User Manual Contents

1. What E-Portfolio is?
2. How to access?
3. How to use?

E-Portfolio provides a personal learning environment to record and showcase evidence of achievement, manage development plans, set goals, and create online learning communities.
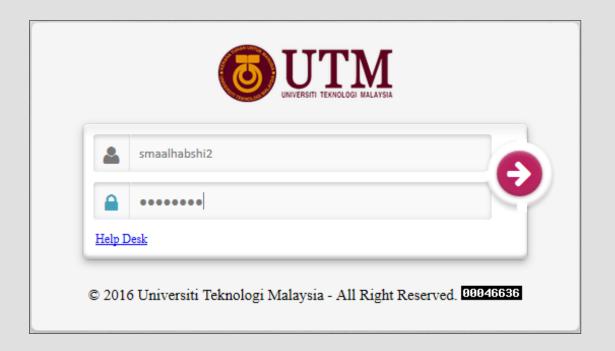
How to access?

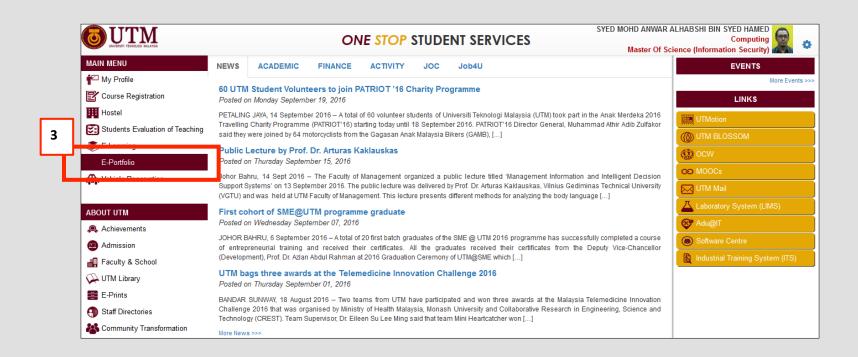**Step 1**: Go to UTM Main Portal (http://www.utm.my) and click MyUTM tab

How to access?

Step 2: Log on using your **ACID account**

How to access?

Step 3: Click **E-PORTFOLIO** menu

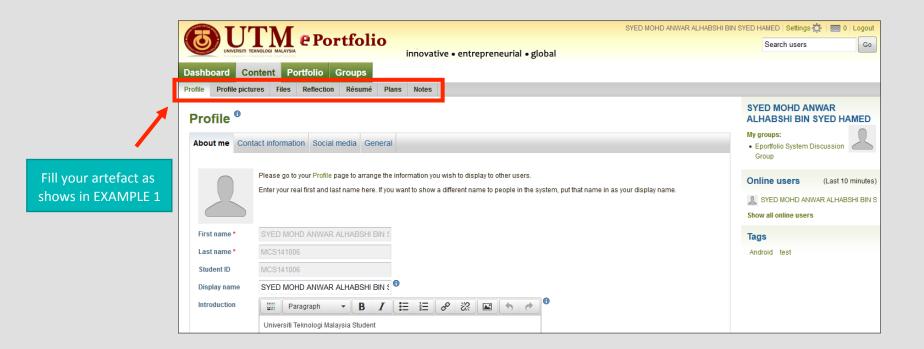The CONTENT tab holds all artefacts that you can create or upload for use in your portfolio.

Step 1 - CREATE: Create your electronic portfolio in a flexible personal learning environment

How to use?

Fill your artefact as shows in EXAMPLE 1

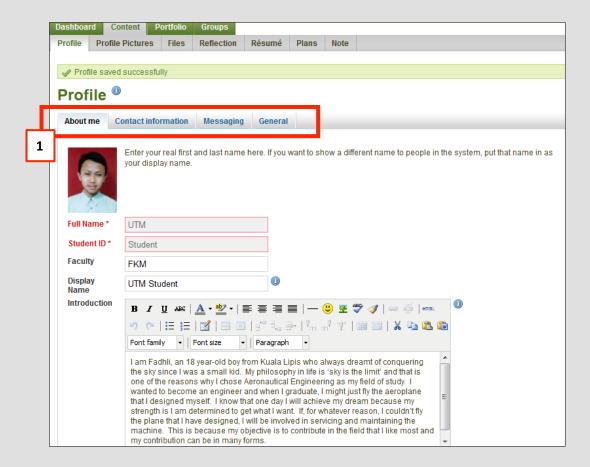**Step 1 - CREATE**: Create your electronic portfolio in a flexible personal learning environment
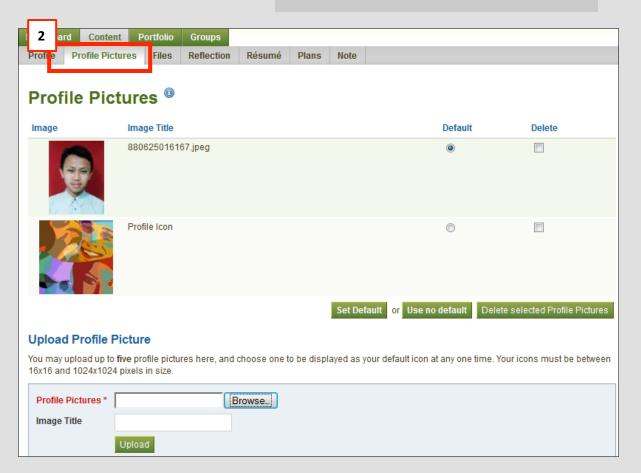
EXAMPLE 1

Fields within the profile area include:

First Name and **Last Name**: These fields are locked for editing according to AUB settings for *Mahara*.

Introduction: You may wish to write a brief introduction about yourself. The information you enter here will be search-able by other users

EXAMPLE 1

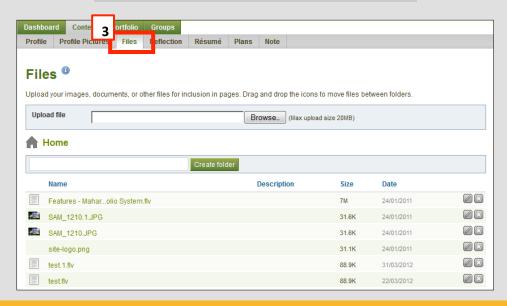Your icons must be between 16x16 and 1024x1024 pixels in size.

Click on the **Browse** button to navigate to your picture then click **Open**. You can enter a title or name of your picture if you wish. Once you have selected your picture click **Upload**. If you have more than one icon loaded you can choose which picture to make your default. Your default image will appear on your **Profile** page.

EXAMPLE 1

1. You may select the target folder before uploading or move the file after you have uploaded it. You can also create a new folder.
2. Click Choose File and select your file for uploading. It will upload automatically.
3. After uploading you may amend the file name and other fields by clicking the edit button next to the file name.
   a. **Name** – This field is required, do not leave it blank.
   b. **Description** – You may choose to give your file a description.
   c. **Tags** - You can add tags to Artefacts and Views you create within Mahara.

To upload an audio or video file for embedding:

4. Flowplayer only allows .mp3, .mp4 and .flv files for embedding in a view.
5. Flowplayer only accepts file extensions with lower-case letters. Changing the file extension to lower-case in Mahara does not help.

To upload a zip file and unzip to Mahara:

6. Upload the zip file as above – files supported include zip, tar.gz and .tar.bz2
7. The file will appear in the file list with the Unzip link beside it.
8. Click on the Unzip link
9. A list of the files, Folders and Space Required is shown
10. Select the Unzip button
11. All the files and folders will be created and copied into the users My Files area on Mahara.

EXAMPLE 1

1. All **reflection** entries you make are private to you until you put them into a page. Thus, the publishing of a **reflection / reflection entry** is a three-step process:
   a. You write your entry and save it.
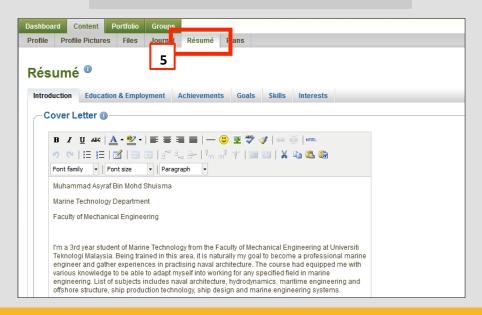   b. In a page, you choose either the block for making the **entire reflection** visible or just one post from a **reflection**.
   c. You give those who shall see that page access to it.
2. When you are ready to post your **reflection** entry:
   a. In your reflection, click on **New Entry**.
   b. Provide a title for your **reflection** entry.
   c. You must also write something in the **Body**. The visual editor helps you format your reflection entry.
   d. Add tags to your entry to find it more easily later on. You can choose from tags that you have already used and / or enter new ones. Separate each tag with a comma. You may also choose tags from the ones that you have created previously.
   e. Add an attachment or more to your **reflection** entry, e.g. pdf files associated with it or images. You can add files either from your files area or upload new ones directly onto your **reflection** entry.
   f. Mark your entry as draft if you have not yet finished it. This is especially helpful if you have published your **reflection** in a page, but do not want anybody to read this particular entry (yet). It is always visible to you, but not others.
   g. Allow comments if you want to receive them on the **reflection** entry.
   h. Save your entry

EXAMPLE 1

Introduction tab in My Résumé includes:

a. **Cover Letter**: Use this space to introduce yourself or provide supplementary information related to the purpose and audience with whom you are sharing your résumé

b. **Personal information:** These optional fields allow you to include additional information about yourself.

c. **Education &Employment** tab includes Education History and Employment History.

d. **Achievements** tab includes Certifications, Accreditations and Awards, Books and publications and Professional Memberships. To add details to any of these sections, click on Add to expand to an area in which to add your details. After each entry remember to click Save. Entries display in reverse chronological order.

e. **Goals**: The Goals tab is divided into Personal, Academic and Careers sections. Using the HTML editor within each box you can provide information relating to your goals so that you may add them to a Eportfolio Pages.

f. **Skills**: The Skills tab is also divided into Personal, Academic and Work sections. Using the HTML editor within each box you can provide information relating to your skills so that you may add them to a Eportfolio Pages.

g. **Interests**: Here you can detail personal and/or professional interests. When adding information to any of these fields, remember to click Save.

EXAMPLE 1

Plan 'Presentation on Mahara' tasks.

New task

Completion date	Title	Description	Completed		
14 October 2011	Speaker info	hand in brief bio and picture	✓	✎	☒
01 December 2011	Presentation preparation	develop the presentation		✎	☒
02 December 2011	Send presentation	send presentation and supporting documents		✎	☒
07 December 2011	Check webinar software	do a trial run of the webinar software with my presentation file		✎	☒

4 tasks

Create a new plan,

a. Go to **Content** –> **Plans**.

b.. Click the **Create New Plan** button.

c. Give your plan a title.

d. Give your plan description. It is visible when you select a plan for inclusion into a portfolio page.

e. Click **Save Plan**.

EXAMPLE 1

Presentation on Mahara

Completion date	Title	Completed
14 October 2011	Speaker info hand in brief bio and picture	✔
01 December 2011	Presentation preparation develop the presentation	
02 December 2011	Send presentation send presentation and supporting documents	
07 December 2011	Check webinar software do a trial run of the webinar software with my presentation file	

4 tasks

There are several ways to add a task to a plan:

a. Click on **Add Task** right after you saved your plan.

b.. Click the **Content** -> **Plans** -> the title of the plan -> **New Task**.

c. Click the **Content** -> **Plans** -> the Manage tasks button manage -> **New Task**.

Once you are in the **New task** screen, you can create your new task:

a. Enter a title for your task.
b. Provide a completion date. This is compulsory and allows for tasks to be marked overdue.
c. You can provide more detailed information about the task in the **Description** field.
d. If you have already completed the task, you can tick the checkbox.
e. Click **Save task**.
f. Add more tasks or come back to them later.

EXAMPLE 1

Notes are bits and pieces of text that you can re-use from one portfolio page in another.

View your notes

Though you cannot create notes directly from this page, you can edit your notes and their content will be changed wherever that note is used.

a. The **Note** column contains the titles of the notes where they appear for the first time.
b. The **Contained in** column lists all the pages in which this text box is used.
c. Click the **Edit** button to make changes to the note. Beware that any changes you make here are made to all instances of the note.

Click the **Delete** button to permanently delete the note. This action cannot be undone and all instances of the note are deleted from portfolio pages.

EXAMPLE 2

PAGES

A page contains a selection of artefacts which you arrange and present to others. These may include:

a. Selected files.

b.. Resume details

c. Text (your added commentary, instruction or orientation)

d. Reflection/journal posts

e. Video and audio files

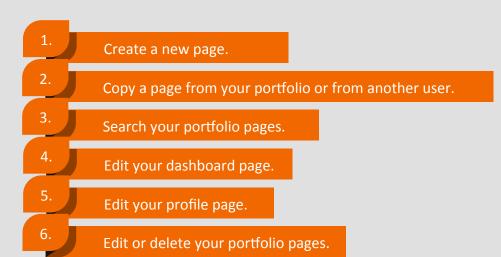f. RSS feed to an external blog

e. Etc.

You can re-use the artefacts that you collected under Content in as many pages as you wish.

EXAMPLE 2

Pages

Create Page Copy a page

① ②

Search: [   ] Title, description, tags ▾ [Search] ③

Dashboard page ④
Your dashboard page is what you see on the homepage when you first log in. Only you have access to it

Profile page ⑤
Your profile page is what others see when they click on your name or profile picture

1 2 3 GO! ⑥
Portfolio introduction

(Daily) Blogs

Presentations over the years
List of presentations I gave at conferences

Work (and) interests
Résumé

A. Overview page.

On the landing page of the portfolio, you can do the following:

1. Create a new page.

2. Copy a page from your portfolio or from another user.

3. Search your portfolio pages.

4. Edit your dashboard page.

5. Edit your profile page.

6. Edit or delete your portfolio pages.
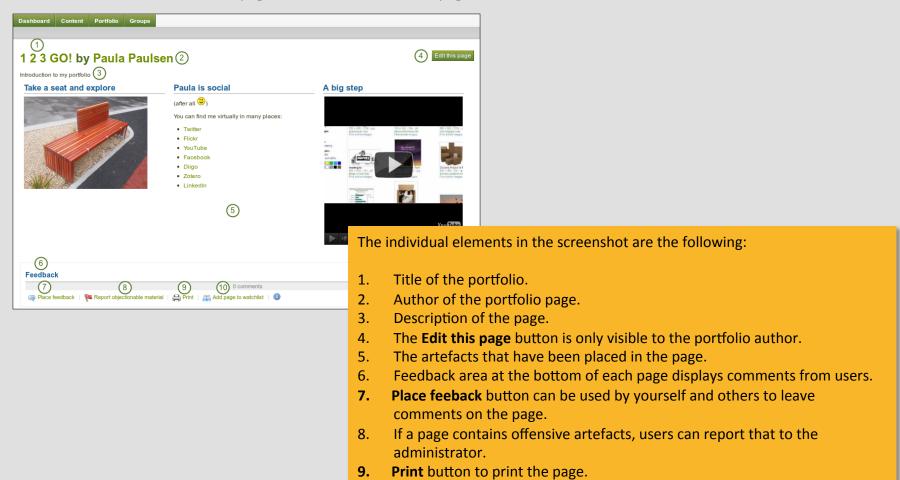
EXAMPLE 2

B. Create a new page

You create a new page in your portfolio when you want to display artefacts together, e.g. for presenting it to others, for showing your progress in a project etc.

a. On the **Pages** page, click the **Create Page** button. You are taken to the page editor.
b. Decide what type of artefact you wish to display in your page.
c. Choose the desired artefact block and drag it into the content editor area.
d. Follow the on-screen instructions for selecting the content you wish to display and click the Save button.
e. Choose further artefact blocks and configure them.
f. Click on the tab **Edit Title and Description** to give your page a title, description, and tags.
g. Click the **Save** button to return to the page editor.
h. Click the tab **Edit Layout** to change the layout for your page from the standard 3 columns to 2 columns or another choice.
i. Click the **Save** button to return to the editor.
j. Click the **Done** button at the bottom of the page to finish editing this page. You are taken back to the overview page.

EXAMPLE 2

C. View a page

You can view a page to check what it looks like when somebody else sees it. Go to the Pages overview page and click on the title of a page.

The individual elements in the screenshot are the following:

1. Title of the portfolio.
2. Author of the portfolio page.
3. Description of the page.
4. The **Edit this page** button is only visible to the portfolio author.
5. The artefacts that have been placed in the page.
6. Feedback area at the bottom of each page displays comments from users.
7. **Place feeback** button can be used by yourself and others to leave comments on the page.
8. If a page contains offensive artefacts, users can report that to the administrator.
9. **Print** button to print the page.
10. The **Add page to watchlist** allows you be informed when changes are made to the page.

EXAMPLE 2

D. Edit a page

You can edit an existing page in two ways:

1. Click on the edit button edit when you are on the Pages overview page.
2. Click on the Edit this page button when you are on the actual page.

E. Edit a page

At the bottom of any page (except the profile page) that you have access to you can perform a number of actions.

1. Place feedback for the page or artefact author.
2. Report objectionable content to the administrators, e.g. when content on the page does not comply with the terms and conditions of the page, is offensive etc.
3. Print the page.
4. Add the page to your watchlist and receive notifications when the content of the page changes.
5. View the number of comments that have been left on the page.

EXAMPLE 2

BLOCKS

Artefact chooser

All different types of artefacts as well as blocks that pull in external content into a portfolio page are accessible via the *artefact chooser.*

- **External content:** contains blocks to place RSS feeds, external media or GoogleApps documents etc. into a page
- **Files, images and video**: holds blocks for Mahara files that can be displayed as links, in folders, or in the case of images and videos directly in the page
- **General**: artefacts that are of a general nature
- **Journals**: various artefact blocks which allow you to place journals / journal entries into a page
- **Profile**: choose profile information to display in a block
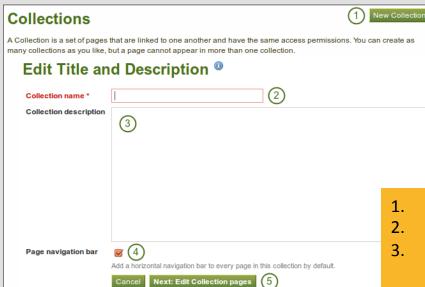- **Résumé**: display your entire résumé or only parts of it

EXAMPLE 2

COLLECTIONS

A **collection** is a set of pages that are linked to one another and have the same access permissions. You can create as many collections as you like, but a page cannot appear in more than one collection.

A. Add a collection

You add a collection under **Portfolio** -> **Collections.**

1. Click the **New Collection** button.
2. On the next screen, provide a title for your collection.
3. Optionally, you can also write a short description about your collection. You do not have a visual editor, but just a plain text box.
4. Choose whether you wish to display a tabbed navigation or not. If you choose not to, you will have to include the navigation block so that you can go from one page to the next.
5. Click the **Next: Edit Collection pages** button.

EXAMPLE 2

B. Edit collection pages

In the next step after you have created your collection, you choose which portfolio pages you wish to include in this collection. You see all the pages that you can use potentially. If you had already placed a page into another collection, it is not an option here.

Academic portfolio: Edit Collection pages ⓘ

No pages.

Add pages to collection

1 2 3 GO! ☐ ①

(Daily) Blogs ☐

Overseas experience ☐

[Add pages] ②

[Done] ③

1. Put a check mark next to each page that you wish to include in your collection.
2. Click the **Add pages** button to add the pages to your collection.
3. Click the **Done** button to finish this step.

EXAMPLE 2

C. Manage collection pages

Once you have added your pages to your collection. You can move them around or remove them after click edit button at collection page.

1. Use the **move up** and **move down** buttons to arrange your pages in a different order.
2. Click the **Remove** button to take a page out of a collection. The page itself is not deleted.
3. Click the **Save** button.

EXAMPLE 2

You can add more pages to a collection from the **Add pages to collection box.**

C. **Manage collection pages**

On the overview page of the collections, you can:

1. Create a new collection by clicking on the New Collection button.
2. Click on the collection title to go to the first page of a collection.
3. Click on any title of a page within a collection to jump directly to it.
4. Click on the **Manage** button manage to move pages within a collection, add to or delete pages from a collection.
5. Click on the **Edit** button edit to change the title and description of a collection.
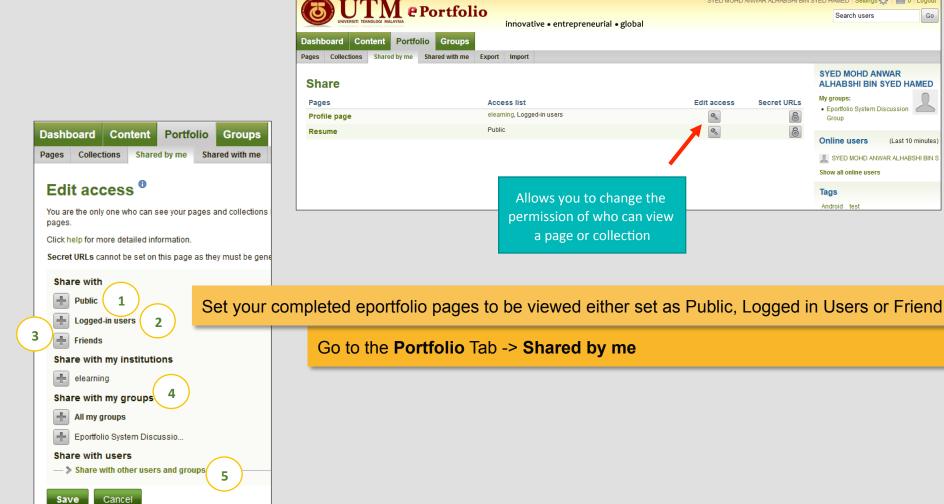6. Click on the **Delete** button delete to delete the collection. The pages will still exist.

STEP 2 – SHARE:
Control your privacy

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UTM e Portfolio
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innovative • entrepreneurial • global

SYED MOHD ANWAR ALHABSHI BIN SYED HAMED | Settings ⚙ | ✉ 0 | Logout

Search users [Go]

Dashboard | Content | **Portfolio** | Groups

Pages | Collections | Shared by me | Shared with me | Export | Import

Share

Pages	Access list	Edit access	Secret URLs
Profile page	elearning, Logged-in users	🔑	🔒
Resume	Public	🔑	🔒

SYED MOHD ANWAR ALHABSHI BIN SYED HAMED

My groups:
• Eportfolio System Discussion Group

Online users (Last 10 minutes)

👤 SYED MOHD ANWAR ALHABSHI BIN S
Show all online users

Tags
Android   test

Allows you to change the permission of who can view a page or collection

Dashboard | Content | **Portfolio** | Groups

Pages | Collections | Shared by me | Shared with me

Edit access ⓘ

You are the only one who can see your pages and collections pages.

Click help for more detailed information.

Secret URLs cannot be set on this page as they must be gene

Share with
➕ Public ①
➕ Logged-in users ②
③ ➕ Friends

Share with my institutions
➕ elearning

Share with my groups ④
➕ All my groups
➕ Eportfolio System Discussio...

Share with users
➡ Share with other users and groups ⑤

[Save] [Cancel]

Set your completed eportfolio pages to be viewed either set as Public, Logged in Users or Friend

Go to the **Portfolio** Tab -> **Shared by me**

1. **Public**: This allows you to make a Page publicly available via a URL. Your Page can then be shared with anybody you wish by giving them the URL of your Page, and it's viewable at the same time by all logged in users.
2. **Logged in users:** This allows you to make a Page available to all logged in users of Eportfolio System. This will provide access to your Page to anybody who has a login for Eportfolio System.
3. **Friends**: This allows you to make a Page available to everyone in your Friends list. New friends by default will have access to your Page.
4. **Add Groups**: This allows you to associate your Page with a Eportfolio System group and its members.
5. **Add individual users**: This allows you to assign access to individual users of Eportfolio System

You can add combinations of the above and further refine access rights by assigning start and end dates for specific people or groups. For example, you could give access rights to a tutor for the duration of a project or assignment and also give access to people in your friends list for the duration of the term.

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Join your lecturer course group to to see forums, then you can share such as **files**, **collection**, and **your pages** in the group.