





Edu portfolio




Mes vitrines Mes collègues Mes nouvelles Paramètres du compte  Quitter Aide

Vous êtes dans le mode gestion de votre portfolio


Vitrines

En mode gestion de votre portfolio, six outils vous permettent de gérer vos vitrines. Ces six outils sont représentés par six icônes sous chaque vitrine dans Mes vitrines. Ces icônes se retrouvent aussi dans le coin supérieur droit de la bannière de chaque vitrine.


 Consulter la vitrine  Modifier le contenu de la vitrine  Modifier les paramètres de la vitrine

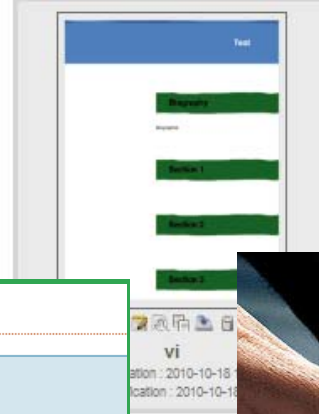
 Dupliquer la vitrine  Télécharger la vitrine  Supprimer la vitrine

Page 1 de 1, résultats 1-4 de 4
Trier par : [Nom](#), [Date de création](#), [Date de modification](#)



[Créer une nouvelle vitrine](#)







Nouvelles

Informations

Il vous est possible d'afficher vos nouvelles dans votre vitrine, dans l'onglet *Structure*, sous *Pour modifier*.

Pour ajouter une nouvelle à votre liste de nouvelles :

1. Créez une rubrique en cliquant sur *Ajouter*.
2. Saisissez un titre pour votre rubrique et cliquez sur *Ajouter*.
3. La création d'une nouvelle dans une rubrique existante, cliquez sur *Ajouter*.
4. Pour créer une nouvelle rubrique, cliquez sur *Ajouter*.

[Ajouter une rubrique](#)



Langue de votre portfolio

[Modifier votre adresse de courrier électronique](#)

[Votre URI personnalisée](#)

[Groupes dont vous êtes membre](#)

[Modifier votre mot de passe pour le "mode gestion"](#)

[Supprimer votre portfolio / compte](#)

The original French version of this Guide was written by André Boily, a Master of Education student at the Université de Montréal.

English translation by Margaret McKyes.

I.

Eduportfolio - User Guide

Table of Contents

Portfolio Management.....	3
Page Summary	3
Management Tools	3
Create New Showcase	4
Showcase Parameters	6
Edit Showcase Content	8
Structure Content	10
Add an Item to the Top Banner.....	11
Add an Item to the Left Banner.....	12
Add a Biography, Document, Video, or Section to the Main Content	13
Change the Protection Status of a Section or Subsection	19
Preview and Edit Content	20
Edit Content	20
Accept or Refuse a Comment.....	20
Post or Receive Comments	21
My News	24
Account Parameters.....	25
Twitter.....	26

Portfolio Management

The latest version of Eduportfolio allows you to design your website using showcases for easier portfolio management. If you want to build a professional portfolio and still keep your student portfolio, simply create a new showcase, include some content from your current portfolio, and add new content. Your portfolio will contain a number of showcases designed for different visitors and different needs.

Page Summary

Open this page to access the **My Showcases** list.

1. To return to this page, click on **My Showcases** in the upper left corner.

2. You can **sort** your showcases by **title, creation date, or last edit.**

My Showcases My Colleagues My News My Groups Account Parameters Exit Help

You are in *Manage Portfolio* mode

Showcase

Showcase management tools are available on the *Manage Portfolio* page. Each tool is represented by an icon located under the showcase in the *My Showcases* section. The tools are also accessible from the top right corner of each showcase banner.

Open Showcase Duplicate Showcase Edit Showcase Content Download Showcase Edit Showcase Parameters Delete Showcase

Page 1 of 1, showing records 1-2 of 2
Sort by: [Title](#), [Creation Date](#), [Last Edit](#)

Thumbnail	Title	Created	Last edit
	Create New Showcase		
	V1	Created: 2010-10-27 14:00:54	Last edit: 2010-12-03 13:29:56
	V2	Created: 2010-12-03 13:30:26	Last edit: 2010-12-03 13:30:26

Management Tools

The Portfolio Management function includes **six Showcase Management tools**. These are represented by the **six icons** in each showcase in the *My Showcases* page. These icons also appear in the upper right corner of the banner in each showcase.

The screenshot shows the 'Manage Portfolio' interface. At the top, a navigation bar includes 'My Showcases', 'My Colleagues', 'My News', 'My Groups', 'Account Parameters', 'Exit', and 'Help'. Below this, a blue banner reads 'You are in Manage Portfolio mode'. A section titled 'Showcase' contains a text box explaining that management tools are available on this page and are represented by icons. Below the text box are six icons with labels: 'Open Showcase', 'Duplicate Showcase', 'Edit Showcase Content', 'Download Showcase', 'Edit Showcase Parameters', and 'Delete Showcase'. Below the icons, a table lists showcase records. The first record is highlighted with a green box and a magnifying glass icon. To the right of the table is a preview of a showcase banner with the same six icons in its top right corner.

Page 1 of 1, showing records 1-2 of 2
Sort by: [Title](#), [Creation Date](#), [Last Edit](#)

Use **Open Showcase** to view the showcase summary as visitors will see it.

Use **Edit Showcase Content** to edit the showcase structure and content (add or delete sections, documents, My News, Showcase Map, Menu, and so on).

Use **Edit Showcase Parameters** to make general changes to the showcase (title, URL, appearance, protected content access code, visitor access, add comments).

Use **Duplicate Showcase** to create a copy of the showcase.

Use **Download Showcase** to download a static copy of the showcase for saving or for presenting your portfolio offline.

Use **Delete Showcase** to permanently delete the showcase.

V2
Created: 2010-12-03 13:30:26
Last edit: 2010-12-03 13:30:26

Create New Showcase

The screenshot displays the 'Manage Portfolio' mode interface. At the top, a navigation bar includes 'My Showcases', 'My Colleagues', 'My News', 'My Groups', 'Account Parameters', 'Exit', and 'Help'. A blue banner below the navigation bar reads 'You are in Manage Portfolio mode'. Underneath, a section titled 'Showcase' contains a text box explaining that management tools are available on this page and are represented by icons. Below the text box are six icons for 'Open Showcase', 'Duplicate Showcase', 'Edit Showcase Content', 'Download Showcase', 'Edit Showcase Parameters', and 'Delete Showcase'. To the left of the showcase list, it says 'Page 1 of 1, showing records 1-2 of 2' and 'Sort by: Title, Creation Date, Last Edit'. The showcase list contains three items: a 'Create New Showcase' button with a green plus icon, and two existing showcases, 'V1' and 'V2'. 'V1' has a black thumbnail and was created on 2010-10-27 14:00:54, last edited on 2010-12-03 13:29:56. 'V2' has a blue thumbnail and was created on 2010-12-03 13:30:26, last edited on 2010-12-03 13:30:26. A callout box with a green border points to the 'Create New Showcase' button and contains the text: 'To create a new showcase, click on the **Create New Showcase** icon. A dialog page opens where you can edit the parameters of your new showcase.'

Showcase Parameters

Create New Showcase automatically takes you to the Showcase Parameters dialog box. You can **choose the parameters** for your new showcase.

Showcase parameters

This is your default showcase

URL shortcut name (<http://edu-portfolio.org/16/>)

Language

Choose a password for the protected content of this showcase

To confirm, please enter the password again

Who can access this showcase?

Portfolio title

Personal name format

Who can submit a comment?

Receive a copy of each comment by email?

Edit Portfolio Style

[Retro Blue](#)

1. You can name this showcase the **Main Showcase**. This is the default showcase that appears when anyone consults your portfolio without using the specific address of a particular showcase.
2. The **Short URL** allows you to name your showcase as it appears in your **My Showcases** list. This name is also a URL address that links directly to the showcase.
3. Set the presentation **language** for your portfolio by selecting a language from the drop-down menu.
4. The **Protected Content Access Code** is a global password that you can provide to certain visitors. Select this security option to grant access to an entire showcase or to certain sections of the showcase, or to authorize certain individuals to post comments. The access code must contain three unaccented letters and numbers (no spaces or punctuation symbols).
5. Use the **Who can access this showcase?** menu to manage which visitors can consult this showcase. Select from No Visitors (private), All Visitors (public), Colleagues Only, or Visitors with a Protected Content Access Code Only.

Showcase Parameters (continued)

1. Use the **Portfolio Title** menu to edit the **title** of your portfolio. This title appears in the top banner.

2. Use the drop-down **Personal Name Format** menu to add your first name and family name in the order you choose.

3. Use the **Who can submit a comment?** menu to manage which visitors can post comments on this showcase. Select from No Visitors (private), All Visitors (public), Colleagues Only, or Visitors with a Protected Content Access Code Only. In all cases, to prevent inappropriate comments, you must approve all comments that can be viewed by visitors.

4. Select **Yes** from the **Receive a copy of each comment by email?** drop-down menu to receive an emailed copy of all comments.

5. Use the **Edit Portfolio Style** menu to change the **appearance** of your portfolio.

6. You can choose a **Thumbnail** to accompany the titles of showcases. Click on the **Browse** button in the **Use this image for section titles** textbox. Choose images from your computer or an online source. You can also change the position and format of the image.

7. When you have finished creating your showcase, click on **Add**.

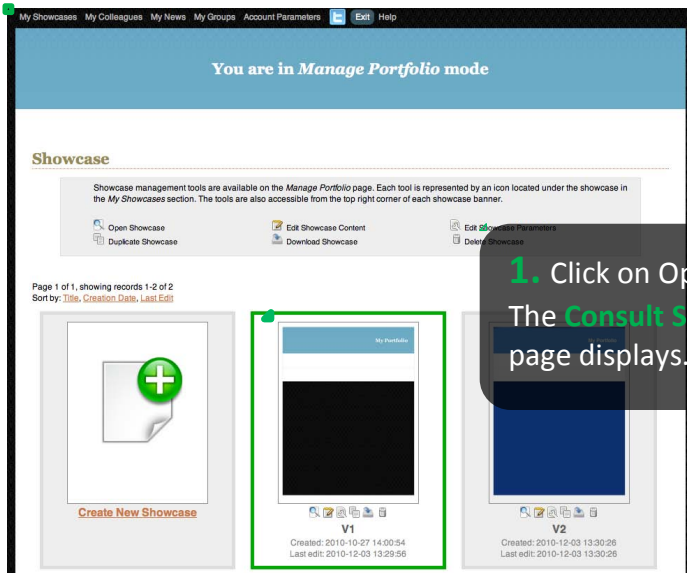
The screenshot shows a form for editing showcase parameters. The form includes the following fields and options:

- Who can access this showcase?**: A dropdown menu with the selected option "Anyone (public)".
- Portfolio title**: A text input field containing "My Portfolio".
- Personal name format**: A dropdown menu with the selected option "First name and family name".
- Who can submit a comment?**: A dropdown menu with the selected option "Anyone (public)".
- Receive a copy of each comment by email?**: A dropdown menu with the selected option "Yes".
- Edit Portfolio Style**: A section with the selected style "Retro Blue".
- Use this image for section titles.**: A section with a "Choose File" button and the text "no file selected".
- Position Thumbnail**: A dropdown menu with the selected option "Right".
- Thumbnail's size**: A dropdown menu with the selected option "Large".
- At the bottom of the form are "Cancel" and "Add" buttons.

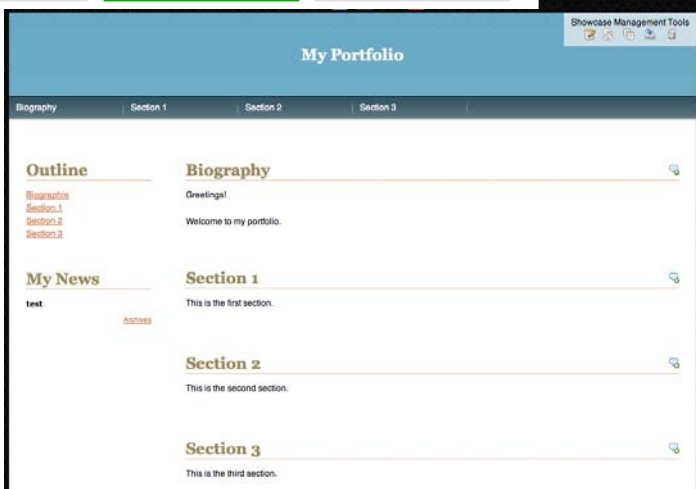
Green arrows point from the numbered callouts to the corresponding fields in the form:


- Arrow 1 points to the "Portfolio title" field.
- Arrow 2 points to the "Personal name format" dropdown.
- Arrow 3 points to the "Who can submit a comment?" dropdown.
- Arrow 4 points to the "Receive a copy of each comment by email?" dropdown.
- Arrow 5 points to the "Edit Portfolio Style" section.
- Arrow 6 points to the "Choose File" button.
- Arrow 7 points to the "Add" button.

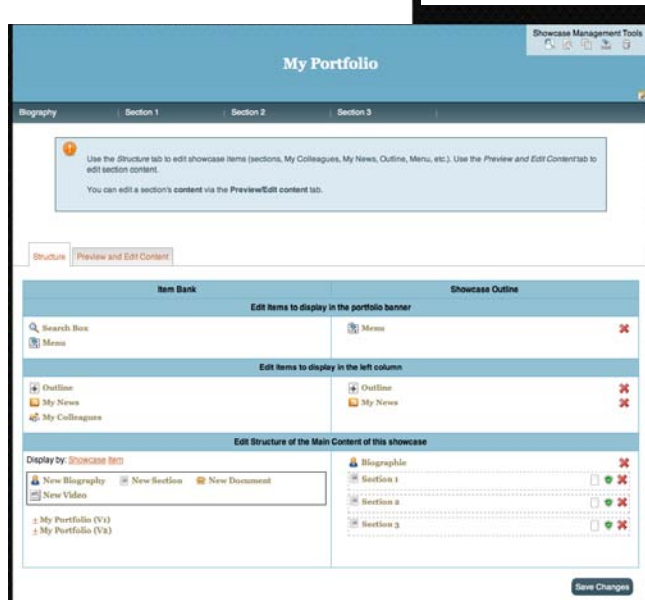
Edit Showcase Content



1. Click on Open Showcase.
The Consult Showcase dialog page displays.



2. To edit the content of your showcase, click on the  Edit Showcase Content icon in the tools icons in the top right corner of the banner.



Edit Showcase Content (continued)

Click on the **Structure Content** or the **Preview and Edit Content** tab, depending on what you want to change.

The screenshot shows a web application interface for editing showcase content. At the top, there is a navigation bar with links for 'My Showcases', 'My Colleagues', 'My News', 'Account Parameters', 'Exit', and 'Help'. A 'Showcase Management Tools' panel is visible in the top right. The main content area is titled 'Test' and has a 'Biography' section. Two callout boxes provide instructions: the first points to the 'Structure' tab, and the second points to the 'Preview and Edit Content' tab. Below the tabs, there are three main sections: 'Item Bank', 'Showcase Outline', and 'Edit Structure of the Main Content of this showcase'. The 'Item Bank' and 'Showcase Outline' sections are used to select items for the portfolio banner and left column. The 'Edit Structure of the Main Content of this showcase' section allows for displaying items and adding new content.

1. Use the **Structure Content** tab to edit (add, delete, rearrange, etc.) showcase the items. You can edit My Colleagues, My News, My Showcases, Menu, and so on.

2. Use the **Preview and Edit Content** tab to preview and edit the content of this showcase only. Click on the content you want to edit. [Save Changes](#)

Item Bank	Showcase Outline
Edit items to display in the portfolio banner	
<input type="checkbox"/> Search Box	<input type="checkbox"/> Search Box <input type="checkbox"/>
<input type="checkbox"/> Menu	<input type="checkbox"/> Menu <input type="checkbox"/>
Edit items to display in the left column	
<input type="checkbox"/> Outline	<input type="checkbox"/> Outline <input type="checkbox"/>
<input type="checkbox"/> My News	<input type="checkbox"/> My News <input type="checkbox"/>
<input type="checkbox"/> My Colleagues	<input type="checkbox"/> My Colleagues <input type="checkbox"/>
Edit Structure of the Main Content of this showcase	
Display by: Showcase Item <input type="button" value="Find"/>	<input type="checkbox"/> Biography <input type="checkbox"/>
<input type="button" value="New Biography"/> <input type="button" value="New Section"/> <input type="button" value="New Document"/>	<input type="checkbox"/> Section 1 <input type="checkbox"/>
<input type="button" value="New Video"/>	<input type="checkbox"/> Section 2 <input type="checkbox"/>

Structure Content

The right column in the Structure Content tab contains the Item Bank. Choose the items to include in your showcase:

- In the **top banner**: a **Search box** and/or the showcase **Menu**
- In the **left column**: an **Outline** of your showcase and/or **My News** and/or your **Colleagues List**
- In the **Main Content** of your showcase: **the items that are already in your portfolio** (documents, sections, biography, etc.) and **New Items** (new documents, sections, biography, etc.)

The screenshot shows the 'Structure Content' interface with two tabs: 'Structure' and 'Preview and Edit Content'. The interface is divided into three main sections: 'Item Bank', 'Edit items to display in the left column', and 'Edit Structure of the Main Content of this showcase'. A 'Save Changes' button is located in the top right corner.

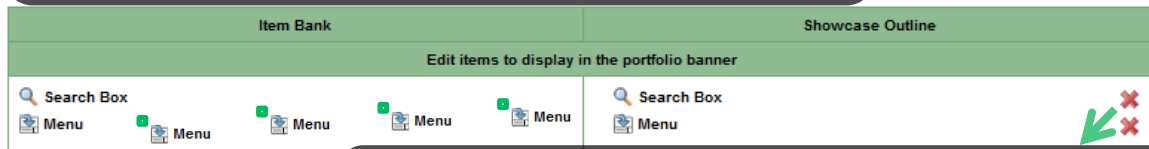
1. To add an item to your showcase, drag it from the left column (**Item Bank**) and drop it into the right column (**Showcase Outline**)


2. To delete an item from your showcase, click on the **X** icon to the right of the item.

3. Before closing the **Structure Content** tab, always **save your changes** so they will apply to this showcase.

● Add an Item to the **Top Banner**

1. To add an item to the **top banner** of your showcase, drag the item from the left column (**Item Bank**) and drop it into the right column (**Showcase Outline**).



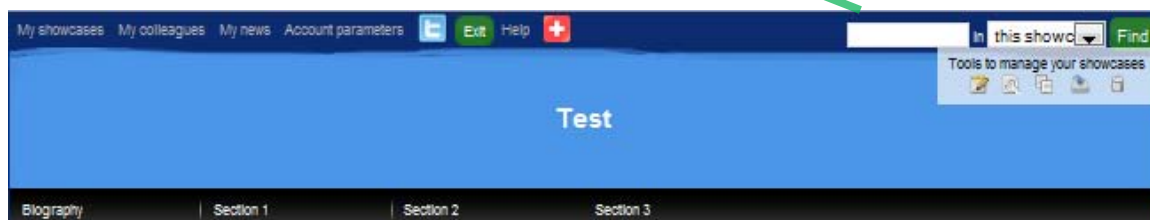
2. To delete an item from your showcase, click on the  icon to the right of the item.

3. Before exiting, remember to save your changes.

Save Changes

Overview of the Search Box

Use the Search Box to search the content of one or more showcases.

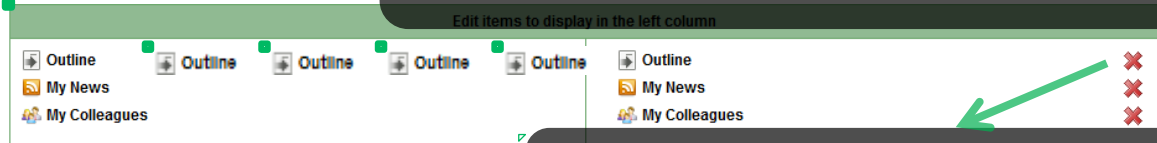



Overview of the Menu

Use the Menu to navigate between the sections and subsections displayed in the upper banner.

● Add an Item to the **Left Banner**

1. To add an item to the left banner, drag it from the left column (**Item Bank**) and drop it into the right column (**Outline**).



2. To delete an item from your showcase, click on the  icon to the right of the item.

3. Before exiting, remember to save your changes.
Save Changes

Outline → **Overview of Outline**
Use the Outline to navigate between sections and subsections.

My news → **Overview of My News**
Display new headings and items in the **My News** page

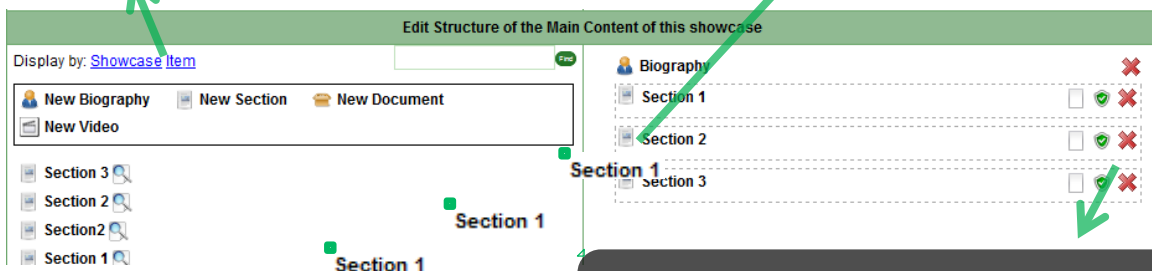
My colleagues → **Overview of My Colleagues**
Displays new colleagues in the **My Colleagues** page

- Add a **Biography, Document, Video, or Section** to the Main Content

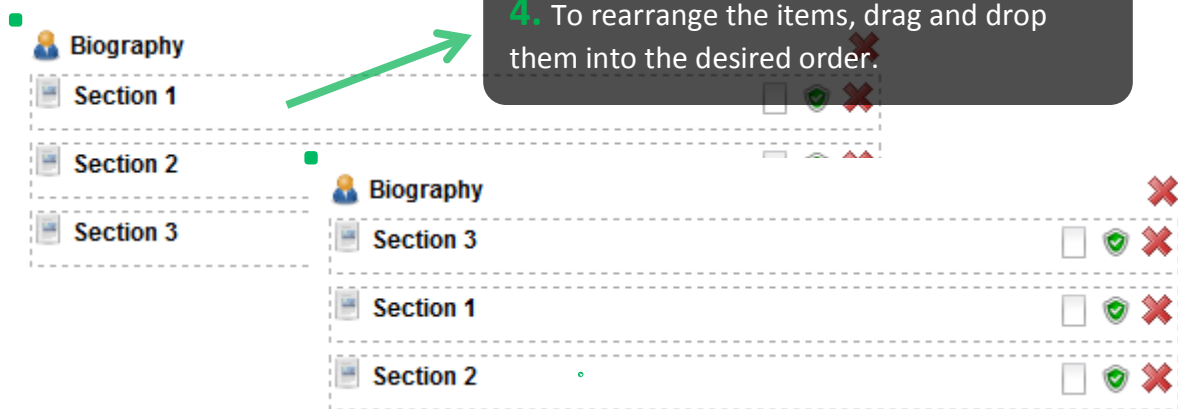
All **biographies, documents, videos, and sections** contained in your showcases are displayed in the left column of the **Modify Showcase Content** function.

1. You can organize your items by showcase or by item (type, name, etc.)

2. To add an item to your showcase, drag it from the left column (**Item Bank**) and drop it into the right column (**Outline**).



3. To delete an item from the showcase, click on the **X** icon to the right of the item.



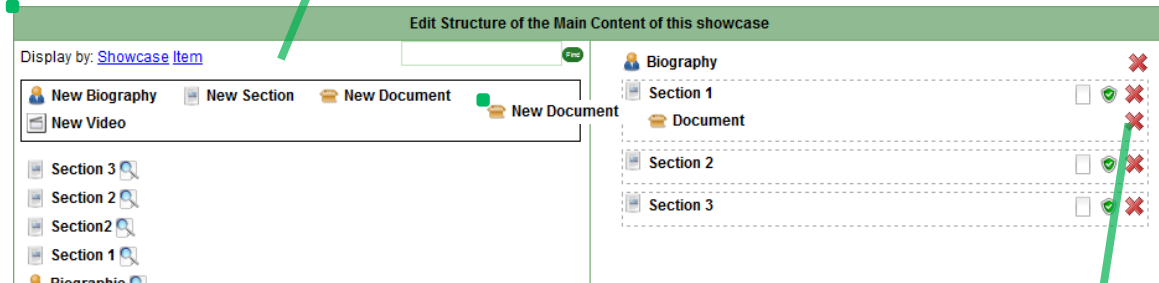
4. To rearrange the items, drag and drop them into the desired order.


5. Before exiting, remember to save your changes.

Save Changes

● Add a **Biography, Document, Video, or Section** to the **Main Content** (continued)

1. To add an item to your showcase, drag it from the left column (**Item Bank**) and drop it into the right column (**Outline**)



2. To delete an item from your showcase, click on the  icon to the right of the item.

3. Before exiting, remember to save your changes.

Save Changes

● Add a **Biography, Document, Video, or Section** to the **Main Content** (continued)

If you select **New Biography**, a dialog box opens.

The screenshot shows a dialog box titled "Add a biography". It contains the following elements:

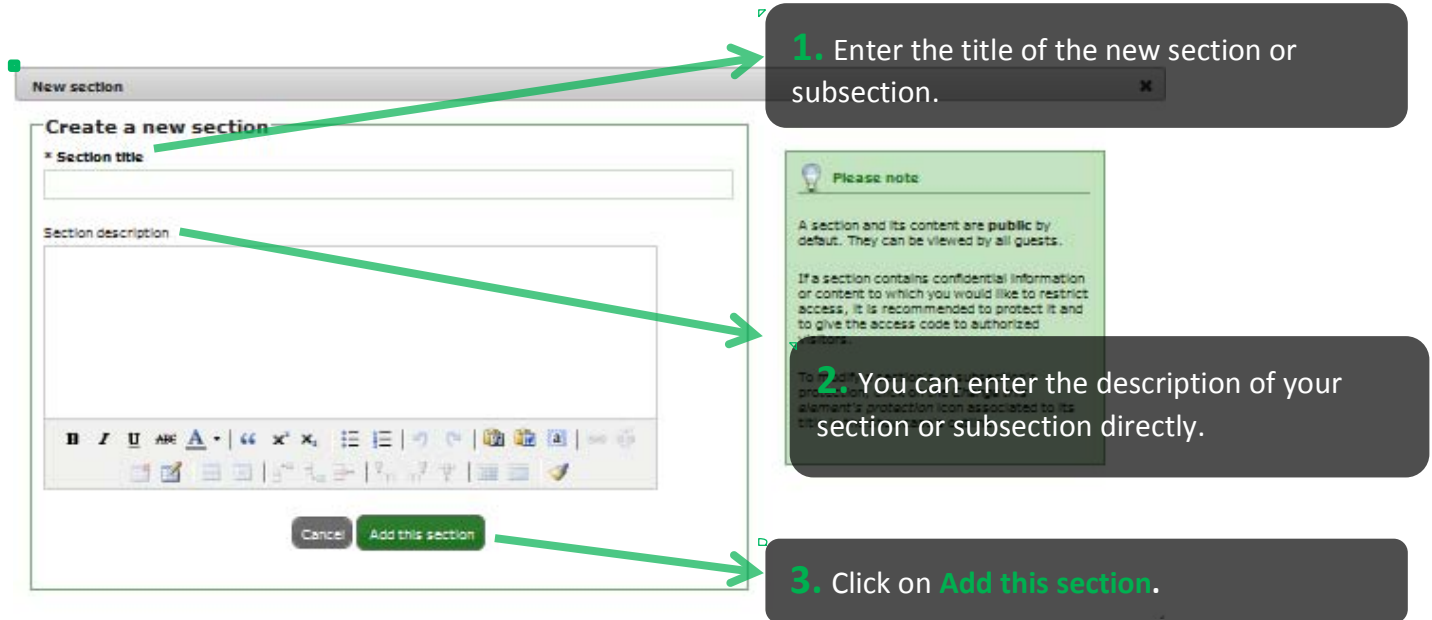
- An "Email address (optional)" text input field.
- A "Please note" box with a lightbulb icon and the text: "The portrait must be less than 30 MB in size."
- A "* Biography content" text area with a rich text editor toolbar below it.
- A "Use this portrait" section with a "Choisissez un fichier" button and the text "Aucun fichier choisi".
- A "Record a video" section with a "Choisissez un fichier" button and the text "Aucun fichier choisi".
- An "OR Upload a video file" section with a "Choisissez un fichier" button and the text "Aucun fichier choisi".
- "Cancel" and "Add the biography" buttons at the bottom.

Five numbered callouts provide instructions:

1. You can include your email address.
2. You can enter your biography directly.
3. You can include your portrait. Click on the **Browse** button and select an image from your computer or an external source.
4. You can include an instant video. To record the video, click on the link **Record a video clip**. A connection will set up to your webcam and microphone (required equipment). To begin recording, click on the left icon. Once the recording is complete, save it by clicking on the right icon (disk). You can also upload a previously recorded video. Click on the **Browse** button and select a video from your computer or an external source.
5. Click on **Add the biography**.

- Add a **Biography, Document, Video, or Section** to the **Main Content** (continued)

If you choose to **Add a New Section or Subsection**, a dialog box opens.



The screenshot shows a 'New section' dialog box with the following elements:

- 1.** A text input field labeled '* Section title'.
- 2.** A larger text area labeled 'Section description' with a rich text editor toolbar below it.
- 3.** Two buttons at the bottom: 'Cancel' and 'Add this section'.

Three numbered callouts are present:

- 1.** Enter the title of the new section or subsection.
- 2.** You can enter the description of your section or subsection directly.
- 3.** Click on **Add this section**.

A 'Please note' box is also visible, containing the following text:

Please note

A section and its content are **public** by default. They can be viewed by all guests.

If a section contains confidential information or content to which you would like to restrict access, it is recommended to protect it and to give the access code to authorized visitors.

To edit protected content, you must provide the element's protection icon associated to its content.

Sections are **public** by default. All visitors may consult its content. If the section contains confidential information or restricted-access content, we recommend that you protect it by providing a **Protected Content Access Code** to authorized visitors.

● Add a **Biography, Document, Video, or Section** to the **Main Content** (continued)

If you choose to **Create a new document**, a dialog box opens.

The screenshot shows a 'Create a new document' dialog box with the following elements and callouts:

- 1.** Enter the title of your new document. (Points to the '* Document title' text field)
- 2.** You can enter the description of your new document directly. (Points to the 'Document description' text area)
- 3.** To add a file (audio clip, video clip, image, text, etc.), select **File** from **Document type**, then click on the **Browse** button. Select a file from your computer or an external source. Files must be less than 100 Mo. in size. (Points to the 'File (100 MB maximum)' radio button and the 'Choisissez un fichier' button)
- 4.** To add a hypertext link as a document, select **Link** from **Type of document**. Enter the site address (URL) in the text field. (Points to the 'Link only (no thumbnail)' radio button and the URL text field)
- 5.** You can choose a thumbnail to represent each section of your showcase. You can use the default icon for the document type ([document icon] [music icon] [globe icon]). To choose your own image, click on the **Browse** button. Select an image from your computer or an external source. You can also display just the link with no thumbnail image. (Points to the 'Display the default icon for the document type' radio button and the 'Choisissez un fichier' button)
- 6.** Click on **Add this document**. (Points to the 'Add this document' button)

Additional text in the dialog box includes: 'Please note: You can use Create a new document to add a file (audio, video, text, etc.) or a link to a section or subsection. To add a file, select the File option from the Document Type section and click Choose File. Select a file from your computer, USB device, etc.' and 'You must add video or audio files as documents. In the Preview and Edit Content tab, click on Convert an audio or a video file into Flash (.flv). Then edit the thumbnail (Change Icon) and select to option to add the file directly to the page. File sizes must be less than 100 MB.'

If you want to add an **audio clip** or a **video clip** to your portfolio, you must add it as a document. In the **Preview and Edit Content** tab, click on **Convert an audio or a video document into Flash** (.FLV), then **Change Icon** and choose the option to display the clip directly on the page.



- Add a **biography, document, video, or section** to the **Main Content** (continued)

If you choose to **Create a new video**, a dialog box opens.

1. Enter the **title** of the new video.

2. You can enter a **description** of the video directly.

3. To record the video, click on the link **Record a video clip**. A connection sets up to your webcam and microphone (required equipment). To begin recording, click on the left icon. Once the recording is complete, save it by clicking on the right icon (disk).

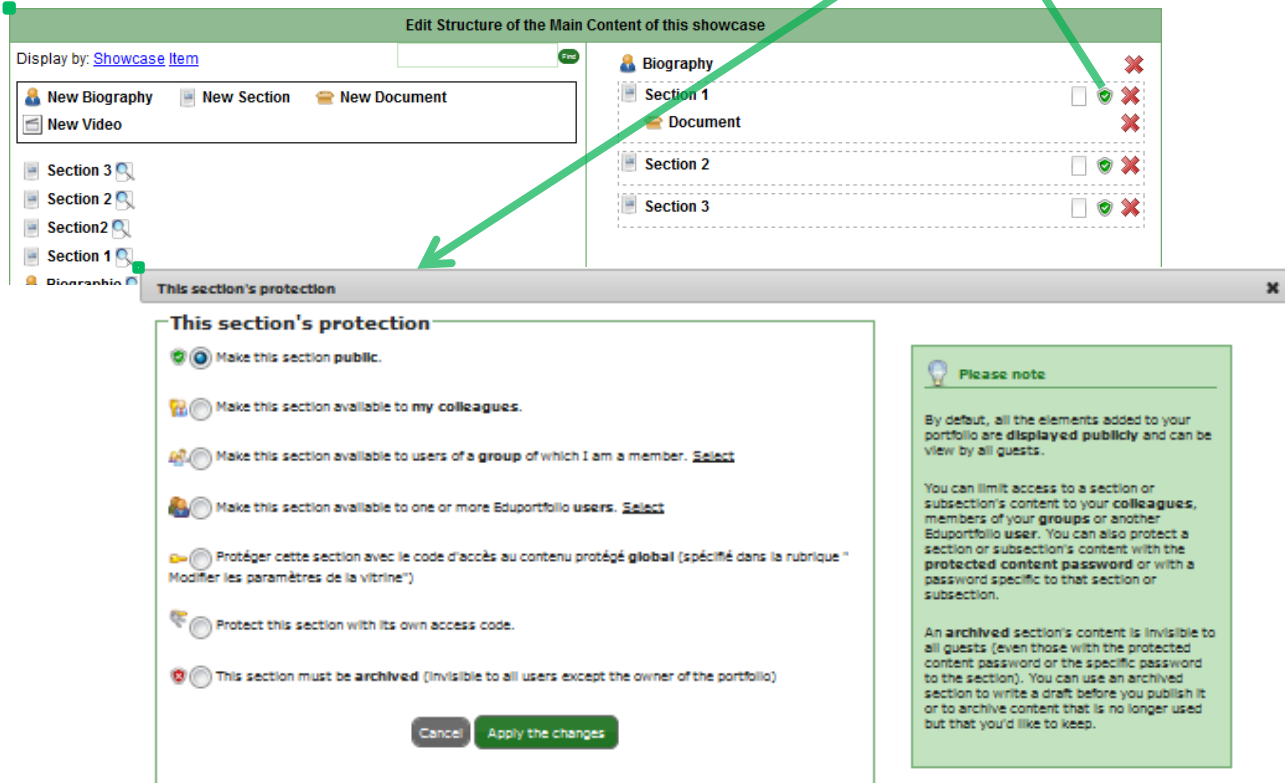
4. When you record a video directly, you can integrate it directly into your showcase. Otherwise, you can select a thumbnail to represent the title of each showcase section. You can use the default icon for the document type ( ). You can also choose your own image. Click on the **Browse** button. Select an image from your computer or an external source. You can also display the video as a link with no thumbnail image.

5. Click on **Add the video**.

The screenshot shows a 'New video' dialog box. At the top, it says 'Create a new video'. Below this, there is a 'Title' field with a red asterisk, followed by a 'Description' text area. Below the description is a rich text editor toolbar. Underneath the toolbar is a section titled 'Record a video' with a link that says 'Record a video clip'. Below that is a section titled 'Select a thumbnail for your video' with four radio button options: 'Insert the video in the page (no thumbnail)', 'Show a screen capture of the video', 'Show an image of my choice' (with a 'Parcourir...' button), and 'Link only (no thumbnail)'. At the bottom of the dialog are 'Cancel' and 'Add the video' buttons. Green arrows point from the numbered instructions to the corresponding fields and buttons in the dialog.

● Change the **Protection Status** of a Section or Subsection


1. To change the protection status of a section or subsection, click on the **Change the protection status** of this item icon (to the left of X) in the **Outline**.

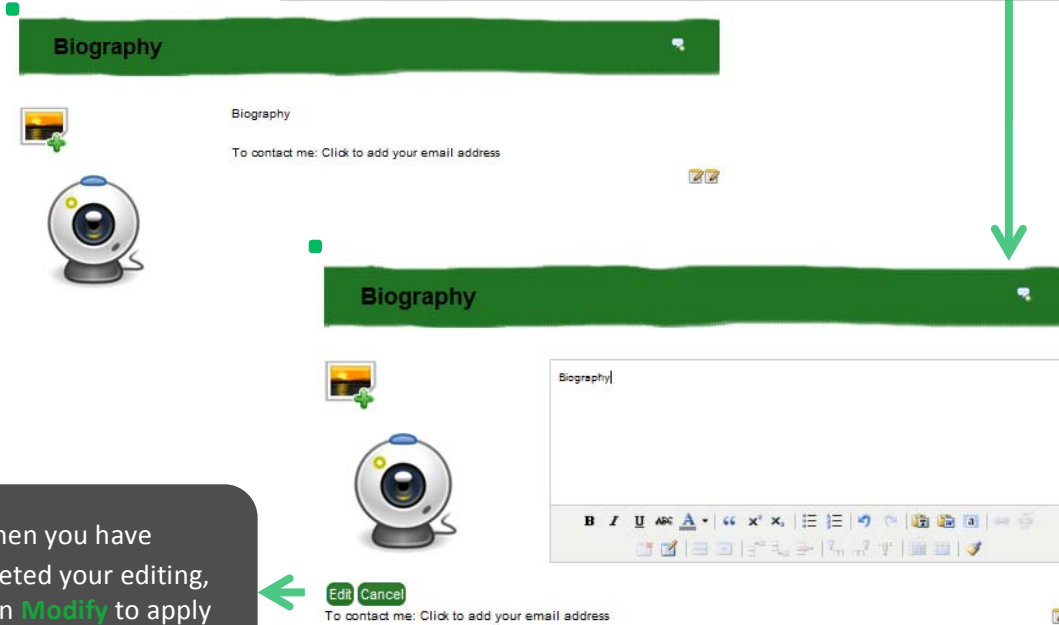


Newly added elements to your portfolio are **public** by default (all visitors may consult them). You can restrict access to a section or subsection to **Colleagues Only**, members of a **Group**, or other **Eduportfolio Members**. You can also protect a section or subsection by assigning a **Protected Content Access Code** to this section or subsection. The contents of an **Archived** section are hidden from all visitors (including those with a **Protected Content Access Code** or an access code for a section of subsection). This allows you to rework a draft document before publishing it, or to archive a section that you are not using but still want to keep, for example.

Preview and Edit Content

● Edit Content

1. Use **Preview and Edit Content** to edit the content of your showcase. Click on the items that you want to change, or click on the  icon.



2. When you have completed your editing, click on **Modify** to apply your changes.

● Accept or Refuse a Comment

1. Click on the **Preview and Edit Content tab**. You will see an icon to indicating an event in the Comments section. Click on the icon.

[1 comment](#) 

Visitor comments

Comment

A visitor | March 9th, 2011


Change the comment

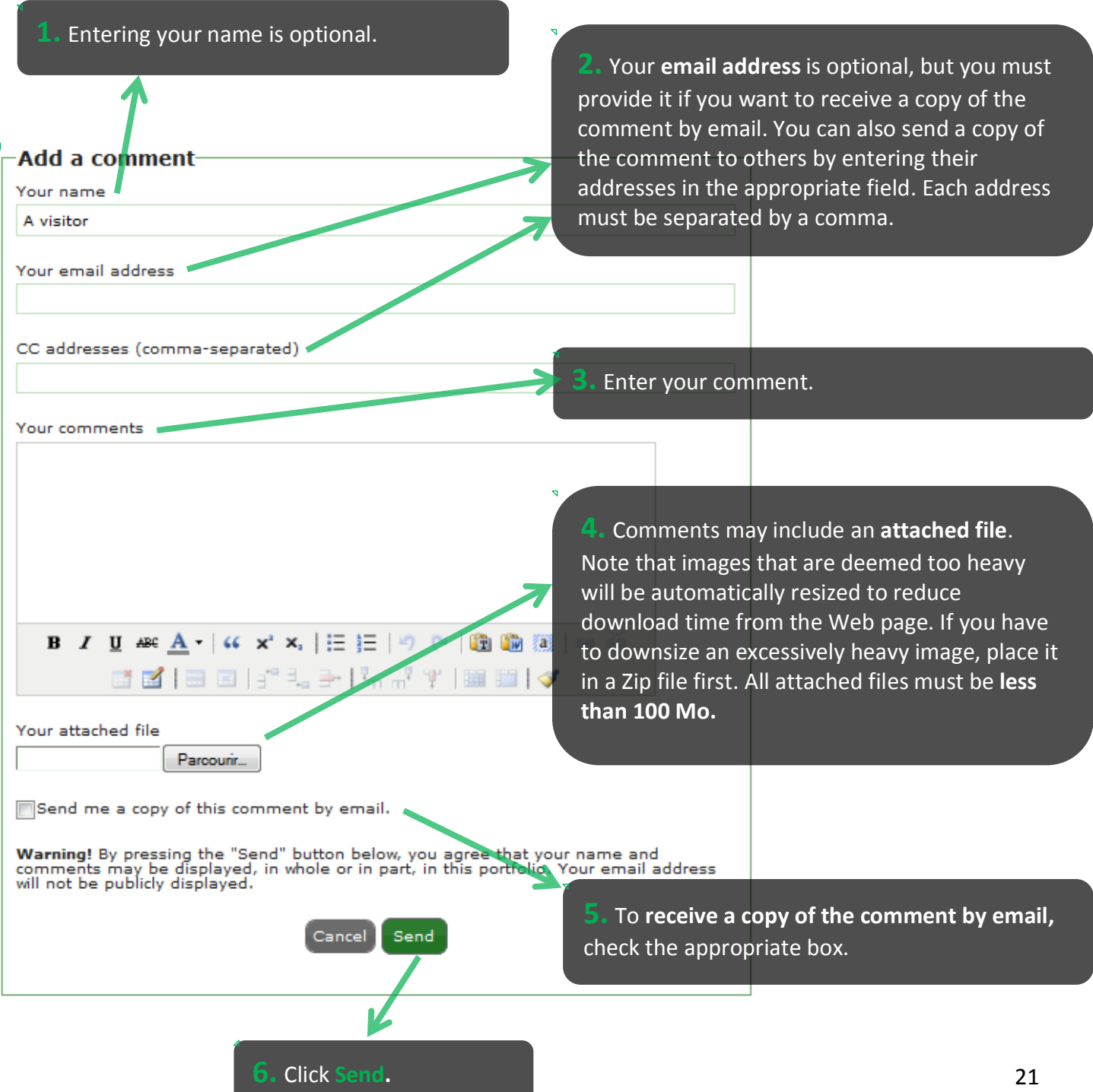
Delete the comment

Make the comment public

2. Select **Delete this comment** or **Make this comment public**, as desired.

Post or Receive Comments

Depending on your showcase parameters, visitors can **post comments** on your showcase. Use the appropriate icons to post comments on your colleagues' showcases. 



1. Entering your name is optional.

2. Your **email address** is optional, but you must provide it if you want to receive a copy of the comment by email. You can also send a copy of the comment to others by entering their addresses in the appropriate field. Each address must be separated by a comma.

3. Enter your comment.

4. Comments may include an **attached file**. Note that images that are deemed too heavy will be automatically resized to reduce download time from the Web page. If you have to downsize an excessively heavy image, place it in a Zip file first. All attached files must be **less than 100 Mo.**

5. To receive a copy of the comment by email, check the appropriate box.

6. Click **Send**.

Add a comment

Your name
A visitor

Your email address

CC addresses (comma-separated)

Your comments

Your attached file
Parcourir...

Send me a copy of this comment by email.

Warning! By pressing the "Send" button below, you agree that your name and comments may be displayed, in whole or in part, in this portfolio. Your email address will not be publicly displayed.

Cancel Send

My Colleagues

A **Colleague** is a fellow portfolio owner. You can **Chat** with your **Colleagues** online.

Colleagues

Your colleagues Search colleagues Your avatar

Your colleagues



Test

+ / accept being added as a colleague



Test

- Delete this colleague



Test

- Delete this colleague

1. Change your **Avatar** by clicking on **My Avatar** and selecting an image from your computer or an external source.



2. To delete a colleague, click on the **Delete Colleague** button for that colleague in the **My Colleagues** list.

3. To add a **Colleague**, click on the **Search Colleagues** button. Enter the individual's **Name, First Name, and email Address**. Individuals with a portfolio will be listed in the results.

4. Click on the **Add Colleague** link to add this individual to your **My Colleagues** list. Proposed colleagues will receive an email informing them of your request. They may agree or refuse to be added to your **My Colleagues** list.

Colleagues

Your colleagues Search colleagues Your avatar

Search colleagues

Enter a surname, given name or email address

Find

Page 1 of 1, showing records 1-10 of 10



TEST TEST

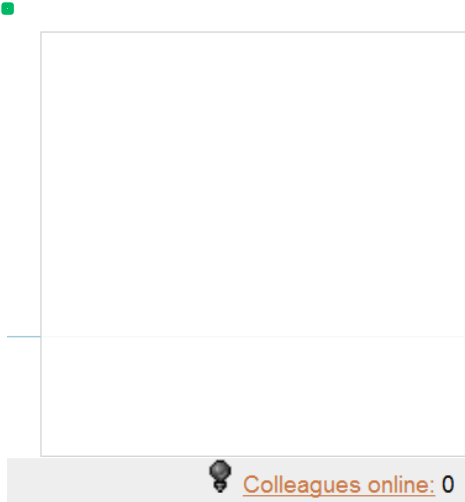
+ Add as colleague



Test Test

+ Add as colleague

My Colleagues (continued)



1. To chat with a colleague, click on the **Colleagues Online** link in the lower right corner of your browser and select the desired colleague.



2. To change your status, click on the **light bulb** icon in the lower right corner of your browser and select the desired correspondent status.

My News

You can **post** your **news** in your showcase. To add or remove news from your showcase, go to **Edit Showcase Content**. In the **Content Structure** tab, go to **Edit items in the left column**.

Add an item

1. To add a News Item to the My News list, you must first create a section. To create a new section, click on **Add a section**.

2. Enter a **title** for your section and select the **Number of news items** to be posted in this category. Click on **Add**.

3. When you create a new section, a new page opens where you can **create your News Item**. To add a **News Item** to an existing section, go to the **My News** page and click on **Add a news item**.

4. To create a **News Item**, select the section where you want to place it, enter a description, and add a URL link if applicable. Click on **Add**.

News

Informations

You can display or hide news items in your s

To **add a news item** to the News section, y

- 1. Create a category by clicking on **Add a**
- 2. Enter a title for the news category and s
- 3. After creating a new category, you will b
- 4. To create a news item, choose a categ

List of news items Add a news item

Add a section

Title

Number of news items to display

Add

Add a News Item

Place this News Item in the following Category:

Section 1

Description

Url

Add

Account Parameters

Use your **Account Parameters** to make **overall changes** to your portfolio.

1. Use your **Account Parameters** to change the **language** of your portfolio, your **email** address, and your specific **URLs**. You can also view the groups of which you are a member.

2. The URL must contain **at least 6 characters**, unaccented small (uncapitalized) letters or numbers, with no spaces or punctuation symbols.

Language

Change the email address associated with your portfolio

Your personalized URL

Groups you are a member of

Change your password

Delete your portfolio/account

3. This password gives you **Administrative Access** to your portfolio so you can make changes to the structure and content. **Do not reveal this password to anyone.** In general, the password that was initially provided to you is sufficiently secure, but you are strongly advised to change it.

4. If you **delete** your **account**, your portfolio will be deleted at the same time. This operation is irreversible.

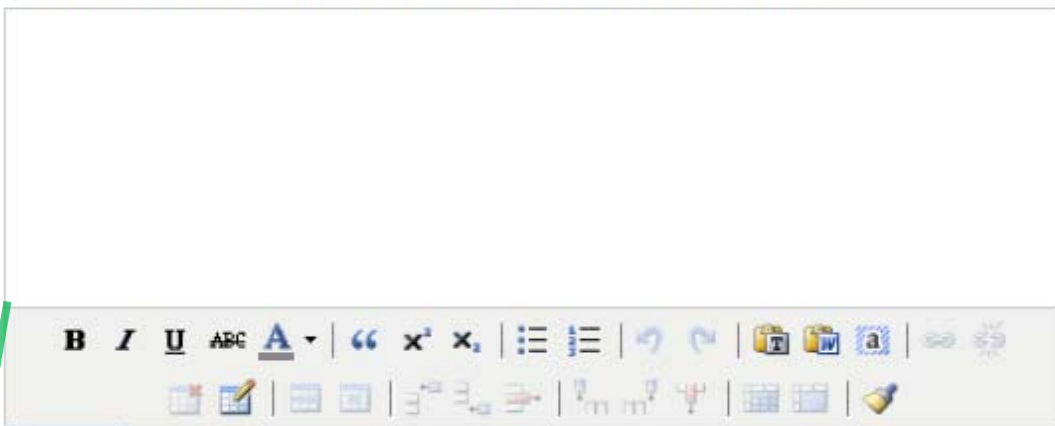
Twitter

We decided to be really innovative with Eduportfolio 2.0. With a few clicks, the people who are following you on Twitter can find out about recent changes to your portfolio.

1. If you don't have a **Twitter account**, create one at Twitter.com. Save your Twitter username and password to your portfolio by clicking on the **Twitter Connection** link below the text.

Connect to Twitter

Message to send via Twitter (96 characters maximum - including spaces)



The image shows a screenshot of a Twitter message composition interface. At the top, there is a text input field with the placeholder text "Message to send via Twitter (96 characters maximum - including spaces)". Below the input field is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, bulleted and numbered lists, link insertion, and other standard text editing functions. A green arrow points from the "Connect to Twitter" button above to the input field, and another green arrow points from the "Validate" button below to the input field.

Validate

2. Each time you update your portfolio, you can enter the information that you want to share with your followers in your **Twitter Update Box**. Remember that Twitter has a 140-character limit, and we use up 49 of these to insert the link to your portfolio at the end of your message.

3. Click on **Validate** to keep your followers up-to-date on your latest changes.