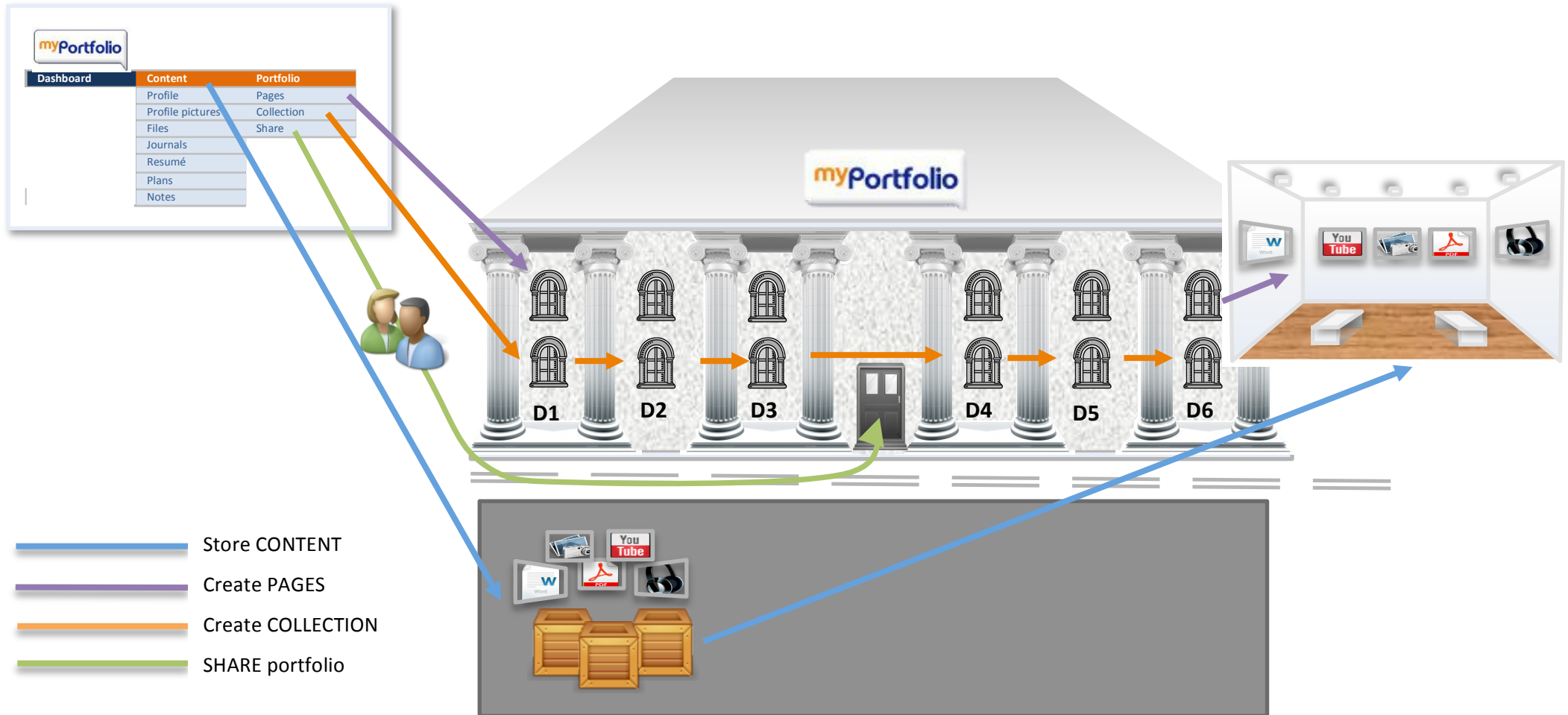






Using MyPortfolio to create your portfolios



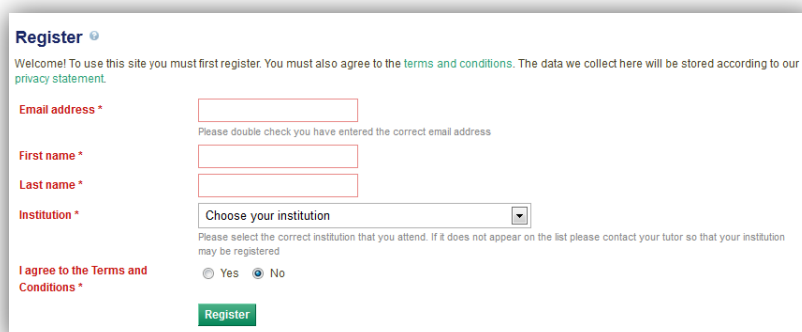
Introduction

You'll be using the MyPortfolio system to present your portfolio. MyPortfolio is a specially designed programme where you can store and present your information. The benefits of using MyPortfolio are that all your work will remain available to you after your course and programme finishes. MyPortfolio is a valuable tool for documenting your ongoing professional development and can be used as you continue in your professional work to store your resources, as an appraisal tool or to share and connect with others in your community of practice.

Steps involved in myPortfolio	Using the metaphor of an art gallery
Step 1: Store your content 	In the art gallery metaphor this would be like storing your artefacts/content in the basement of the gallery to use later. Organising your storage well will help to find artefacts later!
Step 2: Create pages 	In the art gallery metaphor this would be like showing your artefacts/content in different rooms of the gallery – a different room for each domain area.
Step 3: Create a collection (link pages into your portfolio) 	In the art gallery metaphor this would be like linking the rooms into an exhibition - your final portfolio is made up of all the domain pages.
Step 4: Share your collection (open your portfolio to be viewed) 	In the art gallery metaphor this would be like allowing people into the gallery to view your exhibition - provide people with a link to view your MyPortfolio.

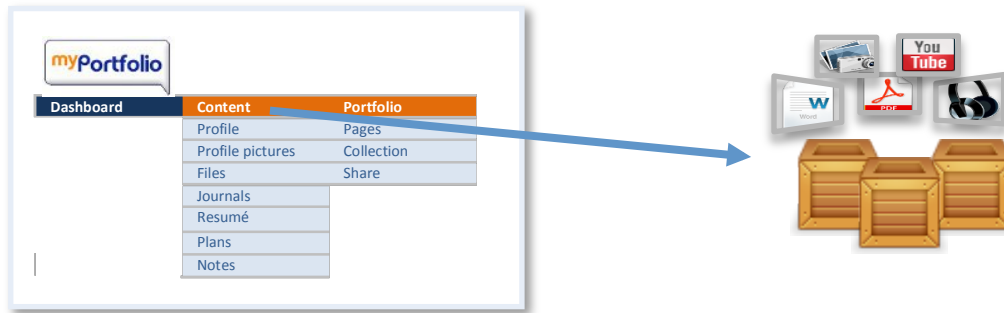
Registering on MyPortfolio

1. Open your browser(NB: Firefox or Google Chrome are the preferred browsers)
2. Go to the MyPortfolio website: <http://myporffolio.ac.nz>
3. Click on the **Register** link in the middle of the screen.
4. In the next screen (see below) type your first and last name, your email address and select xxxxxx University as your institution.
5. Type the text that is displayed on the screen in the box provided.
6. Click on the **Yes** button for the Terms and Conditions
7. Click on the **Register** button
8. You will now receive a confirmation email. You will have to open the message in your email and then click on the URL provided (this will be the link in your email message)



The screenshot shows the 'Register' page of the MyPortfolio system. At the top, it says 'Register' with a small icon. Below this is a welcome message: 'Welcome! To use this site you must first register. You must also agree to the [terms and conditions](#). The data we collect here will be stored according to our [privacy statement](#).' The form contains several input fields: 'Email address *' with a text box and a note 'Please double check you have entered the correct email address'; 'First name *' and 'Last name *' each with a text box; and 'Institution *' with a dropdown menu labeled 'Choose your institution'. Below these fields is a section for 'I agree to the Terms and Conditions *' with radio buttons for 'Yes' and 'No' (the 'No' button is selected). At the bottom of the form is a green 'Register' button.

STEP 1: Storing your content (artefacts)



In the MyPortfolio system you can load different types of files into your content area. These files will become your artefacts for your pages.

Here are the types of artefacts you can add to the MyPortfolio area:

- Word files
- PDFs
- Audio files
- Videos (up to 50MB, anything larger will have to be stored on YouTube and embedded on one of your pages)
- Images (pictures or graphics)
- Scanned documents (useful for consent forms in Year 2)
- Journal entries

Profile

If you are new to MyPortfolio you'll need to add some details to your Profile by selecting on the **Content > Profile** option in the menu.

1. Type in your relevant information in the drop down menus
2. Type in your profile / bio in the INTRODUCTION text box
3. Click **<Save Profile >**

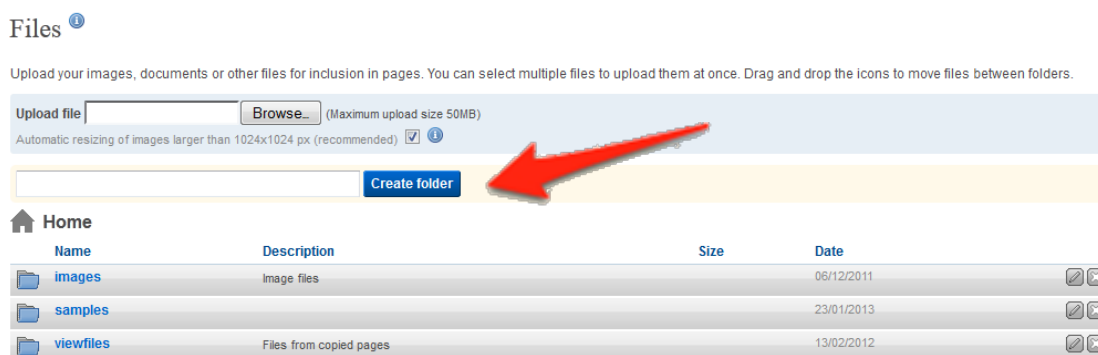
Add a picture to your profile by selecting **Content > Profile Pictures**.

1. Select your picture from your computer documents
2. Click **<Upload >**

Folder structure

Create a file structure in your MyPortfolio area to reflect your courses or practice indicators. This will provide a good base so that you can ensure you know where all your artefacts are located.

1. Select on the **Content > Files** option in the menu.
2. Type the name in the box and then select the **Create folder** box.
3. Repeat this to create folders for all areas you'd like to use for 'storage' of files.

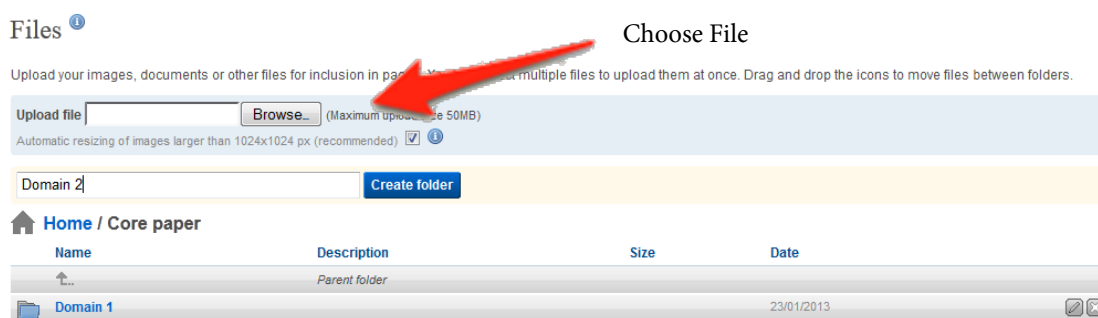


4. When your New Folder is displayed below the Home icon, you are ready to add documents or files to go into the folder.

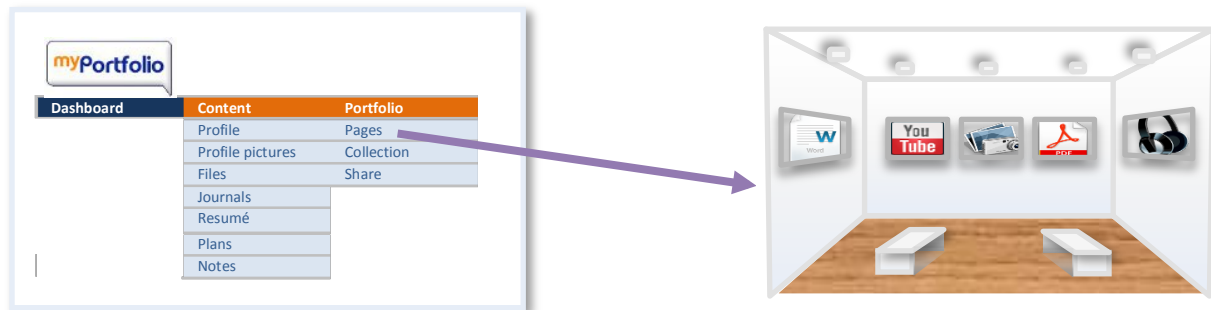
Adding files

1. In the appropriate folder, add your related files by navigating to the folder (once you are in the **Content > Files** area, click into the paper folder and then the domain folder).
2. Select the **Browse** button next to the Upload file box.
3. Find the file on your computer and select it by double-clicking on the name of the file.

The file will appear in the folder.



STEP 2: Creating Pages



Creating a Cover Page

1. Select **Portfolio > Pages**.
2. Select the **Create Page** button.

Untitled

Edit title and description Edit layout Edit content Display page » Share page »

Page title * Untitled

Page description

Tags Show my tags

Name display format * Display name (Amy Wilson (amywilson))

Save

3. Type in the title of the page, for example “Cover page”. OR Domain 1 Page
4. Select the **Save** button.

Changing the layout

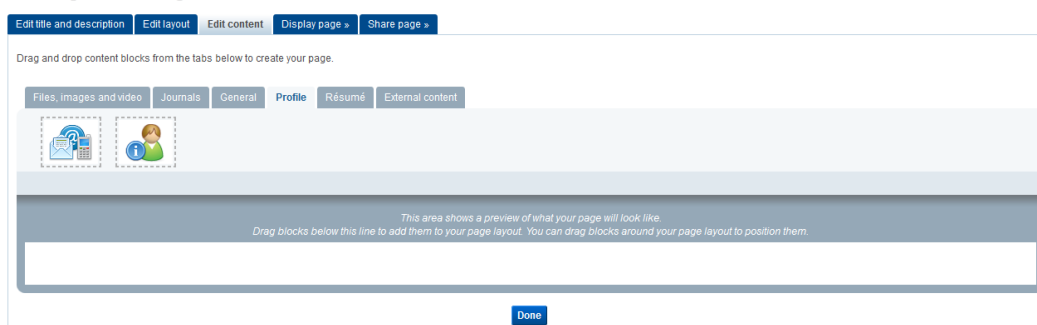
1. When you are editing your page, select the **Edit layout** tab.
2. Select the **Larger right column** option list within the **2 columns**. Or explore the ADVANCED Options
3. Select the **Save** button near the bottom of the screen.

Once you have created the page and edited the layout you'll be ready to add content to your page.

Placing a profile block on your page

1. When you are editing your page, select the **Edit content** tab.
2. To place a Profile block on the page you'll need to select on the **Profile** tab.

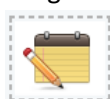
Core Paper Cover Page



3. Drag and drop the icon onto the page area (the white box).
4. Select the items you would like to include and choose whether to include your picture.
a Text block

Placing a Notes block on your page

1. Select the third tab **General**
2. Drag and drop the **Notes** icon onto the area of the page you would like it to appear.



Text icon

3. When the dialogue box appears type in the title and add content, possibly by copying and pasting from a Word document you've already created
4. Select the **Save** button.

Linking to a file

You have some options for how you link to files in your **Content > Files** area. You can use the **Files to Download** and/or **Folder** option (in the **Files, image and video** tab when you edit your page). You would drag and drop the icon to your page area and then select a file or folder.

OR COPYING OR HYPERLINKING to a FILE

1. You'll need two tabs open in your browser. One to edit the page and the other to open your **Content > Files** area.
2. In your **Content > Files** area, navigate to the folder which contains the file you want to link to.
3. Copy the file **OR** Click on the file and it should appear in a new tab and copy the URL by pressing **Ctrl C**.
4. Click back on the tab that has the page you were editing.
5. Edit the **Notes** block on your portfolio where you want the link.
6. Paste the file name in **OR** highlight the text you want to link to and then press on the **Insert/Edit Link** icon.
7. Paste the URL in the **Link URL box** and then click on the arrow for the Target menu.
8. Select **Insert** to insert the hyperlink.
9. Select the **Save changes** button.

Placing an Image block on your page

1. Select the first tab **Files, images and video**
2. Drag and drop the **Image** icon onto the area of the page you would like it to appear.



3. When the dialogue box appears you can edit the name of the image. In this case the image does not require a name so we'll leave that blank. Next you'll have to find the image in your folders on MyPortfolio (if it's not loaded, you'll need to upload it).
4. Navigate to the appropriate folder and click the **Select** button next to the image you would like to add.
5. Select the **Save** button.

Placing an embedded video clip on your page

NB: You don't need to complete this step at the block course and may instead choose to reference this section for a different YouTube video for your portfolio.

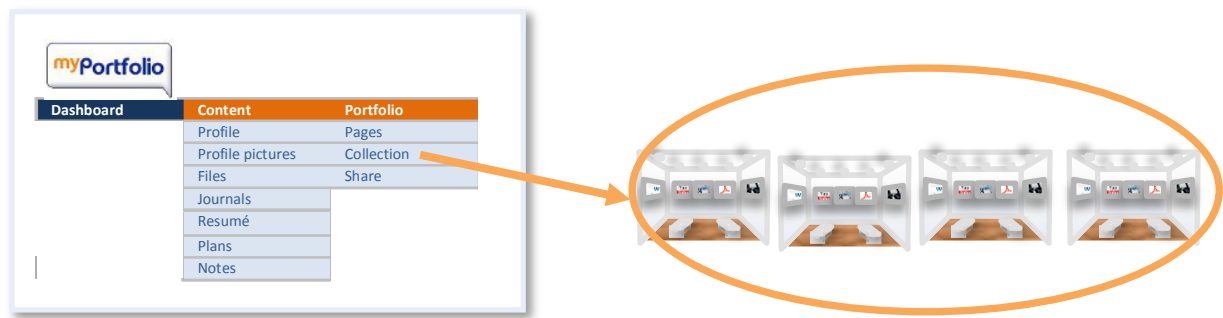
>Process

1. Select the last tab **External Content**
2. Drag and drop the **YouTube** icon onto the area of the page you would like it to appear.



3. When the dialogue box appears you can edit the name of the video. Then you'll need to retrieve the embed code.
4. Navigate to <http://youtube.com> and find the video.
5. Select the **Share** button and then select the **Embed** button
NB: If you want to change the size the video displays, YouTube makes suggestions when you are viewing the clip. You have a few different choices, to view them scroll down on the YouTube page and you will see your options. Select the one you want and the embed code will change automatically. Do this before you select the Embed button.
6. Copy the code in the box on the YouTube page and then paste it in the box on MyPortfolio.
NB: The embed code will look after itself the size for you so can leave the height and width entries in MyPortfolio blank. Select the **Save** button.

STEP 3: Creating a Collection

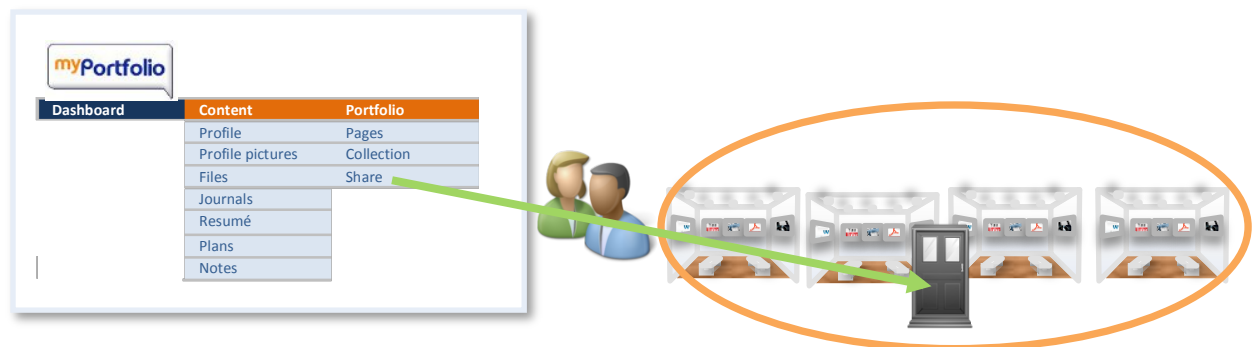


Collections keep all your domain pages together so that you / your viewers can easily find them. It's like having all the rooms on one floor of a museum for one special exhibit.

1. Select on the **Portfolio > Collections** option in the menu.
2. Select the **New collection** button.
3. Type in a **Collection name** and **Collection description**.
4. Ensure that the **Page navigation bar** has a tick next to it. This navigation structure will make it easy for your lecturer to find all your pages
5. Select on the **Next: Edit collection pages** button
6. You'll see a list of pages that aren't attached to any other collections.
7. Select the Pages you want to add to your collection by ticking the box and then select the **Add Pages** button
8. Select the **Done** button.

NB: You can add pages to your collection at any time during the year by selecting **Pages > Collections** and selecting the **Manage pages** icon to the right of your collection name.

STEP 4: Sharing your Collection



At the end of the year your lecturer and markers will need to get access to your portfolio so you'll need to provide a special key for them to enter your collection. This key is called a **Secret URL**.

1. Click on the **Portfolio > Share** option in the menu. This will take you to your pages and collections. You might notice that for a collection it only lists the name of the collection and not the individual pages in the collections.
2. Select the **Secret URL** button (it is on the right).
3. Click on the **Add** button
4. A rather long URL will appear on the page.
5. Highlight the entire **Secret URL** with your mouse and copy it (Press either **Ctrl C** together or right click with the mouse and select Copy).
6. As you'll have to submit by Moodle, you'll need to be logged in.
7. Navigate to the submission link in your Core Theory, Specialist or Practicum paper.
8. You'll be adding the link to the **Notes section of the STREAM** assignment submission area, click on the **Edit** notes button.
9. Type "MyPortfolio submission" in the editing box.
10. Leave a space and then paste the secret URL.