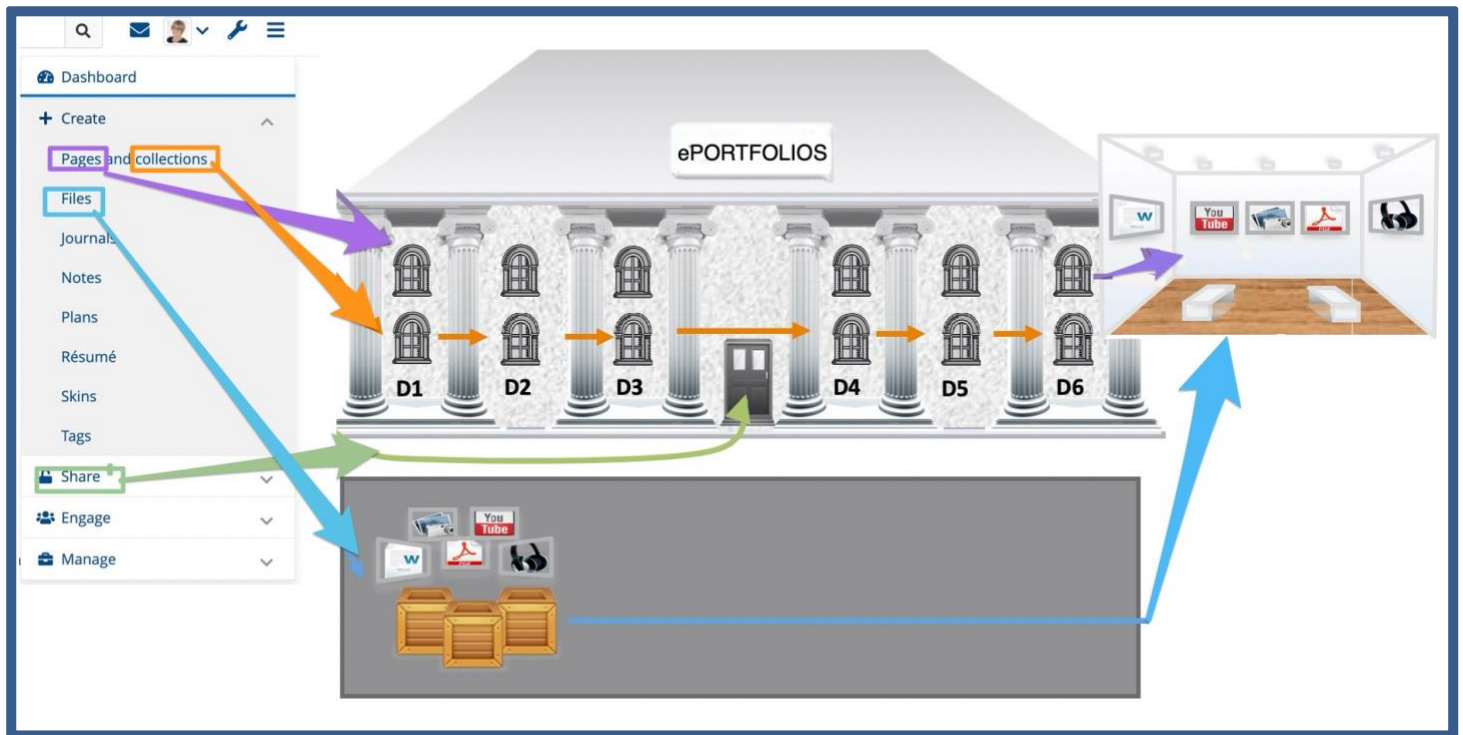


# ePortfolio HOW TO guide



Mahara's ePortfolio is a specially designed ePortfolio programme where you can store and present your coursework and assignments.

Imagine an art gallery as a metaphor for your ePortfolio – to showcase your learning/art:

| Using ePortfolio                                                                                                               | Using the metaphor of an art gallery                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Create pages</b><br>                     | In the gallery metaphor, pages are like rooms to exhibit your artefacts/content/learning – a different room for each topic area.                                                         |
| <b>Create a collection (link pages)</b><br> | In the gallery metaphor, this would be adding rooms into a full exhibition - your final portfolio is made up of all the linked pages/rooms                                               |
| <b>Create files (store artefacts)</b><br>   | In the gallery metaphor, this would be like storing your artefacts/content/files in the basement of the gallery to use later. (Organising files well will help to find artefacts later!) |
| <b>Share your collection</b><br>            | In the gallery metaphor, this would be opening up your exhibition for people to view your rooms and involves providing a link (url) to view your collection of pages of your ePortfolio. |

# ePORTFOLIO guide on how to:

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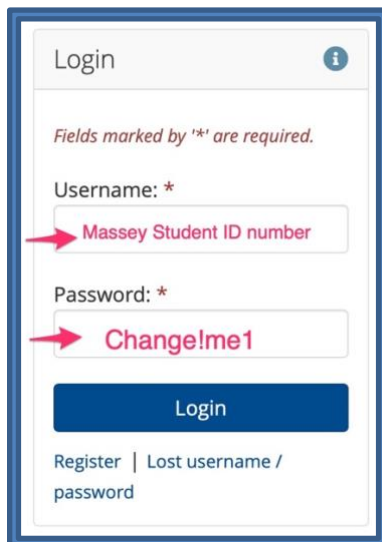
#### NOTE:

- YEAR 1 new Specialist Teaching students – an account has been set up for you with a default password (**Change!me1**) – so you simply need to **<CHANGE your PASSWORD>**
- RETURNING Specialist Teaching students – **use your existing username and password**
- If an account is not set up for you with your student ID and default password – then **REGISTER**

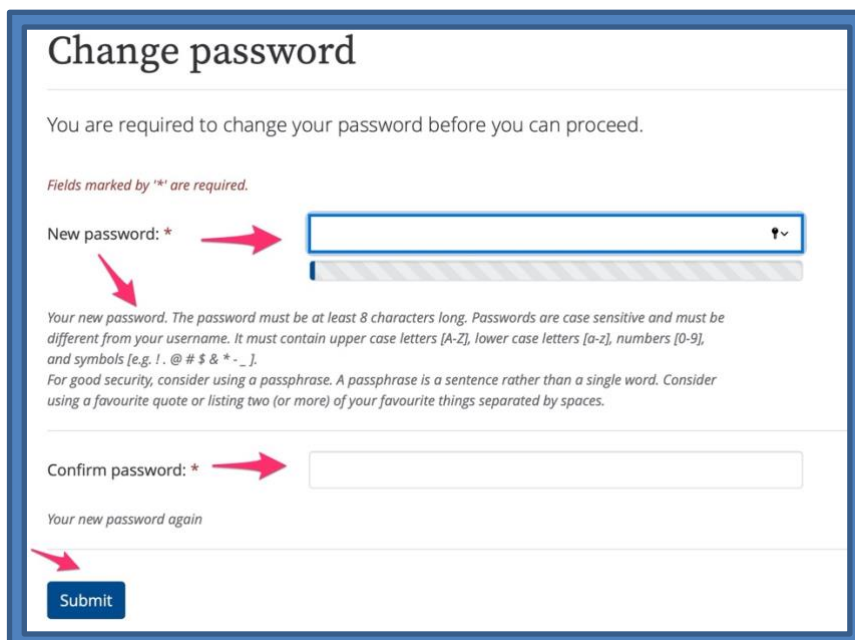
## 1. Change Password or Register on ePortfolio

### To CHANGE PASSWORD

1. Open your browser and type in the ePortfolio url: <https://eportfolio.massey.ac.nz/>
2. Type in your Massey Student ID number as your USERNAME and **Change!me1** as your PASSWORD



3. You will be prompted to CHANGE YOUR PASSWORD – note the requirements for a new password



## To REGISTER -

**NB – this step is ONLY if you do NOT already have an account or an account set up for you with your Massey Username and Default **Change!me1** password**

1. Click on **<Register>** in the LOGIN box.
4. Type your first and last name, and an email address that you can access (as you will need to confirm your registration from this email)
5. Give your reason for registration "Specialist Teaching programme"
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 Massey University registration interface. On the left is a 'Login' box with fields for 'Username: \*' and 'Password: \*', a 'Login' button, and a 'Register' link highlighted with a red box and an arrow. Below the login box is a 'Links and resources' section with a link to 'Ask for help (current students and staff)'. The main 'Register' section on the right includes a welcome message, a note that fields marked with '\*' are required, and several input fields: 'First name \*', 'Last name \*', 'Email address \*' (with a red arrow pointing to the text 'Use email that you can confirm'), 'Institution \*' (with 'Massey University (Approval required)' entered), and 'Registration reason \*' (with a red arrow pointing to the text 'Specialist Teaching programme').

- **SAVE** your username and Password (keep a copy of this noted!)

## Any difficulties

- email the Specialist Teaching Help Desk: [specialistteaching@gmail.com](mailto:specialistteaching@gmail.com)

## 2: Create a Page



*(in the gallery metaphor - this is like creating a room in your gallery to exhibit your work)*

In ePortfolio:

- Go to the main drop-down menu (top right 3 bars) Click **<CREATE>** then **<PAGES>**
- The following SETTINGS page pops up (follow the numbers in diagram to instructions below)

1. You are on the **Settings** page - setting up a page (*creating the gallery room*)
2. **Page title:** Give your page a title.
3. **Page description:** Add a page description. This is optional.
4. **Optional! Tags:** to add tags (key words) to find pages easily later on
5. **Optional advanced! Create via tags:** You can select one or more tags. When the page is created, all content belonging to the tag/group of tags is added to the page automatically

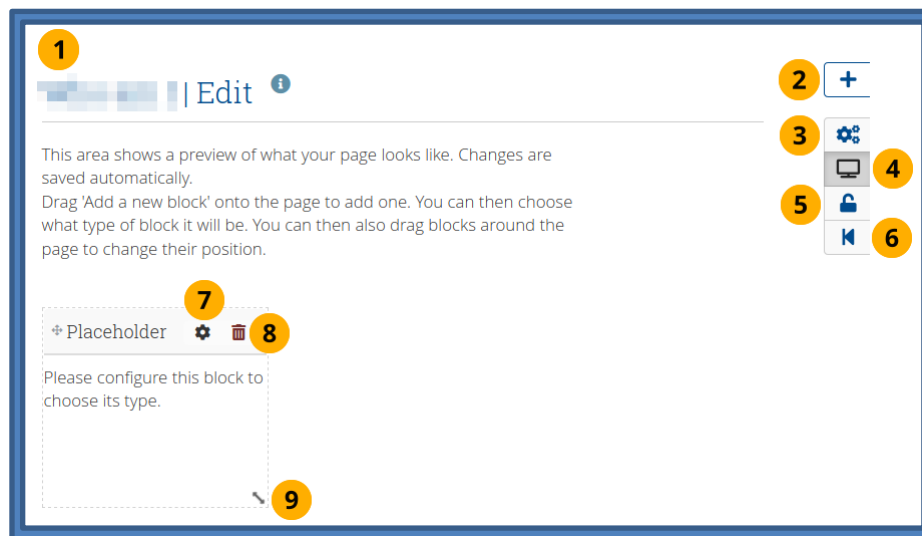
- Click the **Save** button to create your page. You are taken to the **Edit** screen so you can now edit this page that you have now set up add content

### 3: Edit a Page

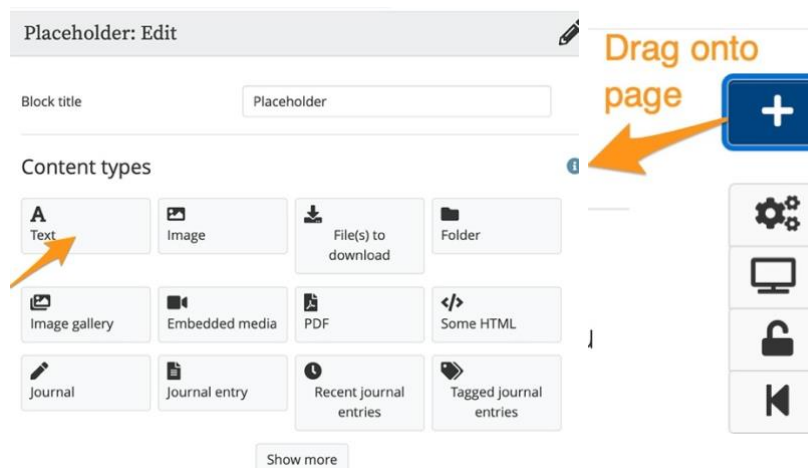


*(in the gallery metaphor - this is like starting to add your exhibits in the room to display your work)*

The main elements of the **Edit** screen are the following.



- The title of the page. You can change it by clicking the **Settings** button.
- Click and drag the **Drag to add a new block** button to place a content block onto your page. You can decide what sort of learning evidence (content) you want to add once the block is on the page. Choose which content you'd like – arrow below shows the text icon & [see section below on how to add text](#)

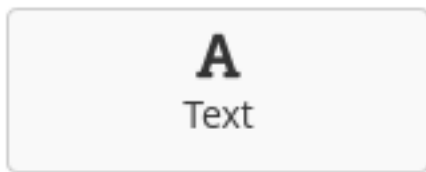


- Click the **Settings** button (3 on top image) to changes the title, description, and add tags of the page.
- Click the **Display page** button (4 on top image) - to preview your page.
- Click the **Share** button (5 on top image) to set the sharing permissions for this portfolio.
- Click the **Return to pages and collections** button to go to your portfolio area without viewing the page.
- Click the **Configure block** button when you are ready to add content. [see section below to add text](#)

8. Click the **Remove block** button to remove the content from the page. Files, journal entries, and notes content will still be available, but if you delete a text block or an external content block, that content cannot be recovered.
9. Click the arrow to change the size of a block. You can adjust the layout directly on the page

## 4: Add text to a Page

If you want to add content and do not need to attach files you can use the **Text** block

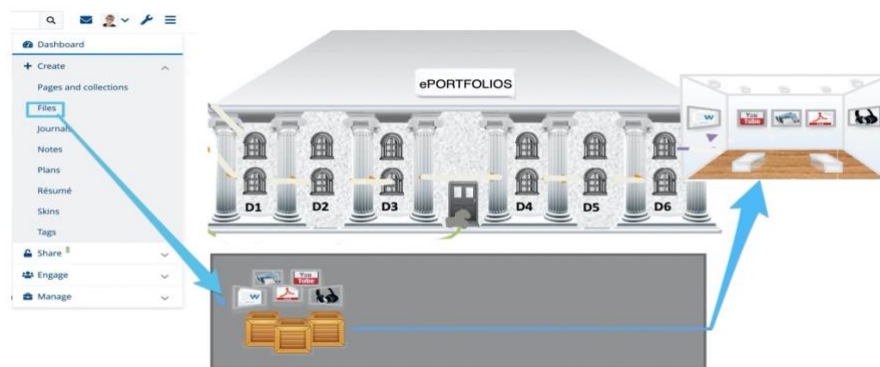


A outline above, drag the + onto page, find the Text block icon & drag it to the desired location on your page.

The screenshot shows the 'A Placeholder: Edit' configuration window. It includes a 'Block title' field with a placeholder '1/ ENTER TITLE HERE' (callout 2), an 'Instructions' dropdown, a rich text editor toolbar (callout 3), and a 'Retractable' dropdown set to 'No' (callout 4). A 'Save' button is at the bottom left (callout 5). A note at the bottom says 'Select to allow this block to be retracted when the header is clicked.' An arrow points to the 'Retractable' dropdown with the text 'Click yes if want it to retract'.

1. Once you put the block onto your page, a configuration window opens.
2. **Enter a title.** You can leave it blank to add the block without a title. In edit mode, you will see "[No title]" to have the area for dragging the block to a different position on the page. In view mode, there will be no title.
3. **Enter your content.**
4. **Click retract** - if you'd like the block to be retracted (needs to click arrow to open in portfolio)
5. Click the **Save** button to return to your page.

## 5: Add files



*(In the gallery metaphor, this would be like storing your artefacts/content/files in the basement of the gallery to use later)*

**To add a file to your page :** Drag the **Files to download** block to the desired location on your page. Choose how you would like the file(s) to display using the settings in the configuration window that opens. These settings are explained below.

File(s) to download: Configure

- Block title: File(s) to download
- Files panel: No files found
- My files | Group files | Institution files | Site files
- Upload file
 

☐ Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any of my local Copyright legislation and I have cited all references used. This file also adheres to the Terms and Conditions outlined on this site.

☒ Automatic resizing of images larger than 1024x1024 px (recommended)

File:  Browse... No files selected. (Maximum upload size 1008.1MB)
- Home table:
 

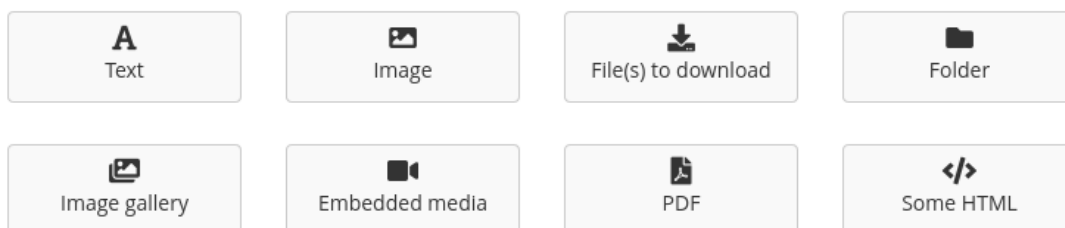
| NAME                               | DESCRIPTION                                                                 | SIZE |
|------------------------------------|-----------------------------------------------------------------------------|------|
| + viewfiles                        | Files from copied pages                                                     |      |
| Capitol Reef National Park (3).jpg | Tree in Capitol Reef<br>Tags: 179.355, maori, lo5, lo1, agency, social work | 6.1M |
| IJEP_4_1.pdf                       | Tags: 179.355                                                               | 7.1M |
| reflection_20190606.MP3            | Placement reflection 6 June 2019<br>Tags: placement                         | 2.5M |
- Retractable: No
- Save Remove

- Block title:** Add a title or leave it empty.
- Click the **Files** panel to see the file options
- Choose the files if already in your 'basement' OR
- Upload them to your personal files area.
- If the file you want to add is already in your 'basement', select it. If it is in a sub folder, you can navigate there and then select it.
- Retractable: Decide whether you want the text to be shown directly on your page or only after the heading is clicked.
- Click the **Save** button to make your changes. Click the **Remove / Cancel** link to abort adding the block

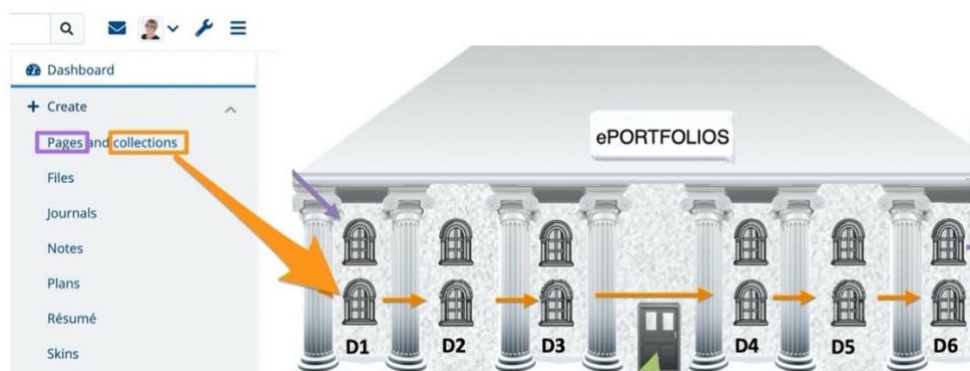
There are many different types of files that can be added to your eportfolio:

- **Image:** Display one image directly on a page.
- **Files to download:** Select files you want to make available for download on your page.
- **Folder:** Displays all files within a folder on a page.
- **Image gallery:** Display a series of images on a page as thumbnails or as rotating image gallery.
- **PDF:** Display a single PDF on the page. You can add multiple PDF blocks to a page.
- **HTML:** If you have an HTML page, you can upload it and display.

### Content types



## 6. Create a Collection



*In the gallery metaphor, this would be adding rooms into a full exhibition – your final portfolio is made up of all the linked pages/ rooms*

You can link several pages in one larger portfolio. That allows you to organise your portfolio into separate pages and guide the viewers through it rather than having everything on one long page. To set up a collection from scratch, you need to have the pages set up that form part of the collection. Then...

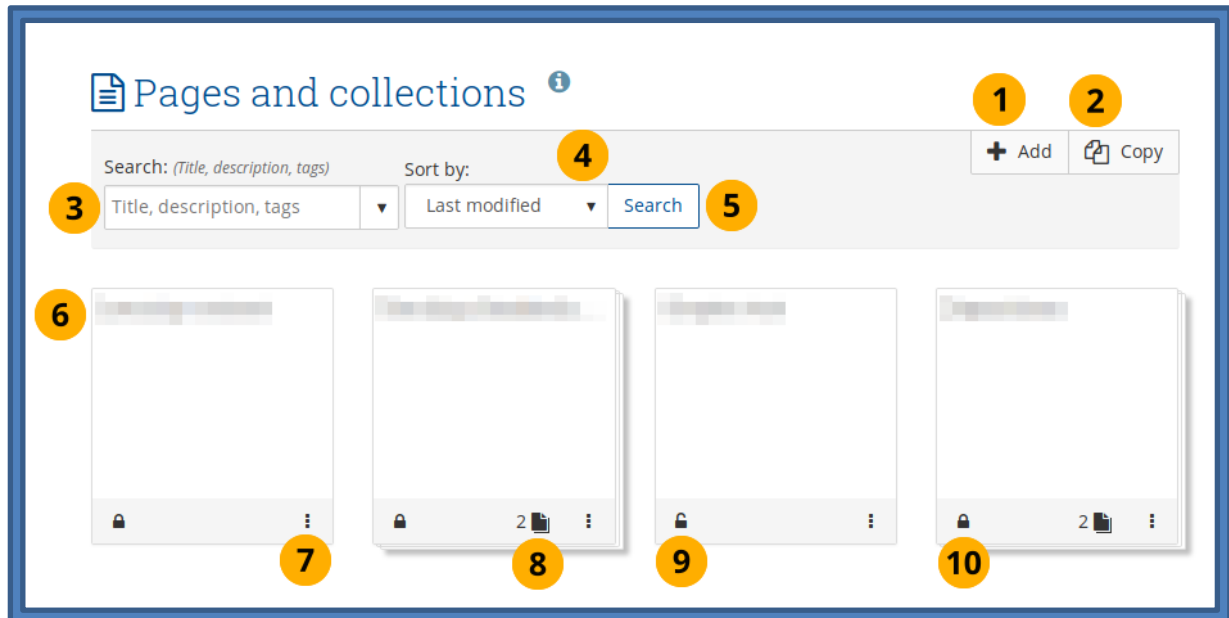
1. Go to **Main menu → Create → Pages and collections**.
2. Click the **Add** button and select to create a **Collection**.
3. Fill in the form for adding a collection and start with the **Collection name**.
4. **Collection description:** Provide a description if you like. It is optional.
5. **Page navigation bar:** Leave the default at "Yes" in most cases. This will allow you to have a built-in navigation through all your pages that are part of the collection.
6. Click the **Next: Edit collection pages** button.
7. Drag and drop the pages that you want to have in your collection from the left to the right-hand side. You can also select the pages and then click the **Add pages** button if you prefer.
8. Click the **Done** button to create your collection.

You can add and remove pages from your collection at any point in time.

## 7. Quick View/Edits of PAGES & COLLECTIONS

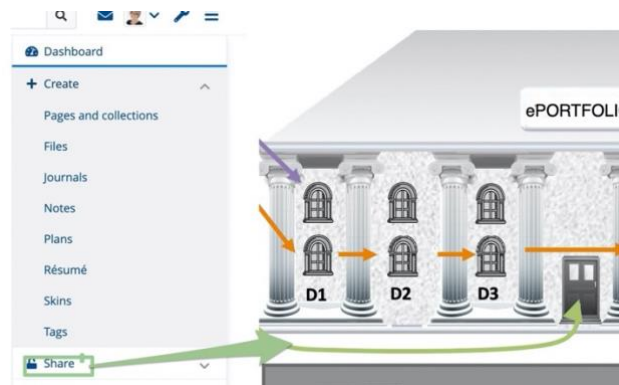
- **Page:** everything for a specific topic is on one page that you then share, or a
- **Collection:** multiple pages that you link together in order to organise your eportfolio

You access your personal pages and collections via **Main menu → Create → Pages and collections**.



1. Click the **Add** button to add a new page or collection.
2. Click the **Copy** button to select a page or collection template that you want to use as basis for a new portfolio.
3. **Search** for a page or collection in your personal area if you have a lot of portfolios that aren't displayed all on one page.
4. Use the **Sort by** functionality to display your pages in a different order to find them.
5. Click the **Search** button to perform your search or sorting action.
6. The **title** of a portfolio is displayed.
7. Click the **More options** icon to see additional actions for the portfolio.
8. When you see the **Multiple pages** icon with a number, this indicates that this is a collection consisting of the number of pages displayed.
9. The **Unlocked** icon indicates that you have shared this portfolio with someone. You can click it so see with whom you shared it. You can also change the access permissions by clicking **Manage access**.
10. The **Locked** icon indicates that you have not yet shared the portfolio with anybody. You can change the access permissions by clicking **Manage access**.

## 8. Share your Collection



*In the gallery metaphor, this would be opening up your exhibition for people to view your rooms and involves providing a link (url) to view your collection of pages of your ePortfolio.*

When you are in **Edit** mode on a page...

1. Click the **Share** button. Alternatively, you can also go to **Main menu** → **Share** → **Shared by me** → Click the **Secret URL** button.
2. Click the **New secret URL** button.
3. The new URL is displayed.
4. Click the **Copy** button to copy it and add to an email.
5. Click the **Edit** button to edit the time frame for the secret URL.
6. Click the **Delete** button to remove the secret URL.
7. Click the **Save** button to keep the changes to the time frame.

## HELPDESK – Additional Support

Email the Specialist Teaching Help Desk: [specialistteaching@gmail.com](mailto:specialistteaching@gmail.com)