







Guide Reference:

ET-AWN-211

Version 4

Portfolios

How to Access My Portfolios Page:

The My Portfolios page is your launching point to view, create, and review portfolios.

There are 2 ways to reach the **My Portfolios** page:

A. From the Global Navigation Menu:

- 1. Click the **Global Navigation Menu** where your name appears, at the top right of the page.
- 2. Select Tools > Portfolios











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How to Create a Portfolio:

A. Before creating a portfolio, add some artifacts.

- 1. Go to My Artifacts tab.
- 2. Click on Add Personal Artifact.
- 3. Give your **Artifact** a title, description, content, and attach files to describe how you created your content.
- 4. Click Submit.



B. After adding your artifacts, you can then create your portfolio.

- 1. Go to My portfolio tab.
- 2. Click on create portfolio.
- 3. Give your Portfolio a **title** and add a **description**.
- 4. Check the 1st box to make the portfolio **Available**.
- 5. Check the 2nd box if you plan to share the portfolio to **allow people to make Comments**.
- 6. Click Submit.



C. You can customize most of the elements of your portfolio From the Edit Portfolio page.

- 1. Reach the Edit Portfolio page by clicking on the **Edit** option under your portfolio.
- 2. Start editing by clicking the **pencil icon** next to the header, footer, page title, and section name, you want to edit.
- 3. Click **Save** button after each change.
- 4. <u>To add another section</u> to your portfolio page, click the **plus (+) icon** at the top or bottom of your page.
 - a. In each section, you can edit the title and add a description.
 - b. Add an Artifact from your list.
 - c. Click Submit.
- 5. <u>To add another page</u>, click the **plus (+) icon** at the left of the menu.









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6. Click **Done Editing** after you finish editing.

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8		My Institution	Announcements	Faculties Manual	Students Manual	Courses	Strategic Plan 2016
My Portfolios	My Portfolios Portfolios offer a means to demonstrate formative and/or su share and delete existing portfolios.	mmative progress and achiev	ement. The My Portfo	lios Page contains all y	our portfolios. You ca	n create additio	nal portfolios, modif
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My Artifacts	Check to select all items Delete with my sample portfolio				Sort by	/: Title - Asce	nding - View as:
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D. The Shared with Me tab contains all the portfolios that have been shared with you.



