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

FAQ

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Views - Saving & Deleting

How can I temporarily store my views?

To temporarily store a view, first select the portfolio view you wish to save. Under Options, select Save to timeline. Your version of the Portfolio View is now temporarily stored and the Timeline feature has been added. You can now view the different versions of your Portfolio View at any time using the Timeline feature.

You will also find a detailed explanation of this in the guide on creating views.

I have received a message that my storage capacity has been reached. What next?

Every file ever uploaded to myPortfolio is stored on the Leuphana servers and is not deleted even after deleting entire views. Deleting uploaded files in myPortfolio itself can therefore restore storage capacity. For details on how to delete files, see "Creating Views" in the guide.

If you do not have any unused files in myPortfolio, you can request an increase in your storage capacity if possible at moodle@leuphane.de.
How do I delete my content on myPortfolio?

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

a) use the “Files” tab to select and delete the corresponding files
b) use the “Views and Collections” tab, click on the corresponding view and confirm the deletion.

In the guide "Creating Views" you will also find a detailed explanation of this.

Views - Rights & Permissions

How can you ensure that students share files from school on myPortfolio with other students and do so in a legally compliant space?

myPortfolio offers the possibility of making content available only to certain users (groups). This is done centrally via the menu item "Released By Me," where the release status of all self-created portfolios is displayed. For example, the portfolio could be made available to a group "myPortfolio Network," so that nobody except the people in the group have access to the content. After creating a view/ collection, sharing must be done explicitly; by default, it is not visible to anyone at the beginning.
How to are roles and rights for editing defined?

Users can make their view accessible to whole groups for viewing and/or appoint individuals as peers (for assessment) and/or managers (for editing). Additionally, granting permissions can be limited to a certain period of time. This is done in the release menu of the respective view.

The creator of a group can individually assign permission rights to people within the group.

What happens when I share myPortfolio views?

Views that are shared are only visible to the people or groups of people to whom they have been shared with. However, they can only be edited by the creator.

Can multiple people work on one view?

Sharing a view does not entitle other people to edit it. If you would like to work on a view with several people, you must create a group, invite the desired people to join it and appoint them as administrators. Only administrators in a group can create, copy, and edit views. Under "Views and Collections" and then "Copy", all views that can be copied by group members are displayed. Individual blocks of views cannot be copied and pasted into new views.
How do I appoint group members as administrators?

Roles of group members can only be changed by administrators. You are an administrator if you created the group yourself or if you have been appointed as an administrator by another group member. You can change the status of other members via the tab "Members." Then, you will find the option "Change role" under the names of the group members. Now you can give the respective person either the role of the administrator or the participant. Lastly, the role will change once you have clicked on "Submit."

Is it possible to create subgroups within a group?

Currently, this feature of Mahara is not available, but the implementation is already discussed by the developers.

Until then, a simple trick would be to create different groups of equal rank, which functionally serve as subgroups. For example, a group called "SPS II" could include all the respective teacher training students currently working on School Practical Studies II. More general information and materials could be exchanged within said group.
Design & Layout

How can I change or adjust my layout?

During and after creating a view, decisions on the layout can be made. As described in the myPortfolio guidelines, when creating a new view you can choose how you want it to look like under the expandable menu item "Layout." If you want to change an existing view, go to "Edit View" and then "Settings." You will find the tabs in the upper right corner of the screen. Under "Settings" you will find the menu item "Layout" at the last position.

As layout you can either choose an already existing layout or you can create a personal layout under "create individual layout." Here, you can add as many lines as you like via "Add line." Please note that each added row must be redefined regarding the number of columns and the respective column width. The new layout settings are only applied after clicking on "Save" at the end of the page. Once a layout has been created, it cannot be modified afterwards. To make changes, an individual layout must be created again.

The original design of the block cannot be changed, neither in color nor in font. However, you can change the contents of the text blocks.
How can I insert files at the desired position in the layout?

In "Edit" mode, new blocks can either be dragged directly into the desired cell in the file or you can click on the blocks and select the desired cell in the window that appears. You can tell in which cell the block will appear by its dark grey color. Then click on "Add."

Can a table of contents be created for views and collections?

A kind of table of contents for content within views can be created using the extended view settings. To do this, click on "Edit View", then "Settings", then "Extended." There you can add a fold-out "Instructions" field where the contents of the view must be listed and clustered manually. The text created there can also be linked.

A superordinate table of contents for all views and collections of a user is not available. A concise overview of a user's views/ collections can be found on the individual user home page (if shared with the viewer).
How can embedded images be rotated in myPortfolio?

Go to "Edit View" and add an image to your portfolio. A tab for configuring the image appears. Here you can upload the image you want to display. Once the image is uploaded, expand the settings for the image by clicking on the arrow.

A pencil icon appears to the right of the file name. Click on it and adjust the orientation by clicking on the directional arrow next to the image. Then click "Save changes" and click "Save" again.
Comments & Peer Assessment Feedback

Can files (pictures, videos, PDFs) be commented? If so, how is this done?

The following files can be commented: videos, image and PDFs.

The option to activate the comments can be found as follows:

Go to "Edit View" and add a file to your portfolio. A tab for configuring the file appears. Here you upload the file to be displayed. Once the file is uploaded, a pencil icon will appear to the right of the file name. Click on it and activate comments. Then click "Save changes" again and click "Save." Now, the file can be commented.
Can feedback be given separately (i.e. by different people)?

If different people have been entered as peers for a view, they can each provide individual feedback. By default, each person with access rights to the portfolio can see all published peer assessments. If the assessments should not be visible for other users, a "signed off" block must be added to the portfolio. If the document is not "signed off," assessments are only visible to the portfolio owner.

Can you create evaluation criteria and output an evaluation sheet via Moodle?

A Moodle plugin is available which allows the evaluation of portfolios according to predefined evaluation criteria. This plugin allows you to set the "Portfolio" type in the "Delivery Type" section of a Moodle task.

The implementation of this plugin is currently not planned.

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.