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ACCESSING THE EPORTFOLIO

Click on the link from the Learnonline course homepage in the Course Essentials block or use the following url: http://ep.unisa.edu.au/view/ to access your ePortfolio.

1. Login with your UniSA username and password.
The first thing you need to do is create a new ‘Page’ in your ePortfolio. Your ePortfolio can contain many different ‘Pages’ which you can use for different courses or purposes. After you create a ‘Page’, you can add any content to it and then you have the option of sharing your work with others.

1. Once you are logged in, locate the ‘Portfolio’ tab on the Dashboard page.

2. Hover your mouse over the tab and a drop down box will appear. Click on the ‘Pages’ link.
In the ‘Pages’ section, select ‘Create Page’ button.

First, you need to give the page a title. Make sure you use a title which will help explain the content of the page. Select ‘Edit Title and Description’ tab.

1. Enter a ‘Page Title’.
2. Enter a ‘Page Description’.
3. Enter ‘Tag(s)’ if required. Click on the information button to find out more about tags.
4. Select a ‘Name display format’.
5. Select ‘Save’ button.
Next, you can choose the layout for your page. Select ‘Edit layout’ tab.

1. Select a column layout.
2. Select ‘Save’ button.
3. To see how your page looks and the size of your columns, select the ‘Display page’ tab.

**ADDING CONTENT TO PAGES IN YOUR EPORTFOLIO**

Once a page is created, you can now add content to it. Select the ‘Edit content’ tab.
TYPES OF CONTENT YOU CAN ADD TO YOUR PAGE

You can add different types of content by selecting from the list on the left side and then dragging and dropping the boxes into your page layout. There are two quick links to commonly used content: Text box and Image. Underneath is a list of other items you can add to your page. Click on each item to expand the list and see what kind of content you can add.

Media: link to downloaded file(s), folder of files, collection of images, html files, single image, embedded media files

Journals: entire journal, one journal entry, most recent journal entries, tagged journal entries

General: creative commons license, navigation list, plans list, recent forum posts, text box

Personal info: entire resume, profile information, one resume section

External content: external feed, external media, google apps

ADDING A TEXT BOX TO YOUR PAGE

The easiest way to add content is to add a text box to your page as it provides a number of options for content. Firstly, add the text box:

1. With the ‘Edit content’ tab selected, left click on the ‘Text box’ heading on the list
2. Drag and drop the box down into the column you want it to appear in
The 'Text box: Configure' page will open (see below).

1. Add a 'Title' for your text box.
2. In 'Block content', you can add text directly onto your page via the text box (you can type directly into the space provided or copy from another document and paste into the text editor).
3. In 'Attachments', you can upload any files to be linked onto your page either by selecting the file from your list of already uploaded documents or by uploading directly from your computer or USB (for more details about uploading files see the ‘Uploading files’ section of this guide).
4. The 'Retractable' option allows you to hide or expand the text box. If you want your content to be always visible, do not tick the boxes. This will keep your text boxes expanded.
5. Select the 'Save' button.
The text box will now be visible on your page with the text you have typed or the link to the file you have selected. Select the 'Done' button when you have finished adding content.
UPLOADING FILES TO THE EPORTFOLIO

You can upload any files (e.g. word documents, pdfs, images or videos) to the ePortfolio and these will be stored in the ‘Files’ section. You can access them later when you want to link them to ‘Pages’ that you create.

To upload a file to the ePortfolio:

1. Hover your mouse over the ‘Content’ tab and a drop down box will appear.
2. Click on the ‘Files’ link.

The ‘Files’ section will appear.

3. Tick the Copyright statement box if the file you are uploading is your own work or you have permission to use the file. The ‘Browse’ button will become available.
4. Select the ‘Browse’ button and browse for your file.
5. After you’ve found the file you want to upload, click on the ‘Open’ button and your file will automatically upload. You can then upload additional files if required.

The ePortfolio will acknowledge your uploaded file(s) and the file(s) will now be in the ‘Files’ section of your ePortfolio.

Additional functions:

Use the button to create folders to organise your files.

To delete or edit files use the buttons.
LINKING FILES TO A PAGE

To link a file to a page after you have created the page:

1. Hover your mouse over the ‘Portfolio’ tab and a drop down box will appear.
2. Click on the ‘Pages’ link.
3. In the ‘Pages’ section, choose the page that you want to add a file link to. Click on the edit button.

[Diagram of aPortfolio interface showing steps 1, 2, and 3]
The ‘Edit content’ tab will be selected.

1. Click on the ‘Media’ tab to expand
2. Left click and hold the ‘File(s) to download’ tab
3. Drag and drop the box down into the column you want it to appear in

The ‘File(s) to download: Configure’ page will open.

4. Enter a ‘Block title’. Use a title which will help describe the link.
5. Choose the file you want to use from your file list and click the ‘Select’ button OR
6. Upload a new file. Be sure to tick the Copyright permission box if the file you are uploading is your own work or you have permission to use the file and then select the ‘Browse’ button. Browse for your file.
Your file will now be uploaded.

Select the ‘Save’ button.

The link to the file will appear under the block title on your ‘Page’.

Select the ‘Done’ button.
EMBEDDING VIDEO FILES IN A PAGE

You can upload a video file and embed it directly in your page so that others can play and view it from there:

1. Hover your mouse over the ‘Portfolio’ tab and a drop down box will appear.
2. Click on the ‘Pages’ link.

3. In the ‘Pages’ section, choose the page that you want to add a file link to. Click on the edit button.

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1. Hover your mouse over the ‘Portfolio’ tab and a drop down box will appear.
2. Click on the ‘Pages’ link.

3. In the ‘Pages’ section, choose the page that you want to add a file link to. Click on the edit button.
The ‘Edit content’ tab will be selected.

1. Click on the ‘Media’ tab to expand
2. Left click and hold on the ‘Embedded media’ icon
3. Drag and drop the box down into the column you want it to appear in

The ‘Embedded Media: Configure’ page will open.

4. Enter a ‘Block title’. Use a title which will help describe the video
5. Choose the file you want to use from your file list and click the ‘Select’ button OR
6. Upload a new file. Be sure to tick the Copyright permission box if the file you are uploading is your own work or you have permission to use the file and then select the ‘Browse’ button. Browse for your file.
Your file will now be uploaded.

Add a ‘Width’ and ‘Height’ size for the video display if necessary (250 x 250 is recommended for three column layouts, 400 x 400 is recommended for two column layouts).

Select the ‘Save’ button.

Your ‘Page’ will display the video as an embedded file that users can play directly from your page.

Select the ‘Done’ button.
CREATING A JOURNAL

You can use the ‘Journal’ function to add content to your ePortfolio. However, your ‘Journal’ must then be linked to a ‘Page’, if you want your tutor to be able to access to it.

First, you need to create the ‘Journal’.

1. Hover your mouse over the ‘Content’ tab and a drop down box will appear.
2. Click on the ‘Journal’ link.

The ‘Journals’ section will appear. Select the ‘Create journal’ button.
The ‘New journal: Journal settings’ section will open.

You need to give the journal a title. Make sure you use a title which will help explain the content of the journal.

1. Enter a ‘Title’.
2. Enter a ‘Description’.
3. Enter ‘Tag(s)’ if required. Click on the information button to find out more about tags.
4. Select ‘Create journal’ button.

Your new journal will now appear in the list of ‘Journals’.
After you have created your ‘Journal’, you can start making entries. Click on the ‘New entry’ button.

The ‘New journal entry in journal’ section will appear.

1. Enter a ‘Title’ for your entry. Make sure you use a title which will help explain the content of the journal or will help you to connect it to your course.
2. Type in the content of your ‘Entry’.
3. Enter ‘Tag(s)’ if required. Click on the information button to find out more about tags.
4. If you want to attach a file, select the ‘Add a file’ button.
5. If you need more time to write your entry or add content, you can tick the ‘Draft’ box. Only you will be able to see your journal entry until you untick the box. When you are ready to share it, you will need to untick the ‘Draft’ box to make it visible for your tutor to read.
6. The ‘Allow comments’ box will be automatically ticked. This will allow your tutor to make comments when your entry is visible.
7. Select the ‘Save entry’ button.
Your journal entry will now appear under your Journal title:

1. This is your ‘Journal’ title.
2. This is your ‘Journal entry’ title.
3. To create a new entry, click on the ‘New entry’ button.
4. This shows that the journal entry is ‘Published’ and can now be read by whoever you have shared it with. If you want to add more to the journal, you can select the ‘Unpublish’ button until you are ready to share it. This is the same as ticking the ‘Draft’ box when first creating the entry.
5. Click on the edit button 📄 if you need to update your journal entry.
LINKING A JOURNAL TO A PAGE

Once your have created a ‘Journal’, the entire ‘Journal’ or a single ‘Journal entry’ can be added to a ‘Page’ to be shared with a tutor. To do this you need to first select a ‘Page’ which has already been created.

To link a ‘Journal’ to a ‘Page’:

1. Hover your mouse over the ‘Portfolio’ tab and a drop down box will appear.
2. Click on the ‘Pages’ link.

3. In the ‘Pages’ section, choose the page that you want to link your journal to. Click on the edit button.

![Image of portfolio and pages sections]
The ‘Edit content’ tab will be selected.

1. Click on the ‘Journals’ tab to expand
2. Left click and hold the first heading ‘Journal’ icon
3. Drag and drop the box down into the column you want it to appear in

The ‘Journal: Configure’ page will open.

4. Enter a ‘Block title’. If you do not enter a title, the title of the journal will be used
5. Go to the ‘Browse’ section and select the ‘Journal’ you want to link to the ‘Page’
6. Select ‘Save’
The ‘Journal’ and ‘Journal entries’ will now appear on your page. To add any further new entries, you can go directly to the page click on ‘New entry’.

Select the ‘Done’ button. If required, you can now share your page with your tutor.
CREATING A COLLECTION OF PAGES

Within the e-Portfolio, you may have a number of ‘Pages’ that you want to group together as a ‘Collection’ which you can then share with others.

A ‘Collection’ is made up of two or more Pages. Before you can create a Collection you must have created at least two Pages first. NOTE: a Page can only be part of one collection.

To create a Collection:

1. Hover your mouse over the ‘Portfolio’ tab and a drop down box will appear.
2. Click on the ‘Collections’ link.
3. Select the ‘New Collection’ button.
The ‘Edit title and description’ page will open.

1. Enter a ‘Collection name’.
2. Enter a ‘Collection description’.

The ‘Add pages to collection’ option will open.

4. Select ‘Pages’ you want to add to the ‘Collection’ by ticking the boxes.  
   **Note:** A ‘Collection’ must contain at least two ‘Pages’.
5. Select ‘Add pages’ button.
6. Use the arrows to order the ‘Pages’ in your ‘Collection’.
7. Click on ‘Done’.

Your ‘Collection’ will now be visible and ready to share.
SHARING YOUR WORK

There are a couple of ways you can share pages or collections with others. Before sharing, check with your tutor or course coordinator for any specific instructions about sharing your work.

CREATING A SECRET URL TO SHARE YOUR EPORTFOLIO

You can create a secret url that you can email to your tutor to give them access to a page or collection.

1. Hover your mouse over the ‘Portfolio’ tab and a drop down box will appear.
2. Click on the ‘Shared by me’ link.

3. Choose your page or the collection and click on the edit icon under ‘Secret URLs’.
4. Click on the ‘Add’ button.

5. The URL for this page or collection will appear. The URL will provide direct access to this page or collection and you can use it to share your pages with tutors or potential employers.

6. You can delete the secret URL by clicking on the button at the right if you no longer want to share the page or collection.

**EDITING ACCESS TO SHARE YOUR EPORPORFOLIO**

You can also edit access to pages or collections to share your work with your tutor. After clicking on the ‘Portfolio’ tab and selecting ‘Shared by me’:

1. Choose a page or collection and click on the ‘Edit access icon’.
The ‘Edit access’ section will open.

1. Tick the box of the page(s) or collection(s) you want to share.
2. Click on ‘Share with users’. Select ‘Users’ from the drop down search box, type in your tutor’s name and click on ‘Go’ to find them.
3. When the name appears, select the ‘Add’ button.
4. The name of your tutor will then appear on the left with an ‘Access date/time’ option. Type in the dates to give them access to comment on and mark your work.
5. Click on ‘Save’.

**HELP RESOURCES**

Online ePortfolio help resource

My ePortfolio SoNM website