

Dallas County Community College District
Software Training & Support



Foliotek

ePortfolio Learning & Technology

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employeetraining.dcccd.edu

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Welcome

"Learning is a change in the meaning of experience."

--- Bob Gowin

Learners today have the opportunity to demonstrate the knowledge and skills they acquire in formal and informal settings in new, dynamic and remarkable ways.

Have you considered asking the questions...?

- What have you learned?
- How do you know when you've learned it?
- How can you demonstrate to others that you've learned it?
- What is this knowledge or skill good for?
- What else would you like to know?

Electronic portfolios provide a dynamic platform to collect evidence of learning in a variety of formats ... electronic documents (Word, Excel, PowerPoint presentation, Web pages), multimedia files (video, audio, graphic, image, photo, art, music) and links (blogs, social media, other websites).

"... [T]he main advantage of e-portfolios lie in the potential benefits they offer students. These benefits are not limited to the final product --- the e-portfolio itself --- but also derive from the engagement in the process of portfolio creation, from 'folio thinking.' 'Folio thinking' emphasizes the need for structured opportunities to create portfolios as well as opportunities for reflection on the purposes of creating coherence and making meaning (Chen and Mazow 2002; Chen et al. 2005). E-portfolios offer a framework within which students can personalize their learning experiences (student ownership of the e-portfolio and its content leads to greater responsibility for learning); develop multimedia capabilities to support student-created media; and create different representations of their learning for different audiences. Moreover, unlike other assessment tools, e-portfolios enable students to represent their own learning as well as their interpretations of what Kathleen Yancey (1998) calls the multiple curricula within higher education: the *delivered* curriculum, which is defined by the faculty and described in the syllabus; the *experienced* curriculum, which is represented by what is actually practiced by the student in the classroom; and the *lived* curriculum, which is based on the individual student's cumulative learning to date..."

"E-portfolios --- as both process and product --- can promote deep learning and knowledge transfer by fostering the student's ability to make connections between his or her learning experiences in a variety of classroom, workplace, and community settings. The ability of the student to look across his or her learning as he or she progresses through college is particularly important for integrative learning."¹

¹ Chen, H. L., and T. P. Light. 2010. Electronic Portfolios and Student Success: Effectiveness, Efficiency, and Learning. Washington, D. C.: Association of American Colleges & Universities

DCCCD Foliotek ePortfolio Student Resources

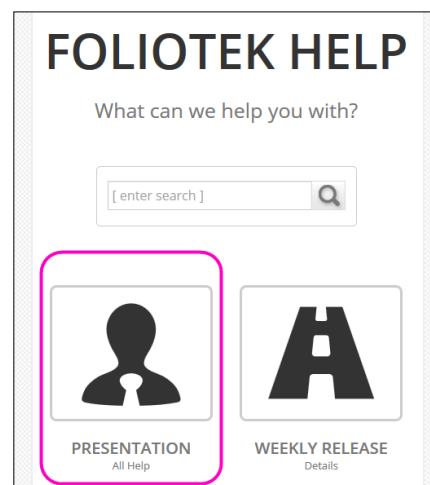
1. **Foliotek's HELP System** for Foliotek Presentation Portfolios will walk you through the basic ePortfolio creation steps and provide tutorials for more advanced template editing controls. You can access the HELP system at <http://help.foliotek.com> CLICK on the PRESENTATION icon to access specific directions for using your Foliotek account to create and share your portfolios.



To get started, find the DASHBOARD horizontal tab on the right side of the page. CLICK on this tab to view screen shots and text to describe the DASHBOARD functionality. Then review the information found in the EPORTFOLIO MANAGEMENT tab and the IDENTITY Page tab (if

you've been asked to create an Identity page, too).

2. If you have a Foliotek account you can also access HELP Resources "inside" your account. Sign in to your account and CLICK on the ? in the TOP BLACK BAR. You will find two types of tutorials there. When you CLICK on the Help System tab you will go to the help.foliotek.com link. You can also access a QUICK Tutorial which "walks" you through the Foliotek portfolio tools.
3. **2. Foliotek video "Why Build a Portfolio?"**
<http://www.youtube.com/watch?v=tDQhDSS-fOs>
4. **3. You will find many useful resources in the DCCCD Student Resource portfolio:** <http://DCCCDStudentResources.foliotek.me>
5. **4. For technical support**, contact Foliotek staff at 1.888.FOLIOEZ (365.4639). Leave a message after hours to receive a return phone call the next day. Or you can email Foliotek support at support@foliotek.com



TIPS:

1. Remove your address from each portfolio you create.
2. After you SHARE a portfolio (community, public, or private), each time you SAVE you will also have to MERGE.
3. You can change the design template after you create a portfolio. It will change the design, color, format of your portfolio, but you will not lose any content you've added to the portfolio.
4. You can create as many portfolios as you like using Foliotek. You can purchase additional access after your account* expires. Consider creating portfolios for other classes, projects, applications, service learning/volunteer work, etc.
5. Don't wait for professors to ask you to save work that documents your learning. At a later time, you may want to create a portfolio that showcases many of your abilities. Start collecting authentic evidence NOW!

*ONE Year Accounts ISBN: 9781269887847 (~\$15)

*THREE Year Accounts ISBN: 9781256727262 (~\$33)

Foliotek/eCampus Integration Facts & Information

Overview

You can now integrate ePortfolio in your eCampus course using special links. There are many advantages to using the new links for ePortfolio including:

- Foliotek will automatically create your communities when you select the link from each course

NOTE: you have to **CLICK** the link in Each Course to create Each Community.

- The ePortfolio or Manage Communities will load in the eCampus window.
- Once the student has logged in from their eCampus course, each time they **CLICK** the link they will be taken to their ePortfolio page without requiring additional logins.
- When the student **CLICKs** the link from a course, they will be able to save directly in the class community without the instructor sending an invitation.

Now that Foliotek can be added as an external tool to any course in eCampus, some of the benefits of adding this integration to a course includes:

1. Students will receive access to ePortfolio templates
2. Communities will be automatically created for the corresponding eCampus course
3. When students use the link to access Foliotek, they are automatically associated with the course community (no need to manage invite codes!)

A couple of resources have been developed to help students and faculty navigate the new integration along with instructions for other key tasks in Foliotek. The faculty resources walks through the process of adding the Foliotek tools to eCampus:

Faculty Resources: <http://DCCCDfacultyresources.foliotek.me>

Student Resources: <http://DCCCDstudentresources.foliotek.me>

Instructor Information

Before **CLICKing** the **Moderate Communities** link in a course, rename the course if you have multiple sections that use ePortfolio.

To Rename a Course:

- Select **Customization** in the **Control Panel**
- Select **Properties**
- Update the **Course Name** with a specific identifier such as **Section Number** (i.e., 845321 Learning Frameworks Fall 2015)
- Select **Submit**

Important Facts:

- You have to select the **Faculty Moderate Communities** link in **EACH** Course that you teach. By CLICKing that link in the Course, the Community will be created. Do this before class starts.

Student Information

Please relay the following information to your students:

- They only have to enter their registration code the first time they CLICK the link in eCampus if they don't already have an account.
- They first they enter Foliotek with a new account they will need to CLICK **Done** on the profile page.
- If they use ePortfolio in more than one course, they should CLICK the link in each course to work on the assignments from that class.

Set Up Foliotek Links

View the [ePortfolio/Blackboard Integration Setup video](https://youtu.be/975RbBQPXTQ) [https://youtu.be/975RbBQPXTQ] to learn how to set up the links in a course or follow the instructions below.

Projects is a NEW Feature where students can create individual projects.

Available links:

- **ePortfolio – Student Link:** Students can create, edit, and save ePortfolios in their class community and have access to the pre-built templates.
- **ePortfolio – Faculty Moderate Communities:** Faculty can view and grade students work that has been saved in their class community.
- **ePortfolio – Student Project Link:** Students can create, edit, and save Projects in their class community.
- **R2G – Student Project Link:** Students in the updated Ready2Go or Ready2Use EDUC 1300 will have access to the pre-built course project templates, be able to create, edit, and save Projects in their class community.

Enable links

You might need to enable the links in each course before using them. If you don't see the links in the expanded Tools in a content area. To enable the ePortfolio links:

- In the Control Panel expand **Customization** by CLICKing on it.
- Select **Tool Availability**
- If the tool that you want is not available, select the box next to it and select **Submit**.

NOTE: You will need to enable the links in each of your courses.

Place links in a course:

- From a content area, select **Tools**.
- Expand the selections by selecting **More Tools**.
- Select the desired tool.
- You can rename the tool. **Important!** Don't add more than one line of text in the textbox because it will break the link.
- Add **ePortfolio - Faculty Moderate Communities** to an area that is not available to students.

Questions? Contact Software Training

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The screenshot displays the Blackboard 'Your Online Classroom' interface for a user named Ami Stovall. The top navigation bar includes 'My DCCCD', 'Courses', 'Community', and 'Faculty'. Below this, a breadcrumb trail shows '(Course is unavailable to students) > Assessment > Foliotek ePortfolio'. The main content area is titled 'Foliotek ePortfolio' and contains a list of tools: 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. The 'Tools' section is expanded, showing a list of ePortfolio-related links: 'ePortfolio - Faculty Moderate Communities', 'ePortfolio - R2Go / R2Use Student Project Link', 'ePortfolio - Student Link', and 'ePortfolio - Student Project Link'. A left sidebar contains a list of course items, including '2015FA-XTOT-1000-94526 (Integrating Foliotek with Blackboard (T 11/03 from 3-4:30pm))', and a list of links: 'Announcements', 'Start Here', 'Assessment', 'Tools', 'Help', 'My Grades', 'Survey', 'Help1', and 'Help'.

Getting Started with Foliotek

Which Internet Browser to use

Foliotek Presentation is intended to work in all of the major browsers. You should not encounter difficulty viewing, editing, or sharing a portfolio if you are using the latest versions of Google Chrome, Mozilla Firefox, or Internet Explorer. Older versions of these browsers may limit your experience. We suggest updating your browser to the latest version. The links below can help you with that.

[Google Chrome](#)

[Mozilla Firefox](#)

[Internet Explorer](#)

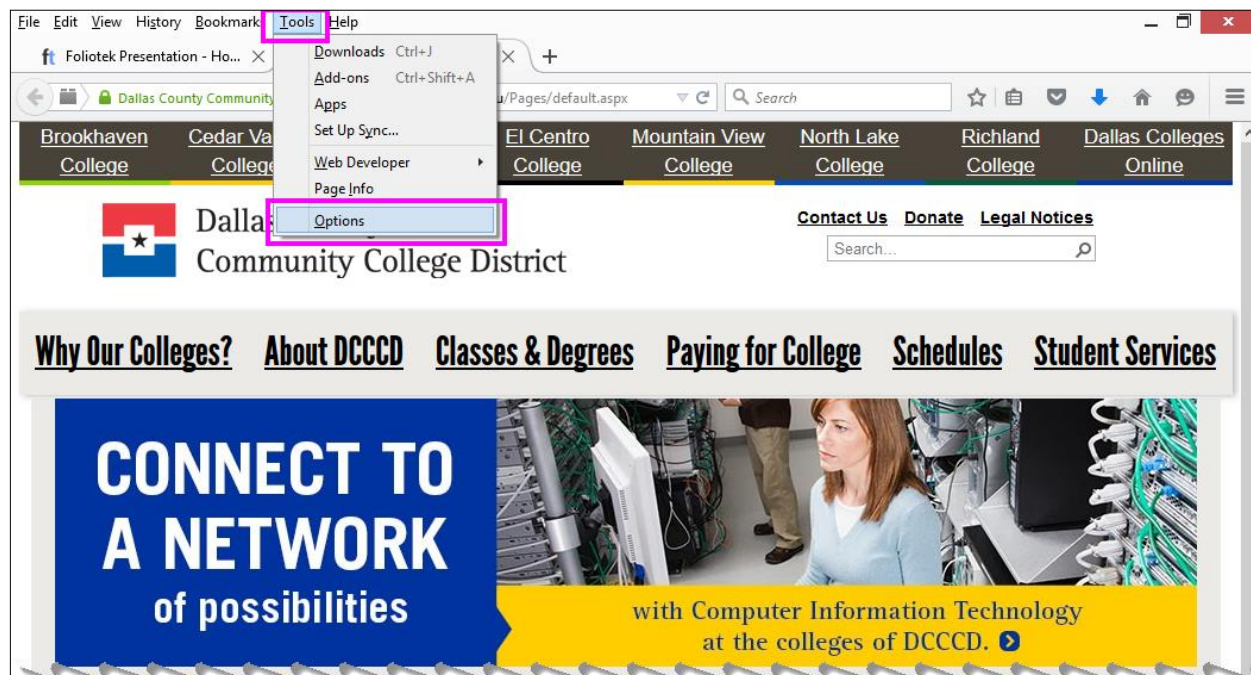
Internet Explorer 10 and 11

If you are using Internet Explorer, version 10 or 11, there are several [design](#) features you don't have access to. With these browsers you won't be able to put a background image in your header box, apply a shadow to your portfolio title, or use rounded corners or shadows on any of the boxes in your portfolio.

If you are not sure which version you are using, maybe [this](#) will help you figure it out.

Once you have received a Foliotek account and registered, log on to the internet using one of several internet browser options including:

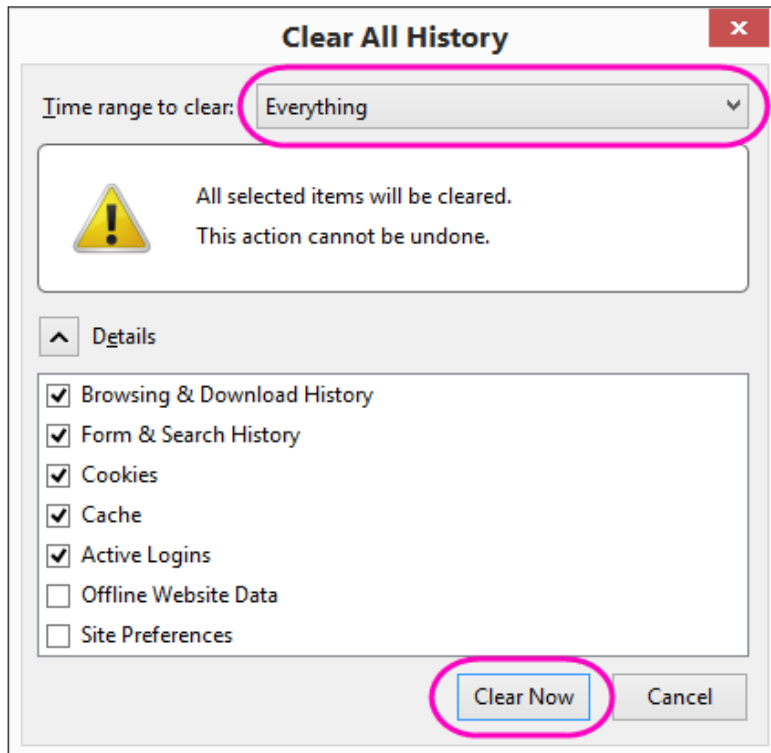
- MOZILLA FIREFOX *
- GOOGLE CHROME
- APPLE SAFARI



*For optimum performance using **Firefox**, you may need to clear the browser cache before logging in to Foliotek (instructions below):

CLEAR the BROWSER CACHE Firefox 40.0.3 and above for Windows

1. Open Mozilla Firefox
2. CLICK on **HISTORY** from the Menu Bar
3. SELECT "**Clear Recent History...**"
4. From Time range to clear:
CLICK on drop-down menu and SELECT "**Everything**"
5. CLICK on "**Clear Now**"

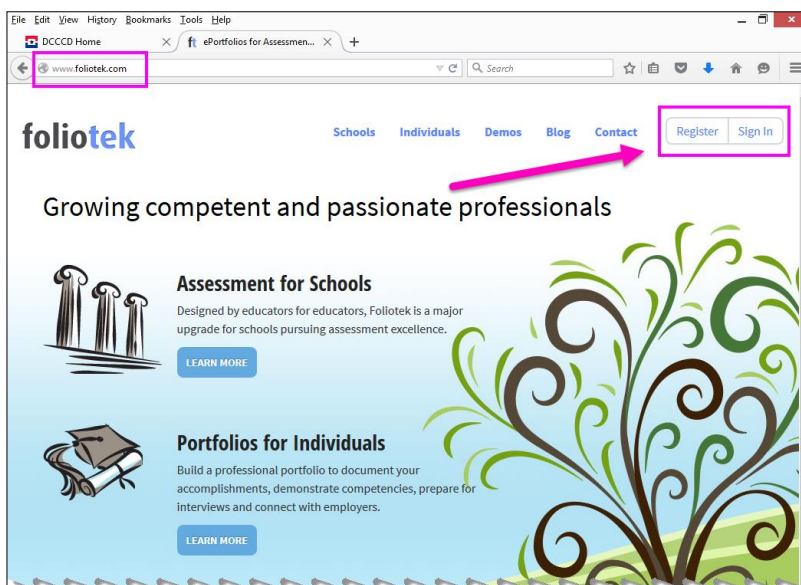


Logging in to your Foliotek Account

1. Go to www.foliotek.com. If you are a first time user, CLICK on Register and complete the prompts to setup your Foliotek account.

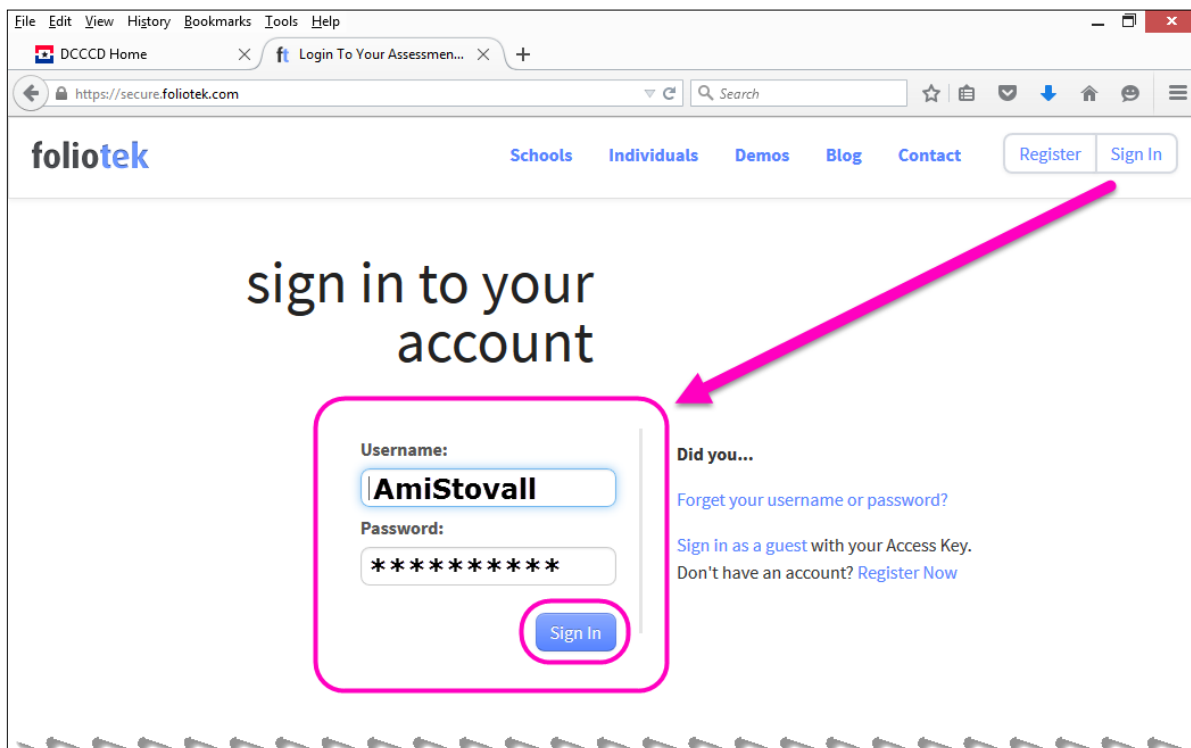
2. Then from Foliotek home screen CLICK on the **Sign In** button in the upper right region of that screen.

3. CLICK inside the **username field** and type in your username and press the **Tab** key



4. CLICK inside the **password field** and type in your password

5. Next, SELECT the **Sign In** button



Foliotek Dashboard "Home" Screen

Dashboard

The Dashboard is the first thing that you see when you login to your Foliotek Presentation portfolio.

From here you can:

- edit your account
- create a new portfolio
- edit an existing portfolio, or
- view the communities in which you have shared your portfolio(s)

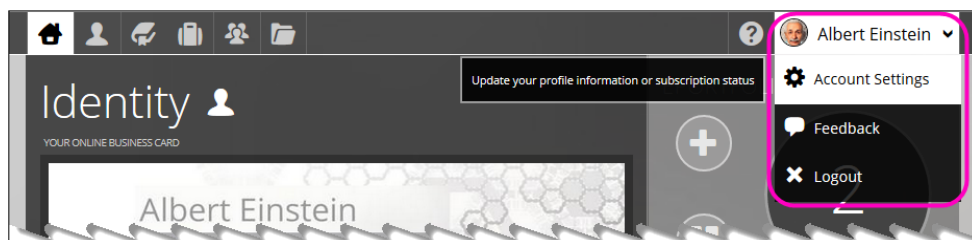
The screenshot displays the Foliotek Dashboard 'Home' Screen for user Ami Stovall. The interface is divided into several sections with callouts indicating key actions:

- Identity Section:**
 - Ami Stovall:** User profile name.
 - YOUR ONLINE BUSINESS CARD:** Section containing a profile picture, bio, and contact information.
 - EDIT Identity Page:** Callout pointing to the edit icon (pencil) on the business card.
- MODERATOR Section:**
 - CLICK Here to MODERATE a Community:** Callout pointing to the plus icon (+) and the grid icon.
 - CLICK Here to MODERATE a Community:** Callout pointing to the number 5 in the circle.
- EPORTFOLIOS Section:**
 - CLICK Here to CREATE an ePortfolio:** Callout pointing to the plus icon (+).
 - CLICK Here to MANAGE an ePortfolio:** Callout pointing to the grid icon.
 - 9:** Number in the circle representing the count of ePortfolios.
- PROJECTS Section:**
 - CLICK Here to CREATE a Project:** Callout pointing to the plus icon (+).
 - CLICK Here to MANAGE a Project:** Callout pointing to the grid icon.
 - 0:** Number in the circle representing the count of projects.
- COMMUNITIES Section:**
 - CLICK Here to JOIN a Community:** Callout pointing to the plus icon (+).
 - CLICK Here to MANAGE Communities:** Callout pointing to the grid icon.
 - 9:** Number in the circle representing the count of communities.

Editing Your Account

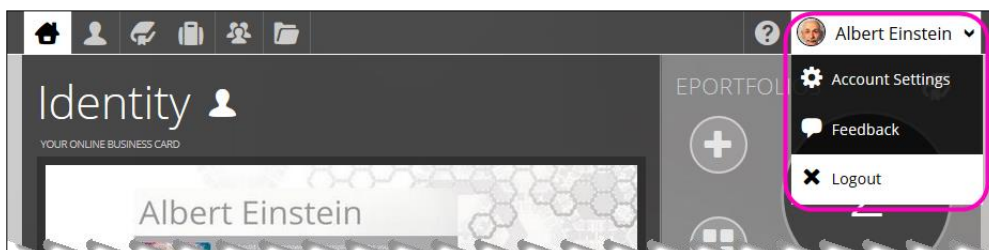
To edit your account CLICK your username in the upper right corner and choose "Account Settings".

Please see [Account Settings](#) for more information on the available options.



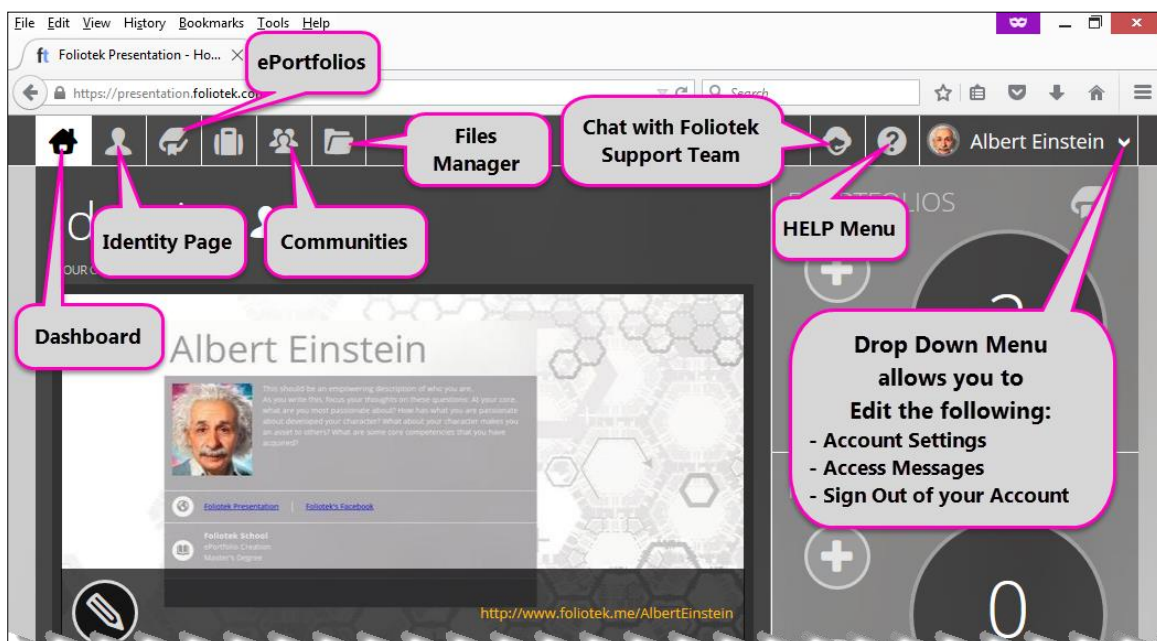
Signing Out

To sign out of your portfolio, CLICK your username in the upper right corner and choose "Logout".



The Top Black Bar

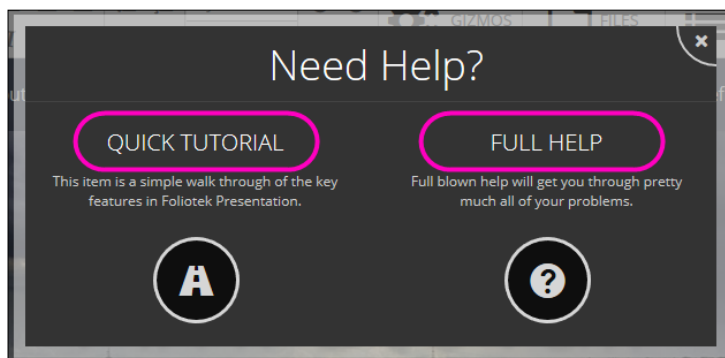
Since the Top Black Bar is always visible from any page in your portfolio, you can access your Dashboard, [Identity Page](#), Portfolios List, Communities, [Files Manager](#), and our Help System at any time. You also have links for editing your account, signing out, and chatting with our support team.



HELP Menu

To access additional HELP, go to: Help.Foliotek.com/presentation

Help System – will break down more complicated tasks in Foliotek Presentation. We hope this new help system will continue to improve your experience in working with Foliotek Presentations.



Foliotek help is built to help you get the most out of your presentation portfolio building experience. Use the navigation on the right to drill down to the topic that best fits your question, or search for the terms you are looking for.

FOLIOTEK PRESENTATION HELP

Foliotek help is built to help you get the most out of your presentation portfolio building experience. Use the navigation on the right to drill down to the topic that best fits your question, or search for the terms you are looking for.

WHAT'S A PORTFOLIO?	CREATE A PORTFOLIO	CUSTOMIZE YOUR PORTFOLIO
Don't quite know what a portfolio is or why you should have one? Don't worry, learn all about portfolios.	Let's get you rollin' by showing you how to create a new portfolio.	Design is a tricky word, so we want to help get you going with some basic tips.

NEW FEATURE: Header Background Images

Not too long ago we added the ability for you to upload your own images as a background. We've taken that a step further and now allow you to upload your own image to go behind your header. Not only that, but we added some image editing functionality so that when you add your header image, you can make it black & white, flip it (horizontal or vertical), resize, and a few other cool tweaks. Have fun playing with your portfolios by adding in your own images. This is an excellent way to show your own identity.

- Getting Started
 - What's A Portfolio
 - Create A Portfolio
 - Customize Your Portfolio
 - Browser Recommendations
- Dashboard
- Identity Page
- ePortfolio Management
- Content Editor
- Pages
- Gizmos
- Design
- Sharing
- Moderating Communities
- Files

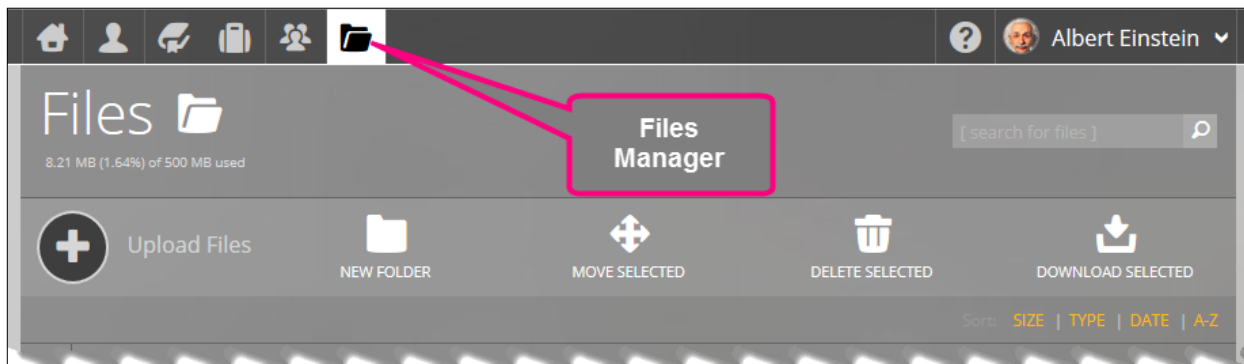
The Main Dashboard

The **MAIN DASHBOARD** area contains sections for your Identity Page, ePortfolios, and Communities. The screenshot of your Identity page is your access to the Identity page manager. You can use the URL to share your identity with others. In the ePortfolios manager, you can access the portfolio editor and manage your portfolios. The communities' manager shows you how many communities you've joined and gives you access to the communities area.



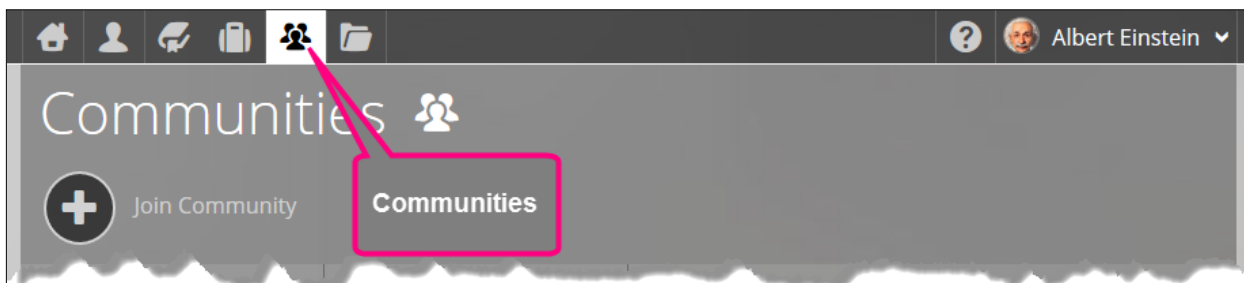
Files Manager

The [Files Manager](#) can be accessed from anywhere using the folder icon in the top black bar.



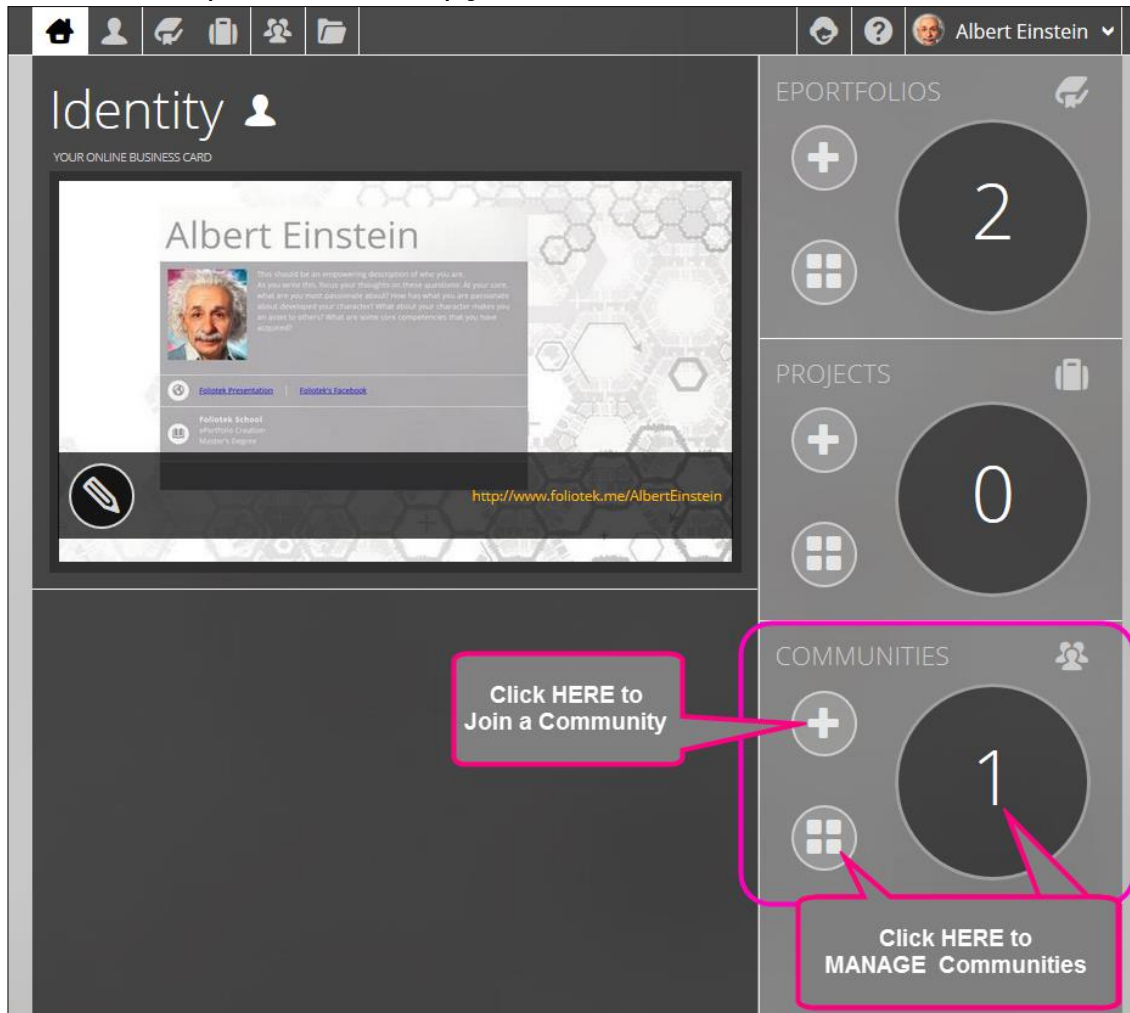
Communities

The [Communities](#) area can be reached using the three-person icon in the top black bar.



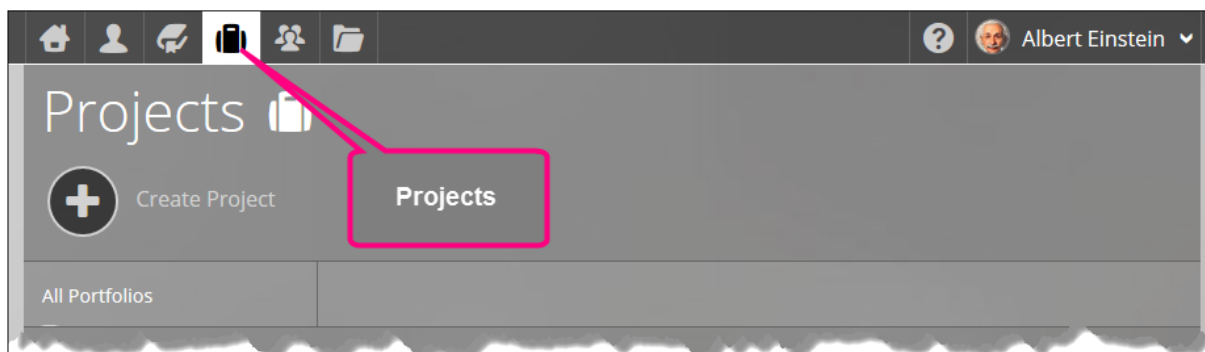
Communities Manager

The Communities Manager gives you information on the number of communities you have joined. From here you can join a new community or manage the communities you have already joined.



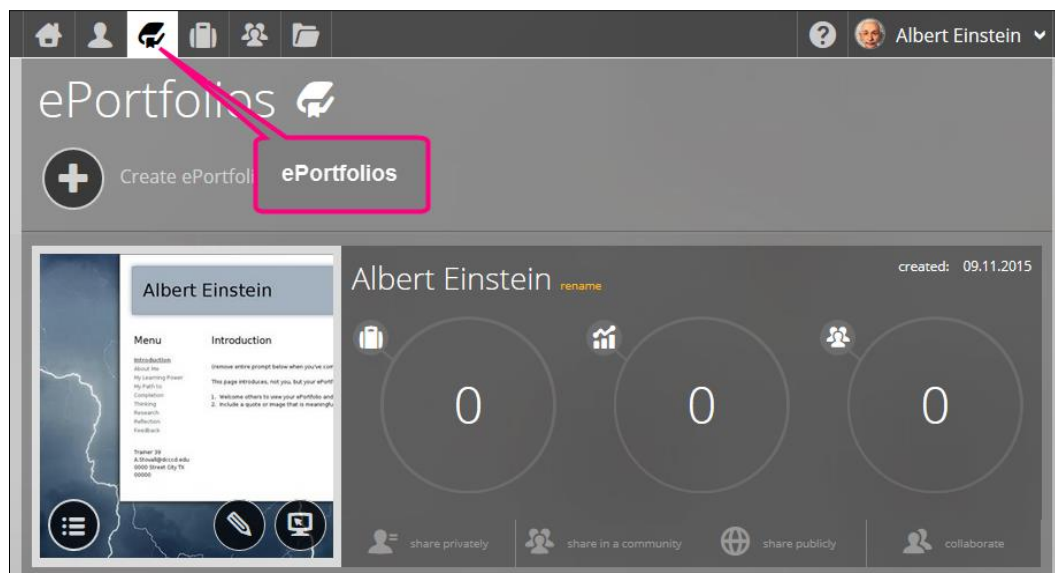
Projects

The PROJECTS button in the top black bar takes you to the Projects Manager.



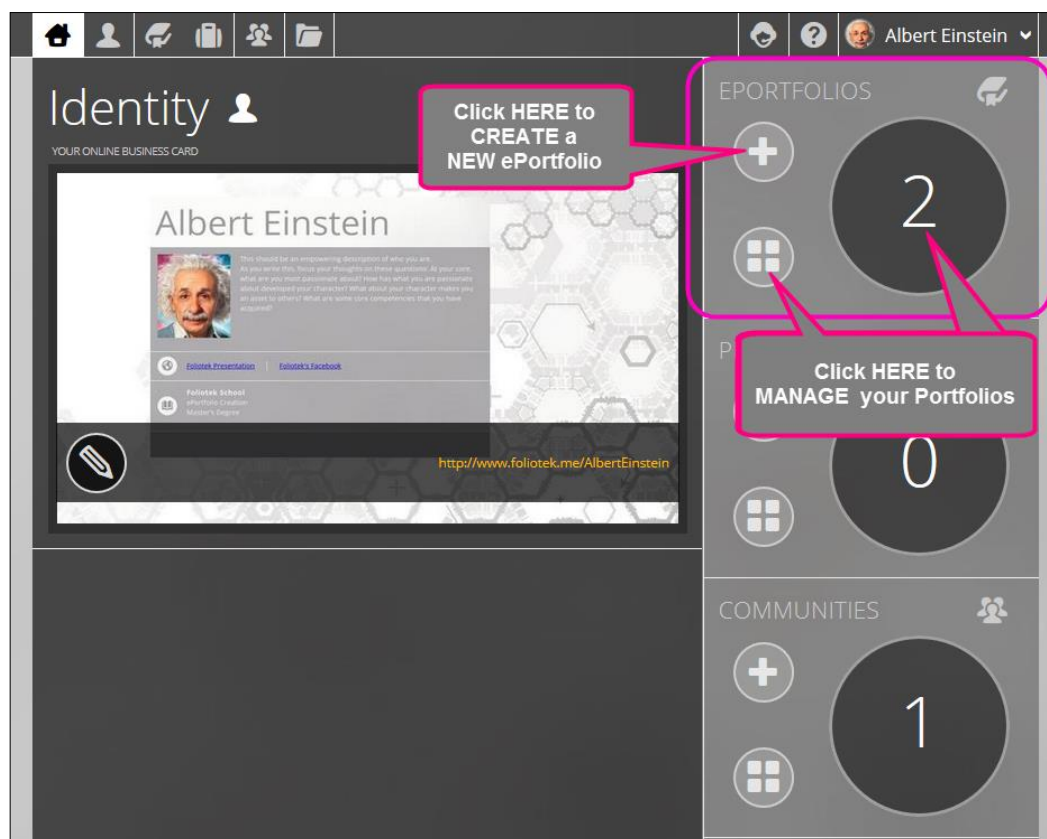
ePortfolios

The PORTFOLIO button in the top black bar takes you to the ePortfolios Manager.



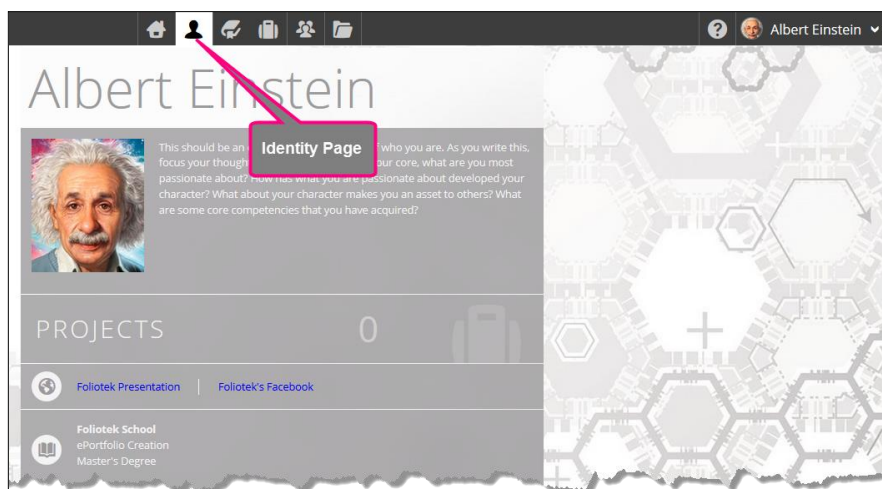
ePortfolios Manager

The ePortfolio Manager shows you the number of portfolios you have created. From here you can create a new portfolio or manage the portfolio(s) you have already created.



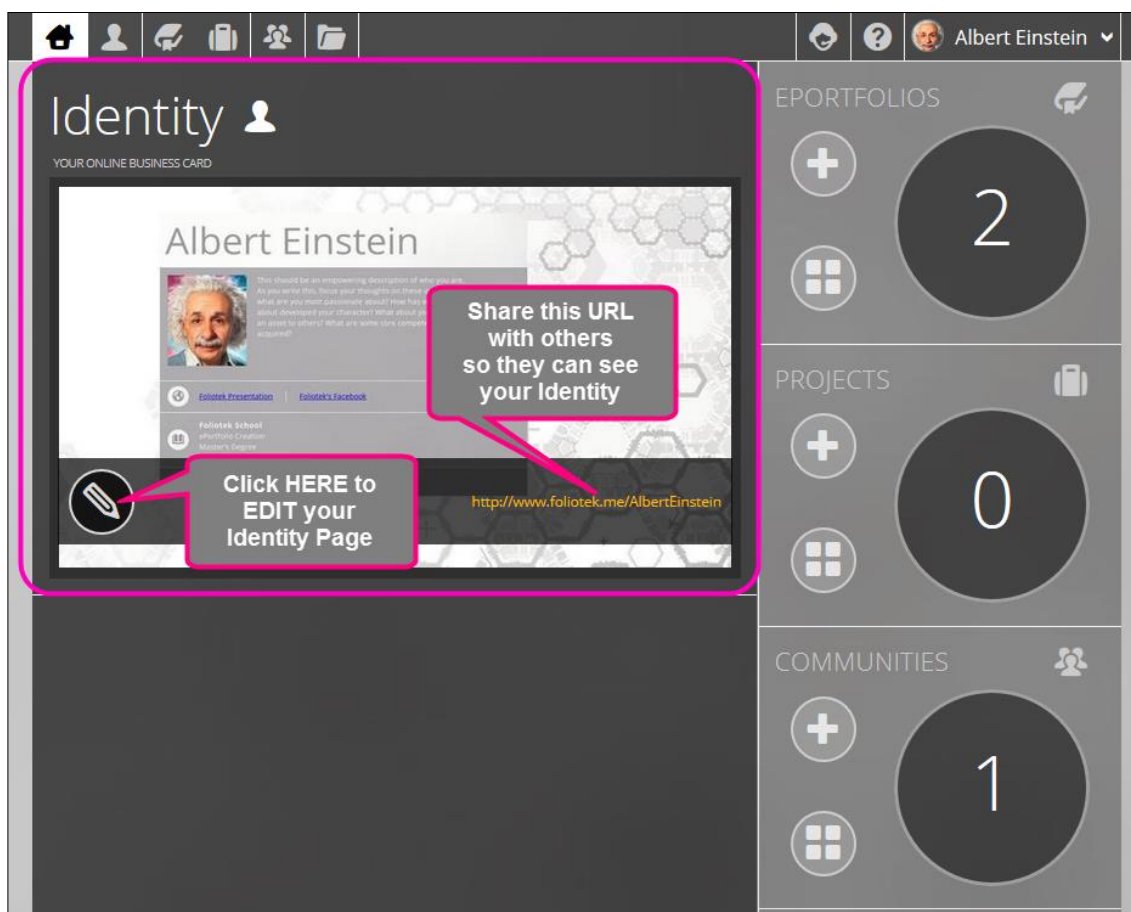
Identity Page

To work with your [Identity Page](#), use the person icon in the top black bar.

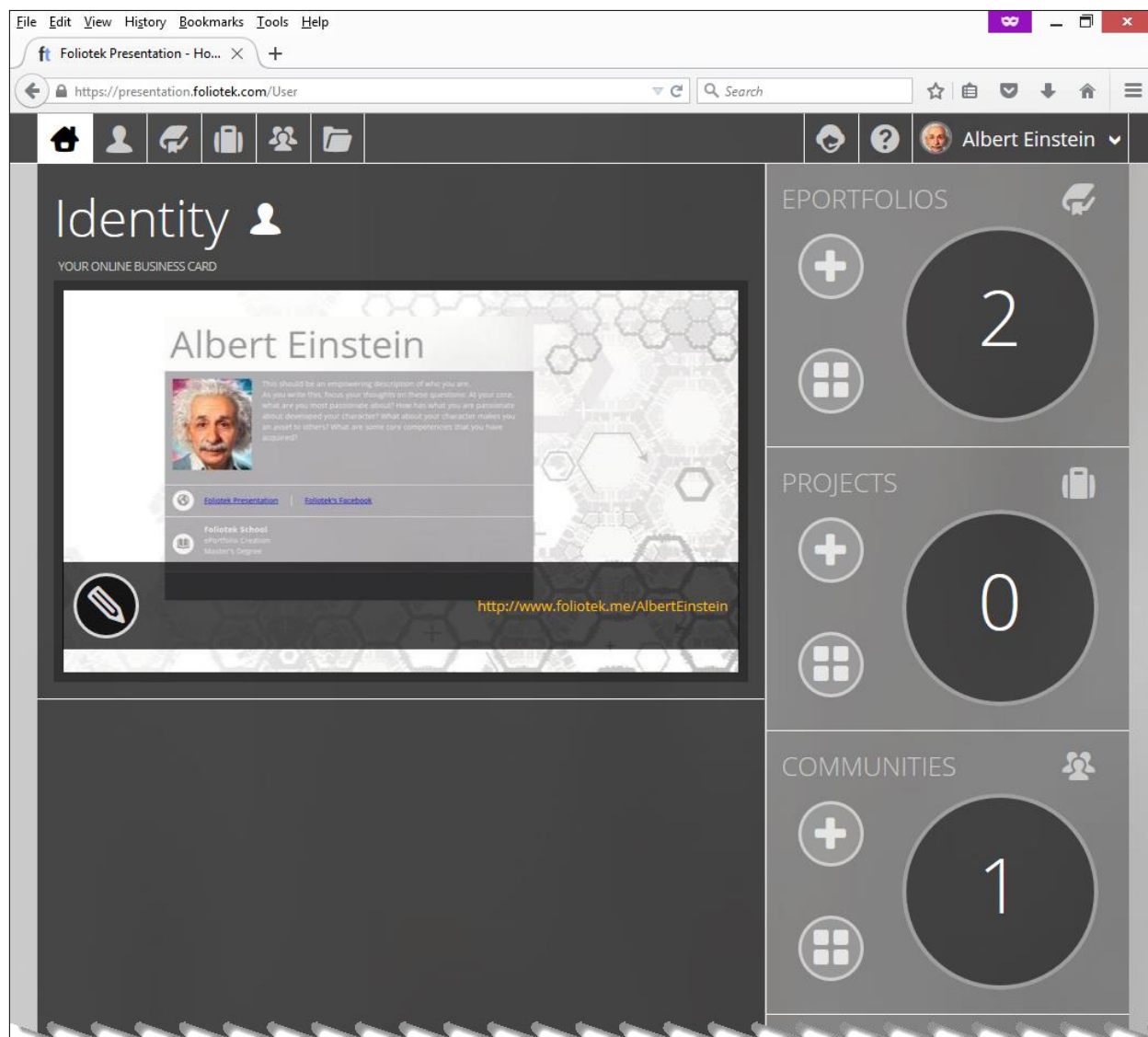


Identity Page Manager

From this section of the Dashboard you can access the identity page editor. The editor bar on the screenshot holds the button that takes you to the editor and displays the URL for your identity page. CLICKING on the URL takes you to the published version of your identity. You can share this URL with others if you want them to see your identity.



(Once you have created ePortfolios, Projects, and joined Communities, your Main Dashboard **"Home" Screen** will contain a list of your portfolios and look something like the picture below)

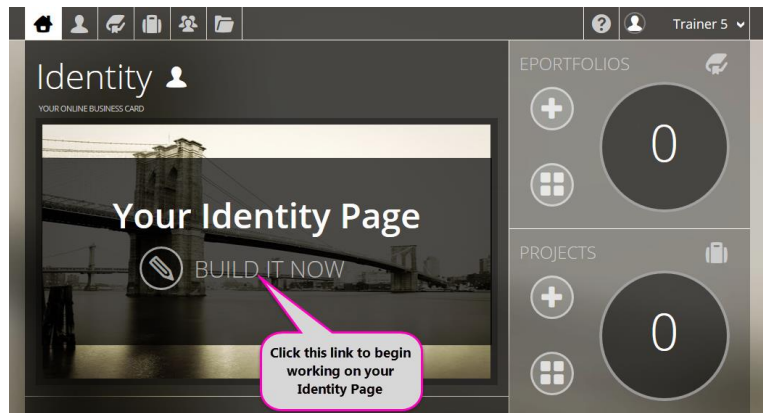


What is the Identity Page?

What is the Identity Page?

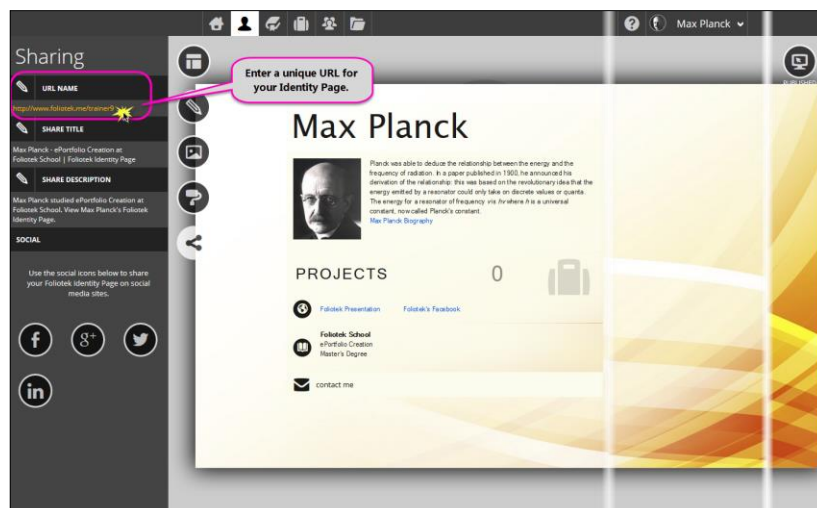
The Identity Page provides you with the ability to construct a singular web presence where you can showcase your experiential-based projects and acts as a gateway to your other social networks. In short, it is your online business card.

The first time you enter your presentation account, you will be taken to your dashboard. The main image on the dashboard is your Identity Page. Clicking on 'BUILD IT NOW' will take you to the Identity Page editor and allow you to begin creating your identity.



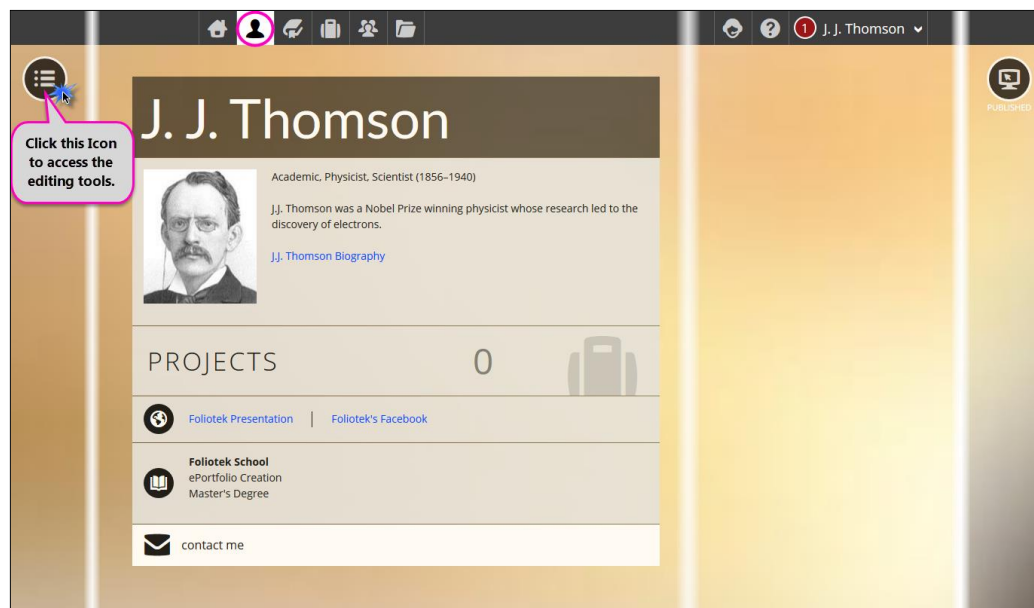
Creating the Web Address for your Identity

The first step in the process is to create a unique URL for your identity. You can share this web address with anyone you want and they will be able to quickly and easily find out more about you. It can also be included on resumes and business cards, or shared on all of your social networks. Simply enter the unique name you want to give your Identity Page and click 'Create My Identity Page'. After a quick tutorial, you will be ready to create your identity.

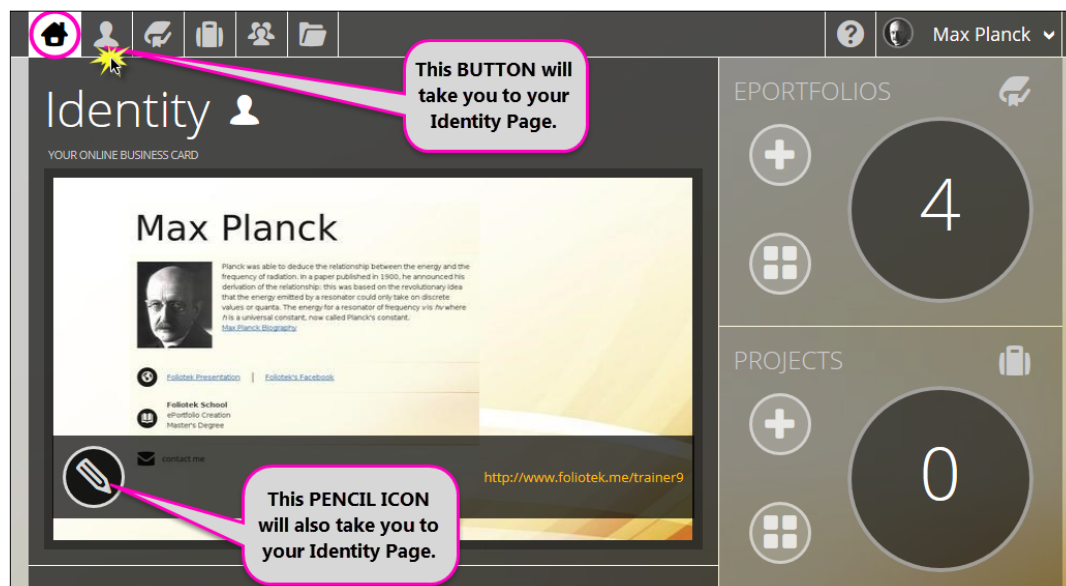


Accessing the Editing Tools

When you are ready, click the editing tools slider in the top left corner to access the editing tools. Here you can change templates, edit your information, select a background and font, and adjust the color scheme.



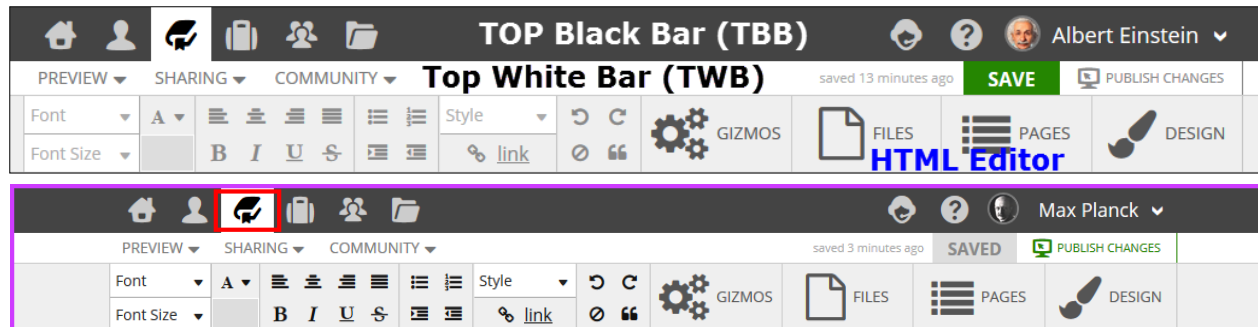
Packed with your important statistics and created to make you look your best, the Identity Page is a quick, easy way to let people know who you are and what you are about. If you ever need to make adjustments to your Identity Page, use the person icon in the top black bar or click the pencil icon button on the dashboard to edit your Identity Page.



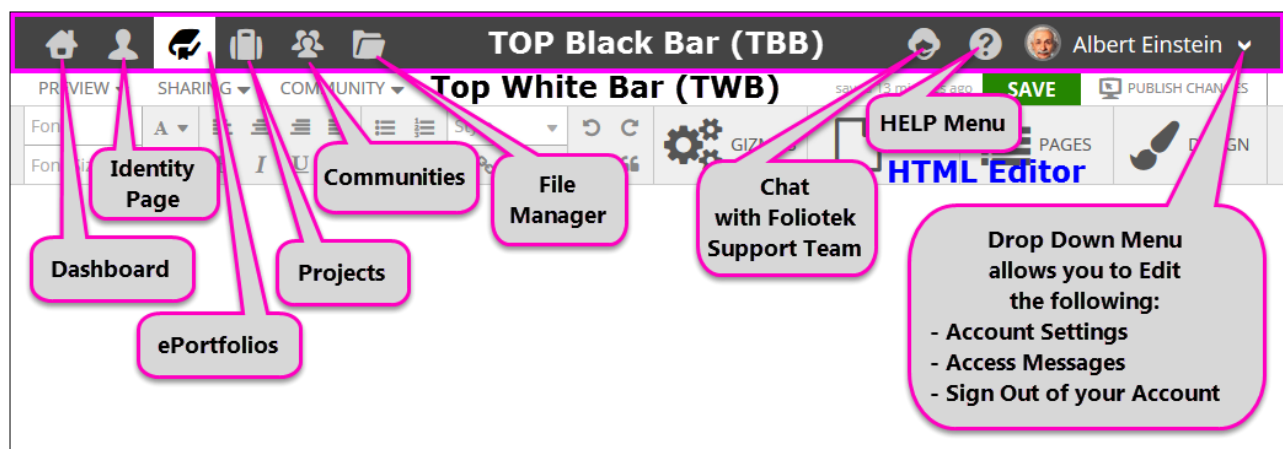
Foliotek ePortfolio Editing Tools

While you are in the **Edit Mode**, there are several tools called Foliotek ePortfolio Editing Tools to create, edit, and maintain your ePortfolios:

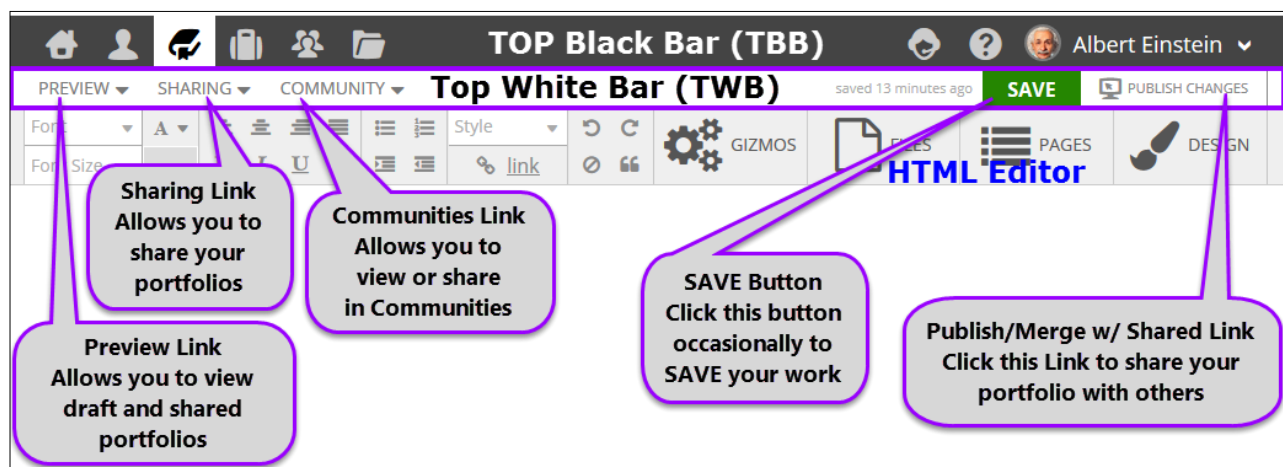
1. Top Black Bar (TBB)
2. Top White Bar (TWB)
3. HTML Editor



Top Black Bar (TBB)



Top White Bar (TWB)

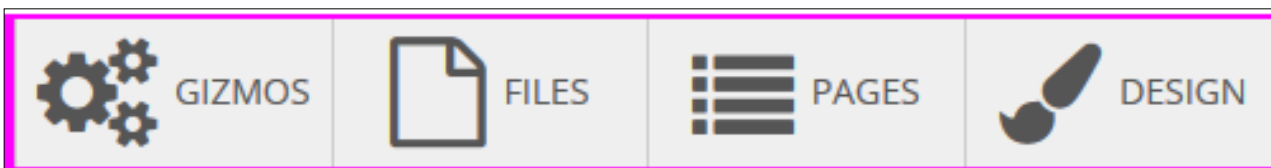
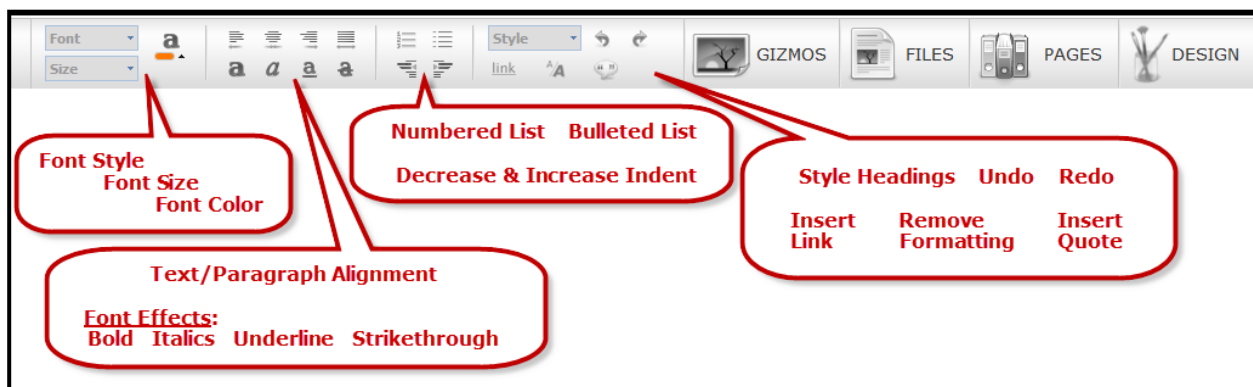
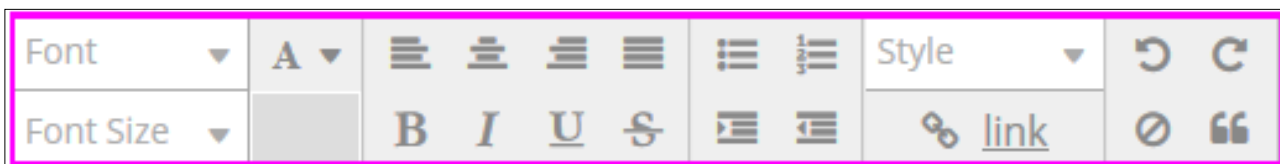


HTML Editor

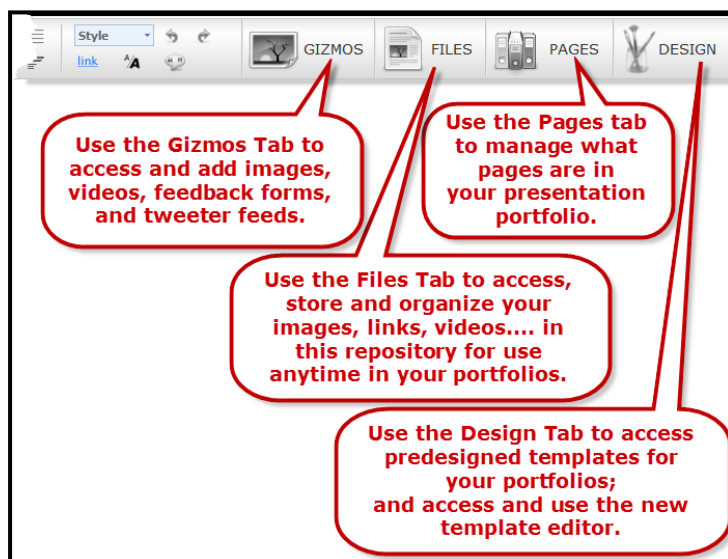
HTML Editor - Each page you create can be customized using a built-in HTML editor, giving you control over how your page looks.

To use the HTML editor, CLICK on any page name under the Pages tab.

Using the toolbar at the top of the HTML editor you can make modifications to the style and layout of the page.



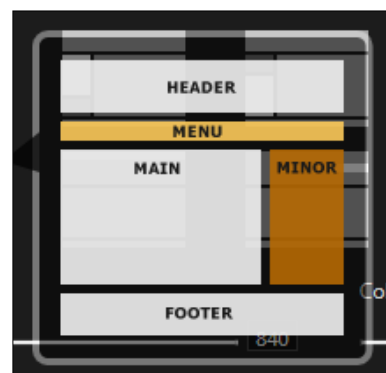
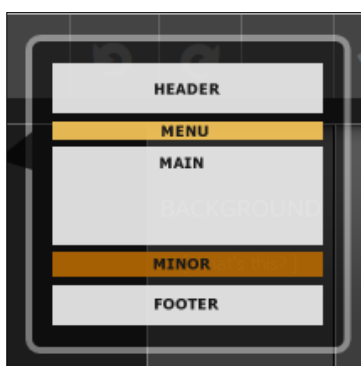
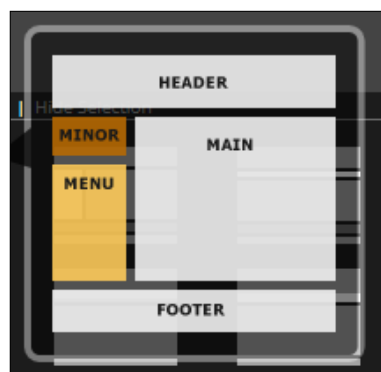
You can also type additional text and move items around using the typing area of the HTML editor. Think of the editor as a very simple version of any document writing software, like Microsoft Word.



Editable Areas

Editing – There are five areas that are editable in the Content Editor. There are five areas that are editable in the Content Editor. These areas are the Header area which contains the title and subtitle of the portfolio, the Main area which contains the actual text, videos, images, or gizmos in the portfolio, the Minor area which contains the 'About Me' or 'Profile' information when you first create a portfolio, the Menu area which contains links to the other pages of the portfolio, and the Footer area which can contain any information you wish to place there.

The screenshot shows the Content Editor interface. On the left, there's a 'TEMPLATES' sidebar with a 'LAYOUT' section showing various grid templates. A pink box highlights a specific layout template with labeled areas: HEADER, MINOR, MENU, MAIN, and FOOTER. A pink arrow points from this box to a speech bubble that says: "There are '5' areas that are editable in the Content Editor." The main area shows a preview of a portfolio page for Becki Williams. The page has a green textured background with the name 'Becki Williams' in large white text. Below the name is a navigation menu with links: Introduction, About Me (highlighted), My Learning Power, My Path to Completion, Thinking, Research, Reflection, and Feedback. The 'About Me' section is visible, containing text about Becki's teaching experience and a photo of a baby.



The screenshot displays a web portfolio editor for Becki Williams. The interface features a top navigation bar with icons for home, user, and tools, and a menu with PREVIEW, SHARING, and COMMUNITY. A toolbar below the menu contains font settings, style options, and a GIZMOS button. The main preview area shows a portfolio layout with a header box containing the name 'Becki Williams'. Below the header is a main box with an 'About Me' section. This section includes text about Becki's 33rd year of teaching at Richland College, a photo of a baby, and another photo of a young girl. To the right of the main box is a menu box with a list of links: Introduction, About Me, My Learning Power, My Path to Completion, Thinking, Research, Reflection, and Feedback. Below the menu box is a minor box containing contact information for Max Planck. At the bottom of the main box is a footer box. Callout boxes with labels like 'Header Box', 'Main Box', 'Menu Box', 'Minor Box', and 'Footer Box' point to their respective elements in the layout.

Box Position

The box position options provide twelve different choices as to the placement of the Main, Menu, and Minor boxes within the portfolio structure. When hovering over one of the options, a diagram will appear showing you the position of each box in that layout.

If you click on an option, the preview at the bottom will be adjusted to reflect the layout you have selected. You can continue selecting options until you find the one you like. The option that is currently displayed in the preview is denoted by an orange box.

Gizmos

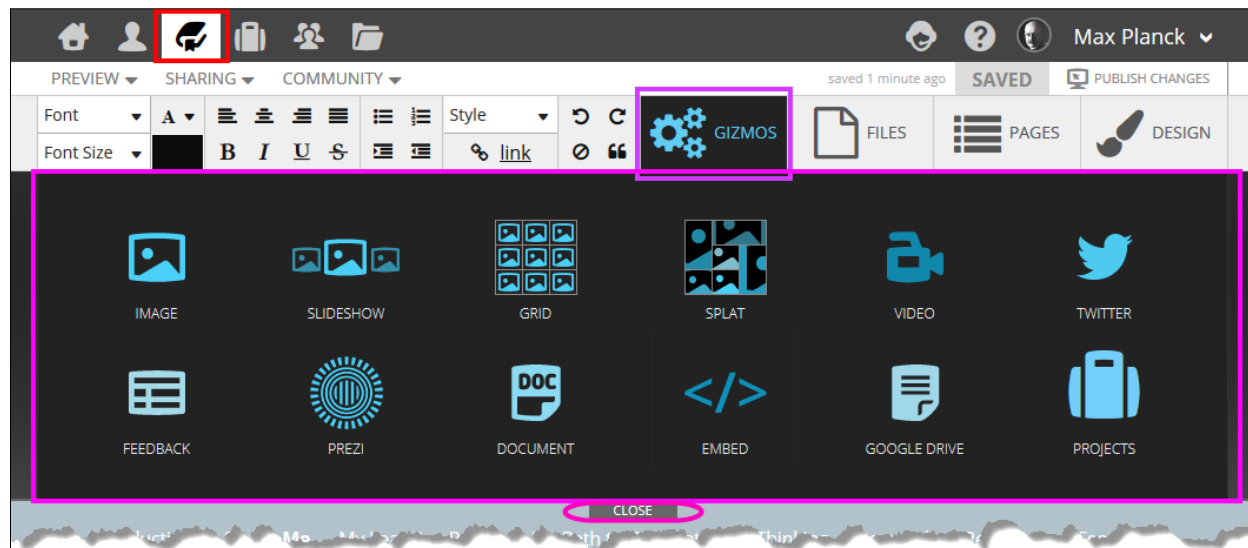


Image Gizmo

What is the Image Gizmo? FolioTek presentation allows you to add images to your portfolio a number of different ways. This is a gizmo found using the "Gizmo" tab on the toolbar.

Embed Gizmo

What is the Embed Gizmo? The EMBED GIZMO allows you to embed anything from any site. If a website offers an embed code, it can now be placed inside a portfolio. This Gizmo is found using the "Gizmos" tab on the toolbar.

Video Gizmo

What is the Video Gizmo? FolioTek presentation allows you to add videos to your portfolio a number of different ways. One of these ways is using the VIDEO GIZMO. This is a gizmo found using the "Gizmo" tab on the toolbar.

Twitter Gizmo

What is the Twitter Gizmo? You'll find the Twitter Gizmo located with the rest of the gizmos in the GIZMO tab on the standard content editor toolbar.

Once you find the Twitter Gizmo, click once on the gizmo to "pick it up." There is no need to click and hold/drag the gizmo. Clicking on it once will "pick it up."

Feedback Gizmo

What is the Feedback Gizmo? The Feedback Gizmo creates a feedback form in your portfolio. This will allow users who visit your portfolio to tell you what they think of it. They will leave their name, email address, and any comments they would like to make for you to see.

Prezi Gizmo

What is the Prezi Gizmo? The Prezi Gizmo allows you to attach your Prezi presentations to your ePortfolio. The presentation can play on your page or you may create a link to your presentation. This is a gizmo found using the "Gizmo" tab on the tool bar.

Document Gizmo

What is the Document Gizmo? You'll find the Document Gizmo located with the rest of the gizmos in the GIZMO tab on the standard content editor toolbar.

Once you find the Document Gizmo, click once on the gizmo to "pick it up." There is no need to click and hold/drag the gizmo. Clicking on it once will "pick it up."

After you have picked up the Document Gizmo by clicking on it, you can place it anywhere in the portfolio page you have open by clicking once again to place it.

Navigate to where you would like the Gizmo to be placed and click again to "put it down" where you would like the document to be placed.

Once you click to place the gizmo, you have the choice to either click on a document that has previously been added to your Files area or upload a document and add it to the portfolio page.

Slideshow Gizmo

What is the Slideshow Gizmo? The Slideshow gizmo allows you to add multiple images into one location within the content of your portfolio. You select the images you would like to include and determine the look of the slideshow using the various options available. Once shared, the slideshow can scroll through the images you selected, displaying them in a unique way. If the person you shared with clicks on the slideshow, the images are opened in a larger viewer.

Grid Gizmo

What is the Grid Gizmo? The Grid gizmo allows you to add multiple images into one location within the content of your portfolio. You select the images you would like to include and determine the look of the grid using the various options available. The grid is a great way to display multiple images in your portfolio.

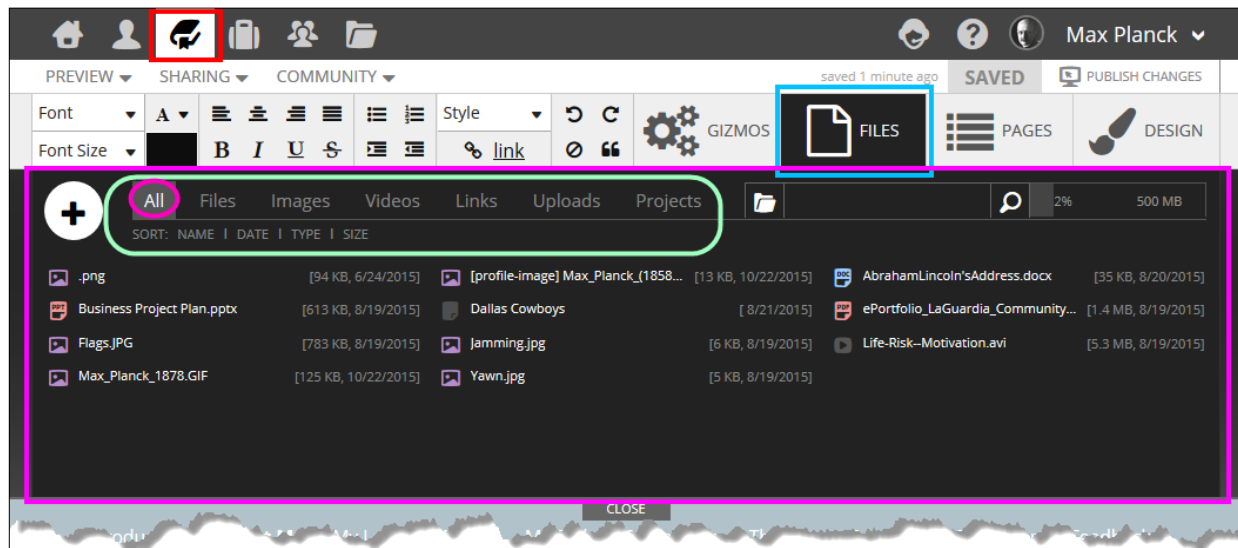
Splat Gizmo

What is the Splat Gizmo? The Splat gizmo allows you to add multiple images into one location within the content of your portfolio. You select the images you would like to include and determine the look of the grid using the various options available. The Splat is similar to the Grid, but displays the images in a less rigid manner.

Projects Gizmo

What is the Projects Gizmo? The PROJECTS GIZMO allows you to create a repository of work and information relating to some activity you have accomplished. This Gizmo is found using the "Gizmos" tab on the toolbar.

Files

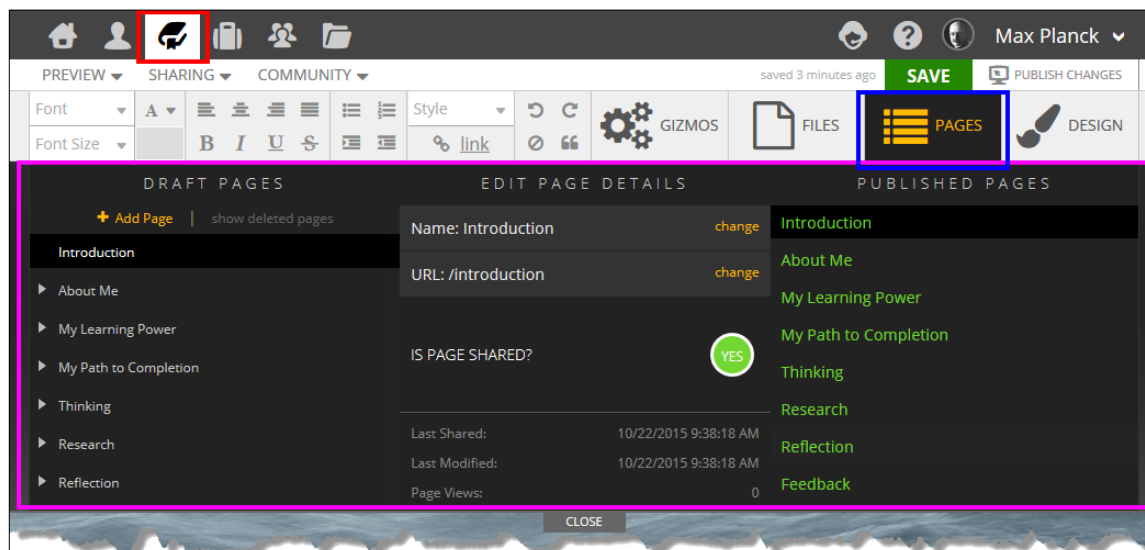


To start using files in your Foliotek Presentation, first open a portfolio, then click the "FILES" button on the editing bar.

How To Search For Files

Another way Foliotek makes it easy to find files which you have already uploaded is by allowing you to search for them. If you have a file uploaded to Foliotek, and you know the name of that file, you may type the name into the search bar located at the top right of the files area.

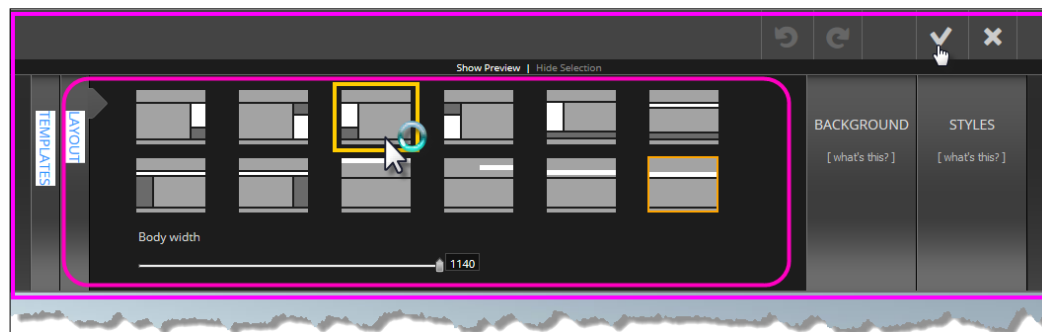
Pages



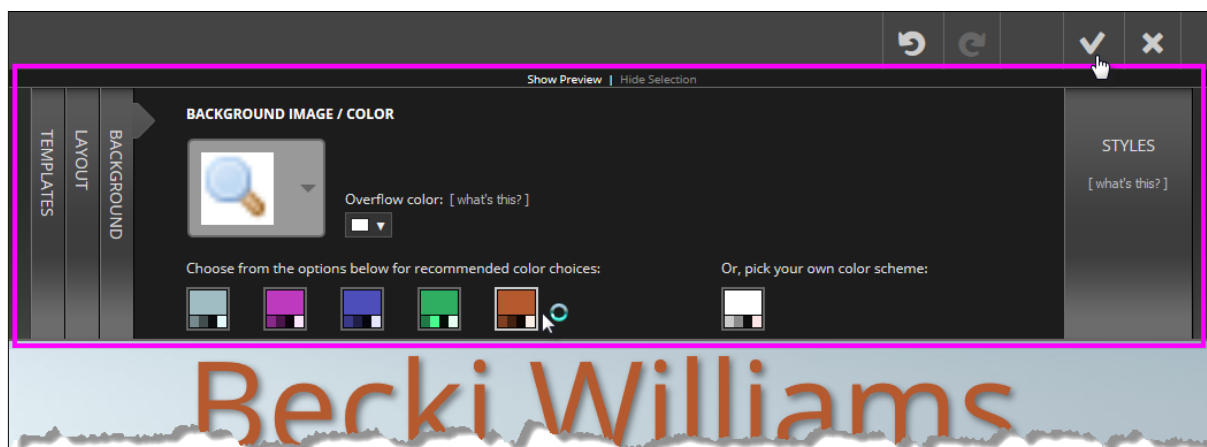
Design



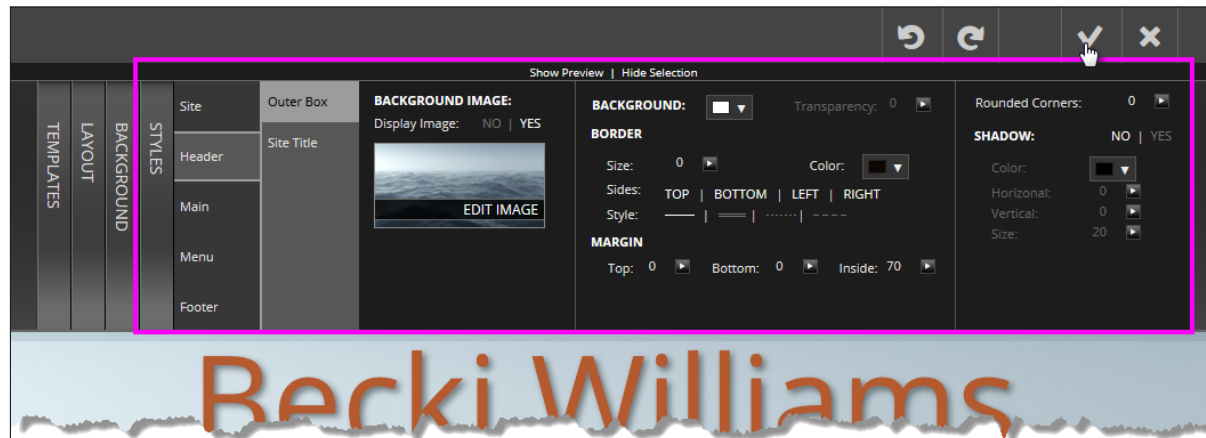
Design – Layout



Design – Backgrounds



Design – Styles

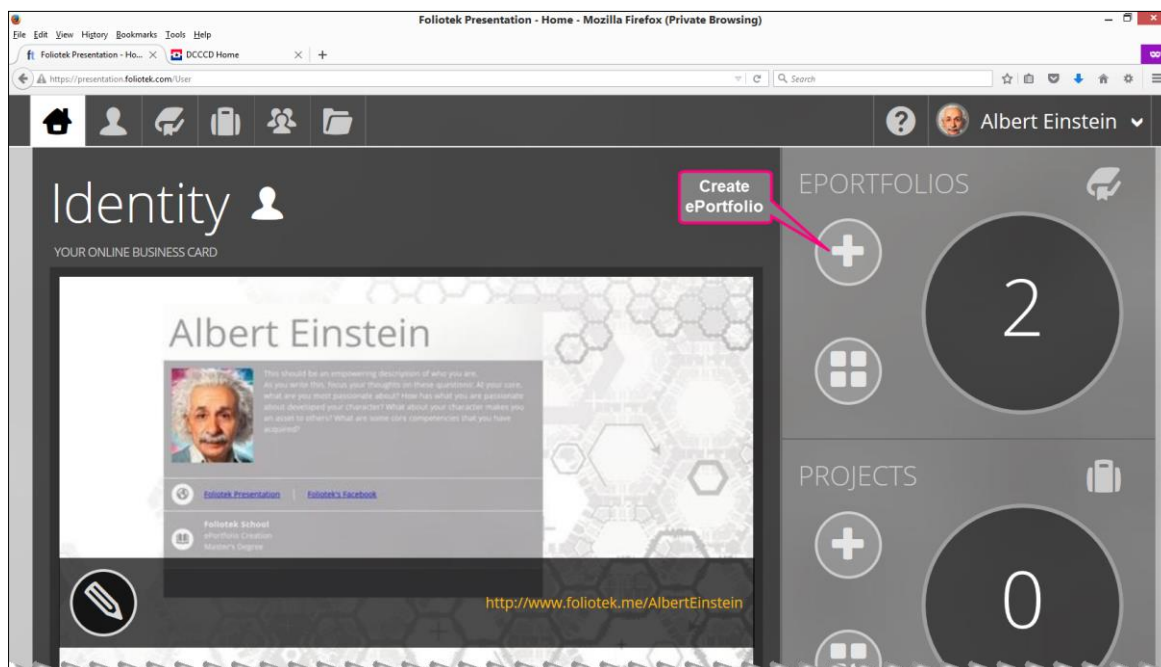


Design – Templates



Foliotek Video and Guided Tutorial

1. CLICK on the video at the right of the Home Screen to watch the video tutorial for getting started with Foliotek



2. You can access another guided tutorial describing Foliotek tools after you create your first portfolio. To begin, CLICK on the **Create Portfolio** button from your Foliotek home screen as shown above.



Foliotek Guided Practice

Use the outline below and the pages that follow to create presentation ePortfolios.

A. CREATE

1. Pick a design
2. Pick a type
(For your first experience SELECT **Lifelong Learner**; to create a custom ePortfolio, SELECT a **Blank** type)
3. Name the portfolio

B. STORE (Adding Content to FILES Section)

1. Files
2. Links
3. Images
4. Videos

C. PASTE (Adding Content to Portfolio)

1. *Moving Content from FILES to Portfolio*
2. *TEXT*
 - a. Typing text
 - b. Spell-check
 - c. Copy/paste from another source
 - i. Word document
 - ii. Web resource
3. *MEDIA not stored in FILES section*
 - a. Link
 - b. Image
 - c. Video
 - d. Twitter

D. PREVIEW

E. PAGES

F. SAVE

G. PUBLISH

H. FEEDBACK

I. CUSTOM ePORTFOLIOS

You can create any number of portfolios using Foliotek.

As *New Features* are launched by Foliotek, information will be provided in the "**New Features**" link in the top black bar on the right of your portfolio.

Creating a Sample Portfolio

A. CREATE a Presentation Portfolio

From the Main Dashboard, go to the ePortfolios Menu and CLICK on Create ePortfolio button



Let's begin by following the steps to create your first Presentation ePortfolio:

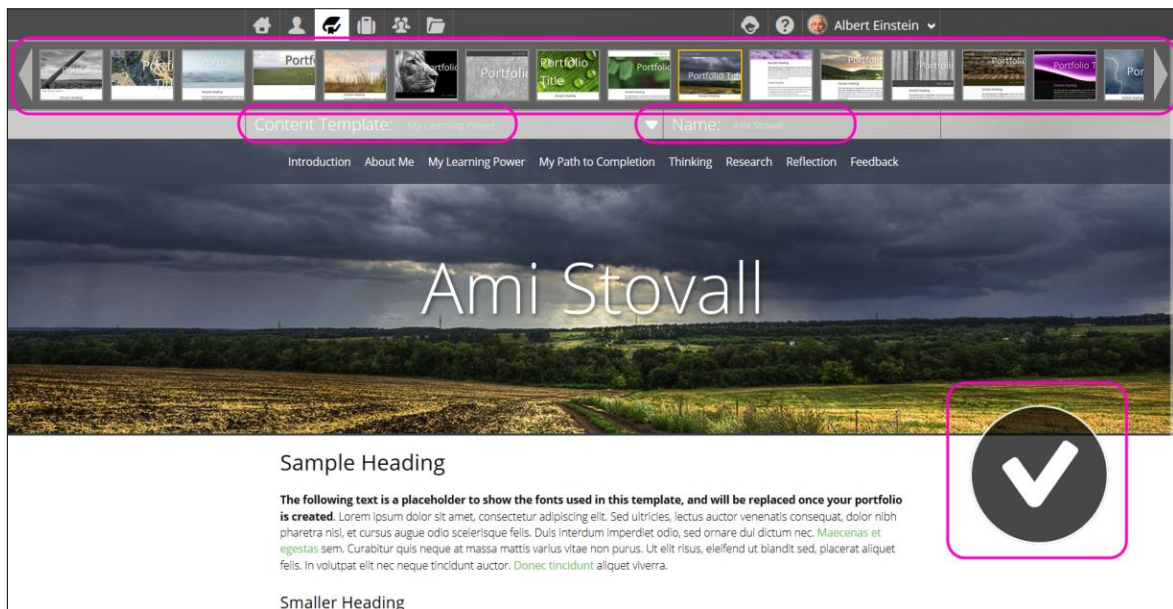
1. Pick a design.



- a. To preview all of the available designs, use the left and right arrows to scroll between the pages of designs
- b. Take a moment to browse through the available designs

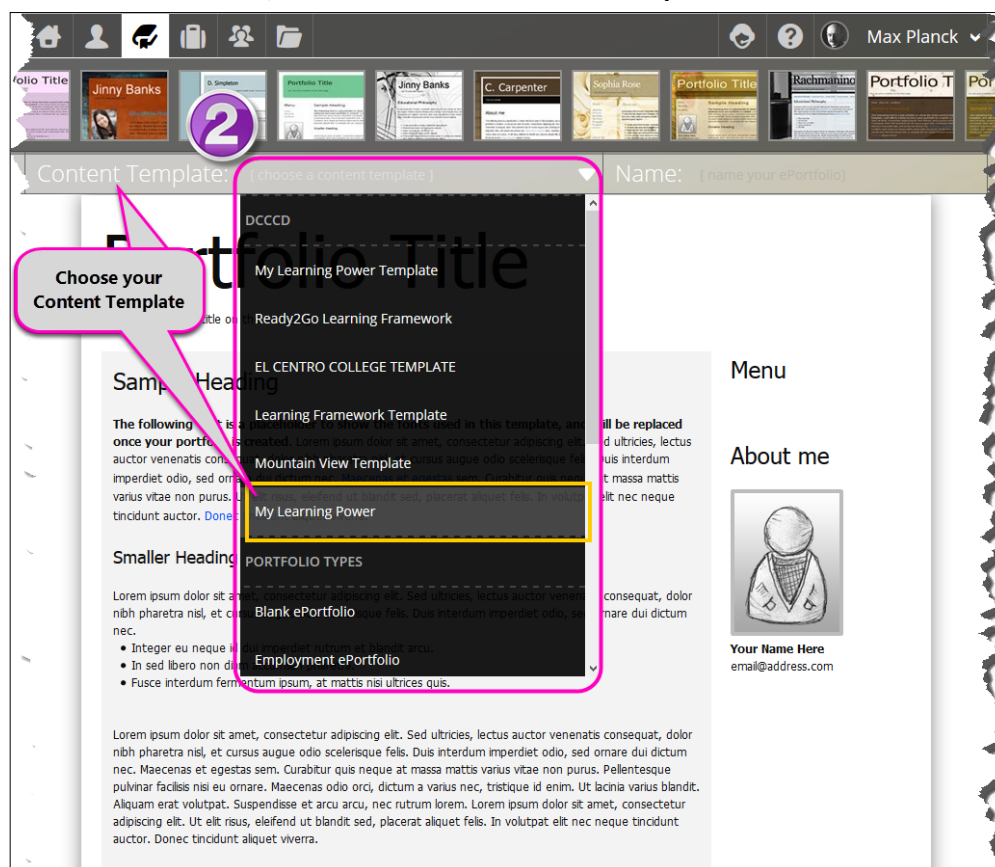


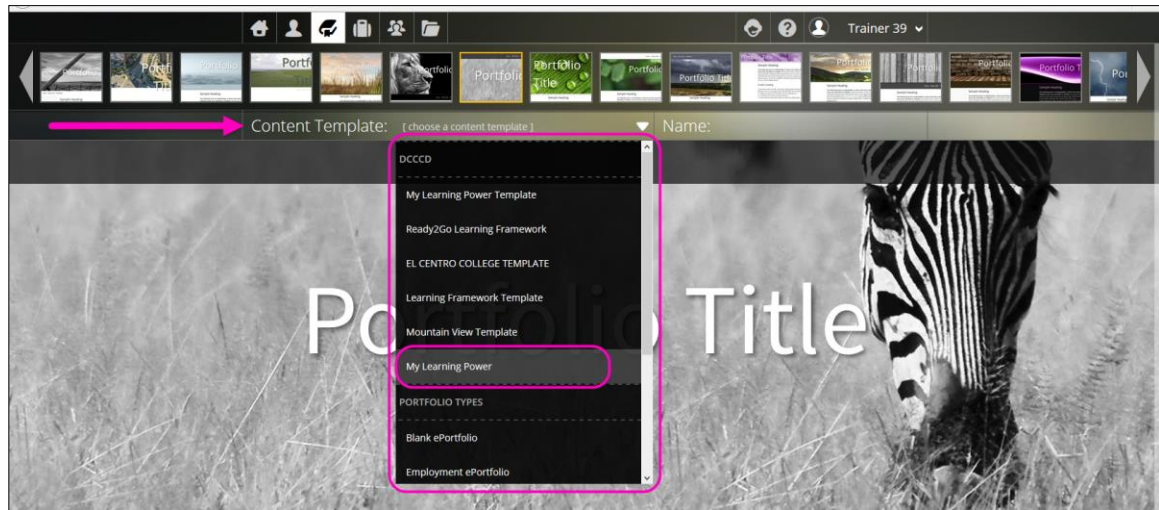
- c. Find the design you would like to use and **SELECT** it. You can change the design at any time without altering the content of your ePortfolio



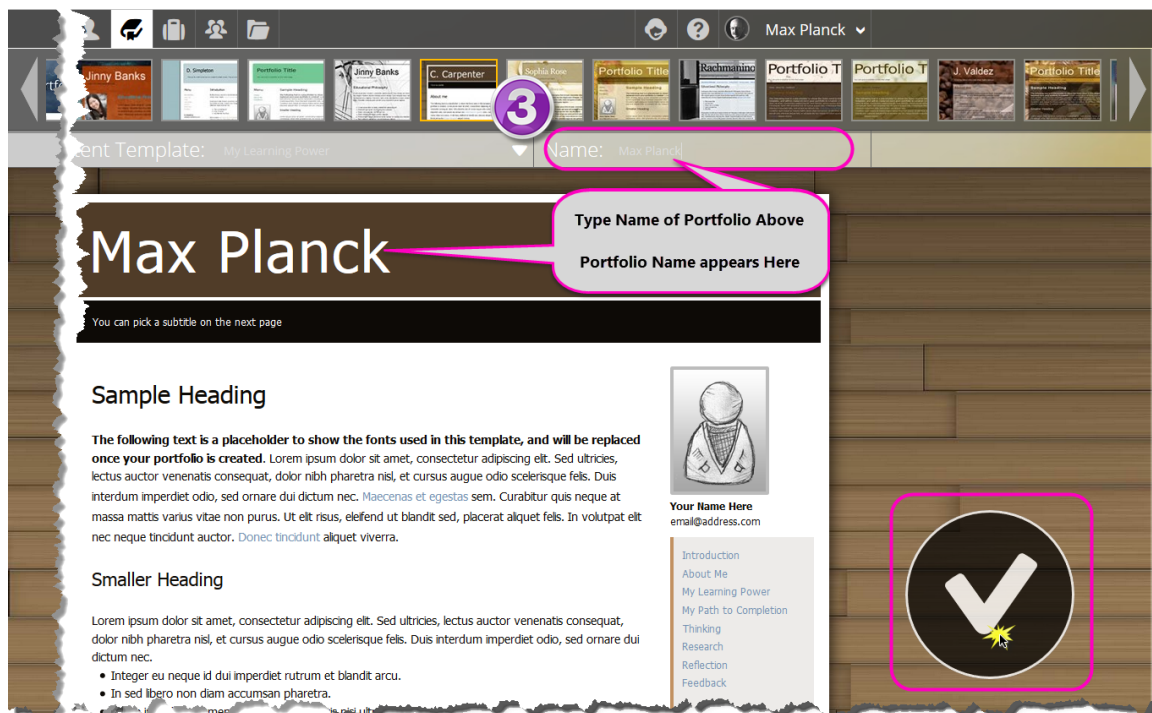
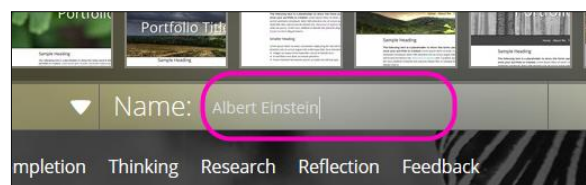
2. Pick a type.

For your first experience, **SELECT Learning Framework type** (to create a custom ePortfolio, **SELECT a Blank Portfolio**)



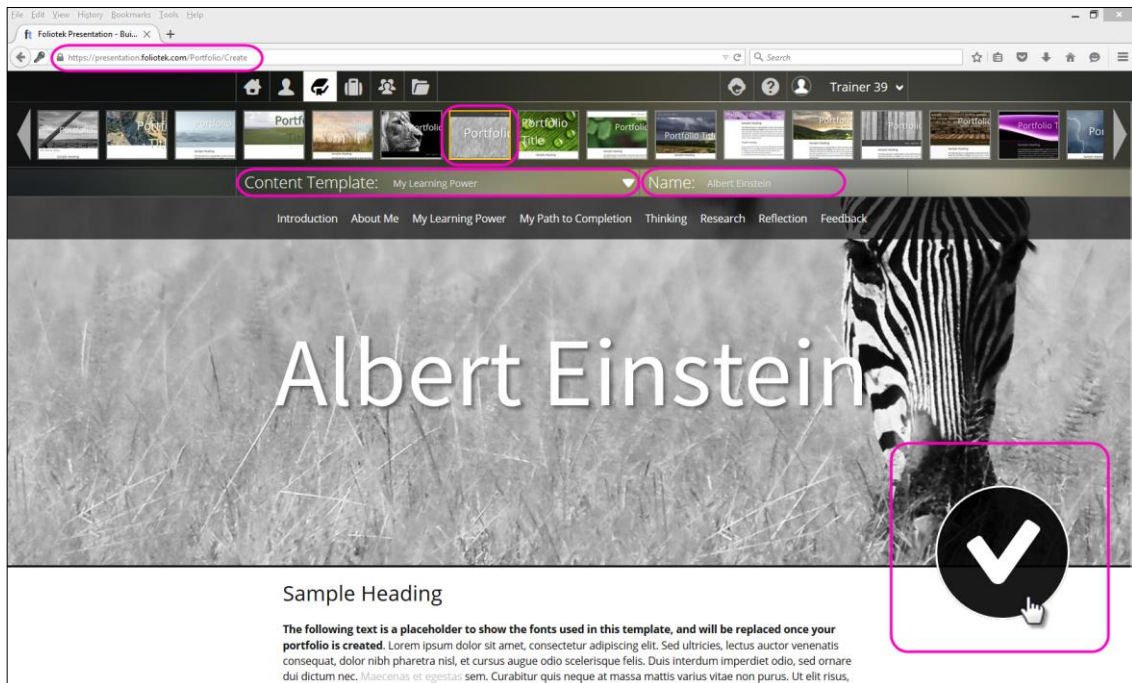


3. Name the portfolio.



- a.** It is suggested that you give this portfolio your **First and Last Name** or a title that reflects the purpose of the portfolio.

- b. Put your cursor inside the Name field and type in your portfolio title
4. Finally, CLICK on **Create Portfolio** to save this portfolio.



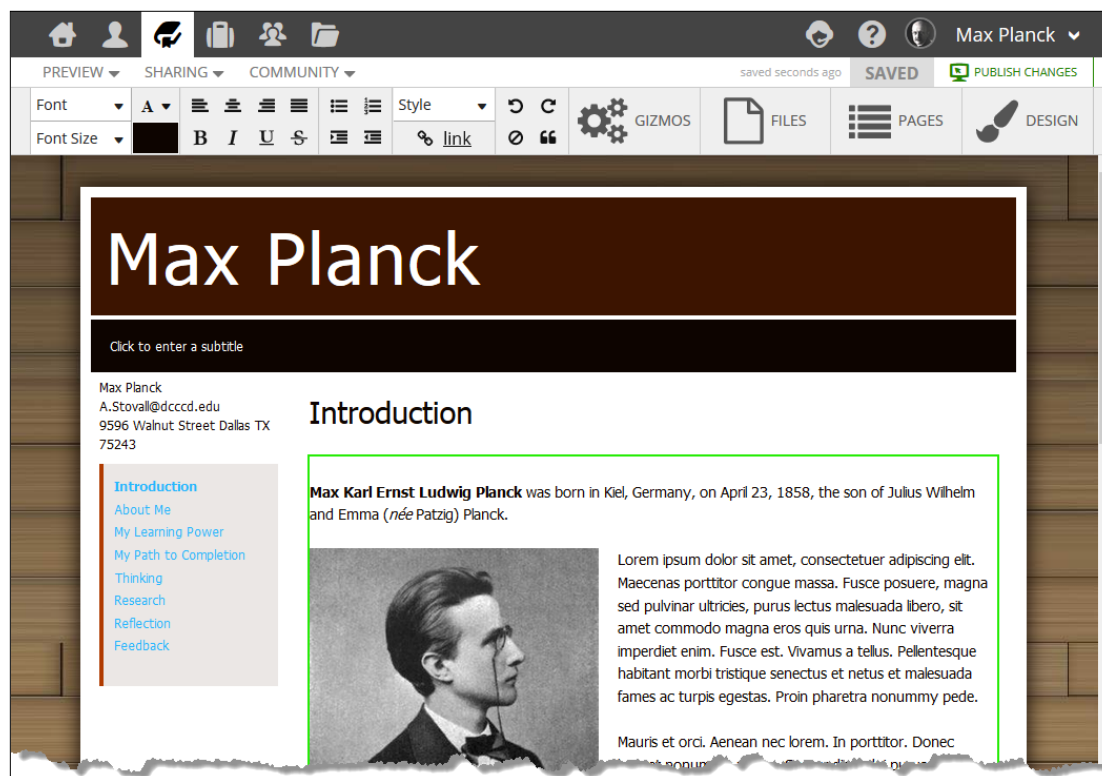
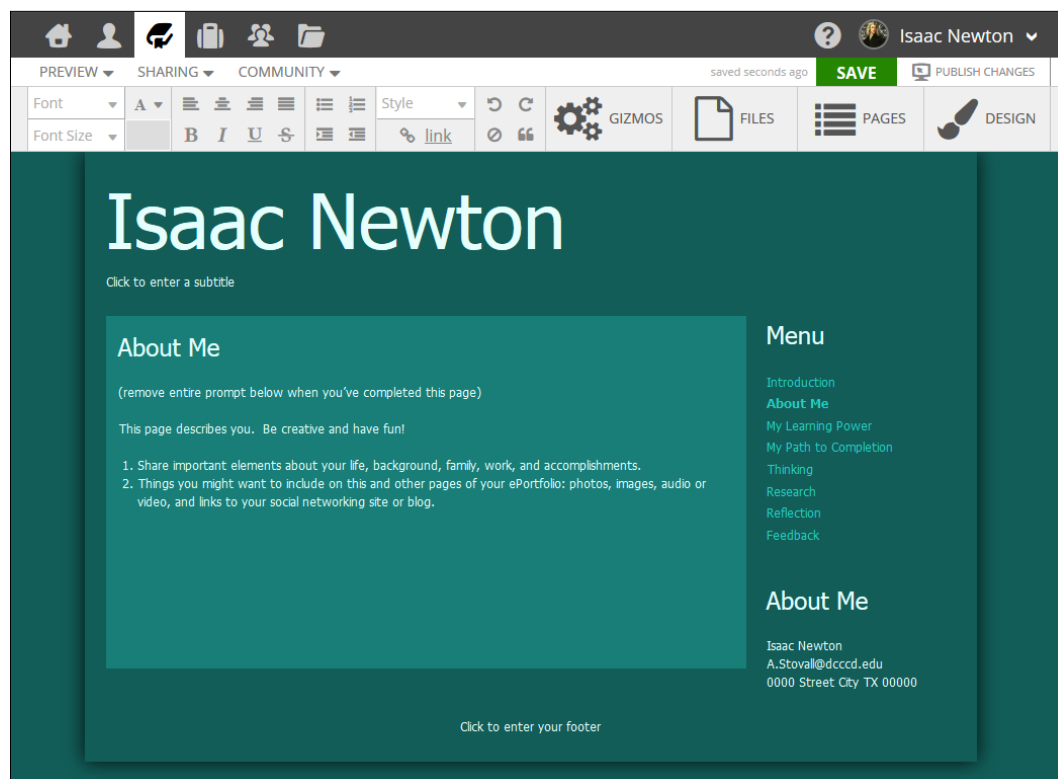
Your newly created portfolio has a menu of pages. You can navigate to other pages within your portfolio by CLICKING on each Page Title. You'll find prompts on each page to guide your construction of that page. Remove these prompts when you begin adding content.



You can now:

- access the Guided Tutorial
- **or**
- add Content to your Portfolio

For the best experience, hit "**F11**" on your keyboard to go to full screen in your browser. Hit "**F11**" again and you'll be back to normal browser viewing.



Once you have navigated from the Dashboard “**Home**” **Screen** into your ePortfolio within Foliotek, you will be in the **Edit Mode** where you can do a variety of things to your portfolio including: add content, upload files to your file repository (or electronic Foliotek file cabinet), change your design theme of your portfolio, and many other things.

The screenshot displays the Foliotek ePortfolio Edit Mode interface. At the top, there is a toolbar with icons for home, user, edit, files, and community. Below the toolbar are tabs for PREVIEW, SHARING, and COMMUNITY. The main content area shows a portfolio for 'Becki Williams' with a navigation menu: Introduction, **About Me** (selected), My Learning Power, My Path to Completion, Thinking, Research, Reflection, and Feedback. The 'About Me' section contains a large text block about the user's career and family, and two images of children.

About Me

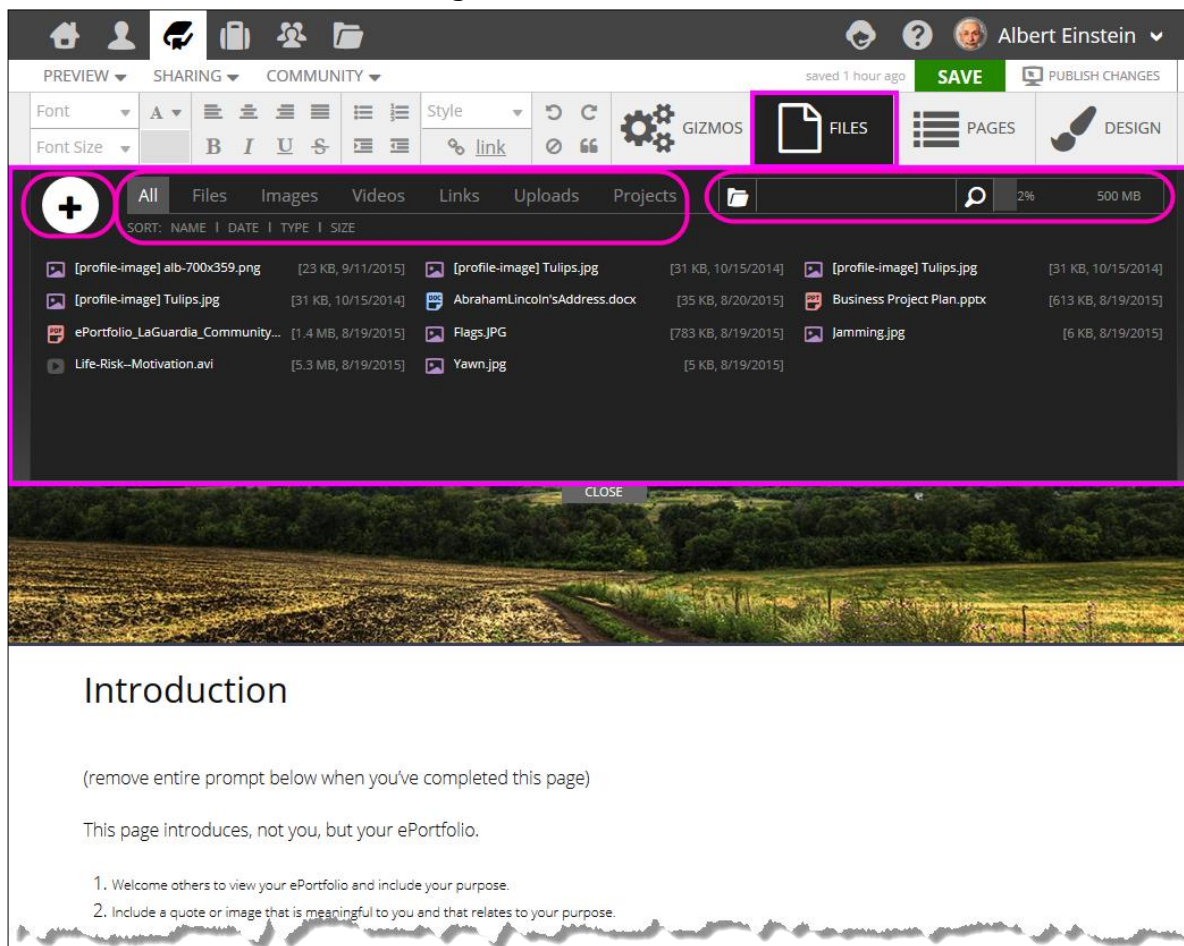
This is my 33nd year teaching at Richland College. I began teaching part-time Fall '76 and didn't become a full-time faculty member until both my children were in school, which was the fall semester, 1984. My husband Mike (we met in German class at SMU) worked for DRS Technologies (formerly TI/Raytheon) for 34 years. He obtained a teaching certificate through the Region 10 Educational Service Center and is teaching Special Education at Plano West High School. Our son Neal completed a graduate degree in communications at Southwest Missouri State University and an additional degree in Interactive Media from the Art Institute of Houston. He is a senior web developer for The Planet. Neal lives in Houston and is married to Amy, an industrial psychologist with Shell Oil. Their daughter, Elise was born on April 15, 2009.

Kara, our daughter, graduated from the University of Mississippi (Ole Miss) with a major in psychology and a math minor. She was a Special Education teacher in the Plano ISD for eight years before becoming a stay-at-home Mom. Kara is married to Eric Sughrue who works in medical sales. Their daughter, Kinsman celebrates her first birthday on October 29, 2010.

I was a *reluctant* chemistry major at LSU (I have a BS in chemistry education). I enjoyed chemistry but disliked chemistry class. My courses were taught in large lecture halls, professors didn't hold office hours and never bothered to learn my name (or any one else's for that matter.) Tests were multiple/multiple guess and class averages were usually ~50-60%. Even though I did as well and sometimes better than my classmates, I didn't feel like I learned very much. I graduated with a high GPA, but my lowest grades were in chemistry. I graduated with a degree in chemistry to develop a solid foundation of computer science. At SMU, where I learned to use...

B. STORE (Adding Content to FILES Section)

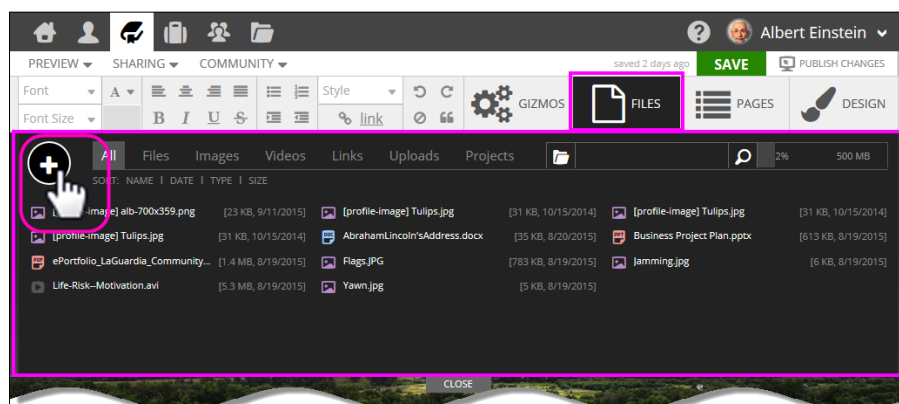
The Files work area is a convenient online file storage repository.
You can store documents using the buttons below.



CLICK the "**Add Files**" button to upload a new file to the Foliotek system.

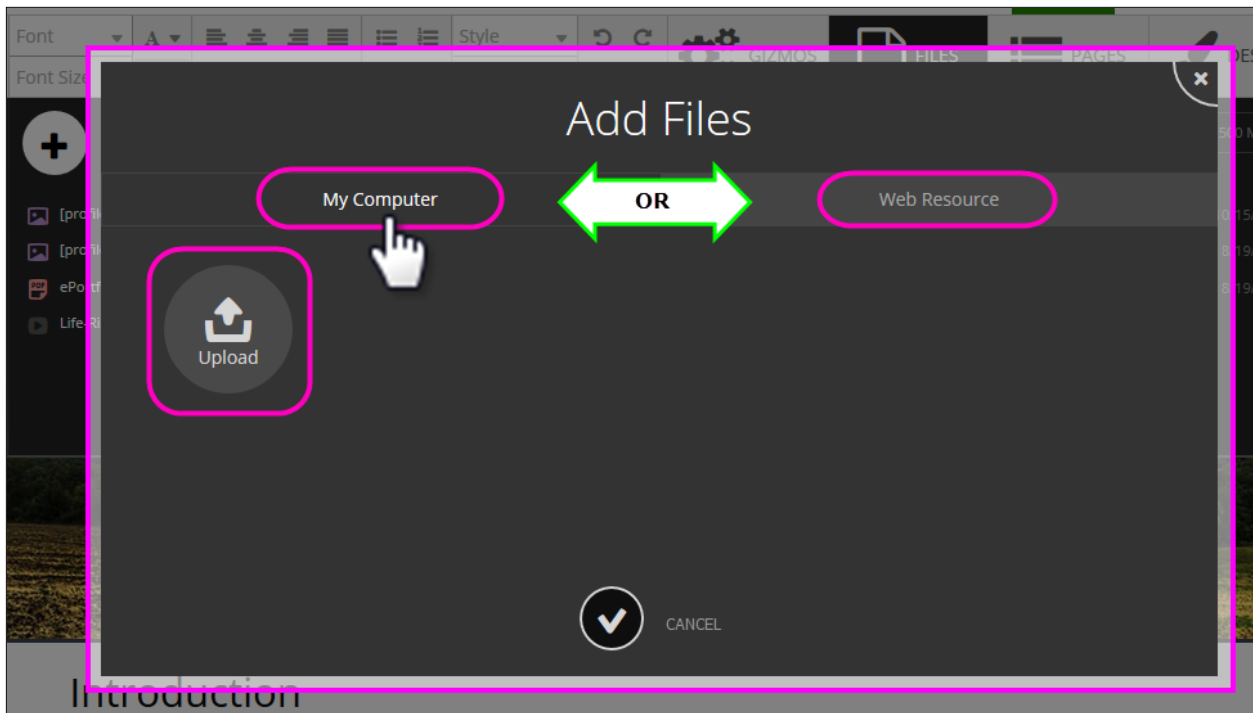
Foliotek will accept any type of file – Word documents, PDFs, pictures, audio and video files, etc. These files can then be stored for future use and pasted into any portfolio you create.

All the files stored in the files area are private and can only be viewed by you.

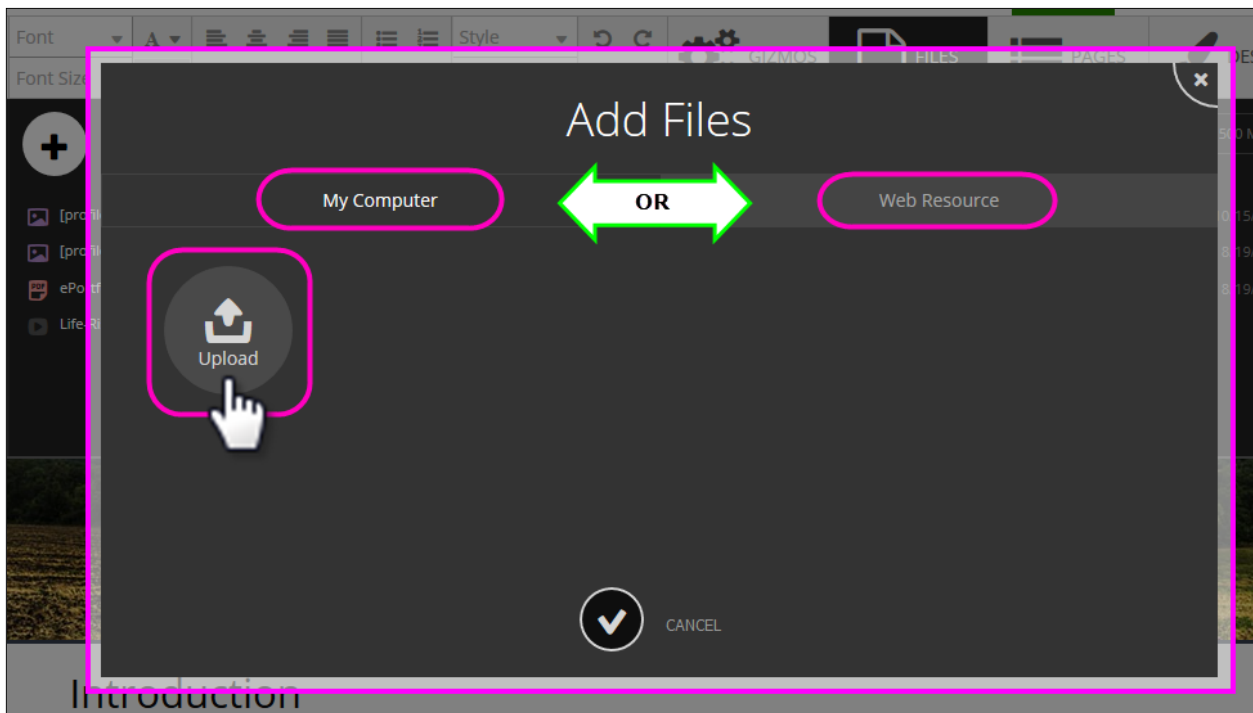


Choose the file type you want to upload:

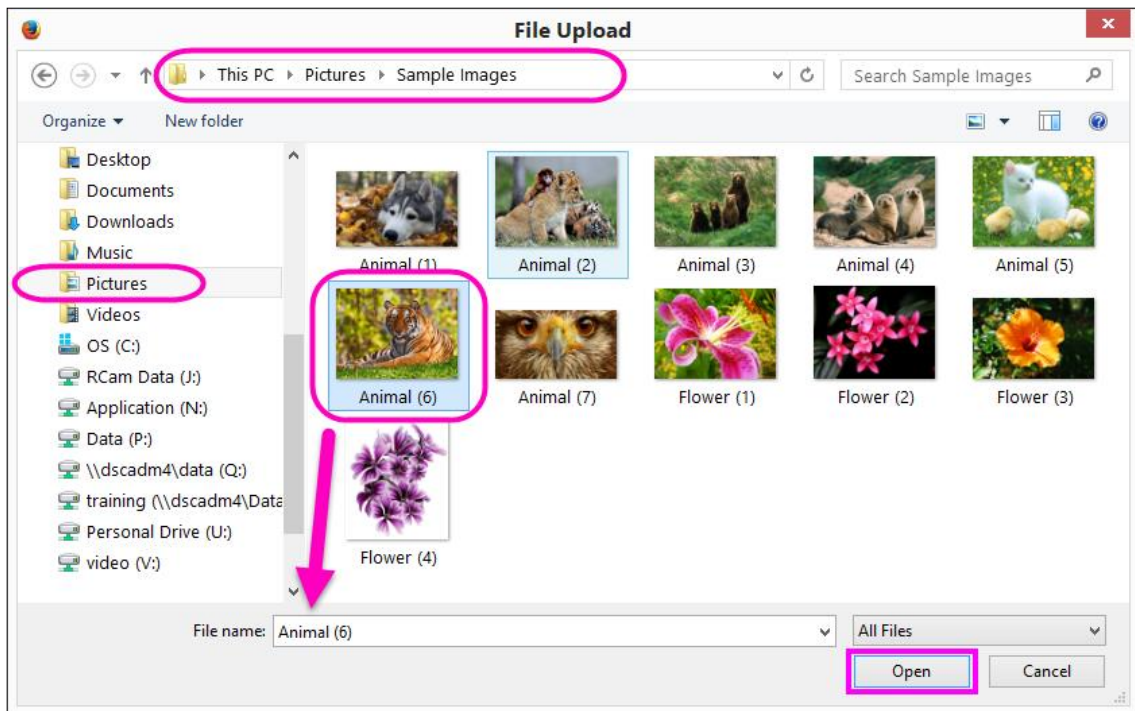
1. To add a file from your computer or other drive, SELECT **"My Computer"**



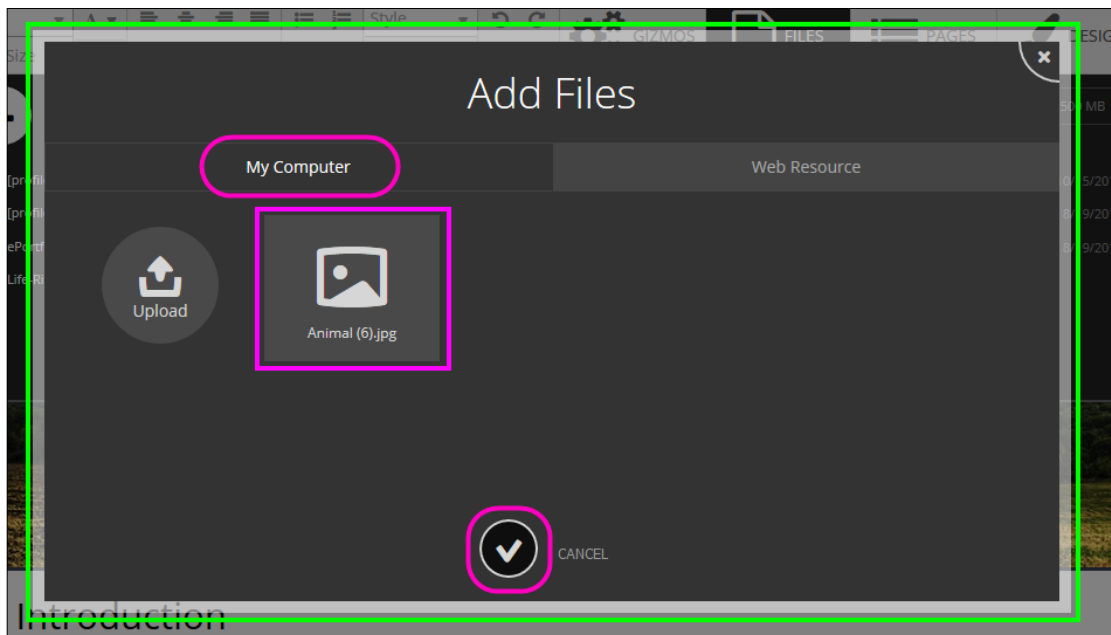
2. CLICK on **"Choose file"**

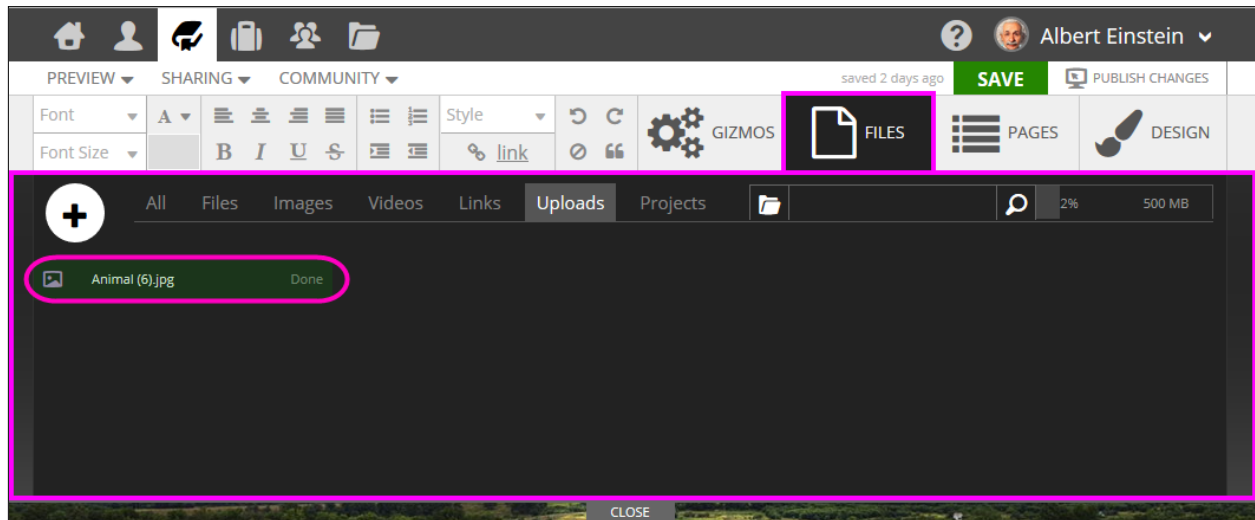


3. SELECT the "**Browse...**" button to locate and SELECT the file from the appropriate drive. SELECT "**Open**" to finish the upload process. Files uploaded from your computer can be of any type.



4. Give your new file a Friendly Name, one that will be easy to remember. If you don't choose a Friendly Name, it will default to the file name.
5. CLICK on "**Add File(s).**"

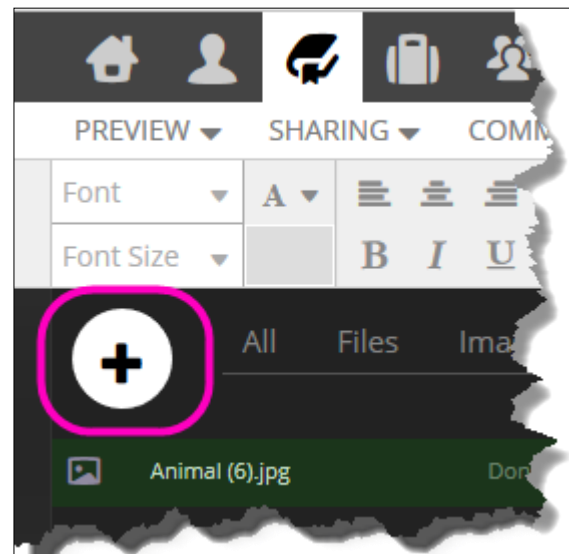




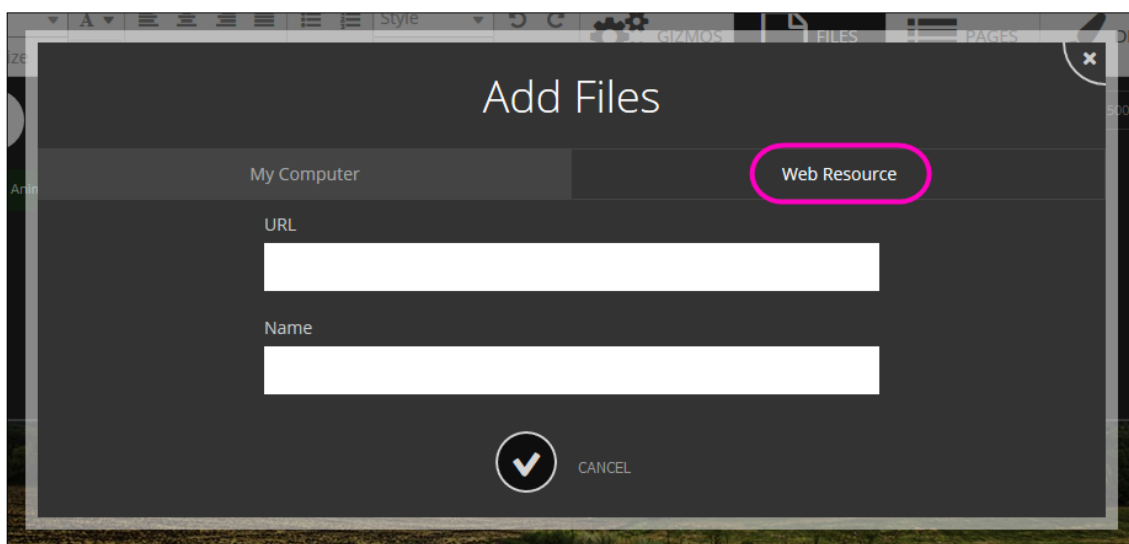
To store a **"Link"** in your file repository:

1. CLICK on **"Add File."**

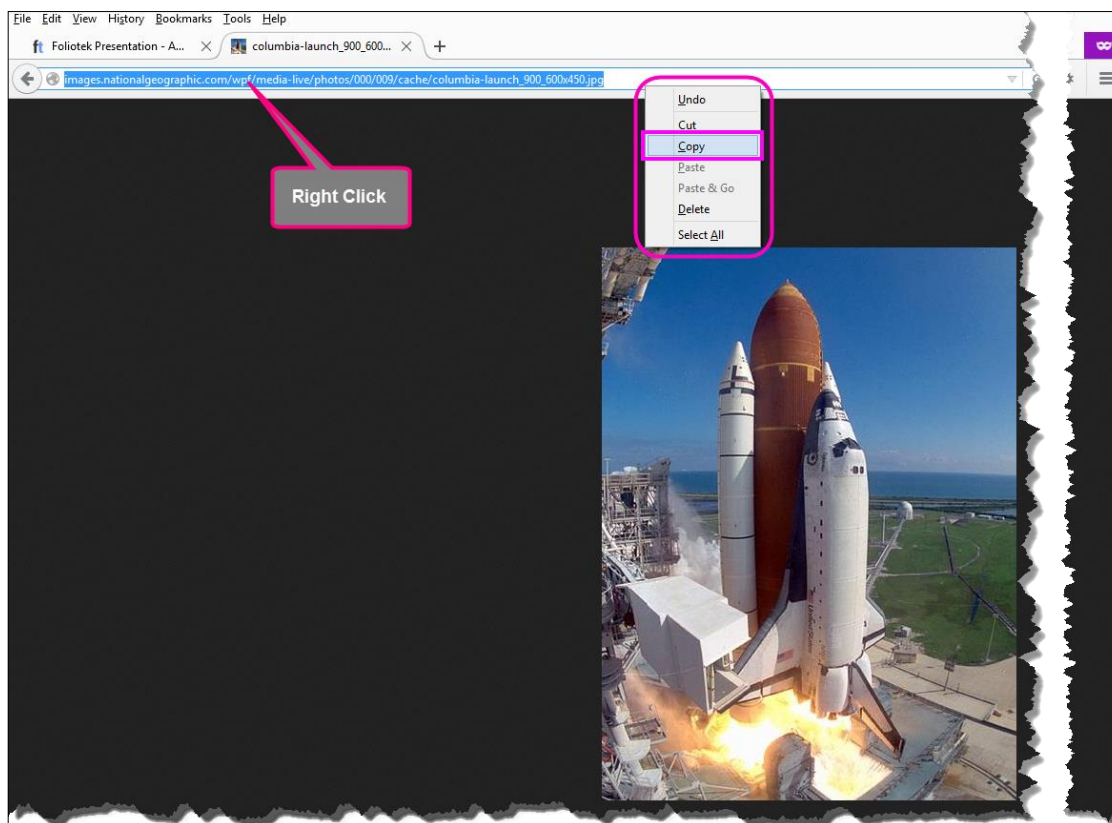
2. Choose the file type you want to upload.



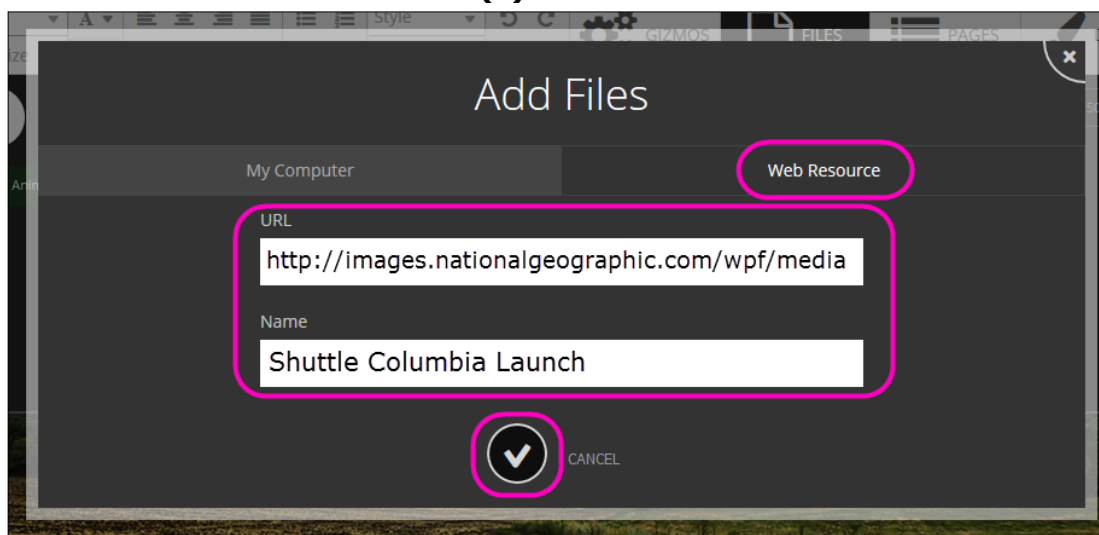
3. CLICK on **"Add Web Resource(s)."**

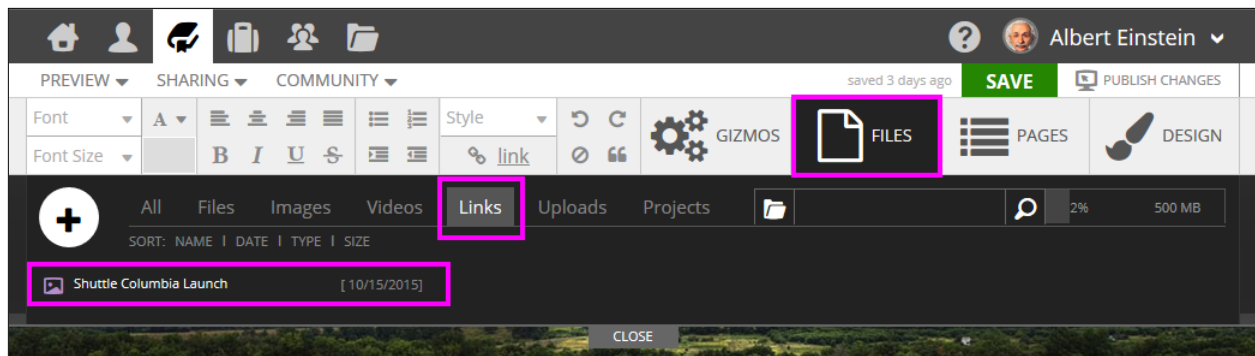


4. Go to web address of image link you would like to upload and copy the link by RIGHT-CLICKING on the web link where the image or picture is located, then CLICK on "**Copy**."



5. Paste the URL into the Link URL field.
(For websites, you will need to include http:// before all addresses.)
6. Type in a Friendly Name for the link. If you don't choose a Friendly Name, it will default to the URL.
7. CLICK on "**Add Web Resource(s)**."



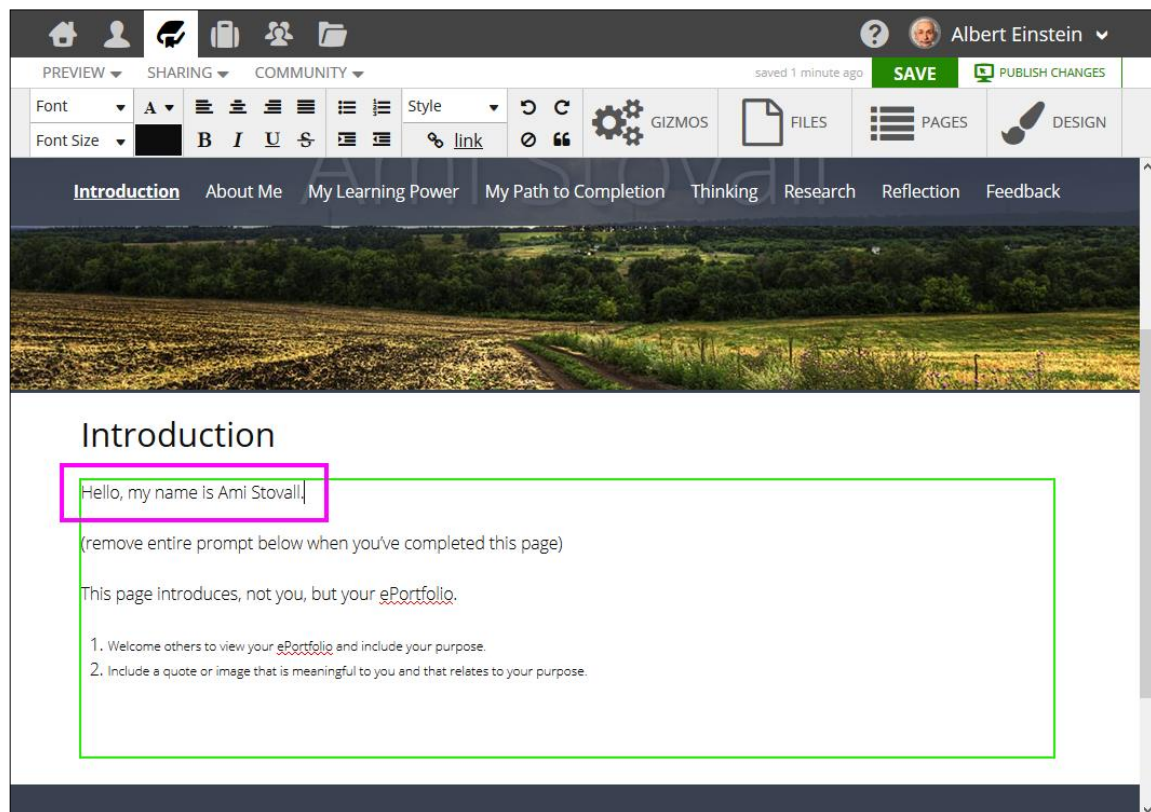


Notice that web resources do not use any FILE Storage Space.

C. PASTE (Adding Content to Portfolio)

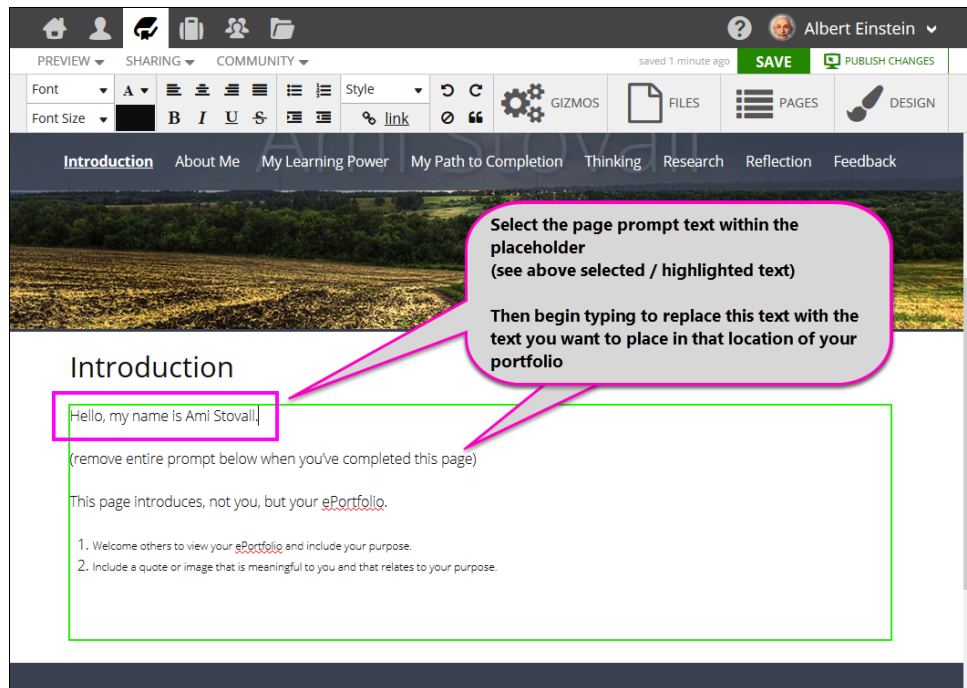
1. Moving Content from FILES to Portfolio.

First, navigate to and SELECT the page where you want to paste the content. CLICK on the FILES tab, and then scroll through the content FILES Storage Area to locate the image, link, or video. CLICK on the image, link, or video you want to place into your portfolio, then left-CLICK and drag that image, link, or video into the placeholder area (NOTE that your mouse cursor must be inside of the placeholder before the file will release from your mouse) of your portfolio where you would like the content pasted. CLICK and release your mouse button to place content in your portfolio.

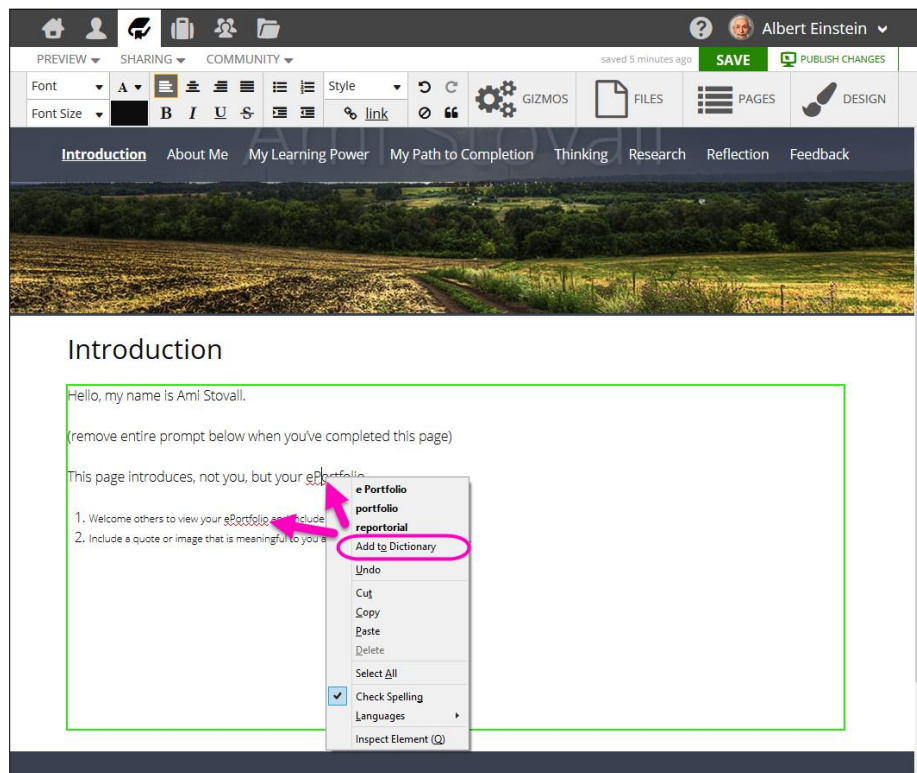


2. TEXT

- a. Begin typing text into a placeholder within the presentation portfolio

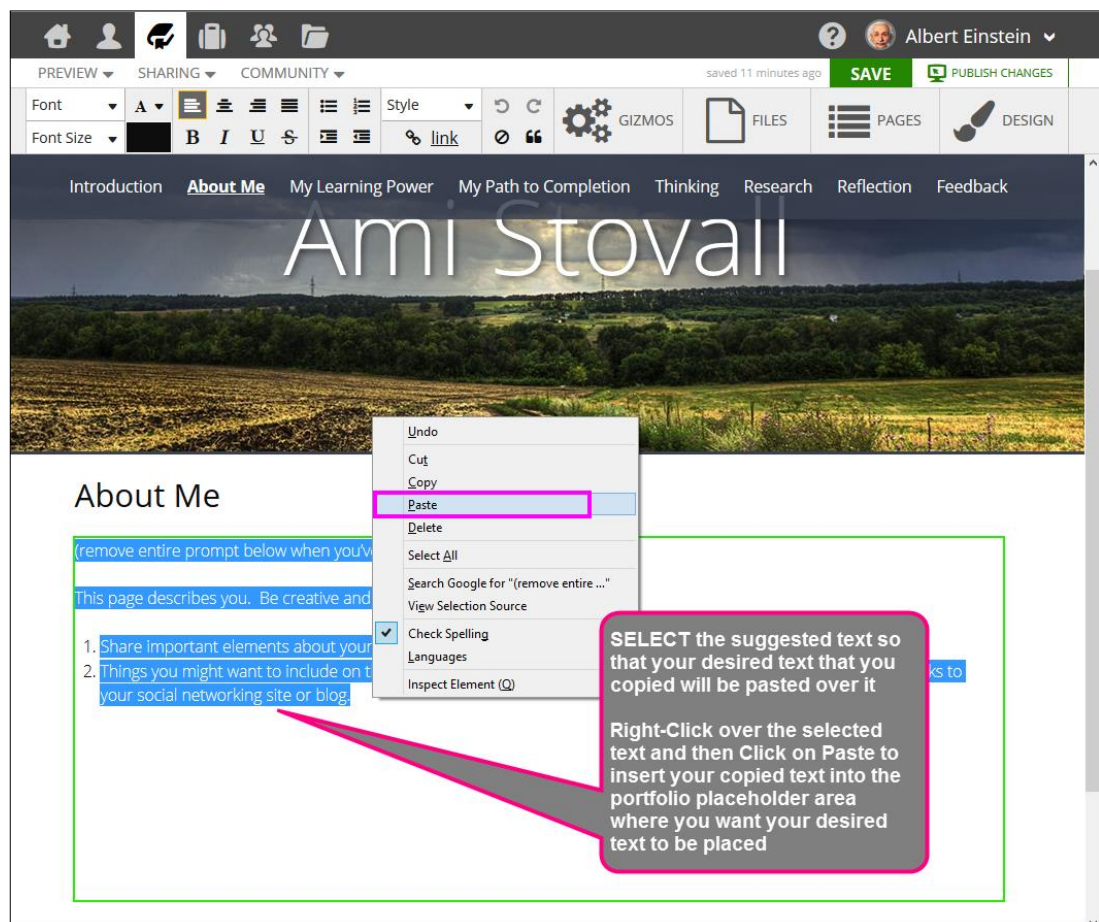
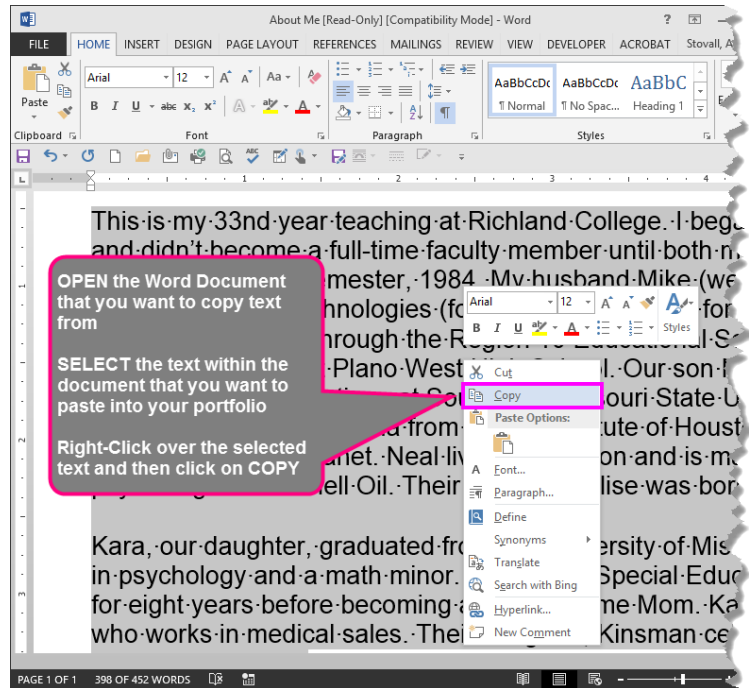


- b. Using **Spell-Check** – on the misspelled word in question, RIGHT-CLICK. Once the popup menu appears, then either choose the correctly spelled word from the list, or if your word is correctly spelled, then CLICK on the “Add to Dictionary” option

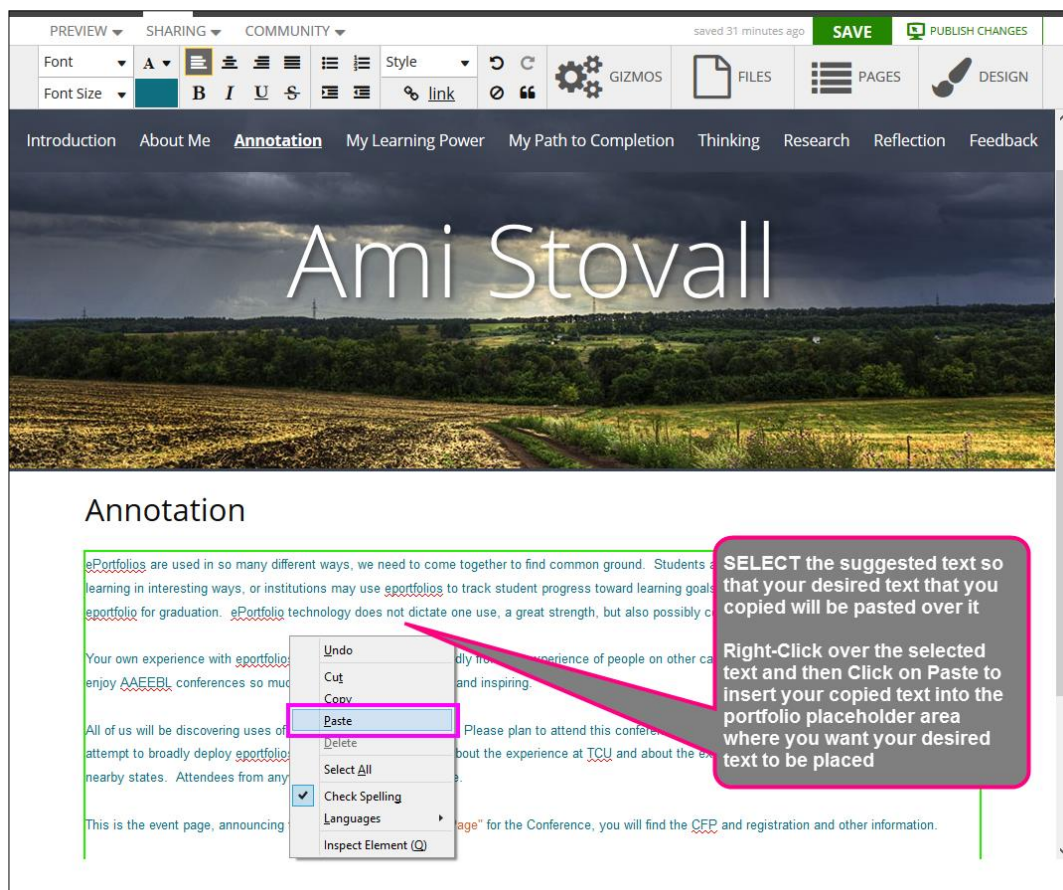
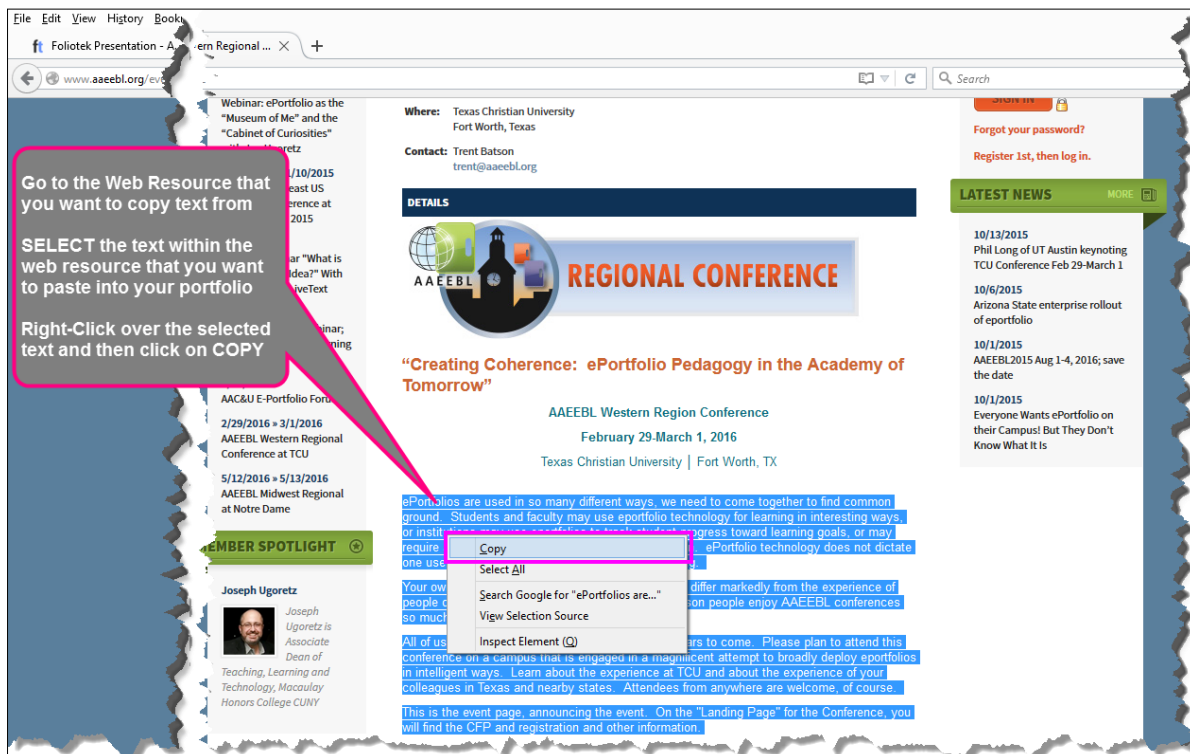


c. Using copy/paste to insert text from another source:

- i. Copying text from a **Word document** and then pasting it into your portfolio placeholder

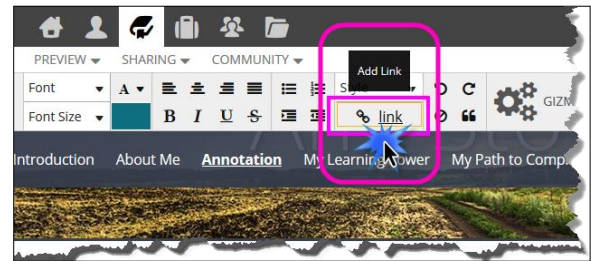


ii. Copying text from a **Web resource** and then pasting it into your portfolio placeholder

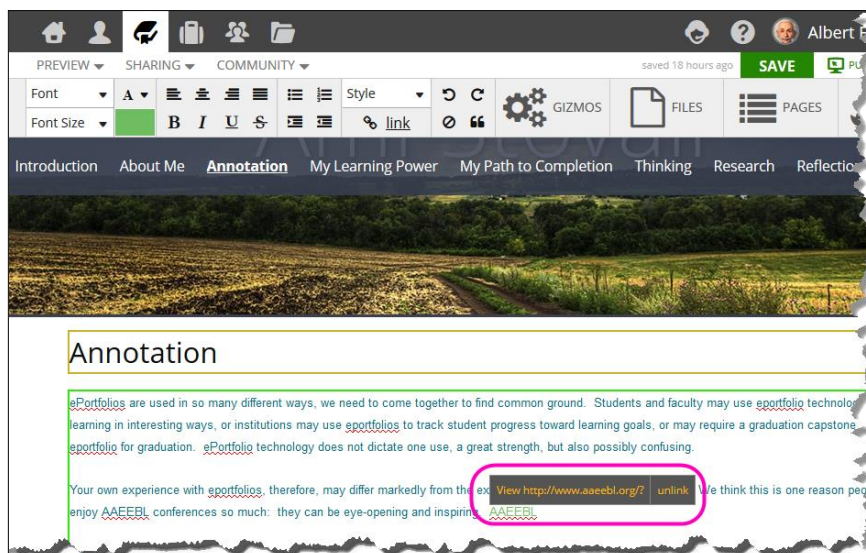
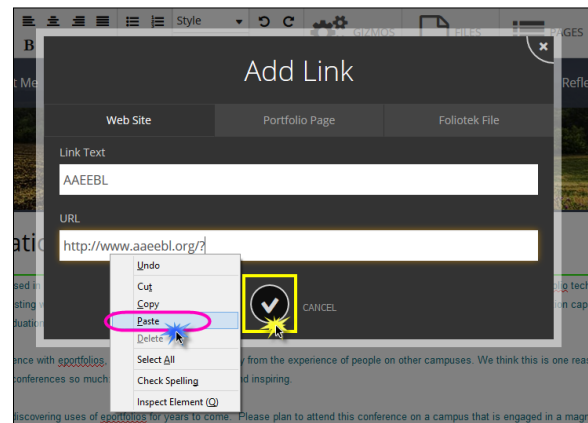


3. MEDIA not stored in FILES section

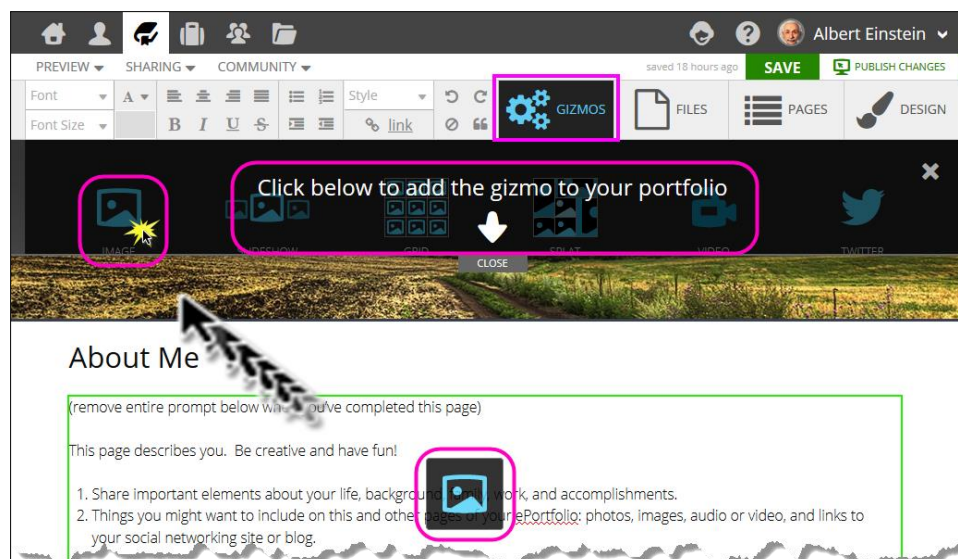
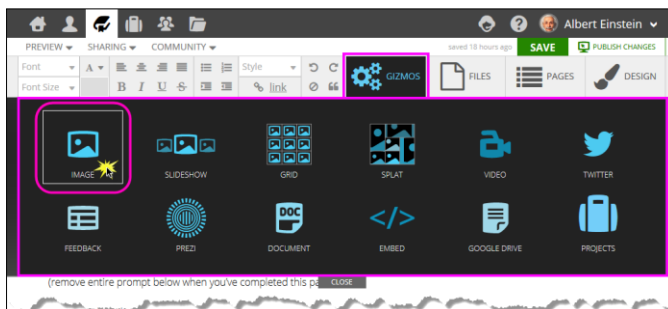
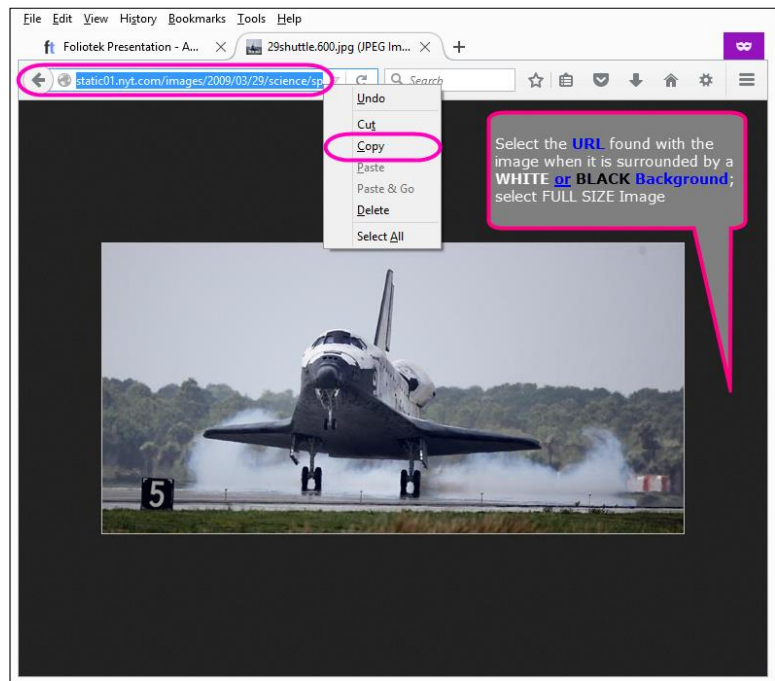
- a. Inserting **links** into a presentation portfolio;
start by **CLICKING** on the "**link**"
button on the HTML editor

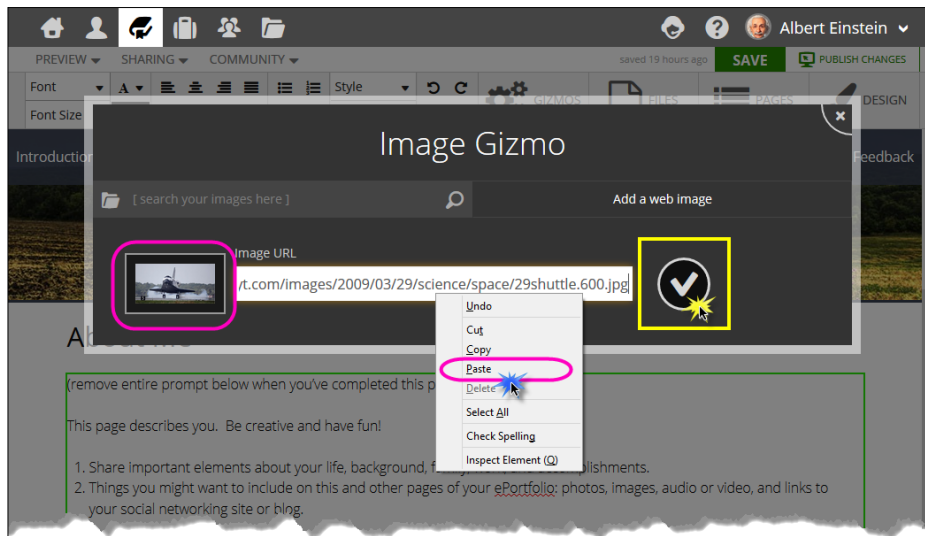


Once the link has been pasted,
you can access it from this
editing mode by **SELECTING**
"**view**"



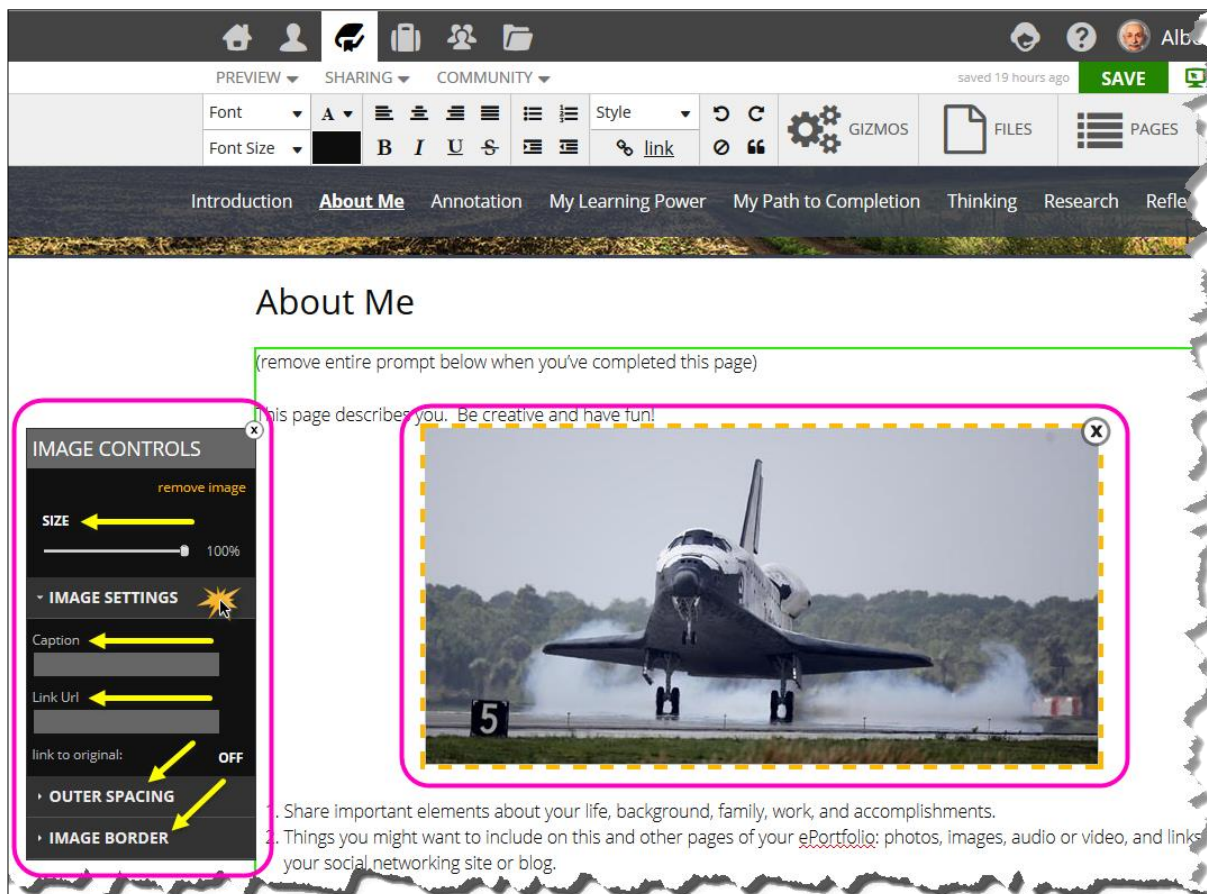
- b.** Inserting **images** into a presentation portfolio; start by placing your mouse cursor in the placeholder location on your page where you want the image to be placed.



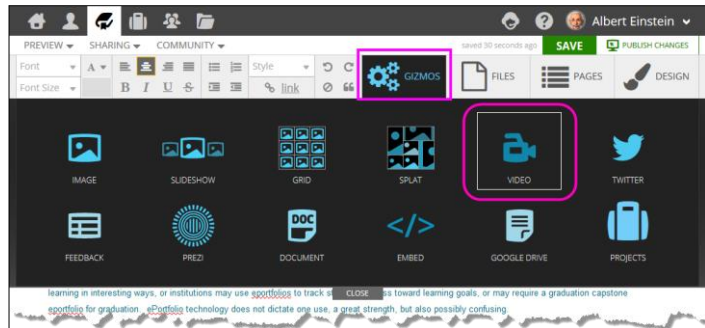


The image will appear in the portfolio where you have placed your mouse cursor

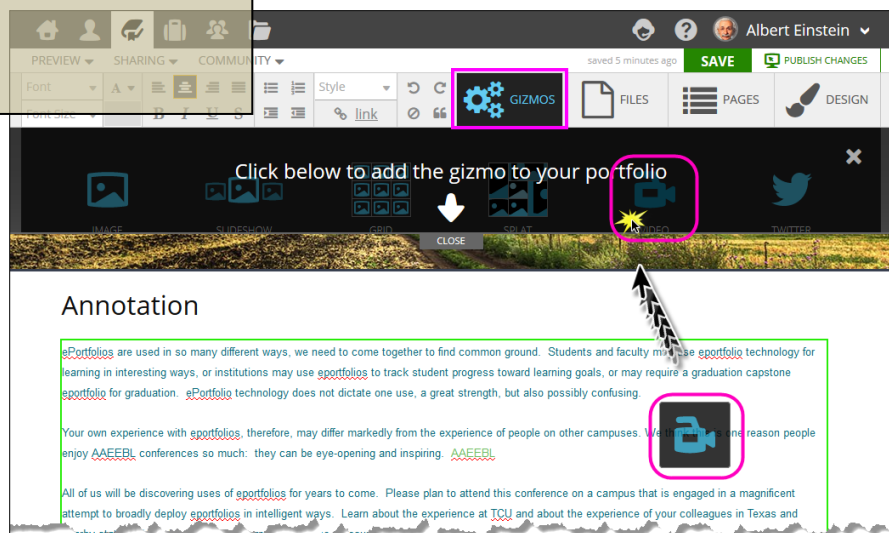
CLICK on the image to resize it. You can also CLICK and drag this image to other locations within the placeholder on that portfolio page. CLICK on the image to locate the image editing tools to add a border, resize image, etc.

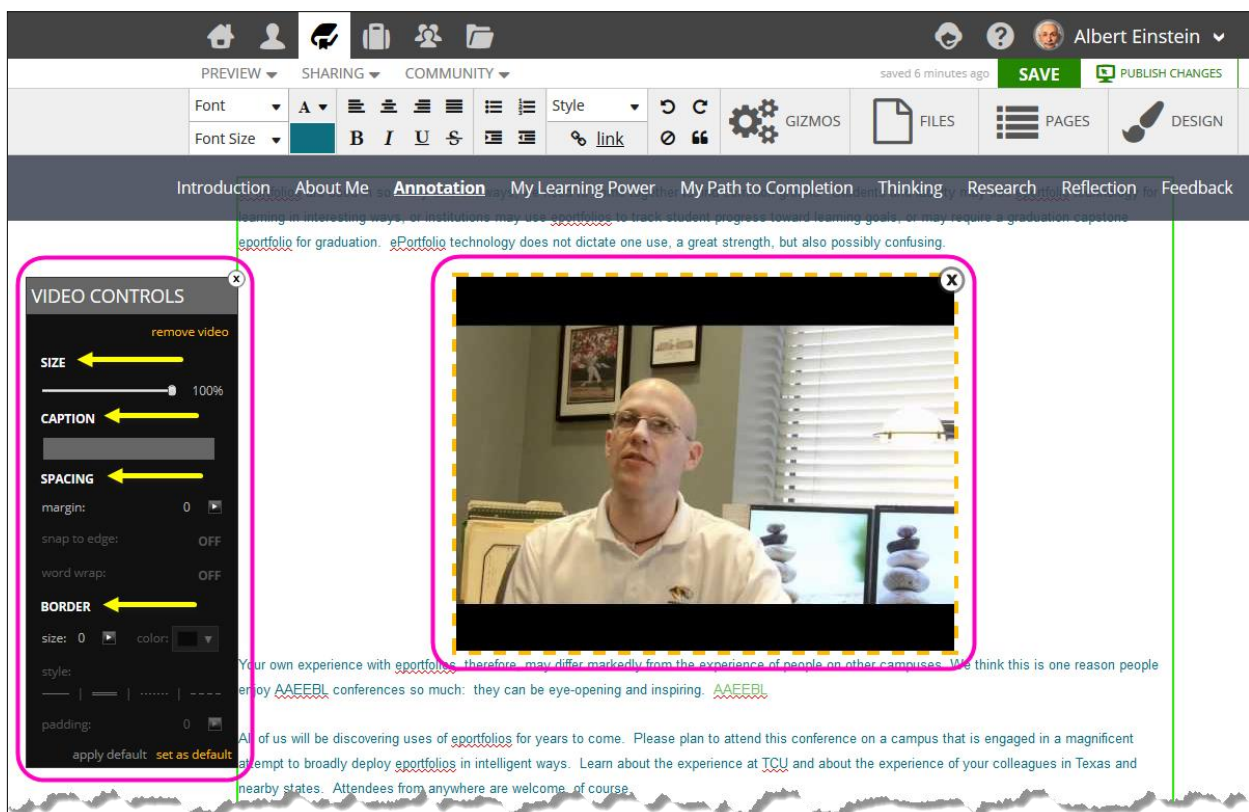
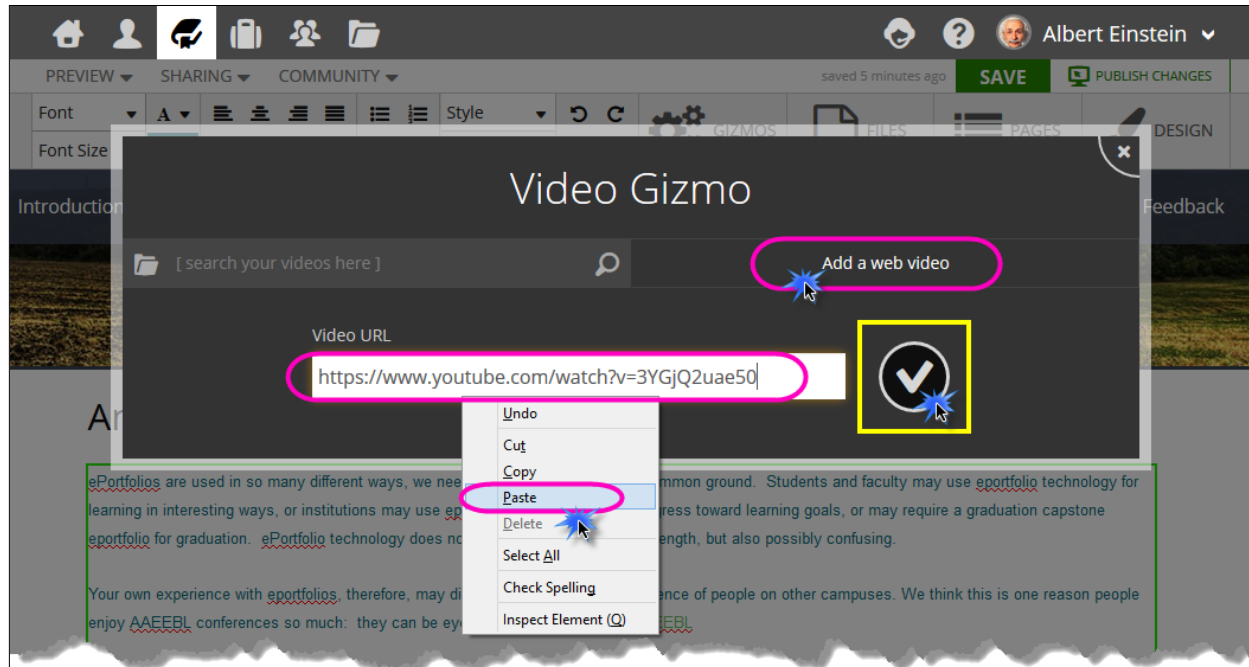


c. Inserting **videos** into a presentation portfolio



- SELECT the **GIZMOS** tab
- CLICK on **VIDEO**, the dialog box below will appear
- Right-CLICK in the "**Video URL**" field and
- Paste the URL
- CLICK **OK**

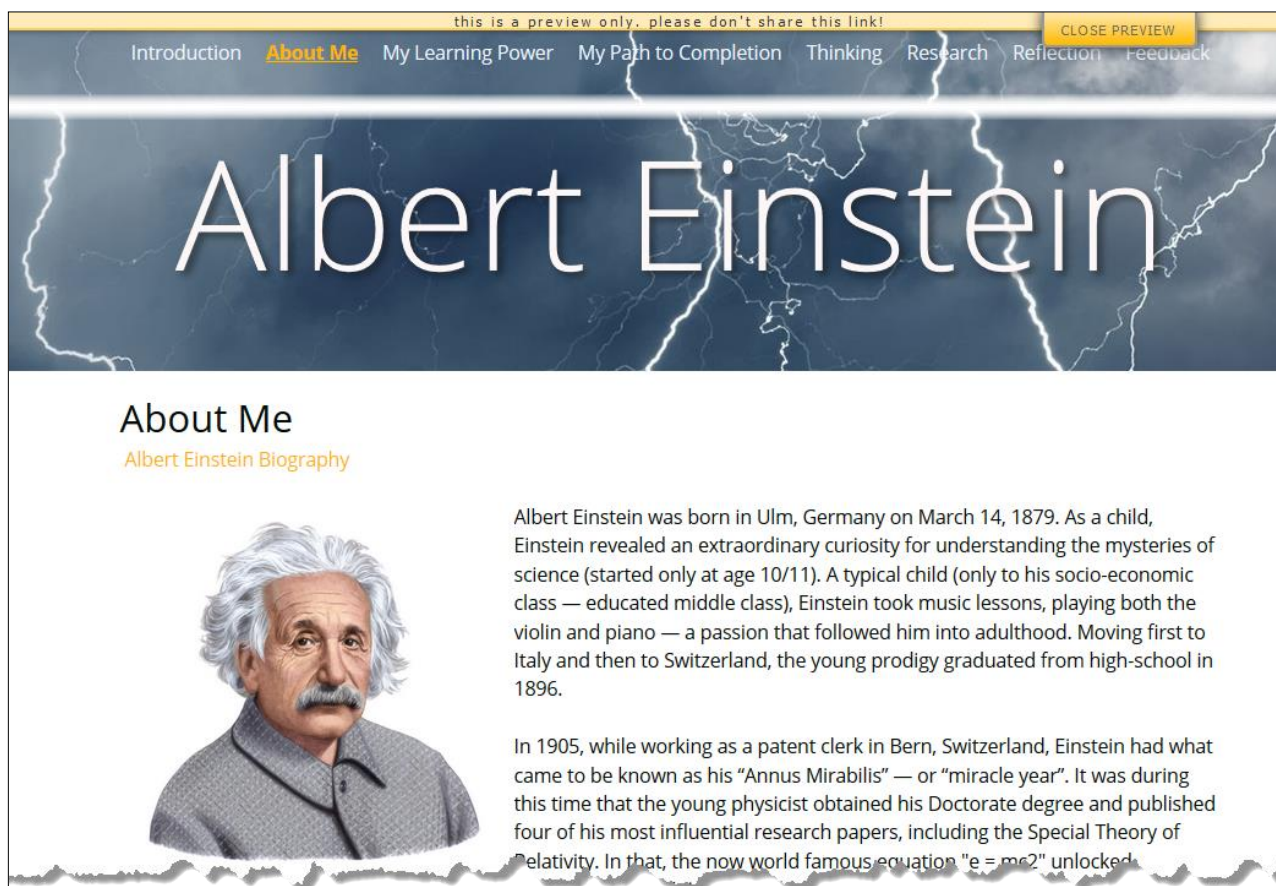
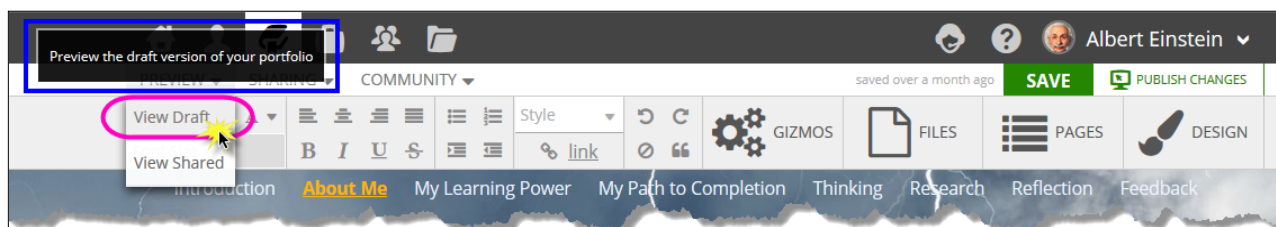




Once the video has been pasted, you can view it from this editing mode by **SELECTING "view"** or to view the video in preview mode; see the next section for details.

D. PREVIEW

As you create your presentation portfolio you can preview the changes/updates you have made by CLICKing on the Preview link in the top white bar on the left. The window that opens when you preview your presentation portfolio will be precisely what persons will see when they visit your portfolio.



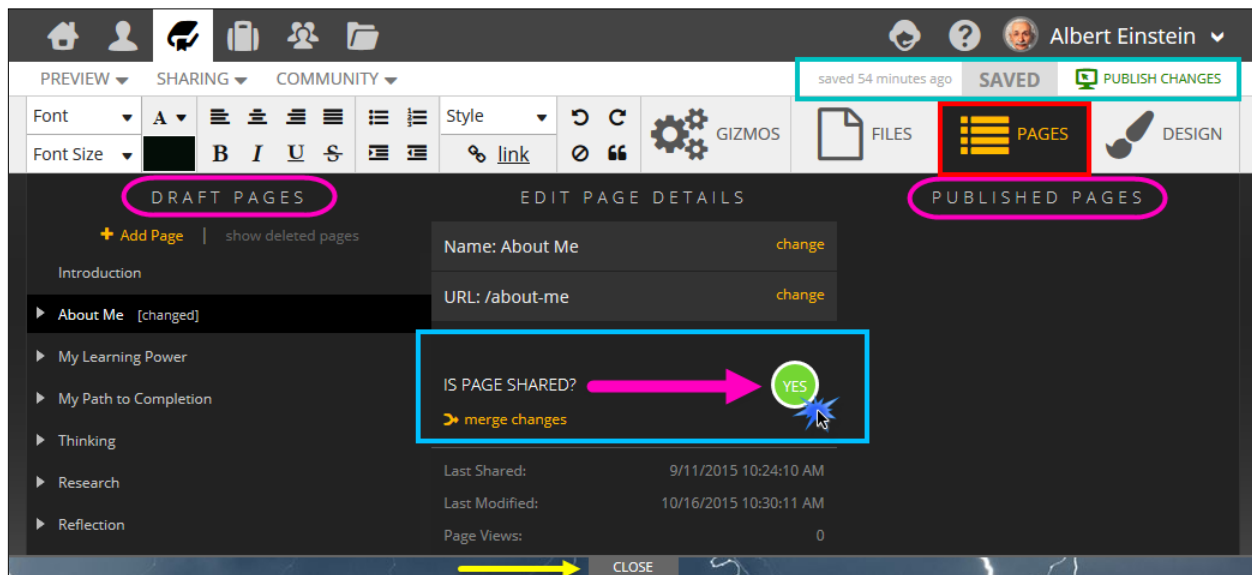
E. PAGES

When you CLICK on the **PAGES** tab, you will find a 3-column format:

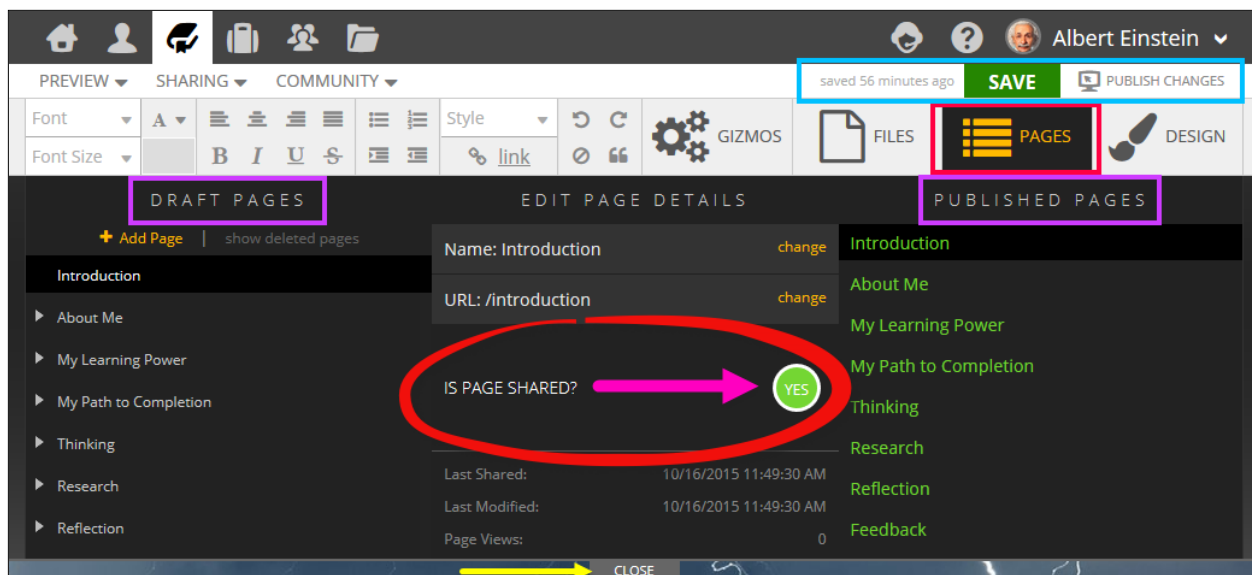
DRAFT pages on the left, **LIVE** pages on the right, and the middle column that provides information about a SELECTED **DRAFT** page. This format allows you to create a portfolio and publish only those pages you want to share. You can keep other pages in the **DRAFT** column until you are ready to share them.

You can add content to your portfolio pages and create new pages without publishing the portfolio. You can choose to publish some or all of the draft pages.

When you CLICK on SAVE, it will save the draft pages only.

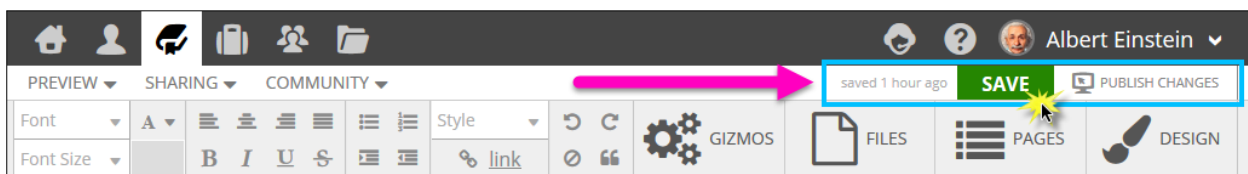


To publish, CLICK on PUBLISH PORTFOLIO. This prompt only appears when you publish the portfolio for the first time.

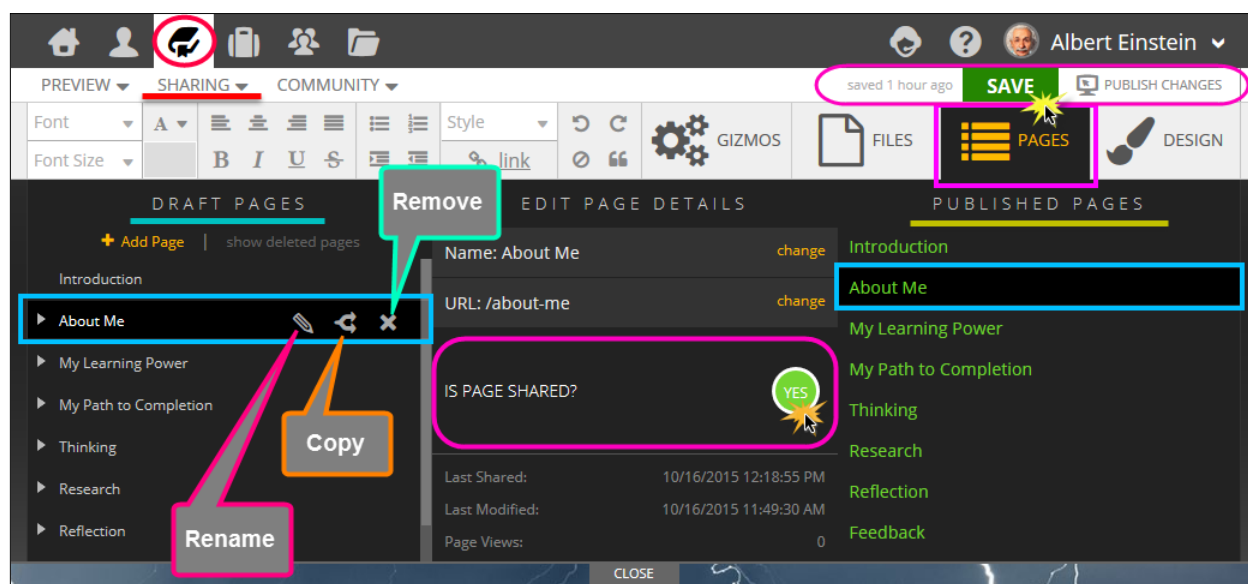


After you've published the portfolio, you will find the list of pages in the LIVE PAGES column. Consult the PUBLISH section of this manual for additional directions to publish pages. To publish/unpublish a portfolio page **SELECT** the page in the DRAFT column and use the YES/NO toggle in the middle column to publish or unpublish a page.

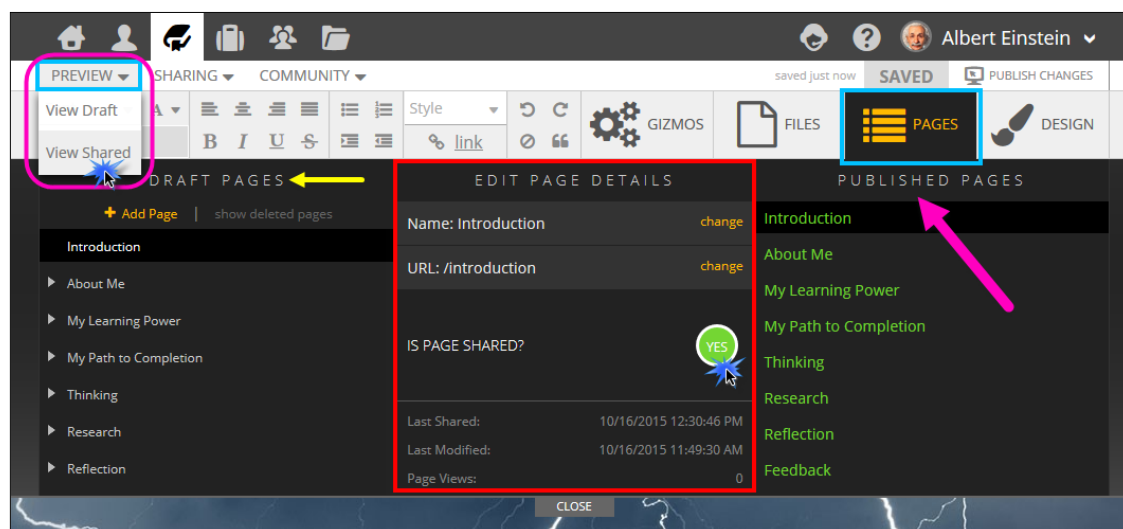
CLICK on the **Save Button** from the Top White Bar (TWB).

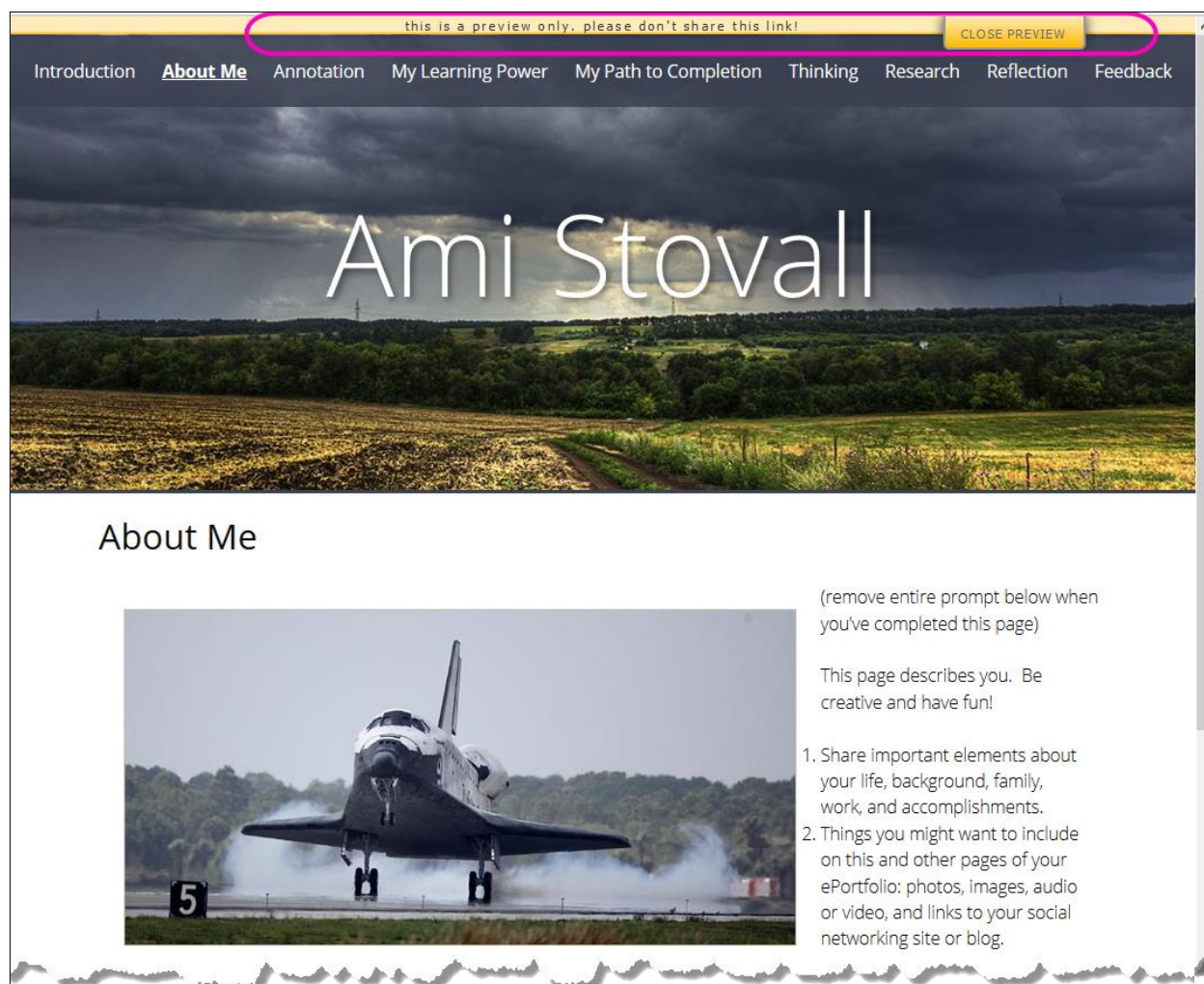


You can CLICK/drag to reorder the **DRAFT** pages.



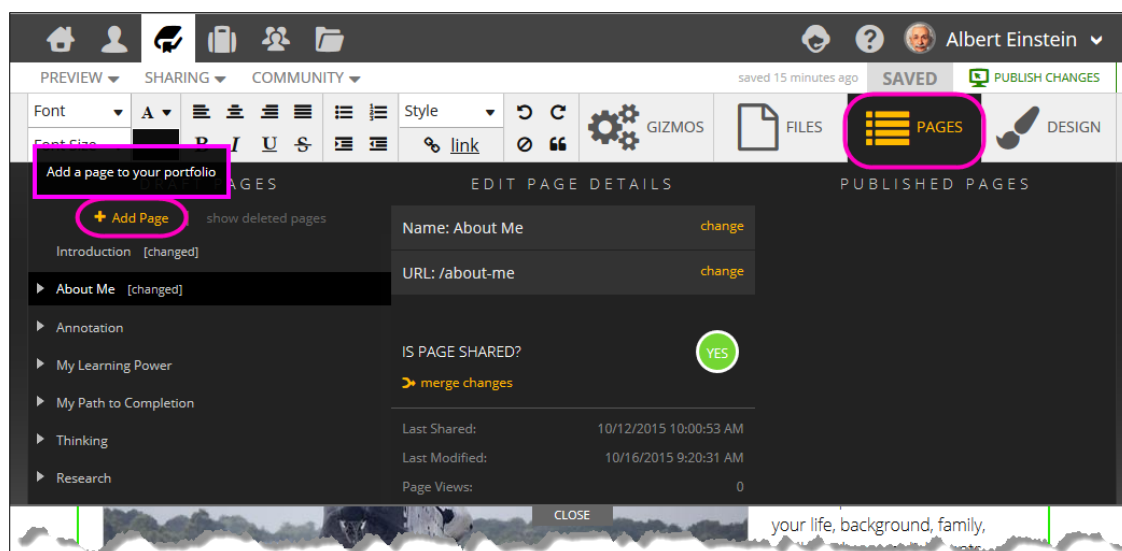
Now when you **SELECT preview** from the Top White Bar (TWB) and choose **View Shared** you will see the Learning Framework pages.





Creating Additional Pages, Copying Pages, or Removing Pages

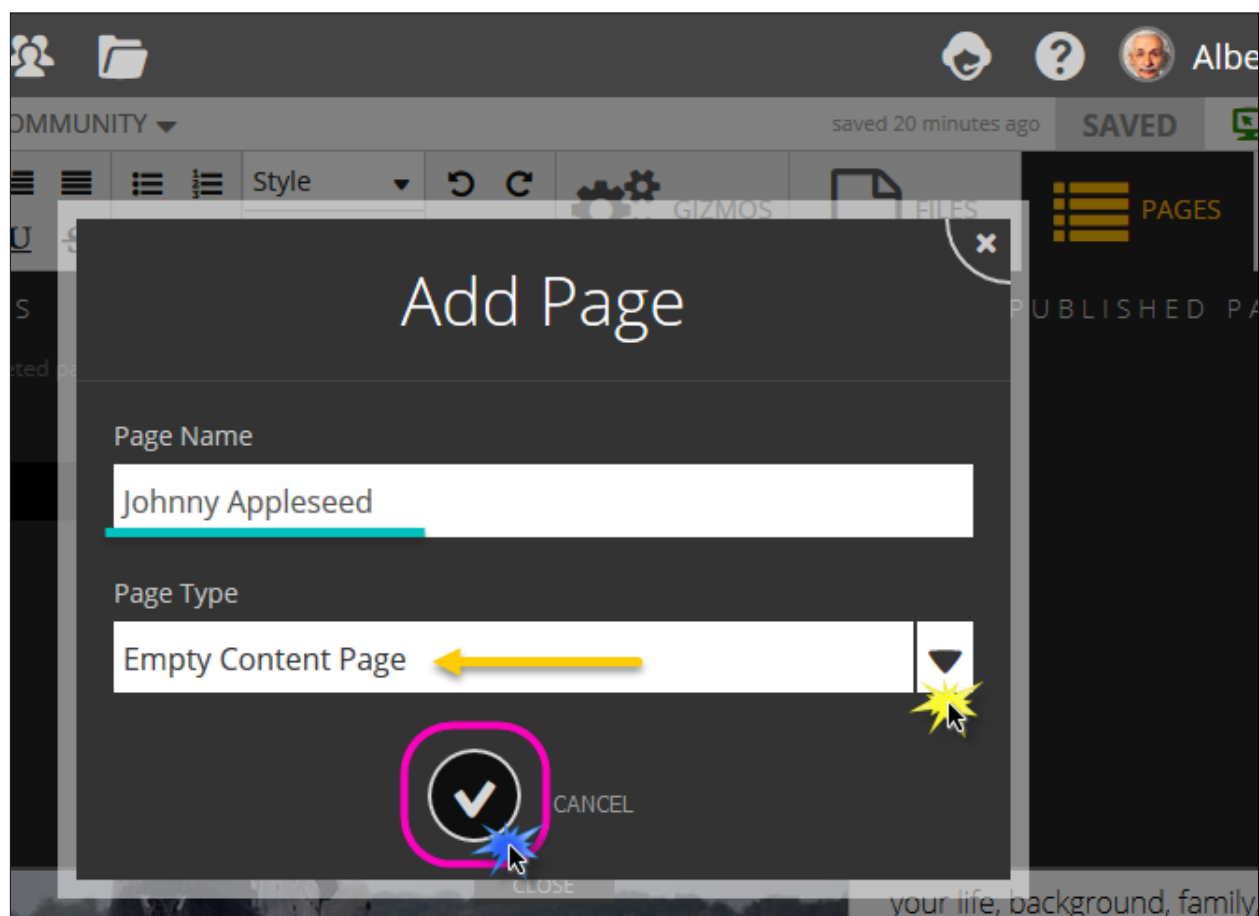
Use the Pages tab to manage what pages appear in your presentation portfolio.



Creating Additional Pages

To create new pages in your presentation portfolio,

1. CLICK on **Create New** at the top of the **DRAFT** column.
2. In the New Page dialog box, type in a name for the new page.
3. In the Page Type box, SELECT **Empty Content Page**. If you've created another portfolio, you will also have the option to copy a page from another portfolio.
4. CLICK on the **OK** button to finish and return to the **PAGES** management area.

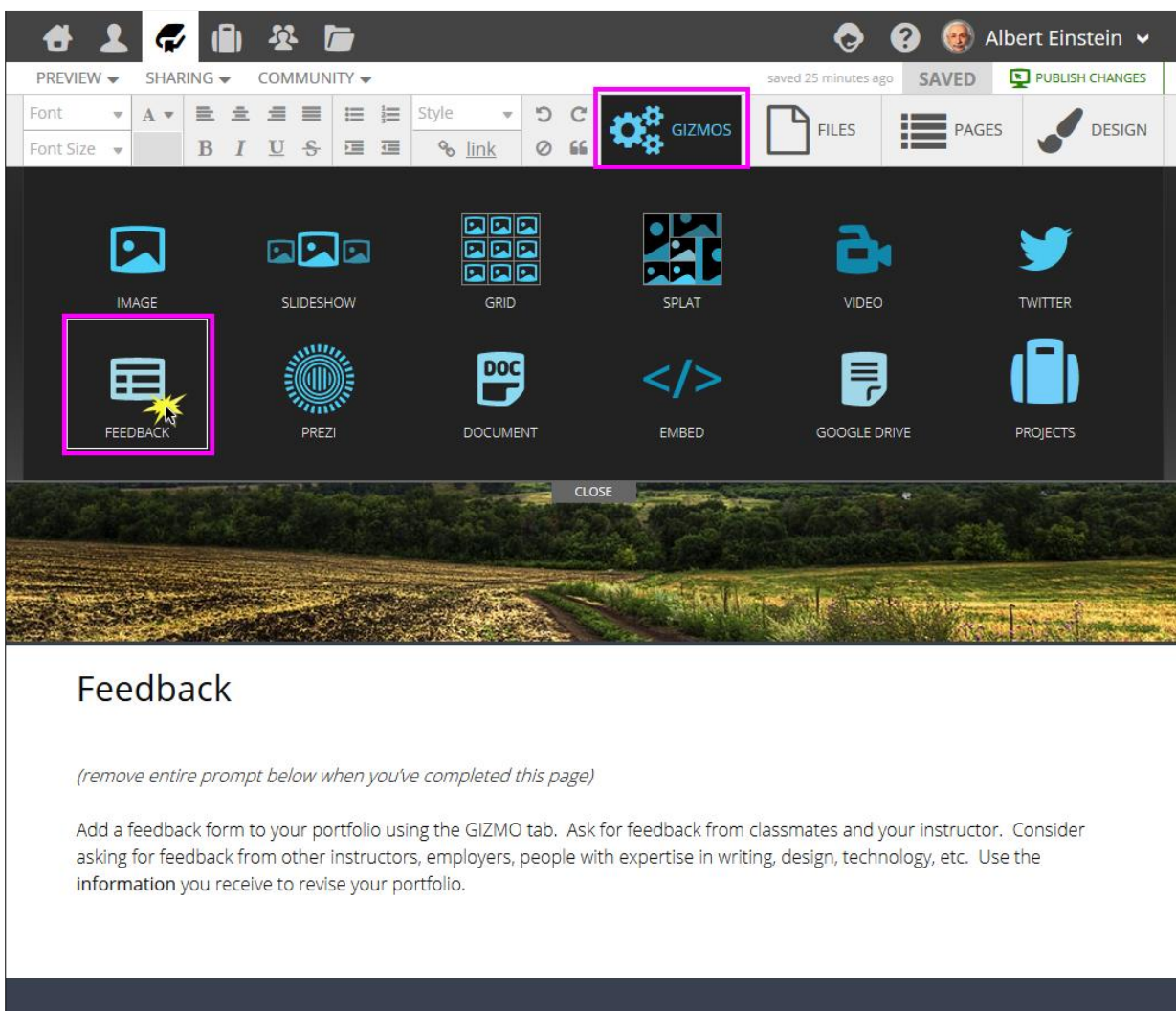


NOTE: the page you just created will remain in the **DRAFT Pages** area until you publish it along with the rest of your portfolio. The New Page will appear at the bottom of the list of pages. CLICK and drag a page to reorder the **DRAFT Pages**.

Creating a Feedback Page

Ask for feedback from classmates and your instructor. Consider asking for feedback from other instructors, employers, people with expertise in writing, design, technology, etc. Use the **information** you receive to revise your portfolio. To create a FEEDBACK page for your portfolio, CLICK on the **PAGES Tab**.

1. CLICK on **Create New** at the top of the **DRAFT** column.
2. In the New Page dialog box, type in a name for the new page, "**Feedback.**"
3. In the Page Type box, SELECT **Empty Content Page**.
4. CLICK on the **OK** button to finish and return to the **PAGES** management area.
5. Within your Portfolio Pages Menu area, navigate to and SELECT the New **Feedback** Page to add any content and the feedback form to that page
6. CLICK on the **GIZMOS Tab**
7. CLICK on **Feedback Form** and then drag this icon into the "**Feedback**" Page



The screenshot shows the ePortfolio interface. At the top, there's a navigation bar with icons for home, user, and various tools. Below this is a toolbar with tabs for PREVIEW, SHARING, and COMMUNITY. The 'GIZMOS' tab is highlighted with a pink box. Below the toolbar, there's a grid of icons for different content types: IMAGE, SLIDESHOW, GRID, SPLAT, VIDEO, TWITTER, FEEDBACK (highlighted with a pink box), PREZI, DOCUMENT, EMBED, GOOGLE DRIVE, and PROJECTS. Below the grid, there's a 'CLOSE' button. The main content area shows a landscape image. Below the image, the 'Feedback' page content is visible, including a prompt to remove the entire prompt when completed and instructions on how to add a feedback form.

Feedback

(remove entire prompt below when you've completed this page)

Add a feedback form to your portfolio using the GIZMO tab. Ask for feedback from classmates and your instructor. Consider asking for feedback from other instructors, employers, people with expertise in writing, design, technology, etc. Use the information you receive to revise your portfolio.

The screenshot shows a web application interface with a top navigation bar containing icons for home, user, and various tools. Below the navigation bar is a toolbar with options like PREVIEW, SHARING, and COMMUNITY. A 'GIZMO' icon, represented by a gear, is highlighted with a pink box. Below the toolbar is a large image of a field with a path. Below the image is a 'Feedback' section. In the 'Feedback' section, there is a text prompt: '(remove entire prompt below when you've completed this page)'. Below the prompt is a 'GIZMO' icon, also highlighted with a pink box. The 'GIZMO' icon is a small square with a grid pattern. Below the icon is a text area for feedback.

You may wish to add additional information in the content area of your Feedback Page to give others directions for the kind of Feedback you wish to receive from them....

The screenshot shows a web application interface with a top navigation bar containing icons for home, user, and various tools. Below the navigation bar is a toolbar with options like PREVIEW, SHARING, and COMMUNITY. A 'GIZMO' icon, represented by a gear, is highlighted with a pink box. Below the toolbar is a large image of a field with a path. Below the image is a 'Feedback' section. In the 'Feedback' section, there is a form with three input fields: 'Your Name:', 'Your Email:', and 'Your Feedback:'. The form is enclosed in a green border.

Copying a Page

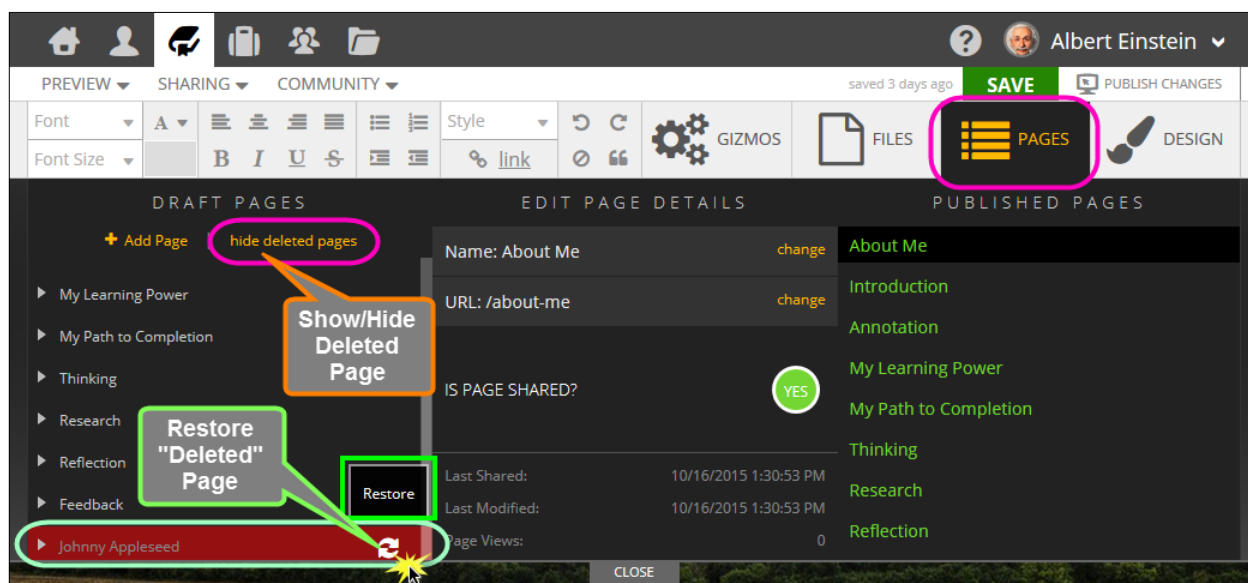
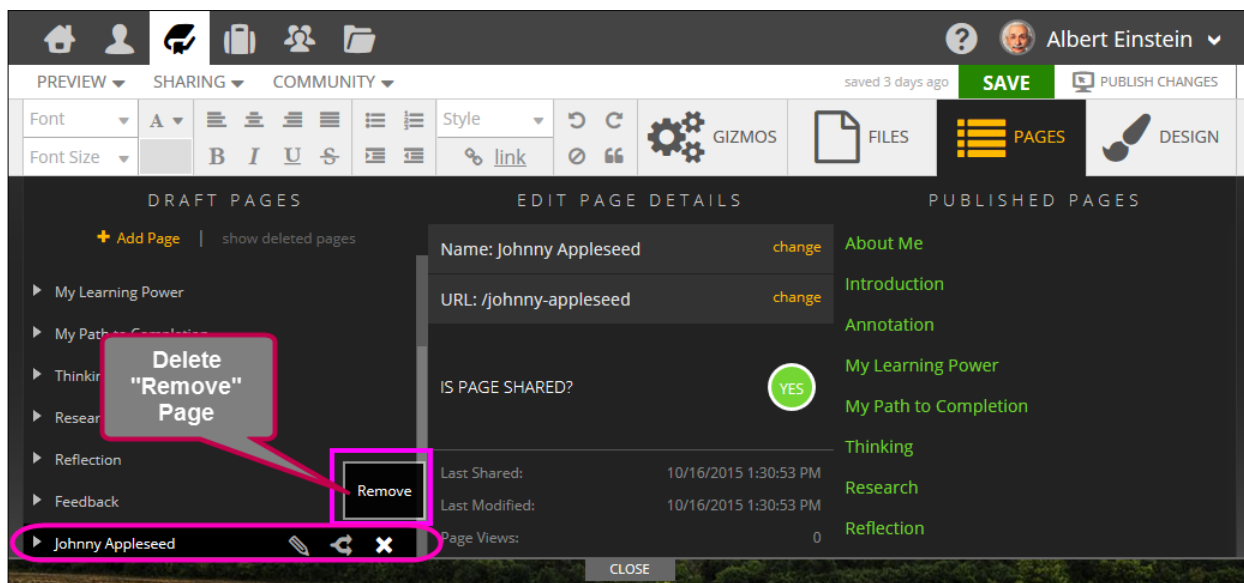
You can copy or delete pages in the **DRAFT** column when you hover the cursor over the page title and SELECT one of the options.

The screenshot displays the ePortfolio interface. At the top, there's a navigation bar with icons for Home, Profile, Drafts, and Pages. The 'PAGES' icon is highlighted with a pink box. Below the navigation bar, there's a toolbar with options like Font, Font Size, Style, and a 'PAGES' button, which is also highlighted with a pink box. The main content area is divided into three sections: 'DRAFT PAGES', 'EDIT PAGE DETAILS', and 'PUBLISHED PAGES'. In the 'DRAFT PAGES' section, a list of pages is shown: 'About Me', 'Introduction', 'Annotation', 'My Learning Power', 'My Path to Completion', 'Thinking', and 'Research'. The 'Annotation' page is selected, and a 'Copy' button is highlighted with a pink box. A callout box with an arrow points to the 'Copy' button, also labeled 'Copy'. The 'EDIT PAGE DETAILS' section shows the 'Name: Annotation' and 'URL: /annotation', both with 'change' links. It also shows 'IS PAGE SHARED?' with a 'YES' button, and 'Last Shared' and 'Last Modified' dates. The 'PUBLISHED PAGES' section shows a list of published pages: 'About Me', 'Introduction', 'Annotation', 'My Learning Power', 'My Path to Completion', 'Thinking', 'Research', and 'Reflection'. Below the 'DRAFT PAGES' section, the 'Annotation' page content is displayed, featuring a video of a man speaking.

Removing a Page

To REMOVE a Page,

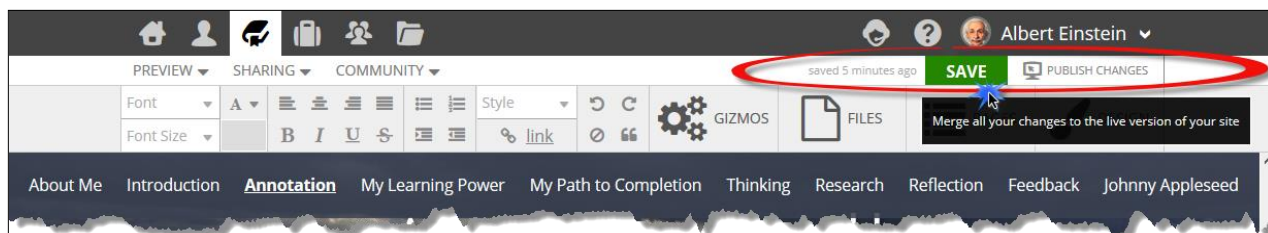
1. In the **DRAFT** column, SELECT the page to be deleted
2. CLICK on "**Delete**" to the right of the SELECTed page



F. SAVE

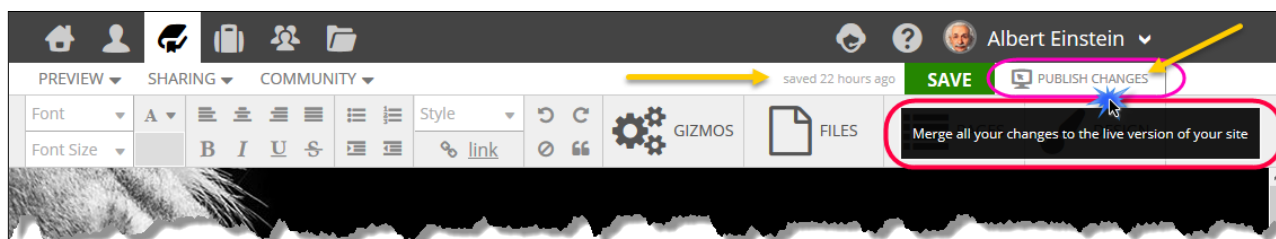
Here are the things to keep in mind when saving and/or publishing a portfolio:

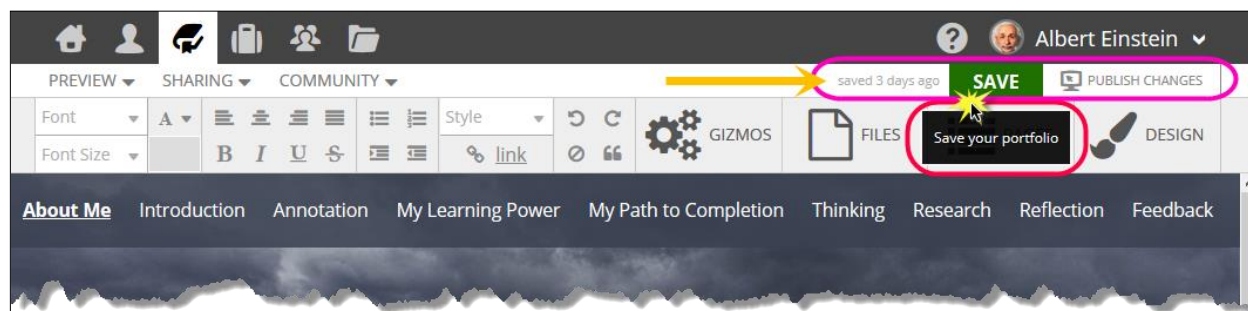
- Saving only saves the changes you have made as a draft version.
- If you make changes to a portfolio page and you want your shared (live) version to reflect these changes, you have to merge and publish the changes.



Directions on **Saving** and **Publishing**:

1. Once you have made changes to a portfolio page, CLICK the '**Save**' link under the portfolio name in the upper-left corner.
2. If you are not ready for changes to go "**LIVE**", then simply CLICK '**Save Draft**.' This saves these changes to your draft version.
If you are ready to publish this portfolio, follow the directions to Publish found in the next section of this manual.
3. If you are ready for the changes to be reflected in any portfolio you have shared, either privately or publicly, you need to CLICK the '**Merge & Publish**' link. This saves any changes and pushes them to the '**Live**' version of your portfolio.
4. Any changes to pages of the portfolio are also reflected on the '**Pages**' tab. If you open the '**Pages**' area, you will see a listing of your draft pages on the left and '**Live**' pages on the right.
5. CLICKing on the name of a page on the Draft side opens a dialogue about that page.
6. If there are saved or unsaved changes that are not live, an orange '**Merge changes with published**' link appears letting you know there are unpublished changes.
7. CLICKing on this link will save any changes and publishes them to any '**Live**' versions of your portfolio.





G. PUBLISH

To publish your portfolio: CLICK on the “**Sharing**” drop-down menu

- **Privately:** sharing to specific individuals
- **Publicly:** sharing on the web for the world to see
- or
- **Community:** sharing with groups or peers or others in a common area of interest
- **Collaborate:** allows multiple users to work on the same portfolio at the same time

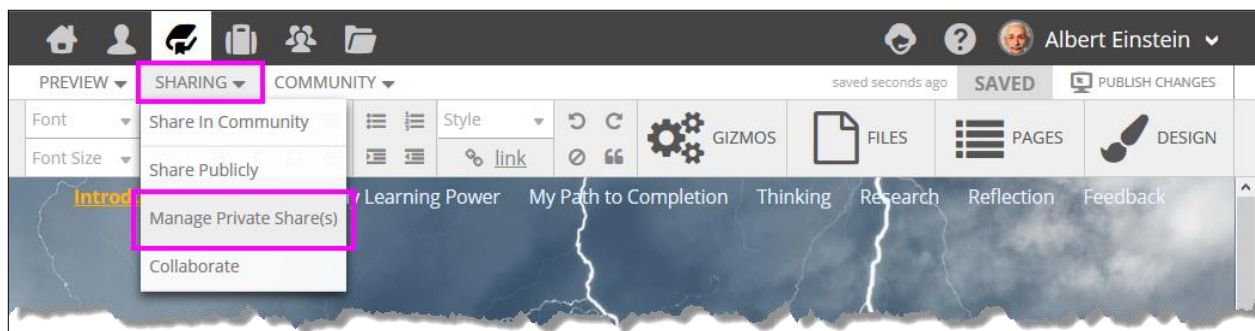


Private Sharing

To share **privately**, choose **Send Invites**.



(Once you have sent one or more invites, you will see **Manage Invites** instead of send invites.)



To publish your presentation **privately**, follow these steps:

1. Type in the e-mail address of the person you are inviting to view your portfolio and provide feedback.
2. Fill in the person's name; the system will automatically send this person an e-mail notification inviting them to view your presentation. You may also invite additional people by using the "CLICK to add another person."
3. You can write a personal note in the Message section that will be included in the e-mail.
4. Choose a publish date
5. Choose an expiration date for the person to view the presentation.
Be sure to give ADEQUATE TIME for people to have access to your portfolio.
6. Choose which email options are appropriate for this publishing
7. CLICK on the "**Send Invite(s)**" button at the bottom right of the window

eportfolios >> [private share](#)

Private Share

A private share allows you to invite a user to view your eportfolio for a period of time.

1.

2.

3.

4.

5.

Becki,

Please take a look at my portfolio when you get a moment. I am working in the new My Learning Power template that Foliotek created for us.

Talk soon,
Ami

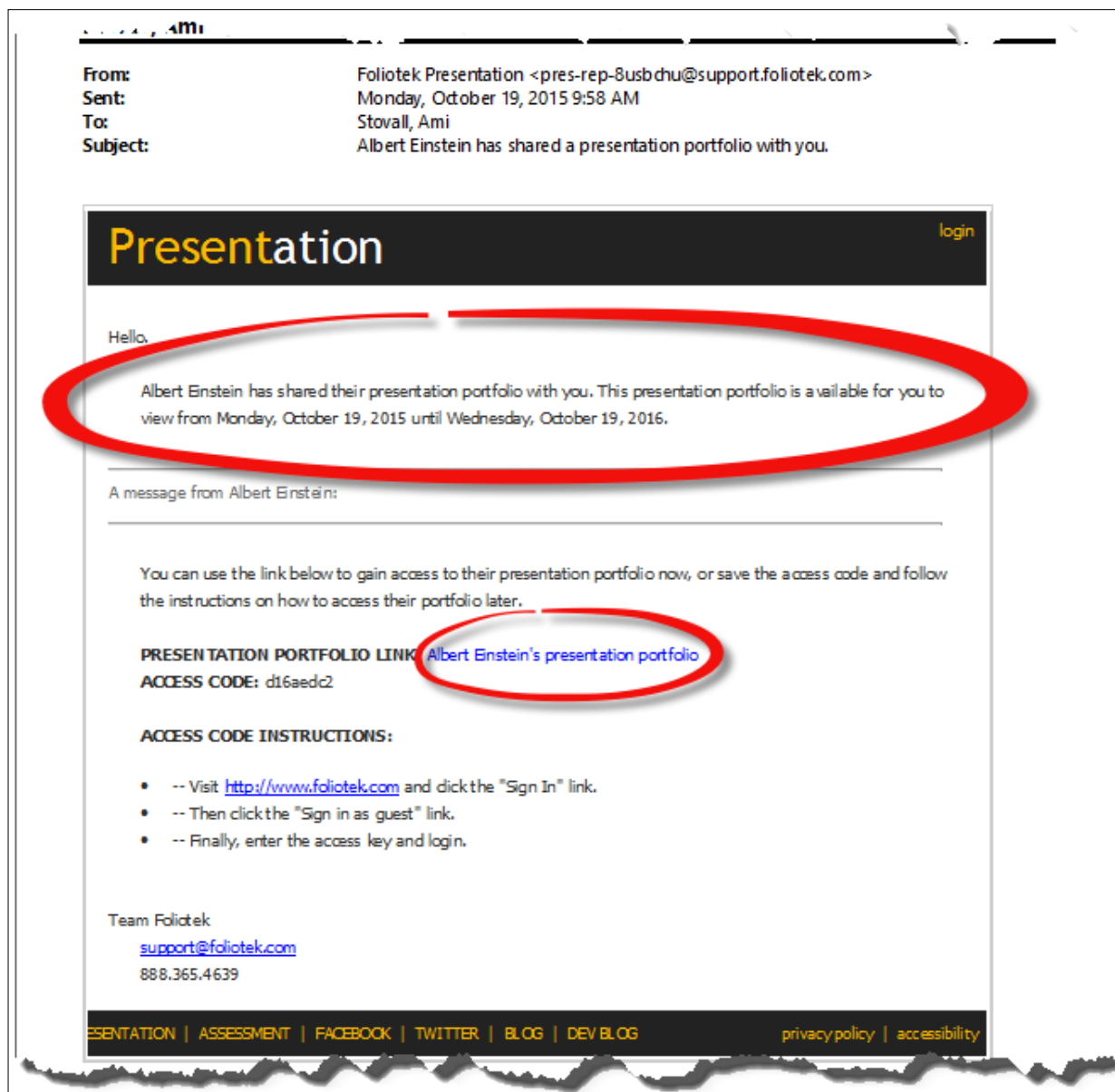
☐ Send Later

CANCEL

Current Shares

The **E-MAIL NOTIFICATION** will be delivered to the person on the **Begin Date** you've chosen for him or her. In the e-mail, the person(s) will be given a link to your portfolio (The person(s) can also view the portfolio at Foliotek.com using the access code provided in the email invite).

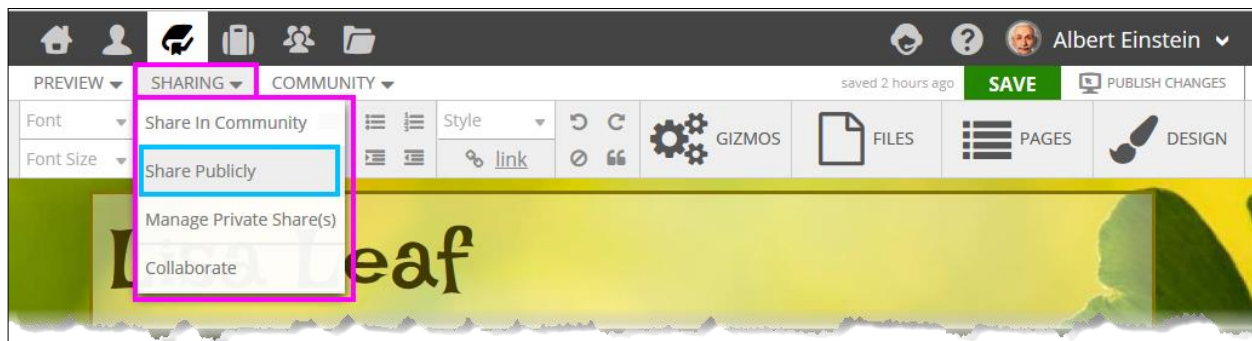
The person(s) will receive an email that provides a link to your portfolio.



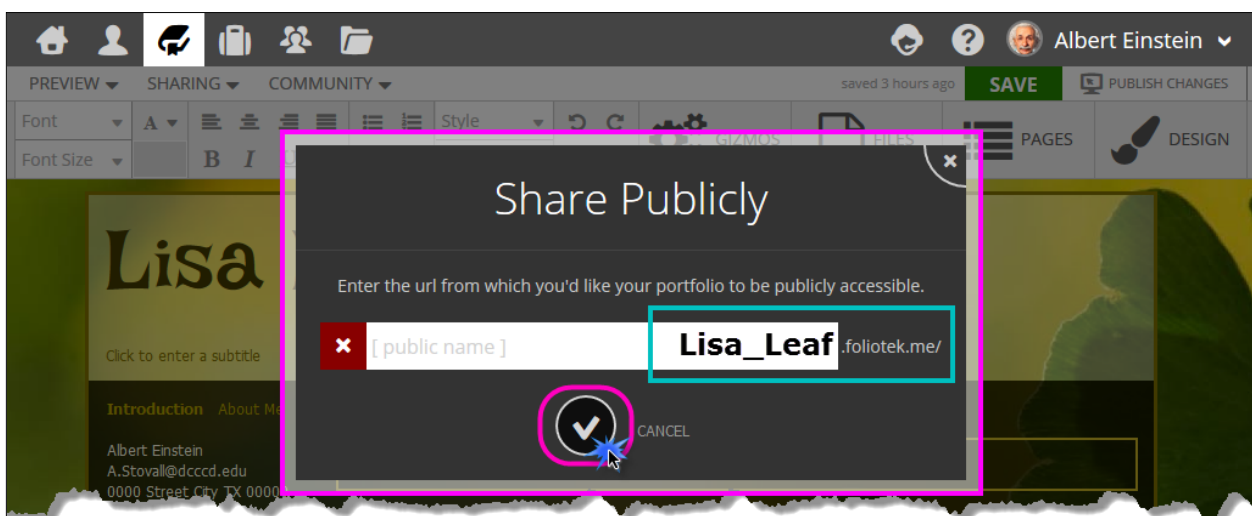
Follow this same process when you are ready to invite others to view your portfolio.

Public Sharing

To share **publically**, choose **Share Publically** and follow these steps:

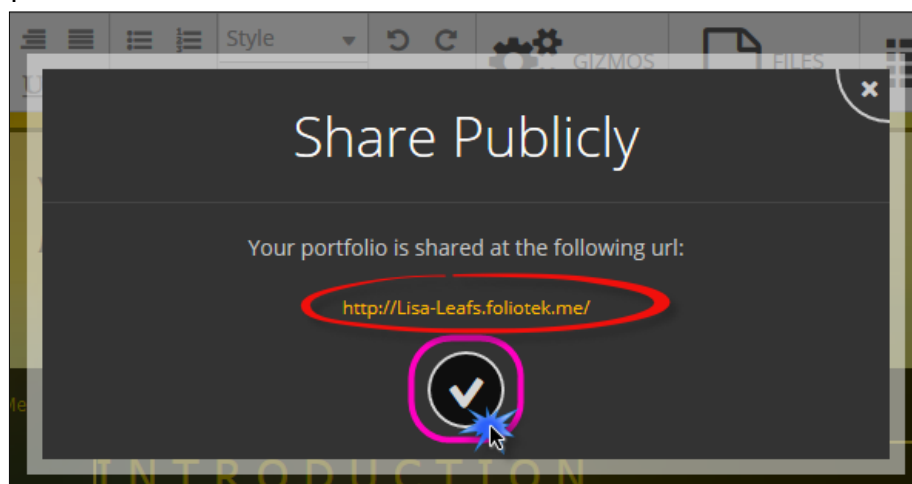


1. Choose a unique name for your URL
2. CLICK on the **"Validate"** link to the right of the URL field to validate your unique name for your public share URL
3. CLICK on the **"Share Portfolio"** button at the bottom right of the window

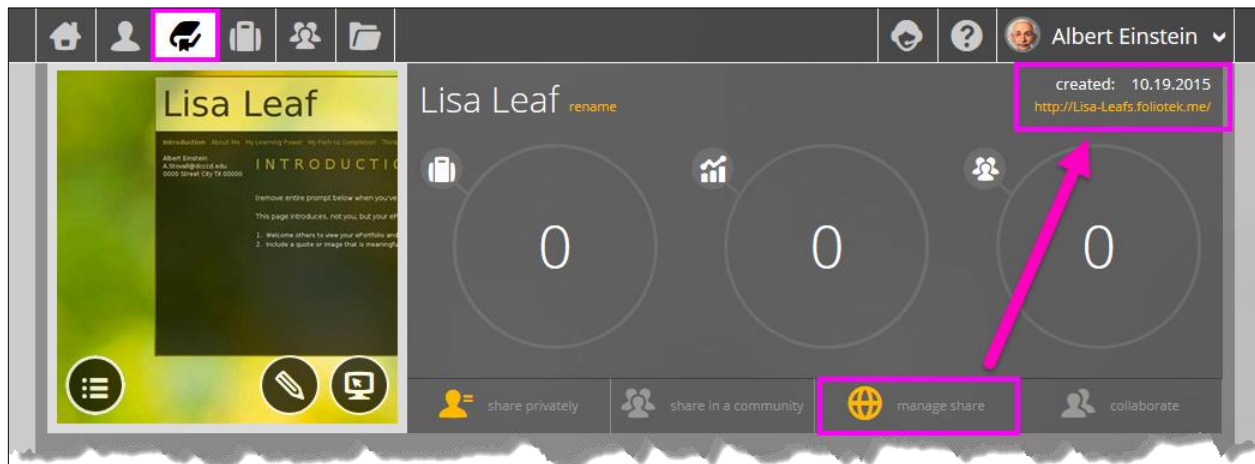


To go back to your portfolio, CLICK on the "edit portfolio" link in the top black bar just to the right of the portfolio title

or

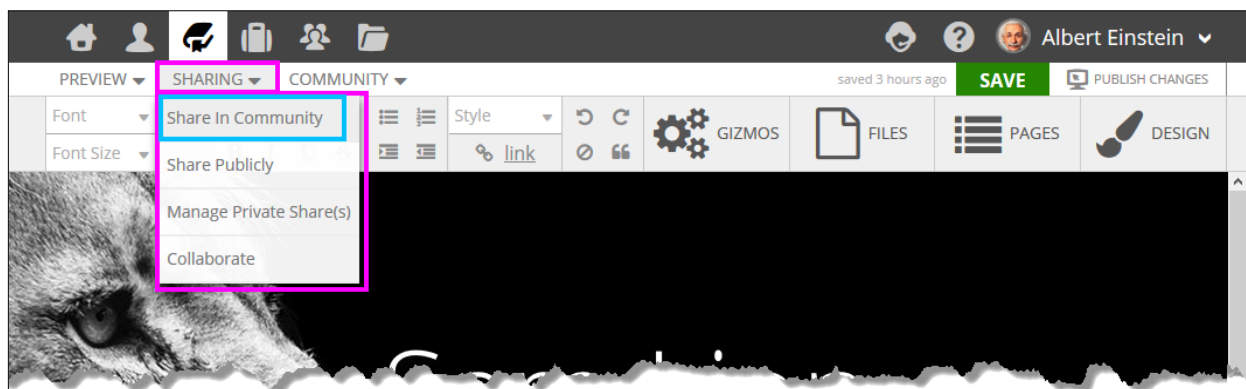


To go back to the Home Screen, CLICK on the "Home" link in the top black bar just to the left of your login id link in the far right corner of the top black bar



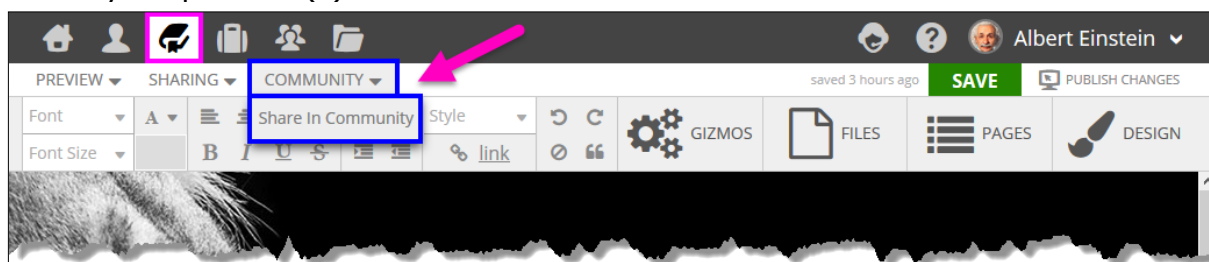
Community Sharing

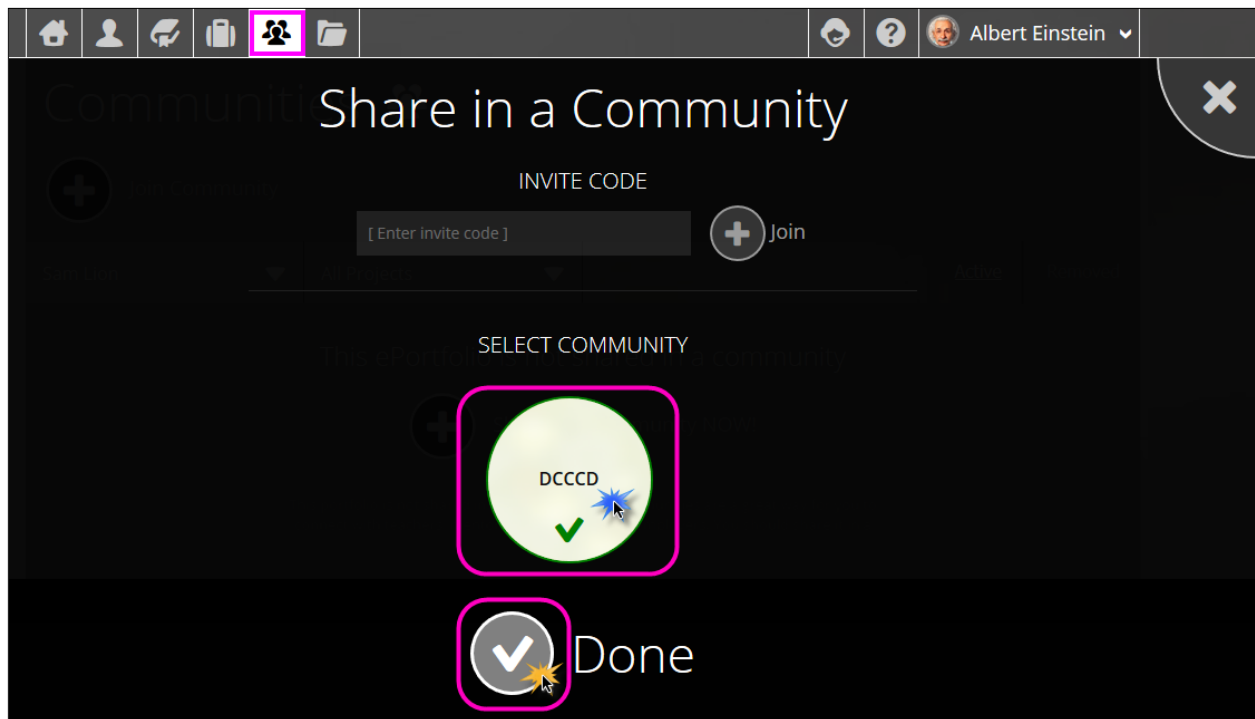
Instead of sharing "publically" or "privately," you can share in communities created for specific purposes. Only the other participants of specific communities can view your portfolio. A list of communities will appear that you are eligible to join.



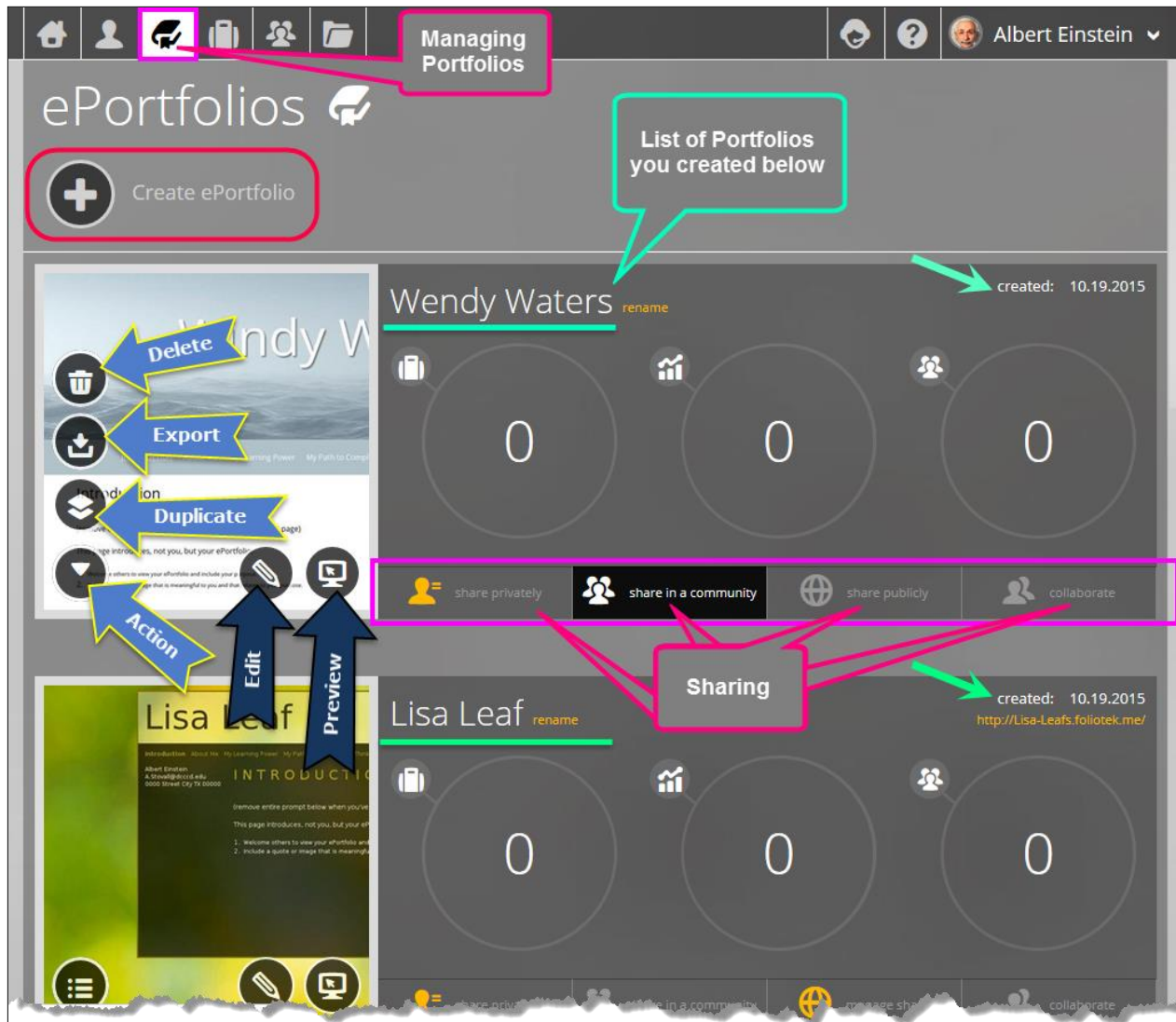
To share one or more of your portfolios in a community,

1. CLICK the "**sharing**" link in the top white bar after creating your portfolio
2. Choose the "**Share in community**"
3. CLICK the "no/**yes**" toggle button in the community you would like to share your portfolio(s) in





From the **HOME Screen**, SELECT **"View Communities"** to share one or more of your portfolios with communities that appear as a list under the RESTRICTED area of this screen that you are eligible to join.



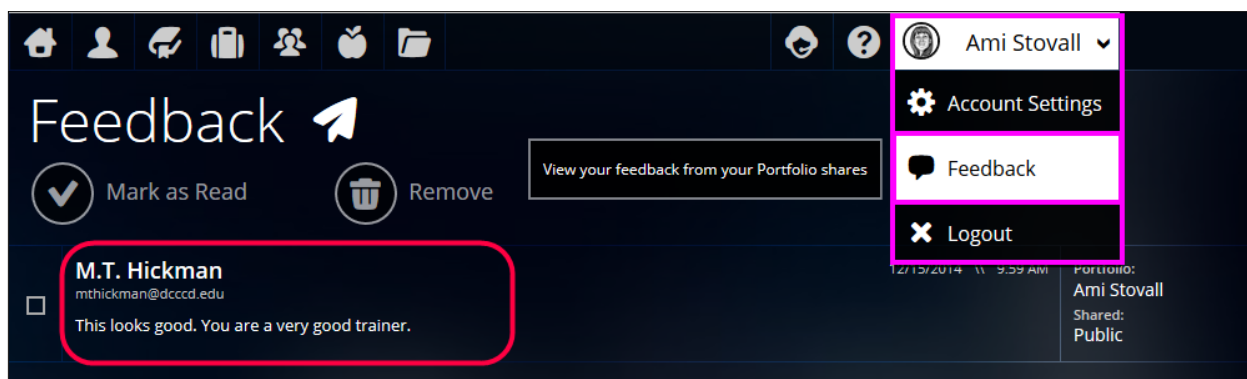
H. FEEDBACK

The *EDUC 1300 Lifelong Learner portfolio* contains a prebuilt feedback page. To add a feedback page to the New *Learning Framework portfolio* for EDUC 1300 or a custom portfolio, SELECT the option in the **GIZMOS** Tab.

If your portfolio contains a feedback page, those who view your portfolio can give you feedback.

1. When you are given **Feedback**, a green numbered icon appears to the right of the publishing link in the top black toolbar. To view feedback, CLICK on the publishing link and SELECT the "**View Feedback**" option. You will see the person's comment, his or her name, and the date the person posted the feedback. SELECT "**Manage Invites**" to view all feedback received over time.

SELECT the name of the person who sent feedback to view his or her comments.



I. CUSTOM ePORTFOLIOS

You can create any number of portfolios using Foliotek.

How do I create a content template for my community?

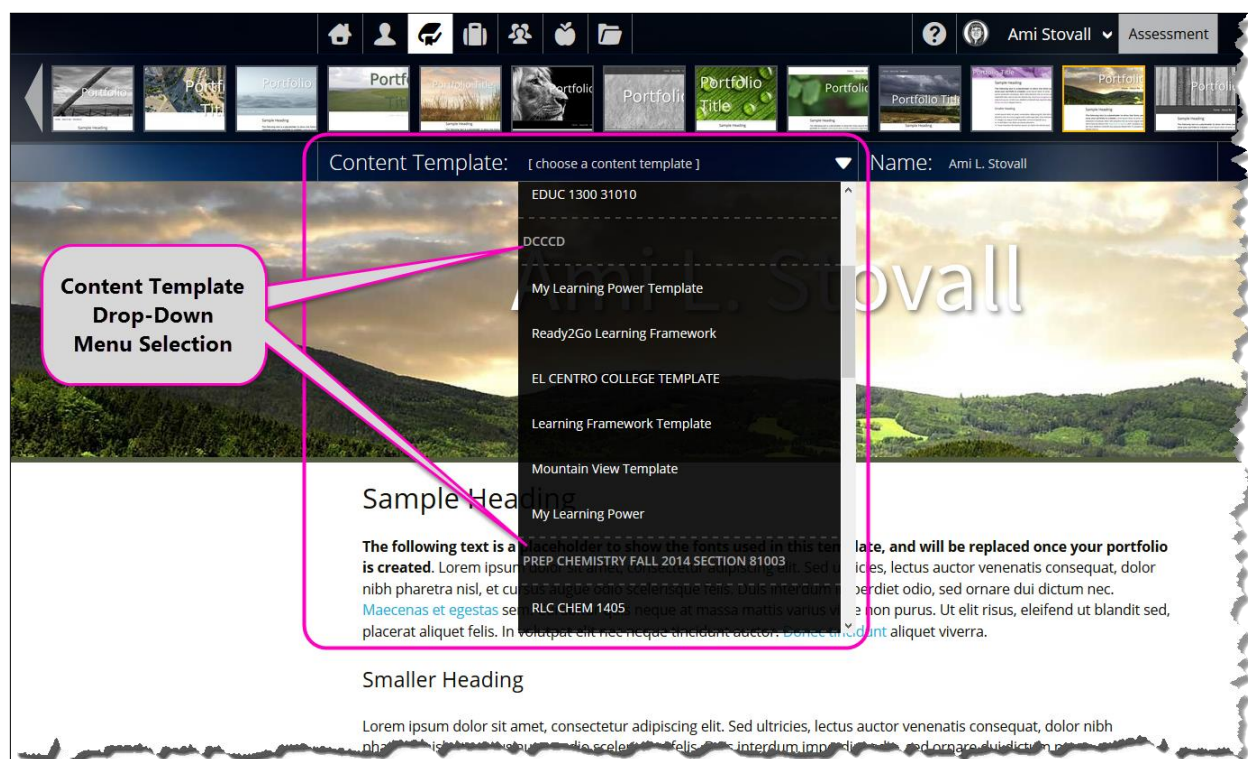
Creating Content Template for a Community

What is a Community Content Template

A **Community Content Template** allows you to set a pre-designed portfolio template for students to create their portfolios from. Essentially, this creates an outline of pages and content for the students who use the template.

It will not affect their designs or customizations, but their page titles, headings, and content on the pages will be the same.

Using this feature to place the instructions on the content page is a good way to communicate what you want students to do on each page.



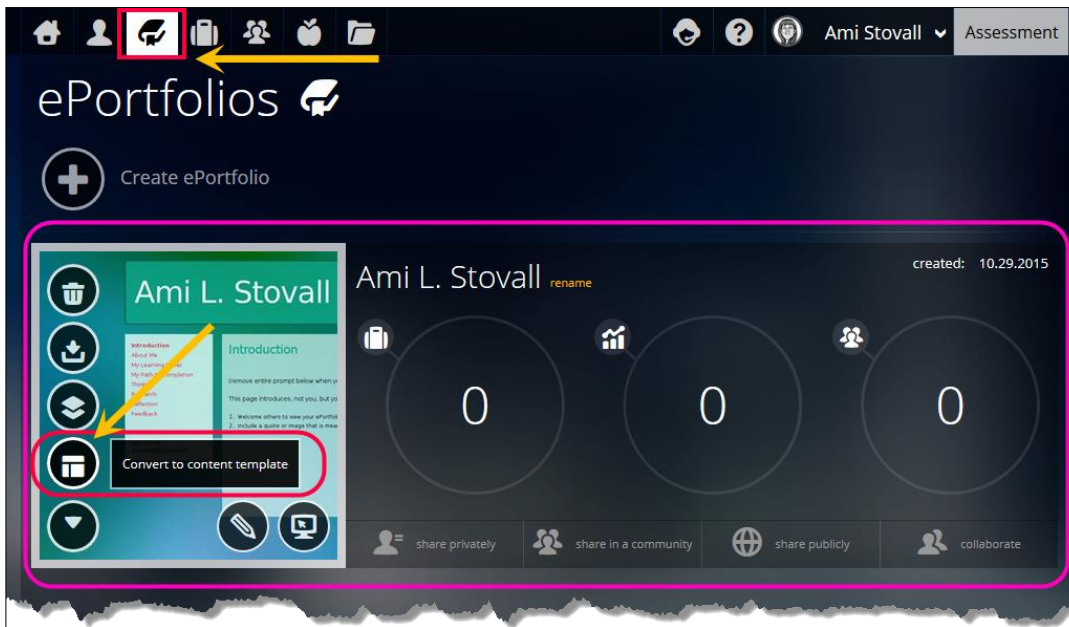
How to Create a Content Template

In order to create a Content Template, you must have a Faculty account with Foliotek.

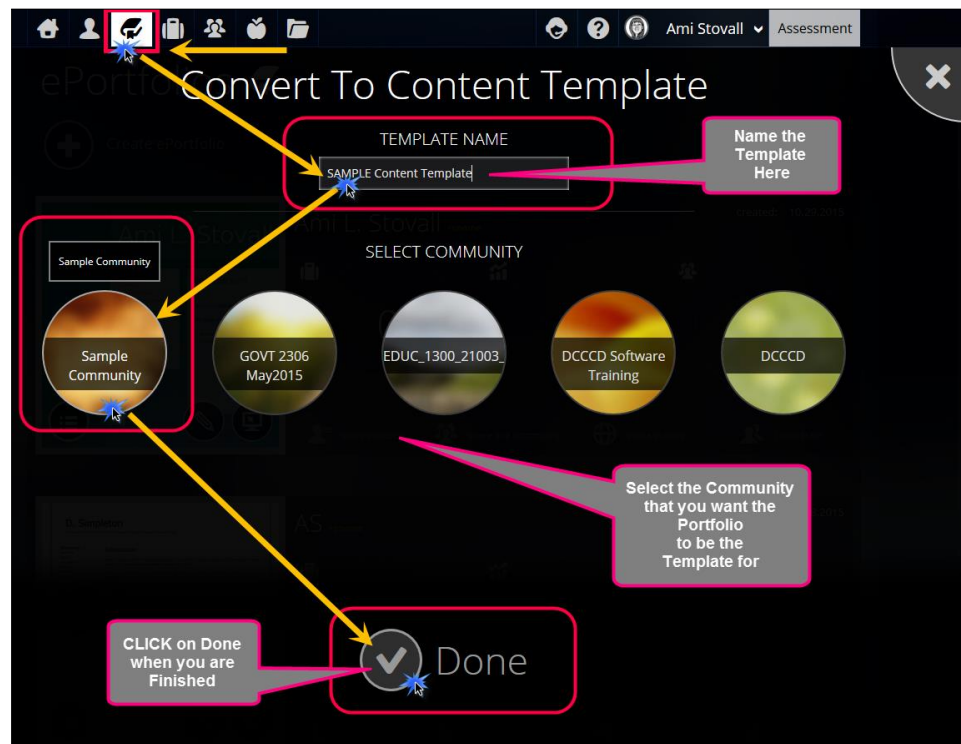
1. First you must Create a Portfolio
(if you don't already have one or more created)
2. From the Manage ePortfolios area choose a Portfolio to Convert to the Community Template
3. CLICK on the ePortfolio Actions Icon

The screenshot displays the Foliotek ePortfolios web application. At the top, a navigation bar includes a home icon, a user profile icon, a 'Manage ePortfolios' button (highlighted with a red box and a callout), and a user menu for 'Ami Stovall' with an 'Assessment' dropdown. Below the navigation bar, the main content area shows a 'Create ePortfolio' button and a list of existing portfolios. Two portfolios are visible: 'Ami L. Stovall' (created 10.29.2015) and 'D. Simpleton' (created 04.28.2015). Each portfolio card features a thumbnail image, the user's name, a 'rename' link, and three circular progress indicators. Below the progress indicators are four sharing options: 'share privately', 'share in a community', 'share publicly', and 'collaborate'.

4. When you click on the 'ePortfolio Actions' icon a drop down box will appear with a list of options.

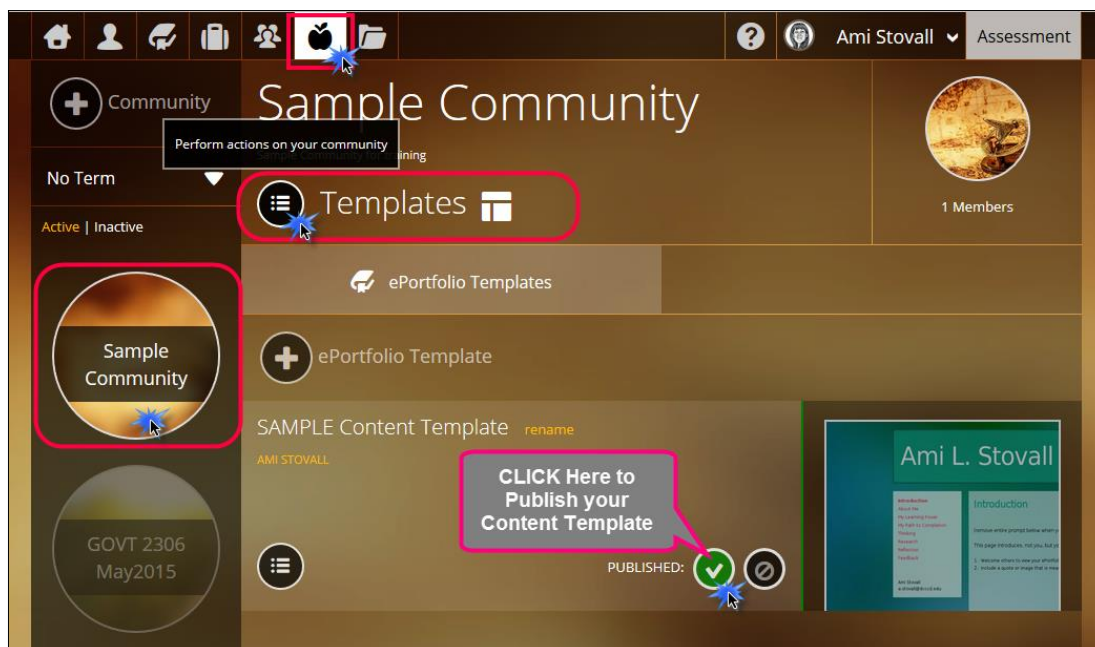
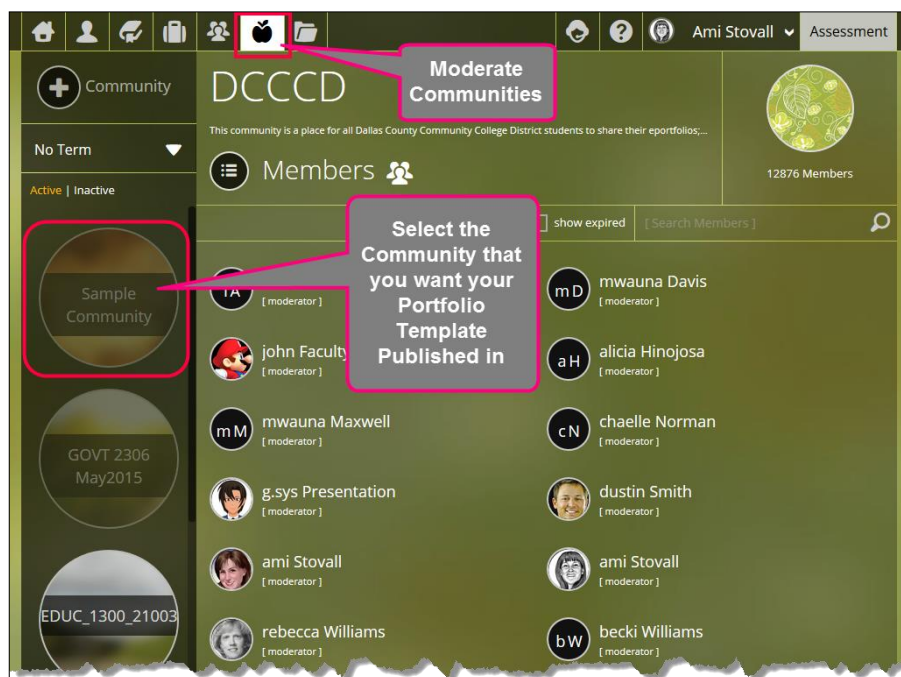


5. The first one is the one you want to choose, 'convert to content template.'
6. After you click convert a pop up window will appear where you will:
 - a. Choose the Community that the Template will be for
 - b. Name the Template
7. Once you have finished CLICK Done.



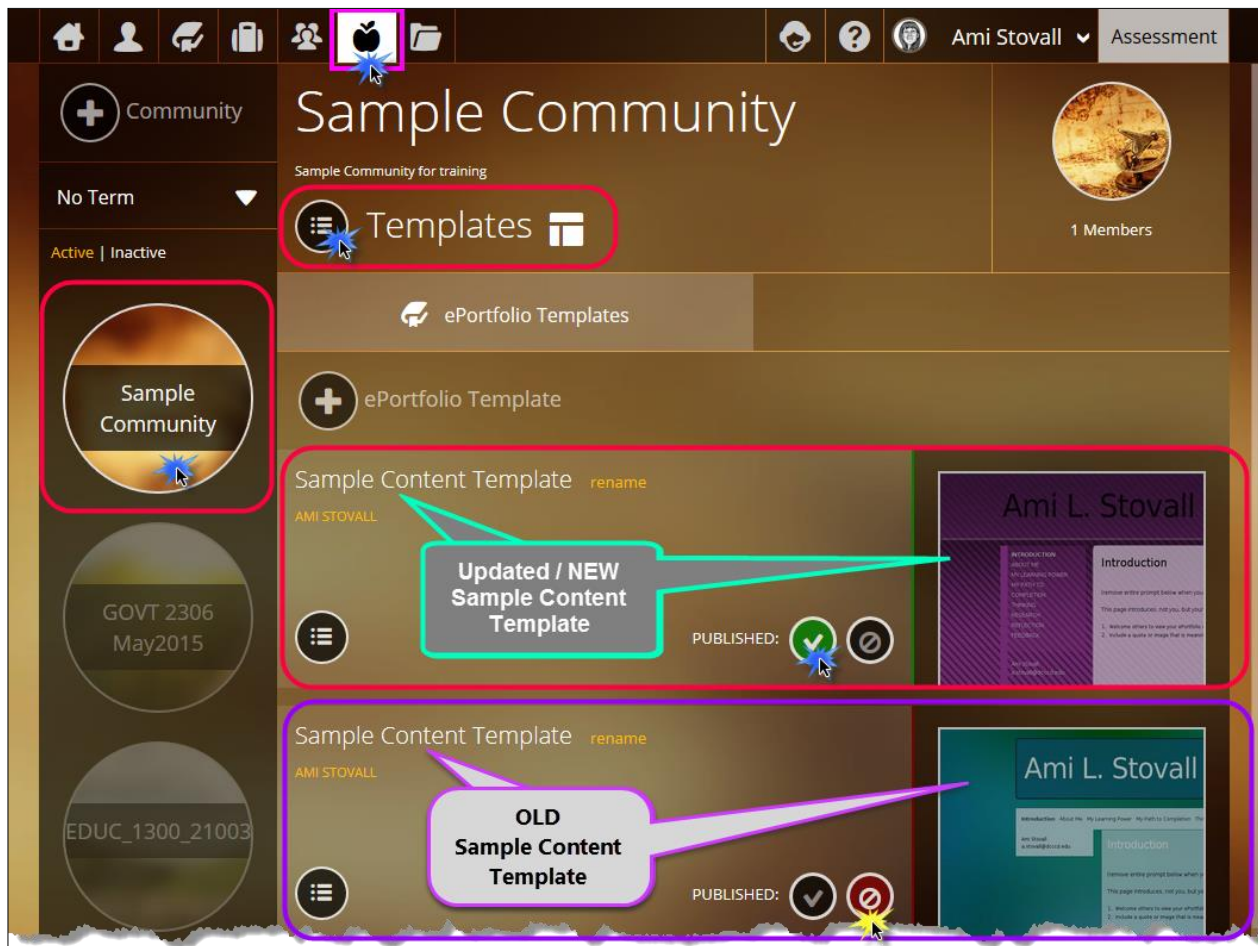
After Finishing this, you now just need to **Publish your TEMPLATE**.

1. To do this, go to the **Moderator Page** for that **Community**
2. CLICK on the **Perform Actions Button** that is located near the heading '**Members**' when you first load the Page
3. Then CLICK on the **Templates Icon**
4. Here you will see any **Templates** that you have created and will be able to **Publish** them.



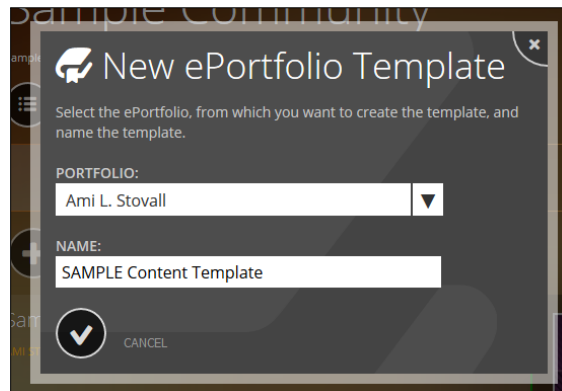
Making Changes to Template

To make changes to the template, you will first need to edit the original portfolio that you used for the content template. After you make your changes and save them in the portfolio editor, you can convert it to a content template again. Then you will need to go to the community moderator page, click on the community you just choose the template for and click on the perform actions icon.



1. From the Dashboard, CLICK on Manage ePortfolios
2. From your list of created ePortfolios, SELECT the Original Portfolio that you used to create the Content Template
3. CLICK on Edit Portfolio
4. Edit and make whatever changes you need to make to this Original Portfolio
5. SAVE Changes to Original Portfolio
6. PUBLISH/MERGE saved changes with LIVE / Published Portfolio
7. Go to Top Black Bar and CLICK on Moderate Communities

8. SELECT the Community where you want your Updated / NEW Original Portfolio to be added as the NEW / Updated Content Template
9. CLICK on Perform Actions on your Community
10. CLICK on Templates
11. CLICK on ePortfolio Template
12. SELECT the ePortfolio you want to Convert / Update into the NEW Content Template for that Community
13. Name your NEW Content Template for that Community
14. CLICK the "Check Mark" DONE when you are finished.
15. Once your ePortfolio appears in the list of Templates, CLICK the "Check Mark" Published next to your NEW / Updated Portfolio
16. CLICK the Unpublished button next to your OLD original ePortfolio / Content Template in that Community.

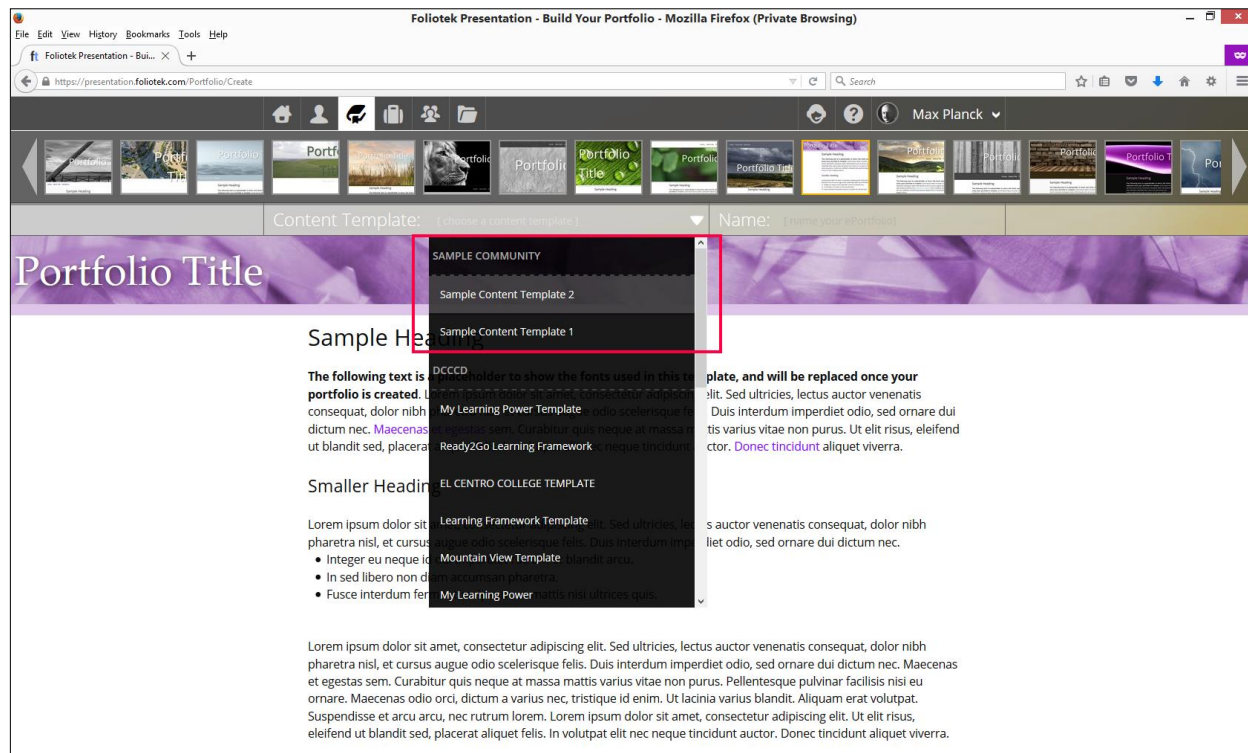


Once you click on perform actions a side box will appear with different options. Click on 'Templates.' From there you can preview the template or delete it, you can also see when it was created. Using either the date or the preview button, you will be able to distinguish between the new and old templates. Simply delete the old template and you will have your new, updated template!



Community Content Template in Student Portfolio

From a student's perspective, when they go to create a portfolio they will see the option to use content template of the communities they are part of.

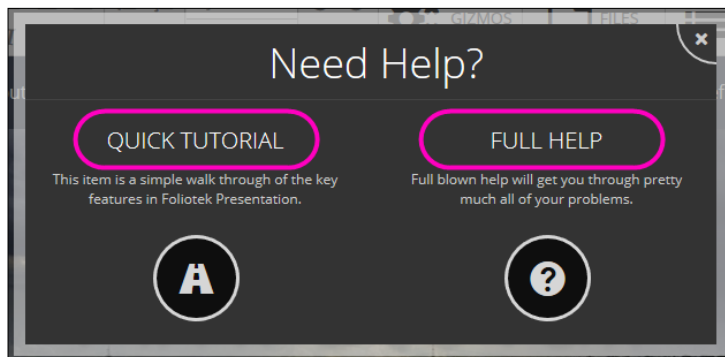


Appendix ~ HELP System

HELP

To access additional HELP, go to: Help.Foliotek.com/presentation

Help System – will break down more complicated tasks in Foliotek Presentation. We hope this new help system will continue to improve your experience in working with Foliotek Presentations.



Foliotek help is built to help you get the most out of your presentation portfolio building experience. Use the navigation on the right to drill down to the topic that best fits your question, or search for the terms you are looking for.

FOLIOTEK PRESENTATION HELP

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WHAT'S A PORTFOLIO? Don't quite know what a portfolio is or why you should have one? Don't worry, learn all about portfolios.	CREATE A PORTFOLIO Let's get you rollin' by showing you how to create a new portfolio.	CUSTOMIZE YOUR PORTFOLIO Design is a tricky word, so we want to help get you going with some basic tips.
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NEW FEATURE: Header Background Images

Not too long ago we added the ability for you to upload your own images as a background. We've taken that a step further and now allow you to upload your own image to go behind your header. Not only that, but we added some image editing functionality so that when you add your header image, you can make it black & white, flip it (horizontal or vertical), resize, and a few other cool tweaks. Have fun playing with your portfolios by adding in your own images. This is an excellent way to show your own identity.

Getting Started

- ▶ What's A Portfolio
- ▶ Create A Portfolio
- ▶ Customize Your Portfolio
- ▶ Browser Recommendations

Dashboard

Identity Page

ePortfolio Management

Content Editor

Pages

Gizmos

Design

Sharing

Moderating Communities

Files



Training Class Registration & Schedule:

employeetraining.dcccd.edu

or

dcccd.edu

Employees > Training & Development > Software Training & Support

Contact Software Training & Support

Staff Helpdesk Phone: 972-669-6477

Student Helpdesk Phone: 972-669-6402

Email: softwaretraining@dcccd.edu

Support Website: helpdesk.dcccd.edu

Training Website: employeetraining.dcccd.edu