# A Guide to Using eLearning Portfolios

eLearning Portfolios are a digital record of academic and career achievements that can be created within elearning, and shared with a variety of audiences. This handout provides step by step instructions on creating, customizing and sharing eLearning portfolios. Also included are instructions on how to use student portfolios in academic courses.
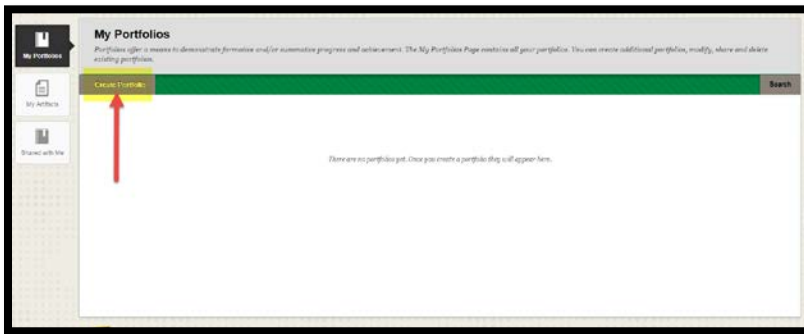
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Accessing the My Portfolios Area

Log into elearning. On your eLearning homepage, expand the GLOBAL NAVIGATION MENU on the top right hand side corner> **TOOLS** > **PORTFOLIOS**. This will take you to the **MY PORTFOLIOS** area.
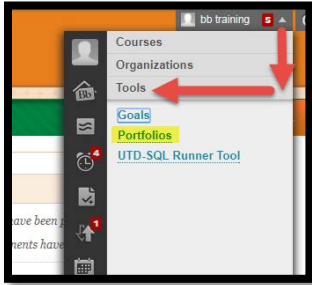
Creating a Portfolio

In this **My Portfolios** Area, select **Create Portfolio**.

Portfolio Title & Settings

In the next screen you will be asked to describe your portfolio.

⎯ Provide a **TITLE** for the Portfolio.
⎯ (Unless you have been instructed to use a preset template, you do not need to use the **SELECT PORTFOLIO TEMPLATE** button.)
⎯ Add a **DESCRIPTION** for your portfolio.
⎯ Make sure it is **AVAILABLE**.
⎯ Decide if **COMMENTS** on you portfolio should remain private (only viewable by you).
When you have verified your settings, click the **Submit** button.

Adding Pages & Sections

The Portfolio is divided into Pages. Each page is divided into sections. And within each section, you add contents, and attach artifacts.
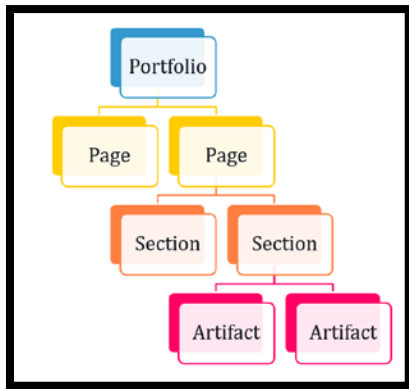
Pages
⎯ To start off, you already have a pre-created page called **Page 1**. To edit the page title, use the pencil icon next to the page title. Click **Save**.
⎯ To add more pages use the plus button on the left hand side menu. A new page placeholder will be created. Edit the page title and click save.
⎯ Page titles can also be edited in the left hand side menu. To edit, click on the page name.

Sections
⎯ You will find that each page comes with a pre-created section. To edit the section title, click on the pencil icon on the top right hand corner of the section.
⎯ To add a new section, you can click on the plus button above or below the section. A new section will be created. Once you have edited it, click save.
⎯ Just like Pages, section titles can also be edited in the left hand side menu. To edit, click on the section name.

The Portfolio also includes a Header & Footer area, which will show on all pages of the Portfolio.

Attaching Artifacts

Artifacts are pieces of content that can be attached within a section of the Portfolio.
To add an artifact, first identify the section where you want to attach the artifact.
Click on **ADD ARTIFACTS**.

eLearning lets you add 2 types of artifacts:
— **Personal Artifacts** - any content (text, files, links and multimedia assets) you create/upload.
— **Course Artifacts** – Any graded content from the courses you took or are currently taking. These will be accessible to you even if you no longer have access to your course.

If you are adding a Personal Artifact, select **ADD PERSONAL ARTIFACT**.
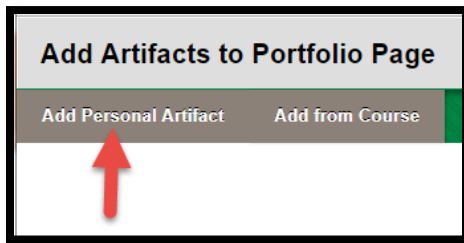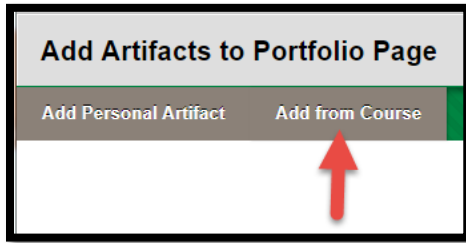

In the next screen, you are asked to create your artifact. Enter a title and. Under **CONTENT**, you can type in the artifact with the text editor tools, add multimedia content, and attach a file from your computer. Click **SUBMIT** when finished.
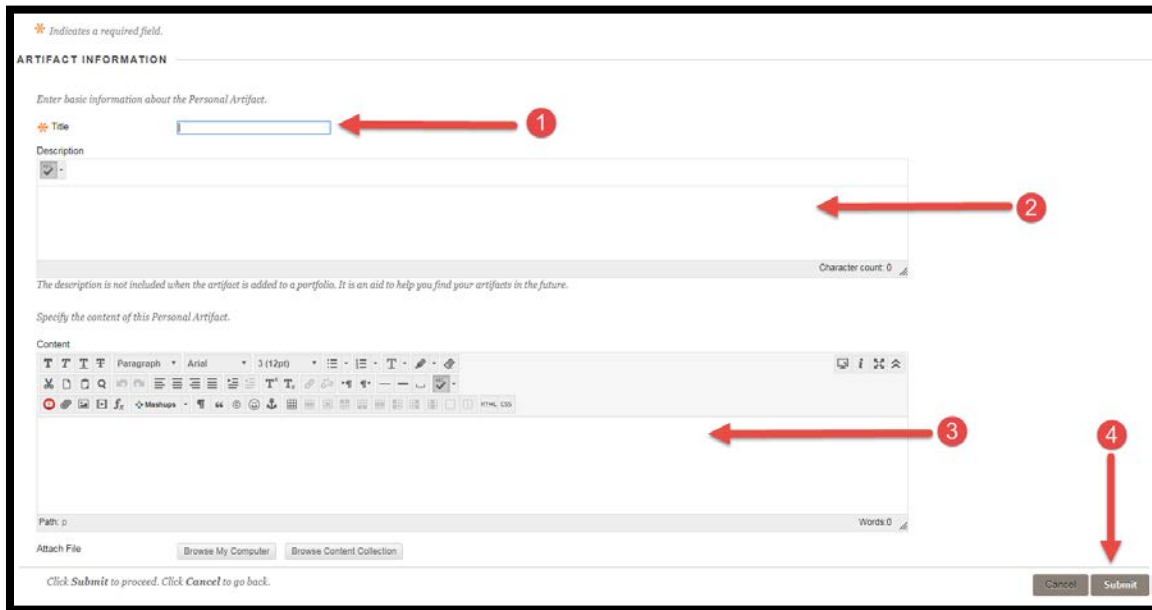
If you are adding a Course Artifact, select **ADD FROM COURSE**.

A pop up appears with a list of courses you are / were enrolled in. Within each course you will find a list of graded coursework, such as assignments, journals, wikis, etc. You can tell what type of coursework, by looking under **TYPE**. Select the correct course, and the correct work you wish to present as an artifact, and click **SUBMIT**.
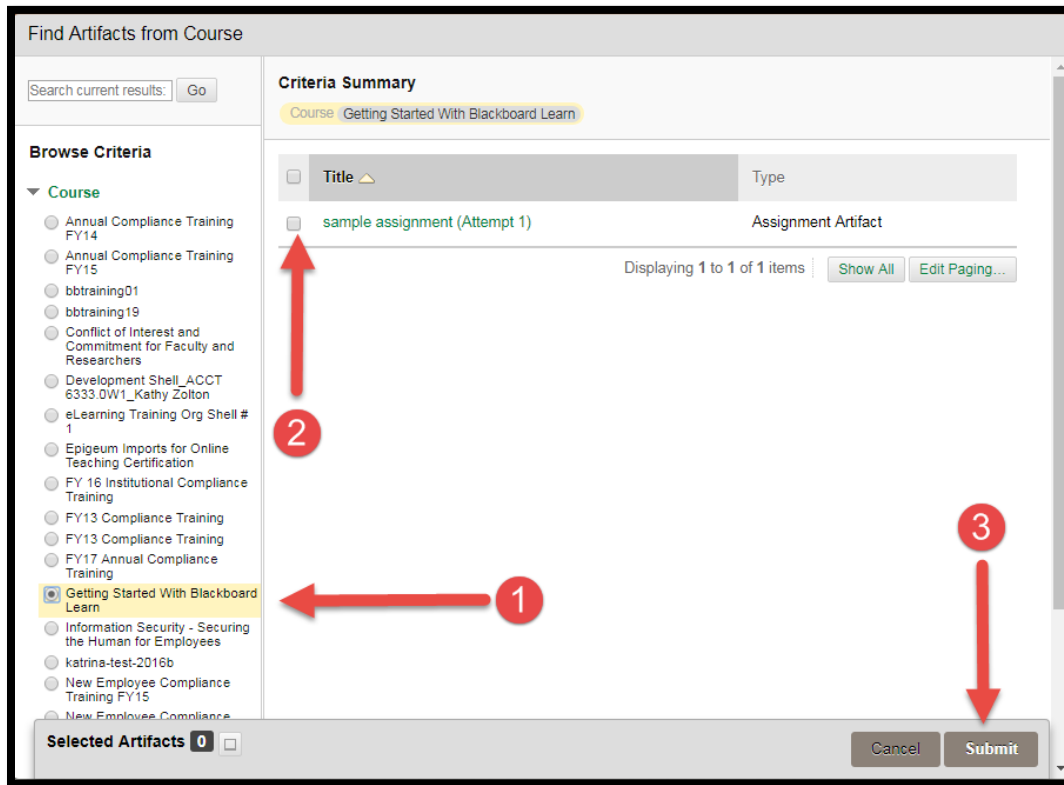

*Remember: When you attach an artifact within a portfolio, it is stored under **MY PORTFOLIOS > MY ARTIFACTS**. You can reuse the same artifacts in other Portfolios in future.*

Previewing and Customizing the Portfolio

To preview the portfolio and make layout and color palette decisions that affect the final design of the portfolio, click on **PREVIEW AND CUSTOMIZE** in the Green bar on the top right hand side corner of your Portfolio canvas.
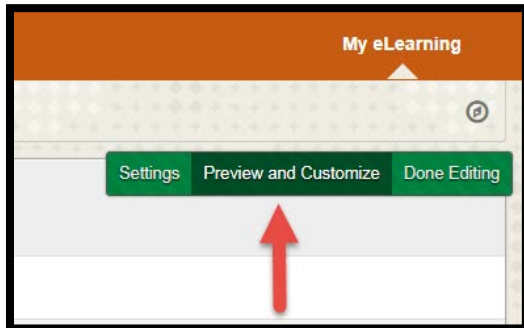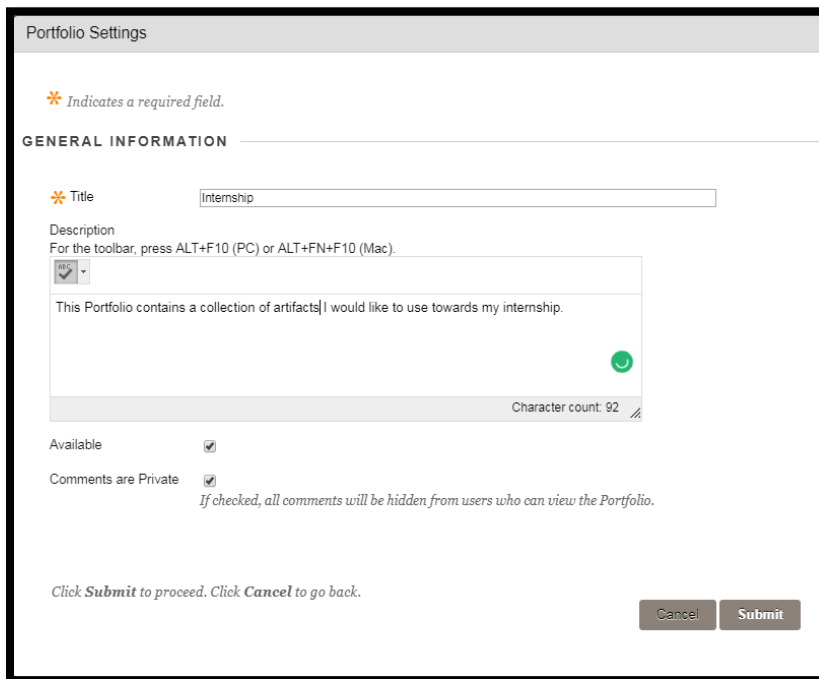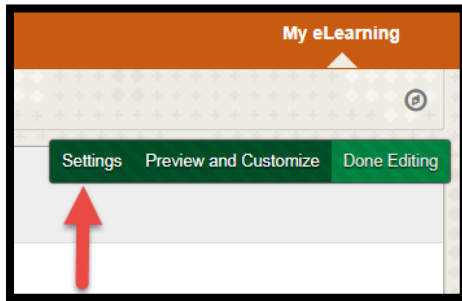

You can choose from a list of preset layouts, and color schemes.
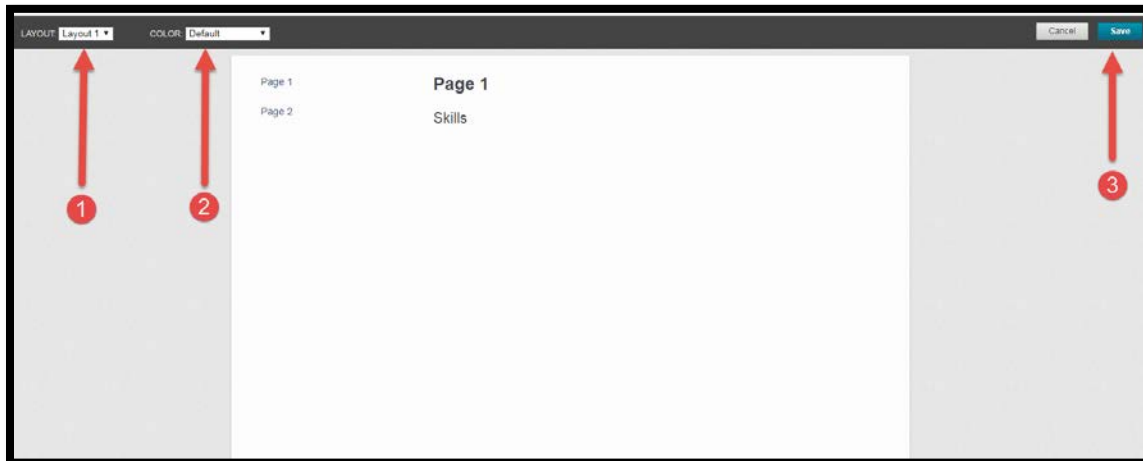
Once finished, click **SAVE**.

Changing Portfolio Settings

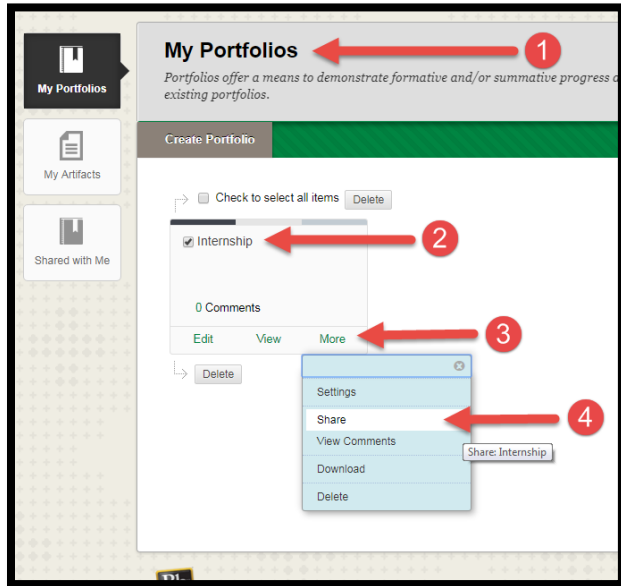To change the portfolio title and description, click on **SETTINGS**.
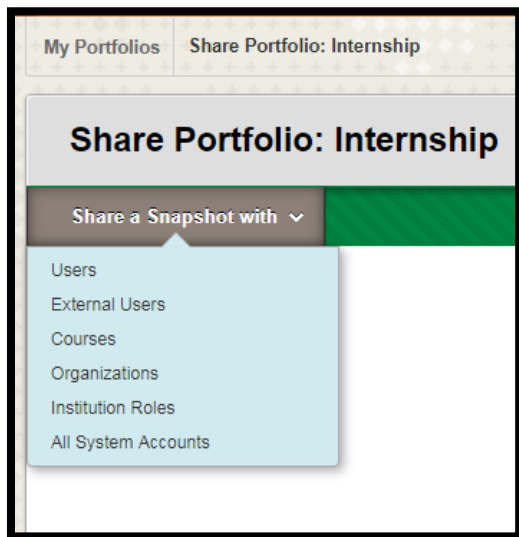
Sharing Portfolio Snapshots

You can share a snapshot of your portfolio with others – both within UT Dallas or outside.

Go to the "**MY PORTFOLIOS**" Area.

Select the portfolio you wish to share, click on MORE, then click SHARE.

You will see a list of options for sharing your portfolio:

— **Users:** Individual users within UTD elearning. Enter netid under username. Once you share, the portfolio is listed in the user's MY PORTFILIOS area > under "Shared with Me".

— **External Users:** Non UTD users. Enter their email id, and a URL of your portfolio snapshot is created and emailed to them. When they comment, it will be indicated as "GUEST".

— **Courses/ Organization:** All users within an academic course or Organization in eLearning. Once you do this, your portfolio snapshot will be visible within the course menu or organization menu.

— **Institution Roles:** All users who hold a certain role within eLearning. E.g. All Faculty. Anyone in elearning with that role will be able to find your portfolio.

— **All System Accounts:** Anyone within UT Dallas eLearning can find your portfolio snapshot.

Note to Students: What you are sharing is a snapshot of your portfolio at that point in time. That means if you make edits that you want to share, you will need to share the portfolio again.

Using Portfolios in Academic Courses

Portfolios can be used in academic courses, to promote student engagement and/or to assign grades. Below are 2 scenarios where Student Portfolios are used in academic courses.

Scenario 1: Grading students' portfolios.

For this, the faculty sets up a Portfolio assignment and the student submits a portfolio snapshot to that assignment.

What Faculty must do

Log into eLearning and enter your course. Identify the course page where you would like to place the assignment. On that page, from the top menu, click on **ASSESSMENTS** > **ASSIGNMENT**.
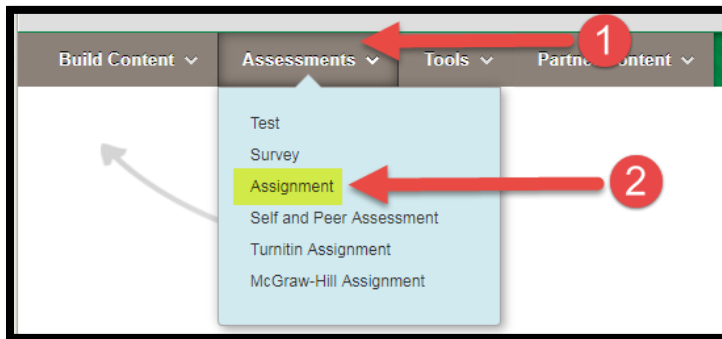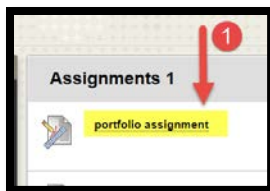

Under **SUBMISSION DETAILS**, select **PORTFOLIO SUBMISSION**.
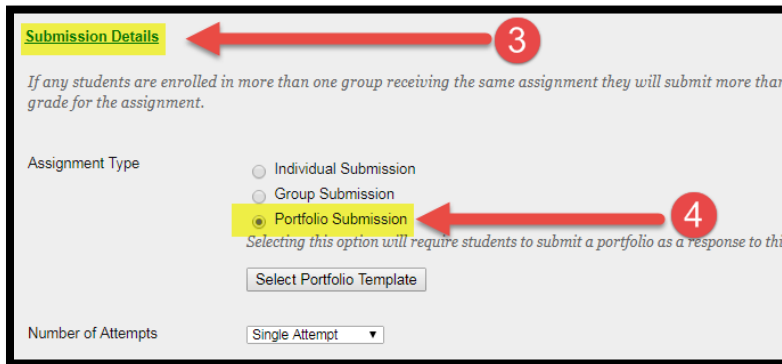
Make all other assignment settings as usual. Once you have finished, click **SUBMIT**.
Once the student submits, you can grade it just like a regular assignment via **GRADE CENTER**.

What Students must do

Log into eLearning and enter the course. Locate the assignment.

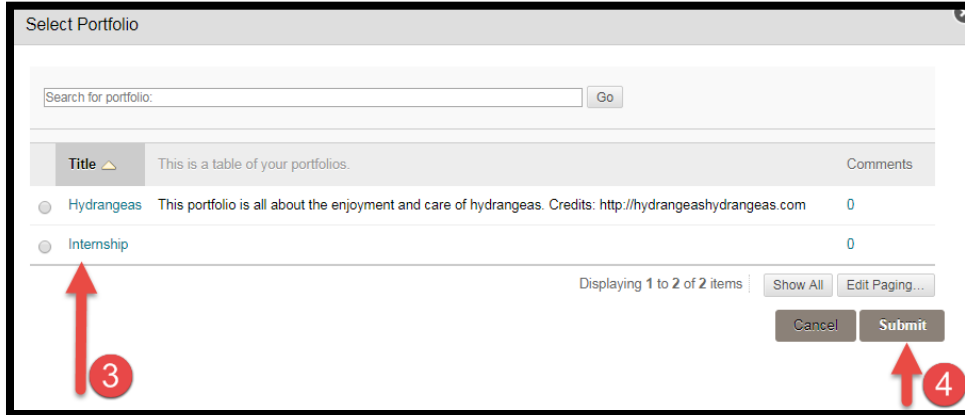Under **ASSIGNMENT SUBMISSION**, Click on **SELECT PORTFOLIO**.

A list of your Portfolios will be displayed. Select the correct Portfolio and click **SUBMIT**.

(Note to Students: You are submitting a snapshot of the portfolio at this point in time. That means any changes you make to your Portfolio after you submit, will not be seen by your instructor. For that, you must resubmit the assignment.)

Once the assignment has been graded, you can view it within the course in the left hand side menu > **MY GRADES**.

## Scenario 2: Letting students comment on classmates' portfolios.

For this, the faculty adds the Portfolio Tool Link to the course menu. And gives the course id to the student. Then students share their Portfolio snapshots with that course, using the courseid. Here's how:

What Faculty must do

Log into eLearning and enter your course. On the left hand side menu, use the **PLUS BUTTON** to add a **TOOL LINK**.


In the **ADD TOOL LINK** window, enter **Portfolios** in the name field. Under Type, select **PORTFOLIOS** from the drop down menu. Make sure that **AVAILABLE TO USERS** is checked. When finished, click **SUBMIT**.
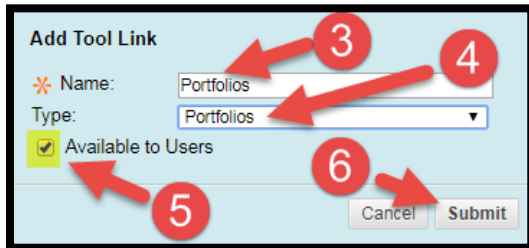
You should now see the Portfolios Tool in the left hand side Menu. Once students share their portfolio snapshots, they will be visible here. Everyone in the course can view and comment on them.
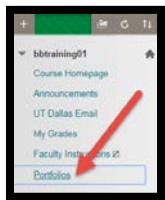
Next you will need to give your students the courseid so that they can share their portfolio snapshots with the course. To locate the courseid of your course, look under **CONTROL PANEL** > **CONTENT COLLECTION**. The first link in that list is the courseid.
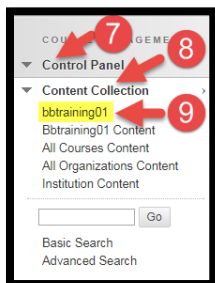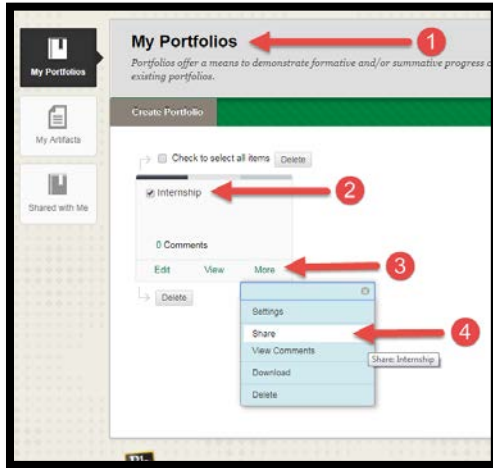

Copy this courseid, and paste it within an email or announcement to students. (Note: The courseid is character sensitive. Ensure that there are no extra spaces or characters while sending out the communication.)
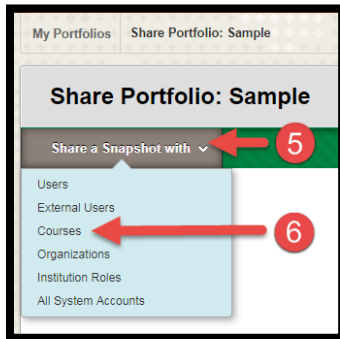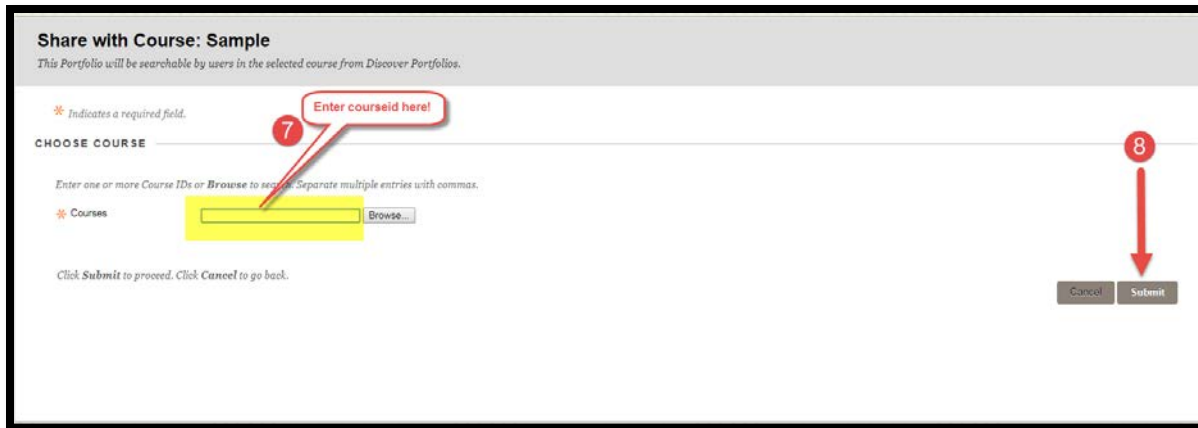
What Students must do

Go to the **MY PORTFOLIOS** Area. Select the portfolio to be shared > click **MORE**, then click **SHARE**.

Under **SHARE A SNAPSHOT WITH** > select **COURSES**.

In the next screen, enter the courseid in the field as indicated in the image below. (Note: This field is very character sensitive. Ensure that there are no extra spaces or characters in the string entered.)

(Note to Students: Every time you do this, you are sharing a snapshot of your portfolio at that point in time. That means if you make any changes after you share, you must re-share the portfolio snapshot with the course.)