



Course objectives:

- Access to my ePortfolio
- Build a new Portfolio
- Add and Edit Content
- Showcase and Customise
- Share with others

Student Training and Support

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Plan

UQ provides the opportunity to create multiple e-portfolios. This allows students to gather relevant materials and content in one place and then create a portfolio which can be customised for a target audience. When you create an ePortfolio, you will gather, collate and build a library of information, which your potential audience will see online as a website. Planning before you build a portfolio is critical for success. It is recommended you gather information and artifacts throughout your studies.

Getting started

Students are allocated licences via Learn.UQ. There are two defined routes to accessing your e-Portfolio. Your expected use of the e-Portfolio will determine how you access it.

- Students required to use e-portfolio for their studies **ALWAYS** access via the link associated with an assignment in Learn.UQ Blackboard
- Students <u>NOT</u> using e-Portfolio for studies simply access via the learn.uq Welcome screen.

Exercise 1.

a. Access with studies

- 1. Goto Learn.uq.edu.au
- 2. Login with your UQ credentials"
- 3. Select the course with an ePortfolio requirement
- 4. Go to the Learning Resources
- 5. Click the my ePortfolio link

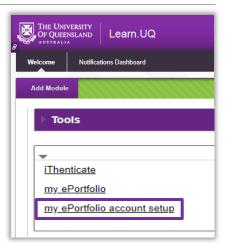
Single sign-on
If you have a username starting with "nk_", please click here to log in.
UQ username
Password
LOGIN
Trouble logging in? Terms of use

my ePortfolio Access

b. First time access (No course requirement to use)

1. Click on the link **my ePortfolio account setup**

This will launch the ePortfolio application and assign your licence to your UQ account. This licence is valid for 12 months after which you will need to renew.



c. Regular access

2. Click the link **my ePortfolio** for immediate access to your existing account.

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iThenticate	
<u>my ePortfolio</u>	
my ePortfolio accour	n <u>t setup</u>
_/	r-

Interface Overview

			OF QUEENSLAND	1 a Stroud -
Main Menu	2		What's New	Onwards to my Homepage
Dashboard	ø	MENU		
Work			3	
Assessment	*		The following are recent u	bai
Curriculum				

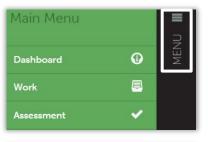
(1)	Notification bar	Contains details about your account
2	Menu bar	Provides access to all tools in the my ePortfolio environment
3	Working Space	Displays content, structure and editing options

Navigating

- 1. Click on Menu at the left sidebar
- The menu options will display
- 2. Click Dashboard

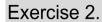
When first logging in the dashboard will appear with tabs for quick access to tools

3. Click tabs to view different screens





Build



Create a new Portfolio

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	Main Menu
1. Click on Menu at the left sidebar	Dashboard
2. Click My Coursework	My Coursework 🖕 🕮
3. Click the New Portfolio button	My Coursework My Portfolios Show Hidden My Portfolios To records per page
4. Enter a Name – Training Portfolio	Create New Portfolio
5. Choose a Table of Contents –	Training Portfolio Table of Contents
customizable table of contents	Customizable table of contents
6. Click on Create	<u>Can't find your table of contents?</u> Create or <u>Cancel</u>
A new portfolio will be created and display on screen	Intrins to wr countrieves U O Training One to benear of the series One to benear of the series One to be the series On

Exercise 3.

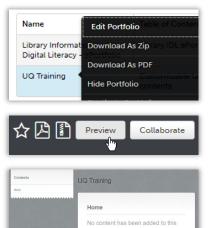
Preview a Portfolio

A portfolio will have a default theme applied to it so it can render in a browser

- 1. Go to My Coursework page
- 2. Click the portfolio to view
- 3. Select Edit Portfolio
- 4. Click the **Preview** button

The portfolio will display as a webpage in a new tab





page yet



Add pages via Table of Contents

ePortfolio Table of Contents

The Table of Contents in a portfolio provides a hierarchy to help structure content. This is useful for managing information and sharing specific content externally. In edit mode with the Table of Contents you can *modify* the portfolio structure. If you are not editing the Table of Contents you can *navigate* to add content to individual pages.

Exercise 4.

- a. Add main pages
 - 1. Click on Menu
 - 2. Click on Dashboard
 - 3. Click the Portfolios tab
 - 4. Click the portfolio name -Training Portfolio

Or

- 1. Click on Menu
- 2. Click on My Coursework
- 3. Click the portfolio name -Training Portfolio
- 4. Select Edit Portfolio
- 5. Click the Enable Table of Contents Edit Mode button
- 6. Click the Home page icon
- 7. Click the Add button
- 8. Enter the page name **Experience**
 - a. Repeat for Artifacts and About Me
- 9. Drag the About Me page above Experience
- 10. Click the green Done Editing button

Dashboard
Overview Portfolios Performance Upcoming Su
Portfolio Progress View: Recently Edited Training Portfolio GROUP (Unassigned) TOC Customizable table of contents
My Portfolios
15 v records pe Edit Portfolio
Name Distribution Contant Training Portfolio Hide Portfolio nts
 Customizable table of contents Enable Table of Contents Edit Mode Home
 Customizable table of contents Add Home Experience Artifacts About Me
Customizable table of contents Add Home About Me Experience Add Artifacts

Notes



Add Sub-Pages

Exercise 5.

Default editing relates to actual portfolio page content.

 Click the Enable Table of Contents Edit Mode button 	 Customizable table of contents Enable Table of Contents Edit Mode Home
Add subpages to create the structure shown:	
2. Click a main page - Experience	About Me
3. Click the Add button	A 🖹 Experience
4. Enter sub-pages <i>Work</i> and <i>Charity</i>	Work
5. Click a main page - Artifacts	Charity Artifacts
6. Click the Add button	Certificates
7. Enter sub-pages Certificates and Media	Media
8. Click the Done Editing Button	Customizable table of contents Add Done Editing About Me Experience Artifacts
 9. Click Table of Contents text or icon 10. Click Preview button 	© TABLE OF CONTENTS

Exercise 6.

Add Page Content You can add a range of content objects directly to a page, a more flexible approach involves adding content into text blocks.

a. Text





Edit • Insert • View • Format • Table • Tools •

ADD CONTENT

Close Save

4. Enter or paste text into the text block editor.

Please see the downloaded files for quick access to content.

5. Click Save

A green message will pop-up in the top right corner of your screen confirming your changes are saved

6. Click Close

BE AWARE, If you do not save, no content will be added

The added text will display as it will show in the live portfolio

7. Repeat to add content to another page - About Me,

Formats • Arial • B I E E =
f x 🔗 🖬 🖽 Library Image
Learn from yesterday, live for today, hope for
🗎 Home
ADD CONTENT
🗘 Learn from yesterday, live for today, hope for
tomorrow
Albert Einstein
🗎 About Me
ADD CONTENT V
+ 📩 "Life doesn't require that we be the best, only
that we try our best."
H Jackson Brown Jr
🕂 🏚 Personal Profile
A successful professional with a wealth of transferable skills gained in the retail sector. Possesses a commitment to delivering customer service excellence and
a reputation for ensuring complete customer satisfaction. Able to reduce costs by implementing processes that are more efficient. Maximises profits by
analysing trends and providing advice and guidance to junior colleagues. Currently undertaking additional training in food hygiene, in order to access a
concerning anachering additional mainling in rood hygiene, in order to access a

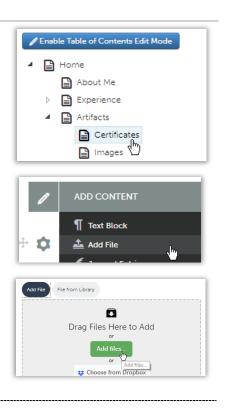
Courtesy of Jen David: CVLibrary

b. Files

- 1. Navigate to the current Table of Contents
- 2. Click on the Certificates page

It will automatically display for editing

- 3. Click the **Add content** option
- 4. Select Add File
- 5. Click on Add Files button



- 6. Select the file to add Cert-2018NVIVO.pdf
- 7. Click on OPEN

8. Click on Start Uploading All

A checkmark will display after successful upload

9. Click Close

The file will display as a file reference. This file will also be automatically added to the file library for use in other portfolios.

c. Video

Online clips

1. Go to YouTube and locate an appropriate clip.

Welcome to UQ - https://www.youtube.com/watch?v=SVHIITacMFY

- 2. Click on Share
- 3. Click on Embed
- 4. Click on Copy
- 5. Go to your my ePortfolio
- 6. Navigate to the Training Portfolio Table of Contents
- 7. Click on the Media page
- 8. Click Add Content option
- 9. Select Text Block



ptures oud Files	Name Set-2018WWO.pdf Caudor-management-plan.pdf Exploremon-san-cristobal.loo ✓ <
File name:	All Files v Open Cancel
	Drag Files Here to Add or Add files
Stay on this p	Start Uploading All
Saved to File Cert2018NVI	
/ AC	D CONTENT V
¢	Cert-2018NVIVO Check Originality





Embed Video	
<iframe <="" height="315" td="" width="560"><td></td></iframe>	
<pre>src="https://www.youtube.com/embed/SVH</pre>	I
ITacMFY" frameborder="0"	
allow="autoplay; encrypted-media"	
allowfullscreen>	





10. Click on insert media button on the toolbar

- 11. Click the **Embed** tab12. Paste the embed code from YouTube13. Click on **OK**The clip will display in the text block.
- 14. Click on clip to play a preview

0		H.H.	Library image
Inser	t/edit n	nedia	
General	Embed	Advanced	
Paste yo	ur embed	code below:	
src="http	ps://www.y		15" embed/SVHIITacMFY" framebor dia" allowfullscreen>
			Ok



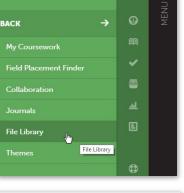
Content in the File Library

Use the file library to make artifacts available to any portfolios. The library is automatically populated with any artifact added directly to a page, alternatively content can be uploaded directly.

- 1. Click on Menu
- 2. Select Work

- 3. Select File Library
- 4. Click the Add button
- 5. Enter "Training"
- 6. Select the training folder

Main Menu			
Dashboard		0	MENU
- Work 👆		<u>-</u>	
Work			
ВАСК	→	0	MENU



•	File Library
	Training

- 7. Click the Upload Files button
- 8. Click the Add Files button
- 9. Select the PDF files
- 10. Click on Open
- 11. Click on the Start Uploading All button

Check all files are uploaded 12. Click on the **Close** button

13. Repeat steps **3** – **8** to add all other files into the **Training** folder

File Library Images Training Video Add File MAX309MD FLISALGOVEDP True Drag Files the Add fue fue fue fue fue fue fue fue fue fu	Upload Files
Name 党 Charity Projects Abroad.pdf	Type Adobe Acrobat Dc
Drag Files Here to Ac or Add files or Choose from Dropbox or Choose from OneDrive	
Add File WXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

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Organize 👻 New folder				8:: •		(
	^	Name			Type	1
Creative Cloud Files		i whale-960_720.jp	pq.		JPG File	
a OneDrive		E sealions-on-the-	beach.jpg		JPG File	
This PC		🖷 sea-lion-on-san-	cristobal.jpg		JPG File	
Desktop		📧 jellyfish.jpg			JPG File	
Desktop	~	<				3
File nar	ne: "jellyfish.jpg"	"whale-960_720.jpg" "s	 All Files 			`
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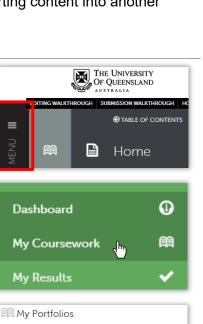
Exercise 7.

Content added directly to pages has limited formatting options. Inserting content into another object, such as a text block, offers more flexibility.

a. Add an image to a text block

To add an image to a text block it must first be added to your file library

- 1. Click Menu
- 2. Click My Coursework
- 3. Click Training Portfolio
- 4. Select Edit Portfolio
- 5. Navigate to the **Charity** page
- 6. Click to Edit
- 7. Click the ADD CONTENT option
- 8. Click on Text Block
- 9. Click the Library Image button



Add and Edit content

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UQ	raining - My ePortfo	Download As PDF
Fion	a Stroud - Library IDI	Hide Portfolio LePortfolio Duplicate Portfolio
4	Home	2
		bout Me xperience
	ſ	Work

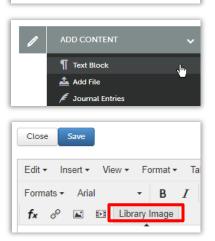
🕒 Charity

Artifacts

ortfolio

15 • records per page

Name



- 10. Select the **Training** folder
- 11. Select an image
- You can only insert one image at a time from the text block toolbar
- 12. Click the Add Selected button

13. Click on **Done** Images will be added to the text block

- 14. Click to change the alignment
- 15. Click and drag to resize the image, if necessary.

Ξ

- 16. Click on Save
- 17. Click on Close

b. Add text

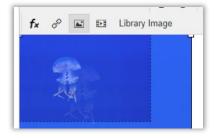
- 1. Go to exercise file Training content.docx
- 2. Copy Charity Text Paragraphs
- 3. Click the ADD CONTENT option
- 4. Click on **Text Block**
- 5. Click inset content here marker below image
- 6. Paste Charity text
- 7. Click on Save
- Look for the green save confirmation alert at the top right of the screen
- 8. Click on Close
- 9. Click Table of Contents icon
- 10. Click **Preview** button
- 11. Close **Preview** tab to return to edit Charity page

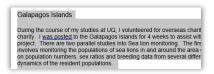
Sources	
Search Files	
Image Gallery	
File Library	
- mages	
Video	

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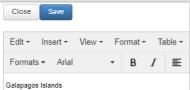
Ima	Images		
	Add Selected		
Тур	e here		
÷	Cadbury Kitchen		
÷	Cert2018NVIVO		
÷	jellyfish		
÷	sea-lion-on-san-cristobal		











Contents	Training Portfolio
Home	
About Me	
- Experience	
Work	
Charity	
+ Artifacts	
	and the second se



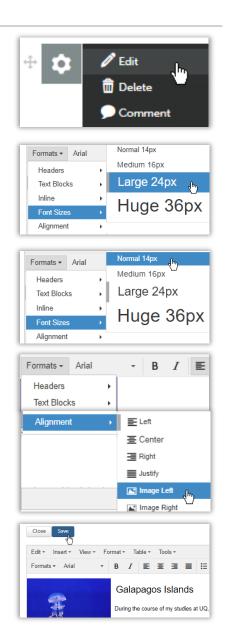
c. Combine text and image in a text block

- 1. Click **Options** icon beside text block 💿 or 💿
- 2. Select Edit
- 3. Paste charity text after image

This will be the same charity text we've just used in the previous text block

- 4. Select title "Galapagos Islands"
- 5. Click Formats in the toolbar
- 6. Hover over Font Sizes
- 7. Select Large 24px
- 8. Select the Text Paragraphs
- 9. Click Formats in the toolbar
- 10. Hover over Font Sizes
- 11. Select Normal 14px
- 12. Click on the image
- 13. Click on Formats in toolbar
- 14. Hover over Alignment
- 15. Select Image Left
- 16. Click on Save
- 17. Click on Close
- 18. Click Table of Contents icon
- 19. Click Preview button
- 20. Close Preview tab to return to edit Charity page

88



Contents	Training Portfolio
Home	
About Me	
- Experience	
Wak	
Chaity	Galapagos Islands
+ Artifacts	During the course of my studies at UC
	During the course of my studies at Du
	There are two parallel studies into Sex population numbers, sex ratios and br

Exercise 8.

- 1. Navigate to edit the Charity page
- 2. Click and drag the drag handle to move the image and text block
- 3. Drag and drop down over the Insert here marker

4 or

Exercise 9.

a. From a page

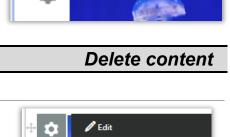
- 1. Go to the text block with only text on the Charity page
- 2. Click the settings icon **D**
- 3. Select Delete
- 4. Click on Delete to confirm

b. From the File Library

- 1. Click on Menu
- 2. Click on Work
- 3. Select File Library
- 4. Click the Training folder
- 5. Click the file marker for any file Whale.jpg
- 6. Select Delete
- 7. Click on Delete to confirm

Any file displayed on a page will either not have a delete option or will not allow you to remove the file.

Notes



前 Delete Comment

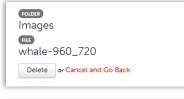
INSERT HERE



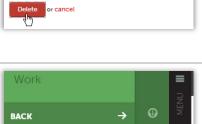
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	۹	View File
-	Cert2018NVIVO Uploaded 2 hours ago	History
-	jellyfish Uploaded <u>40 minutes a</u>	Download Replace
-	sea-lion-on-san-crist Uploaded 40 minutes a	obal
-	sealions-on-the-beau Uploaded 40 minutes a	Rename



Are you sure you want to delete

this content?

To re-order content

Exercise 10.

a. External Links

- 1. Navigate to the page to edit Charity
- 2. Click the settings icon
- 3. Select edit
- 4. Click on the image
- 5. Click the insert link button on the toolbar

A link is automatically available

- 6. Enter the information shown:
 - a. Url: https://ug.edu.au
 - b. Title: **UQ Homepage**
 - c. Target: New Window
- 7. Click OK

This link is not live in edit mode

8. Click on Save

b. Internal Links

You can create a link to an object you have in your library but you need to retrieve its URL before creating the link.

- 1. Edit the text block on the Charity page
- 2. Click the **Browse** button below the text block to **Get Direct URL to file**
- 3. Navigate to a file in the library -
- 4. Select a file, Click on Add Selected
- 5. Click on Done
- 6. Copy the link in the Direct URL field
- 7. Select the title text "Galapagos Islands"
- 8. Click the hyperlink button 🔗
- 9. Enter the information
 - a. Url: Paste Direct Url to File
 - b. Title: Conservation Projects
 - c. Target: New Window
- 10. Click on OK
- 11. Click on Save
- 12. Click on Close

Notes

p » span	Word
Get Direct URL to File	
1	Browse
Note: these links will not function unless viewing the po	ortfolio online.



Insert link	
Url	p2_uq/fs/402/Artifacts/cw885188id/Af_6198
Text to display	Galapagos Islands
Title	Conservation Projects
Target	New window
	Ok
	OK (

\$ 🧪 Edit	-lus
前 Delete	Edit
🗩 Comment	_





Links



- 13. Click Table of Contents icon
- 14. Click Preview button
- 15. Click image and Title to test links
- c. Link to media file
 - 1. Navigate to the page to edit Media
 - 2. Click the **ADD CONTENT** option
 - 3. Click on Text Block
 - 4. Click **insert content here marker** below existing video
 - 5. Click the **Browse** button below the text block to **Get Direct URL to file**
 - 6. Navigate to a file in the library *Pictures Show*
 - 7. Click on Add Selected
 - 8. Click on Done
 - 9. Copy the link in the Direct URL field
 - 10. Click the insert media button on the toolbar
 - 11. Enter the information shown:
 - a. Source: Paste Direct URL to File
 - b. Dimensions: 600 x 300
 - 12. Click **OK**
 - 13. Click to centre Align the clip
 - 14. Click on Save
 - 15. Click on Close

Gal	<u>pagos Islands</u>
During	Conservation Projects the course of my studies at UQ,



p » span	Word
Get Direct URL to File	
1	Browse
Note: these links will not function unless viewing the p	ortfolio online.



Į.		D . 0	Libra	ary Image
Inser	t/edit r	nedia		
General	Embed	Advanced		
Source	lons		halkandwire	.com/ep2_uq/fs/402/Artifa
Dimone				
				Ok to



Showcase

Exercise 11.

Apply a theme template

Preview

☆鳰♪

Setup

Setup Footer Portfolio Setup Name your Portfolio

Save Close

Edit Setup

Portfolio Title

Portfolio Settings for UQ Training Portfolio

+ Setup

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Collaborate

NEW! Build a Theme

Table of Contents
Customizable table of contents

☆ 🖓 🖺

Previe

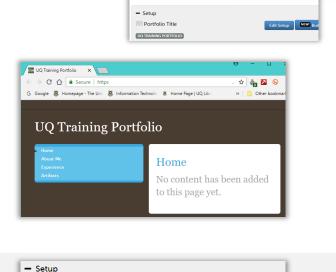
a. Apply a new theme template

- 1. Navigate to the portfolio you want to change.
- 2. Click the Preview button to display current theme
- 3. Click the Setup button
- 4. Click Edit Setup
- 5. Select a theme template from the gallery
- 6. Click on Save

A pop-up will indicate the portfolio has been saved

- 7. Click on Close
- 8. Click the Preview button

A preview of your portfolio with the new template will display in a new browser tab.



You can also customise the look of your portfolio by clicking the Build a Theme button

Portfolio Title

Edit Setup

Exercise 12.

- 1. Click the Setup option
- 2. Click the Edit Setup button
- 3. Change the portfolio name, as required
- 4. Click on **Save**
- 5. Click on Close

Share

Exercise 13.

a. Share a complete portfolio

Customizable table of contents 🖋 Enable Table of Contents Edit Mode 1. Navigate to edit the portfolio 🔺 📔 Home Click the page you want to share About Me Experience If you click a page it will jump to edit mode. Click Return to Artifacts **Table of Contents** or the Icon **Equired page** Certificates 🔒 Images highlighted Papers Sharing Secure Sharing URLs 3. Click Share this Page option + Share this Page Home Sharing Secure Sharing URLs 🛨 Share this Page 4. Click Generate Share URL button Share URL The default share option is the entire portfolio. Click this field to change to a page or page and its subpages Share This Page and Its Subpages Entire Portfolio This Page and It This Page Only **Optional Security Settings** Generate Share URL Ф Notes



Change a portfolio name

+ Setup	
- Setup Portfolio Title IDL TEANING PORTFOLIO	Edit Setup
Portfolio Settings for IDL Trainin Setup Footer Portfolio Setup	g Portfolio
Name your Portfolio	

Share a portfolio



- 5. OPTIONAL Settings
 - a. Add a password

Or

- b. Enter an expiration date
- 6. Click on update URL
- 7. Click on send email

URL will be available to send to any recipient.

Alternatively, you can copy and paste the link where required.

Password	Expiration
Update URL	Delete
Share URL	
https://shib.chalkandv	vire.com/ep2_uq/SecureUrlPage.aspx
Share	
Entire Portfolio	v
Allow Commentin	
Allow Commentin	ty Settings

▼ Optional Security Settings

b. Stop Sharing

1. Click the page listed in the **Share** field

- 2. Click the Delete button
- 3. Click **Delete** to confirm.

Sharing
Secure Sharing URLs
Share this Page
Experience
Charity dhy
Share URL
https://shib.chalkandwire.com/ep2_uq/SecureUrlPage.
Share
Entire Portfolio
Allow Commenting
Optional Security Settings
Update URL
Are you sure you want to delete
ttps://shib.chalkandwire.com/ep2_uq/SecureUrlPage.aspx?ur
Ither people will no longer be able to access it.
Delete or cancel