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my ePortfolio

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 NOT using e-Portfolio for studies – simply access via the learn.uq Welcome screen.

| Exercise 1.	*my ePortfolio Access*

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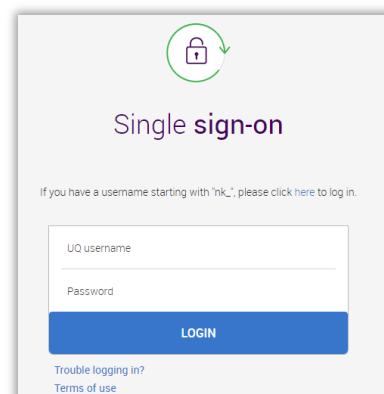
b. First time access (No course requirement to use)

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.
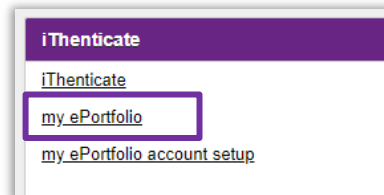

Notes
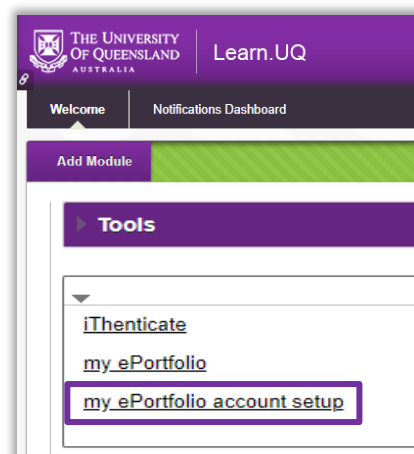
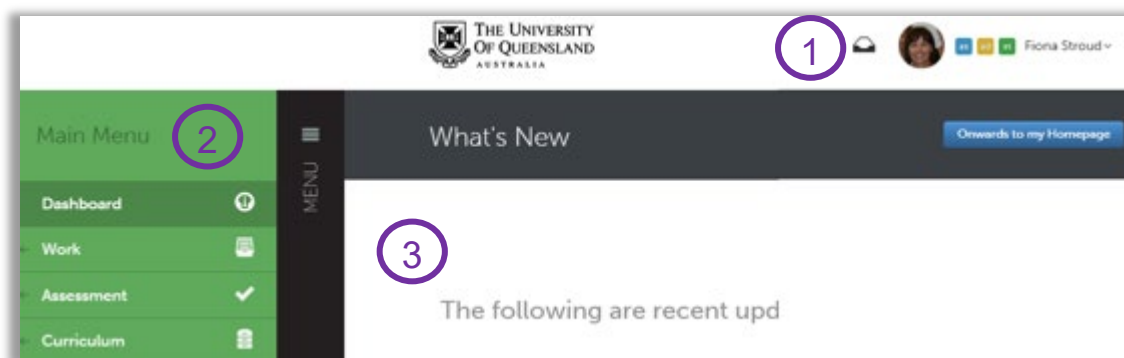e-Portfolio overview

c. **Regular access**

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

Interface Overview

|		
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**
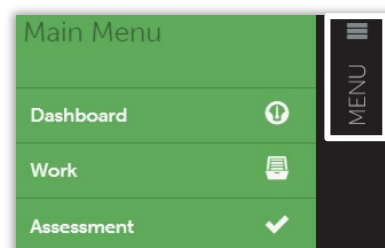
When first logging in the dashboard will appear with tabs for quick access to tools
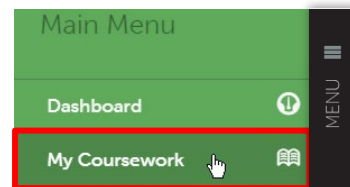
3. Click tabs to view different screens

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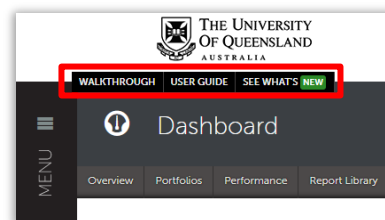
Build

Exercise 2.	*Create a new Portfolio*

1. Click on **Menu** at the left sidebar

2. Click **My Coursework**

3. Click the **New Portfolio** button

4. Enter a **Name – Training Portfolio**

5. Choose a **Table of Contents –**
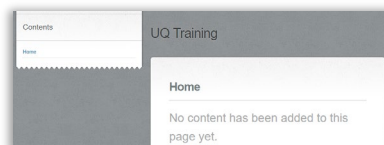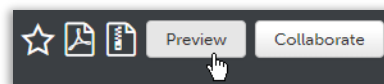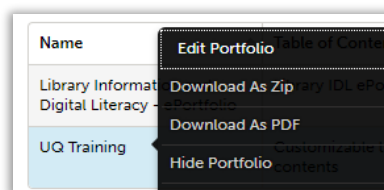   *customizable table of contents*

6. Click on **Create**
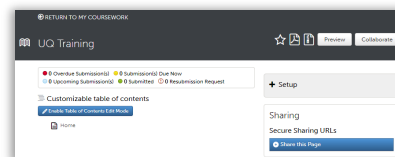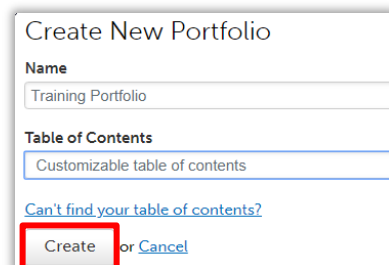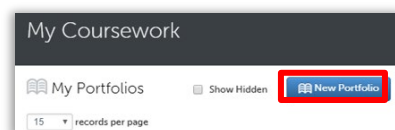
A new portfolio will be created and display on screen

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

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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.	*Add pages via Table of Contents*

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

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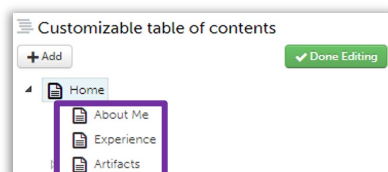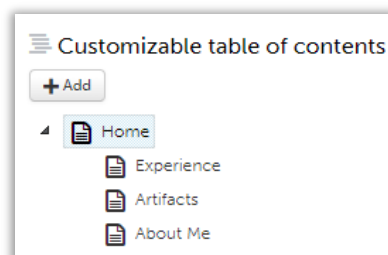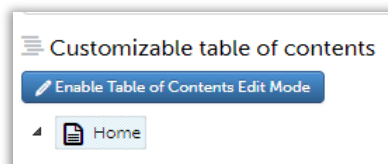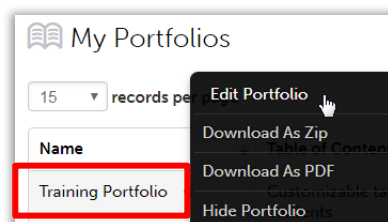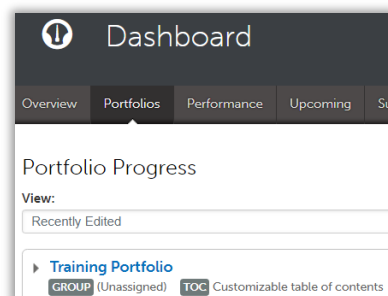
Exercise 5.   *Add Sub-Pages*

Default editing relates to actual portfolio page content.

1. Click the **Enable Table of Contents Edit Mode** button

Add subpages to create the structure shown:

2. Click a main page - **Experience**

3. Click the **Add** button

4. Enter sub-pages *Work* and *Charity*

5. Click a main page - **Artifacts**

6. Click the **Add** button

7. Enter sub-pages *Certificates* and *Media*

8. Click the **Done Editing** Button

9. Click **Table of Contents** text or 📖 icon

10. Click **Preview** button
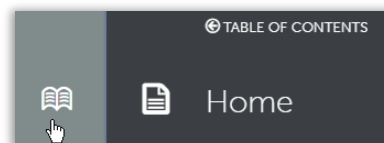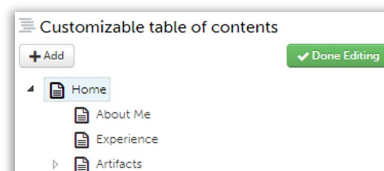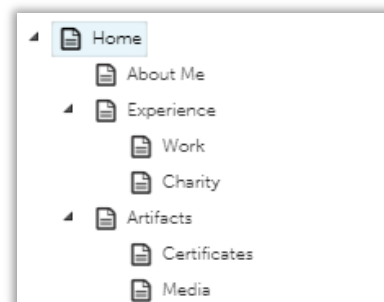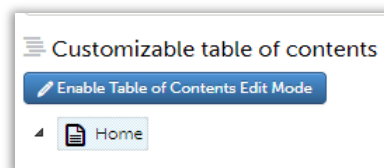
Exercise 6.   *Add Page Content*

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

a. **Text**

Open the file **Training Content.docx**

1. Click on **Home** page

It will automatically display

2. Click the **Add content** option

3. Select **Text Block**
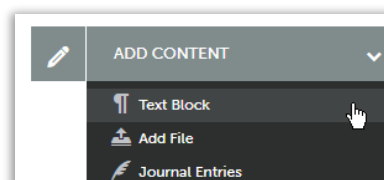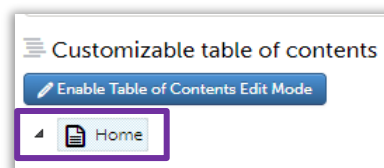
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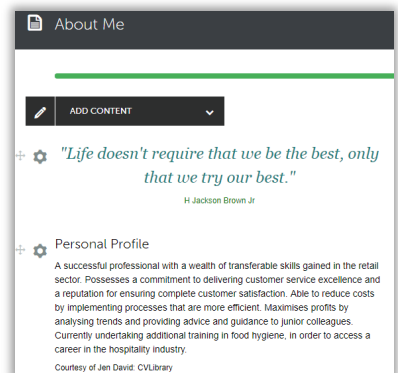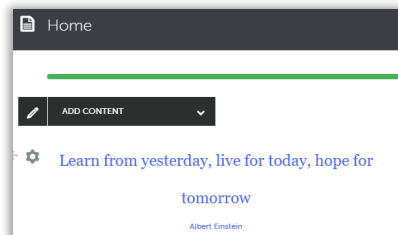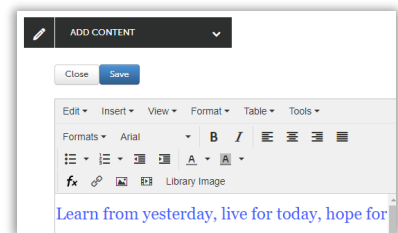4. Enter or paste text into the text block editor.

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

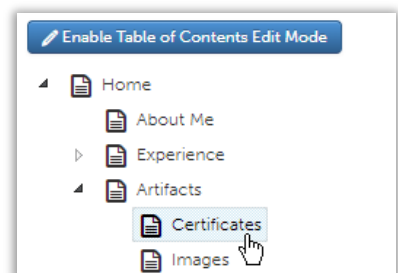The added text will display as it will show in the live portfolio

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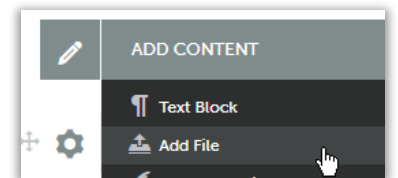
b. **Files**

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
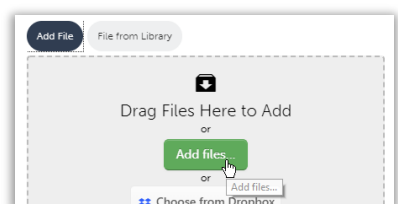
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6. Select the file to add – **Cert-2018NVIVO.pdf**

7. Click on **OPEN**
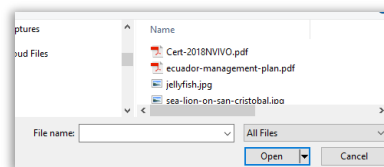
8. Click on **Start Uploading All**
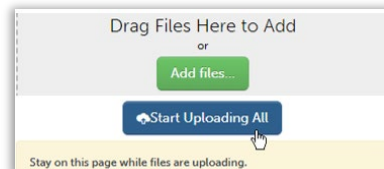
A checkmark will display after successful upload
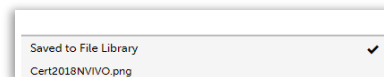
9. Click **Close**

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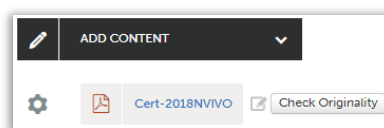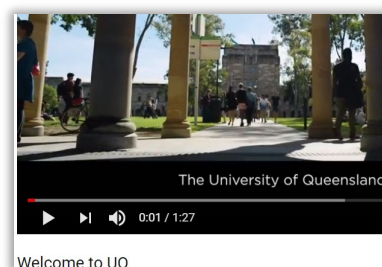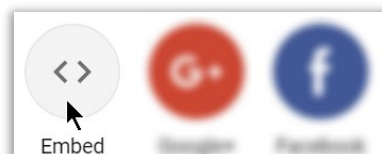
c. **Video**

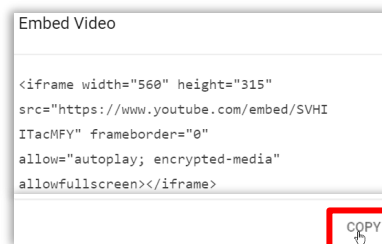*Online clips*

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**

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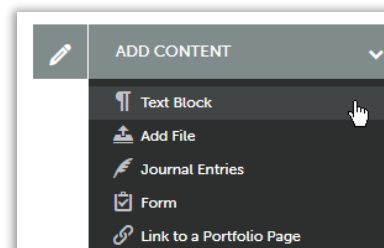
10. Click on **insert media** button on the toolbar
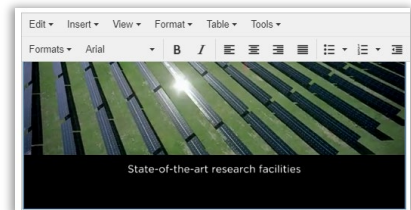
11. Click the **Embed** tab

12. Paste the embed code from YouTube

13. Click on **OK**

The clip will display in the text block.
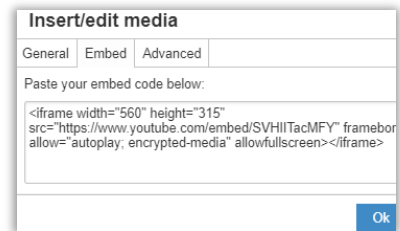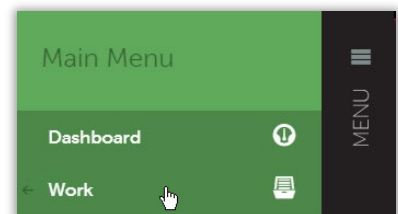
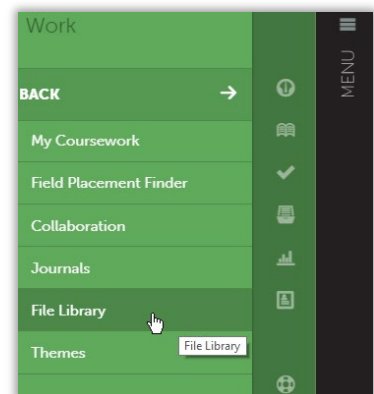14. Click on clip to play a preview

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
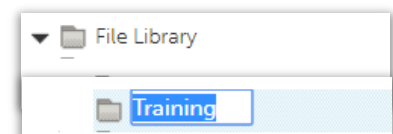
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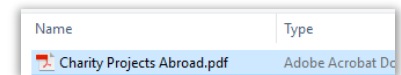7. Click the **Upload Files** button
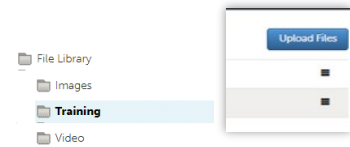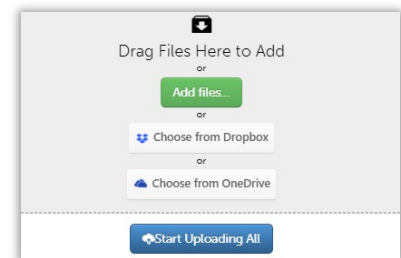

8. Click the **Add Files** button
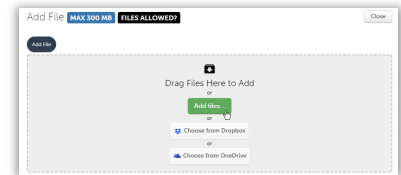
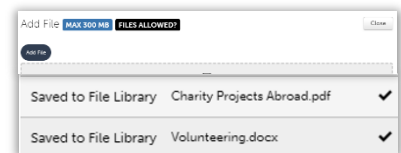9. Select the **PDF** files

10. Click on **Open**

11. Click on the **Start Uploading All** button

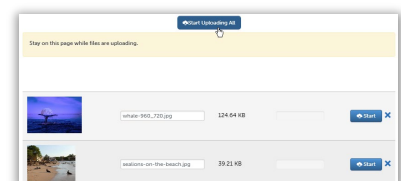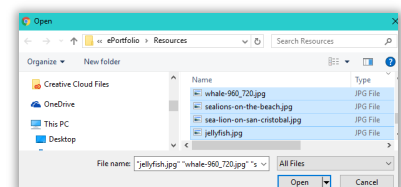Check all files are uploaded

12. Click on the **Close** button

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

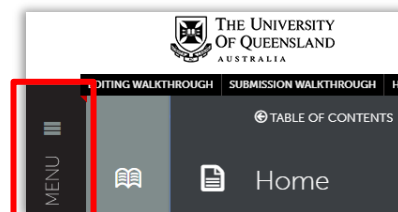Notes

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Edit

Exercise 7.	*Add and Edit content*

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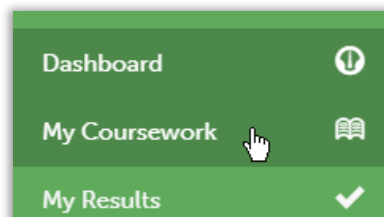
a. Add an image to a text block

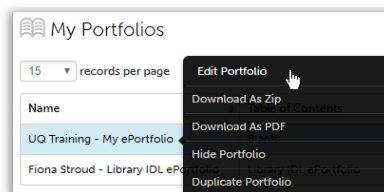To add an image to a text block it must first be added to your file library

1. Click **Menu**

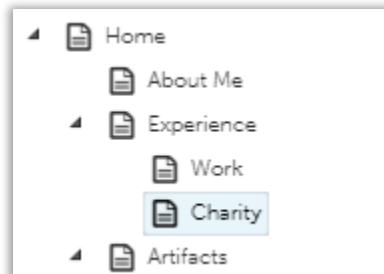2. Click **My Coursework**

3. Click **Training Portfolio**
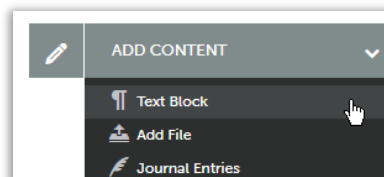4. Select **Edit Portfolio**

5. Navigate to the **Charity** page
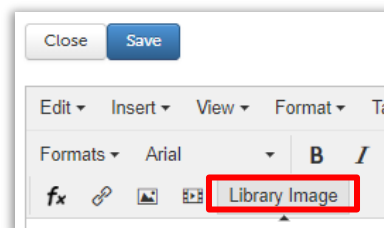6. Click to **Edit**

7. Click the **ADD CONTENT** option
8. Click on **Text Block**

9. Click the **Library Image** button

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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
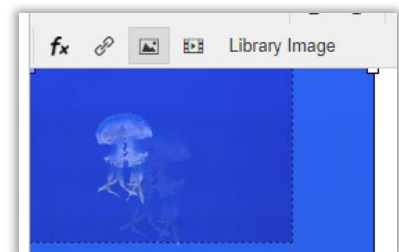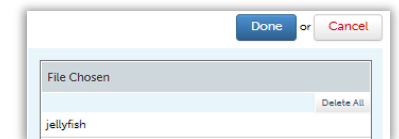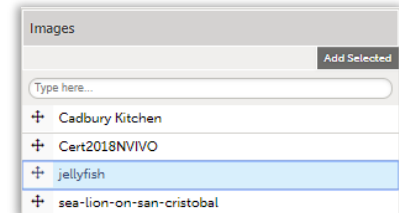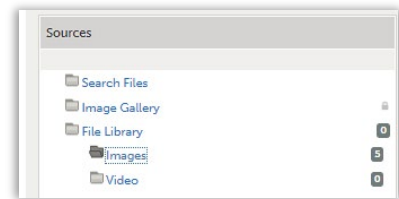
13. Click on **Done**

Images will be added to the text block

14. Click to change the alignment

15. Click and drag to resize the image, if necessary.

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

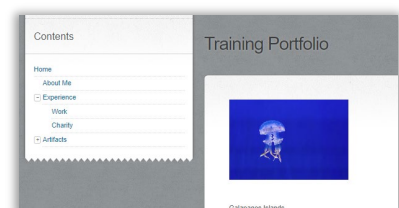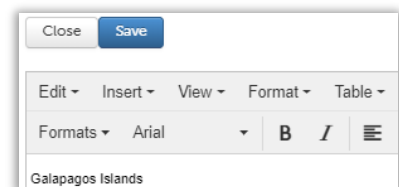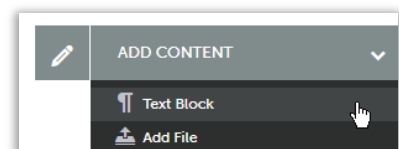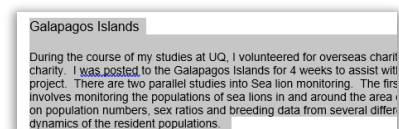6. Paste **Charity text**

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

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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
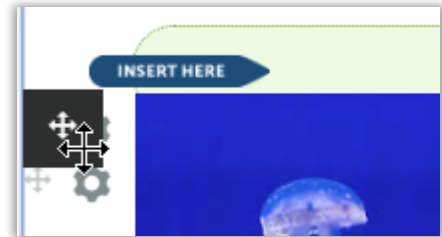
20. Close **Preview** tab to return to edit Charity page

Notes

　　　　　　　　　e-Portfolio overview

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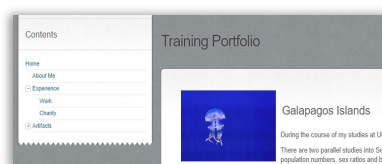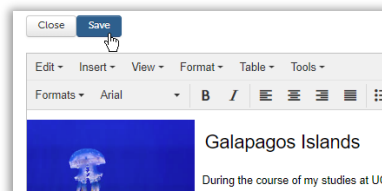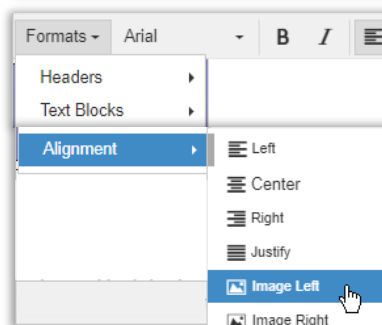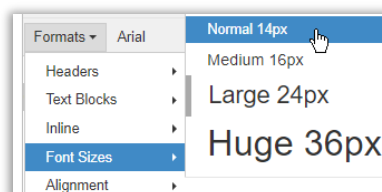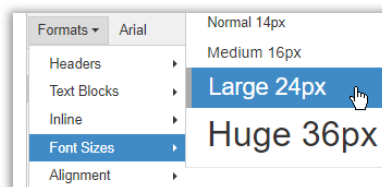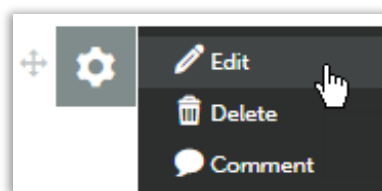
Exercise 8.   *To re-order content*

1. Navigate to edit the **Charity** page

2. Click and drag the drag handle ⊕ *or* ✛
    to move the image and text block

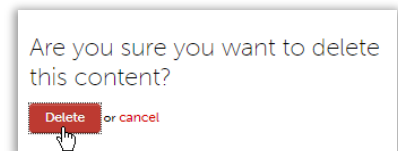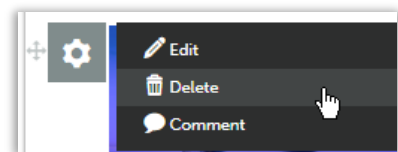3. Drag and drop down over the **Insert here** marker

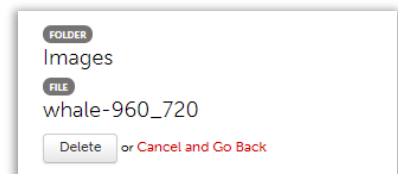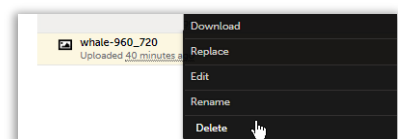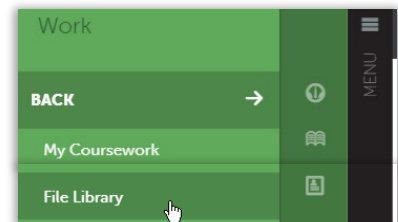## Exercise 9.   *Delete content*

a. **From a page**

1. Go to the text block with only text on the **Charity** page

2. Click the settings icon ⚙

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.

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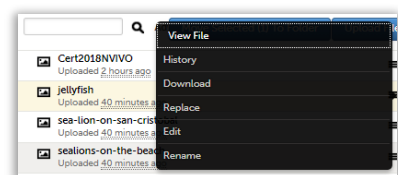
Exercise 10.	*Links*

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://uq.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**
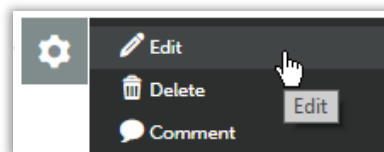
b. Internal Links

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**

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
13. Click Table of Contents icon

14. Click **Preview** button

15. Click image and Title to test links
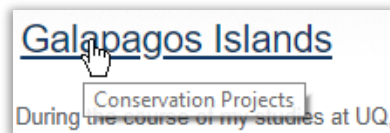
c. **Link to media file**

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

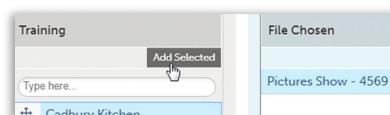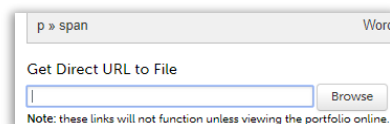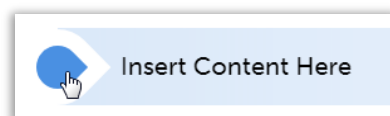10. Click the **insert media** button on the toolbar

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**
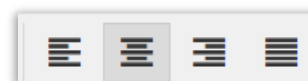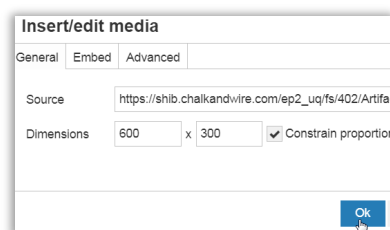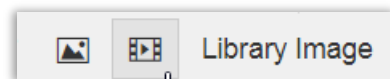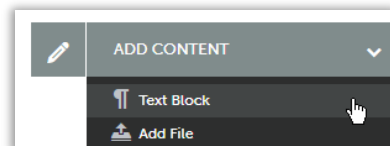
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Showcase

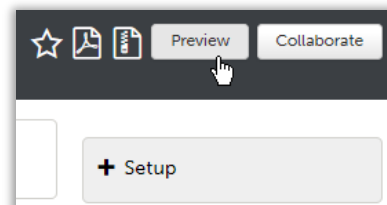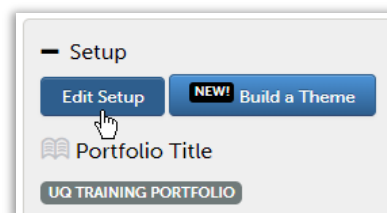| Exercise 11.	*Apply a theme template*

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**
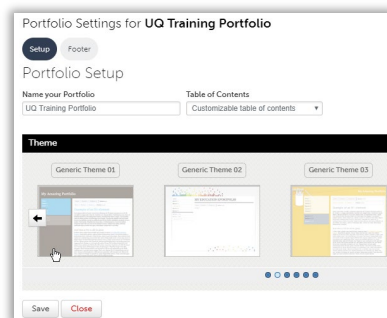
8. Click the **Preview** button

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

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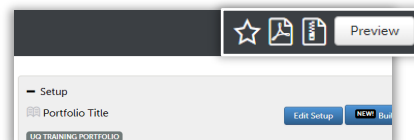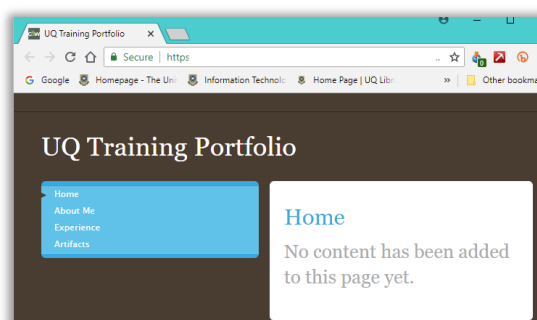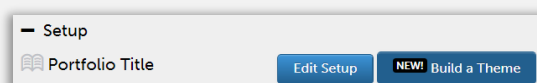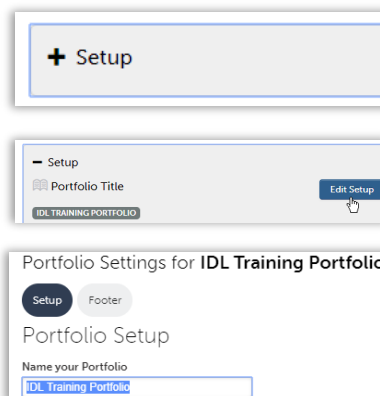## Exercise 12.   *Change a portfolio name*

1. Click the **Setup** option

   + Setup

2. Click the **Edit Setup** button

   — Setup
   Portfolio Title   Edit Setup
   IDL TRAINING PORTFOLIO

3. Change the portfolio name, as required

   Portfolio Settings for **IDL Training Portfolio**
   Setup   Footer
   Portfolio Setup
   Name your Portfolio
   IDL Training Portfolio

4. Click on **Save**
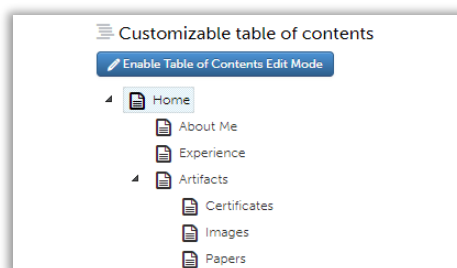
5. Click on **Close**

Share

Exercise 13.   *Share a portfolio*
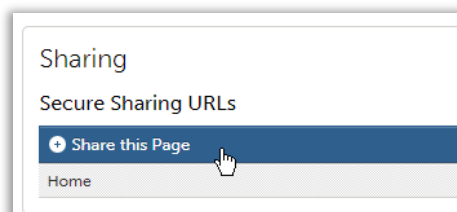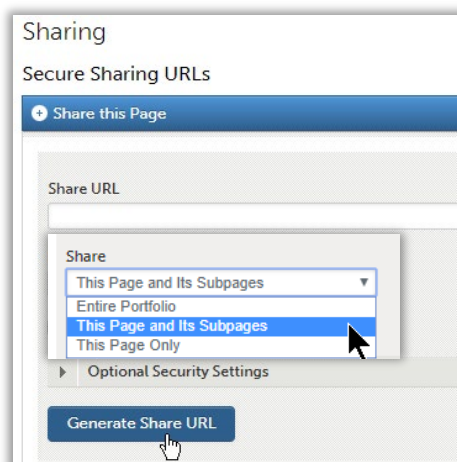
a. **Share a complete portfolio**

1. Navigate to edit the portfolio

2. Click the page you want to share

   If you click a page it will jump to edit mode. Click **Return to Table of Contents** or the Icon 📖 to see the required page highlighted

   ≡ Customizable table of contents
   ✏ Enable Table of Contents Edit Mode
   ▲ 📄 Home
      📄 About Me
      📄 Experience
   ▲ 📄 Artifacts
      📄 Certificates
      📄 Images
      📄 Papers

3. Click **Share this Page** option

   Sharing
   Secure Sharing URLs
   ⊕ Share this Page
   Home

4. Click **Generate Share URL** button

   The default share option is the *entire portfolio*. Click this field to change to a page or page and its subpages

   Sharing
   Secure Sharing URLs
   ⊕ Share this Page

   Share URL

   Share
   This Page and Its Subpages ▼
   Entire Portfolio
   This Page and Its Subpages
   This Page Only
   ▶ Optional Security Settings

   Generate Share URL

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5. OPTIONAL Settings

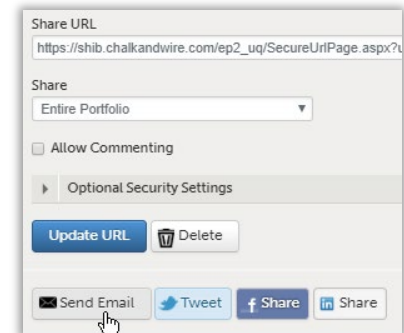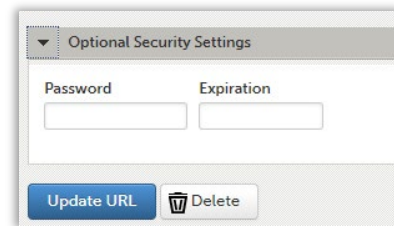   a. Add a password

    Or

    b. Enter an expiration date

6. Click on update URL
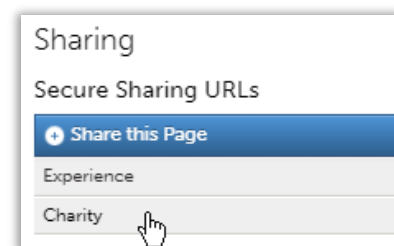
7. Click on send email

URL will be available to send to any recipient.

Alternatively, you can copy and paste the link where required.
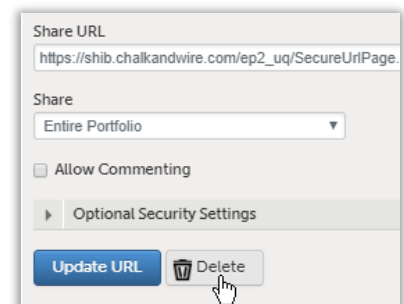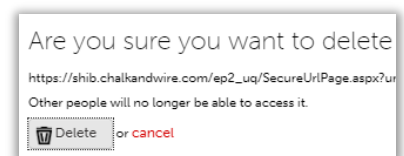
b. **Stop Sharing**

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

2. Click the **Delete** button

3. Click **Delete** to confirm.

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