Introduction of E-Portfolio System

E-Portfolio is an online compilation of documents that is flexible and is based on artifact evidences of which students are directly involved in a continuous reflection process towards their own learning, the progress of their achievement on knowledge, technical and generic skills as well as their personal, academic and career development planning.

UTM is the first university in the country that has developed an e-Portfolio system for its student to record their academic progress and learning reflection. The project was started in 2005 as one of the tools to monitor and assess the acquirement of UTM Graduate Attributes among its students.

HOW TO USE EPORTFOLIO SYSTEM

1. Please login using your ACID account at http://elearn1.utm.my. Your ACID account can check on this site http://acid.utm.my.

2. Click on the **eportfolio.utm.my** link at the right of your elearning site. The image link as state below

Content

Profile

Your profile area stores your contact and personal information. This is the area in *Eportfolio* where you can start building up a picture of your interests, achievements, aims and when you are ready to do so, share them with other users.

Each of the **Profile** fields can be considered as separate Artifacts which may be independently added to a **Page**.

Edit Profile

Under the **Profile** tab you will find four tabs: **About me**, **Contact information**, **Messaging**, and **General**. Each allows you to include different information about yourself.

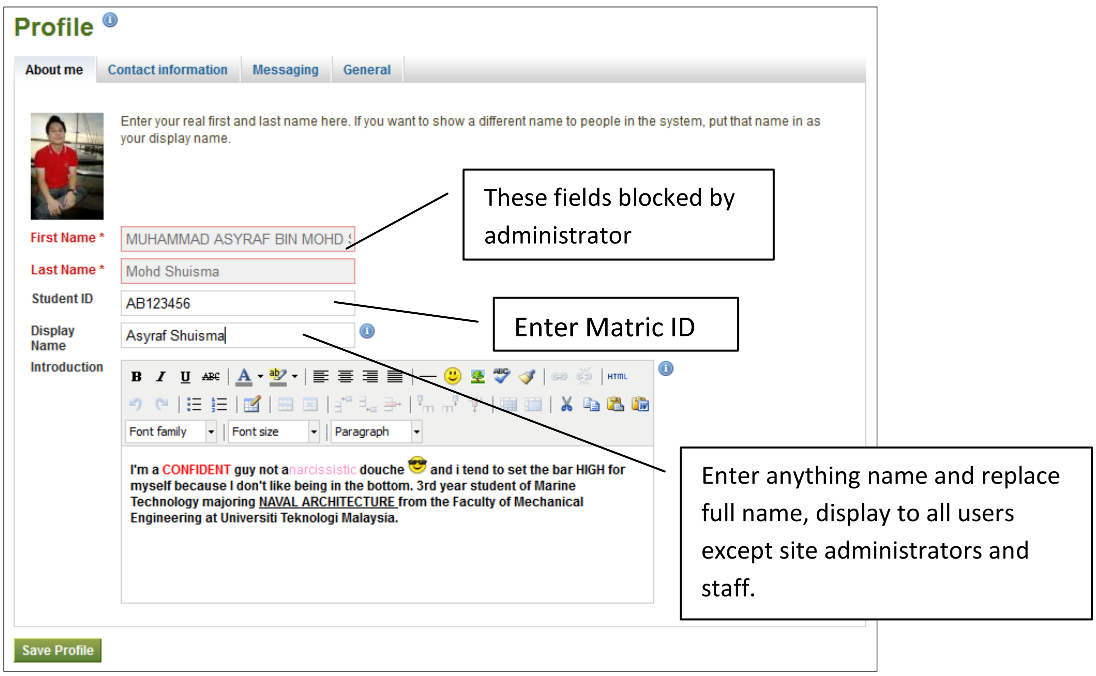


Figure 1: Profile Page

About me

Fields within the profile area include:

- **First Name** and **Last Name**: These fields are locked for editing according to AUB settings for *Mahara*
- **Introduction**: You may wish to write a brief introduction about yourself. The information you enter here will be search-able by other users

Contact information

Here you can add various contact details such as postal address, any external Blogs you may have and website addresses.

Messaging

Include details of any Instant messaging service you may use, such as *Skype* or *MSN*.

General

Indicate your profession and industry where relevant.

Please ensure to **Save Profile** before progressing. To ensure that your information has been saved, look for a message that says “Profile saved successfully”, above the **Profile** title.

Profile Pictures

The **Profile Icons** area allows you to upload images to use within your profile and create Page **Eportfolio Views**. Your icons may be a picture of you or an avatar image of your choice. You may upload up to five profile icons here, and choose one to be displayed as your default icon at any one time.

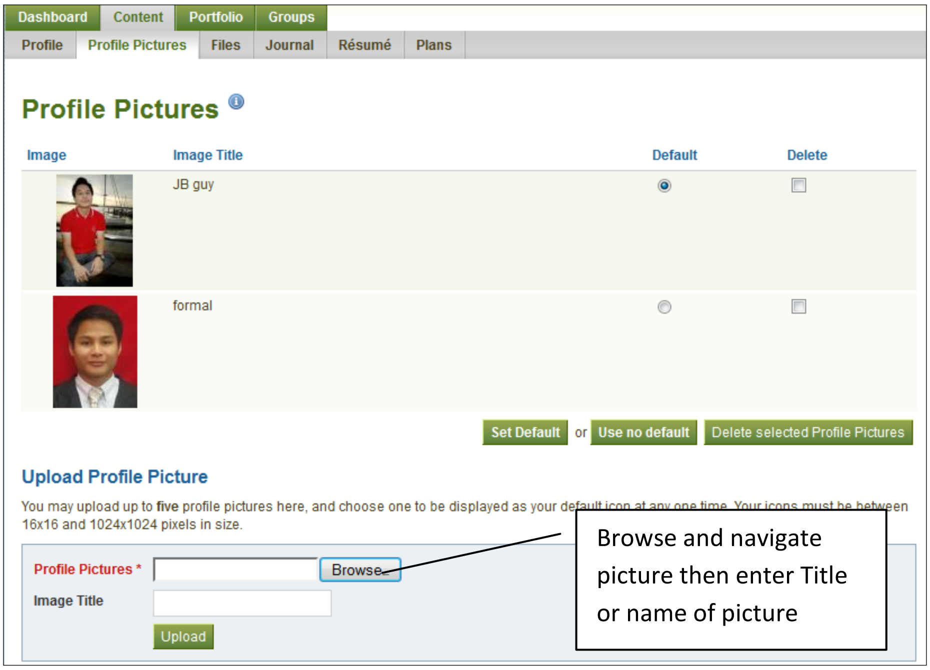


Figure 2: Upload your Profile Pictures

Your icons must be between 16x16 and 1024x1024pixels in size.

Click on the **Browse** button to navigate to your picture then click **Open**. You can enter a title or name of your picture if you wish. Once you have selected your picture click **Upload**. If you have more than one icon loaded you can choose which picture to make your default. Your default image will appear on your **Profile** page.

My Résumé

The résumé area allows you to build digital résumés or CVs which can be tailored and shared with different audiences. It is entirely optional which of the fields you complete and which of those you then make available through *Eportfolio's* **Pages** structure. When adding information to any of these fields remember to click on the **Save** button.

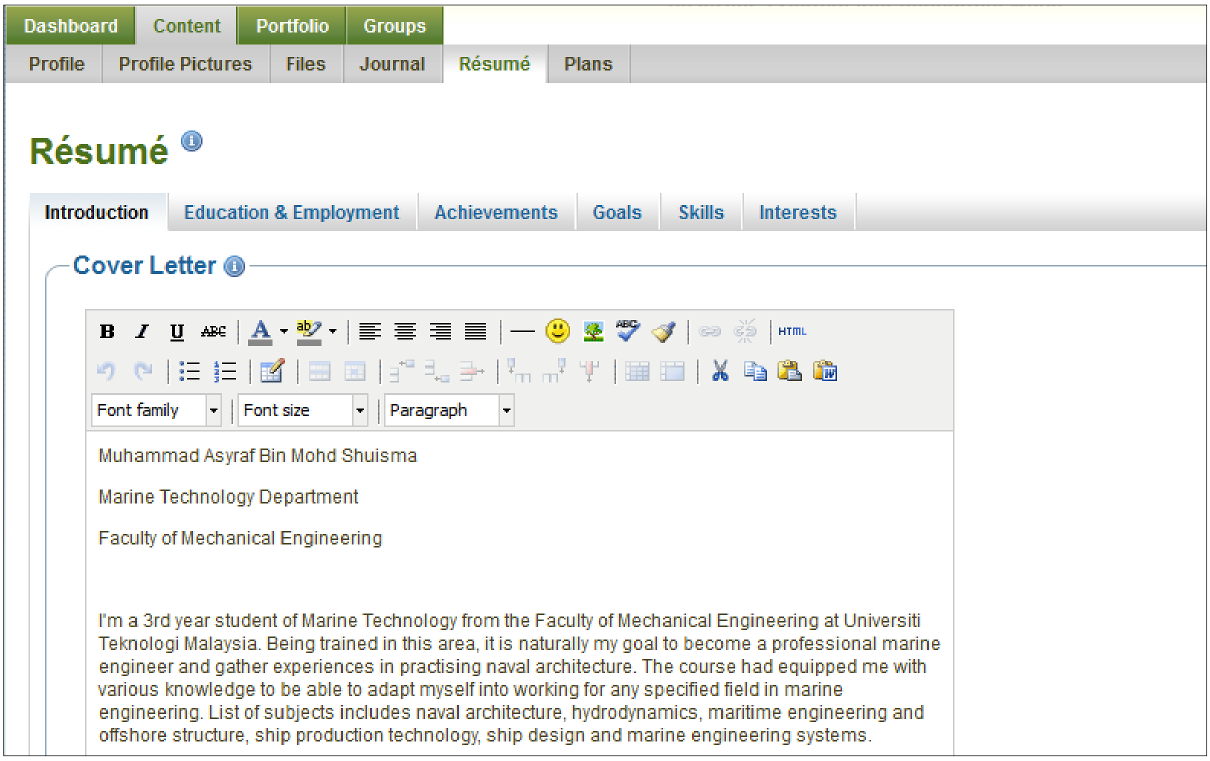


Figure 3: Insert all content your Resume Information

Introduction tab in **My Résumé** includes:

- **Cover Letter**: Use this space to introduce yourself or provide supplementary information related to the purpose and audience with whom you are sharing your résumé
- **Personal information**: These optional fields allow you to include additional information about yourself.

Education &Employment tab includes **Education History** and **Employment History.**

Achievements tab includes **Certifications**, **Accreditations** and **Awards**, **Books and publications** and **Professional Memberships**. To add details to any of these sections, click on **Add** to expand to an area in which to add your details. After each entry remember to click **Save**. Entries display in reverse chronological order.

Goals: The **Goals** tab is divided into **Personal**, **Academic** and **Careers** sections. Using the *HTML* editor within each box you can provide information relating to your goals so that you may add them to a **Eportfolio Pages**.

Skills: The **Skills** tab is also divided into **Personal**, **Academic** and **Work** sections. Using the *HTML* editor within each box you can provide information relating to your skills so that you may add them to a **Eportfolio Pages**.

Interests: Here you can detail personal and/or professional interests. When adding information to any of these fields, remember to click **Save.**

My Files

The **Files** area is a repository and document store for folders and files to use within your portfolio.

To upload a file, follow the steps below:

Step 1: Check the box concerning the terms & conditions agreement that and confirm that you are not infringing copyright

Step 2: Click on **Browse**. Locate your file and click on **Open**. The file is automatically added to **Files.**

Step 3: After uploading your file, you can optionally create folders to organize your files. Type the name of the folder and click on **Create folder**

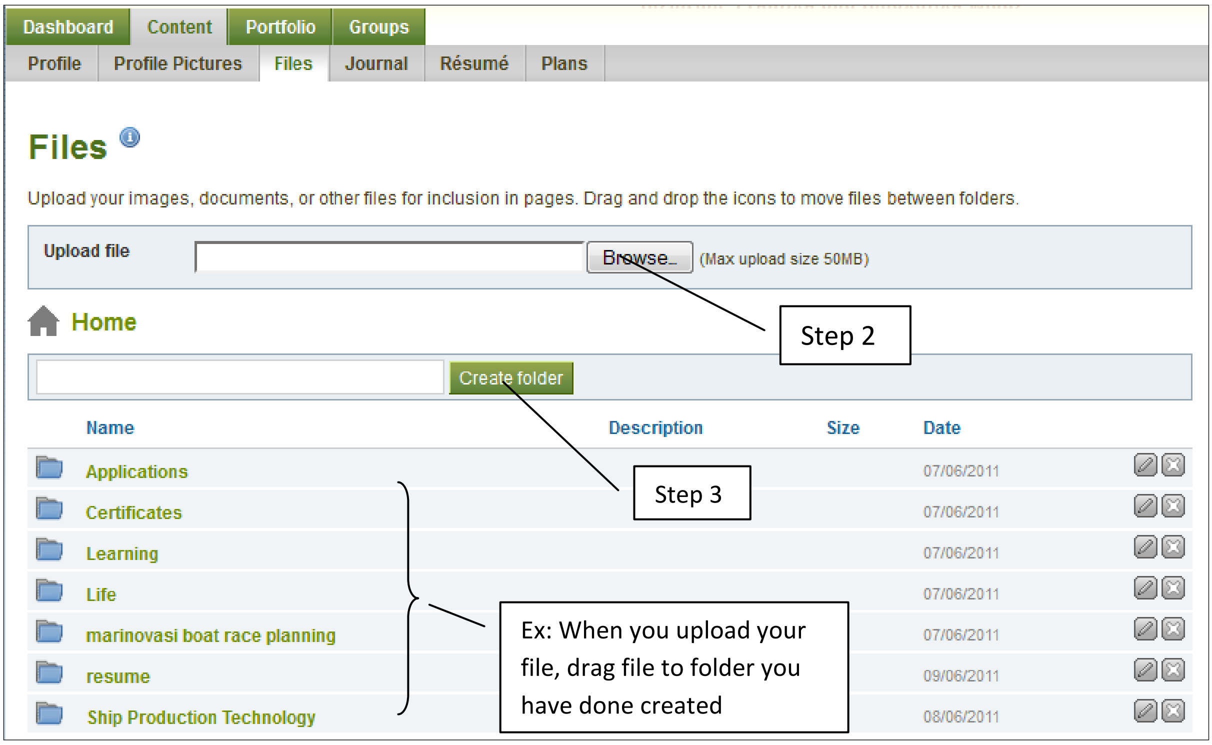


Figure 4: Insert your artefacts/files.

How to manage your Files

Step 1: Folders are listed first then files. To start organizing your files into the folders, you can click and drag them into the appropriate folder.

Step 2: Both folders and files are considered **Artefacts** and as such can be added to a **Eportfolio Page**. You may create any number of folders or sub folders. To view which sub-folders and files sit within a folder, click on the folder name. Use the **Home** link to return to the top level folder directory.

Step 3: Files and folders can be rearranged by dragging and dropping them to other folders. A suitably named and organized filing structure will help with the long term organization and retrieval of your **Artefacts**.

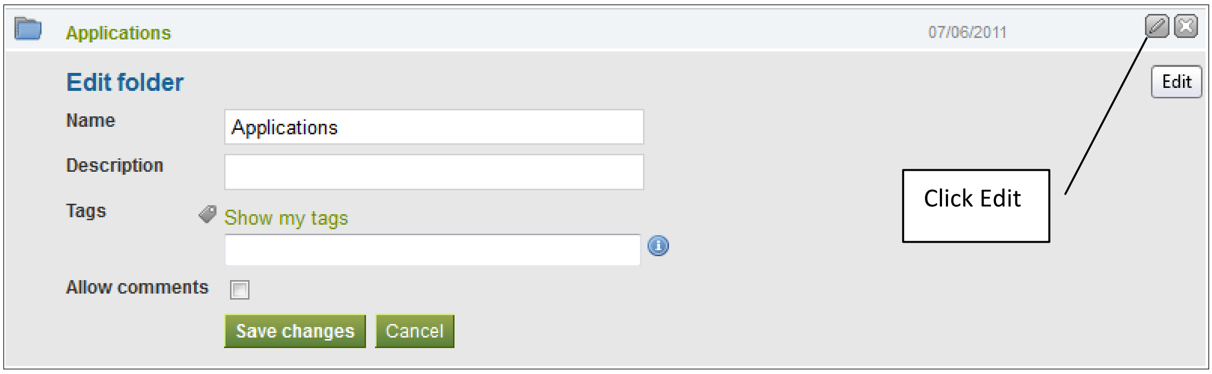
Step 4: Later on, you will find that some folders are automatically created by the system such as '**Blogfiles**'. This folder includes files that are uploaded via a **Blog** posting. Deleting a file here will remove it from your **Blog** posting.

NOTE: If you attempt to upload a file with the same name as an existing file in your repository area, a number will be added to the name of the new file.

Edit a file / folder

Now that the file is uploaded, you can see it listed with an **Edit** and a **Delete** link. Click on **Edit** to be able to edit the following information.

- **Name** - You can add a title to your file, otherwise it will default to the existing file name
- **Description** – You may choose to give your file a description. This description will appear next to the file if you ever add it to a **View**
- **Tags** – You can add tags to **Artefacts** and **Eportfolio Pages** when you create within *Epotfolio*. Tags allow you to include a user defined classification scheme for your **Artefacts** and **Views**. You can add individual words, or phrases. Multiple tags can be added and must be separated by a comma. For EXAMPLE if your **Artefacts** was a Biology assignment you might add the following tags: Biology, Assignment, Semester 1



TIP: When you next go to upload an **Artefact**, you can click on **Show my tags** to view a list of all tags you have previously used. This can save time if you need to frequently upload **Artefacts** with the same tags. Simply click on any relevant existing tags, and they will be added to your new **Artefact**. Over time your tags list will develop into a comprehensive list of keywords for your **Artefacts** and will aid the search process.

My Journal

A web log or Journal is a journal-like that allows you to record your thoughts and experiences. By adding your **Journal** to a **Eportfolio Page** you can allow others users to place feedback and comments, allowing you to create a dialogue with your audience.

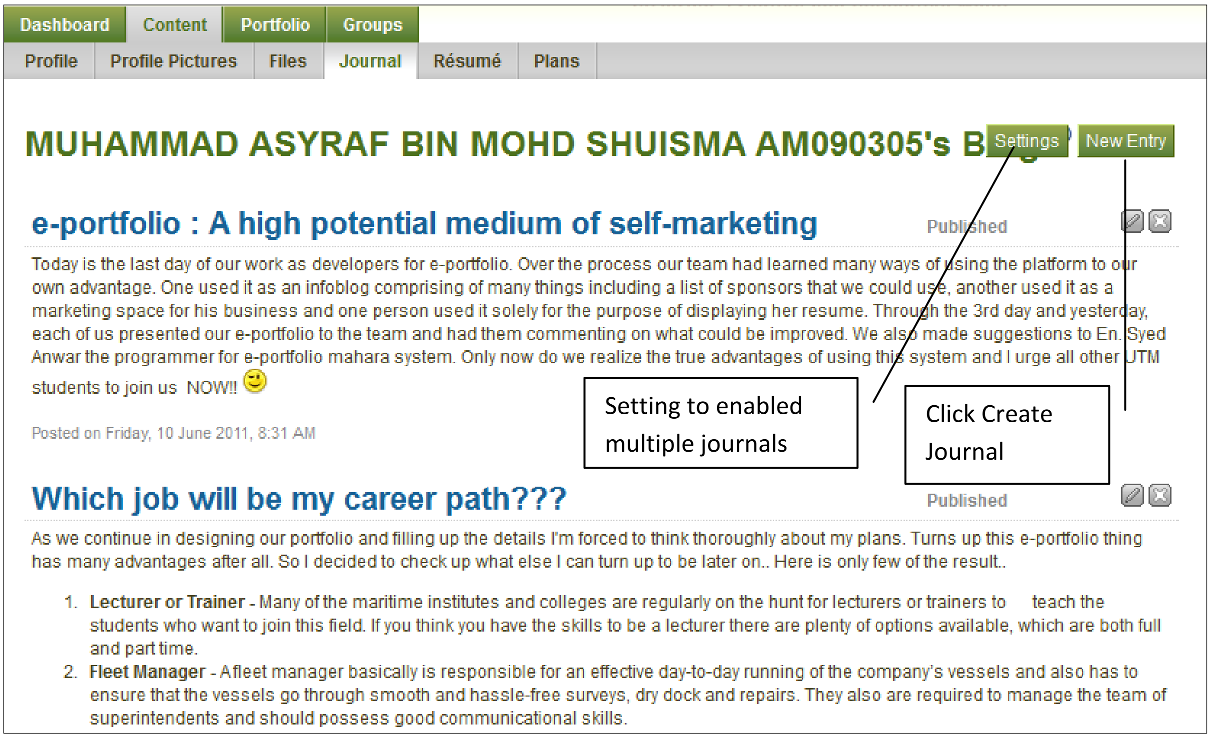


Figure 5: Your Journal / Blog Information

Creating a Blog is a **two stage process**.

Step 1: New Journal Entry must be created and given a title and description.

Step 2: Then, you can add Journal posts to your Journal. Think of the first stage as rather like creating a wrapper or container in which you can begin to add your creative writing, reflective thoughts and comments through Journal posts.

Create a Journal

Under **Journal**, one journal is created by default. The title of the journal is your name. To create a new journal, first you need to make sure you have allowed multiple journal under **Settings**. If enabled, you will see a **New Entry** button at the top right of the page under **Journal**.

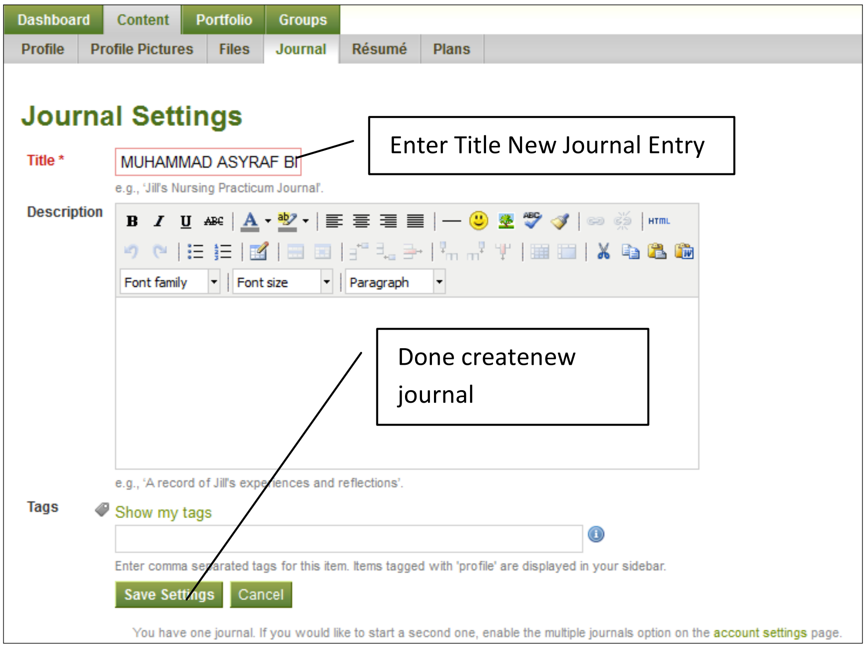


Figure 6: Journal Settings

Use the **Setting** button to create a new journal. Give it a suitable **Title** and **Description** then click **Save Setting**. The Journal title will appear in a list under **Journal Settings**, along with any other Journals you have already created.

Add a Journal post

Click on the Journal's title and select **New Entry**. Give your Journal post a title and in the *HTML editor* add your thoughts.

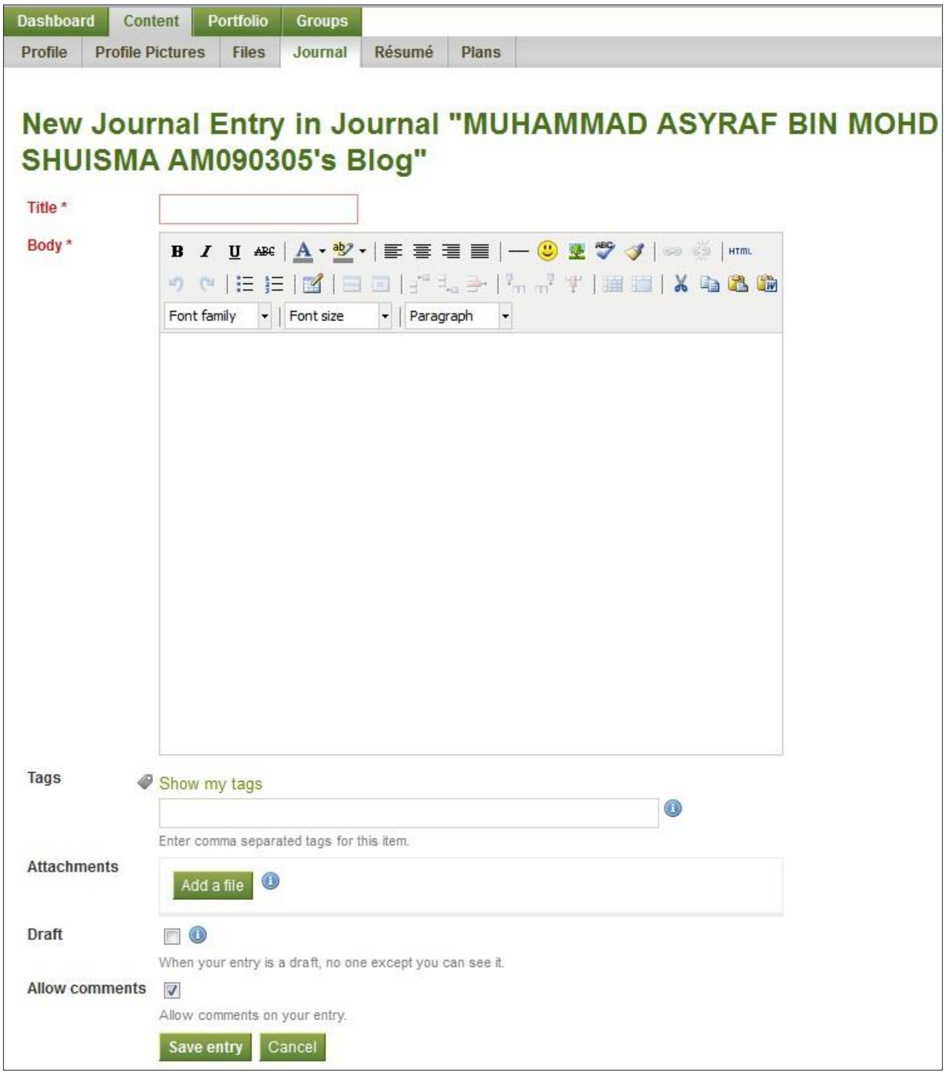


Figure 7: New Journal Entry

You can add **Tags** to Journals and Journal posts you create within *Eportfolio System*.

Upload a File

You may upload or attach files to a Journal posting. Files added to a Journal posting are automatically stored within your file repository area in a folder called '**Jornalfiles**' and contribute to your file storage quota.

Add a file from My Files: If you have already uploaded files to the **Files** area, you can quickly associate them with a Journal post. Click on **Add a file**, and then click on **Select** next to the file you want to attach.

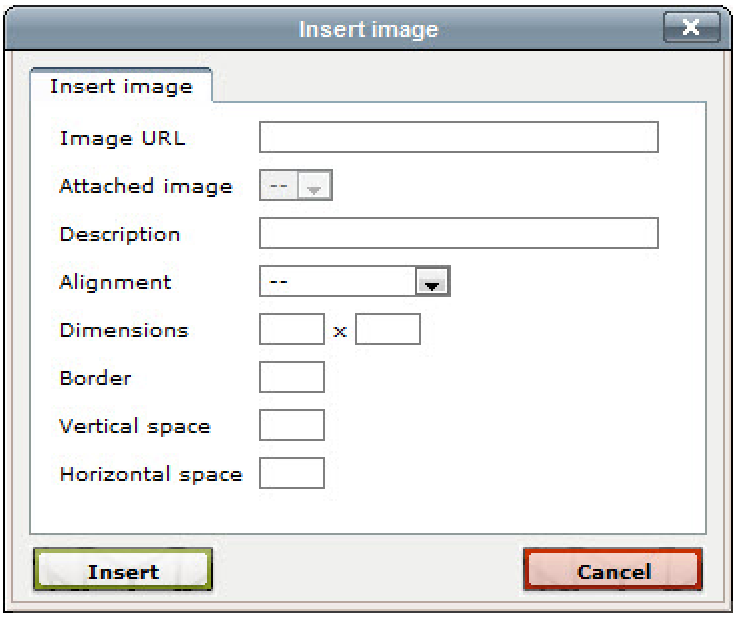
How to Upload Images in Journal Post

Step 1

Embed an image to a Blog post: If you attach an image to a Journal post, you can then embed it into the body of the post. Before you do anything else, open the image from **Files** and copy its URL. Position your cursor at the place in your Blog post where you would like the image to appear. Click on the **image icon** in the HTML editor.

Step 2

Paste the URL of the image then click **Insert**. You can also embed an image as a link from another website. You can either enter in the URL of the image or drag and drop the image from the website into the HTML editor.



Please ensure you have appropriate copyright permissions to use the image. For best results images should be no more than 400 x 400 pixels and have less than 5 pixels of padding on each side.

Save as draft

If you would like to come back to your Journal posting at a later time to add or modify it, you can hold off from publishing it by saving it as a draft by ticking the **Draft** checkbox.

Save post

Step 1: When you have completed your posting and you are happy with it, select **Save entry.** If the Journal post has been marked as draft, it will appear as **Draft** and can be published later. If the Blog post has not been marked as draft, it will appear as **Published**. In both cases the full Blog post will be displayed, along with its title and date and time of which it was posted. The parent title of the Blog to which it belongs is indicated in bolder type at the top of the screen.

Step 2: Whilst a Journal itself is considered an artifact, so are any individual Blog postings you create. This means that both Blogs and individual Blog posts can be added to a **View**. Remember that until you add it to a **View**, your Blog remains visible only to you.

NOTE: Saving and publishing your post means that it is saved and stored in **Journal** area. It does not mean that other users can yet read it. Until you decide to make it available by adding it to a **Eportfolio Pages** and assigning access rights, nobody else will be able to see or comment on it.

View Journal

To View your Journals and Journal posts, go to **Journal**, for a list of Journals. Click on a Journal title for a list of Journal posts associated with that Journal.

Journal comments

Step1: When reading another person's Journal, via a **Eportfolio Pages**, you may be able to submit comments on their posts.

Step 2: To comment on another user's Journal, open the corresponding **Eportfolio Pages**, click on the Journal's name or title, click on the post name and select the **Place Feedback** option at the bottom of the screen.

Currently this will only work if a user has chosen to display **Recent Blog Posts** in their **Eportfolio Pages**. This displays a list up to a maximum of 10 most recent posts, by title. Other users with access rights to the **Eportfolio Pages** can click on a title and submit **Public** or **Private Blog Comments** (Feedback). **Public Feedback** may be seen by other users who have access to the **Eportfolio Pages**. **Private Feedback** is only visible to the Eportfolio Pages owner. An Eportfolio Pages owner may choose to make your public feedback private, but not vice versa.

TIP: To edit your Blog description, view the Blog list in **My Blogs**, click on **Settings** next to the blog's name or click on the title of the blog then select **Settings**. You can now amend the title or description of your Blog.

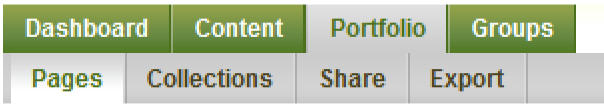
My Portfolio Pages

How to Use Portfolio Pages

1. Once you have prepared a résumé, you will need to add it to a **Portfolio Pages** in order to share it with other people, such as potential employers.

2. It might be useful to consider the **My Portfolio** section of *Eportfolio System* as your main personal repository of resources and information. In here, you can begin to add content to your e-Portfolio, in the shape of uploaded resources, or **Artifacts**, **Journal** within *Eportfolio System* and store them in **Files** and **Journals.** When you decide to start sharing selected **Artifacts**, you can use **Portfolio Pages** to begin packaging them up for presentation.

3. Under **Portfolio** tab, you have several tabs: **Pages**, **Collections**, **Share** and **Export**.



4. When you click on the **Portfolio** tab, you're taken to **Pages**. Under **Pages**, you can see two views that are created by default:

   a. **Dashboard page**: Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.
   b. **Profile page**: Your profile page is what others see when they click on your name or profile icon.

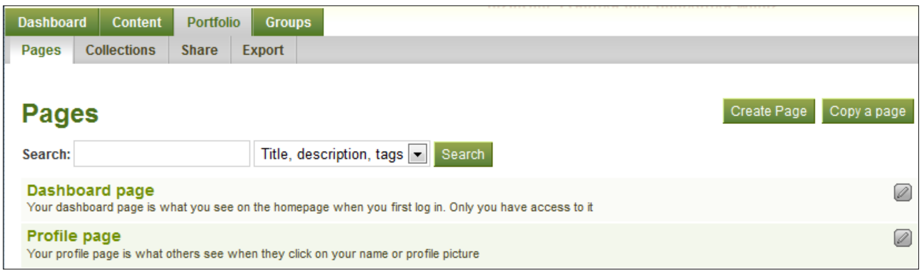
5. Before you create additional pages and decide if you want to share them or not, you might consider start adding **Artifacts.**

Portfolio Pages

A **Portfolio Pages** is a collection of artifacts, encompassing selected files, résumé details and Journals of your choice. A portfolio pages can be kept private or shared with any number of groups or individuals as you wish. You may create as many different **Portfolio Pages** as you like and reuse your artifacts, even giving them different titles for different audiences. **Portfolio Pages** can also be used to submit work for feedback or assessment to a course group.

How to Use

1. When you click on the **Pages** tab, by default you will see two pages: The **Dashboard Page** and the **Profile Page**. Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.



2. What you need to do is click Create Page button to create a new page.

Create Pages

Create Page launches a three step process by which you can create a collection of your artefacts as **Pages**. Prior to creating **Pages**, you will find it easier to have uploaded a sample of different artefacts with which to experiment when designing your first layout.

Create Page Step One: Content

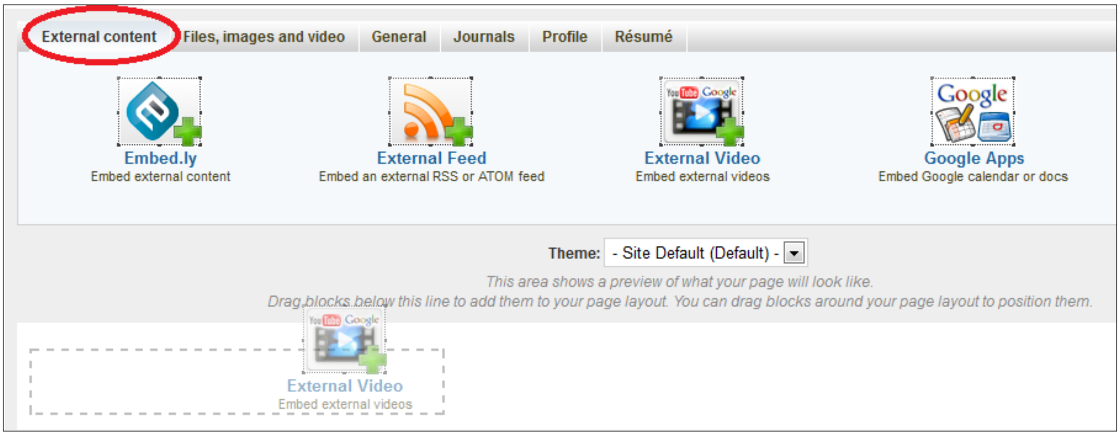
1. To add a block, choose the relevant content type from the menu and select by clicking and holding your mouse button or pointer down. Drag the block into the grey line into your **View layout**.
2. You can also choose to change the theme of your **Page** by choosing one of the existing themes under the **Theme** drop-down menu in the middle of the page

Content Types

In order to make full use of artifacts that you have uploaded to **Files** area and any Journal posts or résumé information, you will need to start adding them to **Pages**. When you begin to create a **Page** you will be presented with six different menu tabs containing various 'blocks' with which information can be dragged into and arranged in your **Page**.

Content Types: External Content

1. **External feeds** allow you to link in content from other websites by including an RSS or ATOM Feed.



How to embed images, videos, or files in view:

2. **External Video** allows you to embed and directly link to externally hosted videos and requires no uploading to the *Eportfolio System* file store area. The supported video hosting sites are: *YouTube*, *Google Video, TeacherTube*, *Scivee*.

   a. To add an **External Video**, click, drag and drop the **External Video** box to the below **View Layout**
   b. A window will pop up. Type in the title for the external video and valid URL of that video's location.

c. Alter the width and height accordingly based on your personal preference
d. Once done click **Save.**

3. **Google Apps** is a set of joined applications based on and around Google Docs and Gmail accounts. It should be remembered that Google Apps builds upon the facilities of Google Documents and other Google web based applications.

4. **Embedly** provides a platform and suite of tools to make embedding and previewing links simple. Embed.ly helps users manage embed codes from more than 100 Websites and APIs, including YouTube, Flickr, Ustream, Picassa, Hulu, Twitpic, Quantcast, and CrunchBase.

   a. Drag in the Embed.ly block to your page.
   b. Configure the block to suit your needs. Change the title and almost certainly change the size.
   c. Make sure you embed code URL correctly.
   d. Once done click **Save.**

Content Types: Files, Images and Video

A. File(s) to Download: Select files for people to download from your **View**

Step 1: To share file(s) with guests of your **Page**, click, drag and drop the **File(s) to download** box into the **View Layout** below

Step 2: The configure window will open. Give a title to the file you are allowing viewers to download

Step 3: Under **Files**, choose from **My Files**, **Group Files**, and **Site Files**. **Site Files** are files that the *Eportfolio System* administrator has made public on the site and allowed you to access them. This folder is by default empty. **Group Files** are public files uploaded by any group you are a member of. Under **My Files**, you can select one of the files that are already uploaded or upload a file from your computer

➔ To upload a file from your computer, check the **Upload** box. Then click **Browse** and choose a file that is saved on your computer.

Step 4: Once you have selected the file(s) you wish to share, click **Save.**

B. **A Folder**: Provide the contents of one of your folders from the files storage area. If the folder contains many files and documents, it would be better not to present individually the files in your view. Use this option for better presentation.

Step 1: To add a folder from your files, simply click, drag and drop the **A Folder** box into your **View Layout** below

Step 2: The configure window will open. Give the folder a title and choose the folder you wish to add to your **Page**. Then click **Save.**

C. **Some HTML**: Share HTML files that you have uploaded to your file store. To add an HTML to your page.

Step 1: Click, drag and drop the **Some HTML** box into your **View Layout** below

Step 2: The configure window will open. Give a title for the HTML you are uploading.

Step 3: Check the upload box if you wish to upload an HTML from your files. Then click **Browse** and choose an HTML from your files

Step 4: Once you have chosen an HTML, click **Save** to save and continue.

D. **An Image:** Embed a single image from your folder. To add an image from your files.

Step 1: Click, drag and drop the **An Image** box into the View **Layout below.**

Step 2: The configure window will open. Give your image a title.

Step 3: Check the upload box if you wish to upload a image from your files. Click **Browse** and search for the image file you are looking to upload

Step 4: If you wish to show the description along with the image, simply check the "Show Description" box in the configure window.

Step 5: Adjust the width as fit or simple leave it blank if you wish to keep the default size.

Step 6: Once done, click **Save** to save the image to your view and continue.

E. **Embedded Media**: Embed multimedia objects, for example, a video file. This can be used as an alternative, or in addition, to linking to externally hosted videos To add an embedded media,

Step 1: Click, drag and drop the **Embedded Media** box into the **View Layout** below

Step 2: The configure window will open. Give your shared media a title.

Step 3: Check the upload box if you look to upload an embedded media from your files. Click the **Browse** button to search for the media you wish to upload**.**

Step 4: Adjust the height and width of the media you uploaded, and click **Save** to continue

F. **Image Gallery:** Embed a more image from your folder. To add any image from your files.

Step 1: Click, drag and drop the **Image Gallery** box into the **View Layout** below

Step 2: The configure window will open. Give your Image Gallery a title.

Step 3: You can choose whether displays all from one of your folder or individual images you have done uploaded from your files.

Step 4: Select whether all your images is Thumbnails or Slideshow

Step 5: Once done, click **Save** to save the images gallery to your page and continue.

Content Types: General

A. Creative Commons License:

Step 1: Click, drag and drop the **Creative Commons License** box into the **View Layout** below

Step 2: The configure window will open. Give your **License** a title. Then choose whether you wish to allow commercial uses of your work, or to allow others to modify your work. If you are unsure of the options. Click the **"?"** mark next to each **No** option for a description of the options you have.

Step 3: Once you figure out what restrictions you wish to have on your **Commons License**, click **Save** to continue.

B. Navigation: To display a collection of **Pages** as a simple navigation

Step 1: Click, drag and drop the **Navigation** box into the **View Layout** below

Step 2: The configure window will open. Provide the **Block Title** a name, otherwise the title of the collection will be used

Step 3: Choose which collection you want to insert the navigation for from the drop-down menu

Step 4: Click on the **Save** button

C. Your plans: Display plans from your plan lists.

Step 1: Click, drag and drop the **Your Plans** box into the **View Layout** below

Step 2: The configure window will open. Give your plan a title then choose which plan you want to display

Step 3: Click on the **Save** button.

D. Recent Forum Posts:

Step 1: Click, drag and drop the **Recent Forum Posts** into the **View Layout** below

Step 2: The configure window will open. The block's default title is "Recent Forum Posts", change that if you wish then choose the group of which you want to display forum posts.

Step 3: Choose the number of posts to show. It has to be between 1 and 100

Step 4: Click on the **Save** button

E. Text Box:

Step 1: This has a number of versatile uses. It can be used to simply include some extra text or information that doesn't readily fit into any of the other content types' Blocks. It can also be used to include html and sometimes embed html objects from other sites.

TIP: If you have html experience, try experimenting with adding your own content or source code from other sites

F. Facebook Like:

Step 1: Click, drag and drop the **Facebook Like** into the **View Layout** below

Step 2: The configure window will open. Give your plan a title then choose which plan you want to display such as Layout, verb to display, color scheme and align.

Step 3: Click on the **Save** button

G. Twitter Tweet

Step 1: Click, drag and drop the **Twitter Tweet** into the **View Layout** below

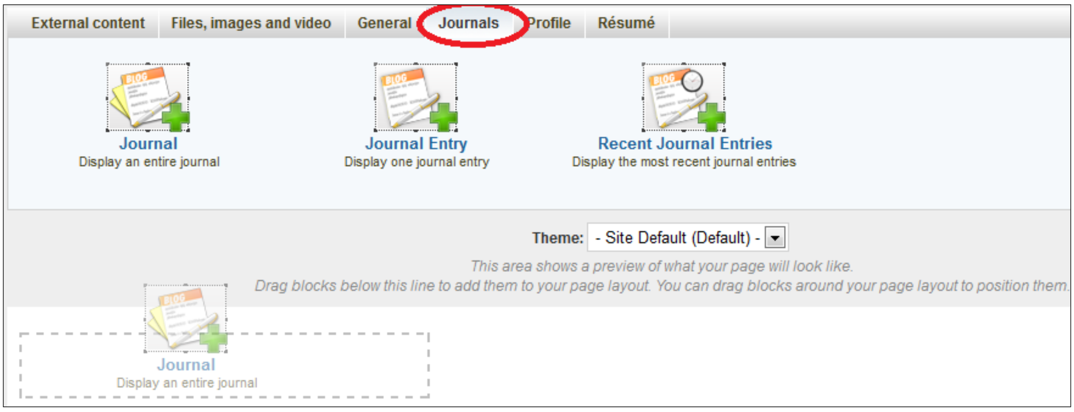
Step 2: The configure window will open. Give your plan a title then choose which plan you want to display.

Step 3: Add twitter text that people will include in their Tweet when they share from your website.

Step 4: Click on the **Save** button

Content Types: Journals

This section allows you to add various aspects of any Journals which you have created within *Eportfolio System*.



You can display your *Eportfolio* Journals in three main ways:

1. Display your entire Journal – this will display the whole of your Journal. This is okay if you only have a small number of Journal Posts, but can look unwieldy on the page if there are a lot. To add your Journal into your page, click the item and drag it into the layout area. When you drag it, the Journal configure window opens. Fill the following fields:

    a. **Set a block title**: You can choose to type a descriptive word that will appear above your block. You can choose to keep it blank. In this case the title of the block will be the same as the title of your journal
    b. **Choose the journal**: If you have created more than one journal. You can choose to share only one in this specific view. Select the appropriate radio button
    c. **Posts per page**: displays the number of posts you would like to see in every page of your page.
    d. **More Options**: If you allow other users to copy this **Page**, you may choose how this block will be copied

2. Display a single Journal post – Display one Journal post within your **Page**. When you drag it into your layout, the same configuration steps need to be filled. The only difference is that you will be choosing which journal post you need to display and not which journal.
3. Display recent Blog posts – This will display the last 10 Journal posts, with titles as hyperlinks to the full text. This is a useful option if you have a regularly updated Journal; as you update it, your readers will see the most recent 10 Journal posts updated when they next access your **Page.**

TIP: If you have two or three Journal posts within a Journal which you would like to include in a **Page** but do not wish to post the entire Journal, try adding an individual 'Display one Blog post' for each post you would like to include. Journal posts can also be reused in several **Pages** and given different titles for different audiences.

Content Types: Profile

You can choose elements of your **Profile** to display in a **Page**. This information is taken directly from your **Profile** area. You can include the following blocks:

1. **Contact Information**: Include one or more elements of your **Contact Information**
2. **Profile Information**: Include one or more elements of your **Profile Information**

Step 1: Simply click, drag and drop either the **Contact Information** or **Profile Information** boxes into the **View Layout** below

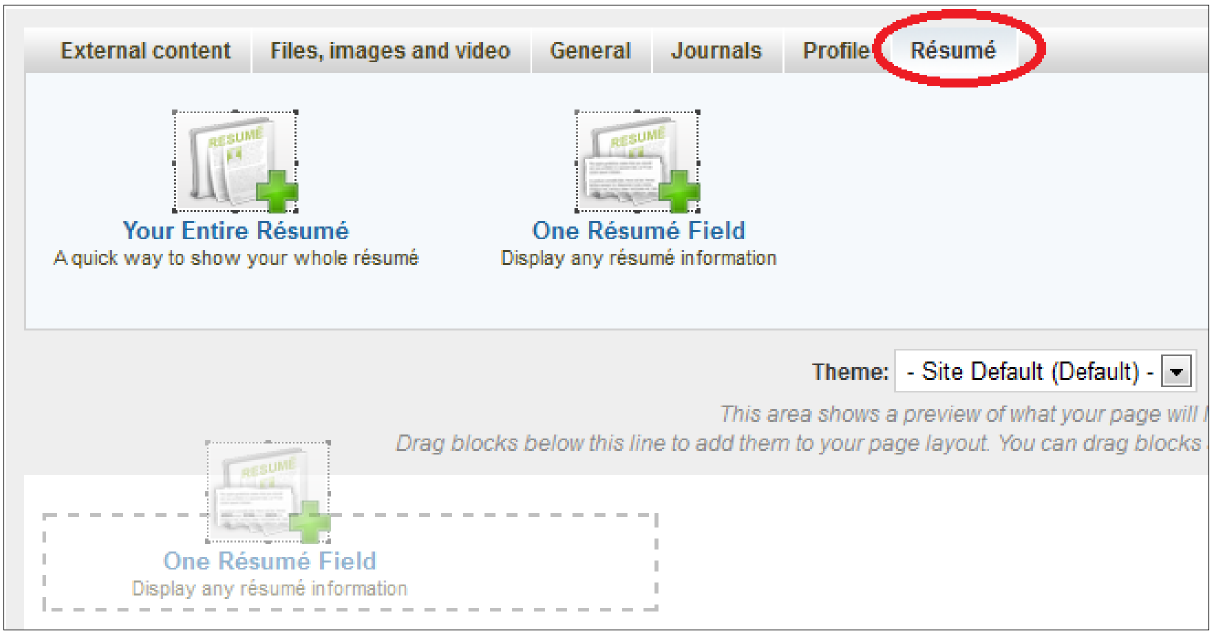
Step 2: This will prompt a configure window to open

Step 3: For **Profile Information**: Choose a title. Select whether to show your First and/or Last name or neither. Choose if you wish to show your email address or not. In the section “Introduction Text”, add any information about yourself or your **Page**

Step 4: To upload a picture to your profile: In the configure window for **Profile**, under **Profile Pictures** click the **Upload one** link which is typed in green. This will cause another browser to open. In that new window browse for the profile icon you are looking for, give it a title and click **Upload**

Step 5: Once you have your profile information as you like, click **Save** to continue.

Content Types: Résumé

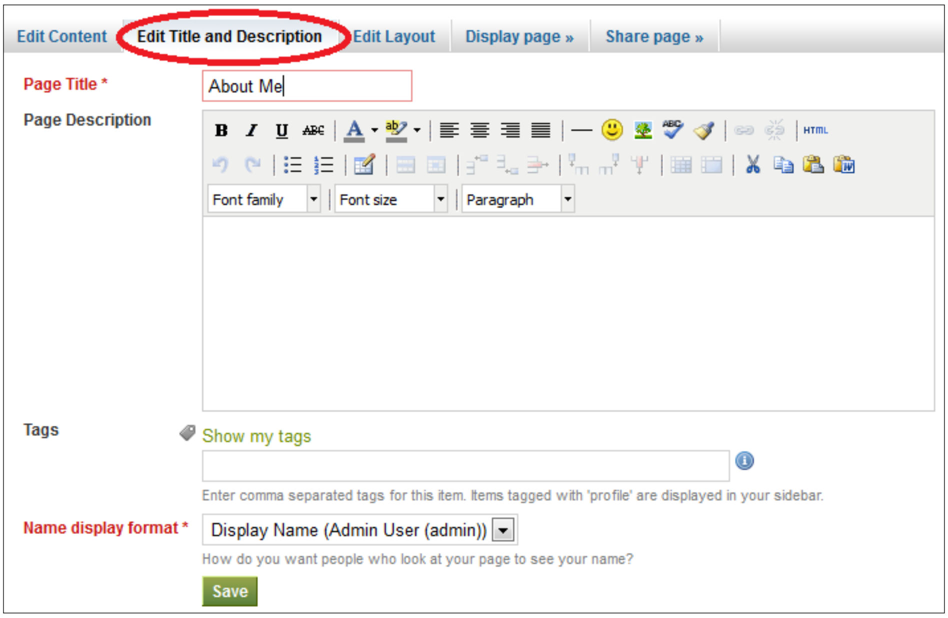


The options for including your Résumé to a **Page** include:

1. **Your Entire Résumé**: A quick way to display your entire Résumé
2. **One Résumé Field:** Display any Résumé field

Create Page Step Two: Details

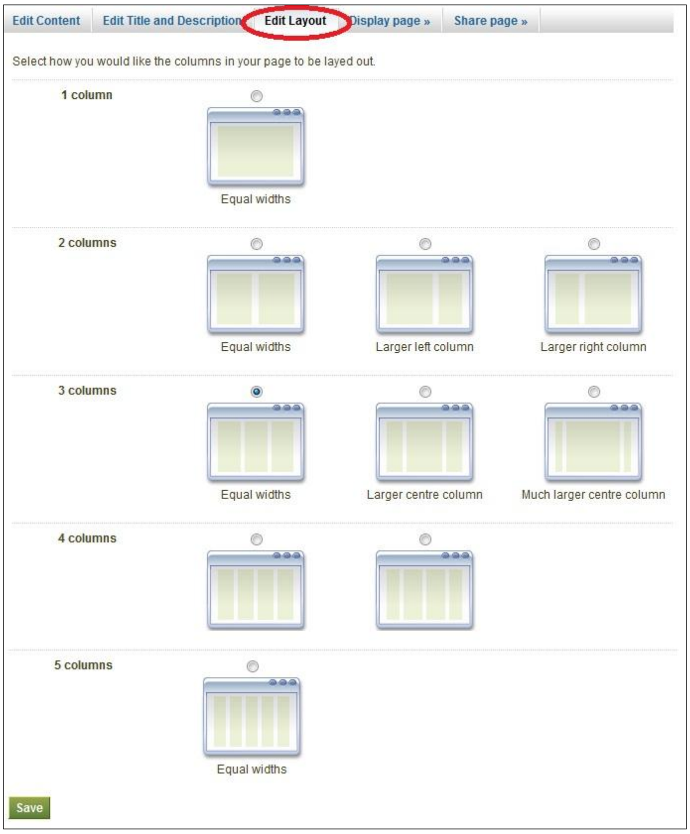
Step two involves assigning your **Page** a title, description and assigning any relevant tags. The **Description** you add in the HTML editor will appear in the finished version of your **Page**, so you may wish to change your font to match the theme of your **Page**.



When you have finished the description, click **Edit Layout** to progress to **Layout** settings

Create Page Step Three: Layout Setting

You can control how many columns your **Page** would have by clicking on the **Edit Layout** menu. You can have from one up to 5 columns.



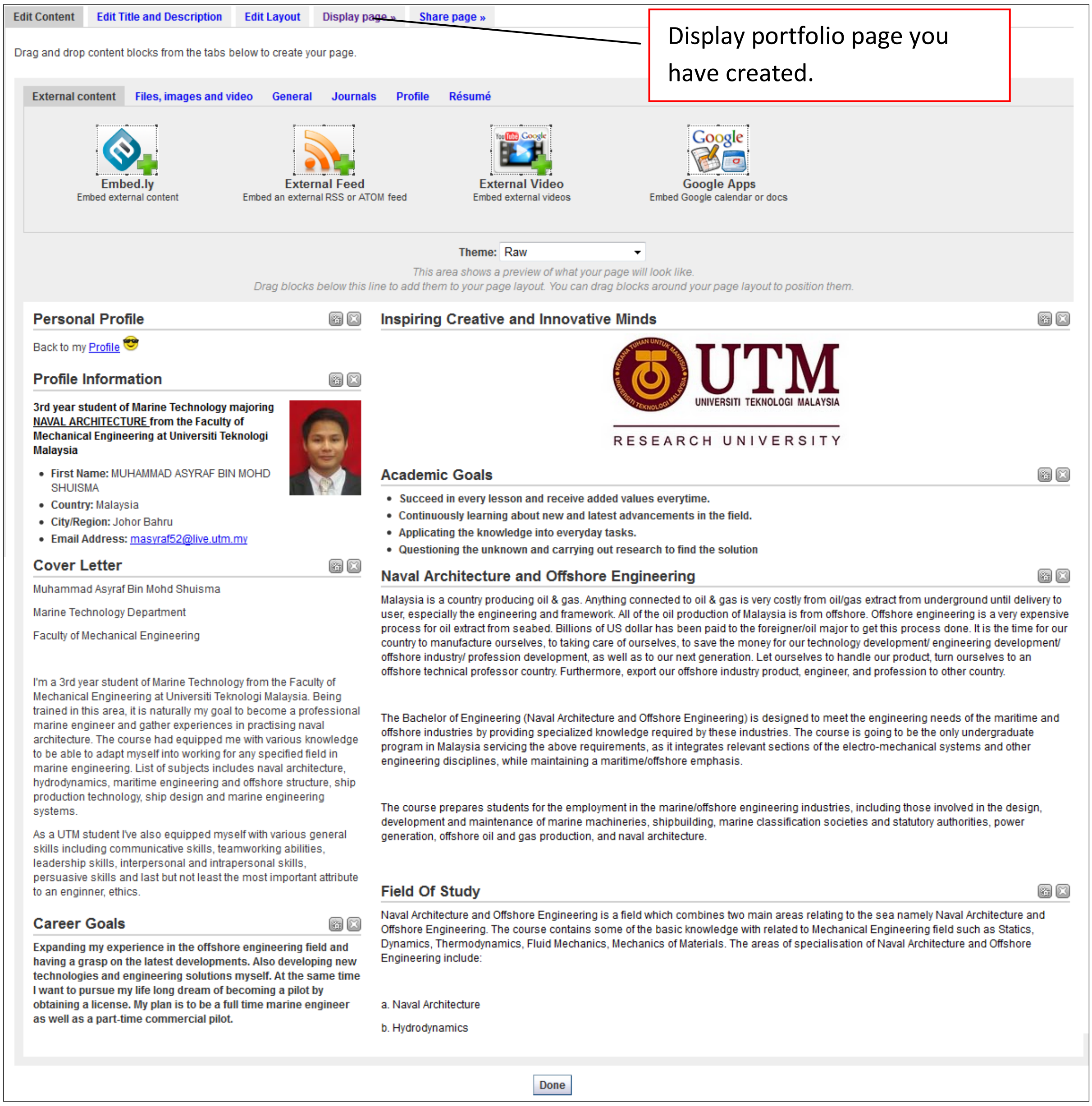
Once you have your layout as you like, click **Save**.

Tip to build your Resume in Eportfolio System

TIP: If you wish to create a **Page** with the main purpose of sharing and possibly printing a Résumé, add **Your Entire Résumé** block and set the **View Layout** to be one column width. This will provide a simple and clear layout for your Résumé. This can be either printed out to share with employers, or access can be granted for them to view online.

Create Page Step Four: Display Page

Displays the entire Create **Page** you have created.

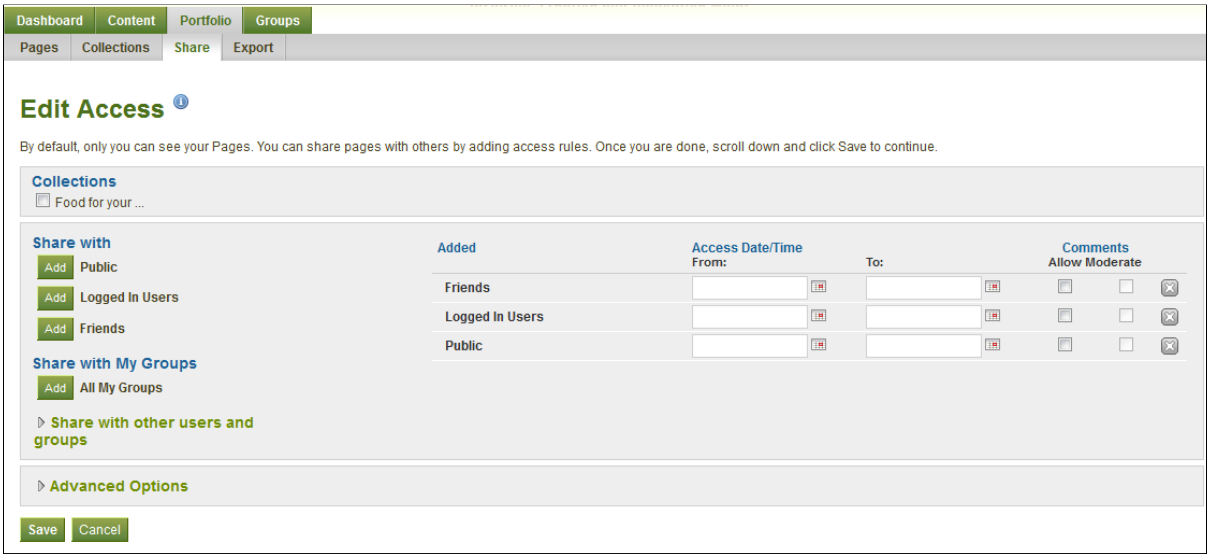


Once you have Portfolio Pages as you like, click **Done**.

Create View Step Five: Share/Access

Step 1: Click **Share Page** menu

Step 2: Once you have designed a layout and added content to your **Page** and edited the details of the **Page**, which you are happy to share, the next stage is to assign access rights. This stage is optional though, and it may be that you wish to simply save your work and assign access at a later stage. In which case you can save your work and it will default to being visible only to you. There are several types of access which can be assigned to a **Page**:



1. **Add Public:** This allows you to make a **Page** publicly available via a URL. Your **Page** can then be shared with anybody you wish by giving them the URL of your **Page**, and it's viewable at the same time by all logged in users.

2. **Add Logged in users:** This allows you to make a **Page** available to all logged in users of *Eportfolio System*. This will provide access to your **Page** to anybody who has a login for *Eportfolio System.*

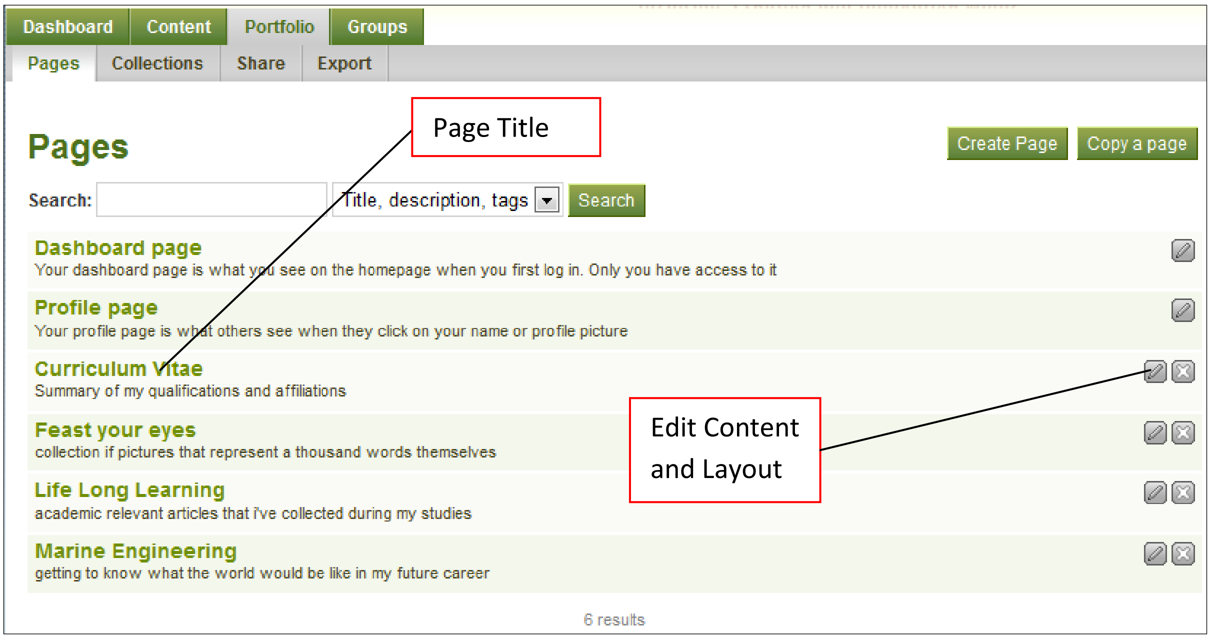
3. **Add Friends:** This allows you to make a **Page** available to everyone in your Friends list. New friends by default will have access to your **Page.**

4. **Add Groups:** This allows you to associate your **Page** with a *Eportfolio System* group and its members.

5. **Add individual users:** This allows you to assign access to individual users of *Eportfolio System*

You can add combinations of the above and further refine access rights by assigning start and end dates for specific people or groups. For example, you could give access rights to a tutor for the duration of a project or assignment and also give access to people in your friends list for the duration of the term.

My Pages summary



Once you have created some **Pages**, select Portfolio **Pages** which displays an alphabetical list of all the **Pages** you have created. Each **Page** will have a summary pane containing the following information:

1. **Page Title** – whichever title you assigned to your **Page**
2. **Edit Content and Layout** – This lists any artefacts contained in your **Page**. Artefacts are taken to be any files that have been uploaded and added to the **Page** and any Résumé details or Jornal posts included in the **Page**. It will not list details of any external videos or RSS feeds which have been included. This function is equivalent to **Create View Step One**
3. Symbol for Delete a Page.

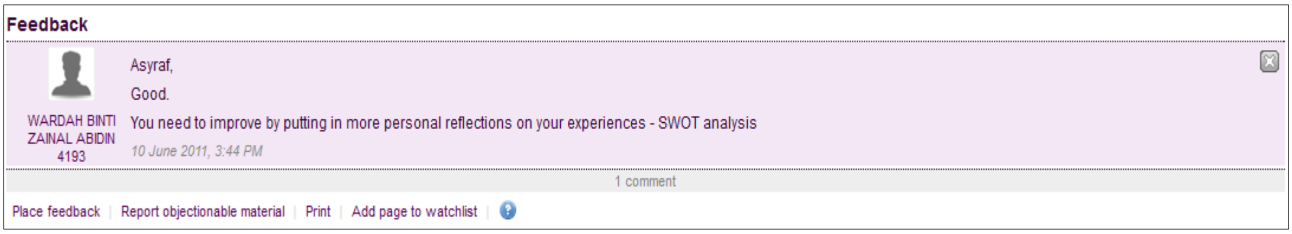
Edit a View: If you have created a **Page** and wish to go back to make changes to it, select **Pages** and choose **Edit Content and Layout.** Remember to click **Done** to save any edits you make to a **Page.**

Information

1. To look at other users' **Pages** you will need to check the profiles of existing friends or other users of *Eportfolio System.* Remember that you can only see a **Page** if the owner has granted you access or if the **Page** is publicly available. To search your friends' profiles choose **My Friends** and click on a name to view their profile. This will include a list of any **Pages** that you have access rights to; if you do not have access rights you will see the statement: "Views: *None that you can see* "
2. To look at a **Page**, click on the title to expand. You can get an overview of all of your friends' **Pages** by clicking on **My Friends**. This will display an alphabetical list of your friends and an associated list of all of their **Pages** to which you have access.
3. To search other users who are not friends, choose **Find Friends** and click on a name to view their profile. This will include a list of any **Pages** that you have access rights to; if you do not have access rights you will see the statement: "Views: *None that you can see* "

Page Feedback panel

At the bottom of each **Page**, to which you have been assigned access, there is a menu of options with which you can interact with a specific **Page**. The options are:



1. **Place feedback**: Click on the **Place feedback** link at the bottom of a **Page** to post a comment for the **Page** owner. You have the option to make any feedback private or making it public by checking the **Make public** box. This will make any feedback visible to all people with access to the **Page**. To submit, select **Place feedback** and a message will be sent to the **Page** owner.

   TIP: A **Page** owner can optional to change any public feedback that has been placed to private

2. **Report objectionable material:** Should you find material in a **Page** that you consider offensive, there is a mechanism in place to flag this. Select **Report objectionable material** at the bottom of the **Page** and include a reason why you are raising it. Select **Notify site administrator** and a message will be sent to the *Eportfolio System* administrator.

3. **Print:** To print out a **Page** simply click the **Print** link at the bottom of the **Page**. This can be useful if you require a printed document of yours or a students' **Page**

4. **Add Page to watchlist:** To keep up to date with changes to **Pages** of which you have access, rather than having to visit and revisit the **Page**, select **Add Page to watchlist** at the bottom of the **Page** to receive notifications via *Eportfolio System* each time the **Page** is amended. Should you wish to remove this from your watchlist, go back to the relevant **Page** (see **Search for Pages** for how to do this) and click **Remove Page from watchlist**