GATHER CONTENTS

1 Getting Started

Quick tip

Please Go To myUTM

✓ **E-Portfolio** Menu

1. Go to **Main Menu** ☰
2. Under **Create** menu, select **Reflections**

2 Start the Reflections. Create New Program Reflection

✓ Click ➕ Create reflection

Add **Title** Program
  ✓ e.g: TownHall Mahasiswa

Add the **Description**
  ✓ Maklumat Ringkas Program
  ✓ Tarikh
  ✓ Tempat
  ✓ Penganjur
  ✓ Jawatan yang disandang

3 Specify the New Details Entry for Program Reflection

✓ Click ➕ New entry

Add **Title** for **Graduate Attribute**
  ✓ e.g: Teamworking & Leadership Skills (TW)

Add the **Entry** descriptions
  ✓ 1) Mini Report : (text)
  ✓ 2) Self Reflection : (text)

Add attachment 📷 💼 📔 🖋️

Click **Save Entry**

Program Reflection

↓ insert

Graduate Attribute Title ONLY

MAKE PORTFOLIO PAGE

4 Start the Pages and Collection. Create New Program Page

1. Go to **Main Menu** ☰
2. Under **Create** menu, select **Pages and Collections**

✓ Click **Add** and select **Page**
✓ Insert Programme Page **Title**
✓ Set **Layout** as desired

Click **Save** button

5 Drag and Drop Reflections to the Page.

✦ ✏️ Reflection

∨ ✏️ Reflections

✦ ✏️ Reflection

✦ 📄 Reflection entry

✦ 🕐 Recent reflection entries

✦ 🏷️ Tagged reflection entries

Reflection

✓ Select Your Program Reflection

Click **Save** button

6 Display Program E-Portfolio Page

Click **Display Page** button below to view the Reflection.

Program Eportfolio Page
by Administrator
Tags: profile

TOWNHALL MAHASISWA 1.0

Maklumat Ringkas Program : Memfokuskan kepada kebajikan mahasiswa
Tarikh : 17 April 2018
Tempat : DSI UTM
Penganjur : Majlis Perwakilan Pelajar.
Jawatan yang disandang : AJK

Tags: profile
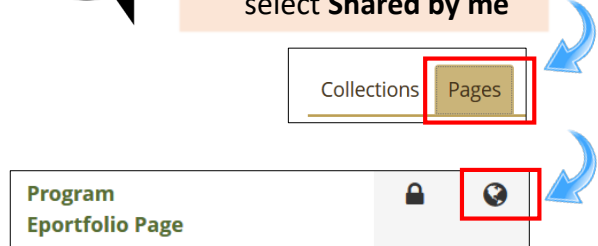
Communicating Skills (CS)
🗓 Posted by Administrator on 12 June 2019, 10:45 AM
🗓 Last updated Wednesday, 12 June 2019, 11:15 AM

1)Mini Report : (text)

2) Self Reflection : (text)

Pengurusan Perhubungan Pelanggan (CRM)
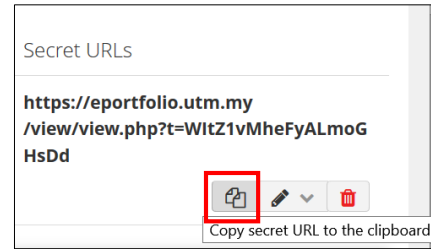Pusat Teknologi Maklumat dan Komunikasi . Universiti Teknologi Malaysia.

HUBUNGI KAMI Sistem : http://aduan.cict.utm.my | Emel : software@utm.my | No telefon : 07-5532136/ 31976/ 31977/ 019-7786131

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SHARE AND GET URLS

6 Create the Secret URLs

1. Go to **Main Menu** ☰
2. Under **Share** menu, select **Shared by me**

Collections | **Pages**

Program
Eportfolio Page 🔒 🌐

7 Copy the secret URL to your clipboard

✓ Click   ➕ New secret URL

Secret URLs

https://eportfolio.utm.my /view/view.php?t=WltZ1vMheFyALmoG HsDd

📋 ✏ ▾ 🗑

Copy secret URL to the clipboard

8 Paste secret URL into the MyUTM Academic ExCEL system

https://eportfolio.utm.my/view/view.php?t= WltZ1vMheFyALmoGHsDd

Copy and Paste Secret URL

No.	Activity Name	Role	Session	Period	Category	URL	View
7	TOWNHALL MAHASISWA 1.0	Participation	2017/2018-2	17/04/2018 - 17/04/2018	Leadership	e-portfolio	🔍

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