Portfolio Portico - This allows you to upload more than one document at a time into your *e*Portfolio account.

Go to *upload materials*

Click on Upload files using Portico...

Follow directions to download the portico to your desktop.

Are you really reading what I share?

Now you can find out if people are reading the portfolios you are sharing.

- Go to *view/edit my portfolios*

Find the portfolio you shared and look for following icons: = read, = unread

Bookmark a page -

like any other browser bookmark.

Save as a bookmark in your browser

When you click on the bookmark in your browser

login

You'll go right to the *e*Portfolio page you are looking for.

NEW: Sending Uploaded Files only - We've heard that sometimes you just want to send uploaded files without the hassle of creating elements to attach them to and we have responded.

Simply start the same way you create any portfolio

1. Click on *Create a portfolio*
2. Give it a title and description & choose settings
3. Click *continue*
4. Scroll to the bottom of the content page and choose items
5. *Save and Continue*
6. Arrange content
7. *Save and Continue*
8. Choose style
9. *Save and Continue*
10. Choose Viewers
11. *Save and Finish*

Still Confused? Help is available

email help: portfolio@umn.edu