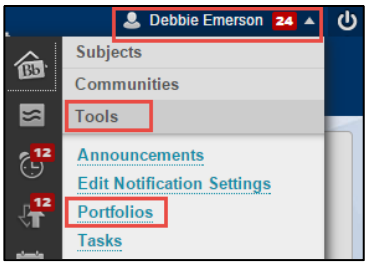
LEARNING MANAGEMENT SYSTEM USER GUIDE: PORTFOLIOS

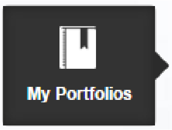
The LMS Portfolio tools allow individual users to build a collection of items to demonstrate their achievements and capabilities. The LMS presents a portfolio as a web site (pages) containing digital content that can be created by the user or selected for inclusion from assignment submissions. You can have multiple portfolios for different audiences and purposes, and they may be built and edited over a period of time. Portfolios may be made available for viewing by selected individuals, or members of a subject or community.

Access the Portfolio tools



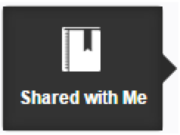
The Portfolio tools are accessed from the drop down global navigation menu (your name) in the top right corner.
Click **your name >> Tools >> Portfolios**.

My Portfolios, *My Artifacts* and *Shared with Me* are now displayed.



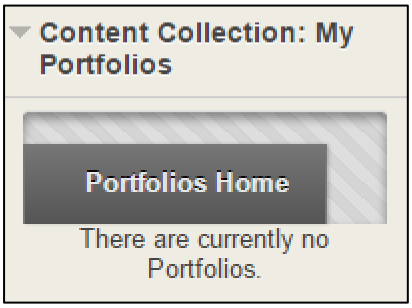
My Portfolios displays the portfolios you have made. It is the place to make new portfolios and to modify existing portfolios.
Portfolios listed here may appear in a table or as card, selectable by the **View as** options top right.

My Artifacts displays the reusable content (artifacts) you have made. This is where you make new artifacts or modify existing artifacts.



Shared with Me displays the portfolios that have been shared with you by other people.

Add Portfolio tools to My Home



You can also add the portfolio module to your *My Home* tab to give yourself quick access to the portfolio tools.

1. On the *My Home* tab click **Add Module**.
2. Find *Content Collection: My Portfolios* on the module list and click **Add**.
   The module will now be available via *My Home.*
3. Click Portfolios Home to open.

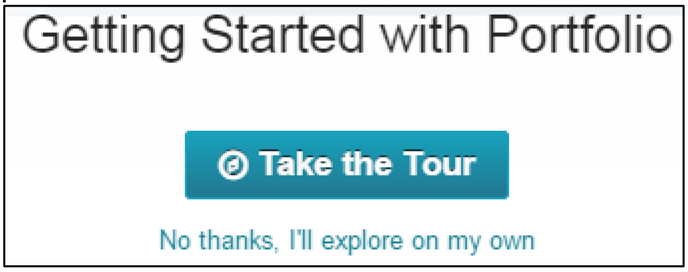
Create a portfolio

A portfolio can be created with a minimal structure and then progressively modified to include more content.

1. Open *Portfolios* via the navigation menu (top right) or the My Portfolios module on the My Home page (if created).
2. Click **My Portfolios**.
3. Click **Create Portfolio**.
4. Enter a *Title* for the Portfolio and a *Description* (optional).
5. There is an option for **Select Portfolio Template**, but as these have been created for specific purposes in some courses; there may not be any templates that are relevant to your intended

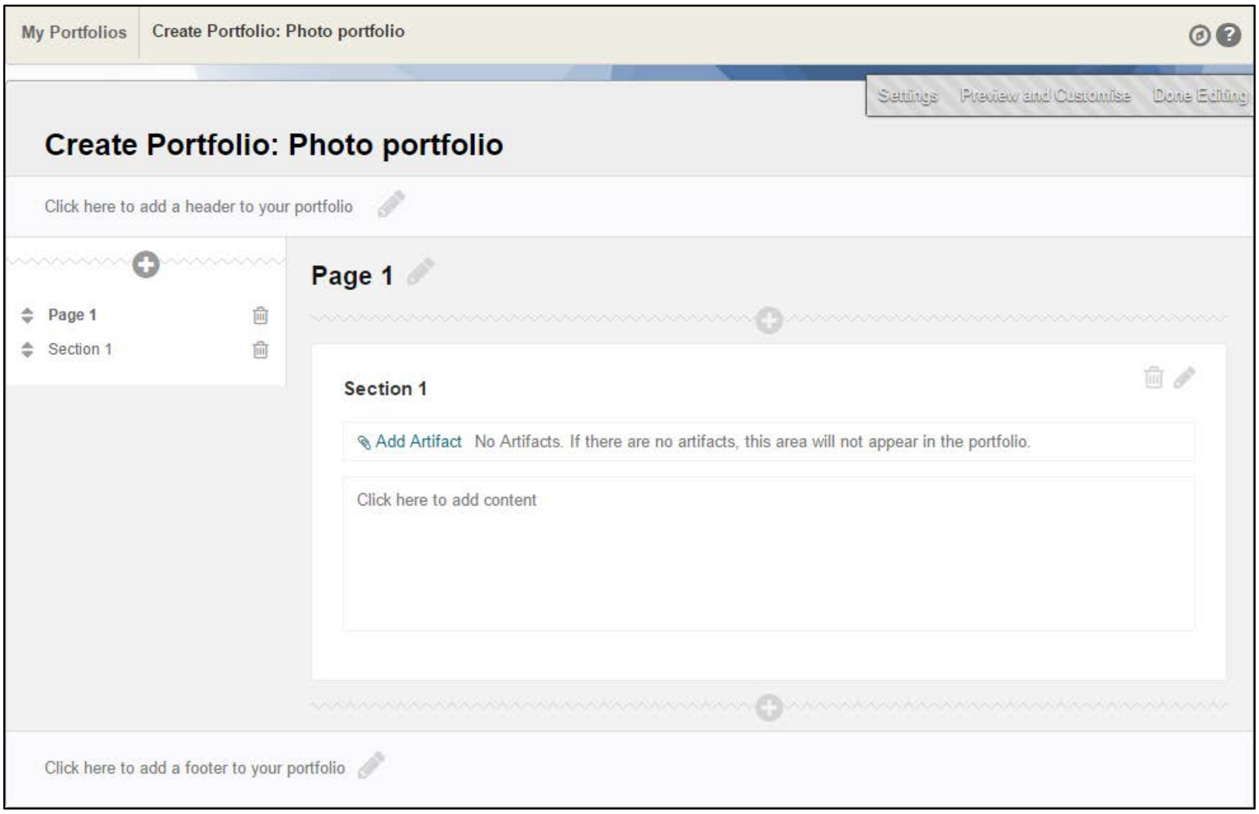
purpose. If there is a template you wish to use, click the radio button to the right of the template, then click **Submit** to select it.

6. Leave the default options for **Available** and **Comments are Private** as selected.
7. Click **Submit**.
   Your portfolio is now created and ready to build.
   A message appears allowing you to take a quick tour that will highlight the elements of the portfolio tool.



   Notes: You can take the tour at any time by clicking the tour icon at the top right while inside a portfolio.

8. Your empty portfolio is displayed and waiting for you to add content.

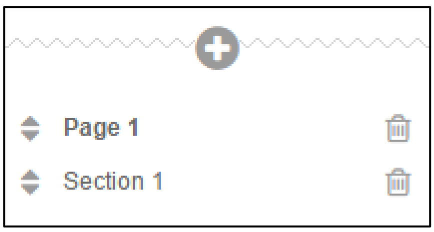


Build a portfolio

A Portfolio is made up of pages. Each page must have at least one section. When you create a new portfolio, it will contain a single page (Page 1) and a single section (Section 1), but you can edit to create additional pages and sections as desired. (See the image above.)

Add a page

1. The list of pages in your portfolio appears on the top left.
2. To add a new page, click the plus sign at the top of the list of pages.
3. A new page is added and give a default name e.g. Page 2.



Edit a page

In the list of pages (left), click the title of page you want to edit.
That page is now displayed to the right of screen.

Change the title

1. Click on the pencil icon next to the title and enter a new title for the page.
2. Click **Save**.

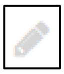
Add a section

1. Click a plus sign that appears above / below the existing sections within that page.
   The new section will appear where the plus sign was located.

2. Enter a title.
3. Enter content in the text box area and format it as desired using the tools provided.
   At the top right corner of the textbox, click the double headed *show more* arrow to expand the tool bar if you currently only have one row of tools.
4. Click **Save**.

Note: In addition to the content that you create in the text box area, sections may contain reusable content known as artifacts. Artifacts are talked about in detail below (see page 4).

Edit a section



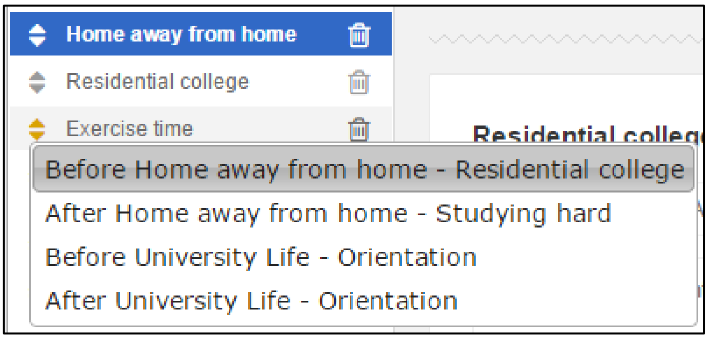
Edit a section by clicking anywhere in the section, or clicking the pencil icon to the right of the section name.
The section opens in edit mode (appears the same as it did when adding a section).

Delete a section

Delete a section by clicking the trash can icon to the right of the section name.
You will be asked to confirm the deletion.

Reorder content in the portfolio

Reordering content within a portfolio is done via the list of pages (top left).



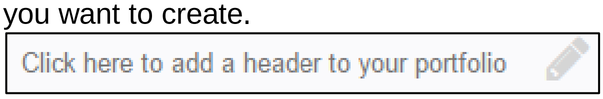
1. Click the up / down arrow to the left of the name or the page / section you want to move.
2. Options will appear, letting you select the new location for that item.
3. Click the option for the location you want.
4. The page / section will be immediately moved.

Note: Be careful not to drag the up / down arrow. While it is possible to move pages / sections to a new location in this way, it is also very easy to move a section so that it becomes detached from a page. The result may not be undone.

Header and Footer

A header and / or footer can be constructed to appear on each page (optional) and the appearance can be customised.

1. Click the pencil icon associated with the header (top of the page) or footer (bottom of the page) you want to create.



2. Enter your header / footer text and click **Save**.

Settings

Portfolio settings let you change the title, description, availability of the portfolio and visibility of the comments inside the portfolio.

1. Click the **Settings** button (top right).
2. Change settings as desired.
3. Click **Submit**.

Preview and Customise

Preview and Customise lets you see the portfolio as it will appear to others, see any comments made about the portfolio, plus customise the style to choose the layout and colour scheme used.

1. Click the **Preview and Customise** button (top right).
   The portfolio as it currently appears to others is now displayed.
2. Click **Comments** (top right) to view or add comments about this portfolio.
3. Click **Customise Style** (top left) to change the layout or colour scheme used.
4. Select a **Layout** from the four options under the drop down (top left).
   Wait a few seconds for the new layout to be previewed on your portfolio.
5. Select a **Colour** from the drop down (also top left).
   Wait a few seconds for the new colour to be previewed on your portfolio.
6. Click **Save** (top right) to save the selections;
   Else click **Cancel** to exit without saving.
7. Click **Close** (top right) to return to the page where you can edit the content of the portfolio.
   Note: The colour scheme and layout are not visible in the Edit Portfolio page.

When you are finished

To exit gracefully from editing a portfolio, click **Done Editing** (top right).

You will be returned to your **My Portfolios** page, to view the list of your portfolios.

If further editing of the portfolio is required, put your cursor on the portfolio name and from the menu that appears, select **Edit**.

Artifacts

Artifacts are reusable digital objects that can form the content of portfolio pages. *Personal Artifacts* can contain text, graphics, video, audio, and attached files. *Subject Artifacts* can also be created from some assignments in the LMS. Once you have created an artifact, you can include it in one or more of your portfolios.

Add a Personal Artifact

1. Navigate to your Portfolios area (see page 1 for options to do this).
2. Click **My Artifacts**.
3. Click **Add Personal Artifact**.
4. Enter a *Title* for the artifact and a *Description* (optional).
5. The *Content* of the artifact is constructed in the text box. There are various tools can be used to format text and embed files.
   At the top right corner of the textbox, click the double headed *show more* arrow to expand the tool bar if you currently only have one row of tools.
6. Click **Browse My Computer** to attach a file to the artefact, outside of the text box.

7. Repeat to add any additional files.
8. Click **Submit** to return to the list of artifacts.
9. You can edit a personal artefact at any time by navigating to the **My Artifacts** page, put your cursor on the artefact name and from the menu that appears, select **Edit**.

Note: Attaching files from the content collection is not recommended because file permissions are not automatically updated. Content collection files added *after* a portfolio has been shared cannot be viewed by the recipient unless the portfolio is re-shared.

Add a Subject Artifact

A subject artifact can be created from a Blackboard Assignment submission. You can only select assignments from a currently available subject for inclusion in one or more of your portfolios.

When you add the subject artifact to a portfolio you can choose whether or not to include the staff feedback and grading of your assignment.

1. Navigate to your Portfolios area (see page 1 for options to do this).
2. Click **My Artifacts**.
3. Click **Add From Subject**
4. Browse in the list of subjects on the right, to find the one that contains the assignment submission you wish to include in a portfolio.
5. Click the radio button next to the subject name.
6. Tick the box of the assignment to be included.
7. Click **Submit** to return to the list of artifacts.
8. Click the down arrow to the right of the artifact name to **Preview** or **Delete**.
   Note: Subject Artifacts cannot be edited, however when you add the artifact to a portfolio you will select which components to include.

Add an artifact to your portfolio

1. Click **My Portfolios**.
2. **Edit** the portfolio that will contain the artifact.
3. Open the page to contain the artifact.

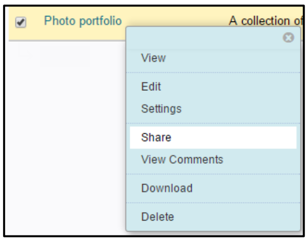
4. Navigate to the section where the artifact will be added. Click the **Add Artifact** button.
5. Click the check box to the left of the artifact to be used.
6. Click **Submit**.
   The artifact will now be listed as attached to the section.

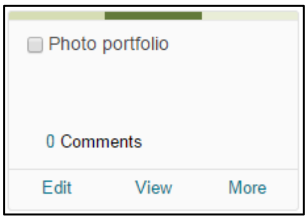
7. Repeat steps 4-6 as desired.

Note: Even though the artifact is attached, it will not display until the portfolio is previewed (see page 4). When the portfolio is previewed, the artifact appears as a button that people will click to open a new page.

Share a portfolio

Portfolios can be shared with individuals or members of subject or community. The portfolio must first be made available, and then it can be shared with others. You can share with more users at a later point or remove sharing with users.





1. Navigate to Portfolios
2. Select **My Portfolios**.
   Your portfolios may be presented in a Table or Card view.
3. If your portfolios are presented in Table view,
   click the down arrow to the right of the Portfolio name and select **Share**.
   OR
   If your portfolios are presented in Card view, click **More >> Share**.
4. Select **Share as Snapshot with**.

See details below to select the correct **Share** option.

Share with a user at the University of Melbourne

1. Click **Share Snapshot with >> Users**.
2. Enter the username of the person you want to share your portfolio with into the box. [If you are not sure of the correct username, then click on **Browse** and search for their username.]
3. You have the option to send the person an email to notify them that the portfolio has been shared. Click the **Send Email** check box and edit the **Subject** and **Message** as desired.
4. Click **Submit**.
5. This portfolio will now appear in the user's *Received Portfolios*.

Share with an external user (non University of Melbourne)

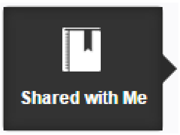
1. Select **Share Snapshot with >> External Users**.
2. Enter the email address of the person you want to share your portfolio with into the box.
3. Edit the *Email Information* as desired, but leave the <PORTFOLIO_URL> text untouched. This information will be sent to the external user; they will click the URL to view the portfolio.
4. Enter a password (optional).
5. Choose when the sharing will expire.
6. Click **Submit**.

Share with all members of a subject (or community)

1. Select **Share Snapshot with >> Subjects (or Community)**
2. Enter the Subject ID, e.g. *ABCD10001_2015_SM1,* if you don't know the exact ID select **Browse** to search.
3. Select subject
4. Click **Submit**.
5. This portfolio will now appear in a list of portfolios shared to the subject or community. Teaching staff can make this list available to all students in the subject or community.

View a shared portfolio

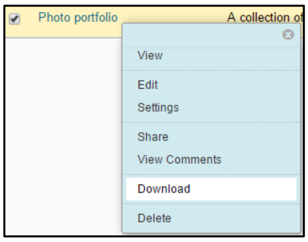
Portfolios that have been shared with you will be visible via the **Shared with Me** option on the Portfolios page.

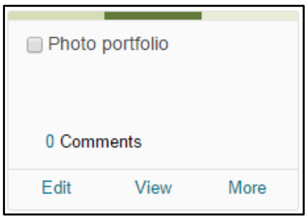


Download a portfolio

A portfolio can be downloaded as a zip file that contains all the page content and attached files.

1. Navigate to Portfolios.
2. Select **My Portfolios**.
   Your portfolios may be presented in a Table or Card view.
3. If your portfolios are presented in **Table** view,
   click the down arrow to the right of the Portfolio name and select **Download**.
   OR
   If your portfolios are presented in Card view, click **More >> Download.**
4. Click to download the portfolio.





Please report any errors or omissions in this guide to
lms-guides@lists.unimelb.edu.au