

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.

The screenshot shows a web browser window with the URL `portfolio.elab.athabascau.ca/artefact/internal/index.php`. The page header includes the Athabasca University logo, a search bar, and navigation links for 'PLAR Virtual Portfolio', 'Settings', and 'Logout'. Below the header is a main navigation bar with tabs: 'Dashboard', 'Content', 'Portfolio', 'Groups', and 'Administration'. Under the 'Content' tab, there are sub-tabs: 'Profile', 'Profile pictures', 'Files', 'Journals', 'Résumé', 'Plans', and 'Notes'. The 'Profile' sub-tab is active, showing a 'Profile' section with a profile picture placeholder and instructions: 'Please go to your Profile page to arrange the information you wish to display to other users. Enter your real first and last name here. If you want to show a different name to people in the system, put that name in as your display name.' Below this are input fields for 'First name *' (containing 'CLA portfolio'), 'Last name *' (containing 'administrator'), 'Student ID', and 'Display name' (containing 'PLAR Virtual Portfolio'). There is also an 'Introduction' section with a text editor. On the right side, there are three widgets: 'PLAR Virtual Portfolio' with a profile picture, 'Online users' showing 'PLAR Virtual Portfolio' as online, and 'Profile completion' showing a 42% progress bar and a list of tips: 'Add an introduction about yourself', 'Join 2 groups', 'Make a friend', 'Add 1 entry to a journal', 'Add 1 profile picture', and 'Comment on another user's page'.



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

The screenshot displays the 'Profile' page of the Athabasca University e-portfolio. The 'Contact information' tab is selected, showing a form for entering contact details. An orange arrow points to the 'Email address' field, which contains 'plarinquiries@athabascau.ca'. Below it are fields for 'Official website address', 'Personal website address', 'Blog address', and 'Postal address'. On the right side, there are three summary boxes: 'PLAR Virtual Portfolio' with a profile picture placeholder, 'Online users' showing 'PLAR Virtual Portfolio' as the only user, and 'Profile completion' showing a 42% progress bar and a list of tasks to complete the profile.

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.

- 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.
- 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**
- Simply drag and drop the files you want to upload on the box as indicated.
- Repeat this process until ALL your portfolio documentation has been uploaded to your **Files** page.

Files - Athabasca University e-Portfolio

portfolio.elab.athabascau.ca/artefact/file/index.php

Athabasca University e-portfolio

Search users PLAR Virtual Portfolio Settings Logout

Dashboard Content Portfolio Groups

Profile Profile pictures **Files** Journals Résumé Plans Notes

You can either 'browse' your computer and upload your files **or** use the convenient “Drag and drop”

Files

Here are your images, documents and other files for inclusion in pages. Drag and drop a file or folder icon to move the file or folder between folders.

Upload file

☐ Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any local copyright legislation. This file also adheres to the terms and conditions outlined on this site.

☒ Automatic resizing of images larger than 1024x1024 px (recommended)

File No file chosen (Maximum upload size 91.6MB)

License: None selected

Licensor:

Original URL:

Drop files here to upload

Create folder

Home

| NAME | DESCRIPTION | SIZE | DATE |
|--------------------|-------------|------|------------|
| C-B Cover page.pdf | | 4.1M | 04/08/2017 |

PLAR Virtual Portfolio

Online users (Last 10 minutes)

PLAR Virtual Portfolio

Show all online users

Quota

You have used 8.4MB of your 100.0MB quota.

8%

Profile completion

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.

The screenshot shows the Athabasca University e-portfolio interface. The top navigation bar includes the Athabasca University logo, 'e-portfolio', a search bar, and links for 'PLAR Virtual Portfolio', 'Settings', and 'Logout'. Below this is a secondary navigation bar with tabs: 'Dashboard', 'Content', 'Portfolio', 'Groups', and 'Administration'. The 'Portfolio' tab is selected, and a sub-navigation bar shows 'Pages', 'Collections', 'Shared by me', 'Shared with me', 'Skins', 'Export', and 'Import'. The 'Collections' sub-tab is active, indicated by an orange arrow. The main content area is titled 'Collections' with an information icon. Below the title is a description: 'A collection is a set of pages that are linked to one another and have the same access permissions. You can create as many collections as you like, but a page cannot appear in more than one collection.' To the right of the description are two buttons: '+ New collection' and 'Copy a collection', with an orange arrow pointing to the latter. Below the description is a list of three collections: 'Course-Based PLAR sample', 'PLAR Portfolio course', and 'PLAR Portfolio program'. Each collection entry shows a list of pages and icons for editing and deleting. On the right side of the interface, there are three green-bordered boxes: 'PLAR Virtual Portfolio' with a user profile icon, 'Online users (Last 10 minutes)' showing 'PLAR Virtual Portfolio' as an online user, and 'Profile completion'.

- Click in the **search** box and type in “**PLAR Portfolio**”. Click **Search** to the right of the search box.
- 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.

Copy a page or collection

Here you can search through the pages that you are allowed to copy as a starting point for making a new page. You can see a preview of each page by clicking on its name. Once you have found the page you wish to copy, click the corresponding “Copy page” button to make a copy and begin customising it. You may also choose to copy the entire collection that the page belongs to by clicking the corresponding “Copy collection” button.

| COLLECTION TITLE | PAGE NAME | OWNER | |
|------------------------|---|---|-----------------|
| PLAR Portfolio program | Front End Pieces | PLAR Virtual Portfolio (CLA portfolio administrator - patricia) | Copy collection |
| PLAR Portfolio program | Identification and Verification of Learning | PLAR Virtual Portfolio (CLA portfolio administrator - patricia) | |
| PLAR Portfolio program | Letters of Attestation | PLAR Virtual Portfolio (CLA portfolio administrator - patricia) | |

PLAR Virtual Portfolio

Online users
(Last 10 minutes)

PLAR Virtual Portfolio

Show all online users

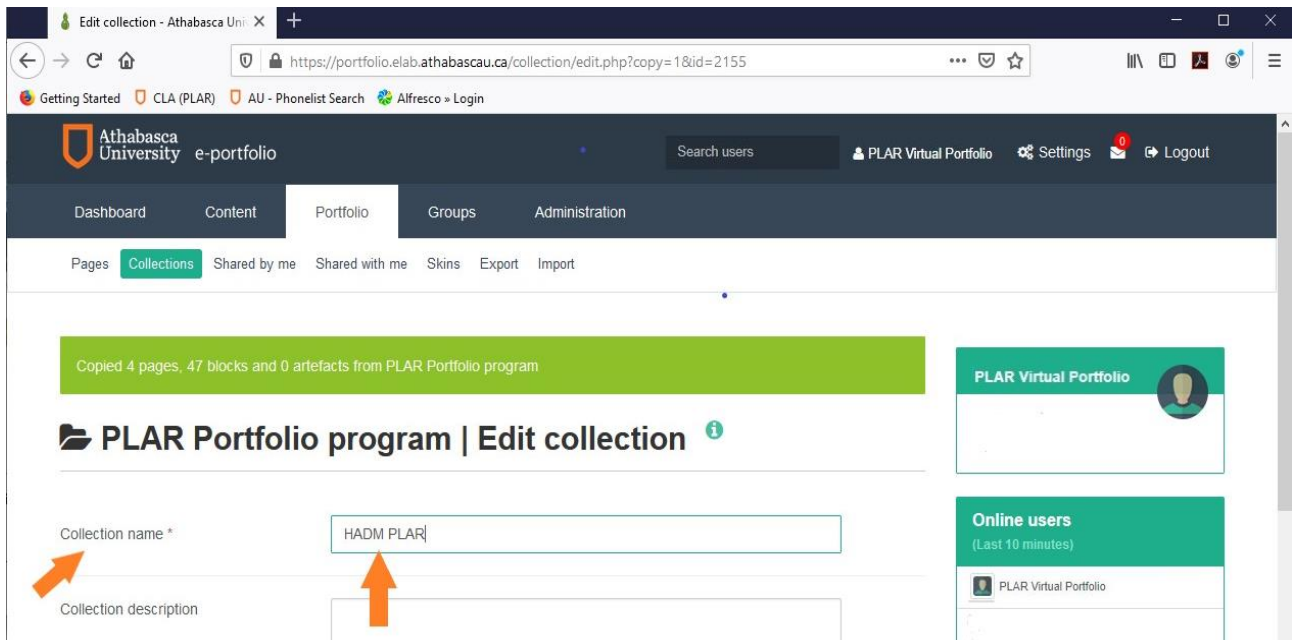
Profile completion

33%

Profile completion tips

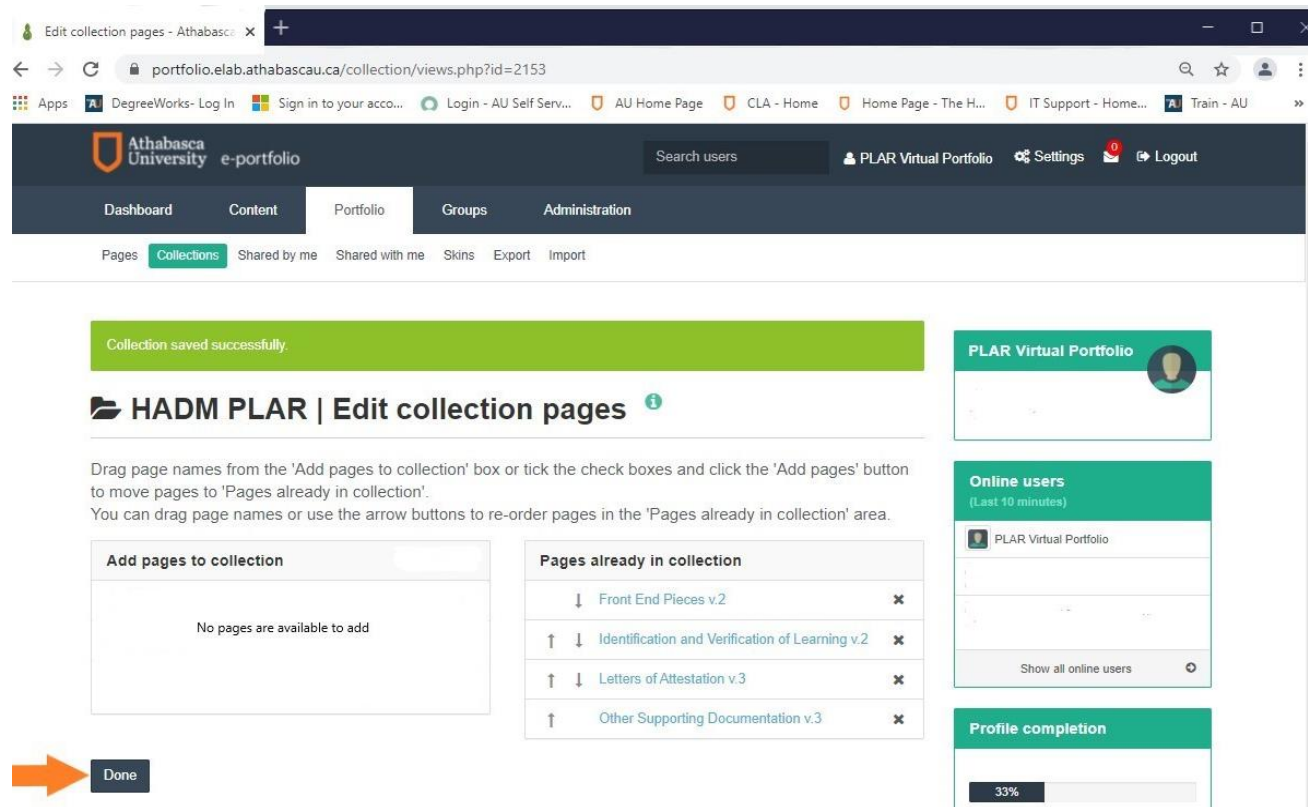
Add a display name

- 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.

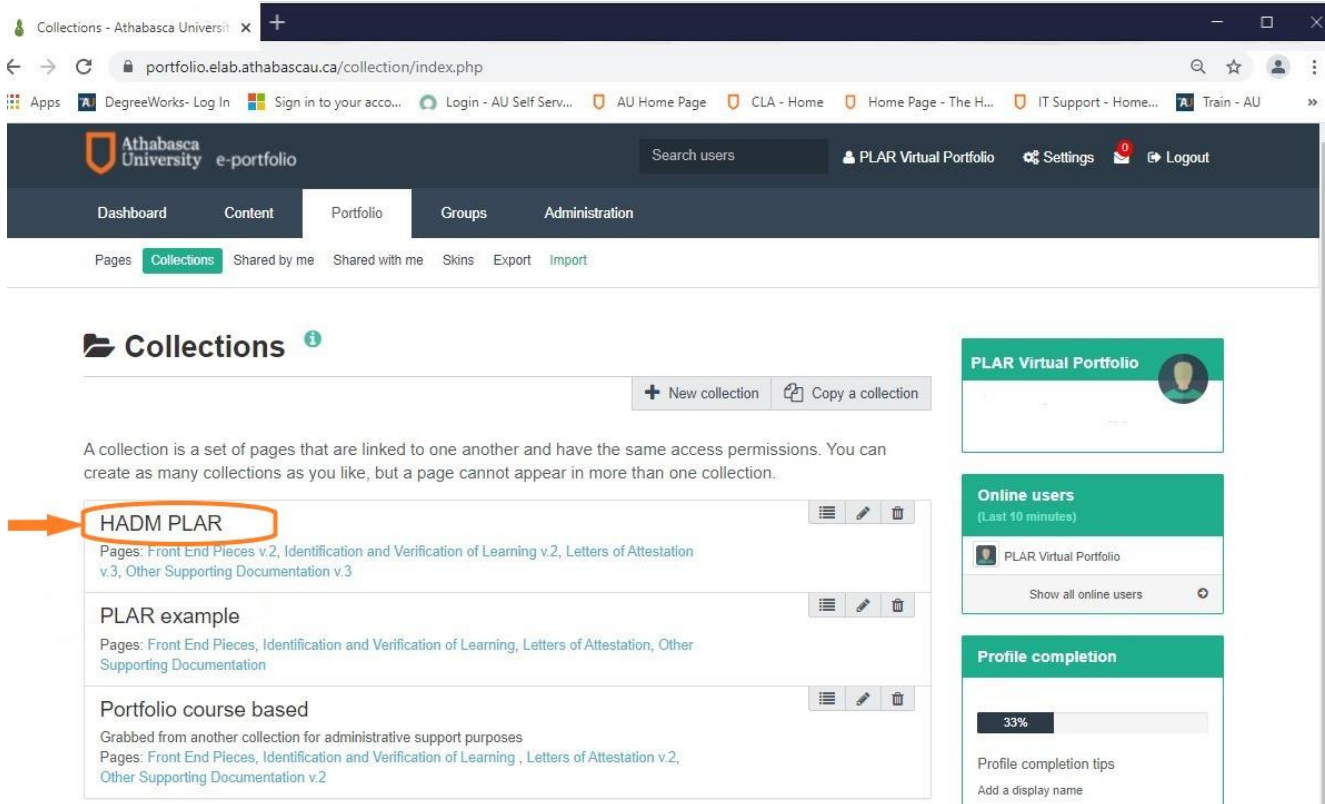


6. Click on the grey **Next: Edit collection pages** box at the bottom of the screen (not shown).

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.



Collections - Athabasca University

portfolio.elab.athabascau.ca/collection/index.php

Athabasca University e-portfolio

Search users PLAR Virtual Portfolio Settings Logout

Dashboard Content Portfolio Groups Administration

Pages Collections Shared by me Shared with me Skins Export Import

Collections

+ New collection Copy a collection

A collection is a set of pages that are linked to one another and have the same access permissions. You can create as many collections as you like, but a page cannot appear in more than one collection.

HADM PLAR

Pages: Front End Pieces v.2, Identification and Verification of Learning v.2, Letters of Attestation v.3, Other Supporting Documentation v.3

PLAR example

Pages: Front End Pieces, Identification and Verification of Learning, Letters of Attestation, Other Supporting Documentation

Portfolio course based

Grabbed from another collection for administrative support purposes
Pages: Front End Pieces, Identification and Verification of Learning, Letters of Attestation v.2, Other Supporting Documentation v.2

PLAR Virtual Portfolio

Online users
(Last 10 minutes)

PLAR Virtual Portfolio

Show all online users

Profile completion

33%

Profile completion tips
Add a display name

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

- 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.

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

The screenshot shows a web browser window with the URL <https://portfolio.elab.athabascau.ca/user/margoty/front-end-pieces-v-3>. The page header includes the Athabasca University logo, a search bar, and navigation links for 'Search users', 'PLAR Virtual Portfolio', 'Settings', and 'Logout'. Below the header is a navigation menu with 'Dashboard', 'Content', 'Portfolio', 'Groups', and 'Administration'. The main content area is titled 'Front End Pieces v.3' and is attributed to 'by PLAR Virtual Portfolio'. In the top right corner of the content area, there is a grey button labeled 'Edit this page' with a pencil icon, which is highlighted by an orange arrow. To the right of this button are 'Copy' and 'More' options. Below the title, there is a table with columns 'First Name', 'Last Name', 'ID#', and 'Portfolio Title'. The table contains one row with the value 'HADM PLAR'. To the right of the table, there are four sections: 'Cover Page', 'Portfolio Declaration Page', 'Program Plan / Degree Works', and 'Tab 1: Resume'. Below these sections are 'Tab 2: Autobiographical Narrative' and 'Tab 3: Critical Reflection (optional)'. At the bottom of the page, there is a 'Comments' section.

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!

Front End Pieces v.3 - Athabasca X

https://portfolio.elab.athabascau.ca/view/edit.php?id=21742

Getting Started CLA (PLAR) AU - Phonelist Search Alfresco » Login

Athabasca University e-portfolio Search users PLAR Virtual Portfolio Settings Logout

Dashboard Content Portfolio Groups Administration

Pages Collections Shared by me Shared with me Skins Export Import

Front End Pieces v.3 | Edit title and description

Display page Share page Edit content Edit layout Choose skin Edit title and description

Page title * Front End Pieces v.3

Page URL https://portfolio.elab.athabascau.ca/user/margoty/ front-end-pieces-v-3 **Note: Do not alter this field**

A readable URL for your page. This field must be between 3 and 100 characters long. Only lowercase letters from a-z, numbers and - are allowed.

Page description

Heading 1 B I List Bulleted Link Image Undo Redo

First Name Last Name ID# Portfolio Title

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).

Page saved successfully

Front End Pieces | Edit content ?

[Display page](#) [Share page](#) [Edit content](#) [Edit layout](#) [Choose skin](#) [Edit title and description](#)

This area shows a preview of what your page looks like. Changes are saved automatically.
Drag blocks onto the page to add them. You can then also drag them around the page to change their position.

+

A

Text

+

Image

+

Media

+

Journals

+

General

+

Personal info

+

External

+

HADM PLAR

Front End Pieces

Identification and Verification of Learning v.3

Letters of Attestation v.4

Other Supporting Documentation v.4

+

Cover Page

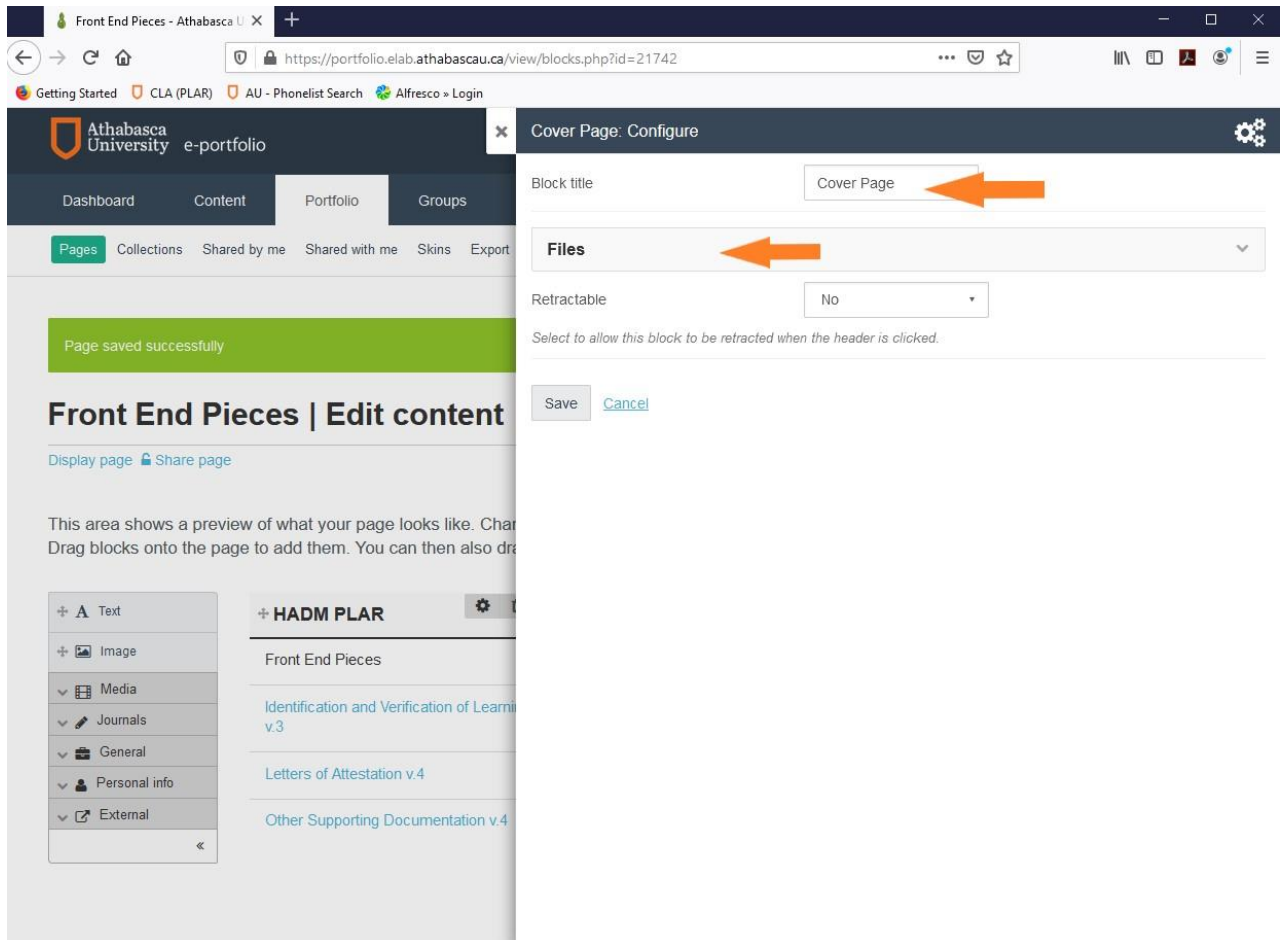
Portfolio Declaration Page

Program Plan / Degree Works

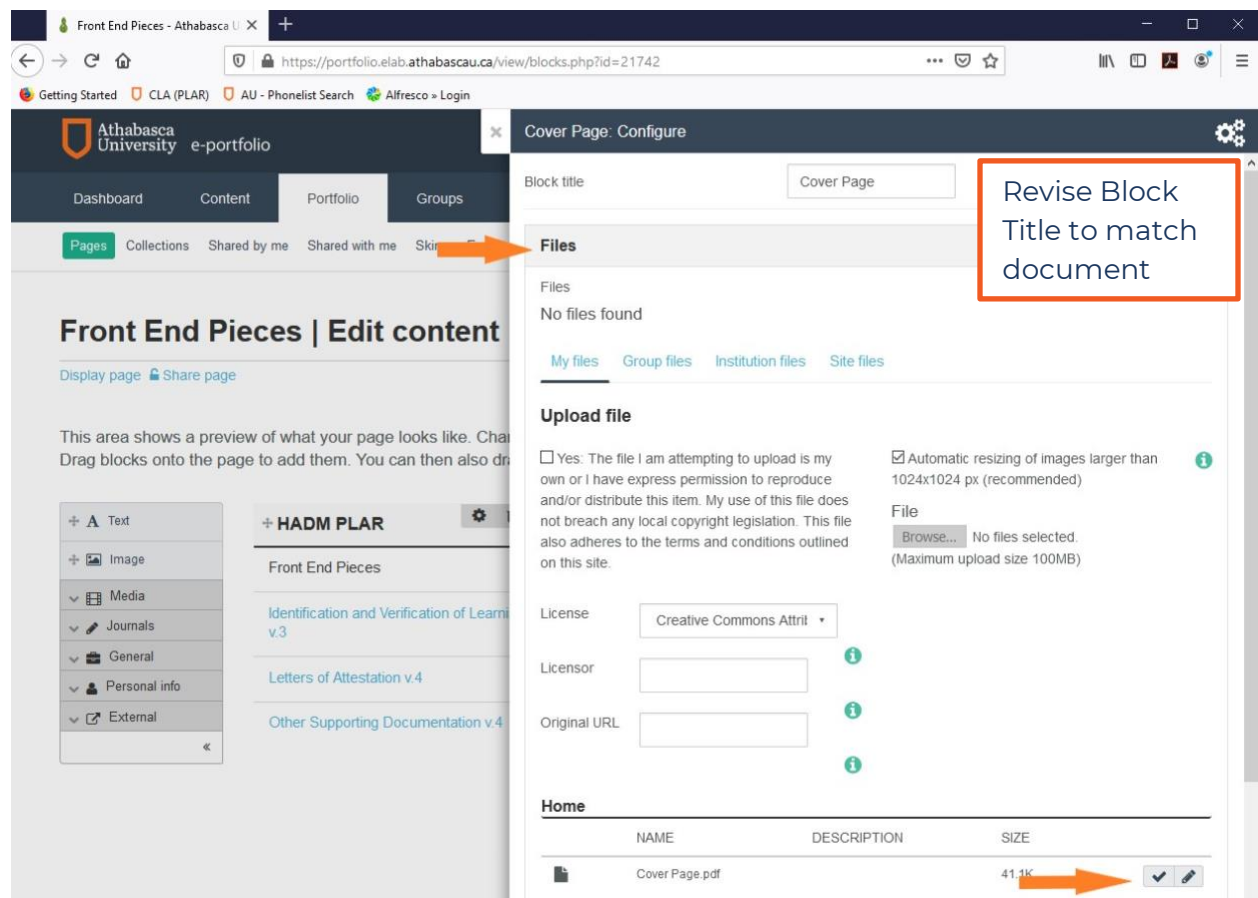
Tab 1: Resume

Tab 2: Autobiographical Narrative

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.

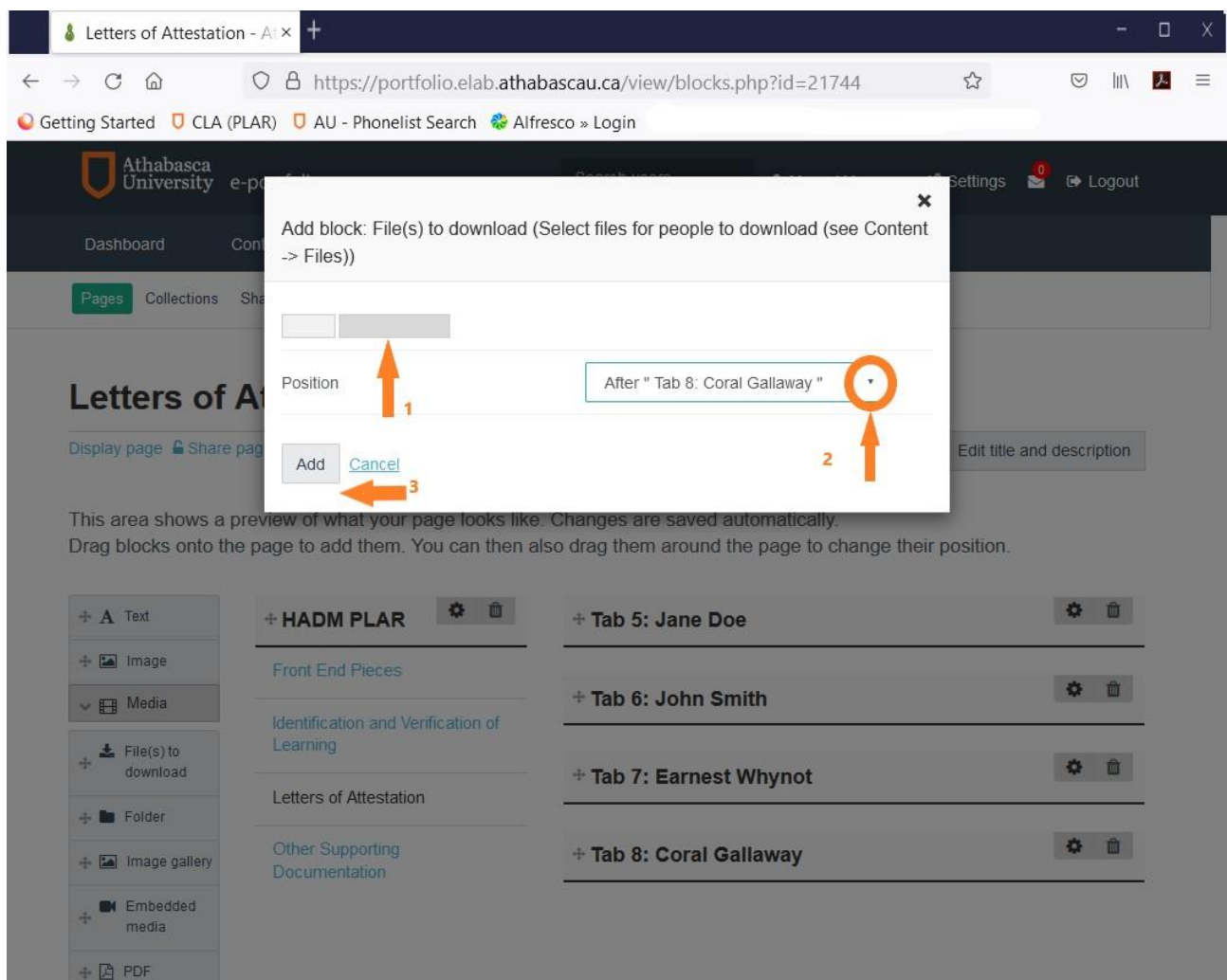
For example, there are 30 blocks in the “Other Supporting Documentation” page. If you have more than 30 supporting documents, you will need to add content blocks, as outlined on the following 2 pages.



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.

Letters of Attestation - A | X

https://portfolio.elab.athabascau.ca/view/blocks.php?id=21744

Getting Started CLA (PLAR) AU - Phonelist Search Alfresco » Login

Athabasca University e-portfolio

Search users PLAR Virtual Portfolio Settings Logout

Dashboard Content Portfolio Groups Administration

Pages Collections Shared by me Shared with me Skins Export Import

Letters of Attestation | Edit content

Display page Share page Edit content Edit layout Choose skin Edit title and description

This area shows a preview of what your page looks like. Changes are saved automatically. Drag blocks onto the page to add them. You can then also drag them around the page to change their position.

Text Image Media File(s) to download Folder Image gallery Embedded media PDF Some HTML

HADM PLAR

Front End Pieces

Identification and Verification of Learning

Letters of Attestation

Other Supporting Documentation

Tab 5: Jane Doe

Tab 6: John Smith

Tab 7: Earnest Whynot

Tab 8: Coral Gallaway

Tab 9: Jocelyn Olds

Don't forget to edit the 'Block Titles' to reflect the tab number and name of the file you are importing into your portfolio where needed in the other pages of the portfolio.

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”**.

The screenshot shows the 'Edit content' interface for a portfolio page titled 'Front End Pieces'. The interface includes a top navigation bar with 'Athabasca University e-portfolio' and a search bar. Below this is a secondary navigation bar with tabs for 'Dashboard', 'Content', 'Portfolio', 'Groups', and 'Administration'. The 'Content' tab is active, showing a list of content blocks. The main content area displays a preview of the page and a list of content blocks. The 'Critical Incident Essay (Optional)' block is highlighted with a red circle and an orange arrow, indicating it is the target for removal.

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.

The screenshot shows a web browser window with the URL <https://portfolio.elab.athabascau.ca/user/margoty/front-end-pieces-v-3>. The page header includes the Athabasca University logo and the text "e-portfolio". Below the header is a navigation bar with links: Dashboard, Content, Portfolio, Groups, and Administration. The main content area is titled "Front End Pieces" and includes a sub-header "by PLAR Virtual Portfolio". To the right of the title are buttons for "Edit this page", "Copy", and a menu icon. Below the title is a table with the following structure:

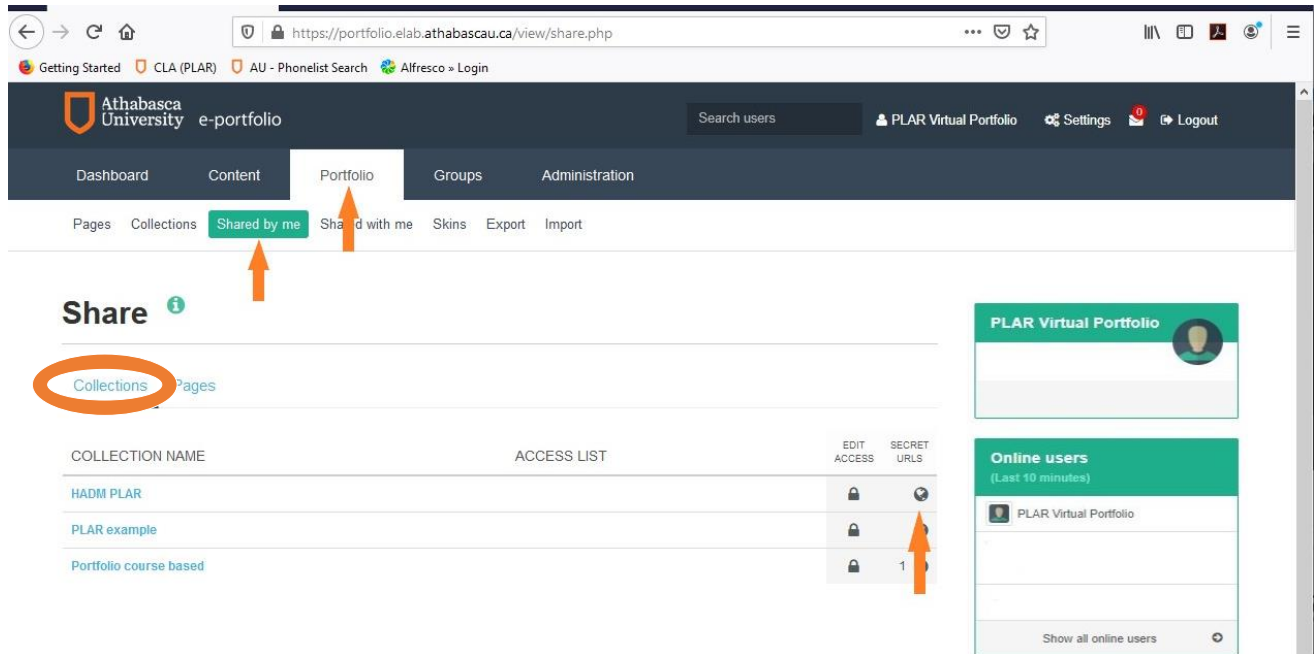
| First Name | Last Name | ID# | Portfolio Title |
|---|-----------|-----|-----------------------------------|
| HADM PLAR | | | Cover Page |
| Front End Pieces | | | Portfolio Declaration Page |
| Identification and Verification of Learning v.3 | | | Program Plan / Degree Works |
| Letters of Attestation v.4 | | | Tab 1: Resume |
| Other Supporting Documentation v.4 | | | Tab 2: Autobiographical Narrative |
| | | | Tab 3: Example |

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.

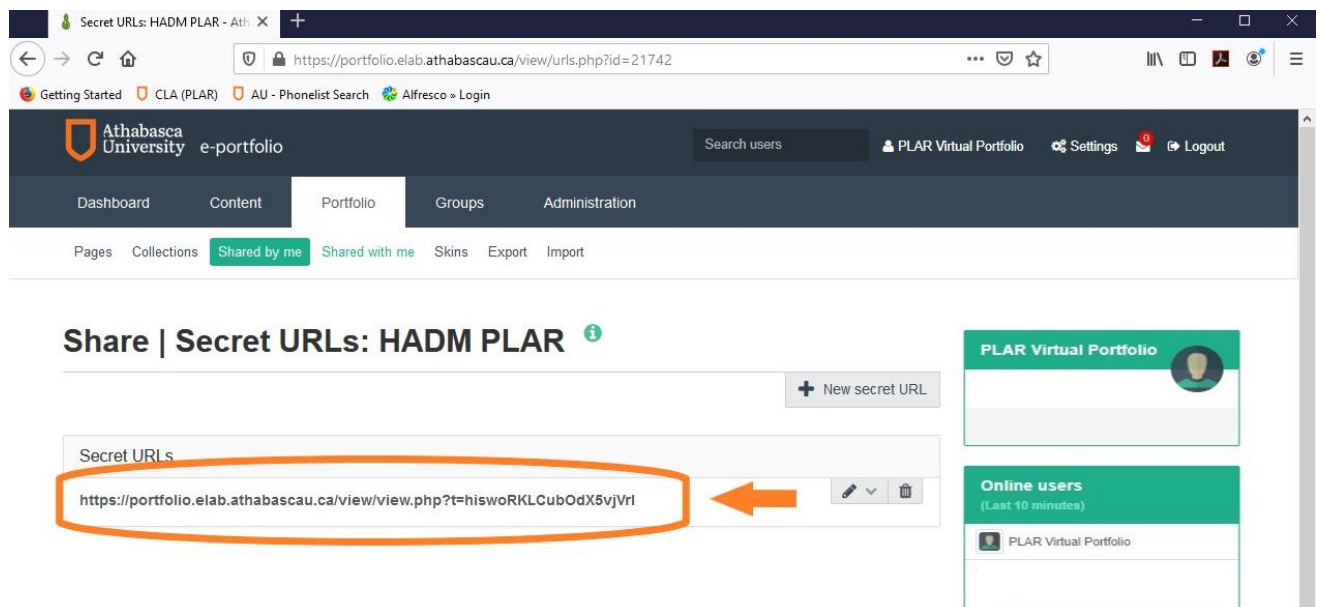


Next: create your secret URL to your portfolio

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!

