LEUPHANA
UNIVERSITÄT LÜNEBURG

FAQ – General Information

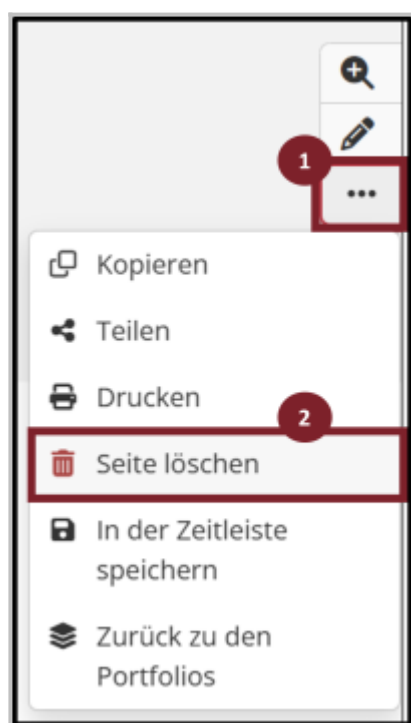## 1.What design options does myPortfolio offer?

Detailed information, as well as explanatory videos, on the possible uses of myPortfolio can be found in the individual wiki pages on the various functions of myPortfolio.

2.How can you log in to myPortfolio?

You can log in to myPortfolio via the general Leuphana web login service. Simply click on *Leuphana Login* on the myPortfolio homepage. You will be redirected there and after logging in you will be redirected back to myPortfolio. Previously the login to myPortfolio was via the link from Moodle, this is no longer the case.
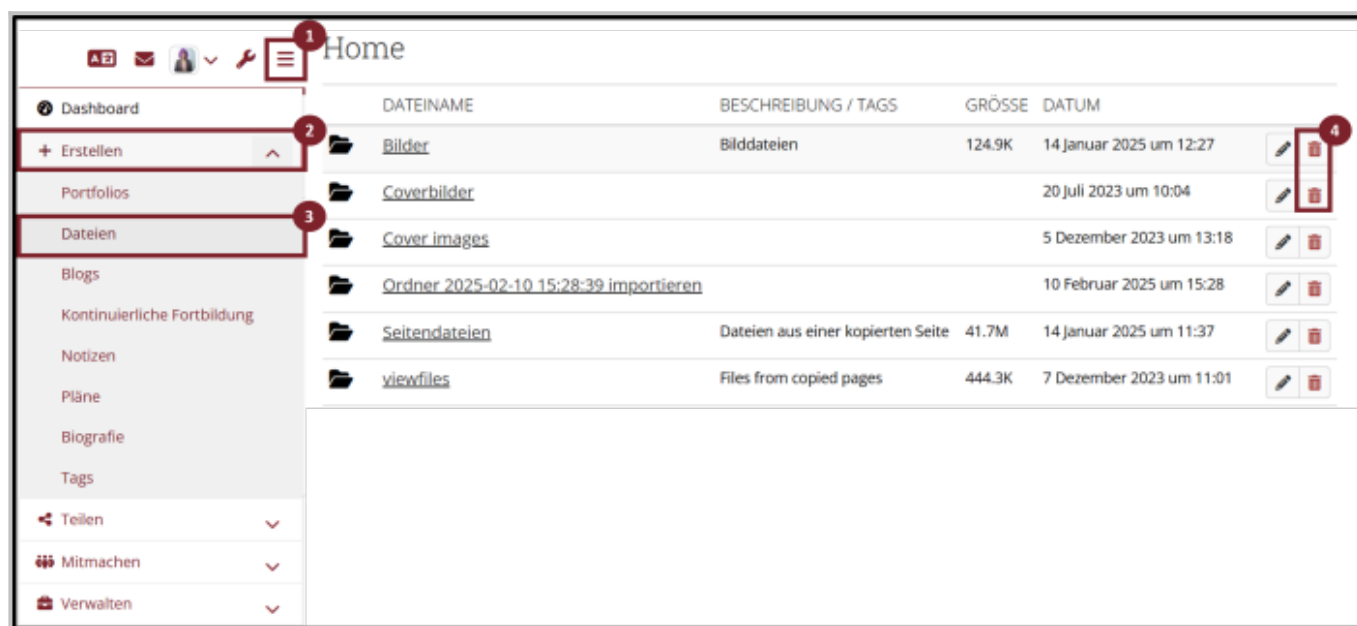
3.How can content be deleted again?

If you want to delete a page or collection, open the corresponding portfolio or collection. There you will find the option *Delete page* in the *Sticky menu* via the three dots.

Abb. 1: Delete page or collection

To delete individual files, use the *Burger menu (1)* and find the *Files (3)* tab under *Create (2)*. There you will find an overview of all uploaded files with the *trash can symbol (4)* for deletion.

Abb. 2: Delete individual files

4.Is grading or scoring possible via myPortfolio?

No, myPortfolio does not offer a grading or scoring system, as this is not provided for in the underlying Mahara software. So far there is also no information on whether such a feature is planned for Mahara.

5.What evaluation options are available?

Evaluations in myPortfolio are possible for Einreichungen in the form of the following options: *Revise*, *Fail* and *Pass*. Another way to qualitatively evaluate a portfolio is the comment function. For this, the portfolio only needs to be shared with you and not submitted via the submission function.

6.How much memory is available for the portfolio?

You have 200MB available within a portfolio. You have the option of saving another 200MB via your profile; this memory is allocated to you