

Once you have an account you open up Internet Explorer, log in, and this is the page that you use

## Portfolio Manager

An electronic portfolio is a collection of structured (templated) web pages that you can easily build and maintain without any knowledge of programming or web publishing. Descriptions of pages that comprise an ePortfolio can be found [here](#).

### Add New Page

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

To create a new page or attached a document to your ePortfolio

### Change Presentation

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

To edit or change page or attached document to your ePortfolio

### Select Non-Editing Function

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

Your ePortfolio is not "public" until you "publish" it.

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

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

- Jennifer's ePortfolio Page (Home)* [Oct 18, 2004 11:33 AM update]: [Edit Page](#), [View Page](#)
- + *Useful Links within the District (Collection)* [Oct 18, 2004 11:22 AM update]: [Arrange/Manage Items](#), [Edit Page](#), [Add Item](#), [View Collection](#)
- Getting Started with Technology (a sample of a document page) (299KB pdf file)* [Oct 18, 2004 09:59 AM update]: [Edit Page](#), [View Document](#)
- Using More Technology (see also Useful Links within the District) (307KB pdf file)* [Oct 18, 2004 10:07 AM update]: [Edit Page](#), [View Document](#)
- Sample Syllabus (example of a 'template' page) (Templated Document)* [Oct 18, 2004 10:16 AM update]: [Edit Page](#), [View Document](#)
- Example of a Slide Show (Slide Show)* [Oct 30, 2004 11:22 AM update]: [Arrange/Manage Slides](#), [Edit Page](#), [Add Picture](#), [View Show](#)
- Teaching & Learning (Weblog)* [Oct 18, 2004 11:38 AM update]: [Arrange/Edit Page](#), [Add Posting](#), [View Weblog](#)
- Jennifer's Calendar (Calendar)* [Oct 18, 2004 11:07 AM update]: [Edit Page](#), [Add Single Event](#), [Add Repeating Event](#), [View/Modify Calendar](#)
- Technology Use (Survey)* [Oct 30, 2004 11:20 AM update]: [Manage Survey](#), [Edit Page](#), [Add Question](#), [Add Header](#), [Get Results](#), [View/Take Survey](#)

A list of all the pages in your ePortfolio

## 5 Ways to use ePortfolios?

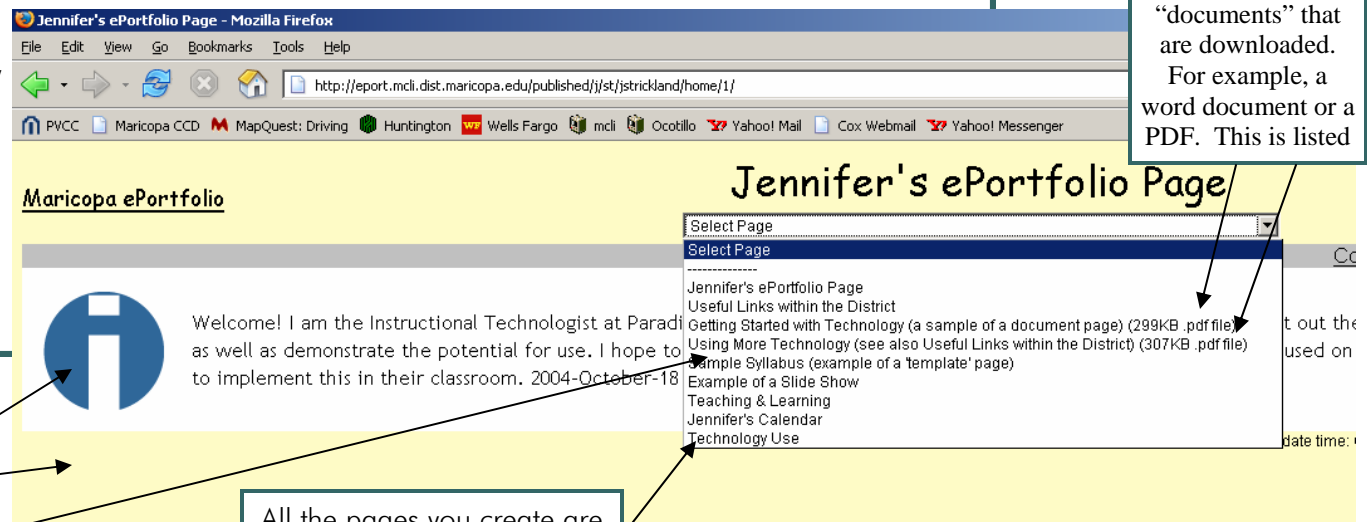
\*ideas taken from Ocotillo website discussion board

1. Accreditation. ASU East uses ePortfolios to document work completed by students for accreditation.
2. Because "teaching writing is a shared responsibility" and ePorts allow for peer review.
3. To keep blogs, or on-line journals, about issues and teacher provides feedback.
4. A "document repository."
5. Post projects for peer review and to witness progress.

## Types of Pages

When you “add new page” there are **several types of pages** you can add to your portfolio. You may add as many pages of each type as you would like (e.g., 2 Home pages and 3 Slide Shows).

- **Home** This page contains a picture and text. For example, it could be a picture of yourself along with a short introduction or biography
- **Collection** This page contains a collection of links and associated descriptions. The link contents may already exist or be uploaded for use in this page
- **Document** This refers to a stand-alone document such as a resume, syllabus or a philosophy. A Document can be any file that will display within a web browser (e.g., .pdf, .doc, .ppt, etc). This page will **not** render within the ePortfolio default template.
- **Templated Document** This is an "html" or "txt" document that will be rendered within the ePortfolio default template and chosen format
- **Web Log (blog)** This is a series of entries (perhaps journal or log entries) ordered by date; a weblog entry can contain an optional picture plus text
- **Slide Show** This is a set of pictures and captions that are turned into a slide show. Pictures are automatically resized for ease-of-use
- **Calendar** This is a personal calendar



Some pages are actually “documents” that are downloaded. For example, a word document or a PDF. This is listed

Because we do not need to know web design to use these pages the design itself is mostly created for us. We can change colors, added images, and pages to customize our space.

All the pages you create are added to a “drop down” menu from your “home” page.