



## 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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Staff may contact their trainer with enquiries and feedback related to training content. Please contact Staff Development for booking enquiries or your local I.T. support for general technical enquiries.





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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

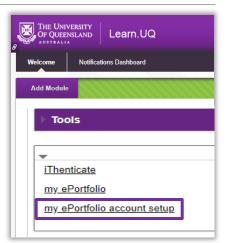
| Single <b>sign-on</b>  |
|--|
| If you have a username starting with "nk_", please click here to log in. |
| UQ username  |
| Password   |
| LOGIN  |
| Trouble logging in?<br>Terms of use                                      |

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.

| iThenticate          |                  |
|----------------------|------------------|
| 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 |   |      |                            |                        |

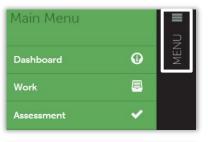
| (1) | Notification bar | Contains details about your account                           |
|-----|------------------|---|
| 2   | Menu bar         | Provides access to all tools in the my ePortfolio environment |
| 3   | Working Space    | Displays content, structure and editing options             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

# Navigating

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

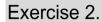
When first logging in the dashboard will appear with tabs for quick access to tools

3. Click tabs to view different screens





# Build



# Create a new Portfolio

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|   | Main Menu   |
|---|---|
| 1. Click on <b>Menu</b> at the left sidebar           | Dashboard   |
| 2. Click My Coursework                                | My Coursework 🖕 🕮   |
| 3. Click the <b>New Portfolio</b> 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 <b>Table of Contents –</b>                | Training Portfolio Table of Contents  |
| customizable table of contents                        | Customizable table of contents  |
| 6. Click on <b>Create</b>                             | <u>Can't find your table of contents?</u><br>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.

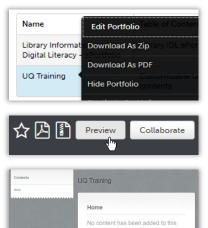
# Preview a Portfolio

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<br>View:<br>Recently Edited<br>Training Portfolio<br>GROUP (Unassigned) TOC Customizable table of contents          |
| My Portfolios  |
| 15 <b>v</b> records pe Edit Portfolio  |
| Name Distribution Contant<br>Training Portfolio<br>Hide Portfolio nts  |
| <ul> <li>Customizable table of contents</li> <li>Enable Table of Contents Edit Mode</li> <li>Home</li> </ul>                           |
| <ul> <li>Customizable table of contents</li> <li>Add</li> <li>Home</li> <li>Experience</li> <li>Artifacts</li> <li>About Me</li> </ul> |
| 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.

| <ol> <li>Click the Enable Table of Contents Edit Mode<br/>button</li> </ol>                   | <ul> <li>Customizable table of contents</li> <li>Enable Table of Contents Edit Mode</li> <li>Home</li> </ul> |
|---|--|
| Add subpages to create the structure shown:   |  |
| 2. Click a main page - Experience   | About Me   |
| 3. Click the <b>Add</b> 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 <b>Add</b> button  | Certificates   |
| 7. Enter sub-pages Certificates and Media   | Media  |
| 8. Click the <b>Done Editing</b> Button   | Customizable table of contents  Add  Done Editing  About Me  Experience  Artifacts                           |
| <ol> <li>9. Click Table of Contents text or icon</li> <li>10. Click Preview button</li> </ol> | © 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<br>sector. Possesses a commitment to delivering customer service excellence and |
| a reputation for ensuring complete customer satisfaction. Able to reduce costs<br>by implementing processes that are more efficient. Maximises profits by           |
| analysing trends and providing advice and guidance to junior colleagues.<br>Currently undertaking additional training in food hygiene, in order to access a         |
| concerning anachering additional mainling in rood hygiene, in order to access a   |

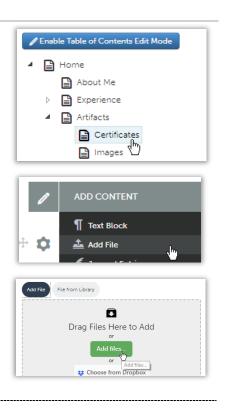
Courtesy of Jen David: CVLibrary

#### 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<br>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<br>or<br>Add files  |
| Stay on this p               | Start Uploading All  |
| Saved to File<br>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"<br>embed/SVHIITacMFY" framebor<br>dia" allowfullscreen> |
|           |            |             | Ok  |



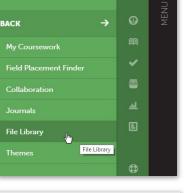
## Content in the File Library

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<br>党 Charity Projects Abroad.pdf   | Type<br>Adobe Acrobat Dc |
| Drag Files Here to Ac<br>or<br>Add files<br>or<br>Choose from Dropbox<br>or<br>Choose from OneDrive                                 |                          |
| Add File WXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  |                          |

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| > < 🛧 📙 « ePoi        | tfolio > Resourc      | es ∨ č                           | Search Reso                   | urces    |          | ۶ |
|-----------------------|-----------------------|----------------------------------|-------------------------------|----------|----------|---|
| 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           | <ul> <li>All Files</li> </ul> |          |          | ` |
|                       | 1 1 1 1 2             |                                  |                               | _        | Cancel   |   |
|                       |                       |                                  | Open                          | <b>.</b> | Cancel   |   |
|                       |                       |                                  |                               |          |          |   |
|                       |                       |                                  |                               |          |          |   |
|                       |                       |                                  |                               |          |          |   |
| (D)                   |                       |                                  |                               |          |          |   |
| 1                     | whate-960_720.jpg     | 124.64 KB                        |                               |          | • Rat    | × |
| And a second          | whate-960_720.jpg     |                                  |                               |          | • Start  |   |
| And a second          |                       |                                  |                               |          |          | Þ |
| And a second          | sealions-on-the-beach | .pg 39.21.W8                     | 50_720.jpg                    |          |          |   |
|                       | sealions-on-ite-beach | 99 3921×8<br>whate-94            | 50_720.jpg<br>on-the-be       | ach.jpg  | ♥ Start  |   |
| Saved to File Libr    | antons-on-the-beach   | 3921 X8<br>Whale-94<br>seations- |                               |          | ◆ Start  |   |



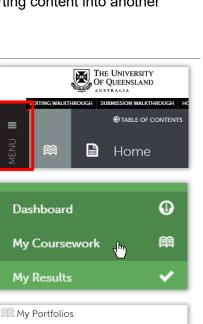
### Exercise 7.

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<br>LePortfolio<br>Duplicate Portfolio |
| 4    | Home                   | 2  |
|      |                        | bout Me<br>xperience                                 |
|      | ſ                      | Work   |

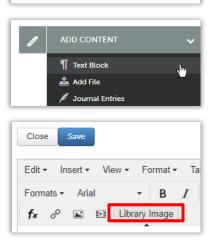
🕒 Charity

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

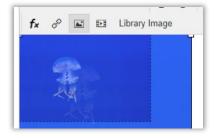
- 1. Go to exercise file Training content.docx
- 2. Copy Charity Text Paragraphs
- 3. Click the ADD CONTENT option
- 4. Click on **Text Block**
- 5. Click inset content here marker below image
- 6. Paste Charity text
- 7. Click on Save
- Look for the green save confirmation alert at the top right of 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

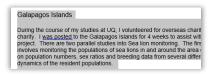
| Sources       |  |
|---------------|--|
|               |  |
| Search Files  |  |
| Image Gallery |  |
| File Library  |  |
| - mages       |  |
| Video         |  |

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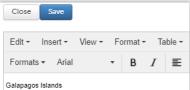
| Ima | Images                    |  |  |
|-----|---------------------------|--|--|
|     | Add Selected              |  |  |
| Тур | e here                    |  |  |
| ÷   | Cadbury Kitchen           |  |  |
| ÷   | Cert2018NVIVO             |  |  |
| ÷   | jellyfish                 |  |  |
| ÷   |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











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



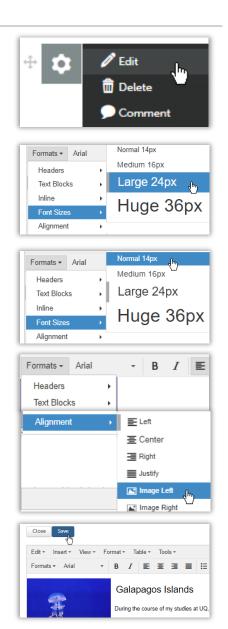
#### c. Combine text and image in a text block

- 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

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| 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<br>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

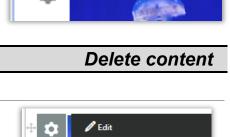
- 1. Go to the text block with only text on the Charity page
- 2. Click the settings icon **D**
- 3. Select Delete
- 4. Click on Delete to confirm

### 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

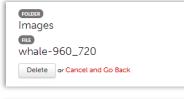
INSERT HERE



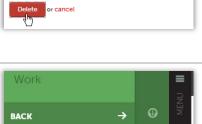
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|   | ۹  | View File           |
|---|--|---------------------|
| - | Cert2018NVIVO<br>Uploaded 2 hours ago          | History             |
| - | jellyfish<br>Uploaded <u>40 minutes a</u>      | Download<br>Replace |
| - | sea-lion-on-san-crist<br>Uploaded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

| \$<br>🧪 Edit | -lus |
|--------------|------|
| 前 Delete     | Edit |
| 🗩 Comment    | _    |



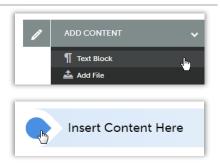


### Links



- 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<br>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.      |          | <b>D</b><br>. 0 | Libra       | ary Image                 |
|---------|----------|-----------------|-------------|---------------------------|
| Inser   | t/edit r | nedia           |             |                           |
| General | Embed    | Advanced        |             |                           |
| Source  | lons     |                 | halkandwire | .com/ep2_uq/fs/402/Artifa |
| Dimone  |          |                 |             |                           |
|         |          |                 |             |                           |
|         |          |                 |             | Ok<br>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

THE UNIVERSITY OF QUEENSLAND

Collaborate

NEW! Build a Theme

Table of Contents
Customizable table of contents

☆ 🖓 🖺

Previe

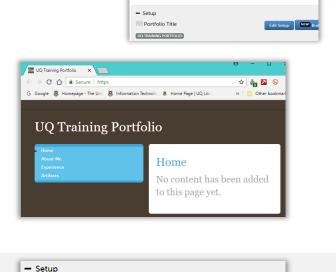
### a. Apply a new theme template

- 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<br>Portfolio Title<br>IDL TEANING PORTFOLIO                          | Edit Setup  |
| Portfolio Settings for <b>IDL Trainin</b><br>Setup Footer<br>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  |