myPortfolio - Creating a View in myPortfolio

[Note: The Leuphana e-portfolio portal is called myPortfolio based on Mahara (software).]

1. Creating a View

2. What other functions are there on myPortfolio?
   a) Blog
   b) Notes
   c) Plans
   d) Biography

3. Temporary Storage and Deletion of Contents
   a) How can I store my views temporarily?
   b) How do I delete content on myPortfolio?

1. Creating a View

There are two options for creating a view in myPortfolio:

Option 1:
To create a view in myPortfolio, click on "Create" on the start page, the so-called dashboard.
Option 2:
Select the menu item "Create" in the main menu and then the menu item "Views and Collections".

After selecting both option 1 and option 2, the "Views and Collections" page opens. Select "Add" on the right.
Then, a new window opens in which you can create a view or a collection. Select "View" in this step.

On the newly opened page, enter an appropriate "View title".

You can also formulate a descriptive text. By clicking on the arrow in the upper left-hand corner, further options for text design will be opened.
If you wish, you can give your view a keyword to make it easier to search for and find later.

Under the extendable menu item "Advanced", you can determine the display format of your name.

It is useful to display the full name if you want to submit the view later as an examination or study achievement. For private use (e.g. for taking notes), however, it is sufficient to select only the first or last name.
After selecting the title and describing the text, you can choose how your view should look like. Said decisions can be made under the extendable menu item "Layout".

To save the created view, click on "Save" in the lower left corner.
A new page will now open on which you can insert different types of content into your view.

If you want to edit a view again at a later time, select the menu item "Create" and "Views and Collections" in the main menu ...

... to get to the overview page of your "Views and Collections".
2. What other functions are there on myPortfolio?

In addition to creating views and collections and uploading files, myPortfolio offers other functions for enriching your own e-portfolio with content. These include blogs, notes, plans and the biography function.
a) Blog

When looking at a blog, you will see your drafts first and then the published entries, both in descending date order. Ten postings are listed per page and attached files are also listed. You can publish your designs here as well as edit or delete all blog entries. If a blog post is deleted with an attached file, that file will also be deleted in the files section.

To create a new blog post, click on "New Post". Please note the information box, which indicates that the default setting only allows the creation of a blog post. You can adjust this option via the linked "Settings".

To create a new entry, you can set the title and description of your blog entry, add keywords to it and attach files. All these options can be changed again later via "Settings".

Once you have created a blog or blog post, you can insert it within your portfolio view using the left options window. To do so, click on "Blogs" and choose between the options "Blog", "Blog entry", "Most recent blog entries" and "Tagged blog entries". For more information, please read the Mahara Manual on this topic.
b) Notes

Notes are pieces of text that you can reuse from one portfolio view to another without having to copy the entire view. In the Notes view, you can see the notes you have written and which portfolio view or blog the notes are used in. You can also edit or delete the notes. If you click on the note title, you can read the entire note within a preview.

It is not possible to create a new note in the Notes view. In order to do so, you have to click on the portfolio view in which you want to insert the note and insert the note using the left option window. You can define a title, a description and keywords and attach files.
c) Plans

Plans are simple task lists. They are well suited for planning medium-term or long-term tasks. A schedule can consist of a number of different tasks that are assigned a deadline. You could use this feature to...

... set individual goals for oneself for an extensive task
... manage your personal learning activities and keep an eye on how much you have already achieved in the time frame you have set
... get an overview of the workshops you have attended and your professional development

In the "Plans" view, you get an overview of your plans. You can also edit or delete your plans.

To create a new plan, click on "New Plan". You can now enter the title of your plan, keywords and a description.

If you click on the cogwheel, i.e. the "Manage tasks" option, you will see an overview of the tasks to be completed for the respective plan. The title, the completion date, a description and whether the task has already been completed are displayed. You can also edit and delete the task.

To create a new task, click on "New Task". There you can define a title for the task, a completion date, keywords and a description.
Leuphana Teaching Service - Digital Teaching

Mit * markierte Felder werden benötigt.

Titel *

Der Titel wird benutzt um jede Aufgabe im Blocktyp 'Meine Pläne' darzustellen.

Abschlussdatum *

Das Format YYYY/MM/DD verwenden

Beschreibung

You can also specify whether the plan has already been completed.

Erledigt

Den Plan mit dem Kennzeichen 'Erledigt' versehen.
Once you have created a plan with tasks, you can insert them within your portfolio view via the left options window. To do this, click on "Plans".

You can now define a heading and the corresponding plan and decide how many tasks should be displayed.
d) Biography

The "Biography" view allows you to create a digital resume. For this purpose, you have various tabs at hand, which you can fill with information as required. Your entries in the respective tabs are displayed in reverse chronological order so that the most recent entry appears first. For further information, click on the information icon in the respective tabs.

If you have entered your entire CV or individual tabs, you can insert them within your portfolio view via the left option window. To do so, click on "Personal Information" and choose between the options "My entire CV" or "A biography field". Once you select the Biography Field, you can then choose which Biography Field you would like to insert.
3. Temporary Storage and Deletion of Contents

a) How can I store my views temporarily?

To temporarily save a view, select the portfolio view you want to save. Under options, select “save to timeline.”

![Screenshot of options menu with "Save to timeline" highlighted]

Your version of the Portfolio View is now temporarily saved and the Timeline feature has been added. You can now view the different versions of your Portfolio View at any time, using the View option under the Timeline feature. You can also specify the time period of the interim versions you want to view.

![Screenshot of options menu with "Timeline" highlighted]
b) How do I delete content on myPortfolio?

Principally, during the deletion process, it must be distinguished between the uploaded files (i.e. pictures, videos etc.) and the view itself. If you delete the view, the files are still stored in myPortfolio. To delete all your content on myPortfolio, you must first select the 'Files' tab.

Then, select the file you want to delete by clicking on the recycle bin next to the corresponding file. When selecting the files to be deleted, it is helpful to give the files a unique name when uploading them so that they can be recognized during the deletion process. Currently, myPortfolio does not allow you to set the image preview to a larger size, so you can only assign files uniquely via the path naming. This unique assignment is not possible in the example screenshot.
In case you are using one file for two views, a warning window will appear when deleting the file, informing you of this. Click 'ok' to delete the file in both views.

Unfortunately, at this moment, it is currently not possible to choose to delete the file in one view and keep it in the other view. In this case, you would have to delete the file first, then delete the respective view and upload the file again for the other view you want to keep.

In the next step, select the Views and Collections tab.
Click on the corresponding view so that an option window opens. In this window you can choose between 'Edit' and 'Delete'. There, you can confirm the deletion.

If you have any questions or suggestions, please contact Rosa Arnold (Tel: +49.4131.677-1556 or rosa.arnold@leuphana.de), Digital Learning Specialist of the Leuphana Teaching Service.