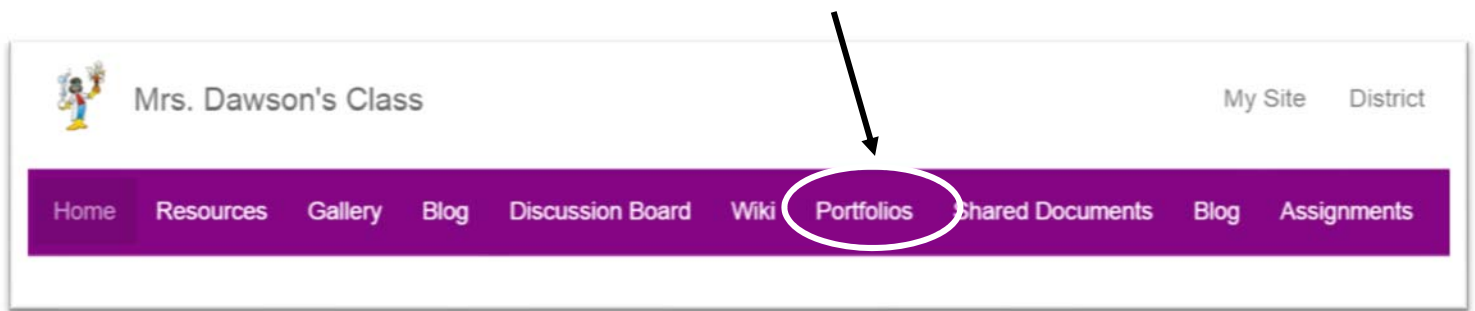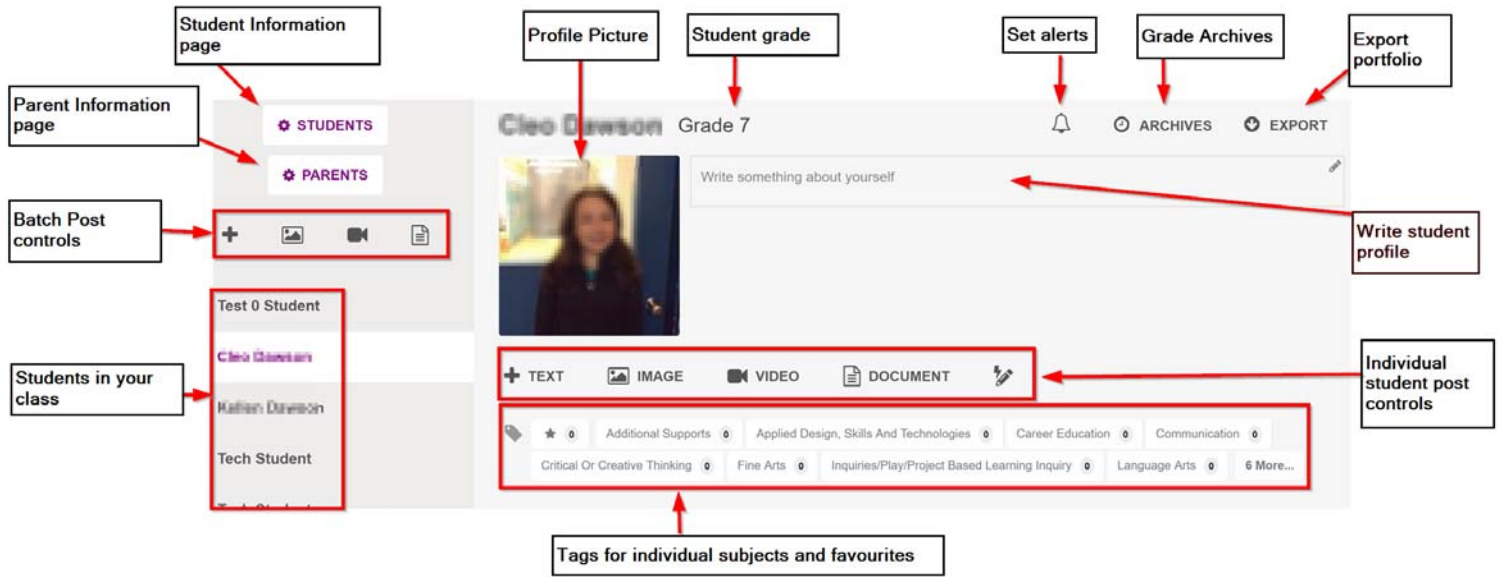# Adding to Student ePortfolios

1. After you enter your class site from My Site, click on **Portfolios** on the navigation bar across the top.

2. When you enter the portfolio page this is what you will see:

3. Setting up the Student Profile:

Click on "Write something about yourself" to write a piece about the student or have the students open this up and write it themselves.

Name
The student name cannot be changed-if you find a problem with the name, please contact the IT Help Desk.
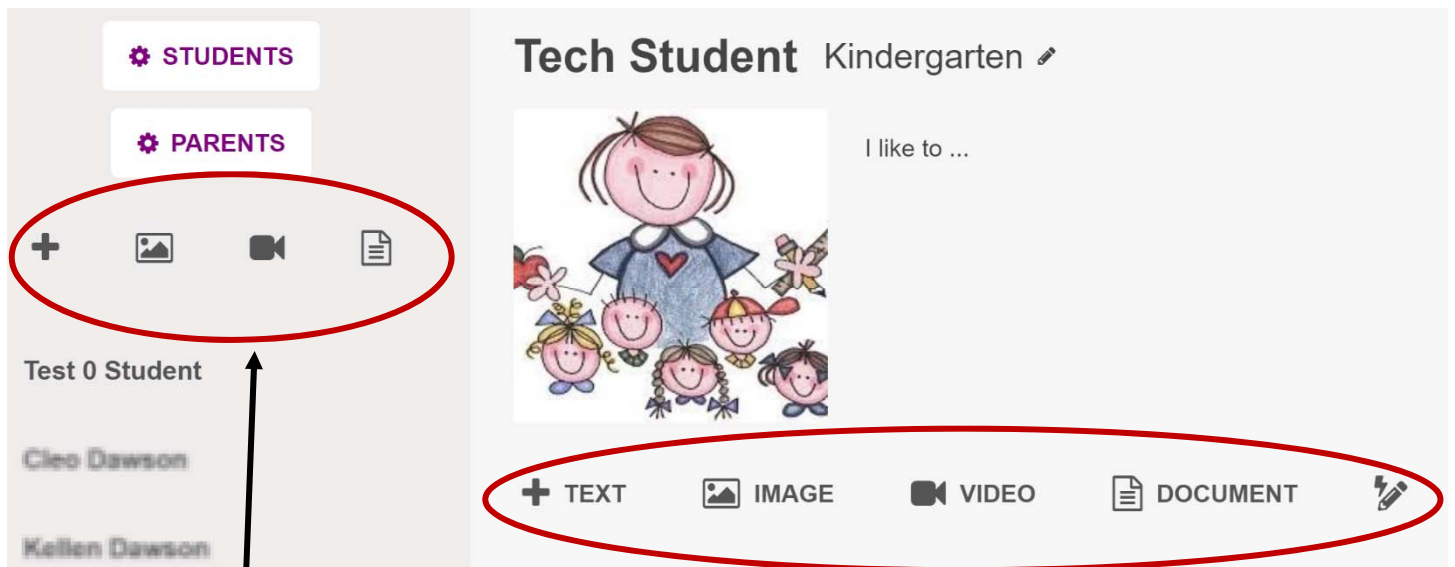
Profile Picture
The student photo can be changed by students or teachers. The student photo is displayed throughout the portal as part of the student's profile. To change the Photo, move your mouse over the picture until you see the **pen** in the top left corner. Click on this pen and navigate to the desired picture or open it on your portable device and click on **Take Photo** to take a new picture.

Grade
Students are now changed to their current grade by the system. **Posts that were added by teachers from**

previous grades should be locked. If you would like to look at previous grades, click on **Archives** to navigate their other grades. Click **Exit** when you are done.
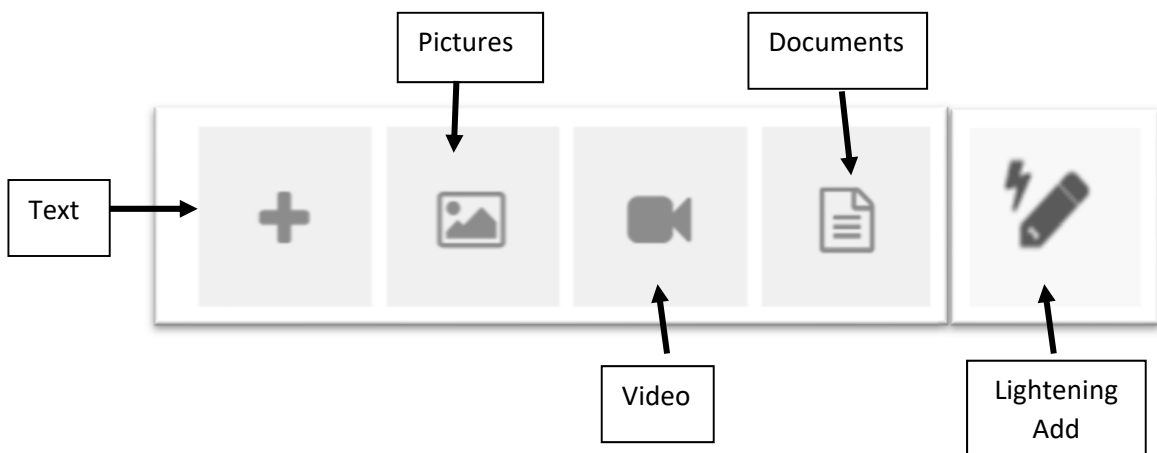
4. To add Posts:

Use these controls to add a batch post to all of your students or to students that you select. Please see instructions for "How to use the Batch Update to add Posts to more than one student at

Use these controls to add a post to the one student that you have open.

a. Click on the symbol to add the type of post that you would like to place:

Pictures

Documents

Text

Video

Lightening Add

b. Give your post a **Title** and then you can choose categories if you would like it to be organized by category.

Post Title

DATE: Aug 23, 2018 ✎   PUBLISH TO PARENTS: Aug 23, 2018 ✎

TO: 🎓 Tech Student

🏷 Additional Supports   Applied Design, Skills and Technologies   Career Education   Communication

Critical or Creative Thinking   Fine Arts   Inquiries/Play/Project based learning Inquiry   Language Arts   Languages

Mathematics   Personal and Cultural Identity   Personal Awareness and Responsibility   Physical and Health Education   Science

Social Studies

➕ New   🔗 Insert   SUBMIT   CANCEL

c. The default date shows the current day but you can modify it to reflect the day of your choice. Some like to have the date show the date the student completed the assignment, not the day you added it to the portfolio. You can also decide on the date that the parents will receive notification and be able to see the post.

d. You can choose if you would like the post **locked** 🔓 so students are unable to change the post. It is unlocked by default.

e. You can click on the **star** ☆ if you would like to showcase or favourite that particular post. Parents can then click on a star at the top to see the ones that you have showcased.

YOU CAN CHANGE THE TITLE, DATE AND ADD OR REMOVE CATEGORIES ANY TIME SO DON'T WORRY IF THINK YOU WILL CHANGE YOUR MIND.

f. Add your post.

To create a text post:

- Add text and other content to the text box.
- Files such as **Video**, **Audio** and **Images** can be added via the **INSERT** tab (you can see this if you click in the box called **BODY)**.
- Files such as PDF, Word, Excel or PowerPoint can be added by clicking on **Upload File** on the **INSERT** tab.
- Click the **Submit** button to save the new post.

To Create a Picture or Video post:

- Click the **Add** button and select an image, video or document from your device or computer.
- You can also drag and drop files from your computer.
- On mobile and tablet devices you can access the camera roll, take a photo or record a video.
- Once you've added items you can re-order them by drag and dropping each item.
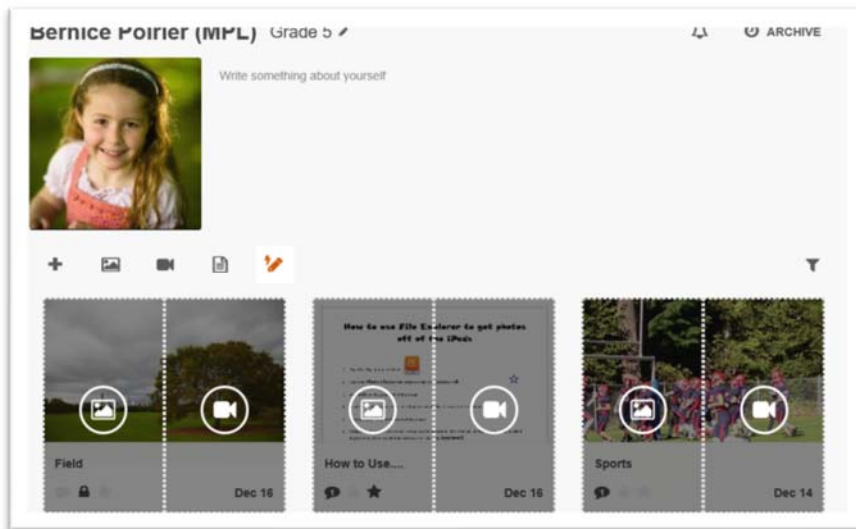- Click the **Submit** button to save the new post.

Lightning Add

You can quickly add an image or video to a student post using the Lighting Add button. The image or video is added to the end of the student post.

To add a video or photo to a post:

- From within a student's portfolio page, click the **Lightning Add** button. Image and video icons display over the student's posts.

- Click or tap on an icon. If you are on a tablet or smart phone, the Lightning Add button accesses the camera on your device. On a computer, the button accesses your folders to upload an image or video file.
- Take or upload the image or video.

5. Edit Posts

To edit an existing post:

- Click on a post to open the view window (screenshot below).
- Click the **Edit** button. See adding text posts above for editing options.
- Click the **Submit** button to save your changes.

Ducks Report ☑ Edit 🔒 ☆

Edit an existing post   Quickly lock, unlock or favorite a post

👤 **Jaus Laird (PNE)**   📅 **23 Jan**   💬 **0 Comment(s)**   🏷 **English**

When viewing or creating posts, a teacher can lock or favorite a post. Students cannot edit locked posts.

Favorited posts allow a student or teacher to highlight their best work. View all Favorites for the current grade by clicking the **Favorites** (star button) from the post filter panel.
To Delete a post, click on **Delete** on the bottom of the editing screen.