

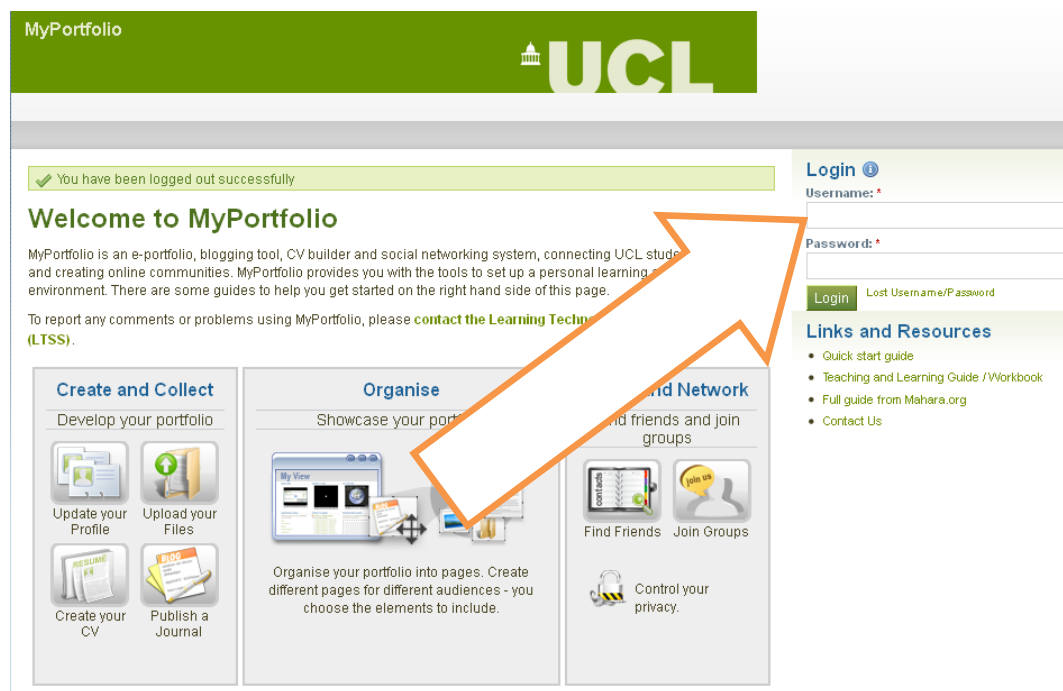
Quick reference Guide

Contents

Logging in	1
Settings.....	2
Content	2
Profile Pictures.....	2
Files	2
Journal.....	3
CV	3
Plans.....	3
Portfolio	5
Pages.....	5
Create Pages	5
Submitting a Page	5
Groups.....	7
Forums	8
Friends.....	8
Search.....	9
Search MyPortfolio	9
Further information	9

Logging in

Your portfolio is a personal space of which you share certain content with other people. The first thing you should do is log in. Your login details will be the username and password you use for all UCL systems.



MyPortfolio

UCL

✓ You have been logged out successfully

Welcome to MyPortfolio

MyPortfolio is an e-portfolio, blogging tool, CV builder and social networking system, connecting UCL students and creating online communities. MyPortfolio provides you with the tools to set up a personal learning environment. There are some guides to help you get started on the right hand side of this page.

To report any comments or problems using MyPortfolio, please [contact the Learning Technology Support Service \(LTSS\)](#).

Login

Username: *

Password: *

Login [Lost Username/Password](#)

Links and Resources

- [Quick start guide](#)
- [Teaching and Learning Guide / Workbook](#)
- [Full guide from Mahara.org](#)
- [Contact Us](#)

Create and Collect

Develop your portfolio

Update your Profile Upload your Files

Create your CV Publish a Journal

Organise

Showcase your portfolio and friends and join groups

Organise your portfolio into pages. Create different pages for different audiences - you choose the elements to include.

Find Friends and Join Groups

Control your privacy.

Settings

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.



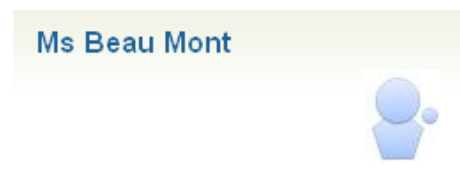
Content

Your content area stores your profile, which you can build up and include key things such as contact and personal information. Each of the fields within your Profile area can be re-used across MyPortfolio (as you build things later). Everything you add is private you, until you make it available in a Page.



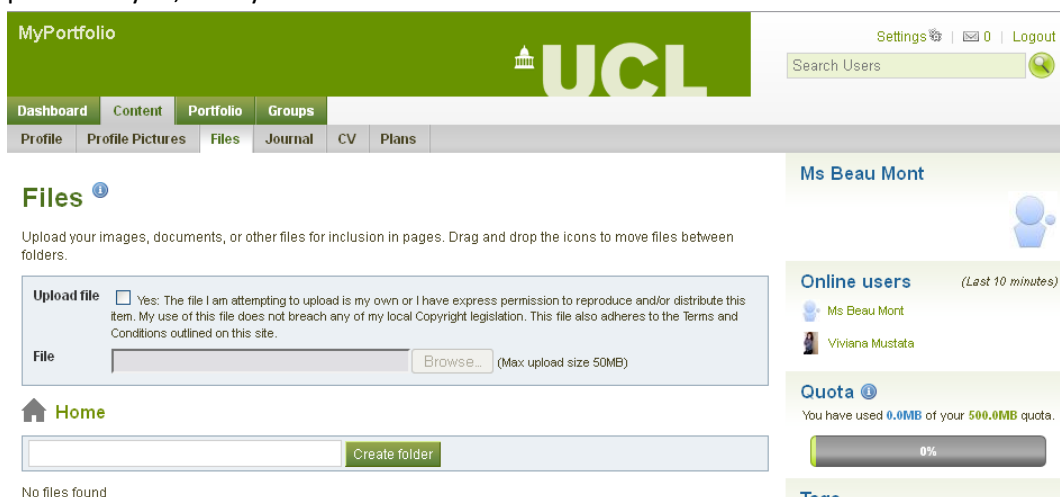
Profile Pictures

The Profile Icons area allows you to upload images to use within your profile and Pages. 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.



Files

While not the main function of MyPortfolio, you are encouraged to upload files which you may want to share in a Page with another person, or a group of people. Files can be uploaded to your portfolio and reused many times, try uploading images and videos rather than documents. Everything is here private to you, until you decide to share it.



Journal

Your journal is just like a blog, you can create entries which can be used to keep a record of your activities, thoughts about a subject, reflections on your learning, books you have read, or anything else you like. Everything is here private to you, until you decide to share it. Click 'New Entry' to get started.

The screenshot shows the 'MyPortfolio' interface for 'Beau Mont's Journal'. The top navigation bar includes 'Dashboard', 'Content', 'Portfolio', and 'Groups'. The 'Journal' sub-section is active, showing '0 entries' and a 'New Entry' button. The right sidebar features the user's name 'Ms Beau Mont', an 'Online users' list with 'Viviana Mustata' and 'Ms Beau Mont', and a 'Tags' section.

CV

The CV 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 CV

The screenshot shows the 'MyPortfolio' interface for the 'CV' section. The 'CV' sub-section is active, displaying a 'Cover Letter' editor with a rich text toolbar. The right sidebar shows 'Ms Beau Mont', 'Online users', 'Tags' (with the note 'You have not tagged anything yet'), and a 'Search My Portfolio' field.

Plans

You can use the Plans area to set yourself targets and deadlines for your studies or other endeavours. Create a plan, for example 'Get fit' or 'Read one academic paper a week' and then once you have created the plan you can add tasks, each task may be 'Swim for 30 minutes' or 'Read Xyz's

paper on such-and-such'. You may want to then return to tasks at a later date and mark them as completed and check what's coming up!

MyPortfolio Settings | 0 | Logout

UCL


Search Users

Dashboard | Content | Portfolio | Groups

Profile | Profile Pictures | Files | Journal | CV | Plans

New task


Title *
The title will be used to display each task in the Plans blocktype.



Completion date * 
Use the format YYYY/MMDD

Description

Completed
Mark your task completed.

Ms Beau Mont


Online users *(Last 10 minutes)*

-  Ms Beau Mont
-  Viviana Mustata

Tags
You have not tagged anything yet

Search My Portfolio

Links and Resources

- [Quick start guide](#)
- [Full guide from Mahara.org](#)
- [Contact Us](#)

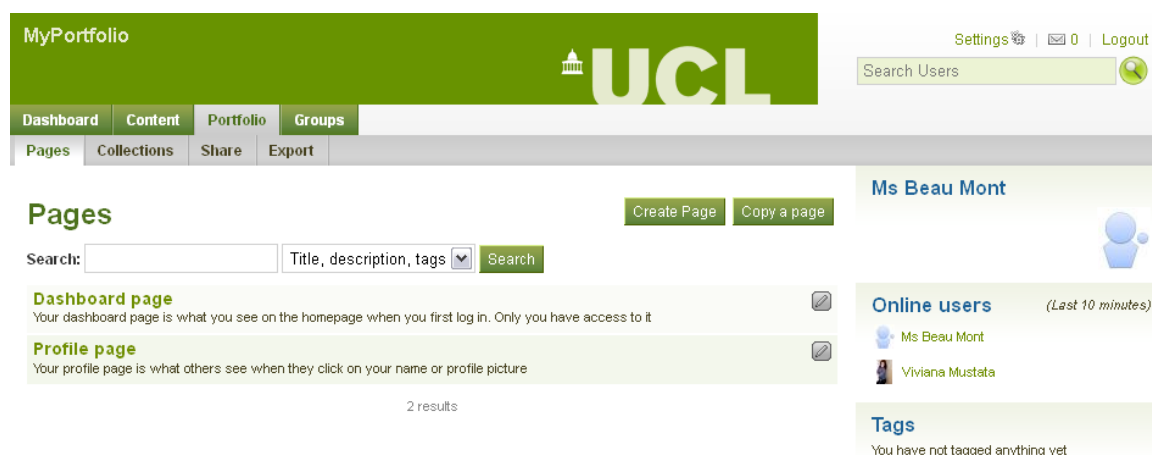
Portfolio

The Portfolio tab is the place where you can start building up content and arranging it into Pages for different audiences, or simply for your own records.



Pages

A Page is a collection of items from your portfolio, encompassing selected files, CV details and Journals of your choice. When you're creating a page, you're sharing content which was previously private. However, once you create a Page it can also be kept private or shared with any number of Groups or individuals as you wish. You may create as many different Pages as you like and reuse artefacts from your portfolio. Pages can also be used to submit work for assessment to a Controlled Group.



Click Create Page to get started

Create Pages

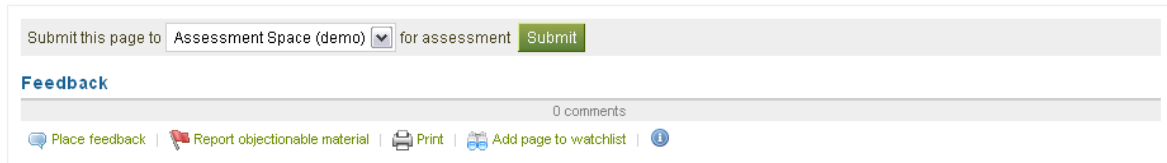
Create Page launches a 5 step process by which you can create a collection of your work and information as a View.

1. Edit content– Using drag and drop, arrange selected artefacts from your portfolio as a Page. Choose from the different categories of items to drag and drop onto your Page. Try things out and explore what's available to you.
2. Edit Title and Description - Give your Page a title and description
3. Edit Layout – you can change the number of columns and layout
4. Display page – Preview your Page
5. Share page - Assign access rights to groups or individuals if required

Submitting a Page

A Page is an ideal way of preparing work for assessment or as evidence of continuing professional development. If you are a member of a Controlled Group, you will be able to submit your Page for assessment.

Go to Pages and choose a Page to submit for assessment. When you preview the page at the bottom is a drop-down menu 'Submit this page to:'. Choose the relevant assignment and click 'Submit'.



Submit this page to **Assessment Space (demo)** for assessment **Submit**

Feedback

0 comments

[Place feedback](#) | [Report objectionable material](#) | [Print](#) | [Add page to watchlist](#) | [?](#)

2 page visit(s) from 04 November 2010 to 09 November 2011

This will lock the Page title, layout and uploaded artefacts. Note that it will not lock contact details and Journal posts. A Group tutor or user with staff permissions can then read it and make any comments, before releasing the Page back to you.

Groups

A Group is an online community comprising selected or invited MyPortfolio users. There are already many groups in MyPortfolio and you may want to join an existing group or start your own. Groups can be used to develop and support learning and social activity in a social networking environment.

The screenshot displays the 'My Groups' section of the MyPortfolio interface. At the top, there is a navigation bar with tabs for 'Dashboard', 'Content', 'Portfolio', 'Groups', and 'Site Administration'. Below this, a sub-navigation bar includes 'My Groups', 'Find Groups', 'My Friends', 'Find Friends', 'Shared Pages', and 'Topics'. The main content area is titled 'My Groups' and features a 'Create Group' button. A dropdown menu is set to 'All My Groups' with a 'Filter' button. The list of groups includes:

- Assessment Space (demo)**: Controlled Membership, Allows submissions. A place to practice with the assessment stuff in MyPortfolio. 6 members. [Edit] [Delete]
- Book club**: Open Membership, Publicly visible. You are a member of this group. [Leave this group]. Description: This Book Club is an environment where e-learning types share their insights, opinions of an... 15 members.
- Grapevine**: Open Membership. This is a UCL networking group open to all PhD researchers hoping to make contact with other acad... 89 members. You are a member of this group. [Leave this group].
- LTSS**: Invite Only. The LTSS group - members only! 5 members. [Edit] [Delete].
- Multimedia**: Invite Only. Place for us to discuss multimedia support. 2 members. You are a member of this group. [Leave this group].

The right sidebar shows the user's profile 'Matt Jenner', a list of groups they are a member of (Assessment Space (demo), Book club, Grapevine, LTSS (Admin), Multimedia, MyPortfolio Organisational Informatics Group (Admin), UCL Livescribe Pilot Group (Admin)), 'Online users' (Last 10 minutes) including Matt Jenner, Sinead Neal (ucjtsne), and Ms Beau Mont (Beau Mont - trail10), and 'Links and Resources' (Quick start guide, Full guide from Mahara.org, Contact Us).

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.

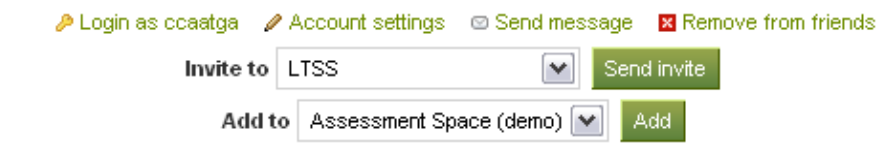
The 'Create Group' form includes the following elements:

- Group Name ***: A text input field.
- Group Description**: A rich text editor with a toolbar containing bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, audio, and HTML options. Below the toolbar are dropdown menus for 'Font family', 'Font size', and 'Format'.
- Group Membership Type**: A dropdown menu currently set to 'Open Membership'. The dropdown is open, showing the following options: 'Open Membership', 'Invite Only', 'Request Membership', 'Open Membership', and 'Controlled Membership'.

A Controlled Group enables you to create a Group, add users to it and allow View submissions, as mentioned above. Remember, **only staff and institutional administrators** can create Controlled Groups

After you have created a Group, you can add users to it, for example members of a class that you teach. To do this, enter the group and go to Members. Search for a user and if they are using MyPortfolio they will be listed. If they are not listed, you'll need to ask them to log into MyPortfolio before they'll appear in this list.

To add them, click on the link of their name – this will show their profile (which is actually a Page, and you have one of these too). At the top of their profile page you'll see this:



You may also receive invites to join Groups from students and colleagues, or be added to a Group by fellow staff members.

You can search for Groups to join by clicking on Find Groups. If they have been set with Open Membership, simply click on Join this Group.

If they have been set up as Request Membership, click on Request to join this Group.

Forums

Groups have Forums through which you can communicate with students and colleagues. 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.

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.

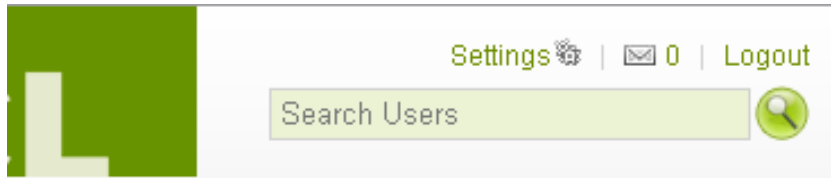
Friends

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

The search box at the top right corner 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 any results from users' Public profiles.



Search MyPortfolio

Search MyPortfolio allows you to search for information within your portfolio. 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 Page.

Remember to select the Portfolio tab from the menu bar to use this function (there are other search boxes in MyPortfolio which do different things)

MyPortfolio Settings | 0 | Logout

Search Users

Dashboard Content **Portfolio** Groups Site Administration

Pages Collections Share Export

Pages

Create Page Copy a page

Search: Title, description, tags Search

- Dashboard page**
Your dashboard page is what you see on the homepage when you first log in. Only you have access to it
- Profile page**
Your profile page is what others see when they click on your name or profile picture
- Education-supporting technology micro reviews**
Short reviews on technology which may support education, or not.
- My Conferences and Meetings Blog**
- My Videos**
These videos in here have been created by me!
- PDP - July 2010**
- Personal Development Plan**
This view is for Fiona and I to use in our meetings to show what I have
- Testing view for ideas and stuff**

8 results

Matt Jenner

My Groups:

- Assessment Space (demo) (Admin)
- Book club
- Grapevine
- LTSS (Admin)
- Multimedia
- MyPortfolio Organisational Informatics Group (Admin)
- UCL Livescribe Pilot Group (Admin)

Online users (Last 10 minutes)

- Sinead Neal (ucjtsne)
- Matt Jenner

Tags

hi images

Search My Portfolio

Links and Resources

Further information

Remember to use the Contextual help throughout the site, wherever you see this symbol