

## 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 “Gabrielle Harvey”.

**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](mailto:plarinquiries@athabascau.ca) for assistance.

## Getting started

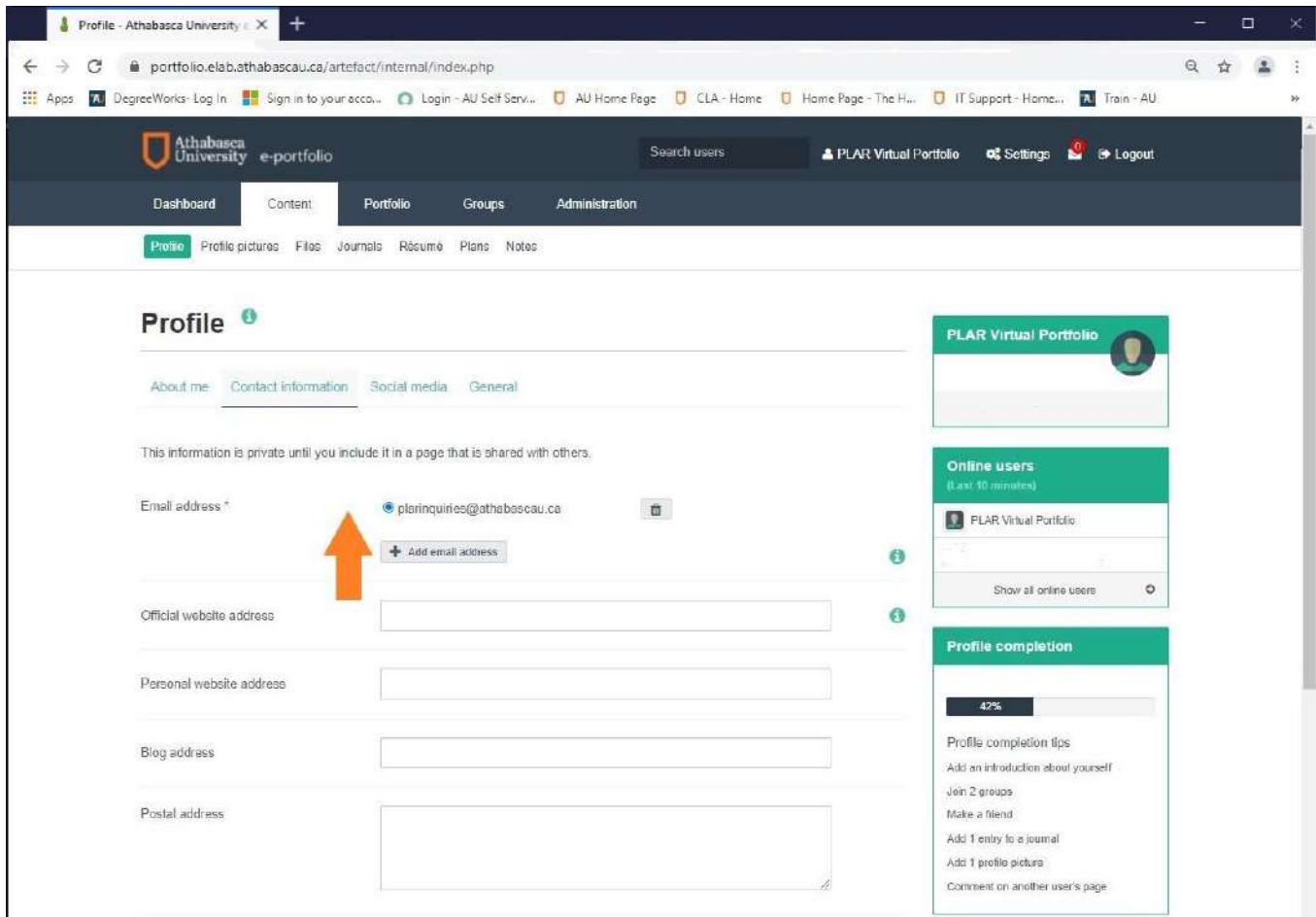
Login to the Athabasca University [E-Lab Portfolio site](#) using your AU username and password (this will be referred to as your MyAU credentials).

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 the 'Profile' page in the Athabasca University e-portfolio system. The browser address bar shows 'portfolio.elab.athabascau.ca/artefact/internal/index.php'. The navigation menu includes 'Dashboard', 'Content', 'Portfolio', 'Groups', and 'Administration'. Under 'Content', there are sub-tabs: 'Profile', 'Profile pictures', 'Files', 'Journals', 'Résumé', 'Plans', and 'Notes'. The main content area is titled 'Profile' and has tabs for 'About me', 'Contact information', 'Social media', and 'General'. A profile picture placeholder is shown. Below it, there are input fields for 'First name \*' (containing 'CLA.portfolio'), 'Last name \*' (containing 'administrator'), 'Student ID', and 'Display name' (containing 'PLAR Virtual Portfolio'). An 'Introduction' section with a rich text editor is at the bottom. 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.



### 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.

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  
Choose Files No file chosen  
(Maximum upload size 91.6MB)

License: None selected

Licensor:

Original URL:

Drop files here to upload

Create folder

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

PLAR Virtual Portfolio

Online users (Last 10 minutes)

Quota

You have used 8.4MB of your 100.0MB quota.

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 'Dashboard', 'Content', 'Portfolio', 'Groups', and 'Administration'. The 'Portfolio' tab is selected, and the 'Collections' sub-tab is highlighted. Below the navigation, the 'Collections' page title is shown. The page contains a list of collections, including 'Course-Based PLAR sample', 'PLAR Portfolio course', and 'PLAR Portfolio program'. An orange arrow points to the 'Copy a collection' button in the top right of the collection list. On the right side of the page, there are three widgets: 'PLAR Virtual Portfolio', 'Online users', and 'Profile completion'.

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.

**Copy a page or collection**

PLAR portfolio Search

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)	Copy collection
PLAR Portfolio program	Letters of Attestation	PLAR Virtual Portfolio (CLA portfolio administrator - patricia)	Copy collection

PLAR Virtual Portfolio

Online users (Last 10 minutes)

PLAR Virtual Portfolio

Show all online users

Profile completion

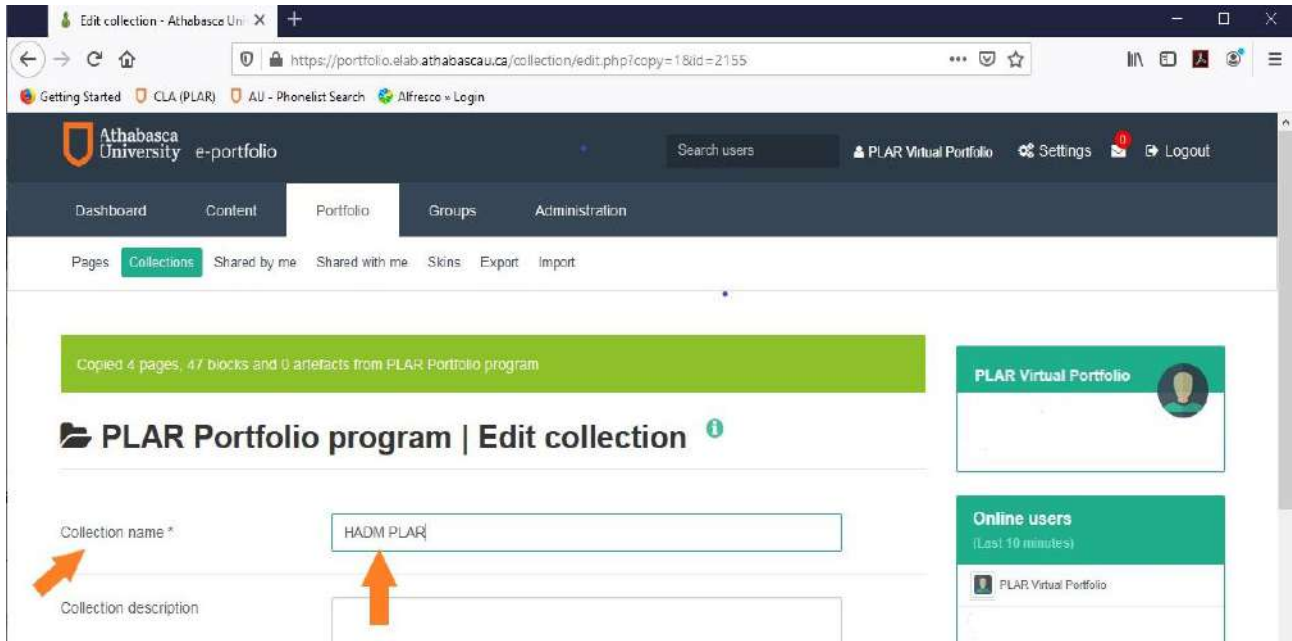
33%

Profile completion tips

Add a display name

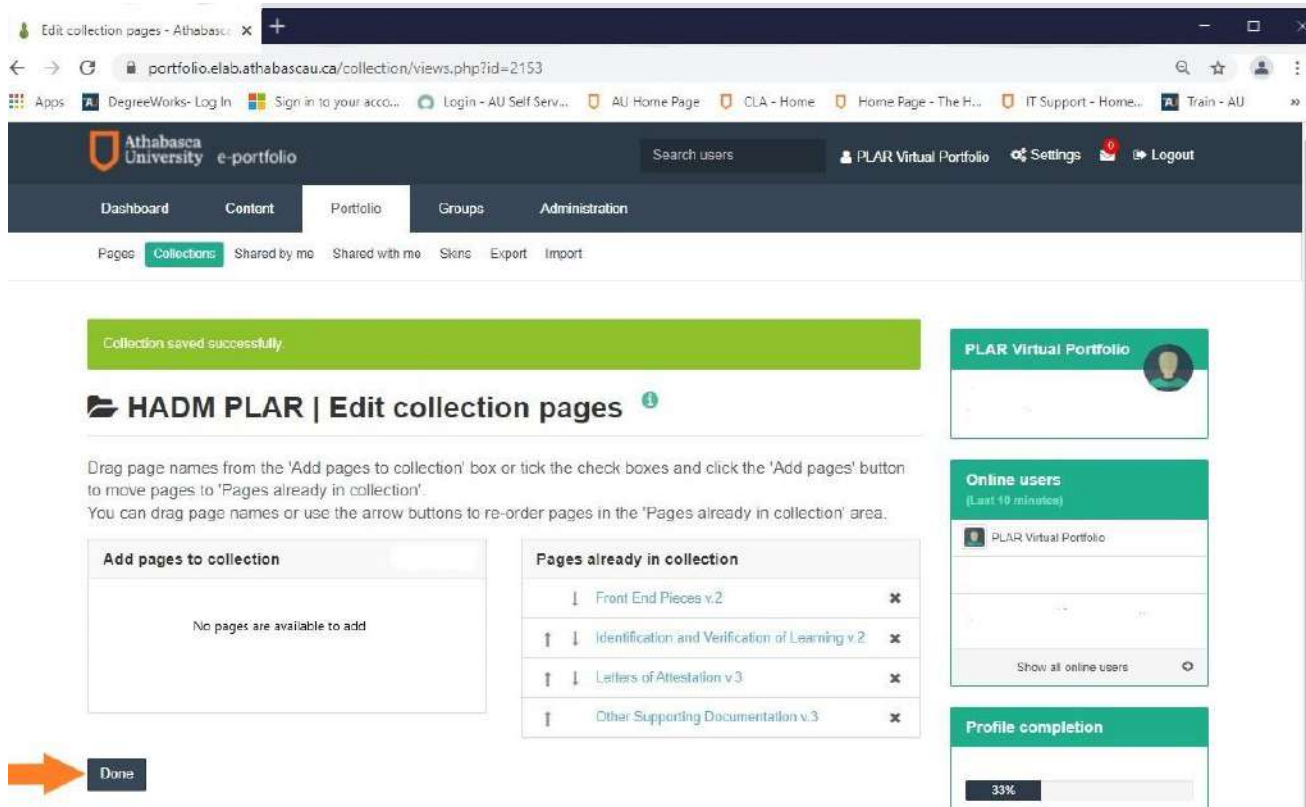
5. Now you can edit the title of your portfolio ‘collection’ in the **Collection name** box. Give it a description if you wish to in the **Collection description** box as demonstrated below.





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.

The screenshot displays the 'Collections' page in the Athabasca University e-portfolio system. The page title is 'Collections' with an information icon. Below the title, there are buttons for '+ New collection' and 'Copy a collection'. A descriptive paragraph states: '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.' Below this, there is a list of three collections:

- HADM PLAR** (highlighted with an orange arrow): 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

On the right side of the page, there are three informational panels:

- PLAR Virtual Portfolio**: Shows a user profile picture.
- Online users** (Last 10 minutes): Shows 'PLAR Virtual Portfolio' as an online user with a 'Show all online users' button.
- Profile completion**: Shows a progress bar at 33% and 'Profile completion tips' such as 'Add a display name'.

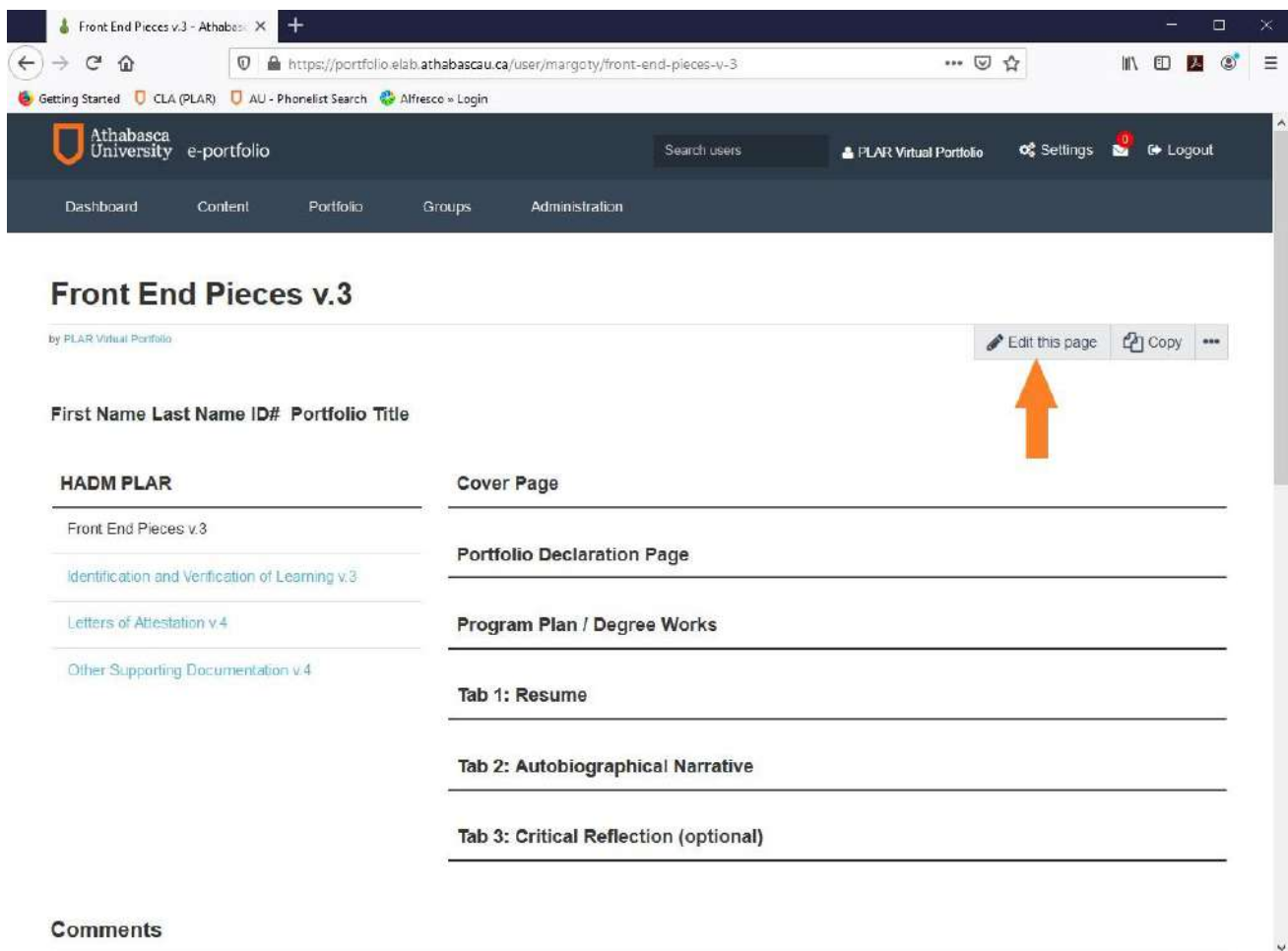


## Next: personalize each of the four pages in your portfolio template.

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).

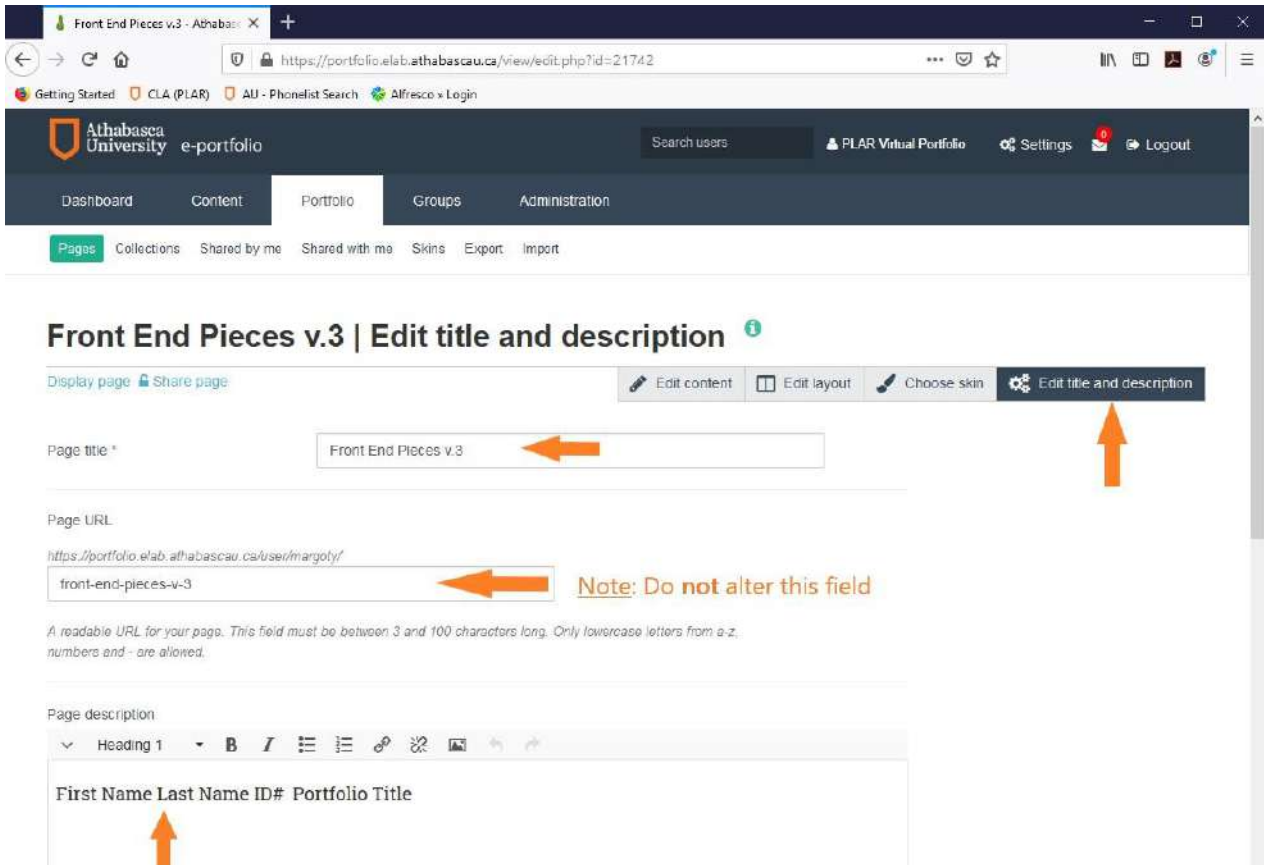
**Note:** You will be immediately taken to the “**Front End Pieces**” page as the starting point to create your portfolio.

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.



The screenshot shows a web browser window displaying the Athabasca University e-portfolio interface. The page title is "Front End Pieces v.3" and it is attributed to "PLAR Virtual Portfolio". The interface includes a navigation menu with "Dashboard", "Content", "Portfolio", "Groups", and "Administration". The main content area is divided into two columns. The left column, titled "HADM PLAR", lists four items: "Front End Pieces v.3", "Identification and Verification of Learning v.3", "Letters of Attestation v.4", and "Other Supporting Documentation v.4". The right column, titled "Cover Page", lists four items: "Portfolio Declaration Page", "Program Plan / Degree Works", "Tab 1: Resume", and "Tab 2: Autobiographical Narrative", followed by "Tab 3: Critical Reflection (optional)". At the bottom of the page is a "Comments" section. In the top right corner of the page content, there is a grey box containing the text "Edit this page" with a pencil icon, a "Copy" button, and a three-dot menu. An orange arrow points to the "Edit this page" button.

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!

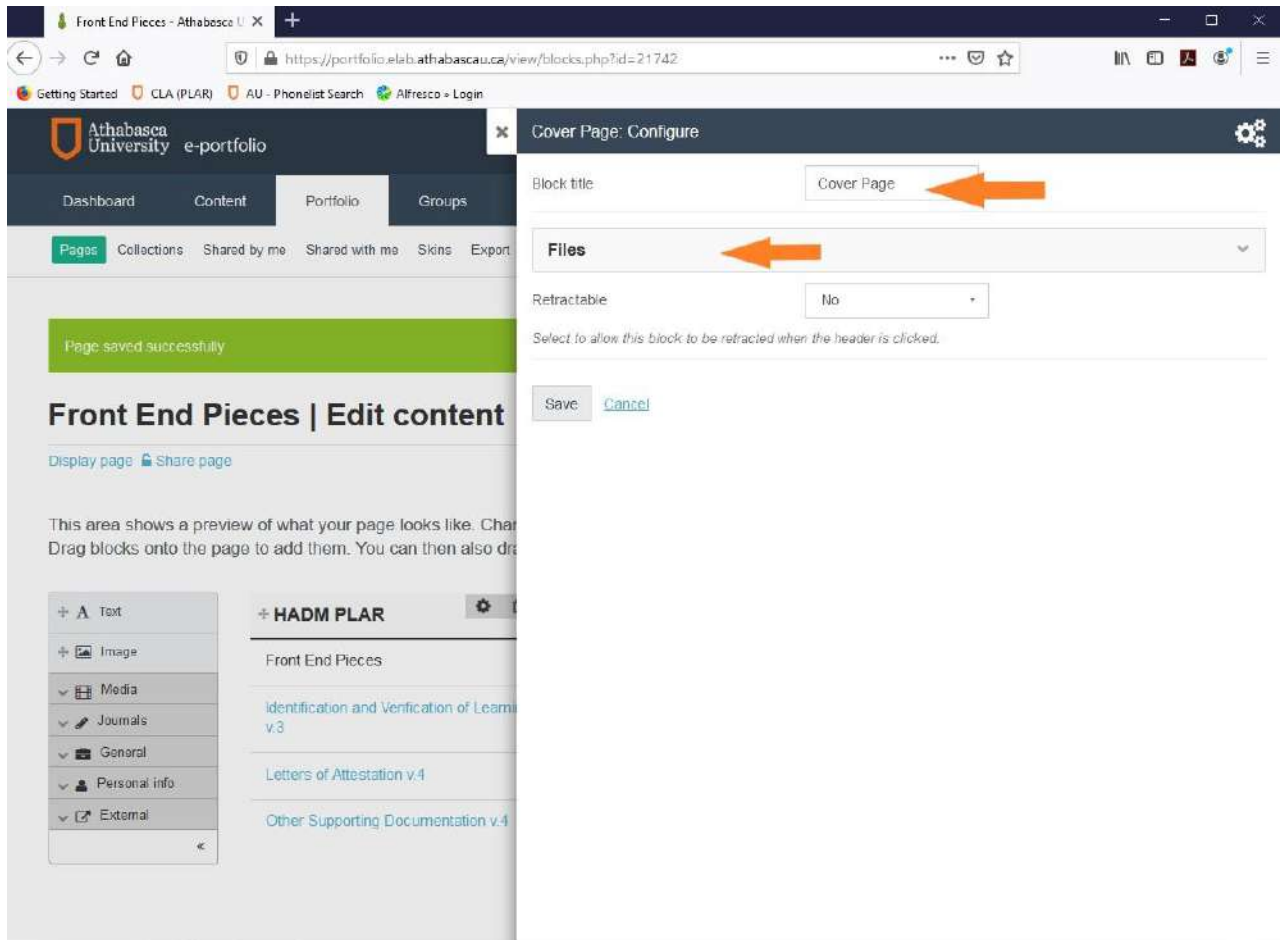


13. You will be returned to your portfolio template. Now you can add the associated files to this page of your portfolio! You will be importing one file to each content block (in accordance with each content block title in the right column of the page, e.g., cover page, portfolio declaration page, etc.). **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).

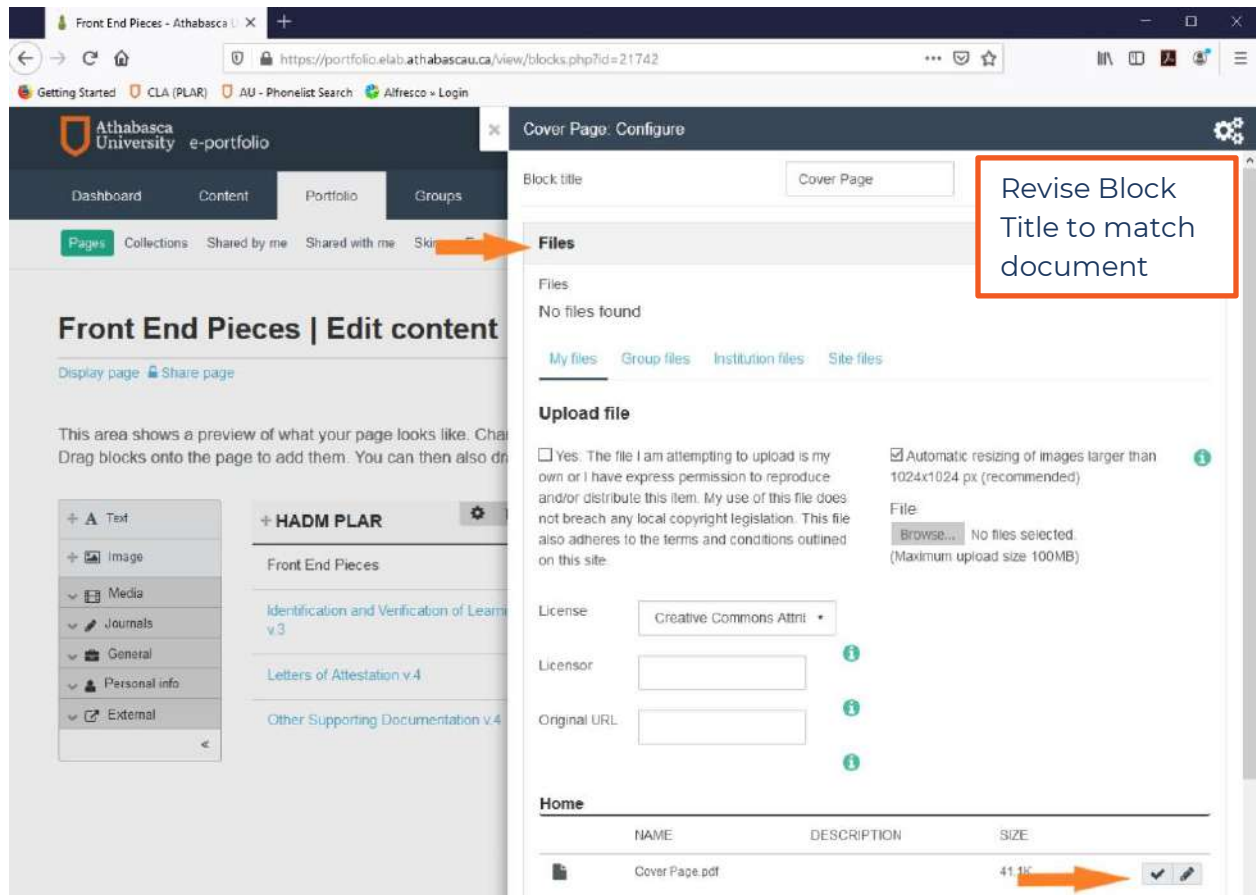
The screenshot displays the 'Front End Pieces | Edit content' interface. At the top, there is a navigation menu with 'Dashboard', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this is a toolbar with 'Edit content', 'Edit layout', 'Choose skin', and 'Edit title and description'. The main area shows a list of content blocks on the right, each with a gear icon for configuration. The 'Cover Page' block is highlighted with a red circle. The left side of the interface shows a sidebar with various content types like Text, Image, Media, Journals, General, Personal info, and External. The main content area displays a preview of the page with the following content blocks:

- 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”.

The screenshot displays the 'Add block' popup interface. The popup title is 'Add block: File(s) to download (Select files for people to download (see Content -> Files))'. It includes a 'Position' dropdown menu currently set to 'After "Tab 8: Coral Gallaway"'. An orange arrow labeled '1' points to a grey rectangular block in the preview area. Another orange arrow labeled '2' points to the dropdown menu. A third orange arrow labeled '3' points to the 'Add' button. The background shows the 'Letters of Attestation' page with a sidebar menu containing 'Text', 'Image', 'Media', 'File(s) to download', 'Folder', 'Image gallery', 'Embedded media', and 'PDF'. The main content area lists tabs: 'HADM PLAR', 'Tab 5: Jane Doe', 'Tab 6: John Smith', 'Tab 7: Earnest Whynot', and 'Tab 8: Coral Gallaway'.

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.

The screenshot shows the Athabasca University e-portfolio interface. The browser address bar displays <https://portfolio.elab.athabascau.ca/view/blocks.php?id=21744>. The page title is "Letters of Attestation | Edit content". A callout box with an orange border contains the text: "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." Below the callout, a list of content blocks is visible, including "HADM PLAR", "Tab 5: Jane Doe", "Tab 6: John Smith", "Tab 7: Earnest Whynot", "Tab 8: Coral Gallaway", and "Tab 9: Jocelyn Olds". The "Tab 9: Jocelyn Olds" block is highlighted with an orange oval, and an orange arrow points to it from the right.

**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

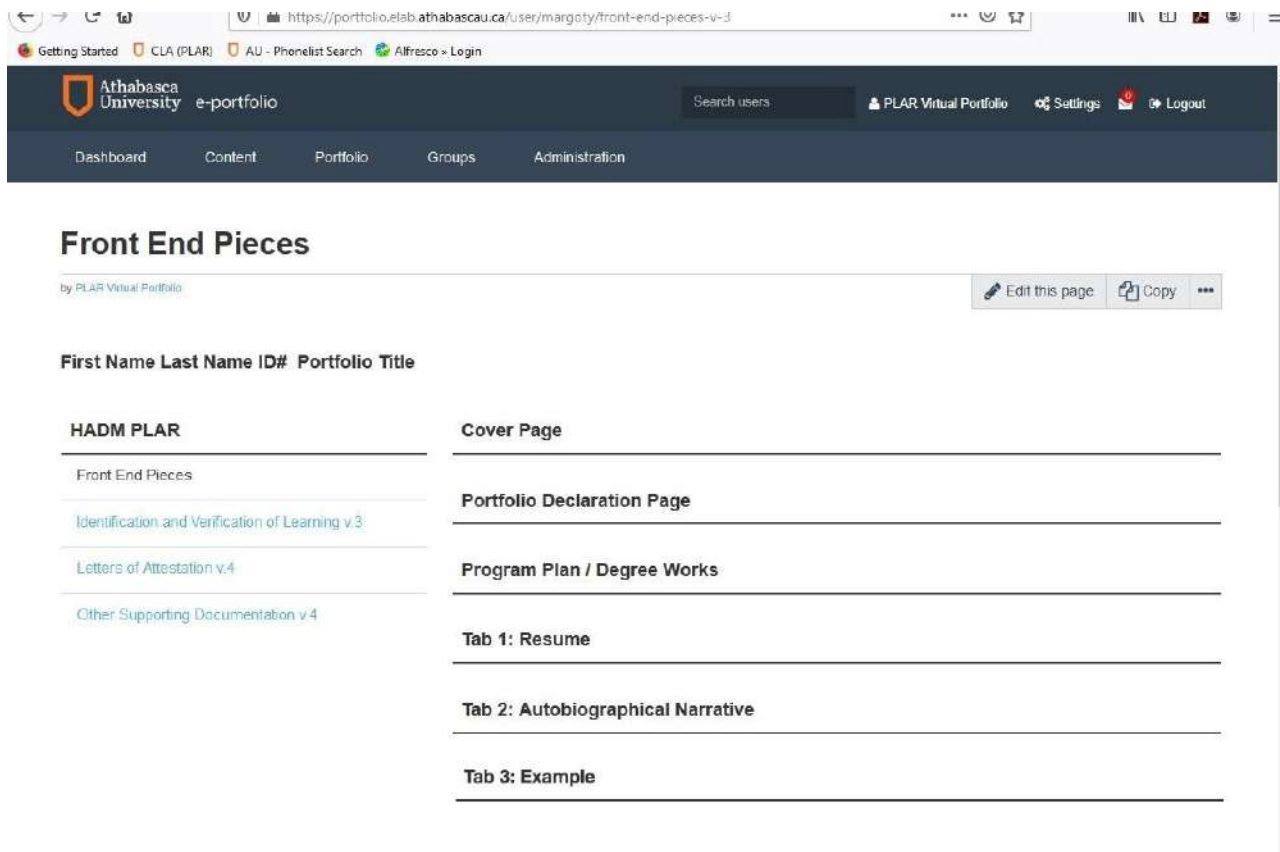
Our collection that you copied may include blocks for content that you will not be using. When this happens, you must remove those unused content blocks.

- 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 page is divided into a left sidebar with a content palette (Text, Image, Media, Journals, General, Personal info, External) and a main editing area. The main area contains a preview of the page content, which includes sections like 'HADM PLAR', 'Cover Page', 'Portfolio Declaration Page', 'Program Plan / Degree Works', 'Tab 1: Resume', 'Tab 2: Autobiographical Narrative', and 'Critical Incident Essay (Optional)'. The 'Critical Incident Essay (Optional)' block is highlighted with a red circle around its trash can icon and an orange arrow pointing to it, indicating the removal process.

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.

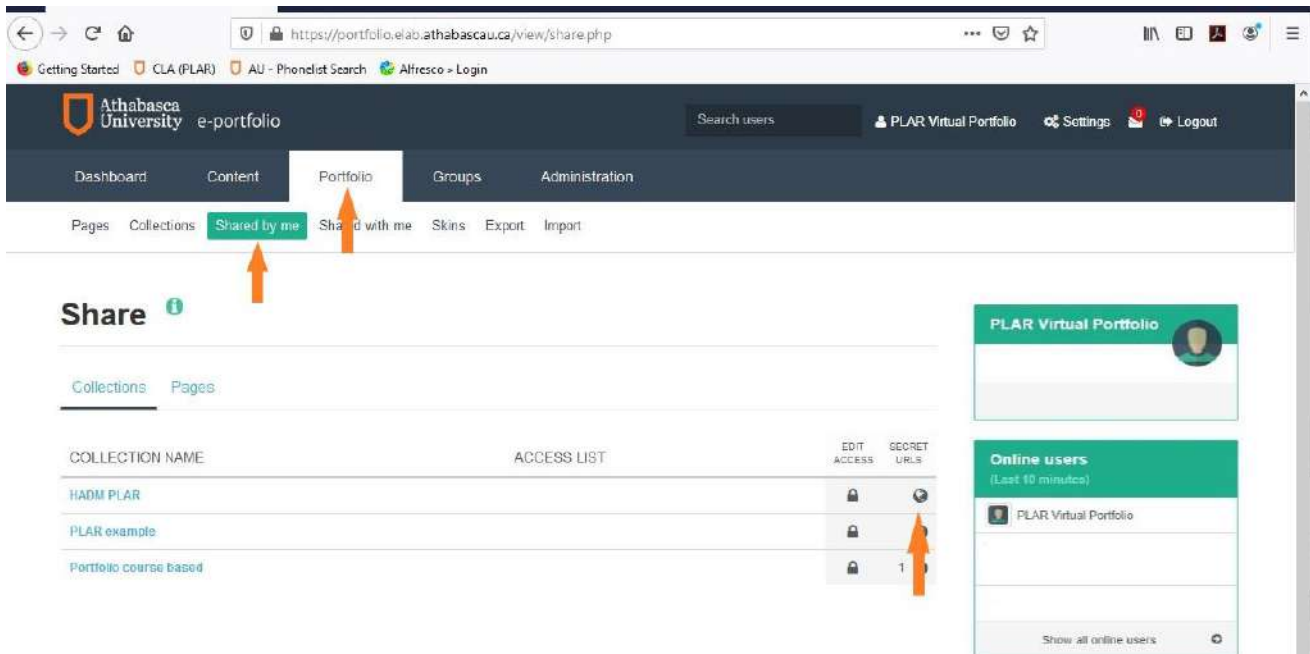
When you have edited all four pages of the portfolio template as outlined in the steps above, you can view your completed portfolio by selecting “Collections” under the **Portfolio** tab and clicking on your portfolio heading. It will bring you back to your portfolio with “Front End Pieces” showing at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



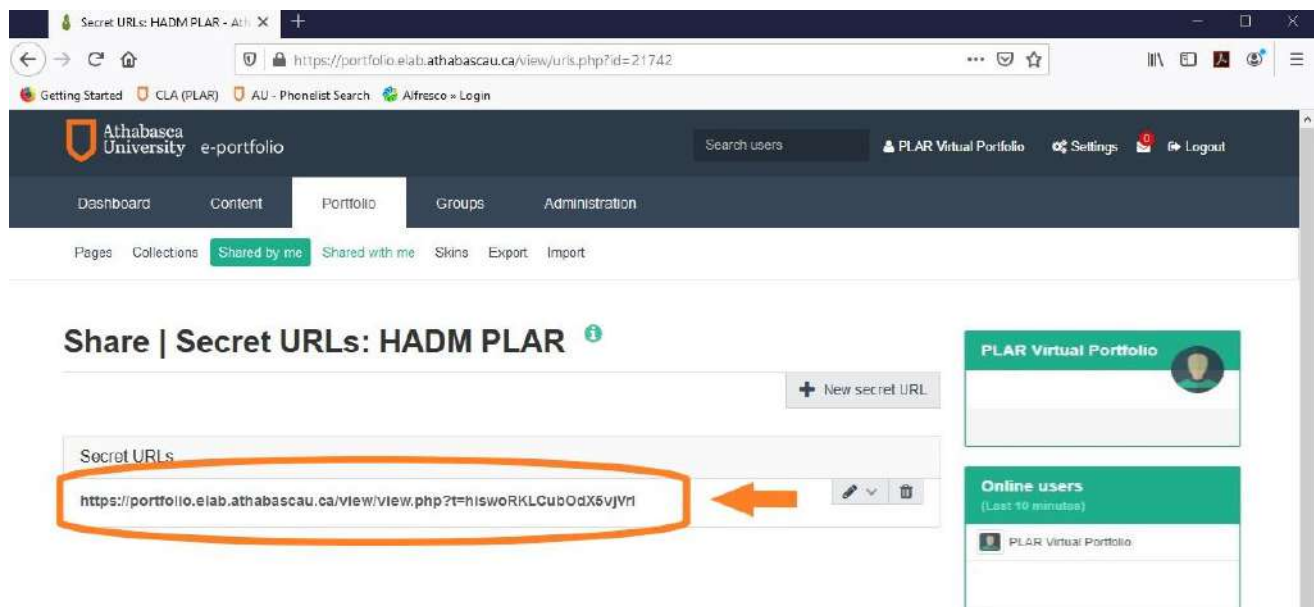
You are encouraged to view your completed e-Portfolio using the secret URL you created. This step will confirm what your portfolio looks like when viewed by your assessors.

## 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, 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!**

