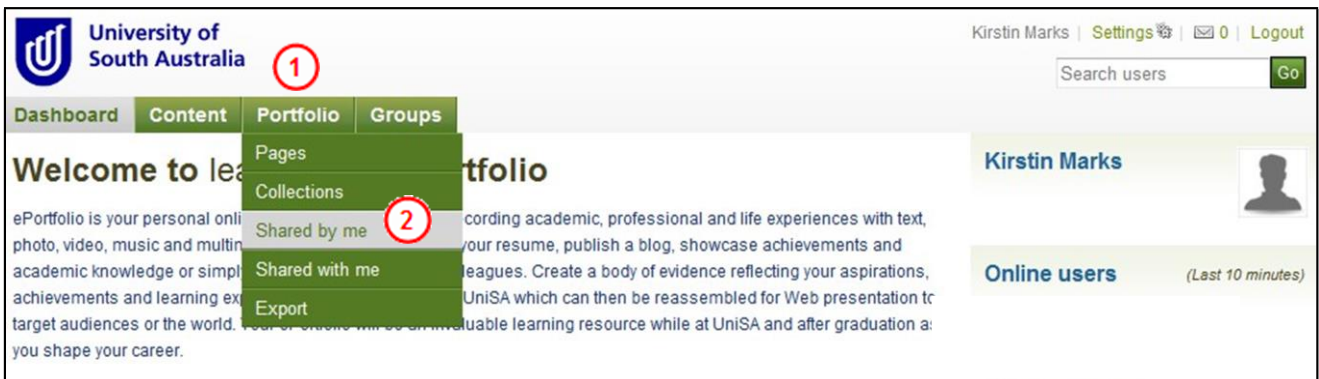


CREATING A SECRET URL TO SHARE YOUR EPORTFOLIO PAGE

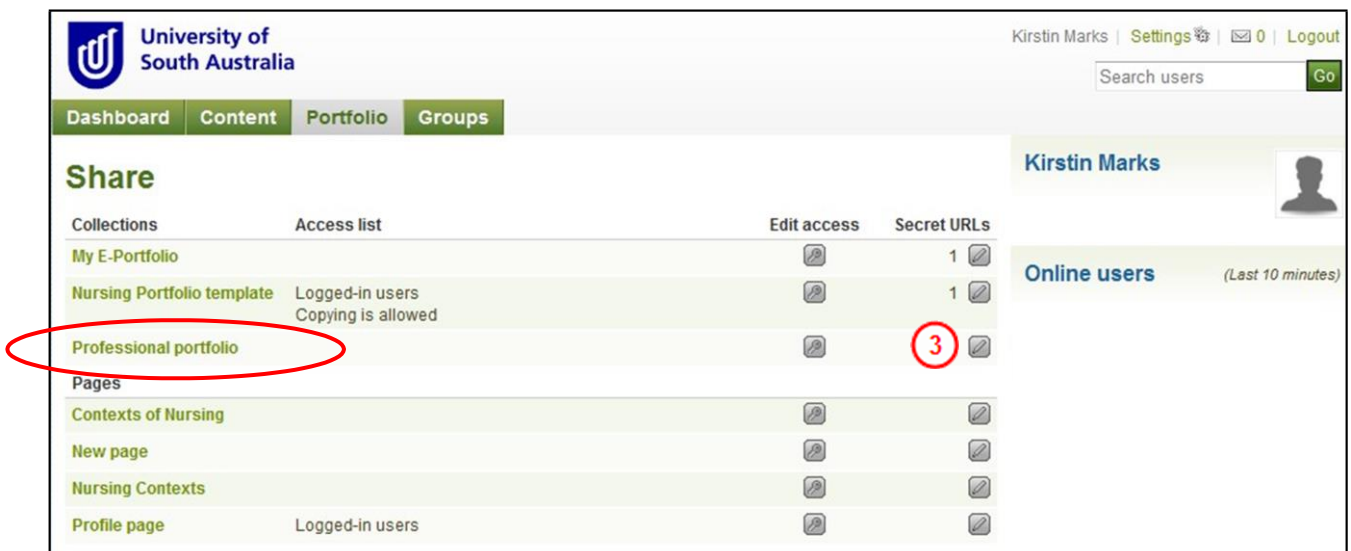
You can create a secret url that you can add to Moodle gradebook which will give your tutor access to your page and journal.

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



The screenshot shows the Moodle interface for the University of South Australia. The 'Portfolio' tab is selected, and a dropdown menu is visible with 'Shared by me' highlighted. A red circle '1' is around the 'Portfolio' tab, and a red circle '2' is around the 'Shared by me' link. The page title is 'Welcome to learn portfolio'.

3. Choose your page or the collection and click on the **edit** icon under **'Secret URLs'**.



The screenshot shows the 'Share' page in Moodle. A table lists collections and pages with columns for 'Access list', 'Edit access', and 'Secret URLs'. The 'Professional portfolio' row is circled in red. A red circle '3' is around the 'Add' button in the 'Secret URLs' column for 'Professional portfolio'. The page title is 'Share'.


Collections	Access list	Edit access	Secret URLs
My E-Portfolio			1
Nursing Portfolio template	Logged-in users Copying is allowed		1
Professional portfolio			3
Pages			
Contexts of Nursing			
New page			
Nursing Contexts			
Profile page	Logged-in users		

4. Click on the **'Add'** button.



The screenshot shows the 'Secret URLs: Professional portfolio' page. A 'New secret URL' field is visible with an 'Add' button highlighted. A red circle '4' is around the 'Add' button. The page title is 'Secret URLs: Professional portfolio'.

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.



Once you have created your secret URL you need to copy the url and then paste it into the gradebook.

ADDING YOUR SECRET URL LINK TO GRADEBOOK

Once you have copied the secret url from the e-portfolio (Control C on your keyboard), go to the course homepage.

1. Find and click on the link to the e-portfolio assessment.



2. Click on the **Add submission** button.

The screenshot shows the 'Assessment #2 Part A - e-journal' submission status page. It includes a table with the following information:

Attempt number	This is attempt 1.
Submission status	No attempt
Due date	Friday, 19 September 2014, 11:00 PM
Extensions	Request Extension
Time remaining	43 days 9 hours

Below the table, there is a red circle with the number '2' next to the 'Add submission' button. Below that button is the text 'Make changes to your submission'.

3. Tick the **plagiarism statement box**.
4. Paste the url (Control V on your keyboard) into the **Online text box**. Hit the space bar or enter key to make the link live (should have blue line underneath).
5. Click on the **Save changes** button. Your secret url will now be available for your tutor to read and mark.

The screenshot shows the 'Assessment #2 Part A - e-journal - Edit submission' page. It includes a plagiarism declaration section with a red circle '3' next to an unchecked checkbox. Below this is the 'Online text' section, which contains a rich text editor. The text 'Paste url into the text box...' is present in the editor, with a red circle '4' next to it. At the bottom of the page, there is a red circle '5' next to the 'Save changes' button.

You have now successfully added your link to the assessment submission area on Moodle and do not need to add the url again. You can edit your page (i.e. add more journal entries) via the e-portfolio each week.