ePorfolio: Getting Started

Log in – on the ePortfolio homepage (http://portfolio.umn.edu) click on *General User login* and enter your UM username and password

Enter - To enter an element with attached material

- ➢ On navigation bar go to *Enter/Enter Information*
- ➢ Select appropriate element (e.g., use *Education Documentation* for entering coursework)
- ➢ Name the element and enter description and any other fields
- ➢ Click *Save.* Once saved, you may enter tags and attach files
    - o Below element enter one or more tags
    - o To the right of the element select *Attach* to attach a file or link to a web page
- ➢ Click *Back* tab

To upload a new file

- ➢ On the navigation bar at the top of the page, go to *Enter/Upload Material*
- ➢ Click *Upload File*
- ➢ Select File from your desktop
- ➢ Enter name, description, and author (if you are the author, put your name; if not, give credit where credit is due. Otherwise it is plagiarism.)
- ➢ Click *Save and Edit* (to add tags) or *Save*

To upload an existing file

- ➢ Go through the steps to upload a new file
- ➢ When the file is chosen select option
    - o Overwrite (renames original file)
    - o New file name (saves original file and new file)
- ➢ Click *Save and Edit* (to add tags) or *Save*

To enter a web link

- ➢ On the navigation bar at the top of the page, go to *Enter/Upload Material*
- ➢ Click *Add a New Link*
- ➢ Paste URL into the required field
- ➢ Enter name of link, brief description and author
- ➢ Click *Save and Edit* (to add tags) or *Save*

Share - To create a new portfolio (presentation)

➢ On the navigation bar at the top of the page, go to Share/Create Portfolios
➢ In step 1, enter the portfolio *Title* and *Description*
➢ Selecting *Custom Template* will let you choose from all entered elements and materials to share
➢ Click *Save and Continue* after each of the following steps to create the portfolio
  o Step 2, check the boxes next to the title of the material you wish to share
  o Step 3, reorder materials as you wish
  o Step 4, choose style (you may *Preview* the portfolio at this step)
  o Step 5, select tags that are searchable by you and individuals with whom you share the portfolio
  o In step 6 there are multiple options:
    ▪ Select *Easy Download* only if you want to allow viewers to download the portfolio (this is useful if there is a lot of information to share)
    ▪ Select *Expiration Date* (this is optional and should be used only when necessary)
    ▪ Select *Viewers* (Private portfolios are viewable only to individuals with whom you have shared the portfolio whereas public portfolios are viewable by anyone)
    ▪ *Notification* is optional. You may send email to viewers when you want to alert individuals you have shared a portfolio with them.
  o When finished with step 6 click *Save and Finish*

Share - To edit portfolio (presentation)

➢ On the navigation bar at the top of the page, go to Share/View Edit Portfolios
➢ Select the portfolio (click on title) and select *edit*
➢ Choose the step(s) you would like to edit (note: when you add or delete content in step 2, the shared portfolio is automatically updated to reflect these changes once it is saved)
➢ When finished editing the desired step(s), click *Save and Finish*

Share - To use quickshare (creating a portfolio in two steps)

➢ Locate existing elements or materials through search or advanced search
➢ Put checks in front of items you want to share
➢ Select *Share items*
➢ Enter title and description
➢ Select Viewers
➢ Enter *Save and Finish*

View – to view shared portfolios

➢ On navigation bar go to View/View Shared Portfolio
➢ Select portfolio and click on title
➢ Click on *view* (if permission is granted you may save it to your desktop by clicking *download*)
➢ When viewing the portfolio your comments may be added to elements or the entire portfolio
➢ When finished viewing, close the browser pop-up window for the portfolio

Community – to join and participate in a community

➢ On the navigation bar go to Enter/Communities/Community Directory
➢ Click on the name of a community in which you would like to participate
➢ On the community welcome page, click *join community* if you would like the community page to show up on the list of your communities
➢ Click on community *Objectives* to view the community goals and objectives. In most cases these are learning outcomes specific to the community
➢ To enter information, go to *My Collection* select a collection guide, and go through the steps to enter elements and attachments by clicking *Create New Element* or select *Use Existing Element* to use elements that have been entered previously in to your ePortfolio collection
➢ Once elements have been entered, you may use a portfolio template at the bottom of the collection guide to share selected materials or you may return to the community welcome page by clicking the back button
➢ A completion bar shows the percent of element types in the collection guide that you have entered
➢ In the section for *My Portfolios* you do the following:
    o Create new portfolios
    o View and edit your existing portfolios
    o View and comment on shared portfolios

ePortfolio Assistance

➢ For general information about ePortfolio for instructional and assessment purposes, contact Paul Treuer (ptreuer@d.umn.edu) or Lisa Reeves (lreeves@d.umn.edu)
➢ For classroom presentations, contact Sonja Olsen (solsen@d.umn.edu)
➢ For technical assistance, send a description of the problem to the ePortfolio helpdesk (portfolio@umn.edu)