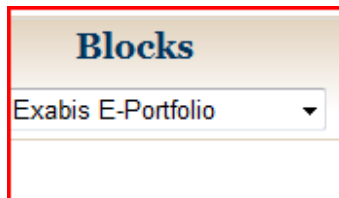


## Moodle ePortfolio User Guide

### For Faculty and Portfolio Administrators:

The ePortfolio block can be added to individual courses using the *Add a Block* functionality. To do this use the following steps:

- 1) Login to Moodle and access the desired course
- 2) Turn Editing On
- 3) Scroll down until you see the *Add a Block* option in the far right column.
- 4) Drop-down the *Add a Block* box and select “Exabis ePortfolio” from the options.
- 5) You should now see the Exabis ePortfolio block appear at the bottom of the right side of your course. You can use the black errors on the block to move it around on the page.



Once the block is added to the course, students can access their ePortfolio from directly within the course. Keep in mind that ePortfolios are not course specific. By adding the block to your course, you are just providing an easy way for students to access it.

Once students have created their ePortfolio content, you can access it by clicking on “Shared Portfolios” within the ePortfolio block. You’ll be able to see any portfolios you’ve been granted the rights to see.

When you are viewing ePortfolio content, you can also add Comments. Click on a particular item and you’ll see the ability to add comments directly below the link to the item.

### For Students:

Students will be responsible for building their own ePortfolios. Generally, students can link to their ePortfolio directly from the front page of Moodle as well as from within specific courses. Anywhere you see the block below appear a student can click on “My Portfolio” it to access their ePortfolio.

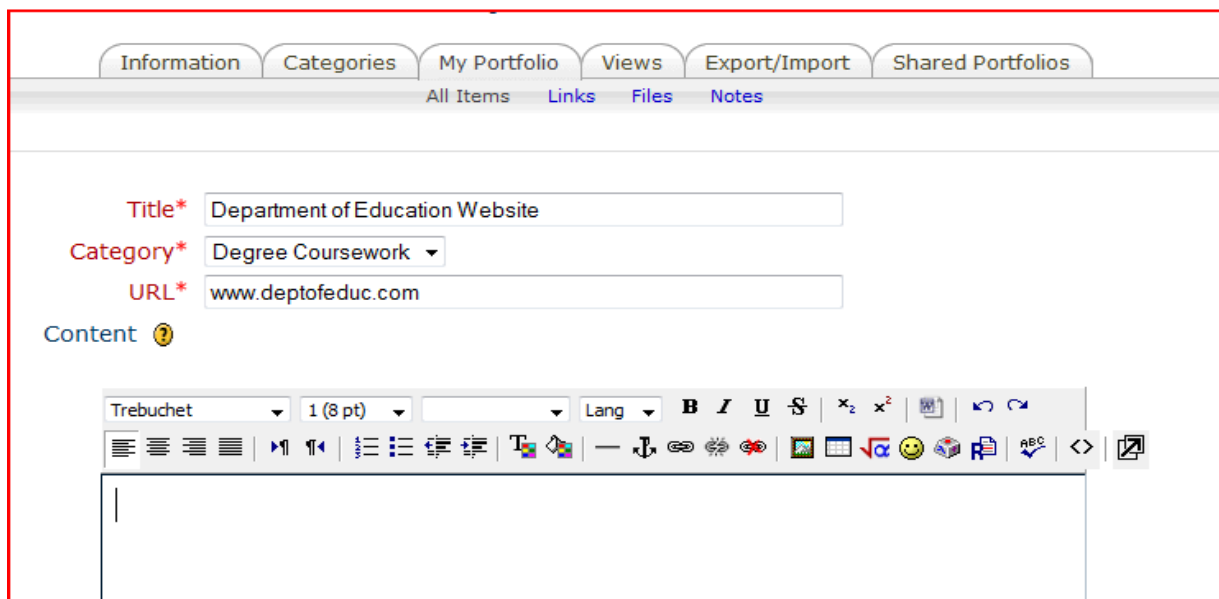


The link “My Portfolio” is the entry-point to the ePortfolio. Behind this link, separated in different tabs the whole ePortfolio can be accessed. The link “Shared Portfolios” points to all shared portfolios of other

students within Moodle that have granted the user access to their portfolio (or parts of it). The link “Export” is a quick-link to the export/import page within the ePortfolio.

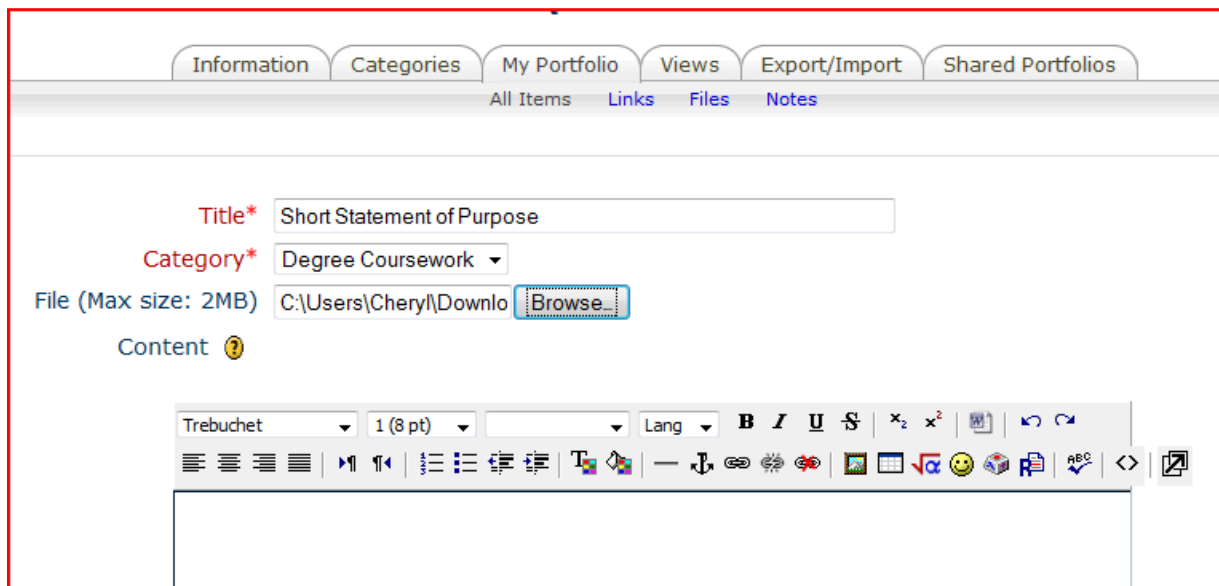
- Information Tab
  - This tab can be used to provide a personal introduction to your portfolio. An introduction may include details on the degree you are seeking, what lead you to pursue that degree, and your career goals after obtaining the degree.
  - You can also provide contact information here such as your email address and phone number.
  - Use the Edit button to add content to the Information tab.
  
- Categories Tab
  - This tab can be used to create categories. Categories are often key areas or components of a portfolio. These may be for example the 6 key areas of the education portfolio required for licensure or the 7 artifacts used for individual assessment.
  - All content added to the portfolio must be placed in categories, so you must create at minimum 1 category here.
  - Use the Edit button to add content to the Categories tab.

- My Portfolio tab
  - This tab allows you to add individual content to your portfolio. Content can come in the form of Links, Files, and Notes.
  - Links:
    - This would include links to external websites or other resources pertinent to the portfolio.
    - To add a Link, select Link from the drop-down on the My Portfolio tab and press New and fill in the required fields:
      - Title – A short description of the link
      - Category – Put the Link into a category for organization
      - URL – The URL of the link. Copy and paste this from your web browser.
      - Content – Not required but can be used to add a long description of why you are including this site in your portfolio.
    - Press *Save Changes* to finish.



The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Information', 'Categories', 'My Portfolio', 'Views', 'Export/Import', and 'Shared Portfolios'. Below the navigation bar, there are sub-tabs for 'All Items', 'Links', 'Files', and 'Notes'. The main content area is a form for adding a link. It includes three required fields: 'Title\*' with the value 'Department of Education Website', 'Category\*' with a dropdown menu set to 'Degree Coursework', and 'URL\*' with the value 'www.deptofeduc.com'. Below these fields is a 'Content' section with a help icon. At the bottom of the form is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, strikethrough, text color, background color, link, unlink, list, and image, and a text area for entering content.

- Files:
  - This would include any files you wish to include in your portfolio.
  - If you have already submitted the file to a course within Moodle, do not attach it here. Instead, skip to the Export/Import tab and use the Import from Moodle Assignments feature.
  - If the file is not already in Moodle, you can upload it here.
  - To upload a file, select File from the drop-down on the My Portfolio tab and press New and fill in the required fields:
    - Title – A short description of the link
    - Category – Put the File into a category for organization
    - File – Use the Browse button to locate and select the file you wish to upload.
    - Content – Not required but can be used to add a long description of why you are including document in your portfolio.
  - Press *Save Changes* to finish.



The screenshot shows the Moodle interface for creating a portfolio item. At the top, there are tabs for 'Information', 'Categories', 'My Portfolio', 'Views', 'Export/Import', and 'Shared Portfolios'. Below these, there are sub-tabs for 'All Items', 'Links', 'Files', and 'Notes'. The main form area contains the following fields:

- Title\***: A text input field containing 'Short Statement of Purpose'.
- Category\***: A dropdown menu set to 'Degree Coursework'.
- File (Max size: 2MB)**: A text input field containing 'C:\Users\Cheryl\Downlo' and a 'Browse...' button.
- Content**: A label with a help icon, followed by a rich text editor.

The rich text editor has a toolbar with various options: font face (Trebuchet), font size (1 (8 pt)), language (Lang), bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x<sub>2</sub>), superscript (x<sup>2</sup>), bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert code, and a full screen icon.

- Notes:
  - This would include any notes or on-screen text you'd like to incorporate into your portfolio.
  - To add Notes, select Notes from the drop-down on the My Portfolio tab and press New and fill in the required fields:
    - Title – A short description of the link
    - Category – Put the Notes into a category for organization
    - Content – Put the Notes you'd like to add here.
  - Press *Save Changes* to finish.

The screenshot displays a web interface for creating a portfolio item. At the top, there are navigation tabs: Information, Categories, My Portfolio, Views, Export/Import, and Shared Portfolios. Below these, there are links for All Items, Links, Files, and Notes. The main form area contains three required fields: Title\* (with the value 'Notes on my Portfolio'), Category\* (with a dropdown menu showing 'Degree Coursework'), and Content\* (with a help icon). Below the fields is a rich text editor toolbar with options for font face (Trebuchet), size (1 (8 pt)), language (Lang), and various text formatting tools (bold, italic, underline, strikethrough, subscript, superscript, link, unlink, list, indent, outdent, text color, background color, image, table, undo, redo, spell check, and source code). The content area of the editor contains the text 'This portfolio shows a collection of work from....|'.

- Views tab

- This tab allows you setup views. Views are selections of portfolio content that you make available to individual users.
- Views can be made publically available (external), available only internally, or available only to individual users.
- To add a View, press *Add a View* and fill in the required fields.
  - Title – A short title for the view
  - Description – A brief explanation of the view
  - View Design – Each of the artifacts you added to your portfolio on the My Portfolio tab will appear on the left. You can select them and drag and drop them over underneath the Headline in the View Design area. Moving artifacts into the View Design area adds them to your portfolio. You can drag and drop to reorder the artifacts in the View Design. The black x will allow you to delete or remove an artifact from the view.

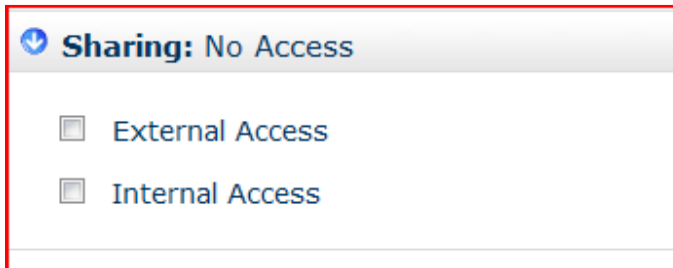
The screenshot displays the 'My Portfolio: Views' interface. At the top, there are navigation tabs: Information, Categories, My Portfolio, Views, Export/Import, and Shared Portfolios. The main content area is titled 'View: Department of Education ePortfolio' and contains a 'View Information' section with the following fields:

- Title\***: Department of Education ePortfolio
- Description**: This is the final ePortfolio view ready for sharing with the Department of Education. This ePortfolio has been approved by J. Doe on 11/10/2009.

Below the information section, there are two main areas:

- Your Items**: (no items yet)
- Special Items**:
  - Personal information
  - Headline
  - Text
- View Design**:
  - Headline: Enter Headline Here (with a delete 'x' icon)
  - Personal Information (with a delete 'x' icon)
    - Displays your personal information

- Sharing – This area allows you to decide who will be able to see this view and the artifacts within in. Press the *Change* button next to the word sharing to see the options:



- External Access – This option allows you to make the portfolio view available to the outside world and generates a URL that can be shared with users for this purpose.
  - Internal Access – This option allows you to make the portfolio view available only internally to the school community. Within this option you can select access for ALL internal users or access only for individual users by selecting their names.
- Export/Import tab
    - The most important feature on this tab is the ability to import assignments from courses you’ve participated in within Moodle.
    - To do this, select the *Import from Moodle Assignments* option. You will see a list of the assignments you have submitted and can use the add button to add them to your portfolio.

My Portfolio: Import from Moodle-assignments				
<a href="#">Information</a> <a href="#">Categories</a> <a href="#">My Portfolio</a> <a href="#">Views</a> <a href="#">Export/Import</a> <a href="#">Shared Portfolios</a>				
Assignment	Time	File	Course	Action
Upload a Word Document	Tuesday, November 10, 2009, 02:24 PM	username.patch	eThink Moodle Training Course	add this file

- You can also use *Export SCORM-file* option here to export your portfolio content into an industry standard package. This package can be used to upload the portfolio into other portfolio tools if needed.