*e*Portfolio Quick Start Guide

Logging into ePortfolio

1. Open a web browser and go to http://portfolio.umn.edu

2. Log into *e*Portfolio using your University Internet ID and password

Entering Information into Elements

1. Click on the ***Enter your information*** link on the left side of your screen

2. Navigate to ***View and manage existing elements***

3. Click on the button next to one of the subcategories, and enter the requested information.

4. When you are done entering information, click ***Save***

5. You may attach materials and web links by clicking on the ***Attach Materials*** tabs on the right

6. Enter tags at the bottom of the page so you can search and easily find your information

Uploading Files

1. Click on the ***Upload Materials*** link on the left side of your screen

2. Click on ***Upload a new file***

3. Select the file you would like to attach and fill out the text fields

4. Click ***Save and Edit***

5. Enter tags

Finding elements and materials in your ePortfolio

1. In the search box at the top of every page:

    a. Enter the title or tag for the item you are looking for

    b. Select element, material, or portfolio and click ***Go***

    c. A list of the items matching the criteria will appear

2. Use the ***Advanced Search*** feature to refine your selection criteria by the following:

    a. Title

    b. Collection

    c. Private, public, and system tags

3. View or edit your items or select one of the following global actions:

    a. QuickShare

    b. Delete

    c. Apply Tags

    d. Attach Materials

Creating a New Portfolio (presentation)

1. Click on the *Create Portfolios* link under the Share section of the menu on the left

2. Complete the following information on the Set Up (Step 1) Portfolio screen:

    a. Title – Give the presentation a name

    b. Description – A brief description of the portfolio (include the purpose)

    c. Enter settings for private, public, easy download, and expiration date

3. Select Template – You can choose from many different templates. The Custom Template allows you to choose from any of the elements in your portfolio, while the other templates specify only certain elements to be included in the presentation

4. Click the button *Save and Continue*

    a. Step 2- put a check in front of the elements you want to share

    b. Step 3 – Arrange the elements in the order in which you want them to appear

    c. Step 4 – Select the style and preview

    d. Step 5 – Select viewers and send viewers a message. Note: For people associated with the University, enter their Internet ID in the User ID box. You can click on Directory Lookup or (pop-up) to search for an Internet ID. For people not associated with the University, simply enter an email address in the Guest Email box

Viewing Private Portfolios from Others

1. To view private portfolios that others have shared with you, first click on ***View shared portfolios***

2. The list of shared portfolios may be organized by individual or date shared

3. From this list of available portfolios, click on the name of the portfolio you would like to view

4. Click on any of the items in the ***Attachments*** column to view those materials

5. Add your comments at the bottom of the shared portfolio

6. The individual sharing the portfolio will see an icon indicating you have read the portfolio

Viewing Public Portfolios from Others

1. Click on *Search for public portfolios*

2. Enter the U of M username of the individual who's public portfolio you would like to view

3. Click *view* to see the public portfolio