

# myPortfolio – Create Creating and editing a page on MyPortfolio

[Hint: The e-portfolio portal used by Leuphana is called myPortfolio and is based on Mahara (software).]

Answers to the most frequently asked questions can be found in the german FAQ under: <u>https://digitaler-support.leuphana.de/doku.php?id=myportfolio</u>

### Welcome!

In this instruction you can find out how to create your own portfolios with myPortfolio.

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A **page** is like a personal page on myPortfolio. Like a shop window, content blocks, such as blogs, documents, images, links and so forth, can be combined into pages, which later can be shared. A collection is a compilation of pages, with can be navigated through.

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#### 1.1 Creating of a page

- 1. There are two ways to create a page on myPortfolio:
- a) Select *Create* in the menu and then click on *pages and collection* on the then opening drop-down menu.
- b) To create a page in myPortfolio, click Create on the home page, called the dashboard.



2. Booth option a and b will allow you to arrive at the *portfolio side*. If you select *add* there, a new page will open. Please choose either collection or page.

Search: (Title, description, tags) Sort by:	+ Create 🗗 Copy	+ Create a portfolio ×	
Title, description, tags 🔹 Last modified 💌 Search			
Show submitted portfolios		Please choose which you would like to create:	
		Collection	

3. On the newly opened page, enter a title for the page (a). You can also formulate a description text (b). If you wish, you can also assign a keyword to your view to make it easier to find again later (c).

Page title *	Untitled v.5	a
Page description		b
Tags	Type in a search term	C

4. If you open the *Advanced menu* you will be able to change the Name display format of your page (a) **Hint**: *It is sensible to leave the full name in case the page will be submitted later. If the portfolio is only for private use (e.g. to take notes) it is sufficient to just use your first or surname.* 

Advanced		<u>^</u>
Name display format *	Displayed name	a
Template When this is set to "Yes", people co	No     ying the page into their personal account will not be able to change any page or artefact instructions.	B

5. Please do not forget to safe your page. If you do not want to create a template, you can browse to 1.3 Changing views at a later stage.

*Template* (b) allows you can release the page for copying to other accounts. Users can then continue to add their own content to the portfolio while using your templates. The content you have created will remain and cannot be changed by users.

#### **1.2 Working with Templates**

To ensure a consistent design of your group's portfolios, you can create so-called templates. Templates are pattern portfolio you build, and your group participants then use to develop their own page. The template serves as a uniform framework for the entire group.

#### 1.2.1 Share templates

First create a new page and select "Yes" for the *Template* category in the settings under *Advanced* (a). Now you can design the page as desired. Next, click on the monitor symbol to view the page (b). Select *Share* from the sticky menu (•••) (c). Then open the *Advanced Options* and activate *Allow copying* (d). Afterwards, share the document with your institution or group (e). Remember to save your page after editing.

a	Template No		b	¢ <sub>₽</sub>
	When this is set to "Yes", people copying the page into their personal account will not be able to change any page or artefact instruct	tions.	$\longrightarrow$	
	Share with others			•
d	Advanced options			
	Allow comments Yes  Allow people to leave comments.	С		~
	Moderate comments  No	G	Сору	
	Comments on pages and artefacts remain private until you approve them. Comments by people not logged into their accounts always go into a moderation queue and need to be approved.		Manage sharii	ng
		8	Print	
	Allow copying	Ō	Delete this pa	ge
е	If people have access to your selected portfolios, they can make their own copies.  V Share with Search for	8	Save to timelin	ne
	Share with	\$	Return to port	folios
	Person			



# 1.2.2 Copying of Templates

To use a template of another person, you first need to go to that individual's profile. For this purpose, you can search for a person (a). In the profile, you can view all the templates shared by this person (b). Then select the template you want and open it. Now you can copy the template onto your *portfolios* via the *sticky menu* (---) (c). You should be able to rename the page or add a description. Please remember to save the page after editing it.

a	wyPortfolio Search for peop	e Q 💵 🛛 🖉 🖉
	Search: (My institutions)	My groups:
	Results	572
	<u>بر</u>	C <u> </u>
b	portfolios	Copy
	Testsammlung für Einreichung (2 pages)	<ul> <li>Add page to watchlist</li> <li>Report objectionable material</li> </ul>
		<ul><li>Remove access</li><li>Return to portfolios</li></ul>

## 1.3 Changing views at a later stage

If you want to edit a view at a later time, select the menu item *Create* and *Portfolios* in the main menu to get to the overview of your pages and collections. Then click on the three dots of the corresponding page (a) and select *Edit* (b). Now you can fill the page with content or edit.

🕐 Dashboard		
+ Create	^	
Portfolios		> Page for Blogs
Files		
Journals		а
CPD		
Notes		
Plans		Edit
Résumé		🍫 Configure
Tags		🛅 Delete
< Share	~	
iii Engage	~	
🛢 Manage	~	



A new page opens on which you can insert different types of content into your view. Using the selection above or below (see right image) you can choose whether the new block is inserted above or below the previous layout.

Name   Edit	+	Add new block	
	**		
This is a preview of your page. Changes are saved automatically.		Position	Bottom -
magine manonement of the page to create a new order choose what the or work it will be to bag orders a part or the bage to create a new boarder.	-		Тор
			Bottom
		Add <u>Cancel</u>	

## 2.1 Placeholder

Placeholder: Edit				🖋 Fi
Block title	Place	nolder		b
Content types				€ fi
A Text	<b>En</b> Image	File(s) to download	Folder	W
		Show more		S
Tags	Туре і	n a search term Q		yc
Search for/enter tags for this blo	ck.			
Retractable	No	-		tł
Select to allow this block to be re	tracted when the he	ader is clicked.		Y
Save Remove				C

ick on the *red plus* (a) on the right-hand side page and select in the window where the first should be placed on the page. This creates the placeholder and takes you to the content w. After you added a block, the last used types pear below the block title.

e their *placeholders* via the block title and a content type. You can also save without a type and thereby first build up a layout, that n later fill with your own content. To do this, irectly on *Save*.

want to edit a page again at a later time, use cil icon in the sticky menu on the right margin. n then move all the placeholders or edit their

### 2.2 More Options



The sticky menu on the right-hand side allows you to open the detail mode and quick edit mode. The detail mode (magnifying glass icon) allows you to quickly comment on individual blocks or access further information such as downloadable content. At the same time, when you have created this page, the quick edit mode activates for individual elements. This allows you to revise existing elements without entering the general editing mode. You will now see a black tile with the words Quick Edit and a pencil icon above the individual artefacts. Click on this tile to edit the content of the element.

The pencil icon in the sticky menu opens the general editing mode, with which you can not only revise existing items, but also add new items. The "...-icon" can be used to call up further options, with this function you can copy the page, print, or delete as well as manage the accesses to the portfolio or save the current work status in the timeline.

If you have any questions, please contact us via lehrservice@leuphana.de.



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