LEUPHANA
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myPortfolio – Create

Creating and editing a page on myPortfolio

1. View Portfolios

A *page* is like a personal website on myPortfolio. Like a shop window, content blocks, such as blogs, documents, images, links and so forth, can be combined into pages, which later can be shared.
A collection is a compilation of pages, with can be navigated through.

1.1 Creating of a page

1. There are two ways to create a page on myPortfolio:

- Select *Create* in the menu and then click on *pages and collections* on the then opening drop-down menu.

OR:

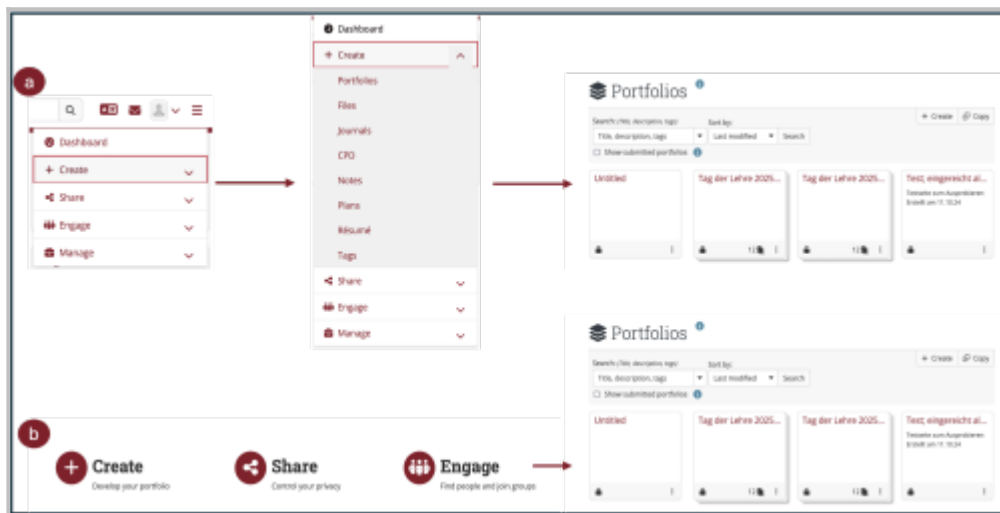- To create a page in myPortfolio, click *Create* on the home page, called the dashboard.

Abb. 1: Different ways, to create pages and collections

2. Both option a and b will allow you to arrive at the page *portfolios*. If you select *add* there, a new page will open. Please choose to either create a collection or a page.
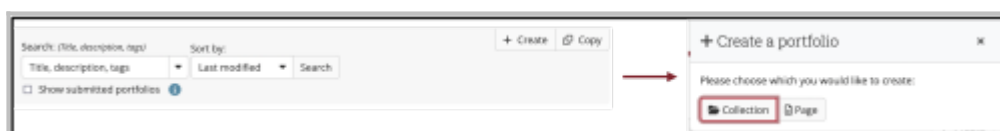

Abb. 2: Creating pages and collections

3. On the newly opened page, enter a title for the page (a). You can also formulate a description text (b). If you wish, you can also assign a keyword to your view to make it easier to find again later (c).
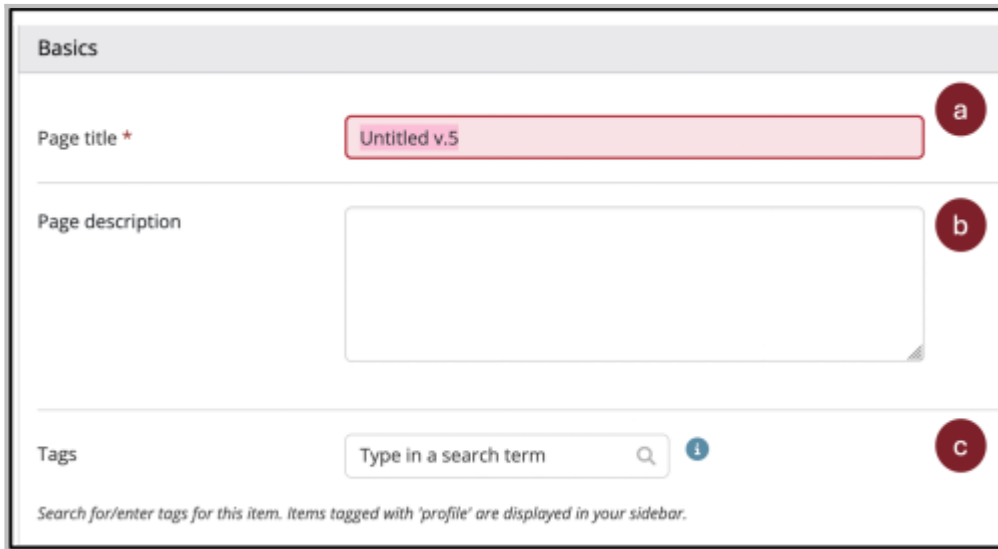

Abb. 3: Naming pages and collections

4. If you open the *Advanced* menu you will be able to change the *Name display* format of your page (a)
Hint: It is sensible to leave the full name in case the page will be submitted later. If the portfolio is only for private use (e.g. to take notes) it is sufficient to just use your first or surname.

5. Please do not forget to save your page. If you do not want to create a template, you can browse to 1.3 Changing views at a later stage. *Template* (b) allows you can release the page for copying to other accounts. Users can then continue to add their own content to the portfolio while using your templates. The content you have created will remain and cannot be changed by other users.

Abb. 4: Advanced settings

1.2 Working with Templates

To ensure a consistent design of your group's portfolios, you can create so-called templates. Templates are pattern portfolio you build, and your group participants then use to develop their own page. The template serves as a uniform framework for the entire group.

1.2.1 Share templates

First create a new page and select „Yes" for the Template category in the settings under *Advanced* (a). Now you can design the page as desired. Next, click on the monitor symbol to view the page (b). Select *Share* from the sticky menu (•••) ©. Then open the Advanced Options and activate *Allow copying* (d). Afterwards, share the document with your institution or group (e). Remember to save your page after editing.
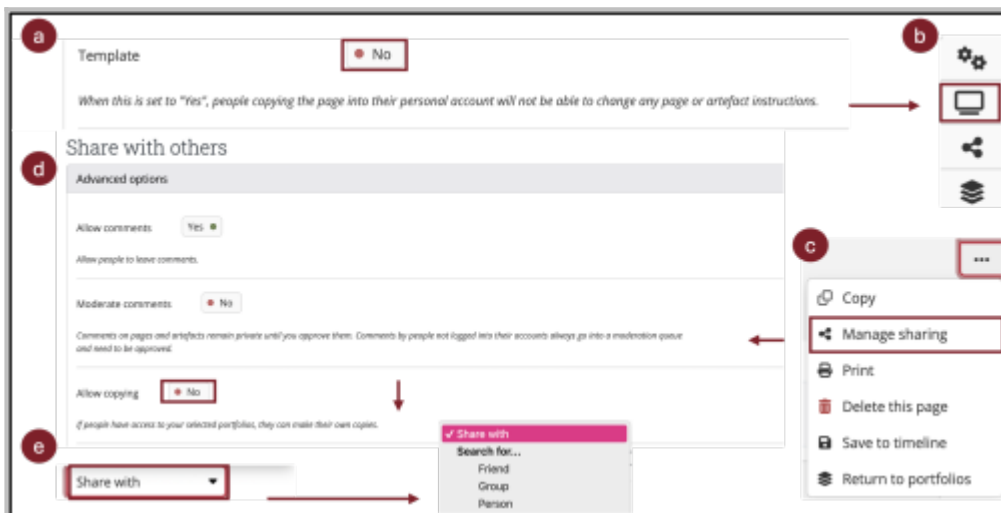
Abb. 5: Process of sharing templates

1.2.2 Copying of Templates

To use a template of another person, you first need to go to that individual's profile. For this purpose, you can search for a person (a). In the profile, you can view all the templates shared by this person (b). Then select the template you want and open it. Now you can copy the template onto your portfolios via the sticky menu (—) ©. You should be able to rename the page or add a description. Please remember to save the page after editing it.
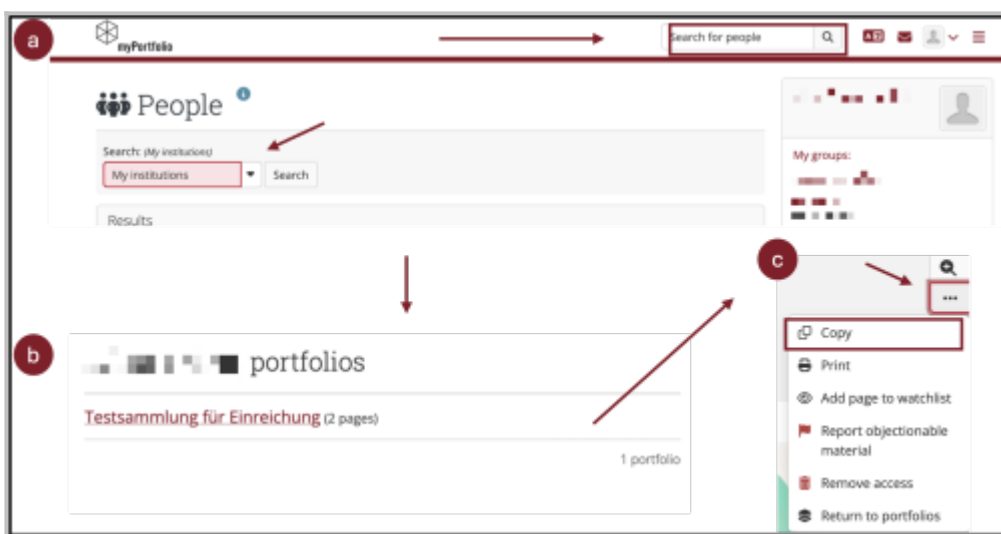

Abb. 6: Process of copying templates

1.3 Changing views at a later stage

If you want to edit a view at a later time, select the menu item Create and Portfolios in the main menu to get to the overview of your pages and collections. Then click on the three dots of the corresponding page (a) and select Edit (b). Now you can fill the page with content or edit.
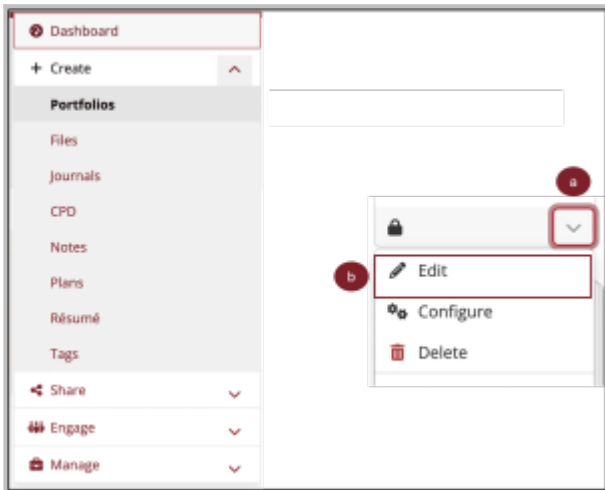
Abb. 7: Editing a page or collection

2. Filling a page

A new page opens on which you can insert different types of content into your view. Using the selection above or below (see right image) you can choose whether the new block is inserted above or below the previous layout.

Abb. 8: Inserting contents

2.1 Placeholder

First click on the red plus (a) on the right-hand side of the page and select in the window where the first block should be placed on the page. This creates the first placeholder and takes you to the content overview. After you added a block, the last used types will appear below the block title. Rename their placeholders via the block title and select a content type. You can also save without a content type and thereby first build up a layout, that you can later fill with your own content. To do this, click directly on Save. If you want to edit a page again at a later time, use the pencil icon in the sticky menu on the right margin. You can then move all the placeholders or edit their content.
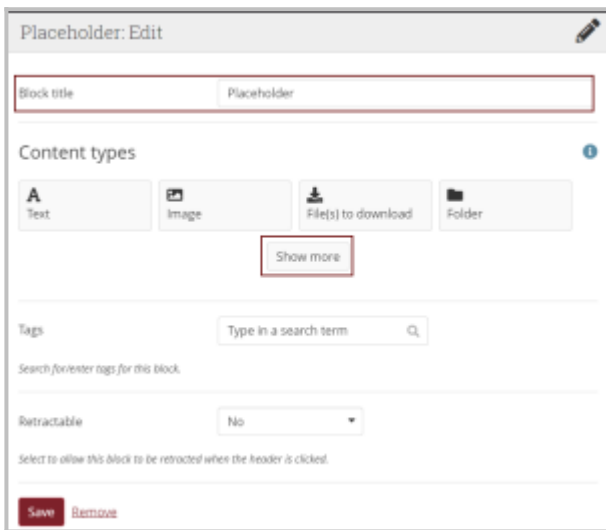
Abb. 9: Inserting a placeholder

2.2 More Options

The sticky menu on the right-hand side allows you to open the detail mode and quick edit mode. The detail mode (magnifying glass icon) allows you to quickly comment on individual blocks or access further information such as downloadable content. At the same time, when you have created this page, the quick edit mode activates for individual elements. This allows you to revise existing elements without entering the general editing mode. You will now see a black tile with the words Quick Edit and a pencil icon above the individual artefacts. Click on this tile to edit the content of the element. The pencil icon in the sticky menu opens the general editing mode, with which you can not only revise existing items, but also add new items. The „…-icon" can be used to call up further options, with this function you can copy the page, print, or delete as well as manage the accesses to the portfolio or save the current work status in the timeline.

Abb. 9: Sticky-menu

3. FAQ

We answer the most frequently asked questions about these instructions in the FAQ - Create. If you have a question that is not listed there, please contact lehrservice@leuphana.de.