



Papanui High School

MyPortfolio - User Guide

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Introduction

MyPortfolio has two main capabilities e-portfolio and social networking. An e-portfolio is a system in which students can record "evidence of lifelong learning" - such as essays, artwork or other such things they produce that can be stored digitally. These are known as **artefacts**. Social networking gives a way for people to interact with their friends and create their own online communities - such as Myspace, Facebook or Bebo.

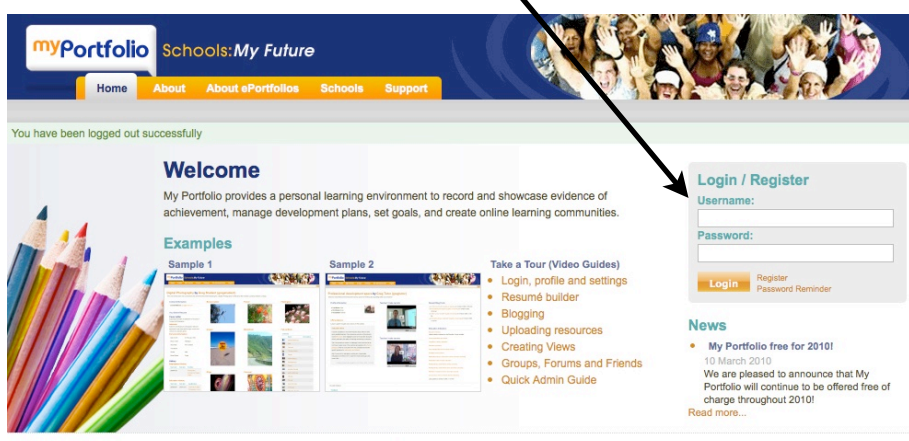
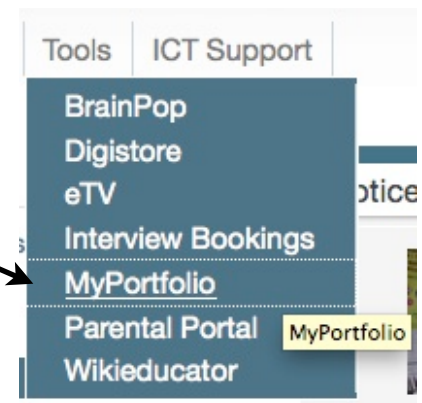
MyPortfolio also includes blogging, a resumé builder, Moodle integration and a way to arrange artefacts using a drag and drop View editor.

Logging in

Log into papNET. Then **CLICK** on MyPortfolio from under the 'Tools' Menu.

Next: Log in to MyPortfolio

(Your username will be your cypher, your password must be at least six characters long and contain at least one digit and two letters. Your password may not be the same as your username and is case sensitive).



This will bring up the following screen:



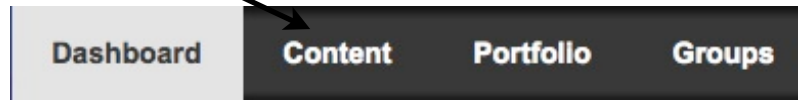
This screen is known as the Dashboard. This page contains information that is relevant to the user. This page is automatically created and it can be modified by each user. By default, the Dashboard contains:

- ❖ My Friends
- ❖ My Groups
- ❖ My Pages

Profile

Your Profile area stores your contact and personal information. Each of the fields within your Profile area are Artefacts and therefore may be added to a Page. Please consider your personal security before releasing contact information on a publicly available View.

To edit your profile you need to **CLICK** on the **CONTENTS** tab.



This will open up the "About me" page, as shown.

About me

First Name, Last Name and student ID - These fields may be locked for editing by an administrator.

Display name - Use this if you do not wish to display your full name. Your display name can be anything you like and replaces your full name display to all users except site administrators and staff.

Introduction - You may wish to write a brief introduction about yourself. The information you enter here will be searchable by other users.

Contact Information

CLICKing on the "Contact Information" tab opens the following window:

The only piece of information you have to have on here is an e-mail address, which should already be added.

Messaging

CLICKing on the **Messaging** tab opens the following window:



This screen allows you to add details of any Instant messaging service you may use, such as Skype or Jabber.

Profile

About me	Contact Information	Messaging	General
This information is private until you include it in a page that is shared with others.			
ICQ Number	<input type="text"/>		
MSN Chat	<input type="text"/>		
AIM Screen Name	<input type="text"/>		
Yahoo Chat	<input type="text"/>		
Skype Username	<input type="text"/>		
Jabber Username	<input type="text"/>		

Save Profile

General

CLICKing on the **General** tab opens the following window:



This screen allows you to indicate your profession and industry where relevant.

Profile

About me	Contact Information	Messaging	General
Occupation <input type="text"/>			
Industry <input type="text"/>			

Save Profile

Remember to Save Profile before progressing

Profile Pictures

The Profile Pictures area allows you to upload images to use within your Profile and Pages. Your icons may be a picture of you or an avatar image of your choice. You may have up to 5 icons in your Profiles Pictures area at once. Your icons must be between 16x16 and 1024x1024 pixels in size.

To find out how much of your allotted file space you have used, take a look at your Quota.

Your default icon will be shown to other people beside your name around the site, and you may use the other images in the pages you create.

Note: All of your profile pictures (not just the default one) can be accessed by other logged in users. Delete them if you do not want others to see them.

[Profile](#) [Profile Pictures](#) [Files](#) [Journal](#) [Résumé](#) [Plans](#)

Profile Pictures

No images found

Upload Profile Picture

You may upload up to **five** profile pictures here, and choose one to be displayed as your default icon at any one time. Your icons must be between 16x16 and 1024x1024 pixels in size.


Profile Pictures *

Browse...

Image Title

Upload

Tester Tester



Quota

You have used **0.0MB** of your **1024.0MB** quota.

0%

Online users

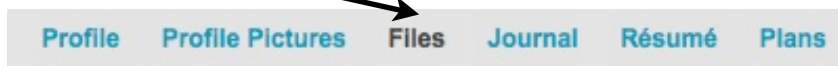
(Last 10 minutes)

Universal Gravatar

Your profile picture can be your universal Gravatar. A Gravatar is an image that can be used in different websites (see <http://gravatar.com>). The image shows besides your name on websites that support Gravatar, this means you only have to upload one image for the multiple sites you are active on. Whenever you change your Gravatar, your MyPortfolio profile picture will also change.

Files

CLICKing on the **Files** Tab takes you to your files area.



Your files area is a repository for folders and files to use within your portfolio.

The number of files you may upload into your files area is dependent on your set file storage limit which is displayed in the quota box on the right of the screen.

You can use drag and drop to organise your files and folders.

Files ¹

Upload your images, documents, or other files for inclusion in pages. Drag and drop the icons to move files between folders.

Upload file ☐ Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any of my local Copyright legislation. This file also adheres to the Terms and Conditions outlined on this site.

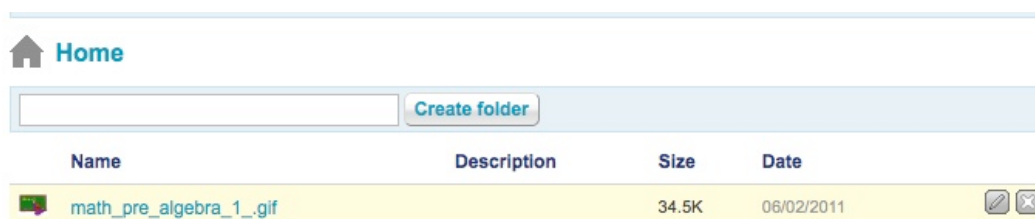
File (Max upload size 50MB)

Home

No files found

To Upload a File you first need to **tick** the box next to "Yes, The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any of my local Copyright legislation. This file also adheres to the Terms and Conditions outlined on this site."

THEN, CLICK "**Browse**". You can then find the photo on your hard drive. Once you have found the file CLICK "**Open**". This will then upload the file into your files area.



Organising files

Move files with Drag and Drop

Select the **icon** on the left hand of the file name and drag onto a folder icon.



Journal

CLICKing on the **Journal** Tab takes you to your journal page.

Profile Profile Pictures Files **Journal** Résumé Plans

The Journal is a personal journal that you can add reflections to. (It is similar to a Blog). By default each user has one journal, although you can have more by enabling the multiple journals option on the account settings page.

The journal page will display both draft and published entries. The draft entries appear above the published ones.

A draft entry cannot be added to a page for others to see.

Tester Tester's Journal ⓘ

0 entries

You have one journal. If you would like to start a second one, enable the multiple journals option on the [account settings](#) page.

Settings New Entry

The "**Settings**" button allows you to change the name of your journal, plus add a description and tags.

CLICKing the "**New Entry**" button allows you to enter a new post.

Add a New Entry

To add a new entry Click on the "New entry" button.

New Journal Entry in Journal "Tester Tester's Journal"

Title *

Body *

Tags

Attachments

Draft

Allow comments

Save entry Cancel

Title: Give your Entry a title.

Body: In the HTML text editor, add your thoughts!

Tags: You can add Tags to your entry. Tags allow you to add descriptive labels to Journals and create an index of tag classifications. Add words or phrases separated by commas.

Tip - When you add subsequent Journal entries, 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.

Attachments:

If you wish to attach a file currently stored within your files area to your Journal entry, you can Browse your repository for the required file(s). Navigate through your file folder structures and Select the required file(s).

You can also upload new files from your computer. They will be placed in your files area and attached to your entry at the same time.

Files ⓘ

Upload your images, documents, or other files for inclusion in pages. Drag and drop the icons to move files between folders.

Upload file

File

Home

Create folder

No files found

Draft:

If you would like to come back to your Journal entry 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 checkbox next to draft. When your post is a draft, no one except you can see it.

Allow comments:

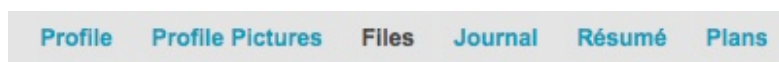
Other users with access rights to the Journal can click on a title and submit Public or Private Comments (Feedback). Public Feedback may be seen by other users who have access to the Journal. Private Feedback is only visible to the View owner. A View owner may choose to make your public feedback private, but not vice versa. If you want to Allow comments on your journal you need to tick the box next to "Allow comments".

Save Entry:

When you have completed your posting and you are happy with it, select Save Entry.

Resume

CLICKing on the **Resume** Tab takes you to your resume.



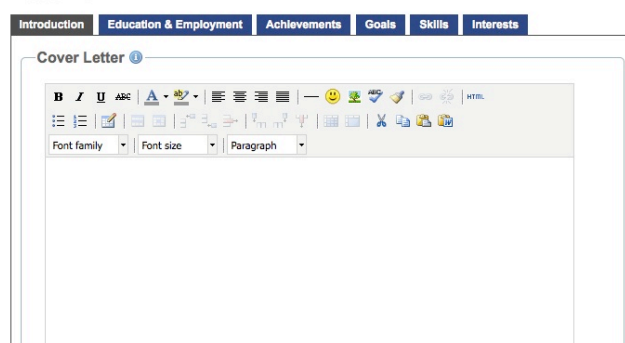
Introduction: This will open up the Introduction tab



On this page you can enter your **Cover letter**.

This section allows you to create a message for those users reviewing your Résumé. Using the HTML editor you can format the Cover Letter as required.

Résumé ⓘ



Personal Information

Date of birth ⓘ
Use the format YYYY/MM/DD

Place of birth

Citizenship

Visa Status ⓘ

Gender ☐ Female ☐ Male

Marital Status

On this page you can also enter your **Personal Information**.

Education & Employment:

This page allows you to add Education and Employment History.

Résumé ⓘ

Introduction **Education & Employment** **Achievements** **Goals** **Skills** **Interests**

Education History ⓘ

Employment History ⓘ

To add an entry: Click '**Add**' to put an entry into your education history or Employment History. Use 'Cancel' to close the form without saving your entry. If you have more than one entry, use the arrows to order them as you choose.

Note: It is important to save each new entry using the button at the foot of the form.

Entries are displayed in a tabular format. Change an entry by clicking Edit. When you are finished, save your changes to return to this page. Click Delete to remove entries.

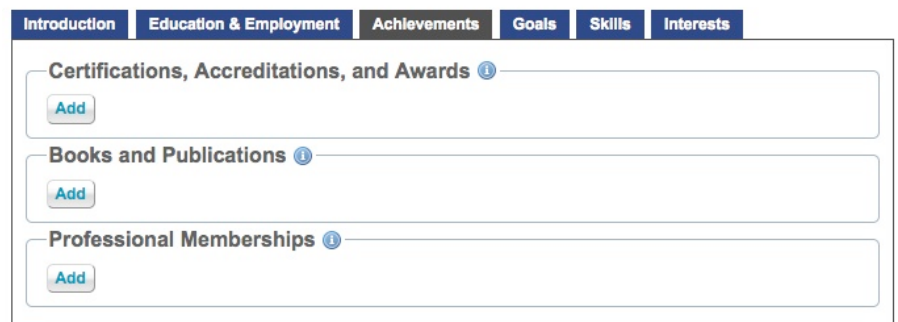
If you have provided a qualification description, click your qualification name to view or hide this information.

Achievements:

This area allows you to add details of any certifications, Accreditations and Awards you may have received, as well as details of any Books and Publications and Professional Memberships.

To Add an entry **CLICK** on "Add".

Résumé ⁱ



The screenshot shows a web interface for a résumé. At the top, there's a title 'Résumé' with an information icon. Below it is a horizontal navigation bar with tabs: 'Introduction', 'Education & Employment', 'Achievements', 'Goals', 'Skills', and 'Interests'. The 'Achievements' tab is currently selected. Under this tab, there are three main sections: 'Certifications, Accreditations, and Awards', 'Books and Publications', and 'Professional Memberships'. Each section has a blue 'Add' button and an information icon.

Goals:

The goals area is divided into three sections: Personal, Academic and Career. Goals added here may be included in your pages.

Personal or career goals are often provided in résumés so that employers can understand how a particular role might suit your ambitions.

Skills:

The skills area is divided into three sections: Personal, Academic and Work. Skills added here may be included in your pages.

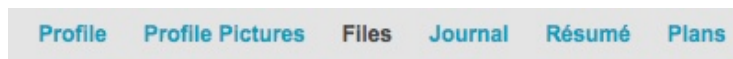
Employers are always interested in what skills you can bring to a role. You can also use this section to display the attributes that you would bring to a collaborative community or working group.

Interests:

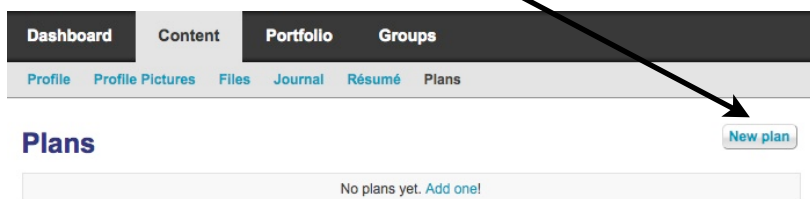
The Interests section allows to list your personal and/or professional interests. This might include your hobbies, sporting activities, volunteer work, areas of research and expertise etc. Listing your Interests will help employers form a better picture of who you are and what you would bring to their organisation.

Plans

Clicking on the **Plans** tab takes you to a Plan area where you can record plans and tasks.



To Add a Plan: **CLICK** on the "New plan" button.



New plan

Title *

Description

This will then open up a screen where you can give your plan a **name** and a description. When finished **CLICK** "Save plan".

Once you have your plan you can add "Tasks" to it. To add a task **CLICK** the "New task" button.

Plan 'Test' tasks.

Add tasks below or using the button to the right to begin to build your plan.

No tasks yet. [Add one!](#)

New task

Title *
The title will be used to display each task in the Plans blocktype.

Completion date *
Use the format YYYY/MM/DD

Description

Completed ☐
Mark your task completed.

You can then add a **Title** and **Completion date** for your task.

If you want you can also add a **description** and once completed you can tick the **Completed** box.

When you have finished adding your task **CLICK** "Save task".

✔ Plan saved successfully.

Plan 'Test' tasks.

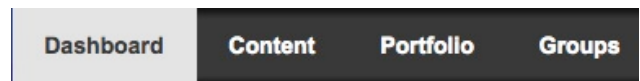
Completion date	Title	Description	Completed
22 February 2011	Assignment	Write an assignment for English	<input type="checkbox"/>

1 task

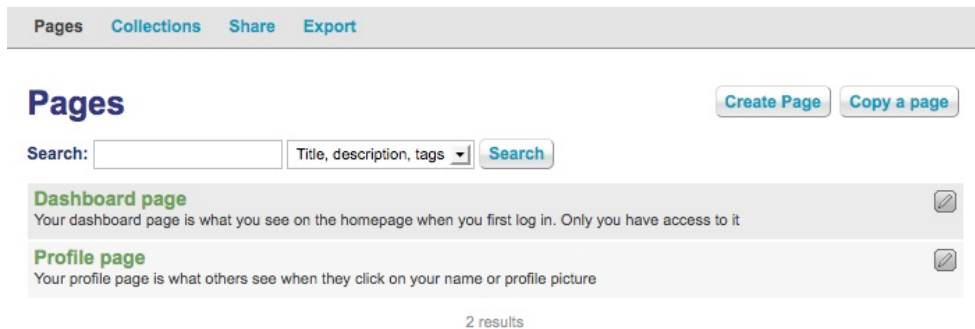
You will then be able to view your tasks and plans. You can have as many plans and tasks as you like.

Portfolio

Clicking on the **Portfolio** tab takes you to an area where your pages and collections can be found.



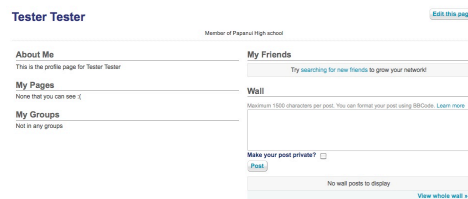
When you open the Pages tab you will see two pages already added. One is your **Dashboard** page and the other your **profile** page.



Your **dashboard page** is what you see on the homepage when you first log in. Only you have access to it.

Your **profile page** is what others see when they click on your name or profile picture.

You can edit this page by **CLICKING** "Edit this page" in the top right hand corner.
(We will look at editing a page shortly).



From this page you can also "Create Page" or "Copy a Page".

Create Page: To create a page. First **CLICK** on the "Create Page" button as illustrated above. This will open up the following page. The tab that is open is the "Edit Content" tab. From here you can add content to your page.

Untitled



The elements that you add will be previewed in this area.

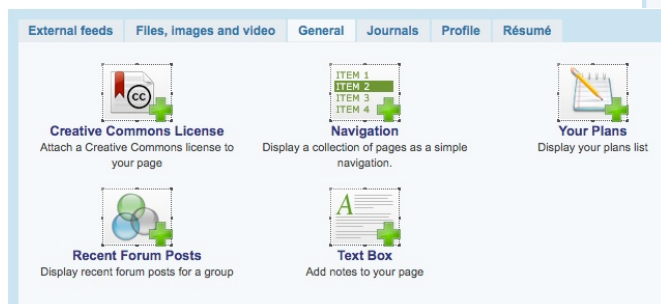
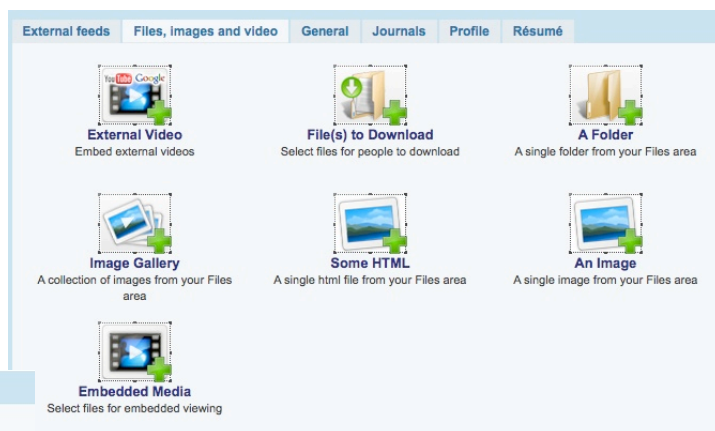
When you have finished **CLICK** "Done".

To your page you can add the following items:



External Feed: This allows you to embed an external RSS or ATOM feed to your page.

Files, Images and video: From this tab you can embed external videos, select files for people to download, add a single folder from your files area, add a collection of images, an html file, a single image or you can embed media files.

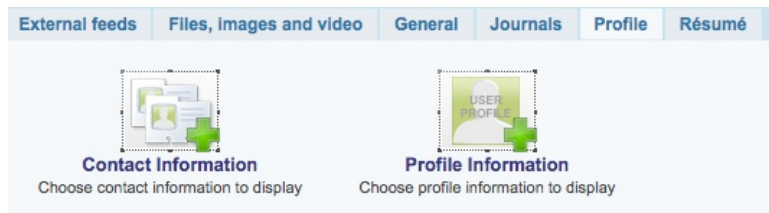


General: This tab allows you to add a Creative Commons license to your page, you can display a collection of pages as a single navigation, you can display your plans, or recent forum posts for a group or you can add a text box.

Journals: This tab allows you to display an entire journal, display one journal entry or display the most recent journal entry.



Profile: This tab allows you to display your contact or profile information.



Resume: This tab allows you to show your whole resume or one field from your resume.



Edit Title and Description: This tab allows you to give your page a **name** and **description**.

You can also add **tags** for your page. Tags are labels or keywords that you can use to classify and search for pages.

Clicking on **Show my tags** will generate a list of the tags you have previously used and the number of items they have been applied to. Clicking on a tag in this list will add it to the tags for this page, or remove it if you have already tagged the page with this tag.

You can also select how you want people who view the page to see your name.

When you have finished **CLICK "Save"**.

Untitled

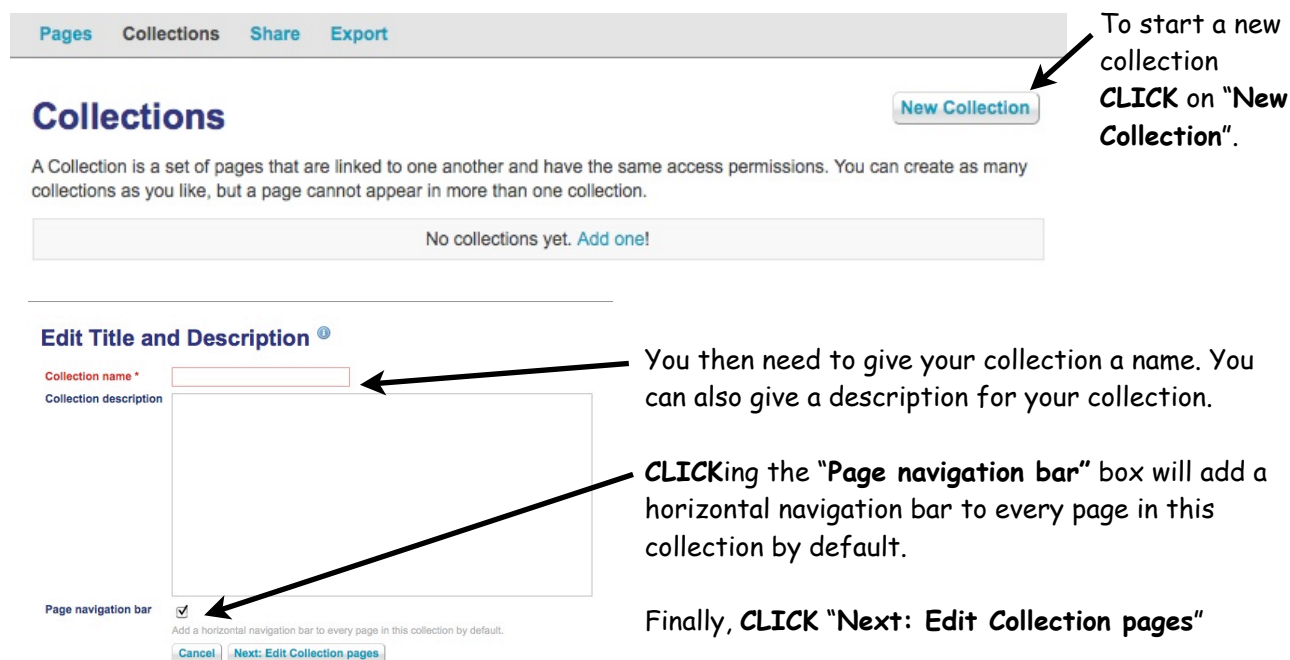
Edit Layout: This allows you to select how you would like the columns in your page to be laid out.

Display Page: Clicking the Display Page tab will display your page.

Share Page: Clicking this tab takes you to the Share area. From here you can select who can view and access your page. By default, only you can see your Pages. You can share pages with others by adding access rules on this page. Once you are done, scroll down and click Save to continue.

Collections:

A Collection is a set of pages that are linked to one another and have the same access permissions. You can create as many collections as you like, but a page cannot appear in more than one collection.

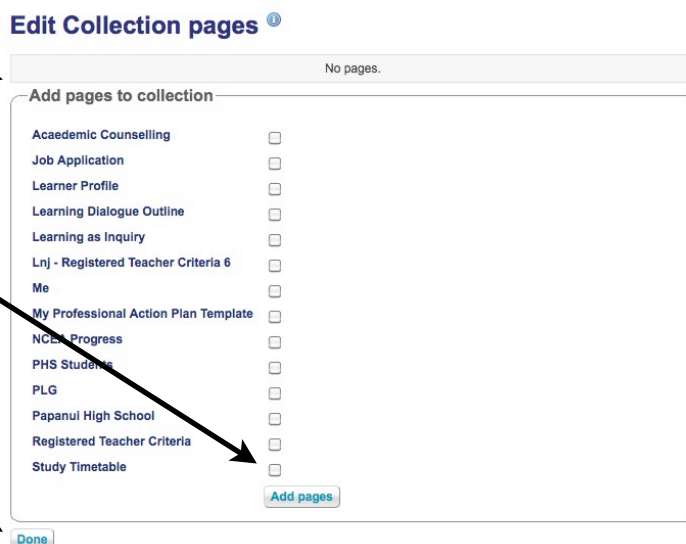


The screenshot shows the 'Collections' page with a navigation bar at the top containing 'Pages', 'Collections', 'Share', and 'Export'. Below the navigation bar is the 'Collections' heading and a sub-header 'No collections yet. [Add one!](#)'. A 'New Collection' button is located in the top right corner. An arrow points from the text 'To start a new collection CLICK on "New Collection"' to this button. Below the 'New Collection' button is the 'Edit Title and Description' section. It includes a 'Collection name *' field and a 'Collection description' text area. An arrow points from the text 'You then need to give your collection a name. You can also give a description for your collection.' to the 'Collection name' field. Below the text area is a 'Page navigation bar' checkbox, which is checked. An arrow points from the text 'CLICKing the "Page navigation bar" box will add a horizontal navigation bar to every page in this collection by default.' to this checkbox. Below the checkbox is a note: 'Add a horizontal navigation bar to every page in this collection by default.' At the bottom of the 'Edit Title and Description' section are 'Cancel' and 'Next: Edit Collection pages' buttons. An arrow points from the text 'Finally, CLICK "Next: Edit Collection pages"' to the 'Next: Edit Collection pages' button.

This opens the following screen.

Here you can add pages to your collection. Select the pages you want to add to your collection and **CLICK "Add pages"**.

When you have finished **CLICK "Done"**



The screenshot shows the 'Edit Collection pages' screen. At the top, it says 'No pages.' Below this is a section titled 'Add pages to collection'. It contains a list of pages with checkboxes next to them: 'Academic Counselling', 'Job Application', 'Learner Profile', 'Learning Dialogue Outline', 'Learning as Inquiry', 'Lnj - Registered Teacher Criteria 6', 'Me', 'My Professional Action Plan Template', 'NCET Progress', 'PHS Students', 'PLG', 'Papanui High School', 'Registered Teacher Criteria', and 'Study Timetable'. An arrow points from the text 'Select the pages you want to add to your collection and CLICK "Add pages"' to the 'Add pages' button at the bottom right of the list. Below the list is a 'Done' button. An arrow points from the text 'When you have finished CLICK "Done"' to this button.

You can set the order in which the pages will display by clicking the appropriate arrow.



The screenshot shows the 'Edit Collection pages' screen after pages have been added. A green banner at the top says 'Pages added to collection. Collection updated to include access from new pages.' Below this is a list of pages: 'Lnj - Registered Teacher Criteria 6' and 'Registered Teacher Criteria'. Each page has a small icon to its left and a 'Remove' button to its right. An arrow points from the text 'You can set the order in which the pages will display by clicking the appropriate arrow.' to the small icons next to the page names.

When you add a page to your collection, the access permissions attached to the page will be added to the entire collection.



The screenshot shows the 'Registered Teacher Criteria' page. It has a heading 'Registered Teacher Criteria' and a sub-header 'Pages: Lnj - Registered Teacher Criteria 6, Registered Teacher Criteria'. At the bottom right of the page are three icons: a gear (edit), a pencil (delete), and a cross (close). An arrow points from the text 'You can edit and manage your collection by CLICKing on these buttons.' to these icons.

You can edit and manage your collection by **CLICKing** on these buttons.

When you **CLICK** on your **Collection**, each page is shown under a separate tab heading.

Registered Teacher Criteria

[Edit this page](#)

Lnj - Registered Teacher Cr...

Registered Teacher Criteria

Registered Teacher Criteria

Criteria 6: Conceptualise, plan and impliment an appropriate learning programme

Indicators of performance

tick

- | | |
|--|--|
| i) articulate clearly the aims of their teaching, giving sound professional reasons for adopting these aims, and implement them in their practice. | |
| ii) through their planning and teaching, demonsttrae their knowledge and understanding of relevant content, disciplines and curriculym documents. | |

(if one or more of these are ticked, this demonstrates competency for this criteria)

Share

CLICKING on the "Share" tab will open up a page that lists all of your pages or collections.

Pages	Collections	Share	Export
Share			
Access list	Edit Access	Pages & Collections	Secret URLs
Tim Kirby (krt)		Registered Teacher Criteria	0
Catherine Johnson (jhc), Mike Vannoort (vnm), Lorraine Hull (hll), Jeff Smith (smj), Nigel Scarth (scn)		Acaademic Counselling	0
		Job Application	0
Friends		Learner Profile	0
Friends		Learning Dialogue Outline	0
Friends		Learning as Inquiry	0
		Me	0
		My Professional Action Plan Template	0
Friends		NCEA Progress	0
Friends		PHS Students	0
Friends		PLG	0
		Papanui High School	0
Friends		Study Timetable	0

CLICKING on the **key** symbol next to a page or collection will open the "Edit Access" page.

You can control who has access to your page, and when. By default, only you can see your page. You can share your page with the Public, Logged in Users, or your Friends by clicking the appropriate **Add** button. You can also assign access to individual Groups or Users by using the search tool.

Edit Access

By default, only you can see your Views. You can share views with others by adding access rules on this page. Once you are done, scroll down and click Save to continue.

Collections	
<input checked="" type="checkbox"/> Registered Tea...	
Pages	
<input type="checkbox"/> Acaademic Coun...	<input type="checkbox"/> Job Application
<input type="checkbox"/> Me	<input type="checkbox"/> My Professiona...
<input type="checkbox"/> Papanui High S...	<input type="checkbox"/> Study Timetable
<input type="checkbox"/> Learner Profile	<input type="checkbox"/> NCEA Progress
<input type="checkbox"/> Learning Dialo...	<input type="checkbox"/> PHS Students
<input type="checkbox"/> Learning as In...	<input type="checkbox"/> PLG
Share with	
<input type="button" value="Add"/> Public	Added
<input type="button" value="Add"/> Logged In Users	Access Date/Time
<input type="button" value="Add"/> Friends	From: To:
	Tim Kirby (krt)
Share with My Groups	
<input type="button" value="Add"/> All My Groups	
<input type="button" value="Add"/> My Portfolio Schools' User ...	
<input type="button" value="Add"/> Academic Counselling	

Access dates can be specified, allowing you to make your page available for a specified period such as a course year, a project timeline, or even for one day. All dates are optional. Individual users can be granted access by multiple access rules.

► **Share with other users and groups**

► **Advanced Options**

Save **Cancel**

CLICKing "Share with other users and groups" allows you to search for other users to add access to.

CLICKing on "Advanced Options" will list additional options as shown below.

Once finished **CLICK "Save"**.

Advanced options: This area allows you to select whether you **"Allow comments"** - if you tick this box users will be allowed to comment on your page. **"Moderate comments"** - ticking this ensures that comments will remain private until they are approved by you. **"Allow copying"** - if you check this box people who can see your page will be able to make their own copies of it, along with any files and folders it contains. Finally, you can override the start/stop dates. Other people will not be able to see your page before the start date and after the end date, regardless of any other access you have granted.


▼ **Advanced Options**


Allow comments ☒
 If checked, users will be allowed to leave comments.

Moderate comments ☐
 Comments will remain private until they are approved by you.

Allow copying ☐
 Check this box if you would like the people who can see your page to be able to make their own copies of it, along with any files and folders it contains.

Overriding Start/Stop Dates
 If you want, you can set an overriding start and/or stop date. Other people will not be able to see your page before the start date and after the end date, regardless of any other access you have granted.

Access Start Date/Time 
 Use the format YYYY/MM/DD HH:MM

Access End Date/Time 
 Use the format YYYY/MM/DD HH:MM

Export

This area allows you to export pages and information.

Pages **Collections** **Share** **Export**

Export Your Portfolio

This tool exports all of your portfolio information and pages, but it does not export your site settings.

Choose an export format

☒ **Standalone HTML Website**
 Creates a self-contained website with your portfolio data. You cannot import this again, but it's readable in a standard web browser.

☐ **Leap2A**
 Gives you an export in the [Leap2A standard format](#). You can later use this to import your data into other Leap2A compliant systems, although the export is hard for humans to read.

What do you want to export?

☒ **All my data**

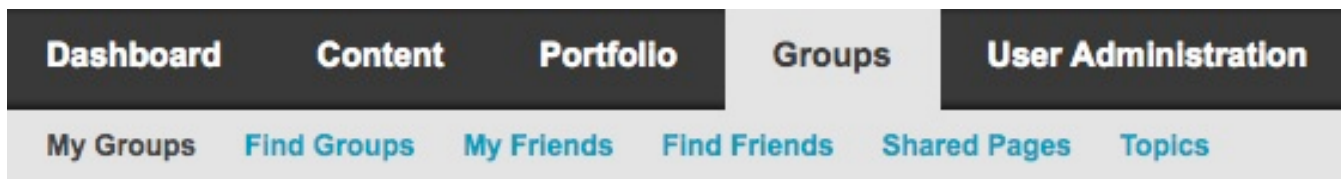
☐ **Just some of my pages**

☐ **Just some of my Collections**

Generate export

Groups

CLICKing on the "Groups" tab allows you to create and view your groups.



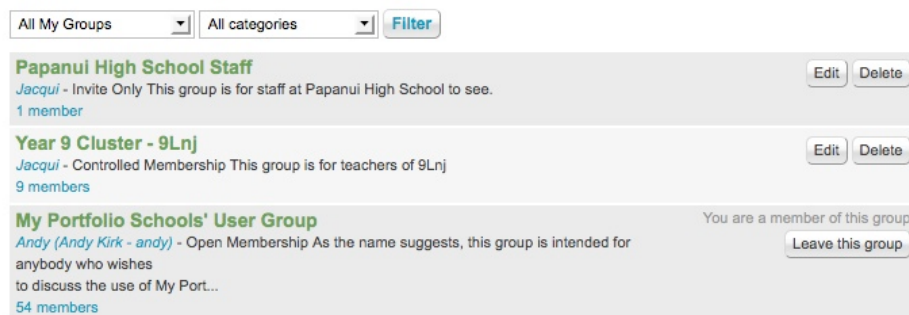
My Groups:

This page lists the groups you are related to in some way.

You can see the groups you own or are a member of, as well as groups you have been invited to or have asked to join.

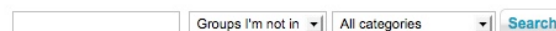
When in a group, you can share your own portfolio pages with the other members, and participate in group activities such as discussion forums.

My Groups



Find Groups: This page allows you to search for groups.

Find Groups



My Friends: This area displays a list of your friends and the pages that have been shared with you.

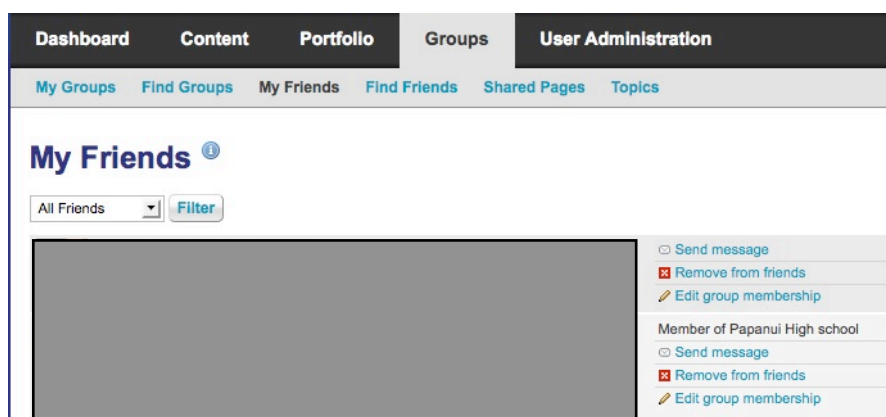
A user can resubmit a friendship request to you, even if you have previously rejected that user.

Find Friends: This page lets you search for users to add as friends.

Depending on their friendship control settings you may be automatically accepted as their

friend or you may need to send a friendship request. Some users may not allow friendship requests at all.

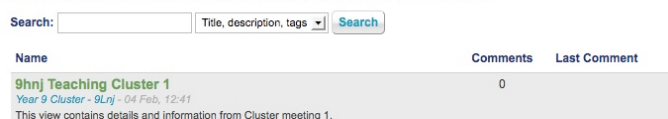
When sending a friendship request you can choose to include a short message introducing yourself. This is especially important if you have a Display Name set, as others will not see your real name.



Shared pages: This page lists the most recently modified or commented on pages that have been shared with you. They may have been shared with you directly, shared with friends of the owner, or shared with one of your groups.

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Topics: The topics area shows recently updated topics in your groups.