

# 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.

	Desitionant	
-	+ Create	<u>^</u>
8	Portfolies	
Q ES & V E	Journals CPD	
+ Create ~ ~	Notes Plana Bisund	
🛱 Manage 🔍 🗸	Top	
	< share	
	& Manage	
0		
	are iyour privacy	Finit people

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.

Search: (Title, description, ings)		Sort by:			+ Create a portfolio *
Search: Intel.respinol.org/ Titile, description, tags		Search	Please choose which you would like to oreate:     Ba Collection     Dage		

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).

Basics		
Page title *	Untitled v.5	a
Page description		b
Tags Search for/enter tags for this item. It	Type in a search term Q 3 ems tagged with 'profile' are displayed in your sidebar.	С

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.

Displayed name	8
No     the pose into their personal occount will not be oble to choose any acces or ortefact it	nivelos. (3
~	

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 (•••)  $\bigcirc$ . 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.

a Template No		b	¢0
When this is set to "Hes", people copying the page into their personal account will not be able to change any page or artifact instru-	ctions.	$\longrightarrow$	
Share with others			4
Advanced options			۲
Allow comments. Yes 0 Allow people to lose converts.	C		
Moderate comments • No Comments or pages and antiplets remain private until you approve them. Comments by people not logged lets their accounts always as into a maderation poure		Copy Manage sharir	ne
and test to be approved Allow copying  Mice No	8	Print	-
E beach year access to how access to how content of particles, they can main their own copies.		Delete this pay Save to timelir	-
Share with	\$	Return to port	folios

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 (—)  $\bigcirc$ . You should be able to rename the page or add a description. Please remember to save the page after editing it.

<b>a</b> _	Begfetfula	h for people	Ø	💷 a 🔳 - E
	🏟 People °		1.1	
	Search: (My institutions) My institutions     Search		My groups	-
	Results		274	
	Ļ	,		Q
b	portfolios		⊕ Cop	
	Testsammlung für Einreichung (2 pages)			page to watchlist ort objectionable erial
	x pour summ		🛢 Rem	ove access
			8 Retu	rn to portfolios

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.

Ø Dashboard	
Create	~
Portfolios	
Files	
Journals	
CPD	
Notes	
Plans	
Résumé	
Tags	
< Share	~
44 Engage	
	~
💼 Manage	~

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.

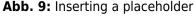
Name   Edit •	<b>⊡</b> →	Add new block		×
This is a prestee of your page. Oranges are saved externationly. Drag the Phur hutton onto the page to create a new block. Choose what type of block it will be. Drag blocks around the page to change their position.	7 D V e	Paskion Add Cancel	Bottom  Top Ection	

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.

Placeholder: Edit					
Block title	Placeholder				
Content types		0			
	File(s) to download Folder				
Tags Search for/enter tags for this bloc	Type in a search term Q,				
Retractable Select to ollow this block to be re	No •				
Save Remove					



#### 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.

Die Entwicklung erfolgte durch Mitarbeitende des Leuphana Lehrservice (lehrservice@leuphana.de)

Dieses Dokument ist lizenziert unter der Creative Commons Lizenz CC BY 4.0.

(†) ()

