

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:

<https://digitaler-support.leuphana.de/doku.php?id=myportfolio>

Welcome!

In this instruction you can find out how to create your own pages and collections with myPortfolio.

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1. View, Page and Collection

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.

1.1 Creating of a page

1. There are two ways to create a page on myPortfolio:

- Select *create* in the menu and then click on *pages and collection* on the then opening drop-down menu.
- To create a page in myPortfolio, click Create on the home page, called the dashboard.

The image shows two ways to reach the 'Seiten und Sammlungen' (Pages and Collections) page. In the top part, labeled 'a', the user is on the 'Dashboard' and clicks on the 'Erstellen' (Create) button in the top navigation menu. This opens a dropdown menu where 'Seiten und Sammlungen' is selected, leading to the 'Seiten und Sammlungen' page. In the bottom part, labeled 'b', the user is on the 'Dashboard' and clicks on the 'Erstellen' button (with a plus sign icon) in the main content area. This also leads to the 'Seiten und Sammlungen' page. The 'Seiten und Sammlungen' page shows a search bar, sorting options, and a grid of items including 'Test template', 'Sammlung 1', 'Dashboard-Seite', and 'Profilseite'.

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

The image shows the 'Seiten und Sammlungen' page with the 'Hinzufügen' (Add) button highlighted. Clicking this button opens a dialog box titled '+ Eine Seite oder Sammlung erstellen' (Create a page or collection). The dialog box asks 'Bitte wählen Sie welche Sie erschaffen wollen:' (Please choose which you want to create) and offers two options: 'Sammlung' (Collection) and 'Seite' (Page). The 'Seite' option is selected.

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 (c).

The image shows the 'Eine Seite oder Sammlung erstellen' dialog box with the following fields: 'Titel der Seite *' (Page title) with the value 'Untitled' (labeled 'a'), 'Beschreibung der Seite' (Page description) (labeled 'b'), and 'Tags' (labeled 'c') with the placeholder 'Geben Sie einen Suchbegriff ein' (Enter a search term). Below the form, there is a note: 'Suchen Sie für dieses Element nach Tags oder geben Sie welche an. Elemente, die mit 'profile' getaggt werden, werden in der Seitenleiste angezeigt.' (Search for tags for this element or provide them. Elements tagged with 'profile' will be displayed in the sidebar.)



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.*

5. Please do not forget to save 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.

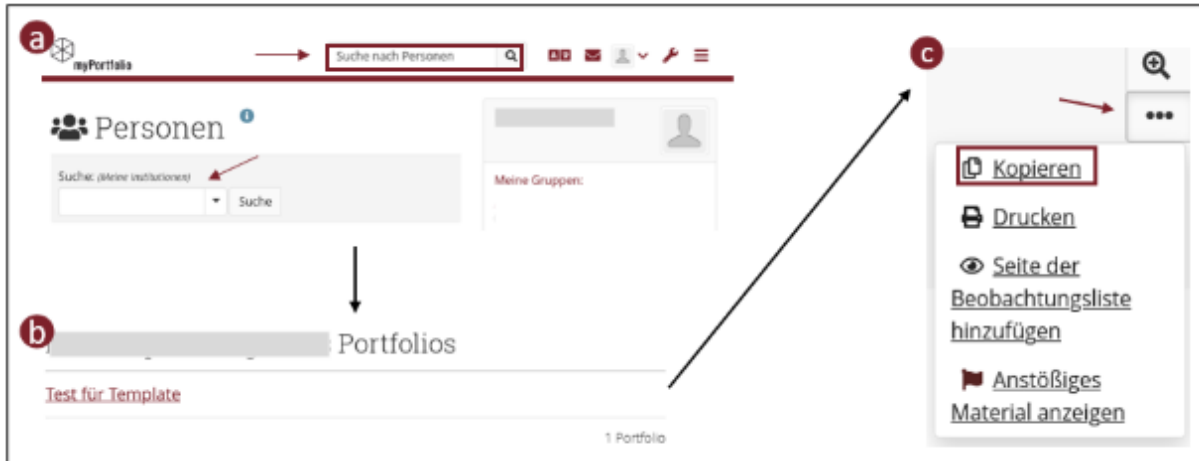
1.2.1 Share templates

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 *Manage Access* 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.



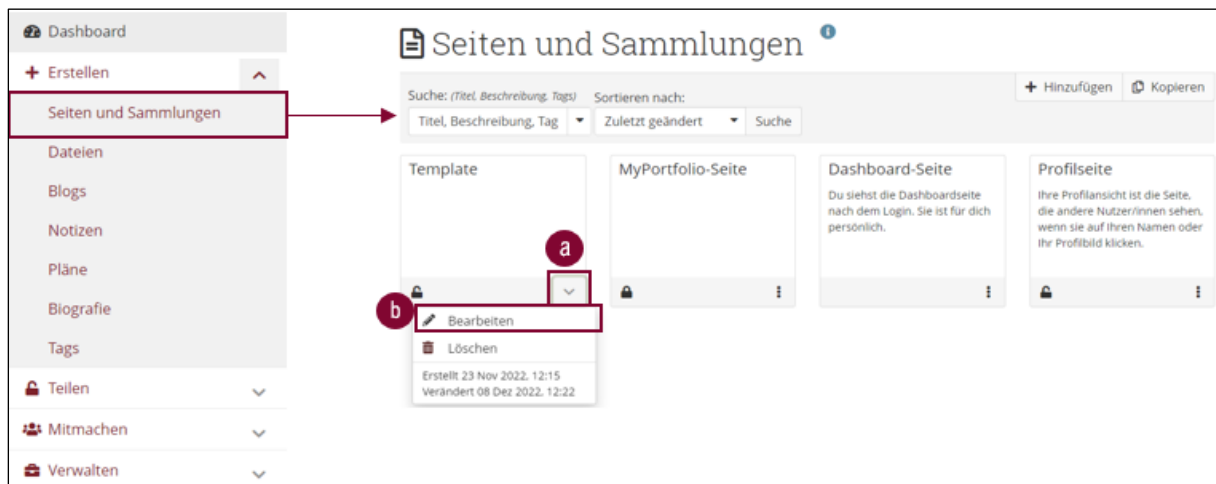
1.2.2 Copying of Templates

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 *pages and collections* 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.



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 Pages and Collections* 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.



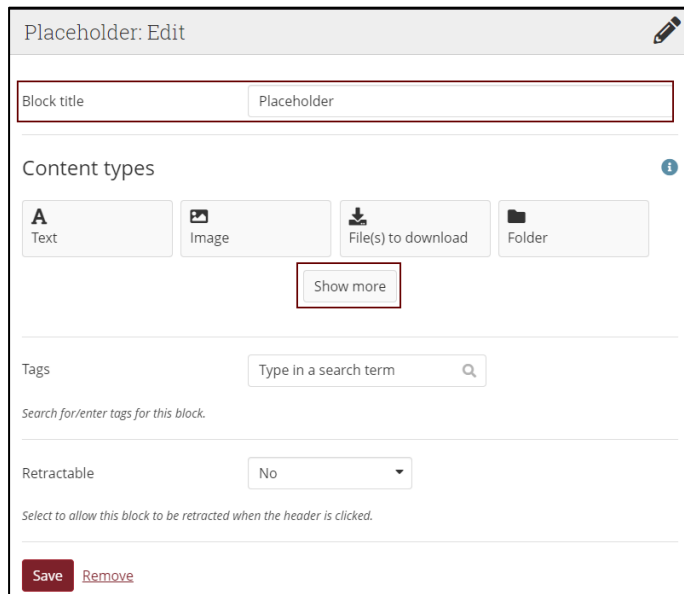


2. Filling a page

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.



2.1 Placeholder

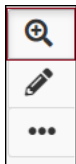


First click on the *red plus* (a) on the right-hand side of the page and select in the window where the first block should be placed on the page. This creates the first *placeholder* and takes you to the content overview.

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

If you want to edit a page again at a later time, use the pencil icon in the sticky menu on the right margin. You can then move all the placeholders or edit their content.

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.