

The LMS Portfolio tools allow individual users to build a collection of items that demonstrate achievements and capabilities. The LMS presents a portfolio as a web site containing digital objects called artifacts that are created by the user. Portfolios and artifacts can be built and edited over a period of time, then made available for viewing by selected individuals or members of a subject or community. An individual can create several portfolios for different audiences and purposes.

## Accessing the Portfolio tools

The portfolio tools are accessed via the *Manage Content* tab in the LMS. The links to *My Portfolios*, *Personal Artifacts* and *Received Portfolios* are displayed on the left hand menu.

- *My Portfolios* displays the portfolios you have made. It is the place to make new portfolios and to modify existing portfolios
- *Personal Artifacts* displays the artifacts you have made. It is the place to make new artifacts or modify existing artifacts.
- *Received Portfolios* displays the portfolios that have been shared with you by other people.

## Adding Portfolio tools to My Home

Individuals can add the portfolio module to the *My Home* tab to give quick access to the portfolio tools. To add this module:

1. On the **My Home** tab click **Modify Content**
2. Select **Content System: My Portfolios**
3. Click **Submit**, and then **OK** on the following receipt page

## Creating a Personal Artifact

*Personal Artifacts* are the digital objects that form the content of portfolio pages. Artifacts can contain text, graphics, video, audio, and attached files. Artifacts can be created and then selected for inclusion in one or more portfolios.

Note: Users receive the error message "Please enter a valid file" when attaching a file to a personal artifact using Firefox 3 or Internet Explorer 8 browsers for Windows XP/Vista. This will soon be rectified, meanwhile you should use Internet Explorer 6 or 7 or Firefox 2 when constructing artifacts.

1. Navigate to the portfolio module on either the *My Home* or *Manage Content* tabs.
2. Click **Personal Artifacts**
3. Click **Add Personal Artifact**
4. Enter a *Name* for the artifact and a *Description* (optional)
5. The *Content* of the artifact is constructed in the text box. The various buttons above the text box can be used to format text and embed files
6. Click **Browse** next to *Attach local file* to attach a file to the artifact
7. Additional files can be attached by clicking **Add Another File**
8. Click **Submit** and **OK** to return to the portfolio module

Note: Attaching files from the content collection is not recommended because file permissions are not automatically updated. Content collection files added *after* a portfolio has been shared cannot be viewed by the recipient unless the portfolio is re-shared).

## Modifying an Artifact

1. Navigate to the portfolio module
2. Select **Personal Artifacts**
3. Click the **Modify** button to the right of the artifact

## Creating a Portfolio

A Portfolio can be created with a minimal structure and then progressively modified to include more content. Once the portfolio has been saved you can visit the *Properties, Style, Build, and Settings* sections in any order and choose **Save and Exit** at any point.

1. Navigate to the Portfolio Module on either the *My Home* or *Manage Content* tabs
2. Click **My Portfolios**
3. Click **Add Personal Portfolio**
4. In the **Properties** section step ❶ accept the default of **Create New** or select one of the existing templates. The templates have been created for specific purposes in some courses; there may not be any templates that are relevant to your intended purpose
5. Enter a *Name* for the Portfolio and a *Description* (optional)
6. Click **Save and Continue** to move to the *Style* tab

## Styling a Portfolio

1. Choose the layout, design, font and navigations settings of the portfolio pages (optional)
2. Click **Save and Continue** to move to the *Build* tab

## Building a Portfolio

A portfolio can have multiple pages and each page can contain multiple artifacts. A header and footer can be constructed to appear on each page (optional).

1. Click **Add Portfolio Page**
2. Enter a *Title* and *Description* for the page (optional)
3. Click **Browse** to add an existing artifact to the page, or click **Add New Artifact** to create a new artifact
4. If you cannot remember words from the name or description of the intended artifact leave the search box blank and click **GO** to see a list of all your personal artifacts
5. Check the boxes next to the artifact(s) you wish to add to the page
6. Click **Submit**
7. Artifacts can be reordered by clicking **Modify** next to the page and selecting the desired number from the *Order* drop down list
8. Add additional pages as required using the Add Portfolio Page button
9. Reorder pages by selecting the desired number from the drop down list to the left of the page name
10. Click **Save and Continue** to move to the *Settings* tab

## Creating Portfolio Settings

Settings control how others view and interact with the Portfolio

1. Make the portfolio available if you wish to share it individuals or members of a subject or community
2. Click **Save and Exit** and then **OK**

## Modifying a Portfolio

1. Navigate to the Portfolio Module
2. Select **My Portfolios**
3. Click the **Modify** button next to the name of the portfolio
4. Click the name of the section to be edited

## Sharing a Portfolio

Portfolios can be shared with individuals or members of subject or community. The portfolio must first be made available, and then it can be shared with others. You can share with more users at a later point or remove sharing with users.

### To make a portfolio available:

1. Navigate to your portfolio
2. Click **Modify**
3. Click **Edit Settings**
4. Select **Available**
5. Click **Save and Exit**

### To share a portfolio with a user at the University of Melbourne:

1. Navigate to your portfolio
2. Click **Modify**  
**Note: these first two steps are not required if you are already modifying your portfolio**
3. Click **Share Portfolio**
4. Click **Share with Users**
5. Enter the username of the person you want to share your portfolio with into the box. [If you are not sure of the correct username, then click on **Browse** and search for their username.]
6. Click **Submit** and **OK** on the following receipt page
7. This portfolio will now appear in the user's *Received Portfolios*

### To share a portfolio with an external user (non University of Melbourne)

1. Click **Share Portfolio**
2. Click **Share with External Users**
3. Enter the email address of the person you want to share your portfolio with into the box
4. Edit the Email Information, but leave the <PORTFOLIO\_URL> text untouched. This is the information that will be sent as an email to the external user.
5. Enter a password (optional)
6. Choose when the sharing will expire
7. Click **Submit** and **OK** on the following receipt page

### To share a portfolio with the members of a subject (or community)

1. Click **Share Portfolio**
2. Select **Share with Subjects** from the drop down list at the right of the screen
3. Click **Go**
4. Enter the Subject ID, e.g. *123456\_2009\_2*, if you don't know the exact ID select **Browse** to search
5. Click **Submit** and **OK** on the following receipt page
6. This portfolio will now appear in a list of portfolios shared to the subject, if the list has been made available from the menu or a content page

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