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.
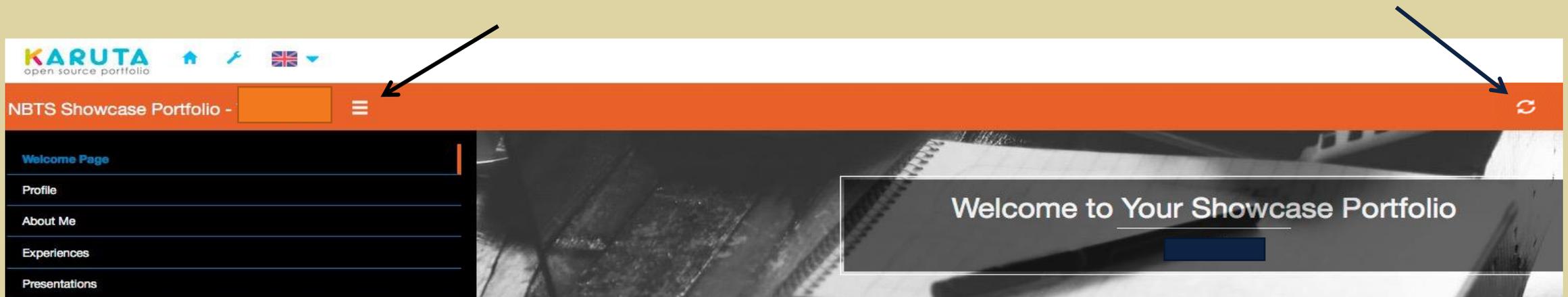
Showcase Portfolio
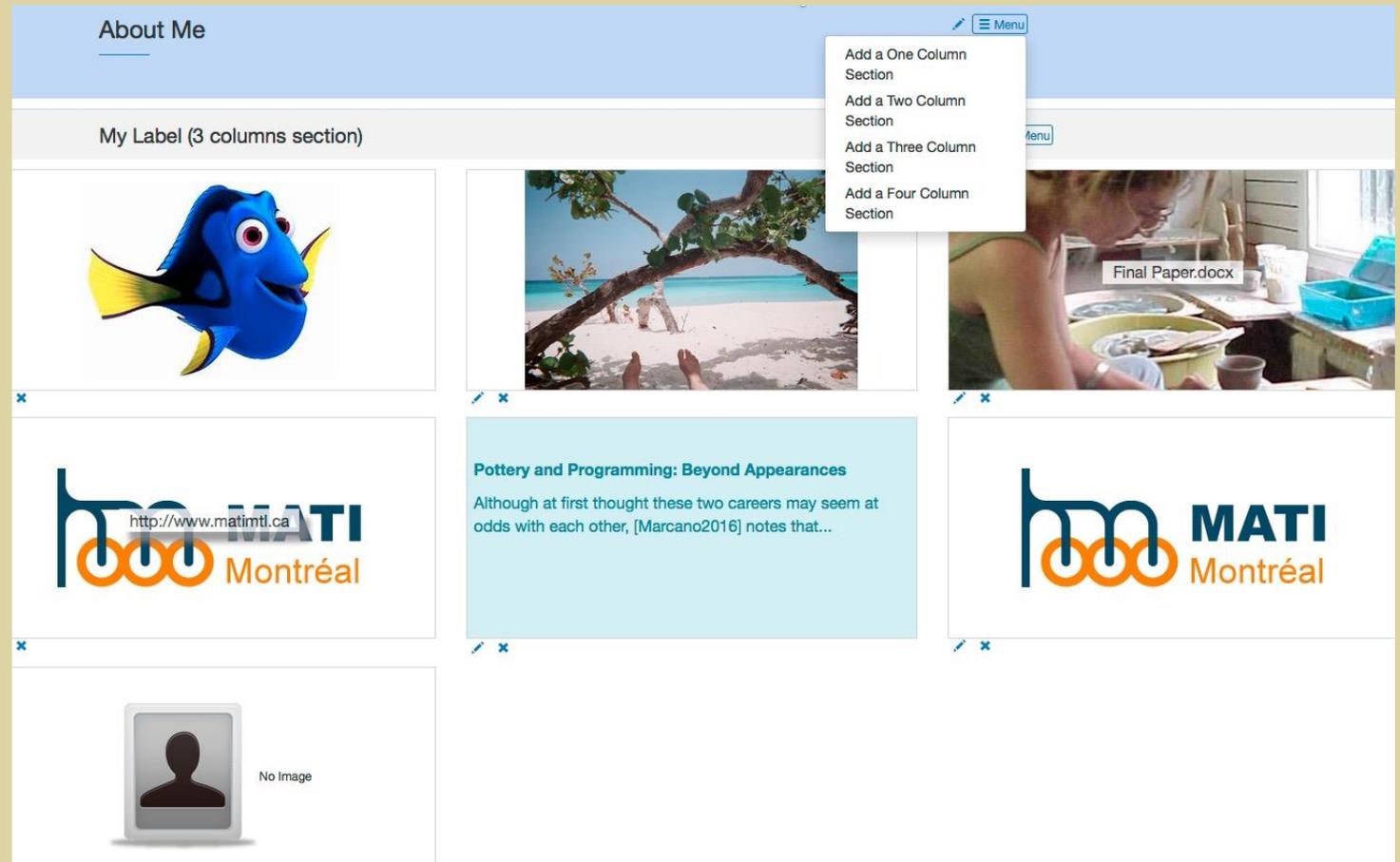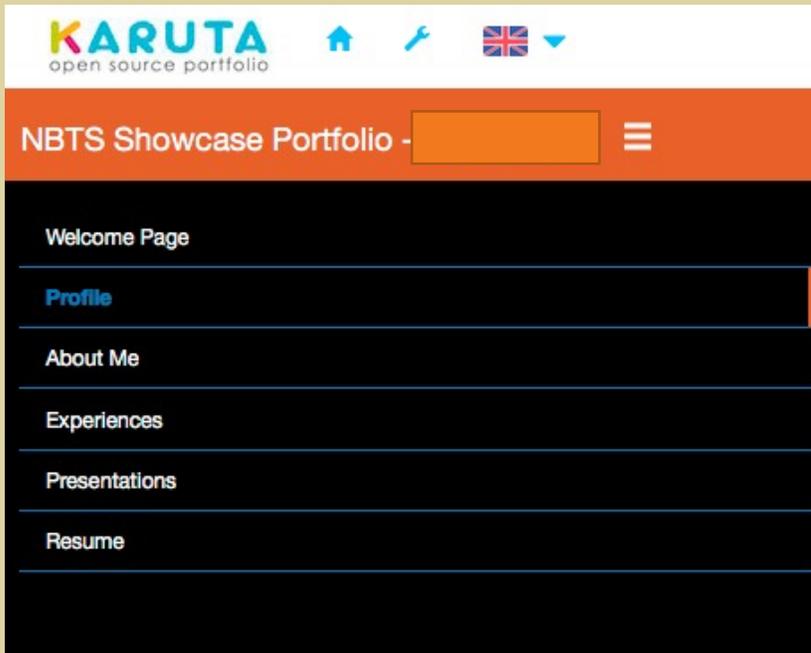
Showcase Portfolio Welcome Page

- 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.).

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.
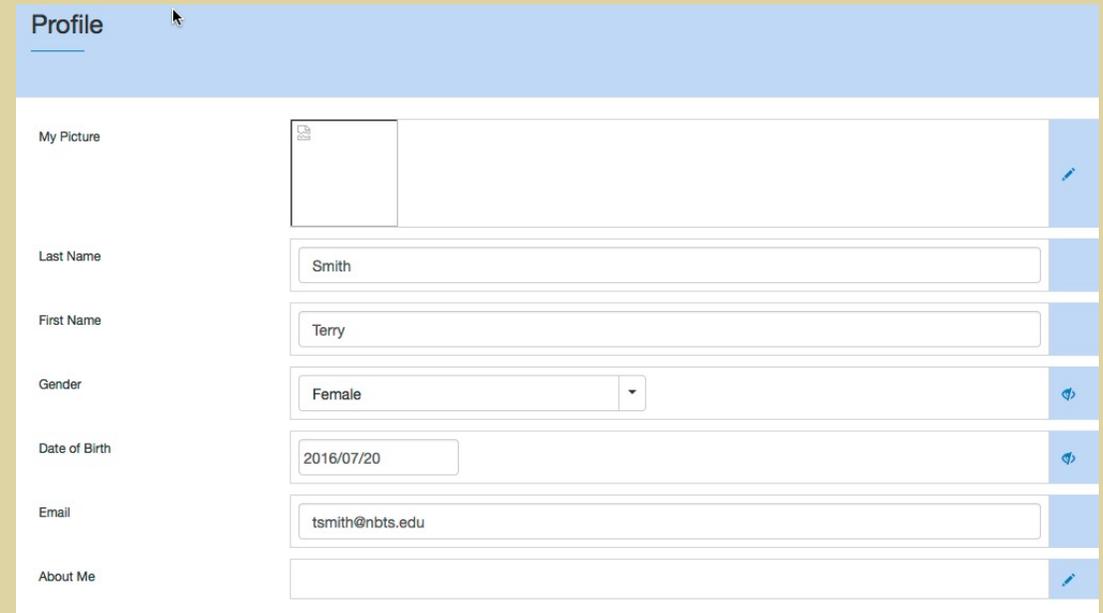
Showcase Portfolio Customizable Pages

- 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.

About Me

✏ 👁 Menu ▾

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.
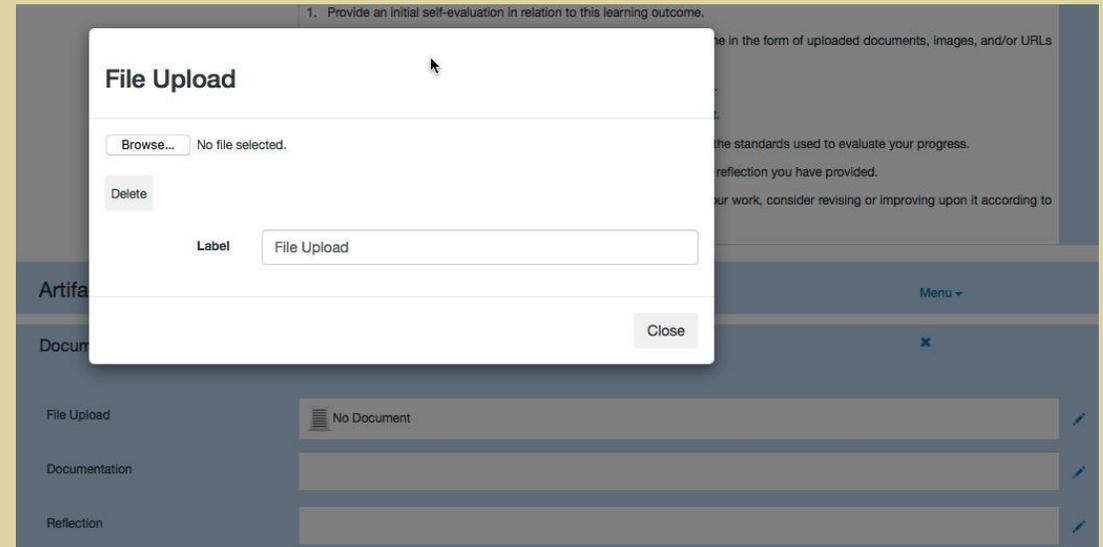
Adding an Image

- 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.picresize.com
- Images with a resolution of more than 1000 are not recommended.
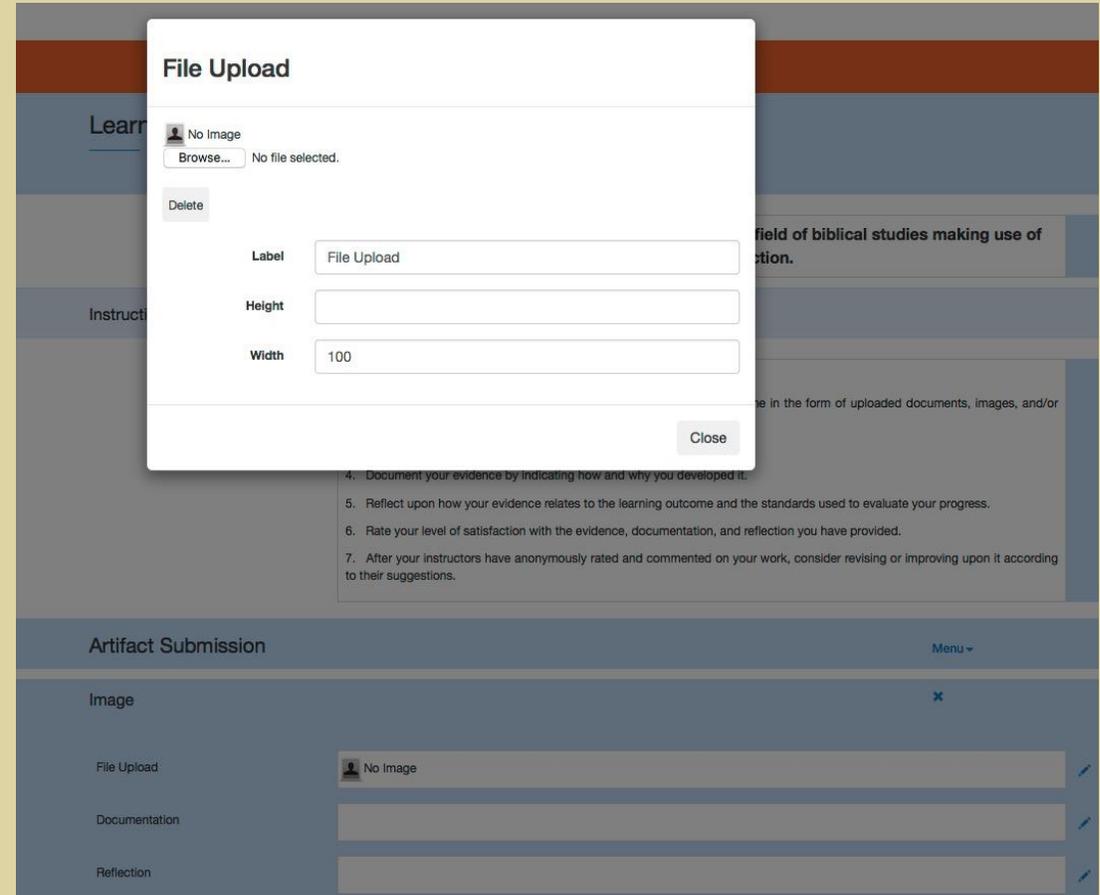
Adding a Link

- 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.

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.
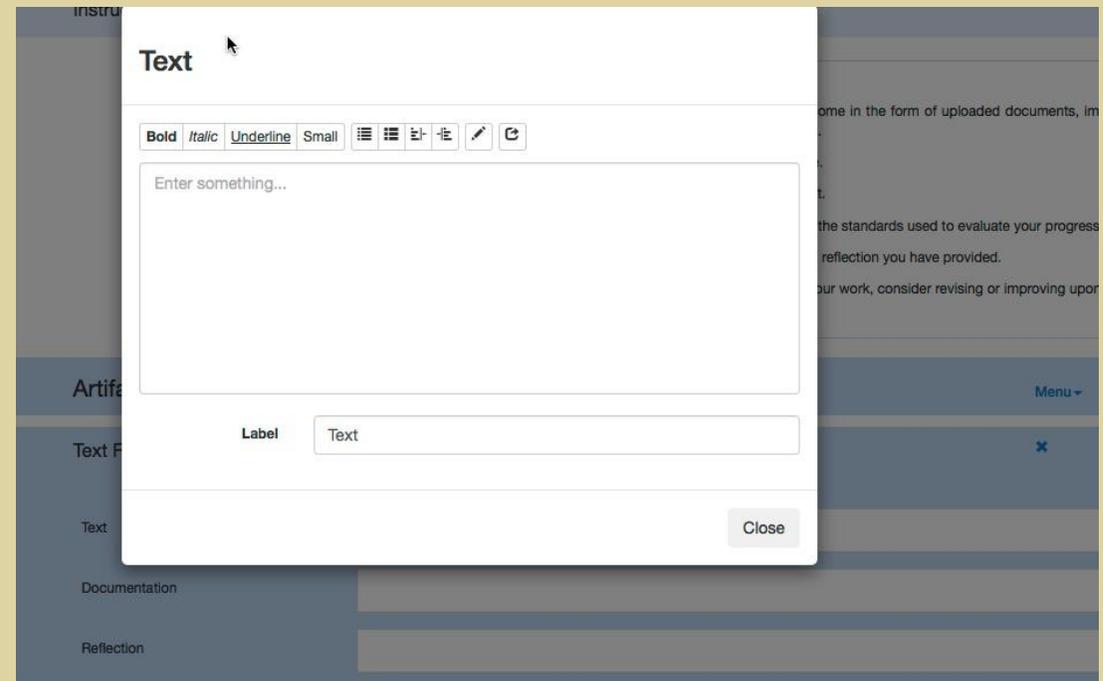
Using Oembed to Add Playable Multimedia to Your Portfolio

- 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.
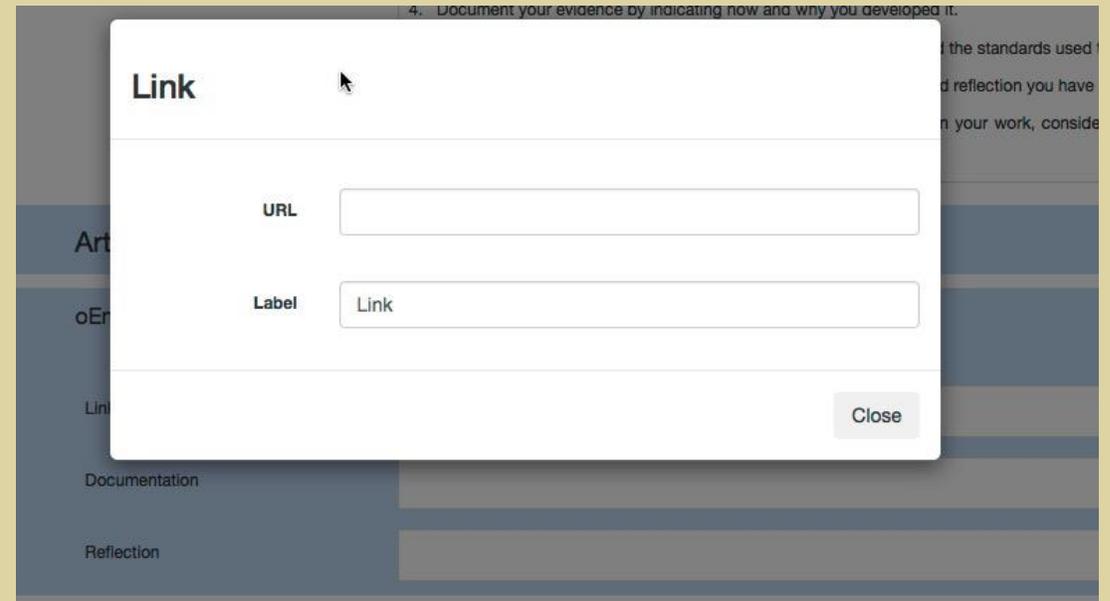
Sharing Your Showcase Portfolio

- 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.