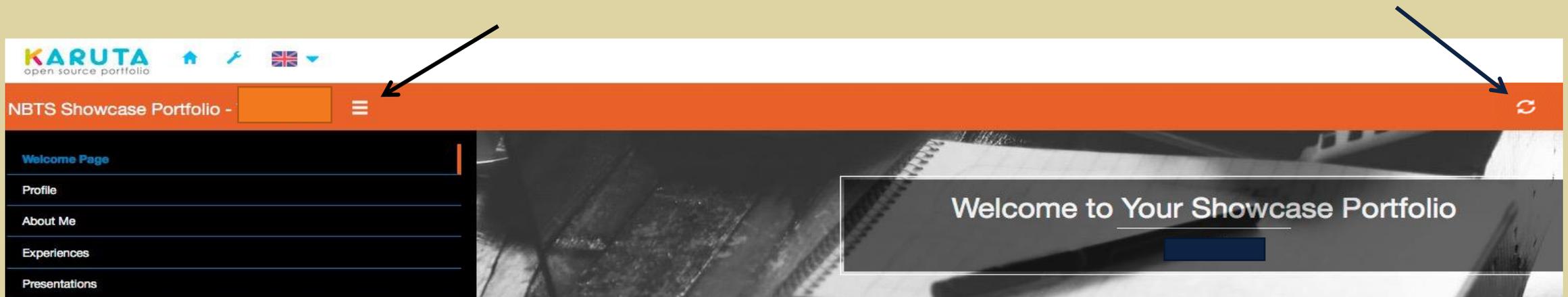
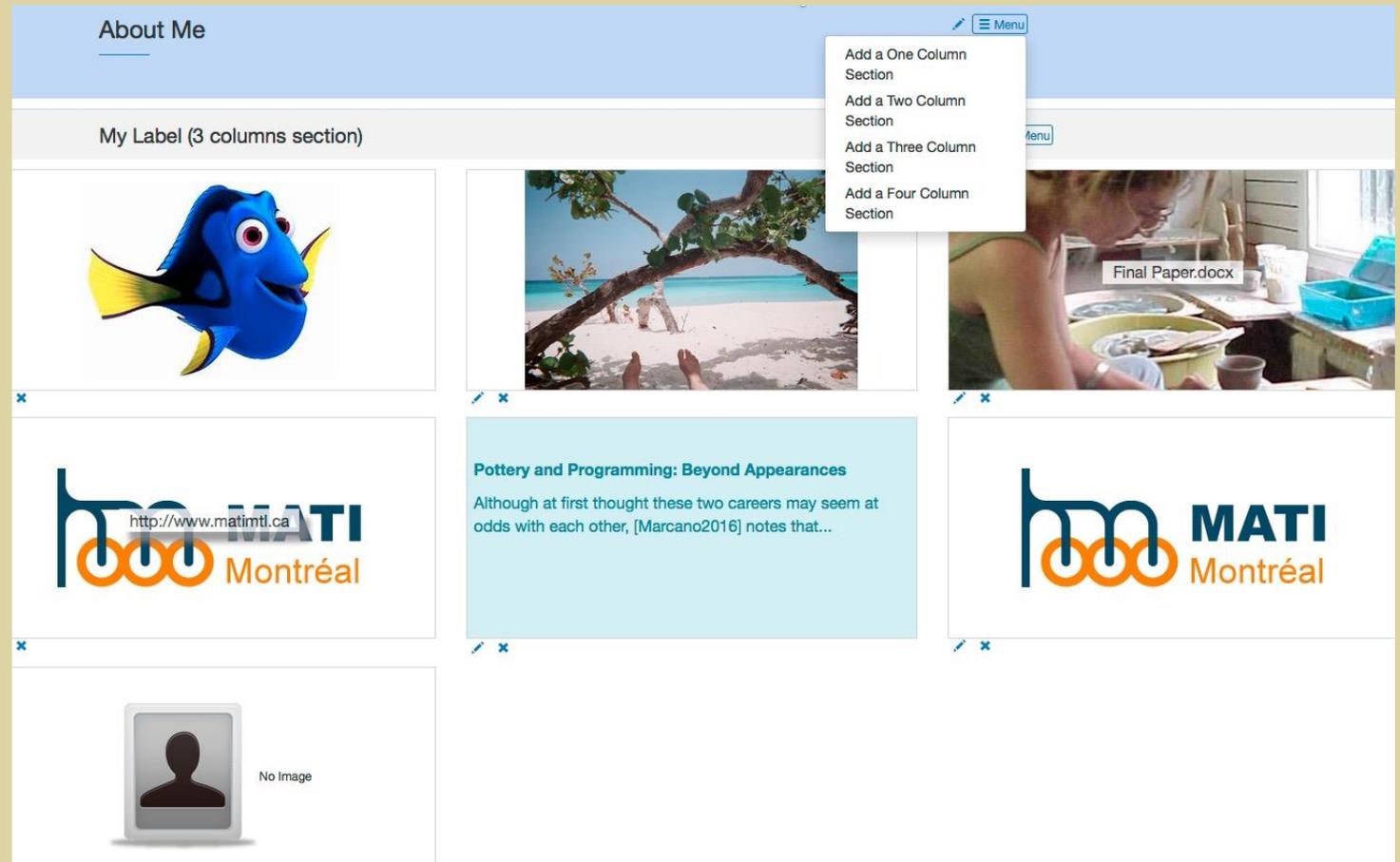
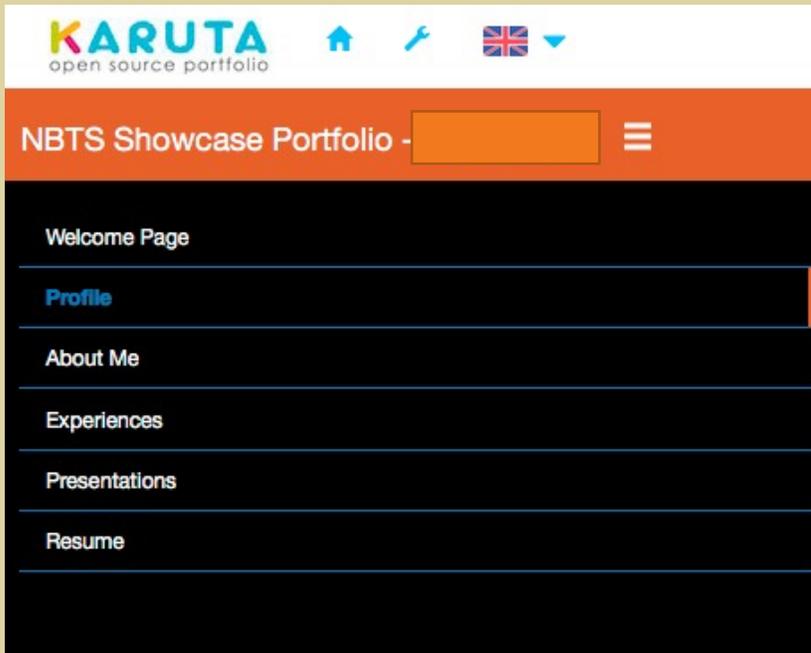


# Navigating Your e-Portfolios

- Use the refresh button  on the upper right to reload your portfolio every time you make modifications to it.
- Use the stack bar icon  on the upper left to collapse or expand the left hand navigation panel.
- The left hand panel is usually kept open. Use it to navigate the sections of your portfolios.

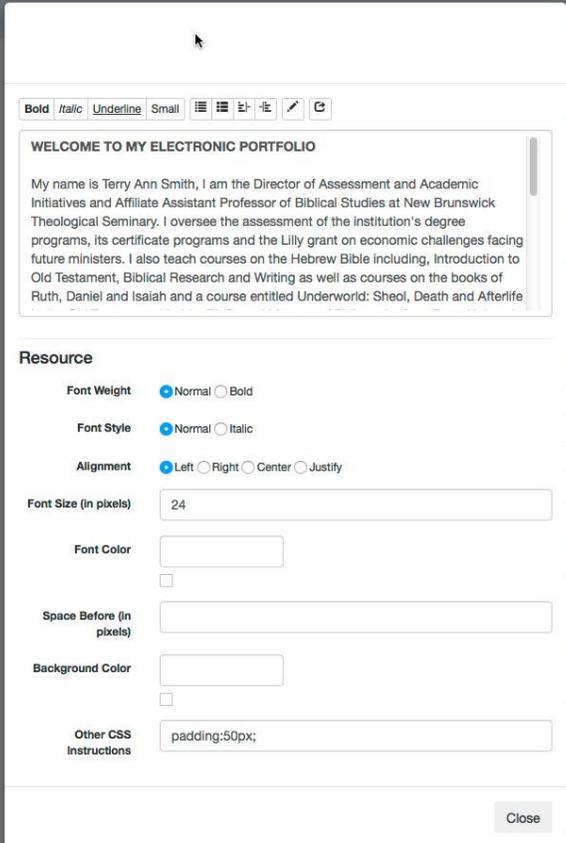


# Showcase Portfolio



# Showcase Portfolio Welcome Page

- Toggle the  button on the top menu bar to edit the welcome page.
- Scroll down and use the pencil button to edit the introduction text.
- The top part of the dialog box allows you to edit the text.
- The bottom part of the dialog box allows you to edit the style (font, alignment, color, etc.).



The screenshot shows a web editor interface. At the top, there is a menu bar with options: Bold, Italic, Underline, Small, and a pencil icon. Below the menu bar is a text area containing the following text:

WELCOME TO MY ELECTRONIC PORTFOLIO

My name is Terry Ann Smith, I am the Director of Assessment and Academic Initiatives and Affiliate Assistant Professor of Biblical Studies at New Brunswick Theological Seminary. I oversee the assessment of the institution's degree programs, its certificate programs and the Lilly grant on economic challenges facing future ministers. I also teach courses on the Hebrew Bible including, Introduction to Old Testament, Biblical Research and Writing as well as courses on the books of Ruth, Daniel and Isaiah and a course entitled Underworld: Sheol, Death and Afterlife

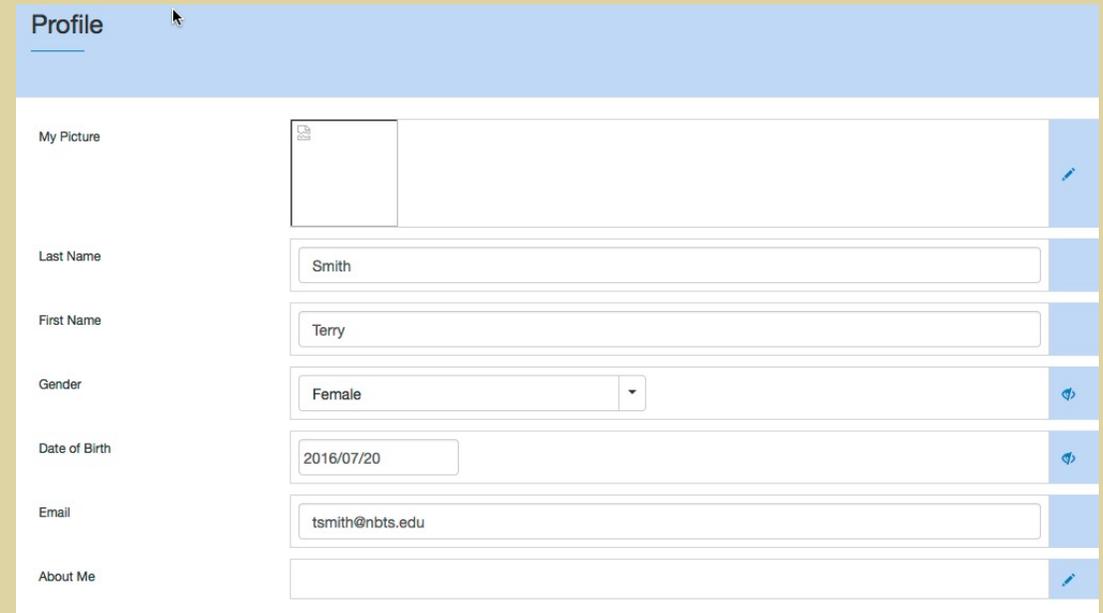
Below the text area is a 'Resource' section with the following options:

- Font Weight:  Normal  Bold
- Font Style:  Normal  Italic
- Alignment:  Left  Right  Center  Justify
- Font Size (in pixels):
- Font Color:
- Space Before (in pixels):
- Background Color:
- Other CSS Instructions:

A 'Close' button is located at the bottom right of the dialog box.

# Showcase Portfolio Profile Page

- Click on your Profile and fill it in using the pencil buttons
  - Fill in your gender by clicking on the little arrow and your date of birth by clicking directly in the field.
- You may hide your gender and/or date of birth if you wish.
  - The slashed eye means only you can see it.
  - The un-slashed eye means others can see it.



The screenshot shows a 'Profile' page with a light blue header. Below the header, there are several input fields and a text area, each with a pencil icon for editing. The fields are: 'My Picture' (with a small image placeholder and a pencil icon), 'Last Name' (containing 'Smith'), 'First Name' (containing 'Terry'), 'Gender' (a dropdown menu with 'Female' selected and a slashed eye icon), 'Date of Birth' (containing '2016/07/20' and an unslashed eye icon), 'Email' (containing 'tsmith@nbs.edu'), and 'About Me' (an empty text area with a pencil icon).

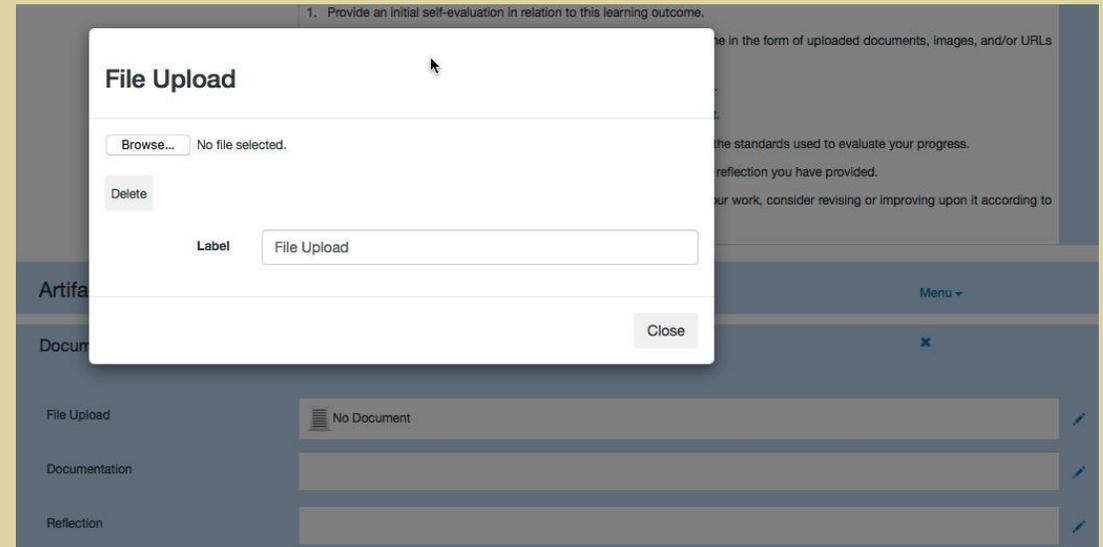
# Showcase Portfolio Customizable Pages

- There are four customizable pages: About Me, Experiences, Presentations, and Resume. All four pages behave the same way.
- Use the eye slash button to show / hide any page to others. By default the pages are visible to only you.
- Use the pencil button next to the eye slash to edit the label of the page.
- Read the instructions and then click the X to delete the one column section.
- Use the menu button to add sections with one, two, three or four columns.
- Use the menu button for the section to add resources to it.



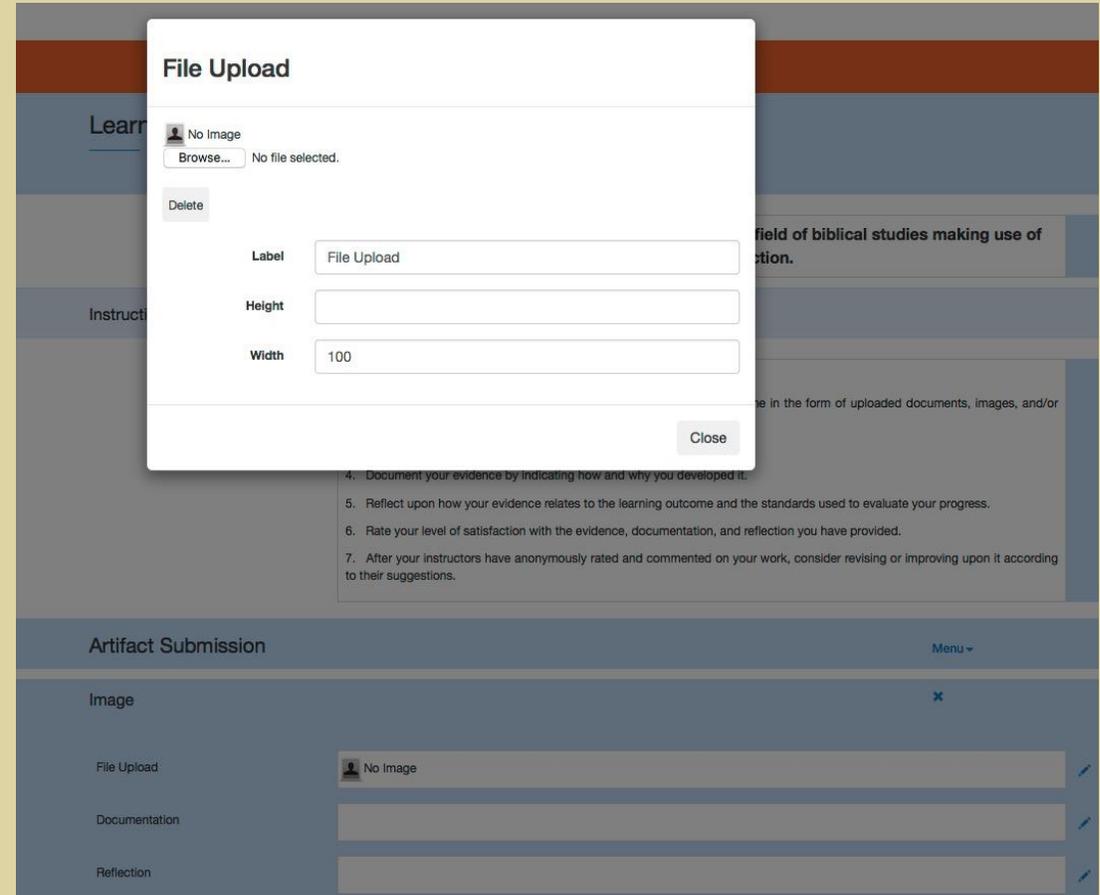
# Adding a Document

- Use the pencil buttons to:
  - Upload an MS Word file or other document file.
  - Document your evidence of learning by providing details describing its origin or creation.
  - Reflect upon the degree to which your evidence successfully addresses the learning outcome.



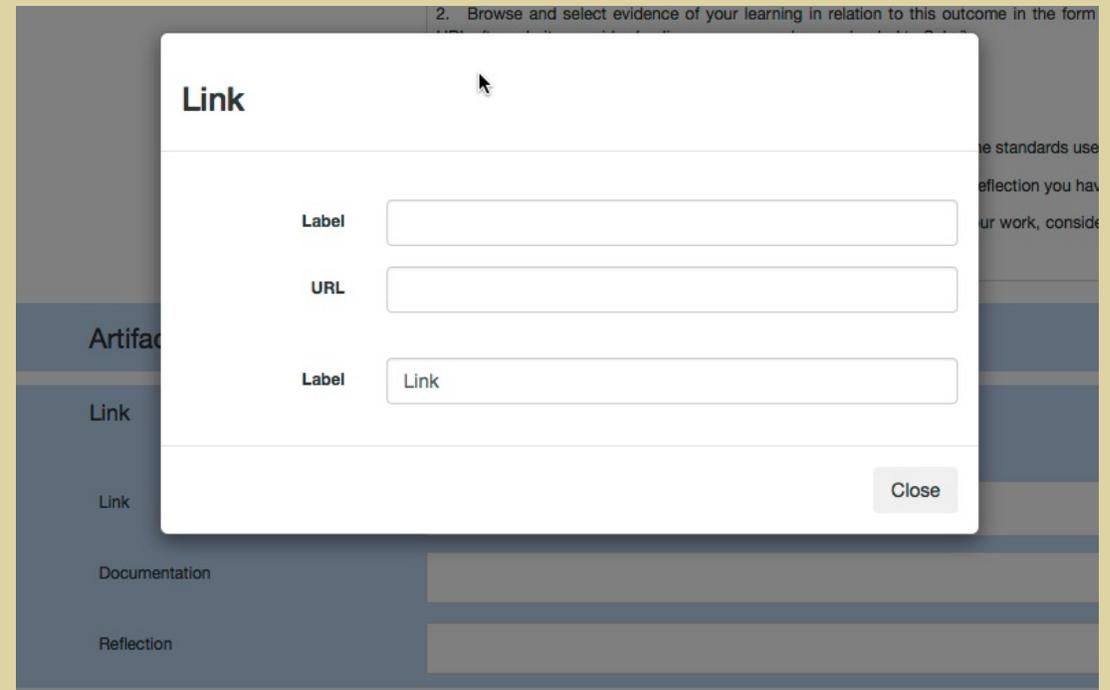
# Adding an Image

- Use the pencil buttons to:
  - Upload the image.
  - Document your image by providing details on its origin or creation.
  - Reflect upon the degree to which your image successfully addresses the learning outcome.
- If your image is very large, it may take several seconds to upload.
- If you decide to reduce the resolution of an image, a useful resource is <http://www.picsize.com>
- Images with a resolution of more than 1000 are not recommended.



# Adding a Link

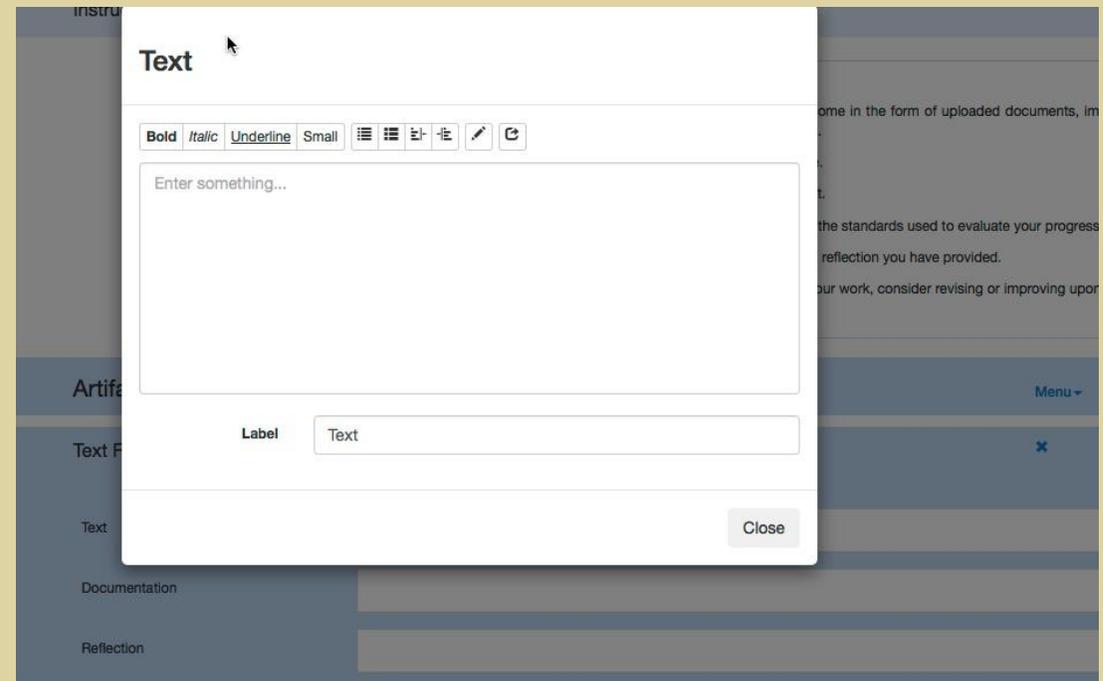
- Use the pencil buttons to:
  - Insert a link to a website.
  - Document your evidence of learning by providing details on its origin or creation.
  - Reflect upon the degree to which your evidence successfully addresses the learning outcome.



The image shows a screenshot of a software interface with a modal dialog box titled "Link". The dialog box is white with a dark border and contains three input fields. The first field is labeled "Label" and is empty. The second field is labeled "URL" and is empty. The third field is labeled "Label" and contains the text "Link". A "Close" button is located in the bottom right corner of the dialog box. The background of the interface is dark blue and shows a list of items with labels like "Artifact", "Link", "Link", "Documentation", and "Reflection".

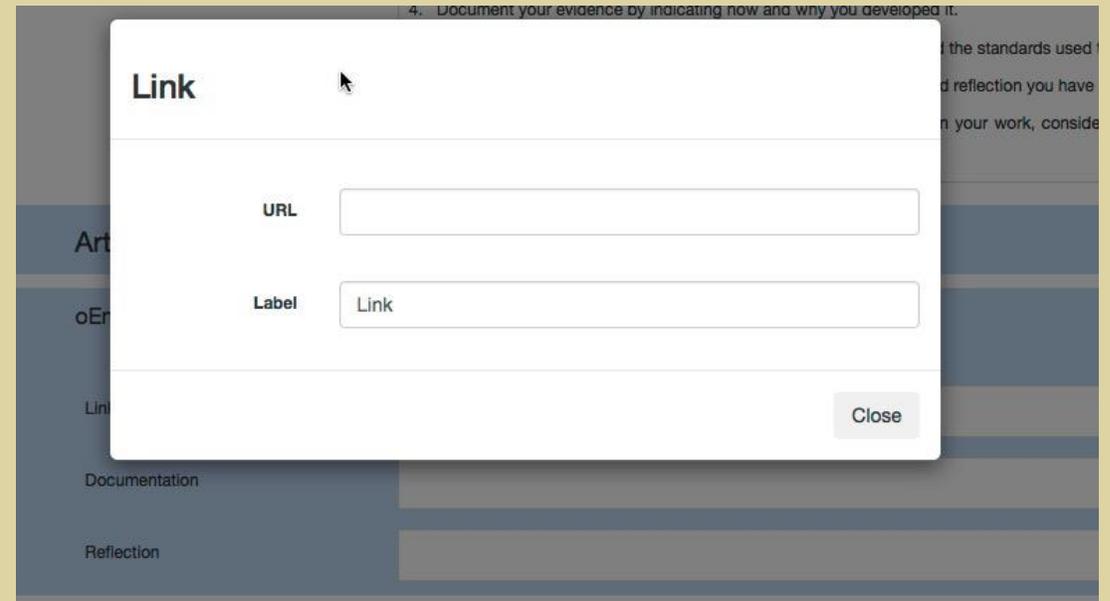
# Adding a Text Field

- Use the pencil buttons to:
  - Access the text editor to add your text.
  - Document your evidence of learning by providing details on its origin or creation.
  - Reflect upon the degree to which your evidence successfully addresses the learning outcome.
- DO NOT copy / paste directly from MS Word. Instead, use a plain text editor to remove formatting.
- Viewers will be able to access the complete context of the text field via a pop-up.



# Using Oembed to Add Playable Multimedia to Your Portfolio

- Upload your multimedia file to a site like one of the following:
  - <https://youtube.com>
  - <http://vimeo.com>
  - <http://slideshare.net>
- Capture the resulting link and use the pencil button to insert it into an oembed resource.
- Document your evidence of learning by providing details on its origin or creation.
- Reflect upon the degree to which your evidence successfully addresses the learning outcome.
- Your viewers will be able to play the resource from the e-Portfolio tool.



4. Document your evidence by indicating how and why you developed it.

the standards used  
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### Link

URL

Label

Close

Art  
oEr  
Lin  
Documentation  
Reflection

# Sharing Your Showcase Portfolio

- Decide whether to hide or show each of your customizable portfolio pages.
- Click the portfolio label on the upper left.
- Then click the share button on the right.
- A dialog box will appear asking for an email address.
- An attention message will let you know that the sharing was successful.
- The e-Portfolios tool will send email to:
  - Provide a link to your portfolio for your viewer.
    - The viewer will click See to bring up a browser window with the shared portfolio.
  - Give you a receipt of your request.

