PLAR e-Portfolio instructions

This is easier and faster than it looks! To create your e-Portfolio, complete the steps outlined below.

Overview of what you will accomplish

1. Formatting and uploading all your PLAR documents onto the e-Portfolio site.

2. Customizing your e-Portfolio using a pre-set template. Your portfolio will consist of 4 distinct pages housed together in one collection:
   - Front End Pieces
   - Identification and Verification of Learning (learning summary)
   - Letters of Attestation
   - Supporting Documentation.

3. Creating and providing a link to your portfolio so it can be assessed.

Important: The e-Portfolio is not an interactive environment. It is a repository for the information that you have organized and presented in a specific way. Once you have uploaded your documents, it is not possible to edit them, except for the title.

We recommend that you do not upload portfolio materials to the e-Portfolio platform until they are completed and have been approved by your mentor.

Your mentor will confirm when the time is right to begin shaping and populating your e-Portfolio and which items to upload first.

Your mentor will approve the organization of your portfolio pieces through the review of your table of contents before instructing you to upload additional documents.

Note: To make some sense of all of this, review the example e-Portfolios on our website:
- course-based e-Portfolio for fictitious "Bea Sweet"
- program-based e-Portfolio for fictitious "Shari Francis".

As you work through these instructions, please read each step in its entirety, and view the screenshots that follow before enacting the steps. This may help make things clearer to you and easier to accomplish.

If you still experience difficulties after carefully reading and following the steps outlined in these instructions (in order), please contact plarinquiries@athabascau.ca for assistance.

Getting started

Login to the Athabasca University [E-Lab Portfolio site](#) using your AU username and password (this will be referred to as your MyAU credentials).

If you are unable to get onto the e-Lab Portfolio site, please contact the [IT Helpdesk.](#) You will see the "**Profile page"** after you login. We will only be using the **Content** and **Portfolio** tabs from the 5 tabs at the top of the screen:

1. Click on the **Content** tab. There are now 7 sub-tabs available to you and the first page is the **Profile** sub-tab. Create a short profile for yourself by specifying your first and last name and other pertinent details. Student ID number and display name can be added optionally.

2. Next click on the **Contact information** heading. You will be asked for your email address. All site users must include this.

Next: formatting and uploading your files, video clips or pictures

1. Convert all Word or text files to pdf format before uploading them to the e-Portfolio site. Most versions of Microsoft Word have an option to save a file as a pdf from the "**File**" menu. PDF files open more consistently in the e-Portfolio platform which is why this is needed. As you save each document, please be sure to rename them starting with the tab number assigned within your mentor-approved Table of Contents.

2. To upload your portfolio files, go to the **Files** sub-tab located underneath the **Content** tab.

A new page will be displayed called "**Files**". Follow the procedure outlined below to upload **all** your portfolio documentation. You may return to the process whenever you choose.

a. First, click on the box under **upload file** indicating that the files you are uploading are your own and not in breach of any copyright legislation.

b. To upload a file(s), click on the **Browse** box. Search your computer to upload the file(s) and select **open** (same as if you were attaching a file(s) to an email as an attachment); **or**

c. Simply drag and drop the files you want to upload on the box as indicated.

d. Repeat this process until ALL your portfolio documentation has been uploaded to your **Files page**.

Next: accessing and formatting the PLAR portfolio template collection

We have created a collection of pages (grouping all 4 pages of the portfolio into one template) for you to use to ensure your portfolio is presented in the necessary format and contains all the necessary pieces. This collection template is called **PLAR Portfolio**. You will be creating your electronic table of contents as you 'name each content block' and import your documents into the portfolio template.

1. Click on the **Portfolio** tab and then the **Collections** sub-tab which is second from the left.

2. To access the PLAR Portfolio template collection, click on the grey **Copy a collection** box.

3. Click in the **search** box and type in "**PLAR Portfolio**". Click **Search** to the right of the search box.

4. The portfolio collection pages will appear below. You will see 4 specific to "PLAR Portfolio program" and 4 specific to "PLAR Portfolio course". Click on the grey **Copy Collection** box to the right of the collection that aligns to your portfolio type where indicated.

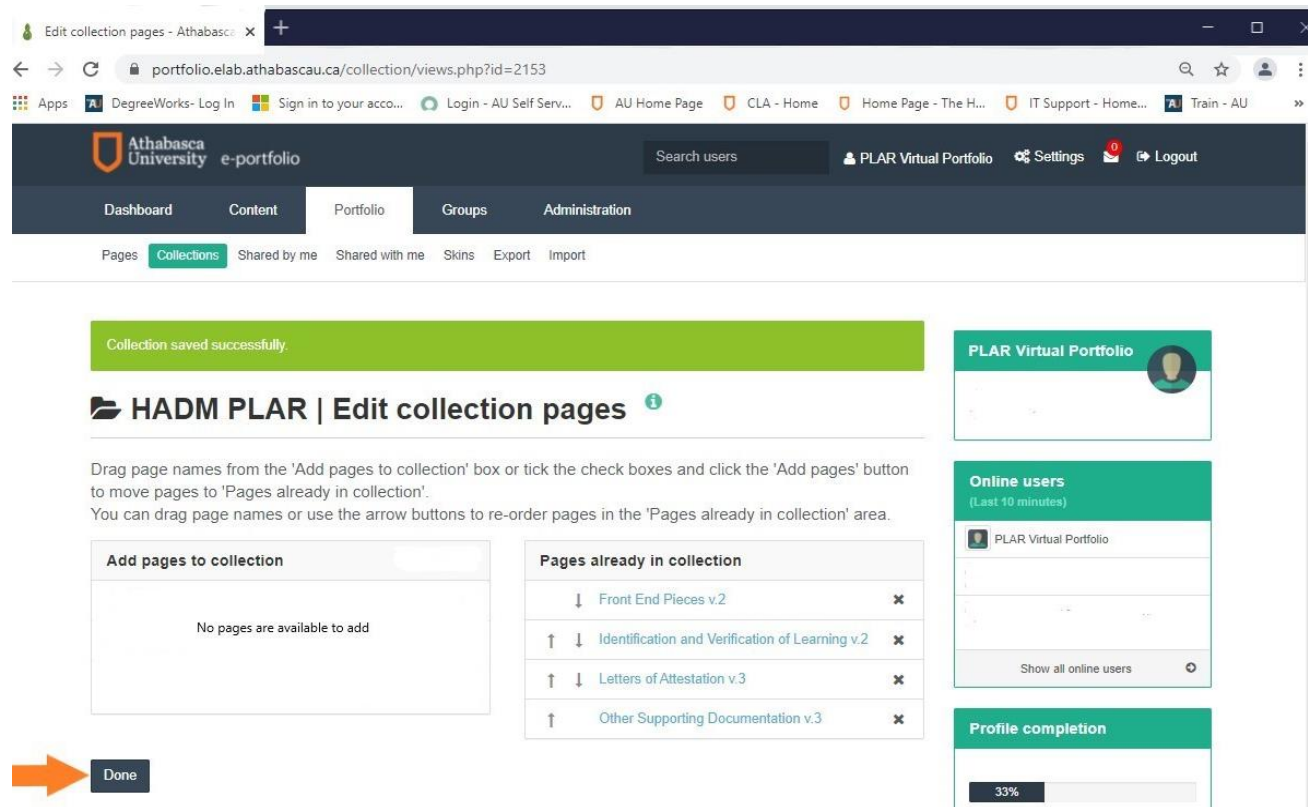**5.** Now you can edit the title of your portfolio "collection" in the **Collection name** box. Give it a description if you wish to in the **Collection description** box as demonstrated below.
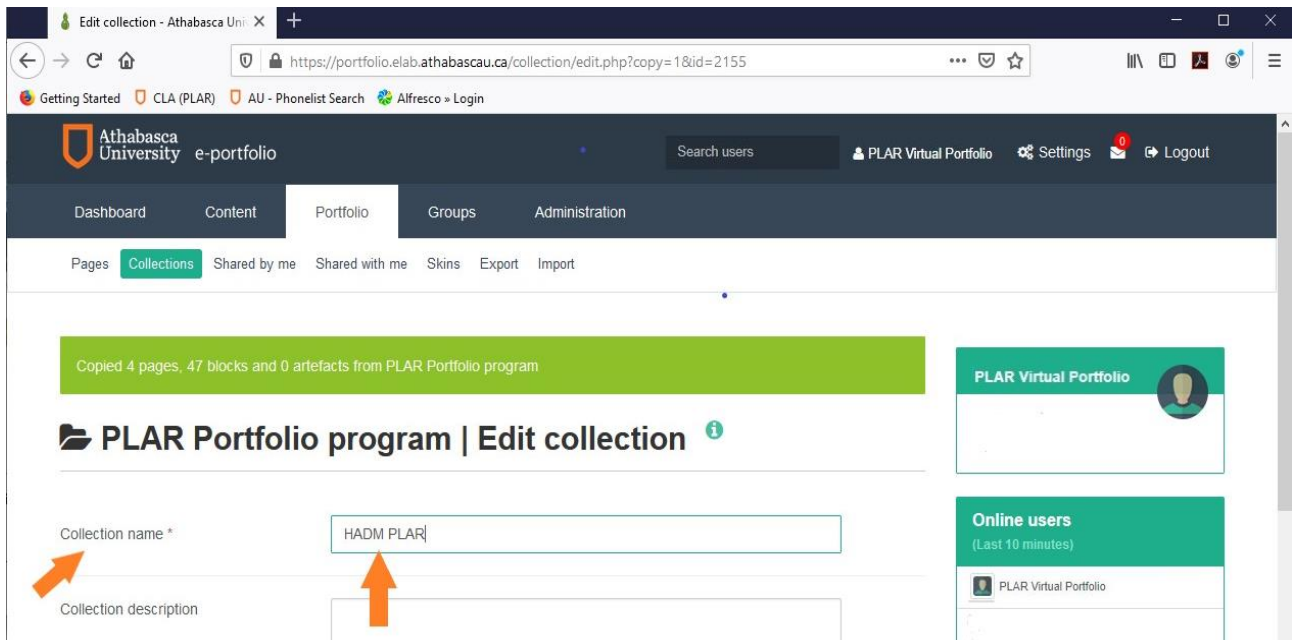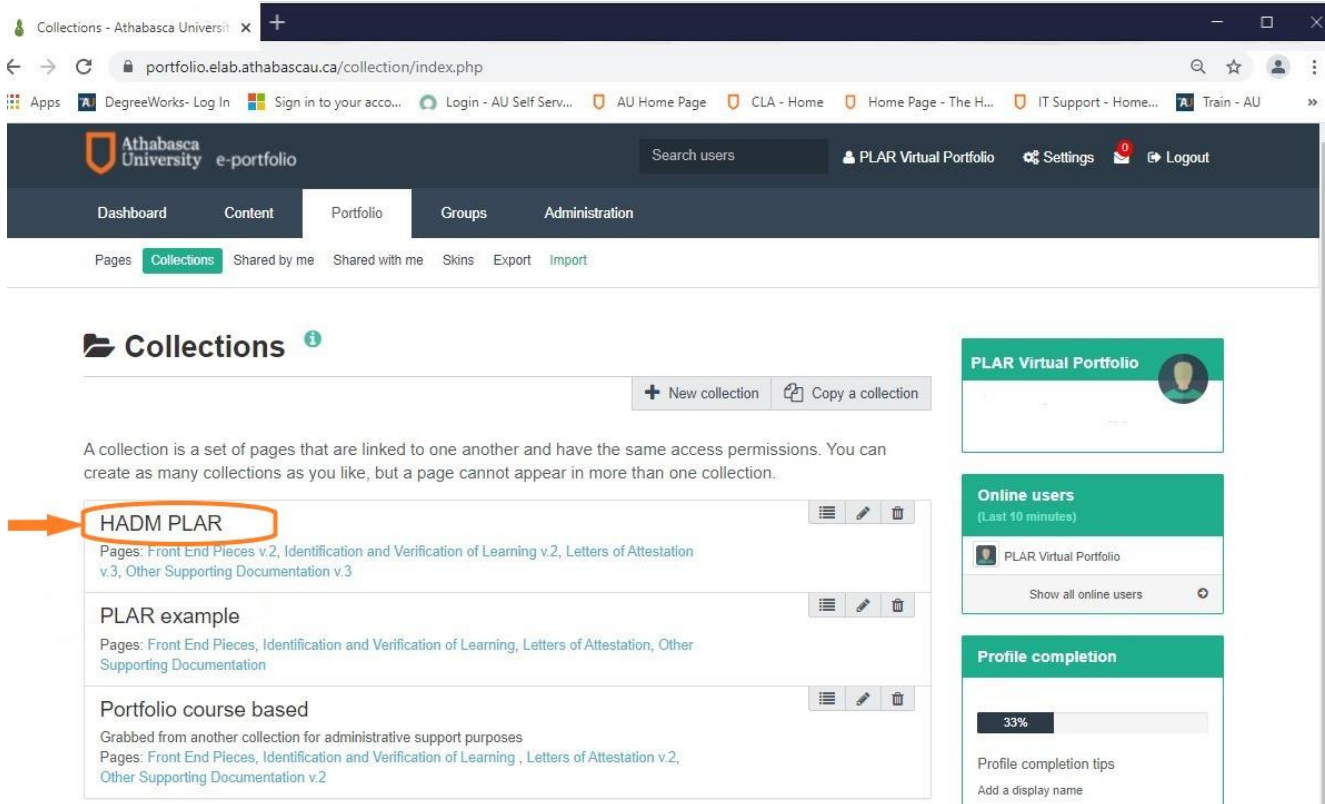
6. Click on the grey **Next: Edit collection pages** box at the bottom of the screen (not shown).

7. Click the **Done** box on the bottom left of the screen that now appears.

8. You will be directed back to the **Collections** tab and your newly created Portfolio template will be displayed as you have titled it.

Next: personalize each of the four pages in your portfolio template.

9.   Click on your personalized **portfolio title** and you will see a screen outlining the 4 pages that make up your portfolio (Front End Pieces, Identification and Verification of Learning, Letter of Attestation, and Other Supporting documents).

Note: You will be immediately taken to the **"Front End Pieces"** page as the starting point to create your portfolio.

10.   Click on the **Edit this page** grey box to the upper right of the screen to begin personalizing this first page of your portfolio.

11. Click on the **Edit title and description** tab to edit the "Page title" and "Page Description". Remove any excess phrasing, such as version numbers from the title of each page and edit the "Page description" (in the text box that is displayed) to include your name, student id# and portfolio title.

12. Click the **Save** box at the bottom when you are done!

13. You will be returned to your portfolio template. Now you can add the associated files to this page of your portfolio! You will be importing one file to each content block (in accordance with each content block title in the right column of the page, e.g., cover page, portfolio declaration page, etc.). **Click on the circular gear** (configure) icon across from each content block to import each document where it belongs. (**Note:** Remember that you uploaded your documents to the portfolio site earlier in this process).

14. You will be directed to a configure screen where you can select each file to import. The title of the content block you are working with is displayed at the top right of the screen.

15. Click the **Files** box below the document block title.
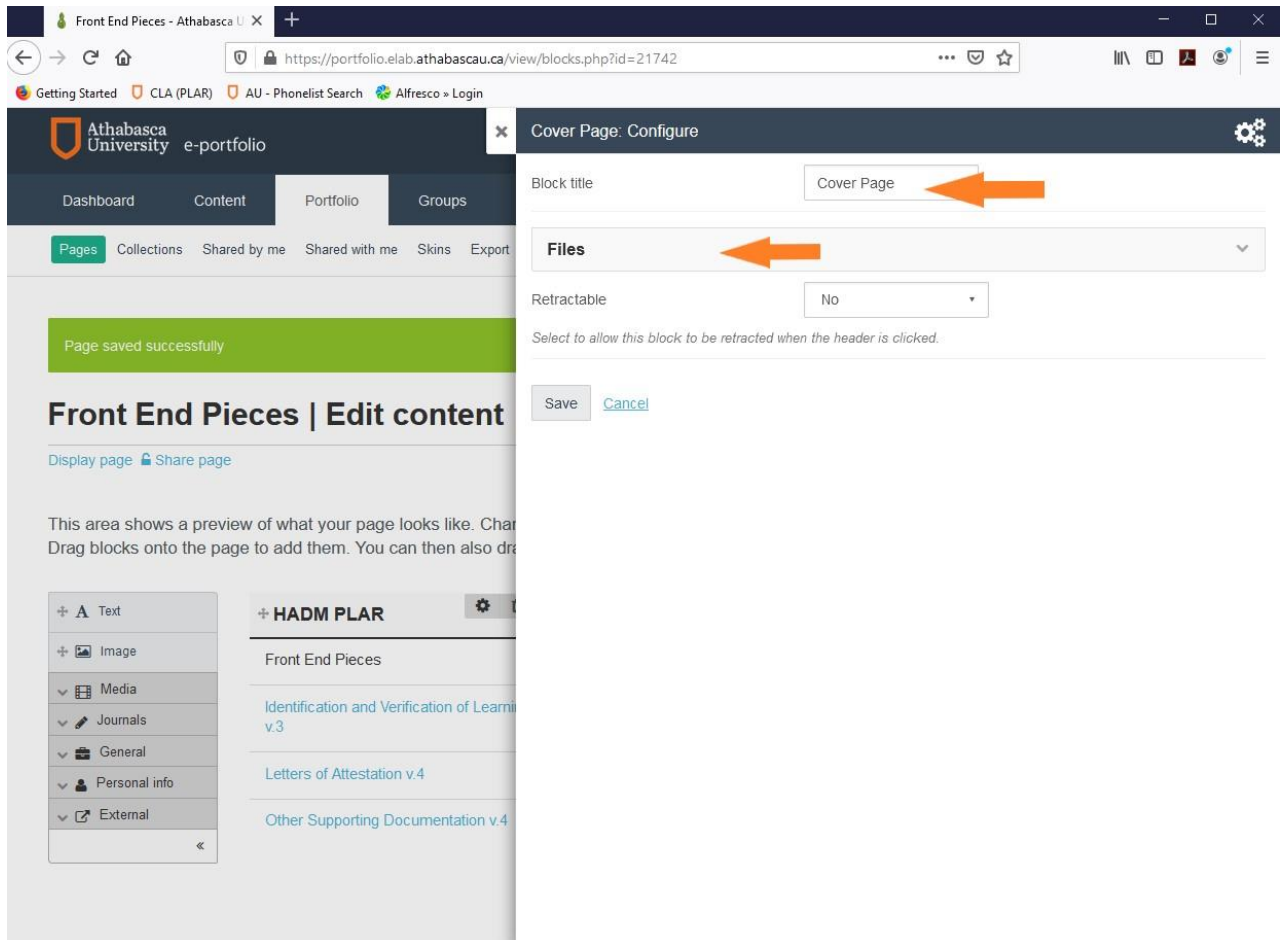
16. In the "Home" section that appears, click the checkmark on the right beside the previously uploaded file you wish to import to the portfolio. Next, scroll down and click on the grey **Save** box at the bottom left of the screen (**Save** box is not shown).
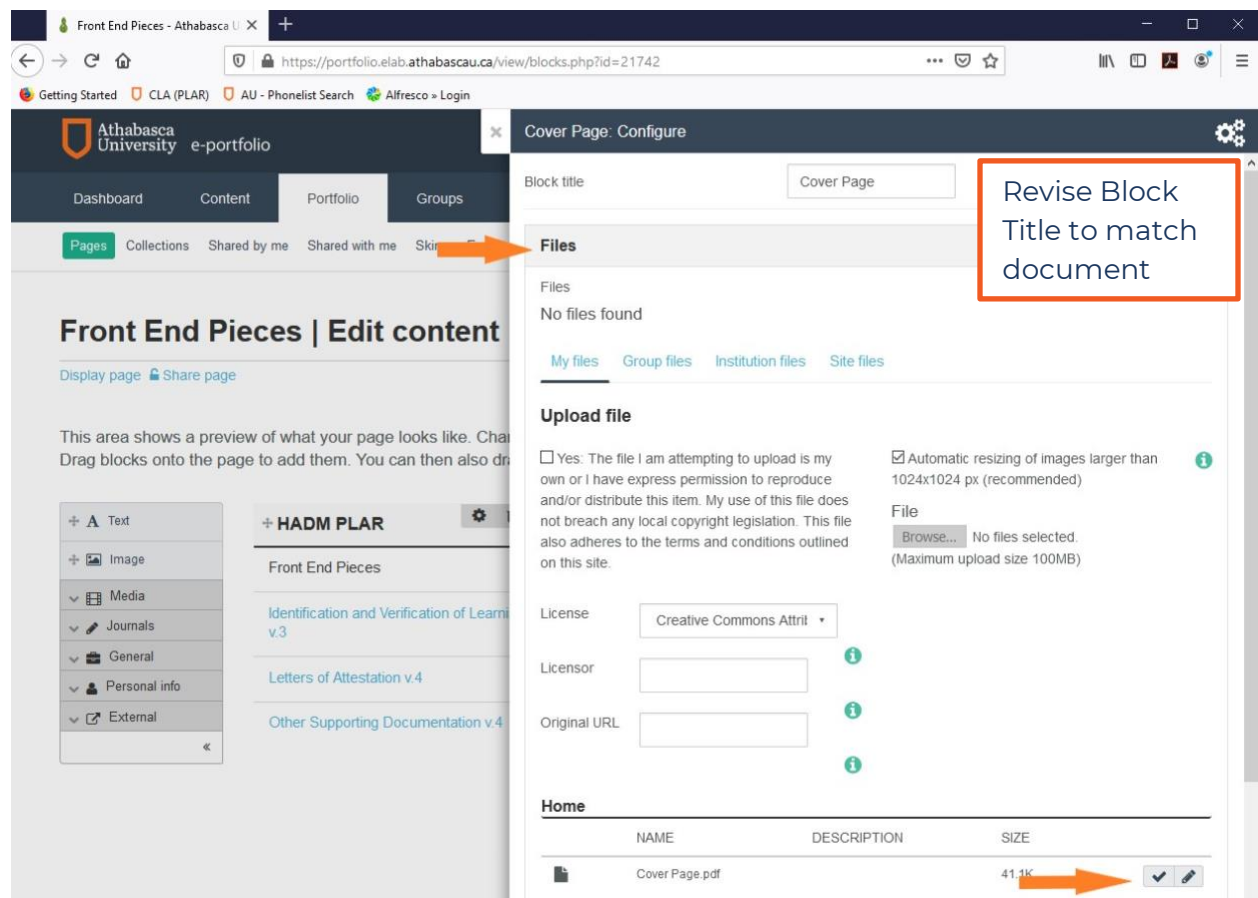
Continue this process (steps 11 through 16) until your front-end pieces are uploaded except for the Portfolio Declaration and your DegreeWorks worksheet (program planner). These remaining front-end pieces must be uploaded after your mentor confirms that your portfolio is ready to be forwarded for assessment.

Temporarily pause the uploading process. Jump to page 19 of these instructions to create the secret URL for your portfolio collection and email it to your mentor. They will view the progress you have made and provide feedback which will guide you through the next steps.

Important: You will only create one secret URL. The content it contains will evolve as you continue to upload and revise your e-Portfolio content.

*Note: For the remaining 3 pages of the portfolio, you will need to edit the content block titles each time you select a document to import as the content on these pages will not be the same for every student. Edit this title to reflect the tab number you have assigned to the document and the document name. **Title each block sequentially**, in the order you have assigned. The template includes generic titles by default for the blocks to provide direction on how to name the content blocks in each section. For example, the content blocks under "**Letters of Attestation"** are generically titled "Tab XX: Firstname Lastname", which guides the editing of these content blocks to something like "Tab 5: Jane Doe", "Tab 6: John Doe" and so on.

17. Click on the heading for the next page of the portfolio – "**Identification and Verification of Learning**" to personalize the next page of the portfolio.

18. Click the **Edit this page** box and repeat **steps 9 – 16** to add your learning statements documentation.

*Note: You may need to **add more content blocks** if you have more documentation to showcase than the existing content blocks in the template. This may be required within the remaining 3 pages of the collection: "Identification and Verification of Learning", "Letters of Attestation", and "Other Supporting Documentation". Adding more content blocks provides a single "home" for each individual document being showcased within your e-Portfolio. See step 19 on next page.

For example, there are 30 blocks in the "Other Supporting Documentation" page. If you have more than 30 supporting documents, you will need to add content blocks, as outlined on the following 2 pages.

Adding Content Blocks

19. **To add more content blocks**, go to the page you wish to add content to and click the **Edit this page** box. Then, in the far-left menu, click on **Media**, and then **File(s) to download** (the first icon under "Media"). An "**Add block**" popup screen will appear. In this screen make the following selections:

    1) Select the rectangle on the right.

    2) Click on the drop-down menu (on the left) to select where to place the new block. **Tip:** Maintain tab order.

    3) Click "Add".
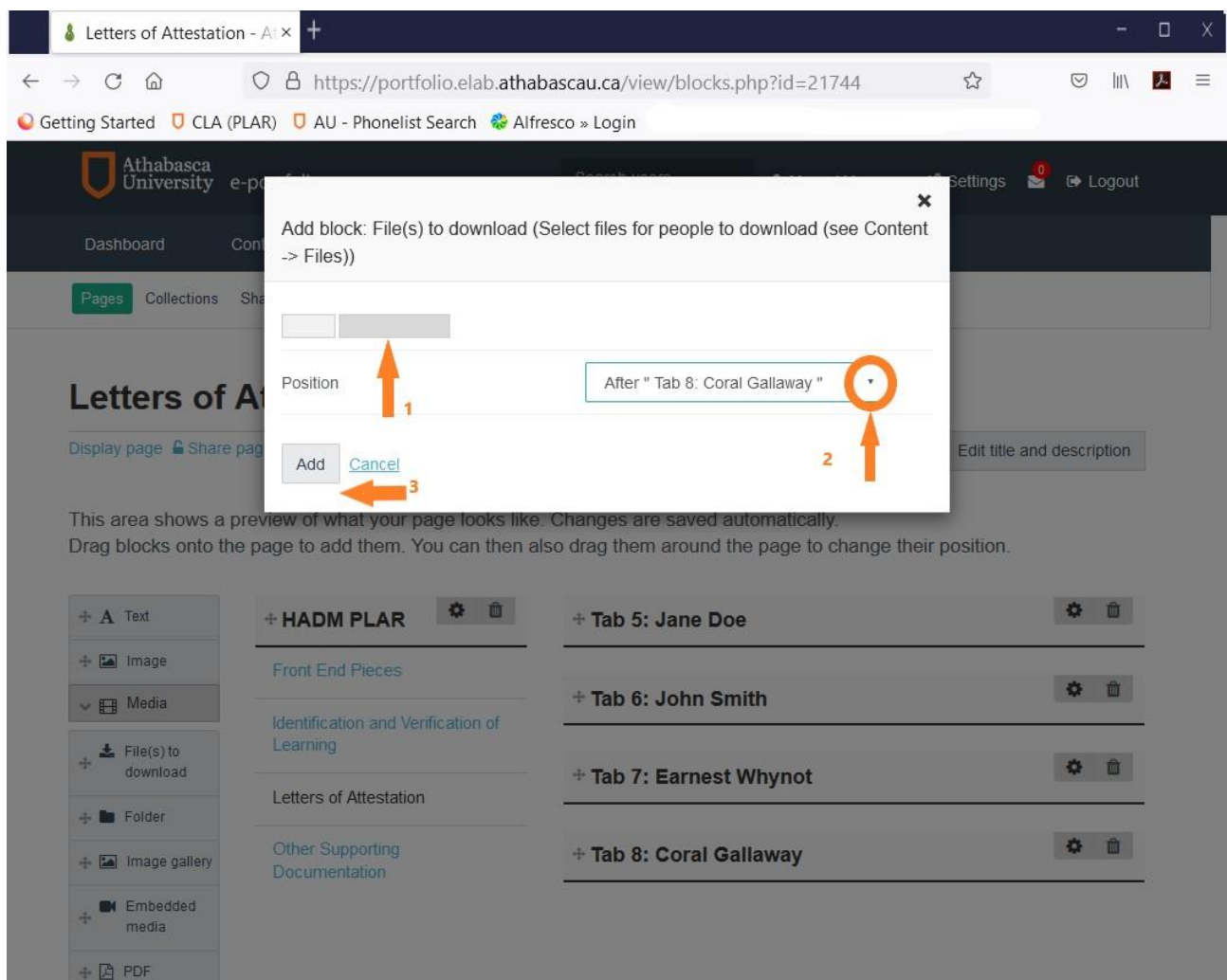
A new screen will appear where you can appropriately title your new block (eg. "Tab XX: document title") and select a file to add to it.

Once you save the configuration updates (see above screen shot), your new block will now be part of the portfolio, as demonstrated in the next image.

Please title your blocks sequentially, in the order you have assigned within your Table of Contents. This is the only way to ensure that the content blocks maintain sequential order.

Quick Tip: If content blocks need to be reordered, you can click on them and drag them to their desired placement. We suggest adding additional blocks near the top of the page before editing all existing content blocks as this makes it easier to ensure your content is added in tab order.

Removing Content Blocks

Our collection that you copied may include blocks for content that you will not be using. When this happens, you must remove those unused content blocks.

20. **To remove content blocks**, go to the page you wish to edit and click the **Edit this page** box. Then, click on the **trash can icon** beside the unused content block. When asked if you are sure you wish to delete this block, click "**okay**".

Removing content blocks is needed for any "(Optional)" component that you opt to not include in your portfolio. Content block removal may also be required in the Letters of Attestation and Other Supporting Documentation sections depending on the number of documents you have for each section.

When you have edited all four pages of the portfolio template as outlined in the steps above, you can view your completed portfolio by selecting "Collections" under the **Portfolio** tab and clicking on your portfolio heading. It will bring you back to your portfolio with "Front End Pieces" showing at the top of the screen.

You are encouraged to view your completed e-Portfolio using the secret URL you created. This step will confirm what your portfolio looks like when viewed by your assessors.

Next: create your secret URL to your portfolio

1. Select the **Portfolio** tab, which will bring you to a screen with 7 tabs, starting with "Pages".

2. To create your secret URL, click on the **Shared by me** sub-tab. Next, within "Collections", click the "world" icon under the heading "Secret URLs" to the right of the portfolio title.
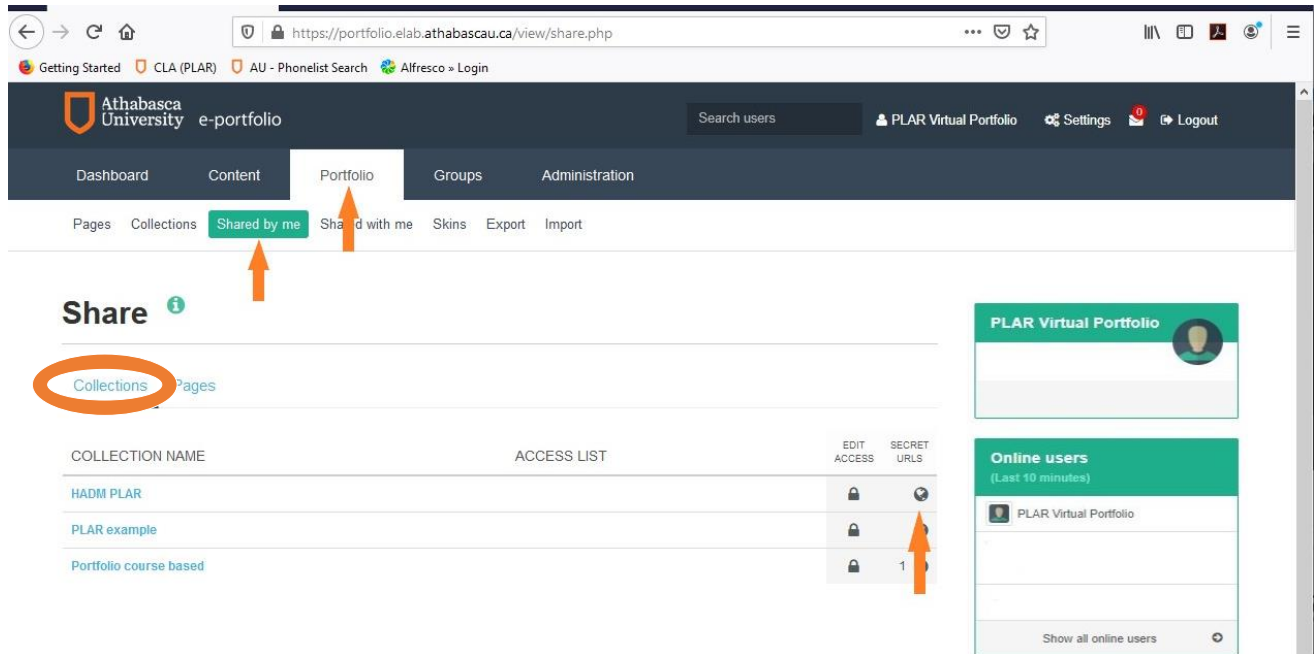
3. Click the **+ New secret URL** box to generate a new secret URL for your portfolio.
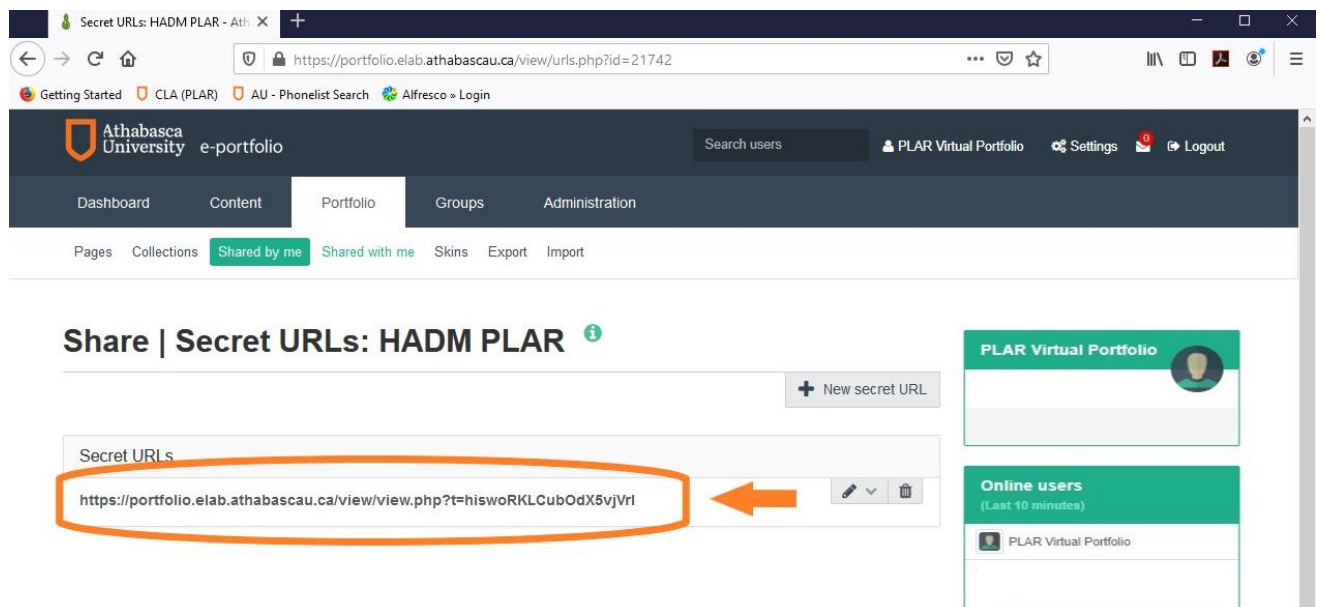
Your Secret URL is now created, please e-mail the link to your mentor!

athabascau.ca/prior-learning/   19