

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.

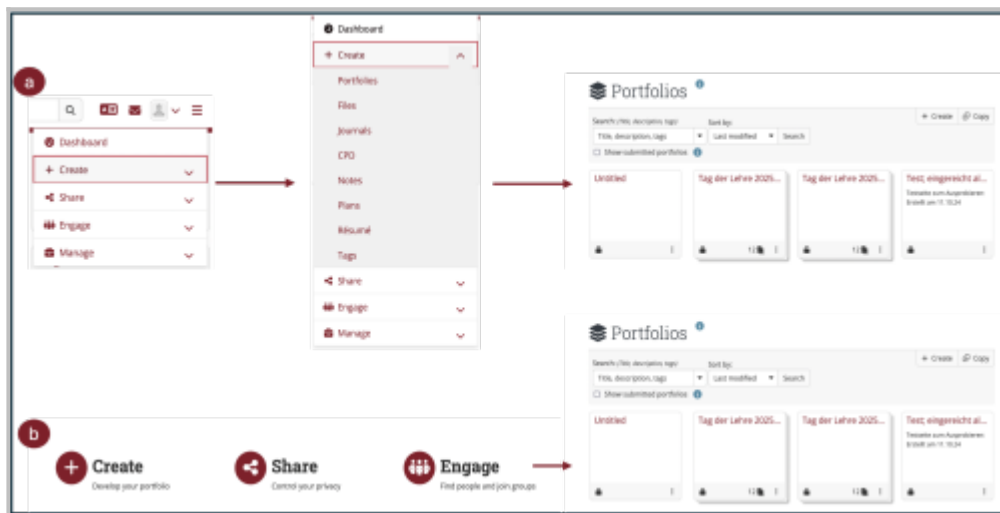


Abb. 1: Wege, in myPortfolio Seiten und Sammlungen zu erstellen

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: Erstellen von Seiten und Sammlungen



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: Seiten und Sammlungen benennen

The screenshot shows a form for creating a new page. It has three main sections: 'Titel der Seite' (Page Title) with a text input field containing 'Untitled' and a red circle 'a' next to it; 'Beschreibung der Seite' (Page Description) with a large text area and a red circle 'b' next to it; and 'Tags' with a search input field containing 'Geben Sie einen Suchbegriff ein' and a red circle 'c' next to it. At the bottom, there is a small informational text: 'Suchen Sie für dieses Element nach Tags oder geben Sie welche an. Elemente, die mit 'profile' getaggt werden, werden in der Seitenleiste angezeigt.'

4. Unter dem ausklappbaren Menüpunkt *Erweitert* können Sie das Anzeigenformat Ihres Namens bestimmen (a). Hinweis: Es ist sinnvoll, den ganzen Namen anzeigen zu lassen, wenn Sie die Seite später einreichen möchten. Für den privaten Gebrauch (z. B. für das Festhalten von Notizen) ist es jedoch ausreichend, nur den Vor- oder Nachnamen auszuwählen.

5. Am Ende der Seite klicken Sie nun auf *Speichern*. Von dort aus werden die Inhalte über Platzhalter eingefügt. Mit *Template* (b) können Sie die Seite für das Kopieren in andere Accounts freigeben. Die Nutzer*innen können dann auf Basis der Vorlage weiterarbeiten und ihre eigenen Inhalte in das Portfolio einfügen. Die von Ihnen erstellten Inhalte bleiben dabei bestehen und können nicht von Anwender*innen verändert werden.

Abb. 4: Erweiterte Einstellungen

The screenshot shows the 'Erweitert' (Advanced) settings section. It has a title bar 'Erweitert' with a red circle 'a' next to it. Below the title bar, there is a dropdown menu for 'Anzeigeformat des Namens' (Name display format) with the value 'Vollständiger Name (Admin Account)' and a red circle 'a' next to it. Below this, there is a question 'Wie sollen die Besucher/innen Ihrer Seite Ihren Namen sehen?' (How should visitors see your name?). Below the question, there is a red arrow pointing down to a 'Template' section. In the 'Template' section, there is a radio button labeled 'Nein' and a red circle 'b' next to it. At the bottom, there is a small informational text: 'Wenn die Einstellung auf 'ja' gesetzt ist, können Anwender die Seite in ihren persönlichen Account kopieren. Die Anleitungen können jedoch nicht verändert werden.'

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.

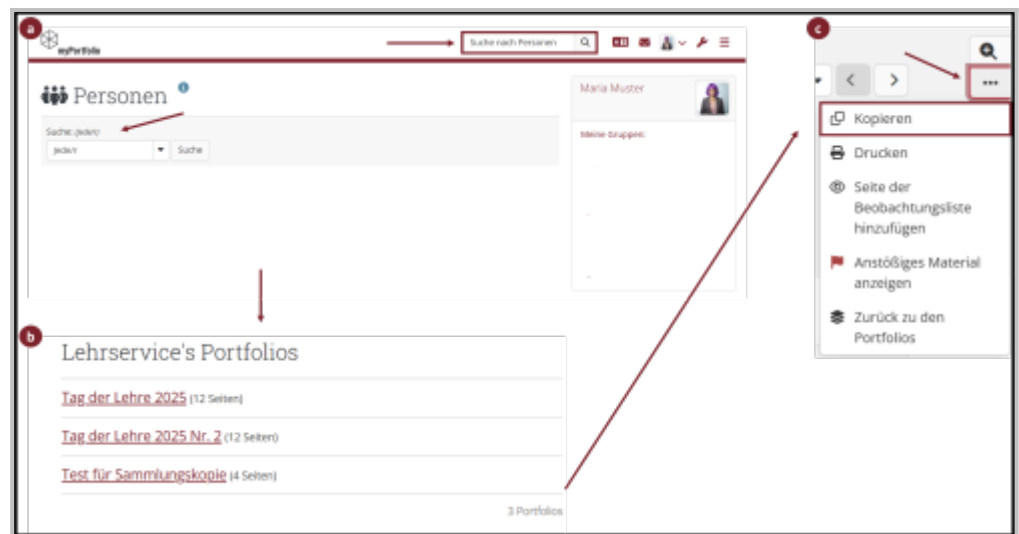
Abb. 5: Prozess der Freigabe von Templates



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.

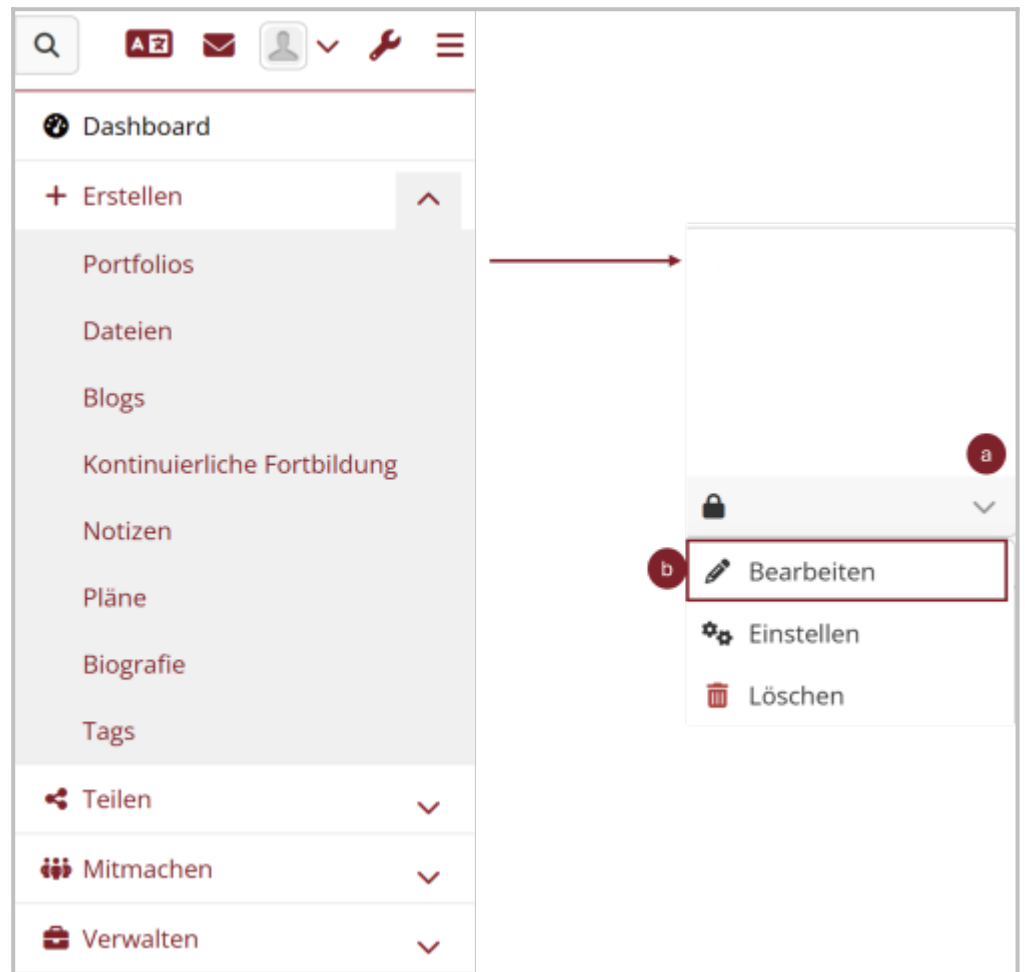
Abb. 6: Prozess des Kopierens von Templates



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: Bearbeiten einer Seite oder Sammlung



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.

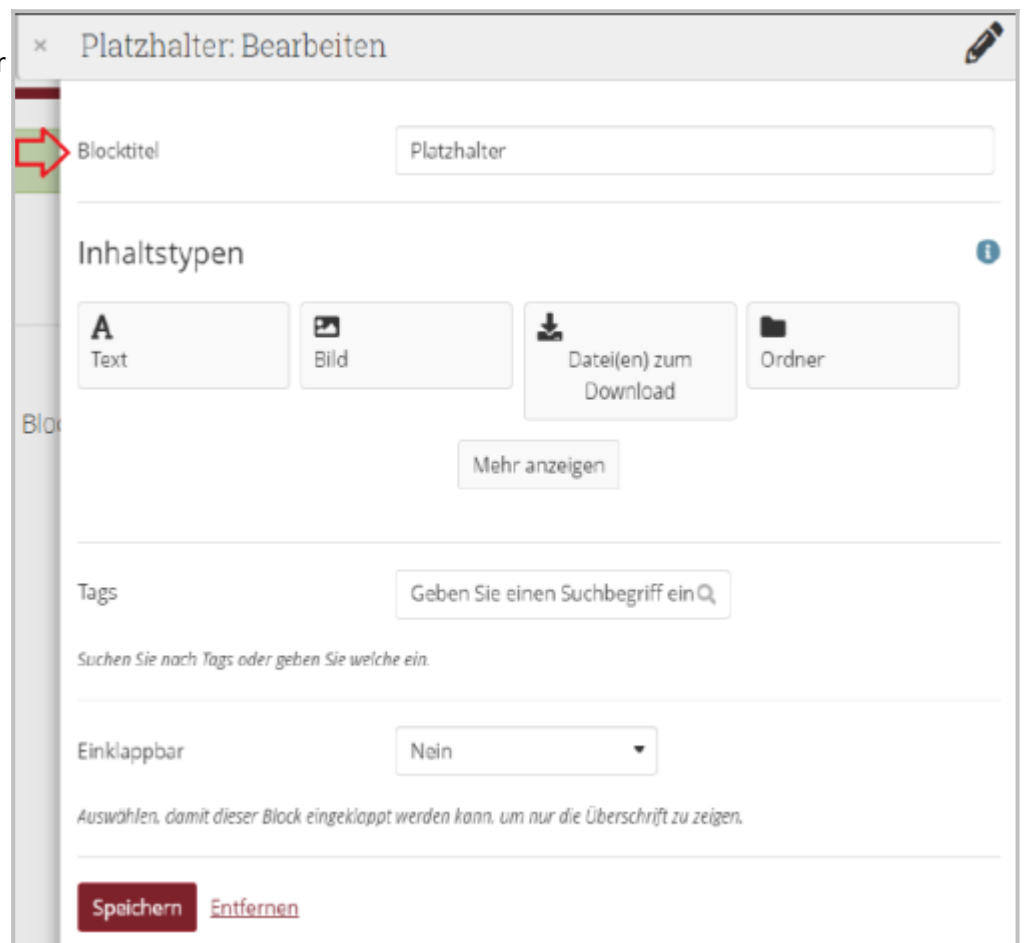
Abb. 8: Einfügen von Inhalten auf einer Seite



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: Einfügen eines Blocks (Platzhalter) auf einer Seite



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: Einfügen eines Blocks (Platzhalter) auf einer Seite

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