

FOLIOTEK PRESENTATION PORTFOLIOS

Welcome to Foliotek – the digital portfolio platform subscribed to by Gonzaga University. This document will guide you through the initial steps to create a Presentation Portfolio and to navigate your Foliotek account. If you are assigned an Assessment Portfolio while you are at Gonzaga, you will receive additional instructions.

► YOUR ACCOUNT

Accounts are available for free to all current students and faculty/staff at Gonzaga, and alumni can purchase an account subscription for just \$8 a year. If you are creating a portfolio for a class assignment, your professor may have requested an account on your behalf, or you may request an account by emailing the Academic Technology Applications Support (ATAS) department at atasupport@gonzaga.edu - make sure to include your Zgmail email address.

Once your account has been created, here are the steps to obtain your username and password:

1. Go to <https://secure.foliotek.com> in your browser (we do not recommend Internet Explorer)
2. Click on the 'Forget your username or password?' link
3. Enter your **Zgmail** email address in the Email box and click the Email Password Link button
4. You will receive an email with your username and a link to Reset (create) Password

► LOG IN


After you have your username & password, you can log into Foliotek anytime at <https://secure.foliotek.com>

The first time you access your Foliotek account the program will walk you through a few tasks:

- Personalize the Foliotek experience – you can upload an image to represent you and select a background image. Or, you can just click the **Done** checkmark at the bottom of the screen and let the program select images for you.
- Your Identity Page – this is a digital business card. You can always return later to create and edit your Identity Page if you like.

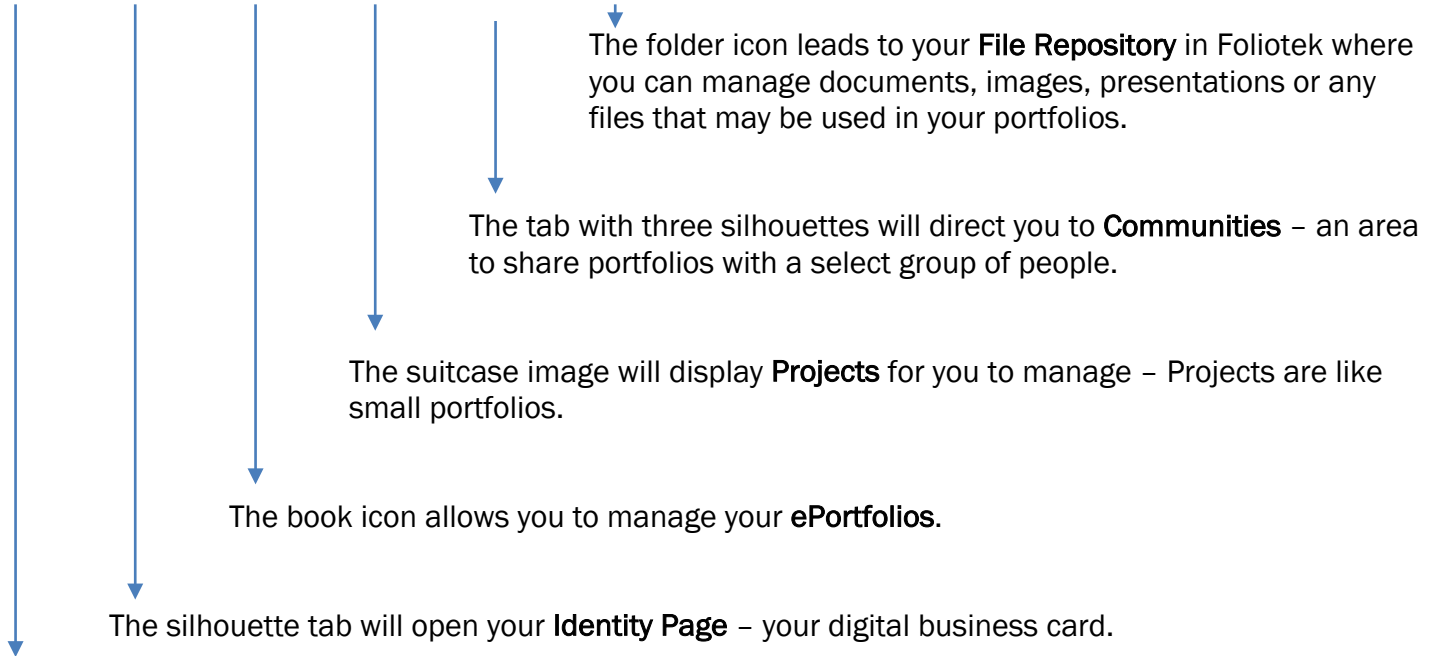
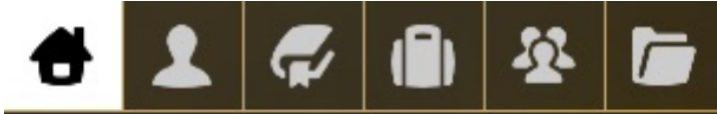
► HELP

There are several ways to get help when working on your digital portfolios.

- **Full Help** – The Help icon is available in the top toolbar on every page in Foliotek and it looks like a question mark. Full Help will answer most questions about the portfolio process.
- **Quick Tutorial** – Select the Help icon while you are editing a portfolio and you will receive the option to watch a quick tutorial that walks you through the key features of the digital portfolio process.
- **Chat** – During business hours a Foliotek technician is available to chat with you about portfolio questions. Chat is available whenever the Chat icon  appears in the toolbar at the top of the screen.
- **ATAS** – Help at Gonzaga! Contact ATAS with any questions about Foliotek accounts, creating a portfolio, assigned portfolios for a class, or any aspect of the digital portfolio process. You can call the office during business hours at **509-313-3972** or stop by room 303 of the **Foley Center Library**. The best way to contact ATAS is through the departmental email at atasupport@gonzaga.edu.

► NAVIGATION

Every screen in Foliotek has a toolbar in the top of the window to help you navigate your account and capabilities of the program.



The **Home** button takes you Home to your account dashboard where you can access your portfolios, projects, and communities.

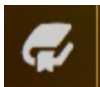
► PORTFOLIO

Time to create a digital portfolio!

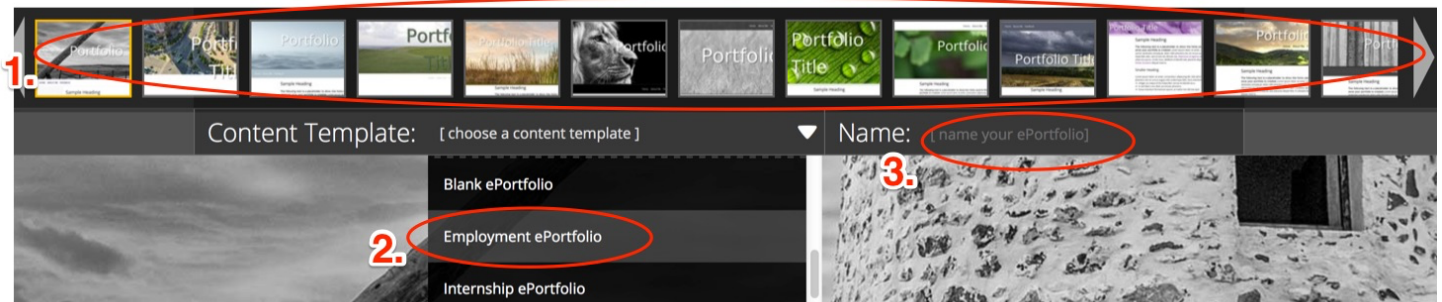
There are two different pages within Foliotek where you can access your current portfolios and start new ones:



- On the **Home/Dashboard** page there is an area that will display the number of portfolios you have and a plus sign button to add a new portfolio.



- On the **ePortfolios** page you can manage all of your current portfolios and you can start a new portfolio by clicking the plus sign button at the top of the screen.




There are three steps to define the initial look, feel, and structure of the portfolio.

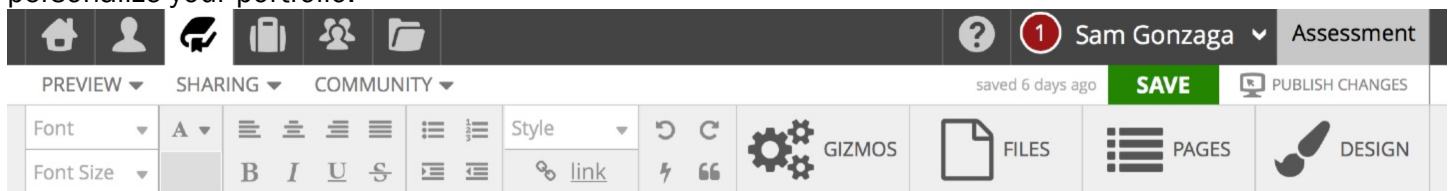
1. Select a **layout** from the carousel of thumbnails (you can always change or edit the layout later)
2. Select a content **template** – Employment or Internship might be good choices for a professional portfolio
3. **Name** your portfolio – since it is about you, you can always use your name

For your first portfolio the program will walk you through a short tutorial with the steps to add and edit content in the portfolio. With your account, you are allowed to create as many portfolios as you like.

► EDITING

After you start a new portfolio you will automatically be in edit mode, but when you return to the program later select the Manage ePortfolios page, then click on the Edit icon  located on the portfolio you want to edit on the – the portfolio will open in edit mode.

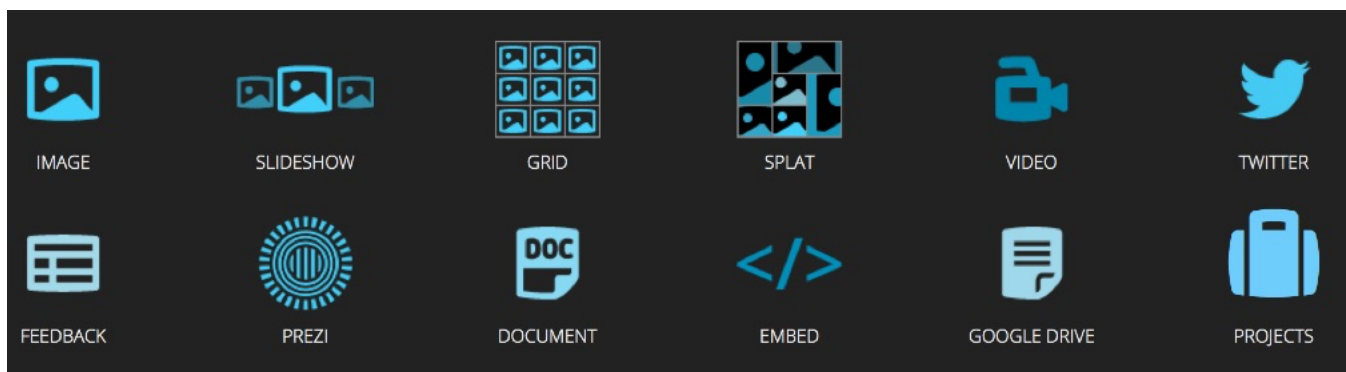
There are many options available from the toolbox in edit mode that allow you to add content and personalize your portfolio.



- **Text/Formatting** – the first half of the toolbar has many familiar tools for editing and formatting text on the portfolio page.
- **Gizmos** – Gizmos are tools to help you add outside content to your portfolio.
- **Files** – This space is where everything you have uploaded for your portfolio is stored. From here you can upload more items including web links, videos, and documents.
- **Pages** – Use this tab to manage multiple pages in your portfolio. You can add, delete, rename, move, nest, and share pages from this area.
- **Design** – If you want to change the look & feel of your portfolio, explore the design tab! You can change the template, layout, background image, and styles used for the portfolio here.

► GIZMOS

Gizmos are tools that help you add digital and on-line content to the portfolio pages.



To insert a Gizmo in your portfolio,

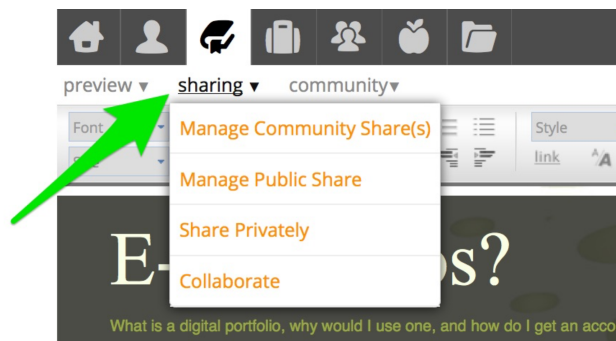
1. First, select the Gizmo icon you want to use. As soon as you click on the icon you will notice green boxes on your portfolio page, these show you where you can place the Gizmo.

- Click in the green box and then you will see the options for that selected Gizmo. For example, if you selected one of the image options, you will see all pictures that you have already uploaded to Foliotek and will have the option to upload new ones. If you selected the Video option, you will see a space to enter the URL from a video hosting service like YouTube, or you can link to a video uploaded to your account. Our advice – use a video hosting service, they are experts in this area.
- After the item has been added to the portfolio page you will notice a Gizmo Control box whenever the item is selected. In the Control box you can edit and adjust the Gizmo’s appearance and functions.

► SHARING

You have complete control over all of the Presentation Portfolios in your Foliotek account – this includes deciding whom to share your portfolio(s) with. When you are ready to share your portfolios, you have a few options. You can get to all of these options on the ePortfolio page of Foliotek, or by selecting the Sharing tab while you have a portfolio open in edit mode.

- Privately** – Share your portfolio by email with one or more people for a specific amount of time.
- Public** – Create a public web portfolio with a unique URL.
- Community** – You have to belong to a community to share a portfolio with the other members. See the section on Communities below.
- Collaborate** – Add contributors in Foliotek to collaborate on a portfolio!



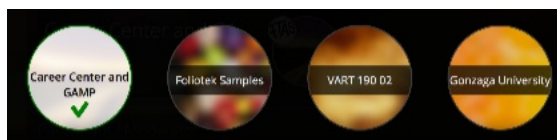
Tip: once you have shared a portfolio, you can continue to edit and save the portfolio. If you want the individuals you shared with to view all of your new edits, click the ‘PUBLISH CHANGES’ link right next to the save button.

► COMMUNITIES

One way of sharing your portfolio is within communities. A community can be designed for a small group, an entire class, a set of people with a similar interest, etc. Only the people with the secret code can join a community to share and view portfolios. If you have been invited to join a community, below are the steps to participate. View a small community of sample portfolios here: <http://Samples4Gonzaga.foliotek.us>

Join & Share:

- If you have a portfolio open in edit mode, select the ‘sharing’ drop down in the header of the page and select ‘Share in Community’.
- If you are looking at the ePortfolio page of Foliotek, select the ‘share in community’ link next to the portfolio you would like to share.
- Enter the **invite code** and click the **+ Join** button.
- As you join additional communities you will see them displayed on this page, and you can tell the communities that you have shared the open portfolio with because the circle will turn white and have a green check mark like below:

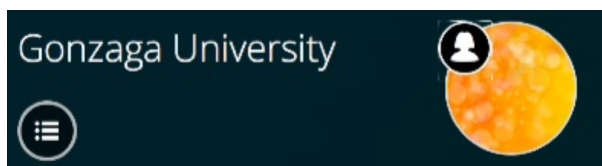


- Then click on the **Done** option at the bottom of the window

View & Manage:



Select the Communities icon in the page header to view and manage the communities you belong to at any time. All of the communities you belong to will be displayed in tiles on the page:



Note: The tile above is for the Gonzaga University Community, all Foliotek users at GU belong to this community by default. If you have a stellar portfolio that you would like to share with campus – this is the place!

Each tile will have the following capabilities:

- Click on the silhouette icon to view the moderator of the community – this may be a professor, group facilitator, or a member of the ATAS team.
- Click on the bulleted list icon to perform other actions including verifying which portfolios/projects you have shared with the community.
- Click on the colorful circle to view the members and portfolios of a community.
 - A bubble will represent each portfolio within a community and will include the title of the portfolio and the authors name – you can also see the number of times the portfolio has been viewed. To view the portfolio, click on the eye icon. To leave a comment about the portfolio, click on the icon that looks like a speak bubble.

Tip: If someone has left a comment for one of your portfolios, you will see a number in a bright red circle in the top toolbar of your Foliotek account.



► IDENTITY PAGE

Think of your Identity Page as a digital business card. It can be customized to represent your personality, display information about you, link to your social media & digital portfolios, and it has a unique URL to share. You will have the option to customize your Identity Page when you first log in to Foliotek, and you can always create/edit it later by clicking on the icon in the top tool bar. View the Identity Page for ATAS here: <http://www.foliotek.me/Gonzaga>.

Tip: Your Identity Page comes with a couple of Foliotek links by default – you may want to delete or edit these links to make them personal.