myPortfolio

Quick reference Guide for students

This short guide is intended to help you navigate through the key menu areas of My Portfolio and get started quickly covering; logging in, user settings, creating a Profile and Resumé, creating and Joining Groups and finding Friends.

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Logging in

http://myportfolio.ac.nz

Your Login details will be the Username and password you entered during registration, or as assigned by your Institution or Site Administrator. If you have forgotten your password you can request a password reset – by clicking on the Password Reminder button and following instructions.

Login / Register

Username:

Password:

Login   Register   Password Reminder

More on Logging in: http://myportfolio.ac.nz/myportfolio-ac-nz/videos/login-profile-settings.swf

Settings

Home   Profile   My Portfolio   Groups   Settings   Logout

The Settings tab allows you to configure and determine how you will use the site, how friends may link with you and how the system will contact you with important information and notifications.

More on Settings: http://myportfolio.ac.nz/myportfolio-ac-nz/videos/login-profile-settings.swf

Profile

Your Profile area stores your contact and personal information. Each of the fields within your Profile area are Artefacts and therefore may be added to a View. Please consider your personal security before releasing contact information on a publicly available View.

Profile Icons

The Profile Icons area allows you to upload images to use within your Profile and Views. Your icons may be a picture of you or an avatar image of your choice. You may have up to 5 icons in your Profiles Icons area at once. Your icons must be between 16x16 and 1024x1024 pixels in size.
To find out how much of your allotted file space you have used, take a look at your Quota.

More on Profile: http://myportfolio.ac.nz/myportfolio-ac-nz/videos/login-profile-settings.swf

My Resumé

The Resumé area allows you to build an online resumé or CV. This area is divided into two sections – one for entering general information and one for details of your experience and qualifications.
To open/collapse the fields within the general information section, click on the sub-section name (e.g. Cover Letter, Interests, etc.)
Remember to Save as you progress through the stages of building your resumé

More on Resumé: http://myportfolio.ac.nz/myportfolio-ac-nz/videos/resume-builder.swf

My Portfolio

The My Portfolio tab is the place where you can start uploading files, adding Blogs and arranging these resources, or Artefacts, into Views for different audiences, or simply for your own records.

My Files

The My Files area is a document store for folders and files to use within your ePortfolio. Both folders and files are considered Artefacts and as such can be added to a View. You may create any number of folders or sub-folders. To view which sub-folders and files sit within a folder, click on the folder name. Use the Home link to return to the top level folder directory. Files and folders can be rearranged by dragging and dropping them onto other Folders.

More on uploading files: http://myportfolio.ac.nz/myportfolio-ac-nz/videos/uploading-resources.swf

My Blogs

A weblog or Blog is a journal-like tool that allows you to record your thoughts and experiences. By adding your Blog to a View you can allow other users to place feedback and comments, allowing you to create a dialogue with your readers. While a Blog itself is considered an Artefact, so are any individual Blog postings you create. This means both Blogs and selected Blog posts can be added to a View.

The My Blogs tab lists all of your current Blogs by title and description you have given it. Click on the title of the Blog to view your existing postings, add a new posting or edit the Blog Settings.

My Views

 A View is a collection of Artefacts, encompassing selected files, Resumé details and Blogs of your choice. A View can be kept private or shared with any number of Groups or individuals as you wish. You may create as many different Views as you like and reuse your Artefacts. Views can also be used to submit work for assessment to a Controlled Group.
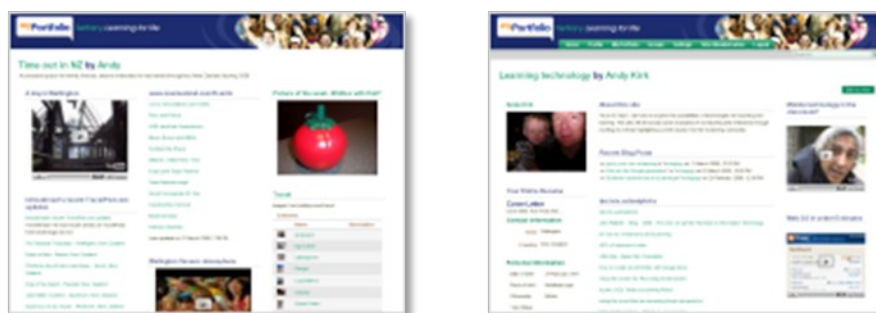
Create View Launches a 3 step process by which you can create a collection of your work and information as a View.

Create View Step One: Details - Give your View a title and description

Create View Step Two: layout – Using drag and drop, (or click and add if you are using IE6) arrange selected Artefacts as a View

Create View Step Three: Access - Assign access rights to groups or individuals if required

More on Views: http://myportfolio.ac.nz/myportfolio-ac-nz/videos/creating-views.swf

Submitting a View

If you are preparing a View as part of an assessed task or for presenting evidence of work based learning for example and you have been added as a member of a Controlled Group, you will be able to submit your View for assessment and feedback from your course tutor.

Go to My Views, choose a View and choose Submit this View to the relevant Group in the drop down box.

This will lock the View title, layout and uploaded Artefacts. Note that it will not lock contact details and Blog posts. Your View can them be marked by a tutor and released back to you with any comments.

Groups

The Groups tab is the area in which you can begin to make contact with other My Portfolio users and search for friends and Groups of interest to you.

A Group is an online community comprising selected or invited My Portfolio users. Groups can be used to develop and support learning and social activity in a social networking environment.

Group Membership Types include

- Invite Only
- Request Membership
- Open Membership
- Controlled Group

You may create as many Groups as you wish. To create a Group go to My Groups and select Create Group. From the Group Membership type select preferred Group from the drop down box.

Note - Only staff members may create Controlled Groups.

After you have created a Group, users can join in a number of ways

Invite Only - To add members to an Invite Only Group, go to My Friends or Find Friends and select a user. Click on the hyperlink of their name and, select the name of the Group from the Invite to drop down box. This will send a notification to the person to accept or decline your invite.
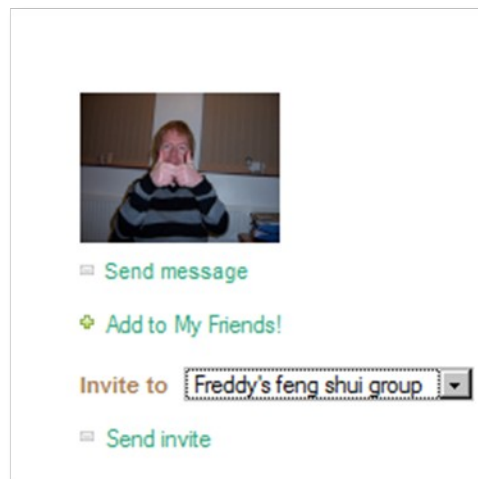
Note - You may also receive invites to join Groups from students and tutors, or be added to a Controlled Group by one of your tutors.

Open membership - If a Group has been set up as Open Membership, users can simply click on Join this Group.

Request membership - If a Group has been set up as Request Membership, users can click on Request to join this Group. Notification will go to the Group owner to accept or decline the request.

You can search for Groups to join by clicking on Find Groups.

All Groups which you own will appear as a list on the top right of your screen when you login. All Groups in which you are a member can be viewed at the My Groups tab.

More on Groups: http://myportfolio.ac.nz/myportfolio-ac-nz/videos/groups-forums-friends.swf

Forums

Groups have Forums through which you can communicate with tutors and friends. Group owners are able to start new Forums and post and reply to topics. Group members are able to post and reply to Topics.

Use Add Forum if you are a Group owner. Once you've created a Forum you can add Topics for discussion. To keep track of discussions in which you are interested select Subscribe to Forum or Subscribe to Topic for individual discussions.

Friends

Still in the Groups menu tab you can search for Friends to add to your list. Click on Find Friends

You can search by full name, firstname, lastname or preferred name if the user has assigned one. Click Send Friend Request! , or Add to Friends if the user has allowed that in the Friends control option.

Search for other users

The search box at the top right of the screen provides another way to search for information about users who may have similar interests and be potential Friends. Input keywords such as subjects and it will retrieve results from users' Public profiles.

Search My Portfolio

Search My Portfolio allows you to search for information within your ePortfolio. A keyword search can be made on Tags, Descriptions, Names, Titles or text you have used. A search result will provide you with a link to all relevant Artefacts and Views.

Remember to select the My Portfolio tab from the menu bar to use this function.

Technical Assistance

If you require any technical assistance in using My Portfolio take a look at the online video tutorials at http://myportfolio.ac.nz and remember to use the Contextual help throughout the site, wherever you see this symbol

For an overview of the features of Mahara, the software which powers My Portfolio, watch this short video http://www.scivee.tv/node/6372

If you are unable to find the answer to your query Contact your institutional administrator or try http://myportfolio.ac.nz/contact.php