

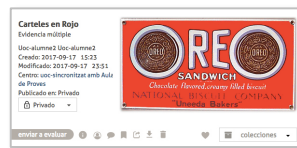
## Eportfolio tutorials

# The eportfolio structure

**Personal  
work  
spaces**



Profile



Evidence  
card



Manager



Resource  
Library

## Communication tools



Multimedia  
Messenger



Inquiry  
private



Notifications

## Working tools



Story  
editor



Collections



portabilly

# Personal working pages



## Profile

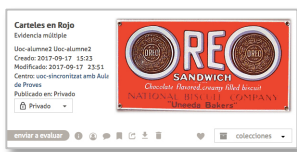
This is where you present and show your outstanding content.



## Manager

This is the page where you can:

- List and manage all your content
- Access tools
- Access content from other users



## Evidence car

Each content that you have in your Portfolio is shown through a car in which you have multiple options

- Open and edit the content
- Access messaging and private consultations
- Download the content
- Change the level of content privacy and share it on social networks
- Etc.



## Resource Library

This is where you can upload and store all resources in any format.



## Profile

This is where you present and display the content you want to stand out.

### 1. Navigation and notifications menus

2. Customisable header  
Click on the edit button to upload a header picture, the profile photo and the introductory text.

3. Display area.  
Here you can highlight your work and content, organised by predefined categories (activities or areas) or in customised collections that you can create on the "My Manager" page.

UOC Universitat Oberta de Catalunya portfolio ES Uoc-alumne2 Uo...  
PERFIL MANAGER COMUNIDAD CREA PROYECTO

**Elena Santos Allen**  
Soy Elena. He nacido en Jamaica pero vivo en Barcelona desde hace 12 años. ME apasiona le teatro, la fotografia y el diseño multimedia, especialmente aplicado a las artes escénicas.

Portfolios de los estudiantes del Grado de Diseño

COMPOSICIONES VISUALES Y SONORAS 3 contenido(s) + VER TODOS LOS CONTENIDOS  
DISEÑO DE LOGOTIPO 2 contenido(s) + VER TODOS LOS CONTENIDOS

El logotipo (del griego λόγος, palabra, y τύπος, tipo), también conocido como logo, es un signo gráfico, distintivo o emblema utilizado por entidades comerciales, organizaciones o individuos con el objetivo de facilitar o promover el reconocimiento público instantáneo de un producto, servicio o empresa. Los logotipos pueden ser figurativos, abstractos, tipográficos o una combinación de estos a través de una composición de imágenes (símbolos o iconos) y / o texto que incluya el nombre de la organización.[1] Cuando un logotipo sólo dispone de tipografía recibe el nombre de monograma. El logotipo es uno de los elementos que constituyen la identidad gráfica de una marca.  
<https://ca.wikipedia.org/wiki/logotip>

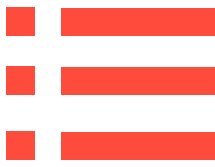
**Proposta de logotip per al Naumon (NAUMON\_logo1.jpg)**  
Imatge  
Creat: 2017-01-15 21:48  
Modificat: 2017-01-15 23:10  
Centre: uoc-sincronitzat  
Col·leccions: DISEÑO DE LOGOTIPO  
Publicat a: Públic

**Proposta de logotip per al Grup Poció (pocio18.jpg)**  
Imatge  
Creat: 2017-01-15 21:58  
Modificat: 2017-01-15 22:11  
Centre: uoc-sincronitzat  
Col·leccions: DISEÑO DE LOGOTIPO  
Publicat a: Públic

poesia i educació

**LOOK AT THIS EXAMPLE!**

<http://www.mydocumenta.com/eportfolio/uoc-sincronitzat/uoc-alumne2uoc-alumne2>



## Manager

It is the page where you can:

- Search, list and manage your content
- View the contents of other users
- Access all tools

It consists of:

**Advanced search engine.** To find contents by year, subject, typology, format, etc.

### Content Menu

This allows you to access:

- Your content
- The other students in your classroom and/or course
- Public content

### Collections Menu

This allows you to access and edit:

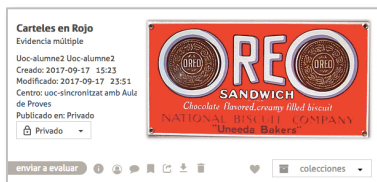
- Your collections
- Collections that you have shared with others
- Collections that others have shared with you.

### 3. Content display card

The screenshot shows the 'Manager' page of a UOC portfolio. The top navigation bar includes 'perfil', 'MANAGER', and 'COMUNIDAD'. The user profile 'Sergi Porter Porter' is visible. The main content area is divided into three sections: 'CONTENIDOS', 'COLECCIONES', and 'COMPARTIDAS CONMIGO'. A search bar is located at the top right of the content area. A red dashed box highlights the search filters, which include 'Tipo', 'Actividad', 'Revisado', 'Evaluado', 'Ordenar por', 'Privacidad', and 'Competencias'. A green dashed box highlights the content display cards, which show details for 'Carteles en Rojo', '6 Caves Para Elaborar Un cartel Publicitario', and ' analisis de carteles.pdf'. Red arrows point from the text descriptions to the search filters and content display cards. A green arrow points from the '3. Content display card' text to the first content card.

**LOOK AT THIS EXAMPLE!**

<http://www.mydocumenta.com/eportfolio/uoc-sincronitzat/uoc-alumne1uoc-alumne1/manager#>



## The evidence card

Each content you have in your Portfolio is shown through a card like this.

**Carteles en Rojo**  
Evidencia múltiple

Uoc-alumne2 Uoc-alumne2  
Creado: 2017-09-17 15:23  
Modificado: 2017-09-17 23:51  
Centro: uoc-sincronitzat amb Aula de Proves  
Publicado en: Privado

Privado

Enviar a evaluar

coleccion

colecciones

1: Privacy dropdown menu  
2: Main image of the Oreo sandwich advertisement  
3: Heart icon  
4: Profile icon  
5: Highlight icon  
6: Share icon  
7: Download icon  
8: Hide icon  
9: Collections dropdown menu

### Here you can:

- 1 Change the content privacy level
- 2 Click on the image to visualize the complete evidence
- 4 Access messages and private queries associated with the content
- 5 Highlight content to profile
- 6 Share content on social networks
- 7 Download the content / evidence
- 8 Hide content (not visible in the Portfolio)
- 9 Create collections / add content to collections



## Resource Library

It is a totally private repository in which you store and manage all your contents.

	Nombre	Creado ↓	eportfolio
<input type="checkbox"/>	Projecte1	17 de sep. de 2017, 23:39	<input type="checkbox"/>
<input type="checkbox"/>	01.psd	17 de sep. de 2017, 19:12	<input type="checkbox"/>
<input type="checkbox"/>	6 Caves Para Elaborar Un cartel Publicitario	17 de sep. de 2017, 16:54	<input checked="" type="checkbox"/>
<input type="checkbox"/>	analisis de carteles.pdf	17 de sep. de 2017, 16:54	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	CC_Australia-New-Zealand-Mars-MMs-Election-R...17 de sep. de 2017, 16:48		<input checked="" type="checkbox"/>

- 1 Delete contents Select one or more contents and click on the trash.
- 2 3 Open each content and edit it. Click on the icon or on the Pencil.
- 4 Upload new content independently of the projects
- 5 Assign / unassign contents to the Portfolio, so that they are visible (or not) in your Manager page.



Content visible in your Manager page.



Content visible only in your Resource Library.

## Communication tools



### Messenger

You have two messengers:

- Linked to resources and evidence.
- Linked to resources and collections.



### Private inquiries

It allows you to send your work to any user, teacher and / or student, privately, to ask for their opinion.



### Notifications

In your Portfolio you will receive notifications of:

- New Private inquiries
- New messages

## Working tools



### Story editor

You can edit and create and/or modify your STORY by clicking on the file for each resource.

STORY can be:

- Single evidence ([example](#))
- Multiple evidence ([example](#))



### Collections

This allows you to group together different types of resources and authors. They can be individual or collaborative.



### portabilly

Authoring tool for creating content, educational games, multimedia presentations... You can design your own grids and adapt the design to suit different devices (IPAD, tablet, pc, etc).

**Each tool has its own specific brief tutorial**



# My Community



This page allows you to access the eportfolios of other students in your Classroom and your Organization.

Obviously, you will only be able to see content that the author has decided to make public.

