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URL

How can others view your ePortfolio?

Because your ePortfolio is a website it is viewable on the internet. All anyone needs is an internet connection and your URL or web address. Your ePort web address can be found by visiting your ePortfolio and copying and pasting your address.

Your URL will resemble mine only your username will be substituted where my username is! Example:

- <http://eport.mcli.dist.maricopa.edu/published/j/st/jstrickland/home/2/>
- <http://eport.mcli.dist.maricopa.edu/editable/j/st/jstrickland/home/2/>

Notice how the first URL has the word “published” in the address while the second one reads “editable” instead?? That is the URL I get when viewing my ePortfolio from the “preview” option within the Portfolio Manager...this address is NOT viewable to anyone so be certain your address says “published”!

To get your address go here:

<http://eport.mcli.dist.maricopa.edu/>

Click “Browse”

Locate your ePortfolio

Visit it

Copy & paste the address!

Questions? Contact: Jennifer Strickland
jennifer.strickland@pvmail.maricopa.edu

Jennifer Spink Strickland, Paradise Valley Community College

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ePortfolio: Logging In

ePortfolio Website:

<http://eport.mcli.dist.maricopa.edu>

Username:

Password reminder:

To log in:

- Log onto <http://eport.mcli.dist.maricopa.edu>
- Click "Edit"

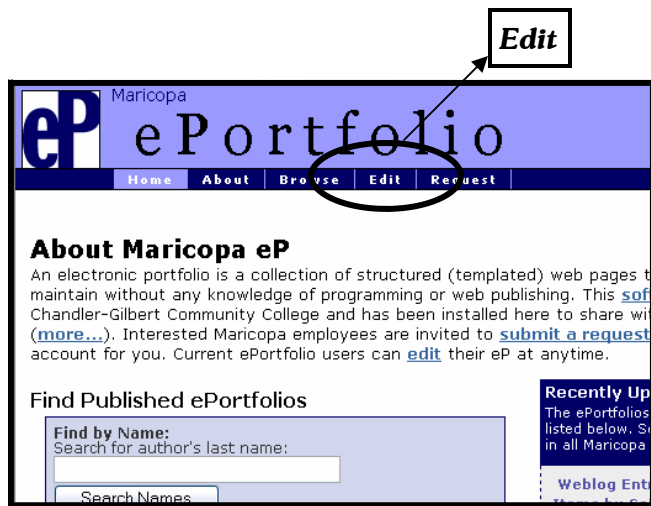


Figure 2b

- Enter your username (First initial followed by last name. All lowercase; all one word)

Figure 2c

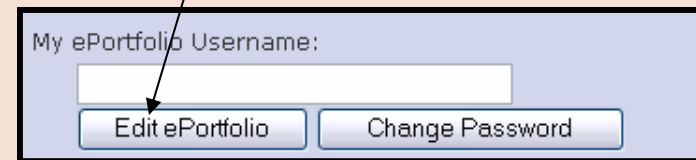
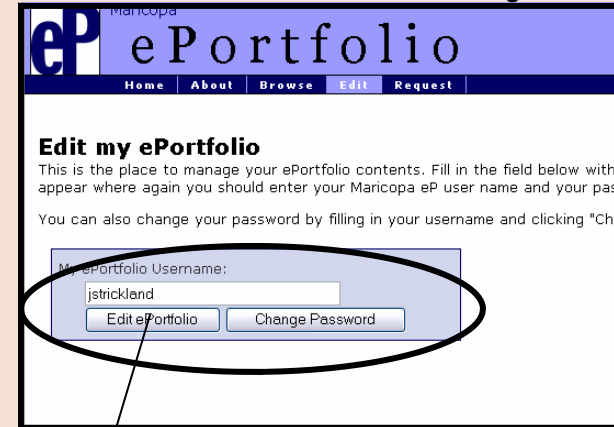


Figure 2d

- Click "Edit ePortfolio"

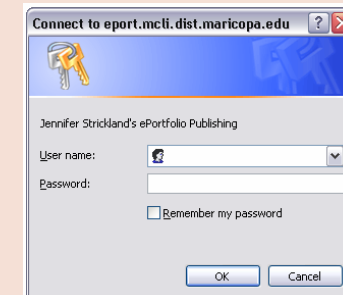


Figure 2e

Questions? Contact: Jennifer Strickland
jennifer.strickland@pvmail.maricopa.edu

ePortfolio: Changing Your Password

To Change Your Password:

- Log onto <http://eport.mcli.dist.maricopa.edu>
- Click “Edit”

Figure 3a



- Enter your username (First initial followed by last name. All lowercase; all one word)
- Click “Change Password”

Figure 3b

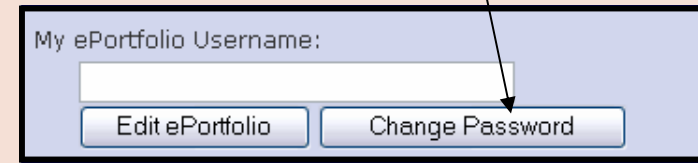


Figure 3c

- Prompt appears
- Enter new password
- Re-enter new password
- Click “change password”

Figure 3d



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ePortfolio: Understanding ePort & Creating a Home Page

Creating vs. Editing

The following How To's are for creating a new page found under "Add New Page" and for editing an existing page found under "Modify Existing Pages"

ePortfolio is web-based so the only required software is a web browser such as Internet Explore or Firefox.

MCCCD's ePortfolio allows you to create an electronic portfolio that works like a website without having to know web design.

To edit individual pages or rearrange items on an individual page you will go under "Modify Existing Page" and click "Edit Page" next to the page you want to edit.



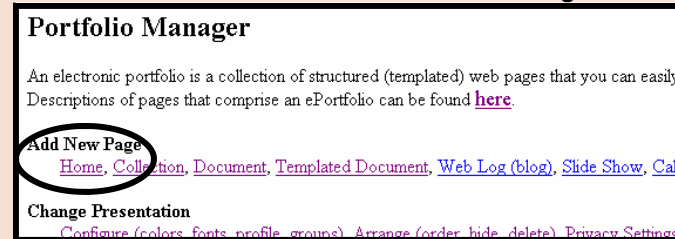
Figure 4a

Creating a Home Page

- Under "Add New Page"
- Click "Home"

Home Page: A home page is usually the first page visitors to your ePortfolio see.

Figure 4b



- Enter a Title for the page (title appears at the top of the page and on the drop down menu for navigating your ePort)
- Enter text that you want on appear on the home page

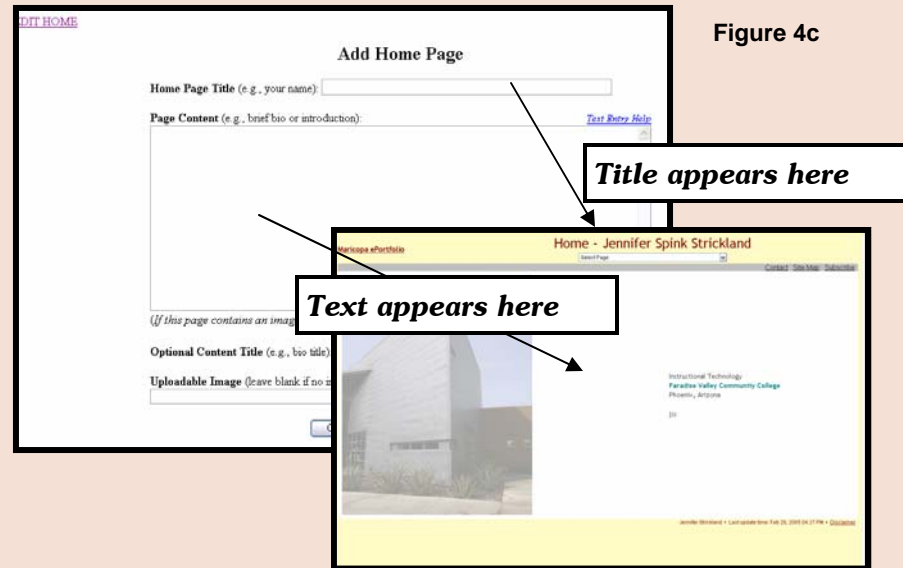


Figure 4c

Figure 4d

- Click Build Page



Figure 4e

Questions? Contact: Jennifer Strickland
jennifer.strickland@pvmail.maricopa.edu

ePortfolio: Publishing

Your ePortfolio is not viewable to anyone but you until you publish it. Once you publish it is viewable to anyone on the internet unless you password protect certain pages.

To Publish your ePortfolio

- Under “Select Non-Editing Function”
- Click “Publish your Portfolio”

Figure 5a

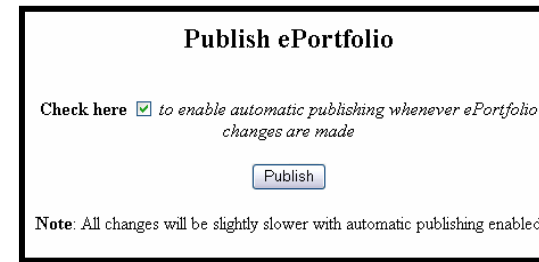


- Check the box that states “Check here to enable automatic publishing” (optional)

Note: You will need to remember to publish your portfolio every time you make a change if you do not check the box; by checking the box your ePortfolio is automatically updated and published.

- Click “Publish”

Figure 5b



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ePortfolio: Adding an image to your Home Page

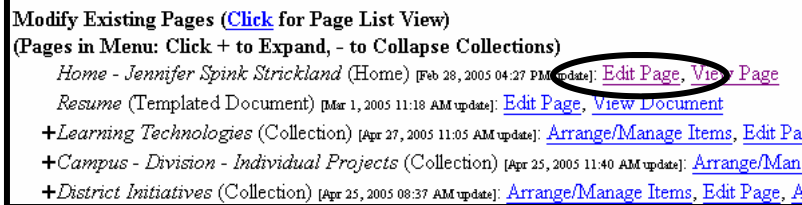
If you want to have an image on your home page:

If this is a new page follow the directions on page to create **a new home page**.

To add an image to an existing page:

- Under “Modify an Existing Page”
- Find the Home page you want to add a picture to
- Click “edit page” to the right of the title

Figure 6a



(Begin here if you just created a new page)

- Under Uploadable Image
- Click “Browse”

Figure 6b

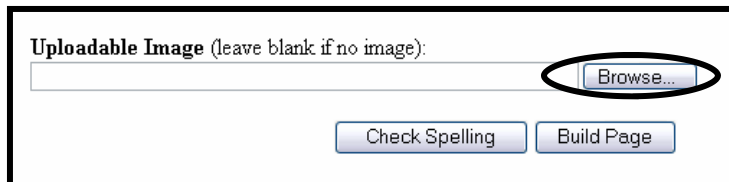
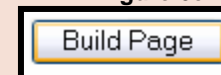
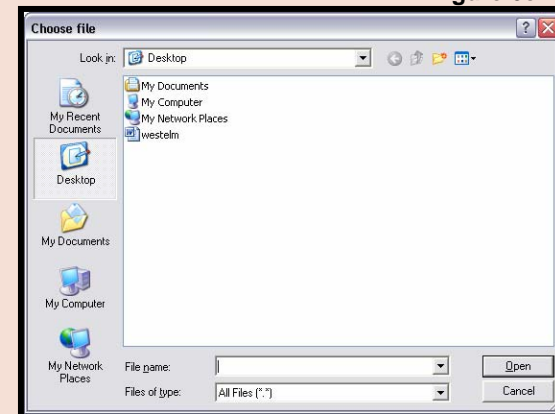


Figure 6e



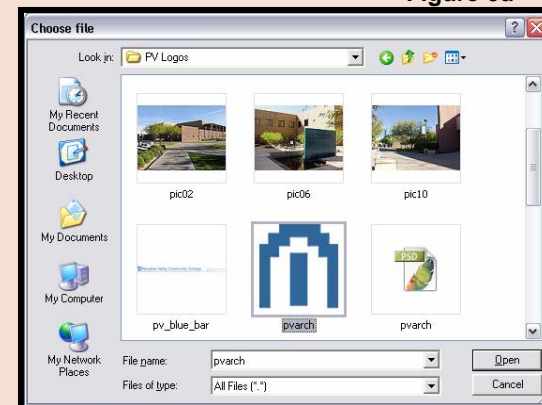
- Locate the image file you want placed on your page

Figure 6c



- Click the image file
- Click Open

Figure 6d



- Click “Build Page”

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jennifer.strickland@pvmail.maricopa.edu

ePortfolio: Customizing Basic Settings

Edit your Personal Identification

- Under “Change Presentation”
- Click “Configure”

Figure 7a

Portfolio Manager

An electronic portfolio is a collection of structured (templated) web pages that you can easily build and manage. Descriptions of pages that comprise an ePortfolio can be found [here](#).

Add New Page

[Home](#), [Collection](#), [Document](#), [Templated Document](#), [Web Log \(blog\)](#), [Slide Show](#), [Calendar](#), [Survey](#)

Change Presentation

[Configure \(colors, fonts, profile, groups\)](#), [Arrange \(order, hide, delete\)](#), [Privacy Settings](#)

Select Non-Editing Function

[Preview your Portfolio](#), [Publish your Portfolio](#), [Download your Portfolio](#), [Go to ePortfolio Home](#)

- You can change how **your name** appears on the ePortfolio page
- Insert your **e-mail address** so people can “contact you”
- Change the **school** you are associated with that appears on the upper left hand corner of your ePortfolio
- Click “Configure” to finish

Figure 7b

Configure Your ePortfolio

Note: The values shown here are already set, changing them is optional and you can change them at any time

Personal Identification

First Name: Middle Initial: Last Name:

School: Email Address:

Class Section Number or Group Name: (e.g., TSS, 17345) , , ,

To Edit your Color Scheme

- Under “Change Presentation” (see figure 5a)
 - Click “Configure” (see figure 5a)
 - Under “Page Level Attributes” or “Body Portion of the page Attributes”

Figure 7c

Configure Your ePortfolio

Note: The values shown here are already set, changing them is optional and you can change them at any time

Personal Identification

First Name: Middle Initial: Last Name:

School: Email Address:

Class Section Number or Group Name: (e.g., TSS, 17345) , , ,

Page Level Attributes

Page Title Text Color: "Contact Me" Bar Color: Page Background Color:

Or [click here](#) for Advanced Page Level Configuration

Body Portion of the Page Attributes

Body Title Text Color: Body Regular Text Color:

Or [click here](#) for Advanced Body Attribute Configuration



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ePortfolio: Customizing Basic Settings

To Edit your Color Scheme (continued)

Click the drop down arrow (figure 6a to:

- Choose a Page Title Text color
- Choose a Contact Me Bar color
- Choose a Page Background color
- Choose a Body Title Text color
- Choose a Body Regular Text Color

Figure 8a

*Not sure what is what? Read the “sample” (Figure 6b)

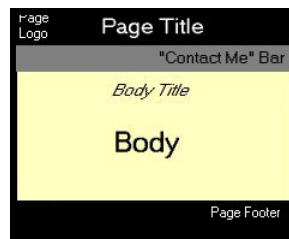


Figure 8b

For more **advanced Page Level** Configuration (more options; html based)

- “Click here for Advanced **Page Level** Configuration
- Select a font
- You have more color options by using HTML color codes to edit the above “Page Level” items

For example:

Figure 8c

Notice the six letter/number “code” next to “Bar color RGB” and “Text Color RGB”...that is the HTML color code for the already selected colors.

- To access more HTML color codes:
Click “Color Map” (a new window will open)
- The colors of each box is accompanied by the HTML color code simply copy or write down the 6 digit code and return to the Advanced Page Level Configuration (figure 6a) and insert the HTML color code in the box

Figure 8d

To Add an Image as your background

- Under “Change Presentation”
- Click “Configure”
- Depending if you want the image as the body background or the page background “click here” under the one you want
- Under Page Background click “Browse”
- Locate Image (*note: Image will be resized to 60x60 pixels and tiled*)
- When finished, click “Configure”

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ePortfolio: Adding a Document Page

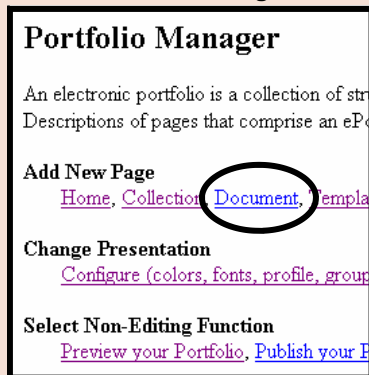
What is it?

“ Document Page: This refers to a stand-alone document such as a resume, syllabus or a philosophy. A Document can be any file that will display within a web browser (e.g., .pdf, .doc, .ppt, etc). ***This page will not render within the ePortfolio default template.***

Adding a Document Page

- Under “Add New Page”
- Click “Document”

Figure 9a



- In the box “Document Page Title” ; type a Title (ex: Resume)

Figure 9b

[EPORTFOLIO EDIT HOME](#) [EPORTFOLIO HOME](#)

Add Document Page

Document Page Title:

Document To Upload: [Browse...](#)

NOTE: This document will display outside of the ePortfolio main template (a *Templated Document* will render within the template).
If this document is part of a set of documents, you may want to add it to a *Collection* page.

[Check Spelling](#) [Build Page](#)

- Next to “Document To Upload”
- Click “Browse” and locate desired document (ex: .doc, .pdf, .ppt, etc) for this particular Document Page
- Once the document is located: Click “open”

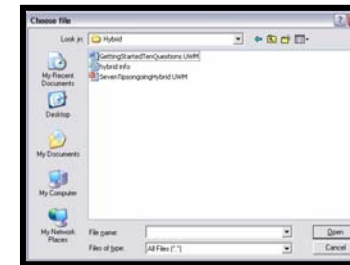


Figure 9c

- Click “build page”

[EPORTFOLIO EDIT HOME](#) [EPORTFOLIO HOME](#)

Add Document Page

Document Page Title:

Document To Upload: [Browse...](#)

NOTE: This document will display outside of the ePortfolio main template (a *Templated Document* will render within the template).
If this document is part of a set of documents, you may want to add it to a *Collection* page.

[Check Spelling](#) [Build Page](#)

Figure 9d

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jennifer.strickland@pvmail.maricopa.edu

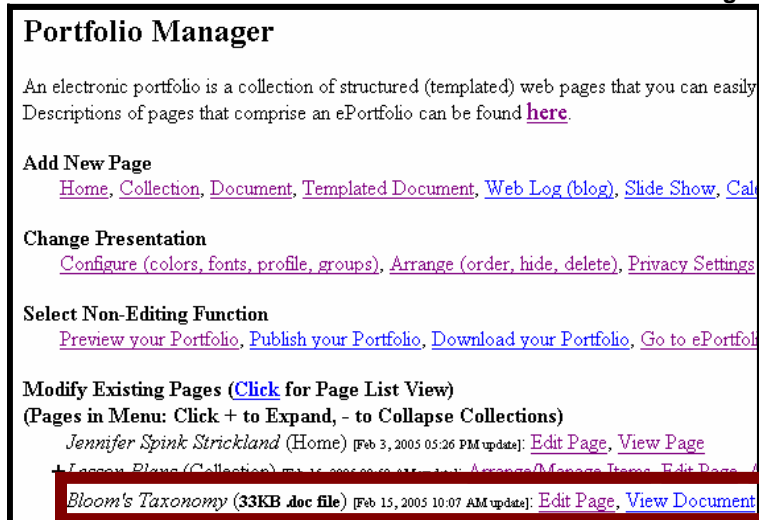
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ePortfolio: Editing a Document Page

To Edit a Document Page

- Under “Modify Existing Pages”
- Find the page you are looking to edit
- To the right of that document page: Click “Edit

Figure 10a



Portfolio Manager

An electronic portfolio is a collection of structured (templated) web pages that you can easily edit. Descriptions of pages that comprise an ePortfolio can be found [here](#).

Add New Page
[Home](#), [Collection](#), [Document](#), [Templated Document](#), [Web Log \(blog\)](#), [Slide Show](#), [Calendar](#)

Change Presentation
[Configure \(colors, fonts, profile, groups\)](#), [Arrange \(order, hide, delete\)](#), [Privacy Settings](#)

Select Non-Editing Function
[Preview your Portfolio](#), [Publish your Portfolio](#), [Download your Portfolio](#), [Go to ePortfolio](#)

Modify Existing Pages (Click for Page List View)
 (Pages in Menu: Click + to Expand, - to Collapse Collections)

[Jennifer Spink Strickland \(Home\)](#) [Feb 3, 2005 05:26 PM update]: [Edit Page](#), [View Page](#)

[Lesson Plans \(Collection\)](#) [Feb 15, 2005 10:07 AM update]: [Arrange/Manage Items](#), [Edit Page](#), [View Page](#)

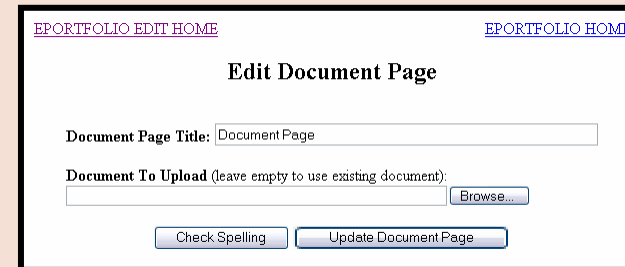
[Bloom's Taxonomy \(33KB doc file\)](#) [Feb 15, 2005 10:07 AM update]: [Edit Page](#), [View Document](#)

page”

**Note: Remember a “Document Page” is a link to a document so the only 2 attributes that you can change are the title and the document you are linking. Any changes to the document itself have to occur outside ePortfolio with the original document.*

- Change your title and/or select a new document by clicking “browse”

Figure 10b



[EPORTFOLIO EDIT HOME](#) [EPORTFOLIO HOME](#)

Edit Document Page

Document Page Title:

Document To Upload (leave empty to use existing document):

- Locate the new document (see page 9 🍏)
- Click “open”
- Click “Update Document Page”

Remember:

To View your ePortfolio as you work:

- Under “Select Non-Editing Function”
- Click “Preview your Portfolio”

Questions? Contact: Jennifer Strickland
jennifer.strickland@pvmail.maricopa.edu

Jennifer Spink Strickland, Paradise Valley Community College

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ePortfolio: Adding a Templated Document Page .txt

What is it?

“Templated Document” This is an ".html" or ".txt" document that **will be rendered within the ePortfolio default template** and chosen format -MCLI ePortfolio Page Types

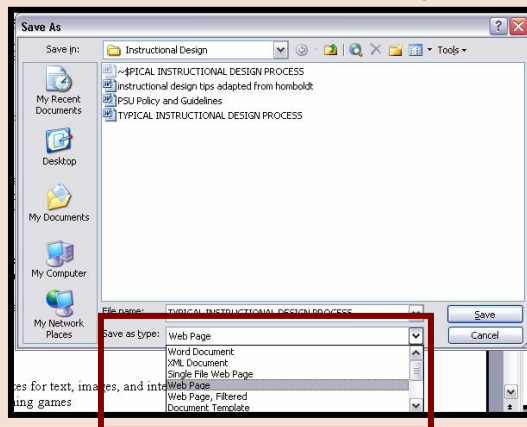
***note: only files that are saved as .htm, .html, or .txt will be accepted!**

To Convert a document to a Webpage or Plain Text (.htm, .html, or .txt)

Open Word, PowerPoint, or Excel :

- Click “File”
- Select “Open”
- Locate the document to convert
- Click “Open”
- Click “File”
- Select “Save As”
- Next to “Save As Type”

Figure 11a

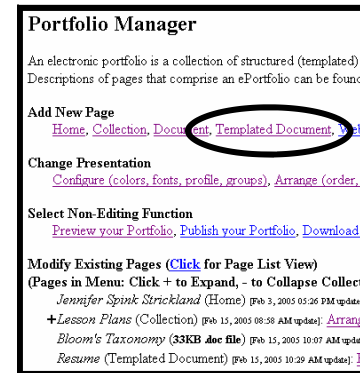


- Click the drop down menu
- Select “Web Page” for .htm/.html
- Select “Plain Text” for .txt
- Click “Save”

Adding a .txt Templated Document Page

- Under “Add New Page”
- Click “Templated Document ”

Figure 11b




- Type in a Title (This will appear on the drop down menu ex: Resume)
- Click “Browse” and locate desired document (see page 8 ) (note: .txt only) for this particular Templated Document Page

Figure 11c



- Once the document is located: Click “open”
- Click “build page”

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ePortfolio: Adding a Templated Document Page .htm/.html

Note: Adding a .htm/.html page requires additional steps because web pages contain images and other necessary documents needed to complete the page.

Adding a .htm/.html Templated Document Page

- Under “Add New Page”
- Click “Templated Document ”

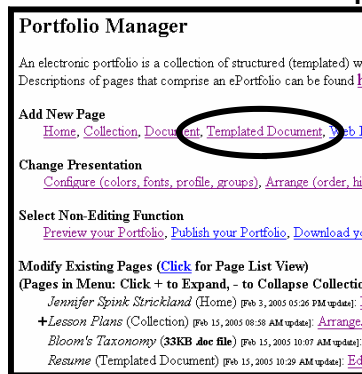


Figure 12a

- Type in a Title (This will appear on the drop down menu ex: Resume)
- Click “Browse” and locate desired web page document (see page 9) for this particular Templated Document Page
- Once the document is located: Click “open”
- Click “build page”

Figure 12b



- Upload Image/Reference for Html Document page will appear: This lists the files needed to complete your .html page. Notice there is a - sign next to each one.
- Click “browse”
- Locate the folder for your web page (it will have the exact same name as your webpage then _files)

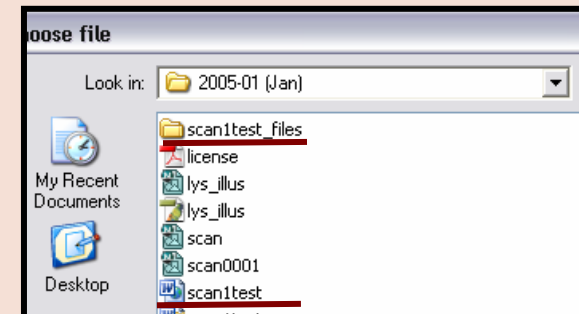


Figure 12c

- Double click to open the folder
- You will see the files needed to complete your web page. Select one.
- Click “open”
- Click “upload/more files follow”
- Repeat until last image
- Click “upload file”

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ePortfolio: Editing a Templated Page

Editing a Templated Document Page

- Under “Modify Existing Pages”
- Locate the templated document page you wish to edit
- To the right of your templated document page: Click “Edit page”



Figure 13a

*Note: Remember a “Templated Document Page” is a .htm, .html, or .txt document embedded into the ePortfolio “template” so the only 2 attributes that you can change are the title and the document you are embedding.

- Change your title and/or select a new document by clicking “browse”


[EPORTFOLIO EDIT HOME](#) [EPORTFOLIO HOME](#)

Edit Templated Document Page

Templated Document Page Title:

Document To Upload (Must be an .html or .txt file):

Figure 13b

- Locate the new document (see page 9 )
- Click “open”
- Click “Update Document Page”

*Note: **.htm or .html is recommended**

Remember:

To View your ePortfolio as you work:

- Under “Select Non-Editing Function”
- Click “Preview your Portfolio”

*If your “preview” window is already open each time you click “Preview Portfolio” that same window is updated so don’t look for another window to open, go to the window you viewed last time

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jennifer.strickland@pvmail.maricopa.edu

Jennifer Spink Strickland, Paradise Valley Community College

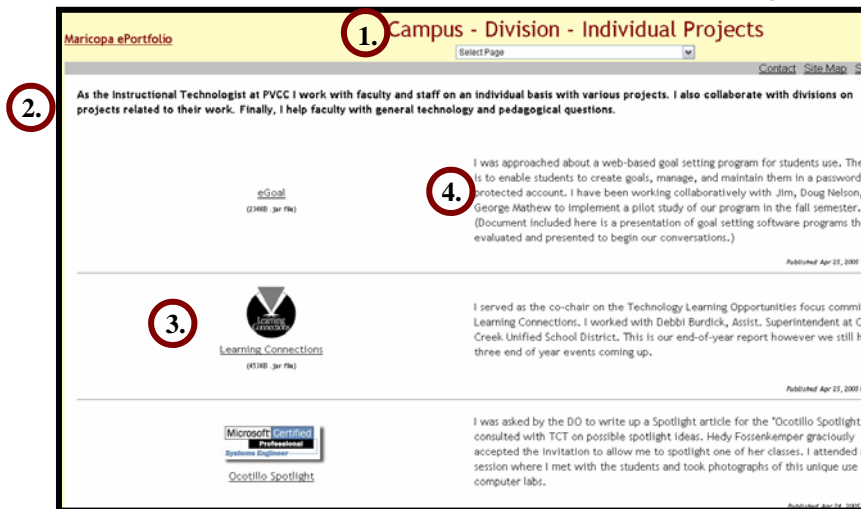
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ePortfolio: Adding a Collection Page

“Collection This page contains a collection of links and associated descriptions. The link contents may already exist or be uploaded for use in this page.” -MCLI ePortfolio Page Types

Anatomy of a Collection Page

Figure 14a



1. Collection Page Title
2. Introductory text (image would appear to the right of the text)
3. Collection item name, image, and link
4. Collection item description

Adding a Collection Page

- Under “Add New Page”
- Click “Collection”

Figure 14b



*Note: This is the creation of the page; not the adding of the individual items. Here title and introductory text introduces the collection itself. **The actual collection items are added later.**

- Type in a Title (#1: this will also appear in the drop down menu, ex: Lesson Plans)
- Type in an introductory text (#2 optional)
- To add an image (not shown, optional):
- Click “Browse” and locate desired image for this particular Collection item (see page 9 🍏)
- Once image is located
- Click “open”

Figure 14c



- Click “build page”

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ePortfolio: Adding Items to your Collection Page

To add “items” to your Collection Page

- Under “Modify Existing Pages”
- To the right of your collection page: Click on “Add

Figure 15a

Modify Existing Pages ([Click for Page List View](#))
(Pages in Menu: Click + to Expand, - to Collapse Collections)

Home - Jennifer Spink Strickland (Home) [Feb 28, 2005 04:27 PM update]: [Edit Page](#), [View Page](#)

Resume (Templated Document) [Mar 1, 2005 11:18 AM update]: [Edit Page](#), [View Document](#)

+ Learning Technologies (Collection) [Apr 27, 2005 11:05 AM update]: [Arrange/Manage Items](#), [Edit Page](#), [Add Item](#)

+ Campus - Division - Individual Projects (Collection) [Apr 25, 2005 11:40 AM update]: [Arrange/Manage Items](#), [Edit Page](#), [Add Item](#)

+ District Initiatives (Collection) [Apr 25, 2005 08:37 AM update]: [Arrange/Manage Items](#), [Edit Page](#), [Add Item](#), [View Page](#)

Drama Workshop - Teacher Connection Students Fall 2004 (Slide Show) [Apr 28, 2005 12:02 PM update]: [Edit Page](#), [View Document](#)

item”

- Give this new item a name (page 14 Figure 14a #3) by typing in the “Link Title” field
- Type a description for this item (page 14 Figure 14a #4)
- If you want an image (page 14 Figure 14a #3): Click on “browse” (see page 9 🍏)

Figure 15b

- Locate image; Click “open”

There are **three** (3) types of collection items you can have:

- **Hyperlink out to the internet:**
This is a link to a website.
- **Hyperlink to another ePort Page:**
This is a link to another one of **your** ePortfolio pages
- **Uploadable Link Contents**
This links to a document on your computer (.jpg, .pdf, .txt, .doc, etc.)

- You *must* select one of the 3 types of collection items:

- **Hyperlink out to the internet:**
 - Go out to the internet website you want to link to
 - Copy and paste the internet address into the “http:” field

Figure 15c

1. External Link:

- **Hyperlink to another ePort Page**
 - Click on the arrow to enable the drop-down menu
 - Choose the page

Figure 15d

- **Uploadable Link Contents**

- Under “Uploadable Link Contents”

Figure 15e

3. Uploadable Link Contents:
C:\Documents and Settings\strickland\My Documents\PVCC\Inst\

- Click “browse”
- Locate document (see page 9 🍏)
- Click open
- Click “Add item”

Questions? Contact: Jennifer Strickland
jennifer.strickland@pvmail.maricopa.edu

Jennifer Spink Strickland, Paradise Valley Community College

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ePortfolio: Rearrange Collection Items

To rearrange the order of your Collection Items

- Modify Existing Pages
- To the right of your collection page: Click Arrange/Manage Items

Modify Existing Pages ([Click](#) for Page List View)

(Pages in Menu: Click + to Expand, - to Collapse Collections)

Home - Jennifer Spink Strickland (Home) [Feb 28, 2005 04:27 PM update]: [Edit Page](#), [View Page](#)

Resume (Templated Document) [Mar 1, 2005 11:18 AM update]: [Edit Page](#), [View Document](#)

+ *Learning Technologies (Collection)* [Apr 27, 2005 11:05 AM update]: [Arrange/Manage Items](#), [Edit Page](#), [Add Item](#)

+ *Campus - Division - Individual Projects (Collection)* [Apr 25, 2005 11:40 AM update]: [Arrange/Manage Items](#), [Edit Page](#), [Add Item](#)

+ *District Initiatives (Collection)* [Apr 25, 2005 08:37 AM update]: [Arrange/Manage Items](#), [Edit Page](#), [Add Item](#), [View Item](#)

Drama Workshop - Teacher Connection Students Hall 4004 (Slide Show) [Apr 28, 2005 12:02 PM update]: [Arrange/Manage Items](#), [Edit Page](#), [Add Item](#)

Figure 16a

From this page you can see a list of all Collection Items. You can rearrange the order in which they appear on the page. You can also click to return to the edit individual collection items menu (see page 14).

Order/Hide/Delete	Link Title - Click to View Document	Description - Click to View/Edit Item
1	Planning for Integration (0123 p1234)	I created this template to provide faculty and staff with a
2	Integration (0123 p1234)	I adapted this form from Penn State University to promote in
3	Children's Literature	Karen Kabrich created a database of Children's Literature di
4	Drama in Learning Workshop	I was invited by the Teacher Connection to hold a workshop o
5	Planning for On-line (0123 p1234)	I created this template to provide faculty and staff with a
6	Social Work	I created a logo and a website for our Social Work program w

Figure 16b

To Rearrange Collection Items

- To the left of each Collection Item is a number representing the order in which the items appear. Click on the arrow to activate the drop down menu

Order/Hide/Delete	Link Title - Click to View Document	Description - Click to View/Edit Item
1	Planning for Integration (0123 p1234)	I created this template to provide faculty and staff with
2	Integration (0123 p1234)	I adapted this form from Penn State University to promote in
3	Children's Literature	Karen Kabrich created a database of Children's Literature di
4	Drama in Learning Workshop	I was invited by the Teacher Connection to hold a workshop o
5	Planning for On-line (0123 p1234)	I created this template to provide faculty and staff with
6	Social Work	I created a logo and a website for our Social Work program w
7	Vision (0123 p1234)	I wrote a mission for our position as Instructional Technol
8	Instructional Technology	I created the WebQuest as an EOL Session in January of
9	Understanding Internet File (0123 p1234)	I created the PowerPoint to help promote the understand
10	Newsletter Vol. 1 (0123 p1234)	In an effort to communicate technology opportunities and
11	Publishing Pages to PDF	I created a template to provide faculty and staff with

Figure 16c

- You can hide, delete, or move an item. Select your menu choice.
- Click "Arrange items"

Questions? Contact: Jennifer Strickland
jennifer.strickland@pvmail.maricopa.edu

Jennifer Spink Strickland, Paradise Valley Community College

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ePortfolio: Edit Collection Page

To Edit a Collection Page

- To the right of your collection page: Click on “Edit Page”

Figure 17a

Modify Existing Pages ([Click](#) for Page List View)
(Pages in Menu: Click + to Expand, - to Collapse Collections)

Home - Jennifer Spink Strickland (Home) [Feb 28, 2005 04:27 PM update]: [Edit Page](#), [View Page](#)

Resume (Templated Document) [Mar 1, 2005 11:18 AM update]: [Edit Page](#), [View Document](#)

+ Learning Technologies (Collection) [Apr 27, 2005 11:05 AM update]: [Arrange/Manage Items](#), [Edit Page](#), [Add Item](#), [View Collection](#)

+ Campus - Division - Individual Projects (Collection) [Apr 25, 2005 11:40 AM update]: [Arrange/Manage Items](#), [Edit Page](#), [Add Item](#)

+ District Initiatives (Collection) [Jun 30, 2005 11:41 AM update]: [Arrange/Manage Items](#), [Edit Page](#), [Add Item](#), [View Collection](#)

Drama Workshop - Teacher Connection Students Fall 2004 (Slide Show) [Mar 28, 2005 11:56 AM update]: [Arrange/Manage Slide](#)

+ Instructional Technologist (Collection) [Mar 28, 2005 11:56 AM update]: [Arrange/Manage Items](#), [Edit Page](#), [Add Item](#), [View Collection](#)

+ All Documents (Collection) [Feb 28, 2005 03:59 PM update]: [Arrange/Manage Items](#), [Edit Page](#), [Add Item](#), [View Collection](#)

Committees (Templated Document) [Apr 24, 2005 10:57 PM update]: [Edit Page](#), [View Document](#)

Technology Use Survey (Survey) [Apr 25, 2005 11:34 AM update]: [Manage Survey](#), [Edit Page](#), [Add Question](#), [Add Header](#), [Get Res](#)

Rambblings of an Instructional Technologist (Weblog) [Jun 22, 2005 07:36 AM update]: [Arrange/Edit Page](#), [Add Posting](#), [View Wel](#)

*Note: With “Edit Page” you can edit the Collection Page Title, Collection Introductory Text, Introductory Image, and individual Collection Items.


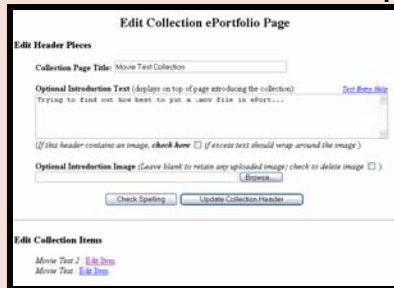
- To Edit the Title & Introductory text:** Click in the field box and make the desired changes
- To edit the Introductory Image:** Click Browse
- Locate the image (see page 9 )
- Click Open

Figure 17b



To Edit a Collection Item

- To the right of your collection page: Click on “Edit Page”
- Locate the individual collection item you wish to change (they are listed at the bottom of the page)



Figure 17c

- To the right of the item: Click “Edit Item”

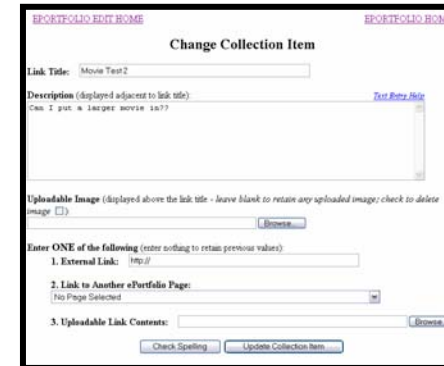



Figure 17d

- To change Collection Item Title or Description: Click in the field box and make desired changes
- To change the Collection Item Image: Click Browse and locate image (see page 9 )
- To change the Collection Item see page 15 for options
- Click “Update Collection Item”

Questions? Contact: Jennifer Strickland
jennifer.strickland@pvmail.maricopa.edu

Jennifer Spink Strickland, Paradise Valley Community College

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ePortfolio: Adding a Slide Show

“Slide Show is a set of pictures and captions that are turned into a slide show. Pictures are automatically resized for ease-of-use” -MCLI ePortfolio Page Types

Anatomy of a Slide Show

Figure 18a



1. Page Title (shows on the drop down menu)
2. Slide Show title (optional)
3. Slides
4. Caption (optional)

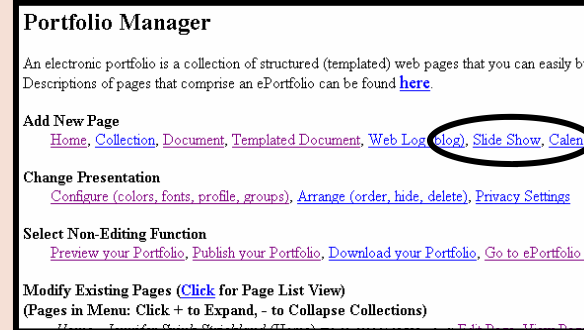
*Note: you can add pictures two (2) ways: individually OR you can zip a bunch of images and add them when you **originally create** the slide show page. When you create the page is the only time you can add a zip file to your slide show. You would add your zip file as “Slide Show Starter Contents.” Your images will be arranged alphabetically by name but you can rearrange them after.

Questions? Contact: Jennifer Strickland
jennifer.strickland@pvmail.maricopa.edu

Adding a Slide Show Page

- Under “Add New Page”
- Click “Slide Show ”

Figure 18b



- Type in a Page Title (see Figure 18a #1)
- Type in a slide show title (optional; Figure 18 a see #2)
- **If** you are adding a zip file you do that here!
 - Click on “Browse” under “Slide Show Starter Contents”
 - Locate the zip file (see page 9 🍏)
 - Click “open”
- If you are **not** adding a .zip file simply:
 - Click “Create Slide Show”

Figure 18c

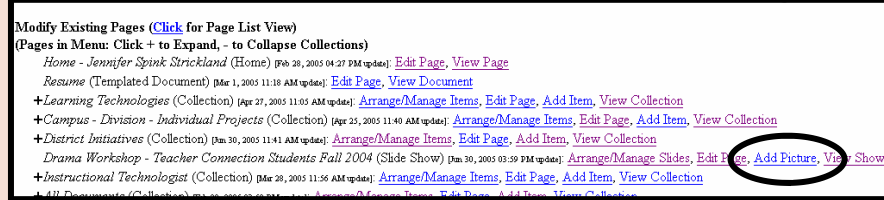


ePortfolio: Adding & Rearranging Slides in a Slide Show

Adding Slides to your Slide Show Page

- Under “Modify existing pages” - to the right of your slide show page: Click “Add Picture”
- If you want your image to have a caption type the caption in

Figure 19a



the field box under “Picture Caption”

- To insert the individual slide: Click “Browse”
- Locate image to put in slide show (see page 9 🍏)
- Click “open”
- If you are done adding images for now: Click “add to slide show”
- OR if you are going to add more pictures: Click “Add; More pictures to follow”
- Repeat until finished
- Click “add to slide show” for the last image

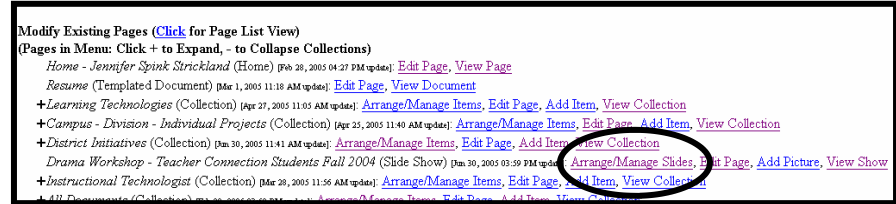


Figure 19b

To Rearrange your slide order

- To the right of your slide show page: Click “Arrange/Manage Slides”

Figure 19c



- Click on the arrow to enable the drop down menu on the left side of each slide to reorder your slides or delete a slide
- To add a caption or edit a caption, click into the text field box to the right of each image and make your edit

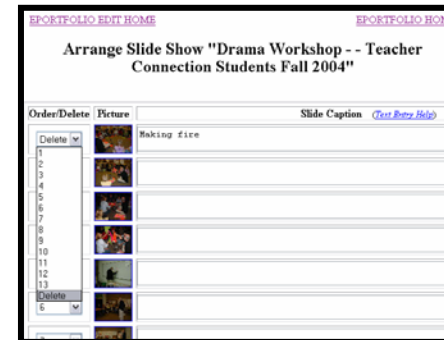


Figure 19d

- Click “Arrange Slides”

To Edit the Slide Show Title and/or Introductory Text

- To the right of your slide show page: Click “Edit Page”
- Click inside the text field you wish to change; make desired changes
- Click “Update page”

Questions? Contact: Jennifer Strickland
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Jennifer Spink Strickland, Paradise Valley Community College

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ePortfolio: Add a Web Log (Blog)

Adding a Web Log Page

*note: first be certain your e-mail address is accurate in your account! See page 6 “Customize Your Settings” to change your e-mail account!

- Under “Add New Page”
- Click “Web Log (blog)”
- Type in a Title (*this is the title for the blog as a whole; not an individual posting)
- Type in an introduction to blog (optional *this will always remain at the top of the page)
- Click your radio button preference for displaying blogs newest to oldest or oldest to newest
- Click on “check spelling”

Figure 20a

- To create the page: Click “build page”

To add a Web Log Posting

*note: this is how you add individual web log postings

- Under “Modify Existing Pages”
- To the right of your blog page: Click “Add Posting”



Figure 20b

- Give your posting a title
- Type your blog entry under “Posting”

Figure 20c

- To add an image with your blog:
 - Click “browse”
 - Locate image (see page 9 🍏)
 - Click “open”
- Click “Add & Preview Posting”
- Proof read and “Check Spelling”
- When ready to submit posting: Click “Add Posting”

Questions? Contact: Jennifer Strickland
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ePortfolio: Arranging Pages

Arrange allow you to re-arrange the order of your pages, hide pages, or delete pages.

Note: Once you “publish” your ePortfolio it is public or “world view-able” however, you can password protect individual pages if you have a page you wish to remain behind a username and password.

Rearrange/Hide/Delete a Page

- Under “Change Presentation”
- Click “Arrange (order, hide, delete)”

Figure 21a

Portfolio Manager

An electronic portfolio is a collection of structured (templated) web pages that you can easily build and maintain with. Descriptions of pages that comprise an ePortfolio can be found [here](#).

Add New Page

[Home](#), [Collection](#), [Document](#), [Templated Document](#), [Web Log \(blog\)](#), [Slide Show](#), [Calendar](#), [Survey/Test](#)

Change Presentation

[Configure \(colors, fonts, profile, group\)](#), [Arrange \(order, hide, delete\)](#), [Privacy Settings](#)

Select Non-Editing Function

[Preview your Portfolio](#), [Publish your Portfolio](#), [Download your Portfolio](#), [Go to ePortfolio Home](#)

Modify Existing Pages (Click for Page List View)

(Pages in Menu: Click + to Expand, - to Collapse Collections)

- You will see a list of all of your pages with a drop down menu to the left of each page title
- Click on the arrow of the drop down menu

Figure 21b



- Select “Delete” to permanently remove a page (this cannot be undone!)
- Select “Hide” to make a page hidden from world view (but still available for you to use)
- Select the desired number to rearrange your pages

*(note: this may take a couple of steps. For example: If I want to move page 11 to page 1 but don't reassign 1 then page 11 will get put as page 2 because the original page one has priority. If you want page 1 to then be 2 then, again, the original 2 will remain unless you reassign 2. A swap can be done the first time swap 1 or 11 and 11 for 1 but a move down will require you to renumber ALL pages **or** will take a couple of turns until its easier to do a swap; in our example move 11 to 1 where it becomes 2 then swap 1 and 2)*

- When finished, click “Arrange Pages”
- Repeat until arranged

Questions? Contact: Jennifer Strickland
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ePortfolio: Privacy & Syndication Settings

Privacy Settings password protect individual

Note: Once you “publish” your ePortfolio it is public or “world view-able” however, you can password protect individual pages if you have a page you wish to remain behind a username and password.

To Password Protect Individual Pages

- Under “Change Presentation”
- Click “Privacy Setting”

Figure 22a

Portfolio Manager

An electronic portfolio is a collection of structured (templated) web pages that you can easily build and maintain with. Descriptions of pages that comprise an ePortfolio can be found [here](#).

Add New Page
[Home](#), [Collection](#), [Document](#), [Templated Document](#), [Web Log \(blog\)](#), [Slide Show](#), [Calendar](#), [Survey/Test](#)

Change Presentation
[Configure \(colors, fonts, profile, groups\)](#), [Arrange \(order, hide, delete\)](#), [Privacy Settings](#)

Select Non-Editing Function
[Preview your Portfolio](#), [Publish your Portfolio](#), [Download your Portfolio](#), [Go to ePortfolio Home](#)

Modify Existing Pages ([Click](#) for Page List View)
(Pages in Menu: Click + to Expand, - to Collapse Collections)

- You will see a listing of all your pages
 - On any page you want to require a username & password to view: Enter the required username in the ID text field
 - Then enter the password in the “Password Field”
- (Note: In the Figure 21b I am password protecting my “Home” page only)

Page Title	UserID & Publish Password for ePort Viewing	Syndication Setting (Weblogs & Collections)
Home - Jennifer Spink Strickland	ID: <input type="text"/> Password: <input type="password"/>	Not Applicable
Resume	ID: <input type="text"/> Password: <input type="password"/>	Not Applicable
Learning Technologies	ID: <input type="text"/> Password: <input type="password"/>	On
Campus - Division - Individual Projects	ID: <input type="text"/> Password: <input type="password"/>	On
District Initiatives	ID: <input type="text"/> Password: <input type="password"/>	On
Drama Workshop - Teacher Connection Students Fall 2004	ID: <input type="text"/> Password: <input type="password"/>	Not Applicable
...	ID: <input type="text"/> Password: <input type="password"/>	...

Figure 22b

Syndication Settings

Syndication Settings allow individuals to be updated of changes that occur in your ePort. Collections and blogs can have Syndication Settings turned on so that if anyone “subscribes” to your ePort, when you make any changes to pages with Syndication Settings turned “On” subscribers will receive an e-mail notification of the changes.

*Note: you will **not** be notified of people who subscribe to your ePort

- Under “Change Presentation”
- Click “Privacy Settings”
- Under the “Syndication Settings” Column
- Click the drop down menu to turn on or off
- When finished at the bottom of the page: Click “Change Settings”

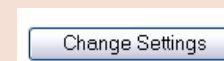


Figure 22c

(Note: If you want to subscribe to someone else’s ePortfolio go to their ePort site and click “Subscribe” on the upper right hand corner....you will then receive e-mails when they make changes)

Questions? Contact: Jennifer Strickland
jennifer.strickland@pvmail.maricopa.edu

Jennifer Spink Strickland, Paradise Valley Community College

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ePortfolio: Creating a Backup

Download This feature allows you to save a zipped copy of your ePortfolio which is always a good idea for back up in case of a system failure or if you want to distribute your ePort on a CD or DVD.

Creating a backup

*note: you will need to have a zip software program on your computer such as winzip or zipcentral.

- Under “Select Non-Editing Function”
- Click “Download your Portfolio”

Portfolio Manager

An electronic portfolio is a collection of structured (templated) web pages that you can edit. Descriptions of pages that comprise an ePortfolio can be found [here](#).

Add New Page

[Home](#), [Collection](#), [Document](#), [Templated Document](#), [Web Log \(blog\)](#), [Slide Show](#)

Change Presentation

[Configure \(colors, fonts, profile, groups\)](#), [Arrange \(order, hide, delete\)](#), [Privacy Settings](#)

Select Non-Editing Function

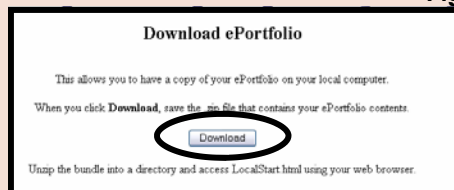
[Preview your Portfolio](#), [Publish your Portfolio](#), [Download your Portfolio](#), [Go to ePortfolio](#)

Figure 23a

- Click “Download”

Note: Depending on how large your ePort is this could take a couple of minutes.

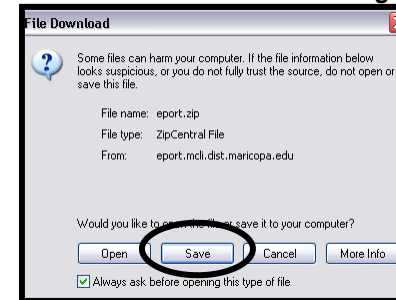
Figure 23b



When File Download window opens:

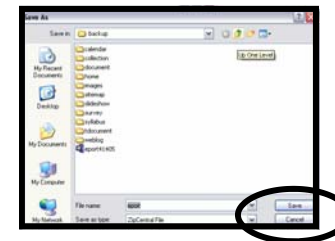
- Click “Save”

Figure 23c



- Locate a folder on your computer to save your back up to then,
- Click “Save”

Figure 23d



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ePortfolio: Creating a Backup *Continued*

- Go to “My Computer” to locate the folder you just saved it to. (if you using a pc; mac will unzip automatically for you skip ahead; You will see a “zip” file called “eport” or whatever you changed the name to when you saved it.)
- Click once on the zip file to select
- Then right click Select “Extract Here”

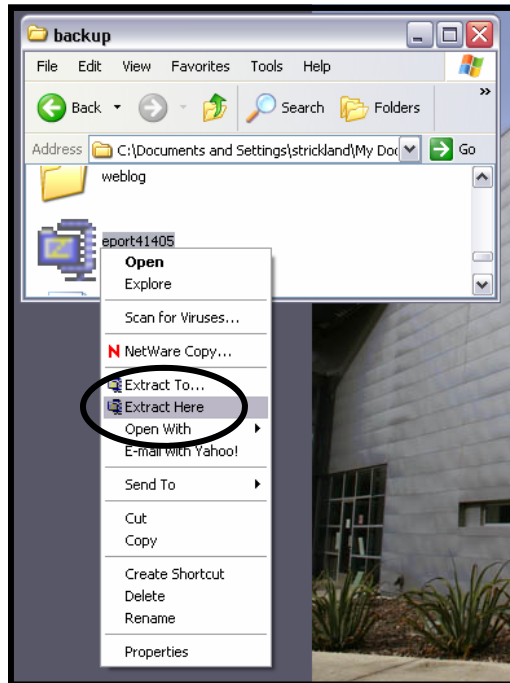


Figure 24a

Once complete (**macs pick up here**)

- locate the file called “LocalStart.html”

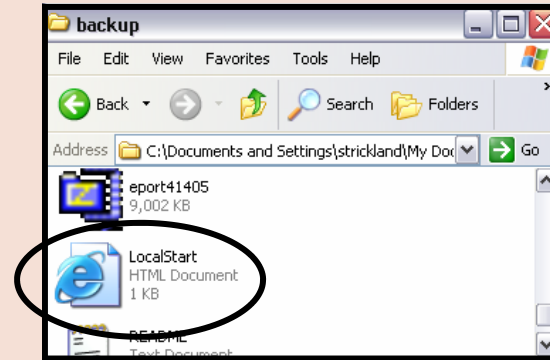


Figure 24b

- Double click to view your ePort.

*Note: “LocalStart” is the starting point for viewing your ePortfolio.

Now that you have a back up copy of your ePortfolio you can burn it to a CD or DVD (varies by computer software and hardware.)

Questions? Contact: Jennifer Strickland
jennifer.strickland@pvmail.maricopa.edu

Jennifer Spink Strickland, Paradise Valley Community College

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ePortfolio: You've Scanned...Now What? Images

These are some of the ways you can use images in your ePortfolio!

- **Home Page:** Here you can add an image to display on the left side of the page. ePortfolio will **resize** the image to approx. 370x510 pixels; the image will display within the ePortfolio Page template; inserted text will display to the right side of the image.
- **Collection Page:** Here you can gather a collection of images and documents. Images will be **resized** to approx. 370x510 pixels. Images will be presented within the ePortfolio template with text to the right of the image. You can however, link to the image (see page 13>Adding Items to your Collection>Uploadable Links Content) the linked image will appear full .
- **Document Page:** You can use an image as a document page. You can title the page which will show in the drop down menu and the image or document will open **outside** the ePortfolio template in **full size**.
- **Templated Document Page:** Templated document pages only take .html or .txt pages. You can however, create a .html page with an image; it will **adjust the size** to approx. 1000x750 pixels and present within the ePortfolio template.
- **Web Log:** You can add images to your web log postings. Images will be **resized** to approx. 370x510 pixels text will display to the right of your image within the ePort template.

- **Slide Show:** Images and documents make up the slide show page. Images will be displayed in a “thumbnail” size and when clicked will display larger at approx. 370x510 pixels. Images will be displayed within the ePortfolio template. Images are **resized**.
- **Survey/Test:** You can add an image as a “header” on a survey or test it will appear within the ePort template **resized** at approx. 370x510 pixels.
- **Background:** You can add an image as your background to your ePortfolio. (See page 7> Configure> Adding image as background) Images used as background will be **resized** to 60x60 and tiled.

Questions? Contact: Jennifer Strickland
jennifer.strickland@pvmail.maricopa.edu

Jennifer Spink Strickland, Paradise Valley Community College

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ePortfolio: You've Scanned...Now What? Documents

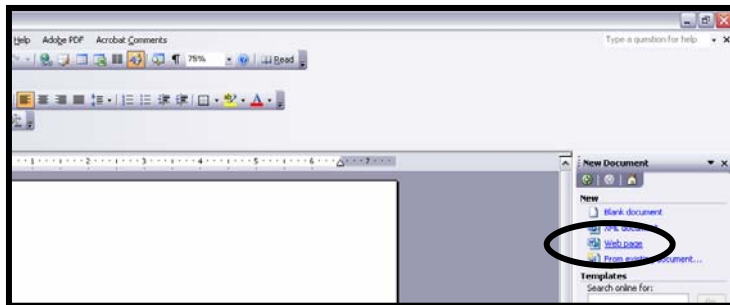
Viewing scanned documents that need to be legible within ePortfolio.

The only way to assure the exact size of a scanned document is to scan it in, adjust it to the size you want (using an editing software program) and create a document page linking to the image/scanned document.

Another option is a Templated Document page. While this will resize your image it should remain legible. To do this you will need a program in which you can create a web page such as Microsoft Word. The following directions are for accomplishing this using Microsoft Word.

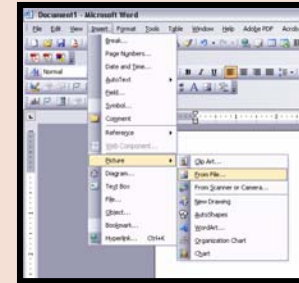
- Open up Microsoft Word
- File
- New
- Web Page

Figure 26a



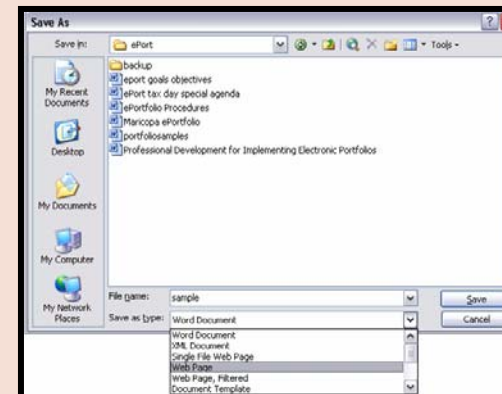
- Insert
- Picture
- From File

Figure 26b



- Locate your scanned document (already size adjusted)
- Click Insert
- File
- Save As
- "Web Page"
- Save

Figure 26c



Questions? Contact: Jennifer Strickland
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