

EPortfolio Technology Instructions

Starting your portfolio

You've read the handout on what Eportfolio is and you've decided you are ready to create one and upload your assignments and reflections to it but aren't sure exactly how to do that? Follow the instructions below.

1. Go to the EPortfolio Website: portfolio.umn.edu and click on **General User Login**
2. Login using your x.500 username and password (same as your email)
3. After login is complete click the **COLLECTION GUIDES** option in the ENTER section of the page, next click **U of M DULUTH COLLECTION GUIDE**
4. Now you should have a long listing of the various collection guides (formerly wizards) for UMD departments, scroll down and click on **SOCIAL WORK MSW (UMD) –the one in the right column is the link to the collection guide**-if you click on SOCIAL WORK MSW (UMD) on the left side you will go somewhere that isn't where you enter your stuff.
5. You should now see a page with the heading COLLECTION SOCIAL WORK MSW (UMD) at the top of the page, scroll down to the area titled SOCIAL WORK MSW KNOWLEDGE AND SKILLS and find the objective (they say LEARNING PRODUCT) you would like to upload your files to and click **CREATE A NEW ELEMENT**- note- you only have to click this and create a new element the first time for each objective/learning product-you only need to create one element for each objective because you can attach all files related to that objective to that element.
6. After you have clicked on the create a new element link you will see a page that says EDUCATION DOCUMENTATION, **type in a name in the box** under "name of documentation", this name doesn't need to be anything creative, in fact it is probably easiest for all involved to title them learning objective 1, learning objective 2, ect., then underneath the text description area click **SAVE**- note- there is no need to enter a description.
7. Once you have clicked SAVE you will see that on the right hand side of the page there is an area that has now appeared that wasn't there before, it will say ATTACH MATERIAL.
8. In the ATTACH MATERIAL area click on the button **UPLOAD AND ATTACH NEW FILE**.
9. It should now say UPLOAD MATERIALS: FILE at the top of your screen. Click on the **BROWSE** button and find the file you would like to upload and click (highlight) on it and then click on **OPEN**.
10. You can then either type in a custom name (reflection one or learning product one-case analysis paper) or you can leave the name it will automatically be given-the same one as your file name. The enter description area is option and the author is optional. Click **SAVE**.

11. You will now be taken back to the screen you saw at Step 7 (see above), you should see your file attached on the right side of the screen. Repeat steps 8, 9, 10 to attach another file to the same learning objective. Note - you will need to attach at least two files to every element/learning objective because one will be your reflection and the other will be the learning product/assignment you are using to showcase your proficiency with the objective.
 12. When you are done adding files to the element/learning objective click on the **COLLECTION GUIDES** link on the left side of the screen under the ENTER area. Start at Step 4 (above) and create an element and attach files to it for the next learning objective you would like to work on. Remember you only have to create one element for each objective (learning product) because you can attach all needed files to that objective. Note – there doesn't seem to be any way to get around getting sent back to the main page and following the steps to get back into the UMD MSW collection guide aka your Eportfolio, this is just something you will have to get used to unless you learn another way to do it. Almost any change to your Eportfolio will cause you to have to start back at the collection guides or Eportfolio homepage, it will do whatever it is you were telling it to do before it sent you home, so don't worry that your work is lost if it kicks you back to the collection guide page.
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Creating the actual "PORTFOLIO" that you will share with readers

So, now you have uploaded some reflections and learning products/assignments into your portfolio and you would like to share with someone (maybe a reader or a classmate) what you have created.... follow the steps below.

1. **CREATE PORTFOLIO:** Once your logged into the EPortfolio website, click on the **CREATE PORTFOLIO** link, this will either be on the left side of the screen or in the middle of the screen depending on if you have just logged in or not.
2. **SET UP A PORTFOLIO:** Now you should see a screen that says Step 1. Set Up a Portfolio at the top of it. **Type in your title** (i.e. Final Version of Portfolio, First Draft of Portfolio, etc.), put in a description if you want, then click **USE A COMMUNITY TEMPLATE** under the select a template section, then pull up the drop menu and select the **SOCIAL WORK MSW (umd)** from the list, then click **CONTINUE** at the bottom of the screen.
3. **CHOOSE CONTENT:** You should now see the Choose Content page that shows everything you have saved in your portfolio. Go through the list and **select each section** (by clicking in the box next to it) **that you would like to include** in the portfolio you are building, you can choose to include your u-card photo and a bunch of other things if you

wish, if this is your final version be sure to click on all 13 objectives and your summary statement. When you have finished making your selections scroll down and click **SAVE & CONTINUE**.

4. **ARRANGE CONTENT:** You will now come to the ARRANGE CONTENT page, this is where you could rearrange things if you needed to for some reason, but for the purpose of your EPortfolio Masters Project you probably don't want to rearrange the order of the objectives. Once it is arranged the way you would like, click **SAVE & CONTINUE**.
5. **CHOOSE A STYLE :** Now you should see the CHOOSE A STYLE page, this is where you can be creative with the look of your portfolio. Make whatever modifications you would like, preview them, change again if needed, then click **SAVE & CONTINUE**.
6. The ADD TAGS page is where you should now be, I don't know anything about these, so I am just recommending to click **SAVE & CONTINUE**, unless you know more about this.
7. **SHARING :** Now you are finally to the SHARING page, this is where you will determine who has access to your portfolio and who doesn't. You should click the EASY DOWNLOAD option. This will allow the reader to easily download your entire portfolio. If this is your final project you are making a portfolio for, you do not want it to have an expiration date and you want it to be private. Enter the first part of someone's UMD email address (i.e. mraschic for mike raschick) that you would like to share your portfolio with and click add. When you have finished adding people, it is a good idea to click the **NOTIFY VIEWERS VIA EMAIL** option and write a little message that explains the portfolio you have created (i.e. This is my first draft, please review and provide me with feedback). When you have selected everyone and created your message, click the **SAVE & FINISH** button. You will now be taken to a page that displays all the portfolios you have created and you should see the one you just created included on the list. To view it click PREVIEW, to make changes to it (add or delete sections you included) click edit, or you can delete it altogether if you want.