ePortfolio User Guide

Contents

Introduction

This guide is relevant to all ePortfolio users including teaching staff and students.

In addition to this guide a separate document has been developed containing procedures completed by teaching staff, called **ePortfolio User Guide for Teaching Staff**.

Privacy and Sharing

Important Information about Privacy and Sharing

By default everything in your ePortfolio is private to you, except your personal **Profile** which is visible to **all** ANU staff and students.

You can choose to share your ePortfolio pages and collections (groups of pages) with individuals or groups within ANU. In doing so you must comply with the relevant ANU policies. Refer to the ANU Academic honesty & plagiarism[1] web page for details.

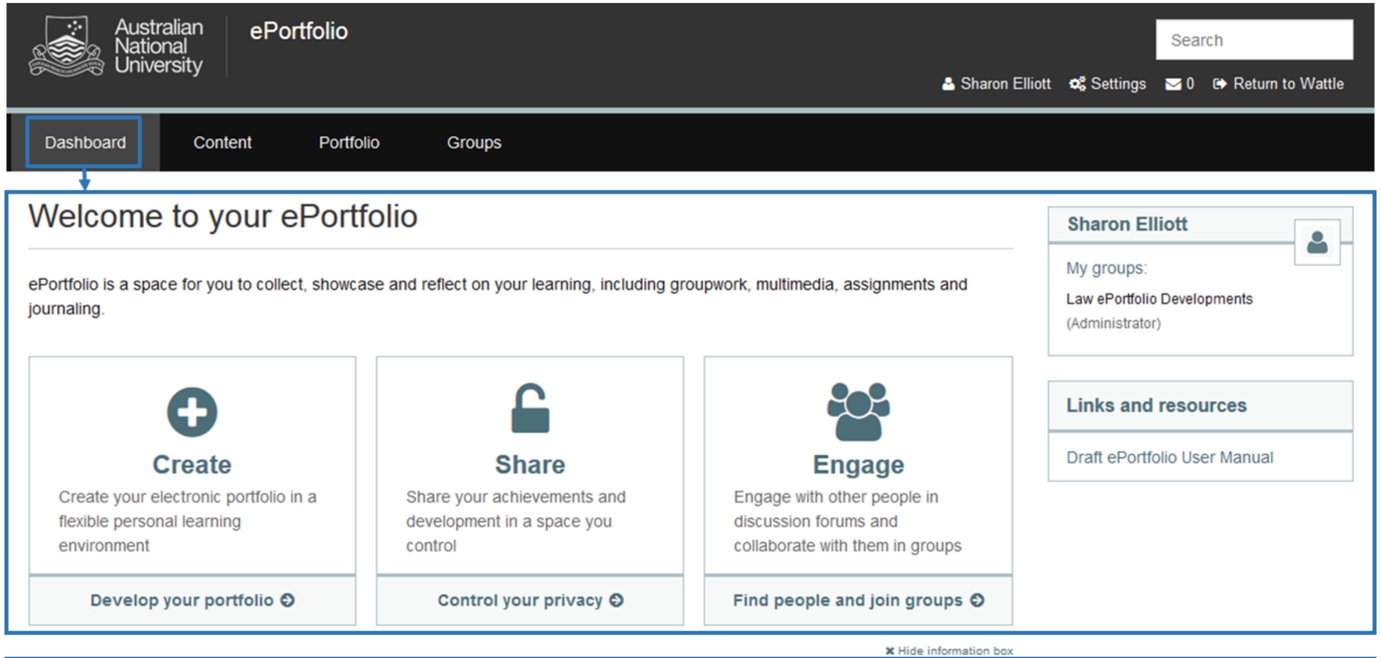
The image below shows an example of the 'Share with' options available to you when sharing pages or collections. **'Registered users'** and **'ANU'** includes **all ANU staff and students**. Ensure you do not inadvertently select these when editing your sharing settings.

For more information on sharing, refer to the guide ePortfolio – Submit for Feedback or Assessment and ePortfolio – Compile Your Portfolio

[1] http://www.anu.edu.au/students/program-administration/assessments-exams/academic-honesty-plagiarism

ePortfolio Structure and Navigation

This section outlines some key features of ePortfolio. It does not cover all of the functionality in detail, instead we have highlighted some of the important things you need to know when you first start using it.



Dashboard

The Dashboard is your ePortfolio home page. Key features:

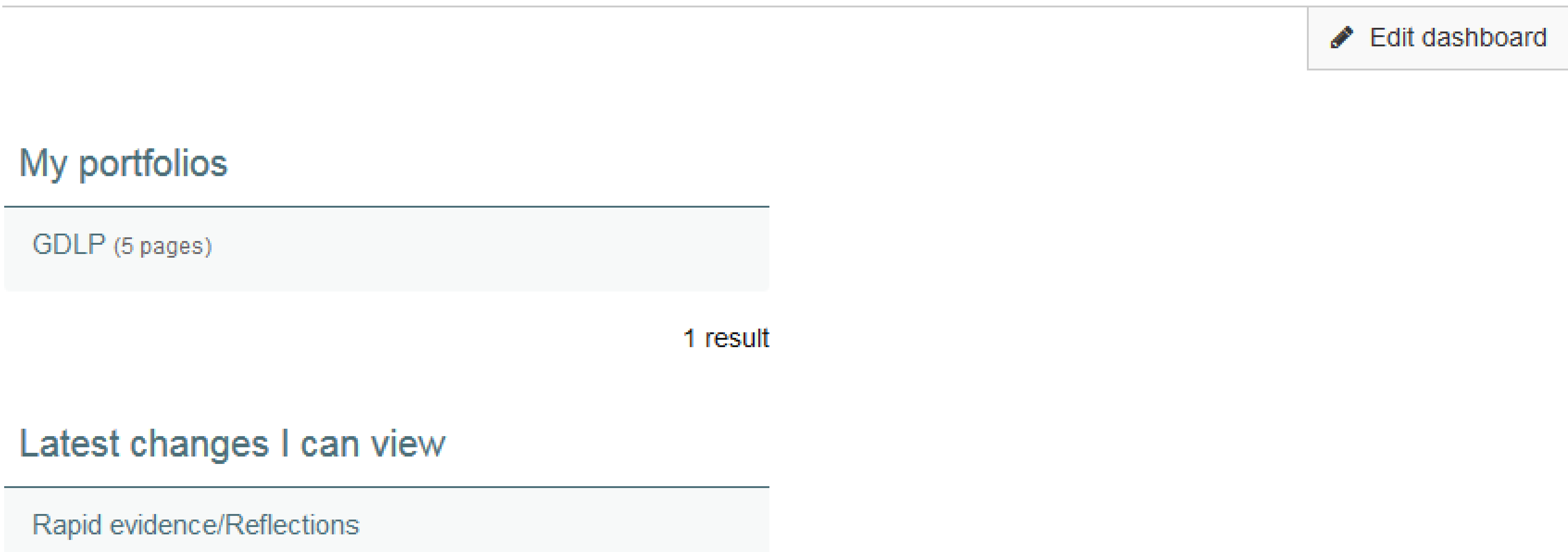
- **Create** – links to the Portfolio section where you create pages on which to present content, e.g. text, files, video, links.
- **Share** – enables you to share specific portfolio pages or collections with others at ANU.
- **Engage** – use to find and connect with other ANU members or groups. If groups are required for your course or program, these will be set up by the ePortfolio Administrator.

As you begin creating your ePortfolio, a summary of recent changes and updates will display in the bottom section of the Dashboard.

Australian National University

Latest Changes I can View Block

Below the Create, Share & Engage blocks you will see some other default blocks on your dashboard page. This includes **Latest changes I can view**. In some cases, students in other ANU Colleges may have shared their portfolio pages or collections with the entire University. If so, you will see links to their portfolio pages in Latest changes I can view. You can remove this block from your dashboard page if desired (see steps below). Remember to only share your portfolio with **individual named users**, not the 'ANU' or 'Registered Users' groups.

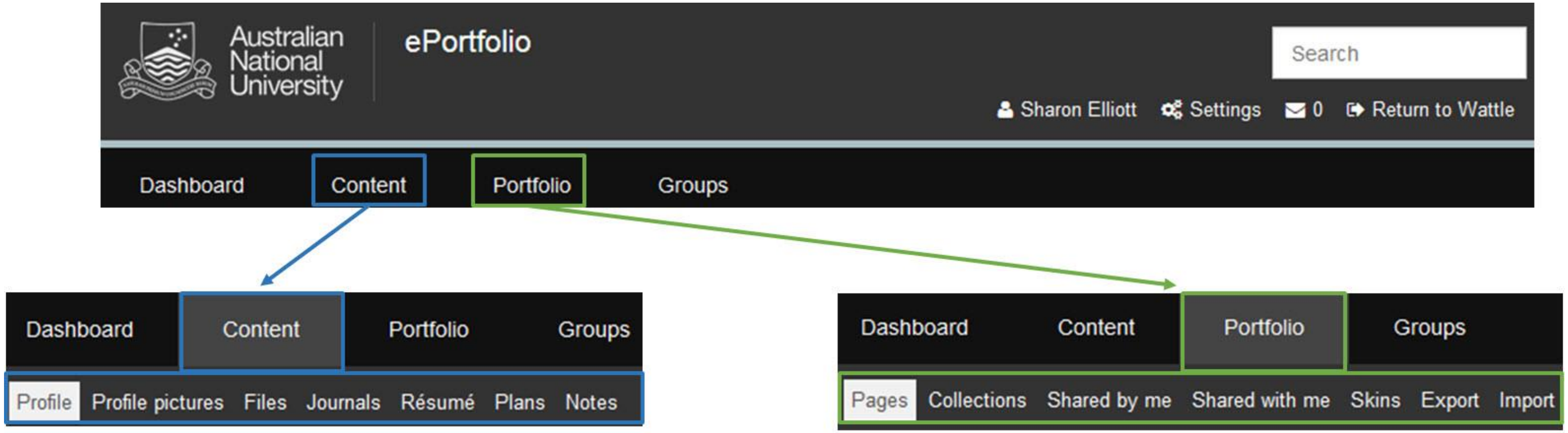


Removing the Latest Changes I can view block:

1. Click **Edit dashboard**.
2. Click the rubbish bin icon to the far right of the block header 

.
3. Click **Ok**. You can add the block again at a later time if required.

Broadly, ePortfolio is divided into two main sections: **'Content'** is where you store files and other content that you create, and **'Portfolio'** is where you assemble and present the content in the form of pages or collections of pages (like an ebook). Navigate using the section headings/tabs.



Content

Content is the space in your ePortfolio where you can add or create different types of content, which you can then present to others via your Portfolio pages.

Key features:

- **Profile** - your profile is private to you, except for your name and profile photo, which can not be hidden on your Profile page. It is derived from your ANU profile and can also be updated to include additional information such as social media links.
- **Files** – use to store files you upload e.g. MS Office, video, audio, images.
- **Journals** – use for activities requiring journal entries, for example, a work placement.

Portfolio

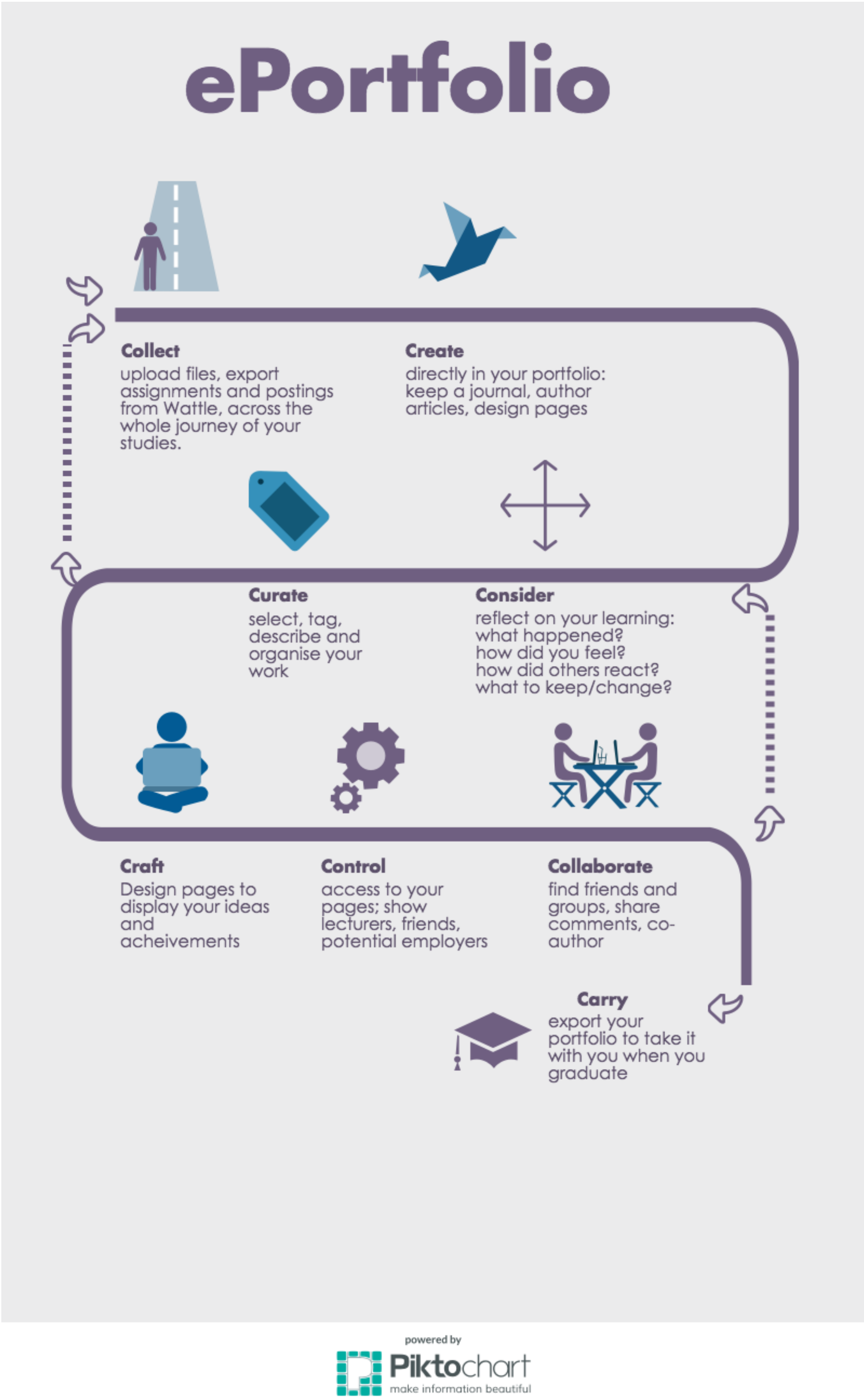
Your portfolio consists of content which you assemble onto pages to present either for your own purposes or to share with others. A series of related pages can be grouped into 'collections'.

Key features:

- **Pages** - lists your pages, including Dashboard and Profile Page.
- **Collections** – lists your collections.
- **Shared by me** – lists pages or collections you have shared with selected users or groups.
- **Shared with me** – lists pages or collections that other users have shared with you, or a group you are a member of.

ePortfolio Activities

Here's a visual overview of types of activities you might complete in ePortfolio:



Getting Started

Before you start adding content and creating pages in your ePortfolio, think about how you want to structure it. The following questions may help you with this process. You might not immediately have all of the answers but these are some of the things you'll need to consider in consultation with your course convenor:

- **What will I put in my ePortfolio?** This depends on how it is being used in your course or program, but as you control your portfolio you can use any of the functionality you like to support your learning. For example, you might like to add copies of assessment tasks and feedback in your ePortfolio to allow you to compare your work and see how it has improved over time. You could also use the ePortfolio journal to keep a learning journal over the course of an internship or work placement.

Important Note About Access to your Course Sites

You will have access to ePortfolio for the duration of your studies, however, your course sites are only available for **6 months after the session/semester ends**. Ensure you save a copy of relevant materials or assessment items in your ePortfolio whilst you have access to the course.

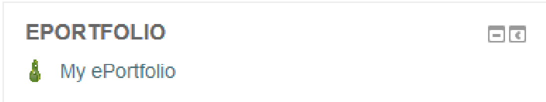
- **How do I structure it?** How will you use your ePortfolio pages and collections (groups of pages) to present content – either for your own use or to share with others? Examples include creating pages based on course learning outcomes, competencies or topic themes such as communication, ethics, problem solving and so on. Your course convenor may provide some suggestions, but ultimately it is up to you!
- **How will I organise and search content?** The ePortfolio 'Tags' function works in a similar way to hashtags on Twitter and Instagram, in that ePortfolio tags allow you to easily search and locate files, journal articles or pages based on tags you create and assign. Think about the types of tags you might like to set up and get into the habit of tagging everything you create/upload. The Files section of ePortfolio allows you to create folders to help organise your files.
- **What learning or assessment activities might require me to share pages or collections with other students, course convenors or mentors?** Will you need to submit your ePortfolio for assessment via a Wattle assignment dropbox, or by sharing with others to get feedback? This may impact how you structure your ePortfolio. For more information, refer to the guide **ePortfolio - Submit for Feedback or Assessment**.
- **What happens when I graduate?** At the moment ePortfolio is only available while you are studying at ANU, but you can export it to take with you when you graduate. The ePortfolio application we use at ANU is Mahara, which is free and open source, so you can create your own ePortfolio and import your ANU one.

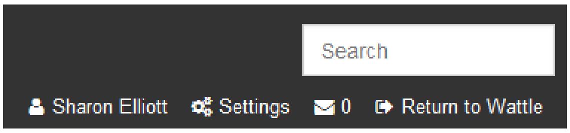
Access ePortfolio

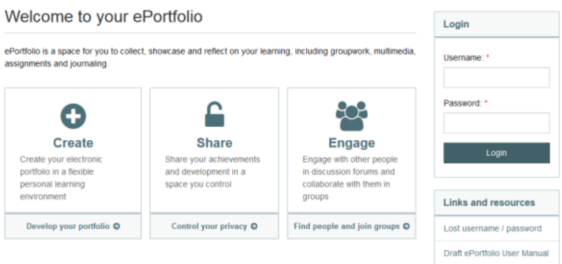
Step-by-Step:

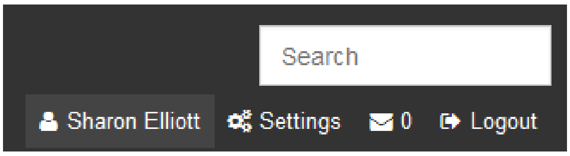
You can access ePortfolio via Wattle or directly via a URL, as shown in the following steps.

<table>
<tr><th colspan="3">Access ePortfolio via Wattle</th></tr>
<tr><td>1.</td><td>To access your ePortfolio via Wattle, click the My ePortfolio link in the EPORTFOLIO block in your Wattle course site. Note: The link is not available on your Wattle home page.

Tip: ePortfolio opens in the current tab. To open in a new tab, right-click the My ePortfolio link and select Open Link in New Tab.</td><td>
</td></tr>
<tr><td>2.</td><td>You will be automatically logged into ePortfolio when you access it from your Wattle course site.

You can go back to the Wattle course by clicking Return to Wattle at the top right of the screen.</td><td>
</td></tr>
</table>

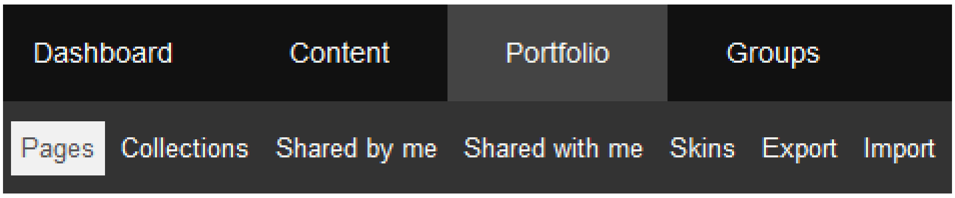
<table>
<tr><th colspan="3">Access ePortfolio via URL</th></tr>
<tr><td>1.</td><td>To access your ePortfolio when you are not logged into Wattle, copy and paste the URL in the next column into your browser.</td><td>https://eportfolio.anu.edu.au/</td></tr>
<tr><td>2.</td><td>If you are not already logged into Wattle, you will need to log in to ePortfolio. Complete the Username (u number) and Password fields in the Login section, then click Login.</td><td>
</td></tr>
</table>

3.	To log out of ePortfolio, click **Logout** at the top right of the screen. **<u>Important – Editing your Profile</u>** If you access your ePortfolio via URL, do **NOT** make any changes to your profile, as these will be **overwritten** the next time you access ePortfolio via Wattle. Only edit your profile if you have accessed ePortfolio via Wattle.	

ePortfolio – Compile Your Portfolio

Overview

This section focuses on the **Portfolio** section of ePortfolio:



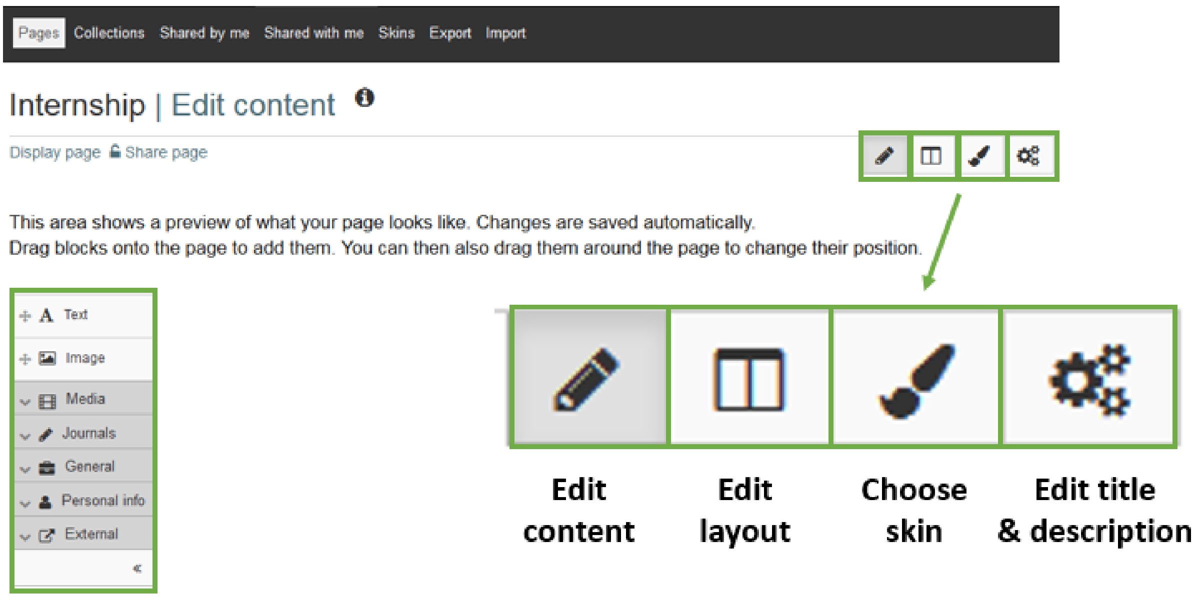
The ePortfolio application has two primary purposes; one is to store or create content (such as files or journal entries) and the second is to create your ePortfolio by assembing content onto ePortfolio pages. Once created, you can share your pages with others if required.

Note: If you have not already read the section ePortfolio – Structure and Navigation, it is recommended that you read this first in order to learn how to access ePortfolio, navigate the basic structure and identify some things you need to consider before getting started.

Structure of your ePortfolio

Your ePortfolio consists of pages. Related pages can be grouped into collections if required, however, a page can only be part of **one** collection at a time. You can copy a page if you would like it to be included in more than one collection.

Below is an example of a newly created page that is ready for editing, which has been named 'Internship'. Key features are described below.



Page Blocks Menu

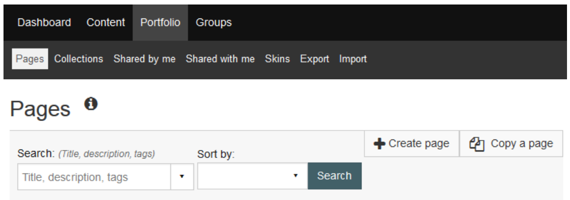
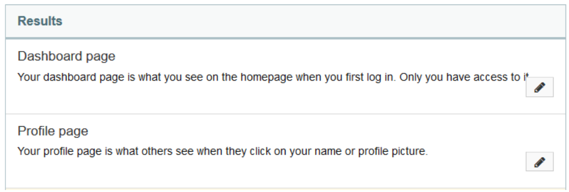
- **Page blocks menu** – this menu lists the types of blocks that you can drag and drop onto the page. Different blocks are used for different types of content, from text to journal entries, to media files.
- **Edit content** – click to add or edit content on the page.
- **Edit layout** – click to change the layout of the columns and rows on the page. You can also create a custom layout.
- **Choose skin** – click to change the look and feel of the page including fonts and colours.
- **Edit title and description** – click to edit the page title, tags or description.

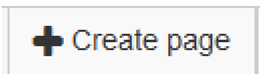
Sharing or Submitting your ePortfolio for Assessment or Feedback

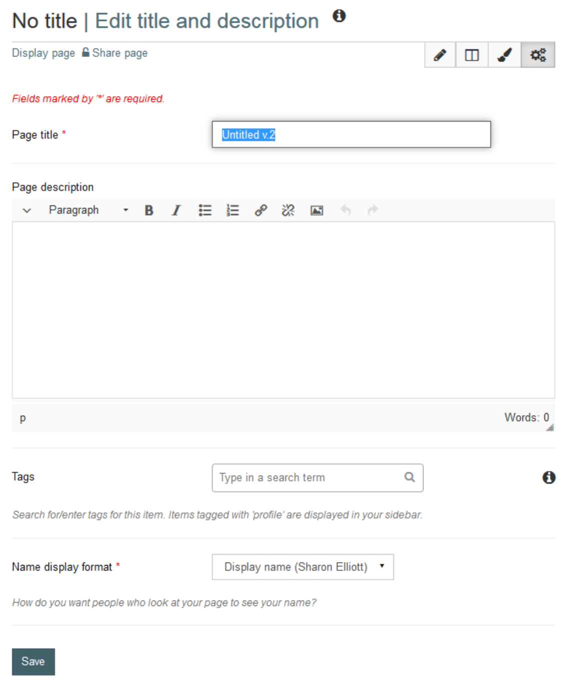
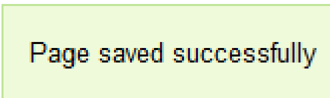
For instructions on how to share your ePortfolio, refer to the section ePortfolio - Submit for Feedback or Assessment.

Step-by-Step:

<table>
<tr><td colspan="3">Create a Page

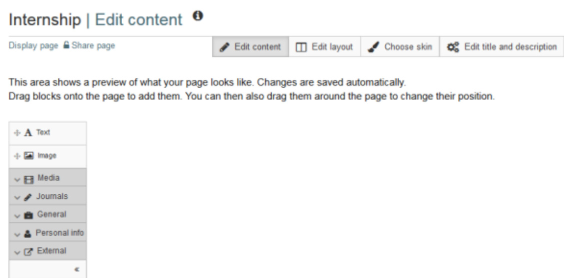
Pages are the key elements of your ePortfolio. Content is added to pages via ‘blocks’. Related pages can be grouped into collections if required.</td></tr>
<tr><td>1.</td><td>Access ePortfolio and follow the menu path Portfolio>Pages.</td><td>
</td></tr>
<tr><td>2.</td><td>When you first log into ePortfolio, you will see two pages by default. These are:
Dashboard page – this is the ePortfolio home page which is visible to all users by default.
Profile page – your profile page is also visible to all users via a search and cannot be hidden. Information on this page defaults from your ANU user profile.
Click Create page to create a new page.</td><td>

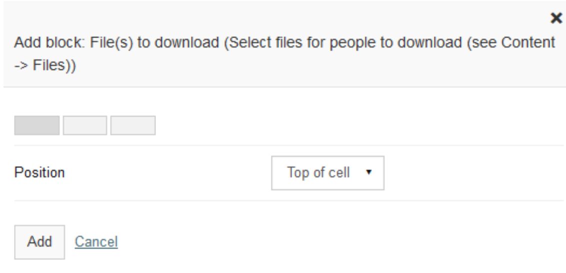
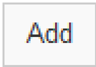
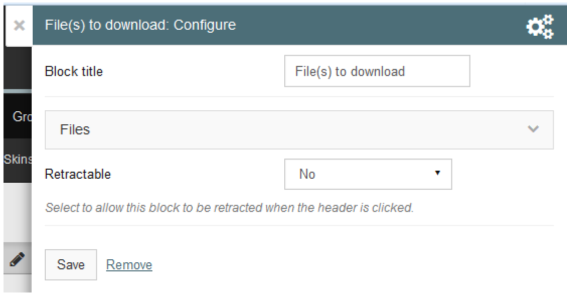
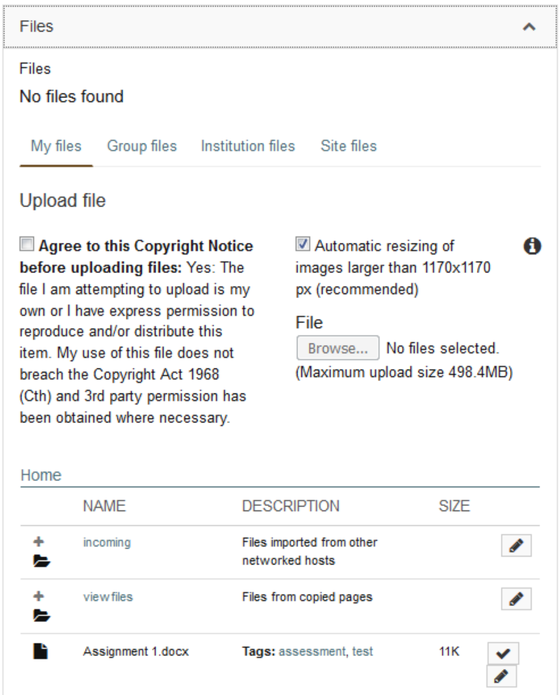

</td></tr>
</table>

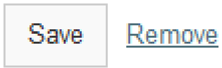
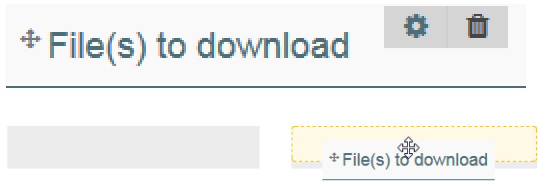
3.	Complete the following fields: • **Page title:** (mandatory): enter a name for your page. This can be edited later if required. • **Page description:** (optional): add a description of the page if you wish. • **Tags**: this field is not mandatory but it is strongly recommended that you add tags to enable you to easily locate this page in a search, and to connect it with related pages.	
4.	Click **Save**. The message **Page saved successfully** displays. 	

Add Content to a Page

Content is added to a page using a block. Available blocks display in a menu on the left hand side, e.g. Text, Image, Media etc. A down arrow to the left of blocks indicates there are sub-blocks below, e.g. Media.

1.	To add content to a page, you need to firstly select the relevant block. Blocks display in a menu on the left hand side of the page.	

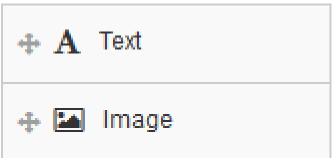
2.	Click on the block in the menu. A new window displays with the default position of the block on the screen highlighted. Choose an alternate position, if required. In this example, a **File(s) to download** block is being added. The basic steps are the same for all types of blocks.	
3.	Click **Add**.	
4.	The new block displays as a pop out tab on the screen, with the title **<Block name>: Configure**. The fields on this tab will vary depending on the type of block you have added.	
5.	Edit the block fields and settings as required. **Note:** In this example, the block added was **Files to download**. When you click on **Files**, the block expands to display an **Upload file** area. Any existing files you have previously added to your portfolio display in the bottom section of the tab and can be added to this block. You are required to tick a copyright declaration when uploading a new file. The file will automatically be saved into the **Files** section of your portfolio.	
6.	The **Retractable** dropdown allows you to specify whether or not the block can be retracted to display only the header on the page. Select **Yes** to allow this if required. This is useful if you will have quite a lot of blocks on the page, to limit scrolling.	

7.	When you have finished editing the block, click **Save**. This button displays at the bottom of the tab.	
8.	The new block displays in the selected position on the page. The following editing functions apply to all blocks: • **Click and drag** to reposition a block on the page. The new position is indicated by yellow highlighting and a dotted border. • Click  to edit the settings. • Click  to delete the block.	

Block Types

Detailed steps are not provided for all blocks as the process to create them is quite similar. Following is an explanation of what each block can be used for.

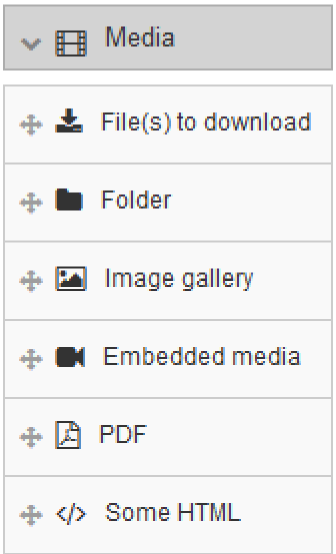
Text and Image



Text Block: Use to enter free text block. You can format text including adding links. This block does not allow files to be attached – to do this, use the **Note** block.

Image Block: Use to insert a single image. For multiple images, choose the **Image gallery** block in **Media**.

Media



File(s) to download: Use to add one or more files that can be downloaded from the block.

Folder: Use to add an entire folder of files.

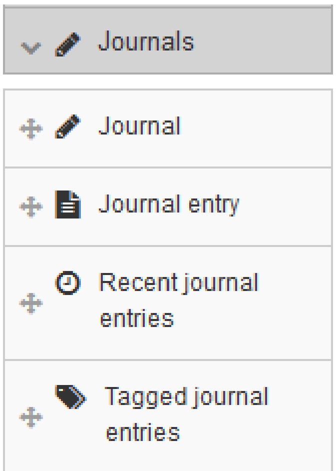
Image gallery: Use to add multiple images and/or a folder of images.

Embedded media: Use to embed audio or video files.

PDF: Use to embed a PDF in the page rather than add as a file you must download in order to view.

</> Some HTML: Use to add HTML to a block, e.g. a forum post you have exported from Wattle.

Journals



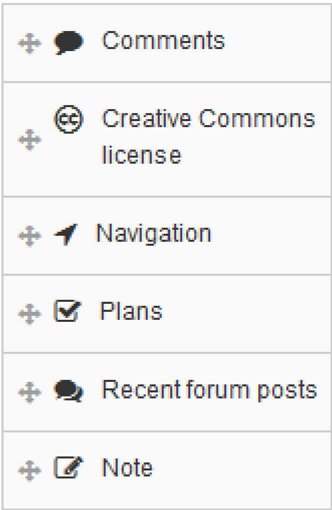
Journal: Use to display one of your ePortfolio journals and associated journal entries on the page.

Journal entry: Use to display a specific journal entry.

Recent journal entries: Use to display up to 100 of your most recent journal entries from one or more journal.

Tagged journal entries: Use to display journal entries from any of your journals with the specified tags.

General



Comments: Use to change the location of the standard comments block which appears at the bottom of the page by default.

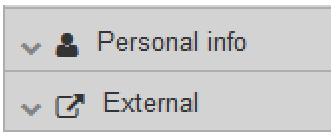
Creative Commons licence: Use as required to add a licence if you will be sharing your work and enabling copying.

Navigation: Use to display another collection and its associated pages with links to the pages. You can link to a collection on an unrelated page.

Plans: Use to display a single plan you created in the ePortfolio Plans section.

Recent forum posts: Use to display posts made from a group you are in.

Note: Use to enter free text and file attachments.



Personal Info

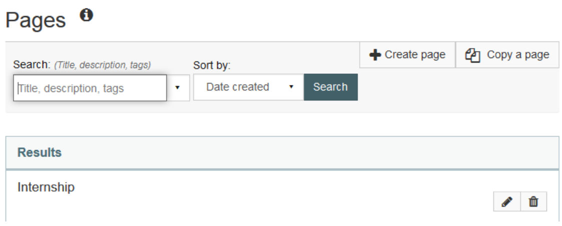
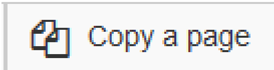
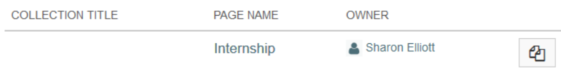
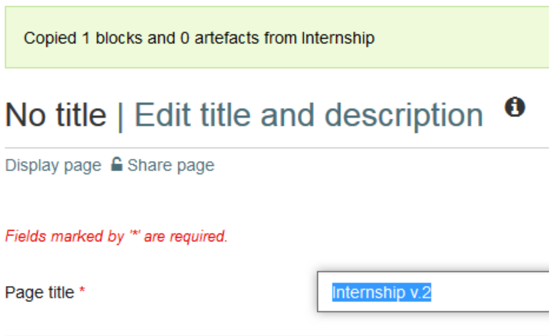
This includes options which allow you to add blocks with information from your profile, resume or your social media links.

External

This includes options which allow you to add links to external media including YouTube or Vimeo and Google Apps.

Copy a Page

Pages may be copied as required, for example, if you wish to use a page as a 'template' for a new one. If you have submitted a page for assessment via a Wattle assignment dropbox and the submitted page is locked, you will not be able to edit it. Instead, you can make a copy of the page to allow further changes to be made.

1.	Access ePortfolio and follow the menu path **Portfolio>Pages**.	
2.	Click **Copy a page**. **Note:** you can also open the page and select **Copy**.	
3.	Locate the page you wish to copy in the list.	
4.	Click **Copy**.	
5.	A new page is created with the confirmation message **Copied X blocks and X artefacts from <page name>**. The **Page title** defaults to the name of the original page followed by <v X> to indicate the version e.g. v 2. Edit the page title, description and tags as required.	
6.	Click **Save**.	

Hints and Tips

- **Sharing** - any content you place on a page will be visible to others if you share the page with them.
- **Tagged journal entries** – this block is a great way to quickly assemble entries with the same tag onto a single page. You can use the journal for things other than journal entries to take advantage of this functionality.

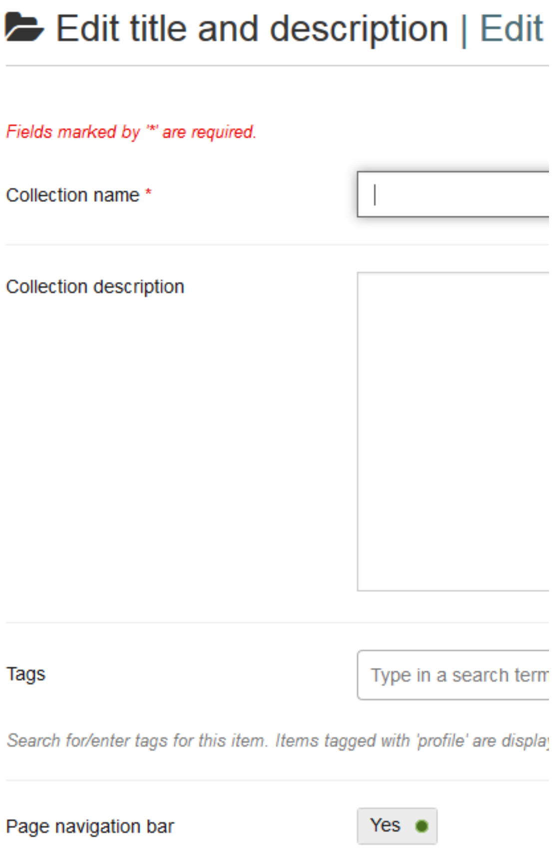
Australian National University

Create a Collection

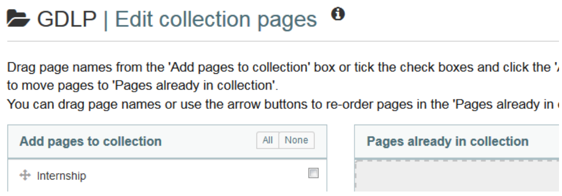
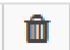
Collections are groups of pages, which can be used to help manage the layout and navigation of your ePortfolio and to enable you to easily share multiple pages at once.

Note: a page cannot exist in multiple collections.

If you are required to submit a single page for assessment via a Wattle assignment and that page is currently part of a collection, you must either separate the page from the collection or make a copy of it. Otherwise, you will only have the option to submit the entire collection in Wattle.

1.	Access ePortfolio and follow the menu path **Portfolio>Collections**.	
2.	Click **New collection**.	
3.	Complete the following fields: • **Collection name** (mandatory): enter a name for your collection. This can be edited later if required. • **Collection description** (optional): add a description of the collection if you wish. • **Tags**: this field is not mandatory but it is strongly recommended that you add tags to enable you to easily locate this collection in a search and to connect it with related collections. • **Page navigation bar**: defaults to **Yes.** Leave as default to include a navigation bar in the collection.	
4.	Click **Next: Edit collection pages**.	

<table>
<tr><td>5.</td><td>In Add pages to collection, select the checkbox to indicate which pages you want to add. Alternatively, click All to select all pages.

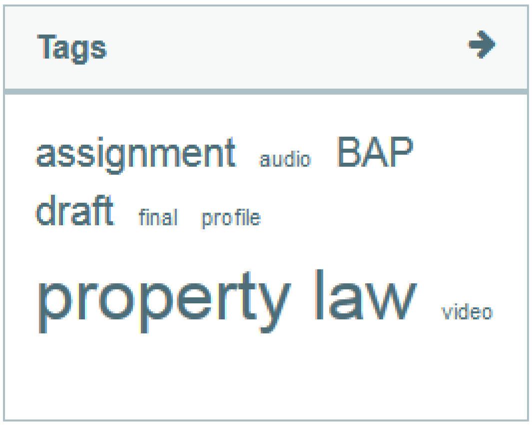
Note: you will only be able to select pages that are not already in a collection.</td><td>
</td></tr>
<tr><td>6.</td><td>Click Add pages. The pages display in Pages already in collection.</td><td>
</td></tr>
<tr><td>7.</td><td>When you have finished adding pages to the collection, click Done.</td><td>
</td></tr>
<tr><td>8.</td><td>The new collection displays in your list of collections with the following editing functions:
Click  to add or remove pages.
Click  to edit the title and description.
Click  to delete the collection.</td><td>
</td></tr>
</table>

ePortfolio Tags

What are Tags?

Tags are used to label and link related artefacts in your ePortfolio. Tags could reflect the type of artefact, e.g. assignments or research notes, or be used to label items relating to a particular course topic, competency, graduate attribute, subject area and so on.

Your tags display in the **Tags** cloud on your Content and Portfolio pages. Tags vary in size based on use, with the largest indicating the most frequently used tags.



What can you Tag?

- Content/artefacts - files, folders, plans, journal entries, notes.
- Portfolio - pages, collections.

Helpful Hints

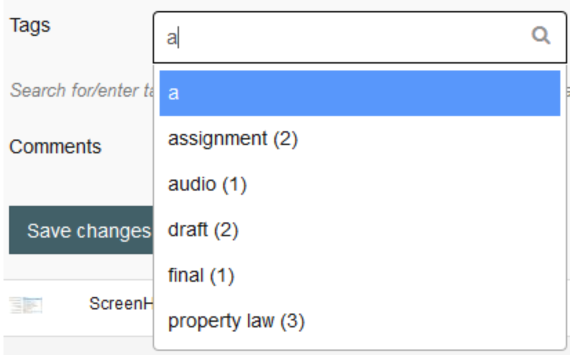
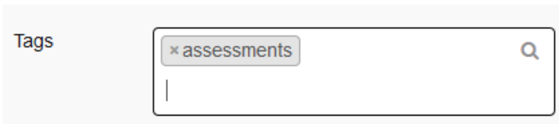
It is good practice to get into the habit of tagging artefacts at the time they are created or added to your portfolio. However, it can also be good to look back over your previous work after a period of time as you learn new knowledge and skills, adding tags that you hadn't previously realised were relevant.

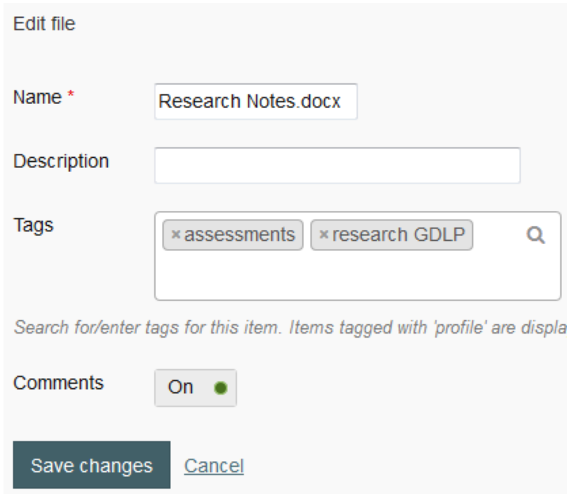
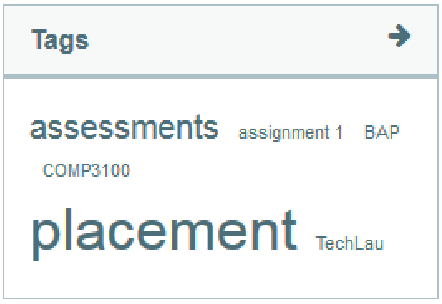
To make best use of tags, don't duplicate other means of searching that already exist in ePortfolio, such as the names of your files or folders. For example, consider creating a folder for LAWS8701 and store related content there, rather than making extensive use of 'LAWS8701' as a tag.

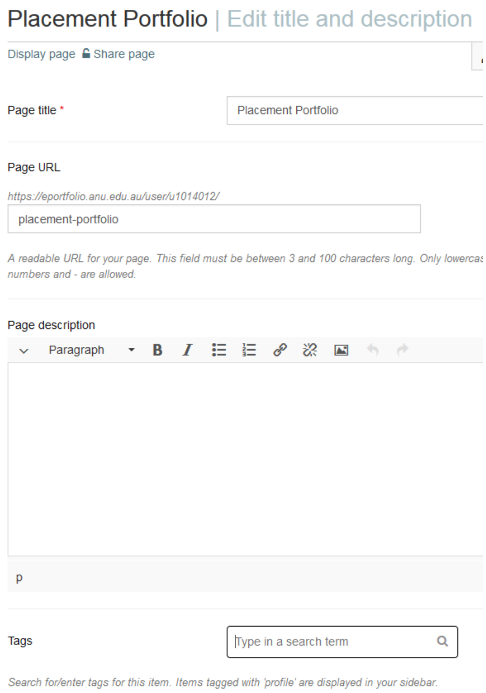
Tags are **case sensitive**.

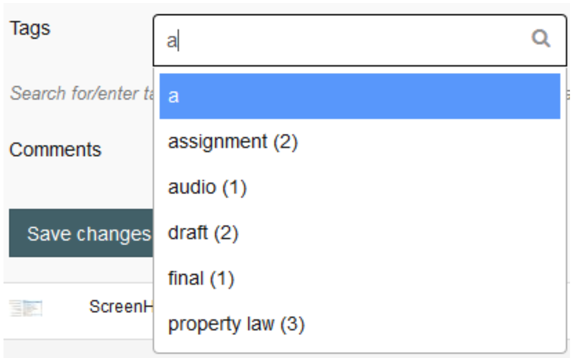
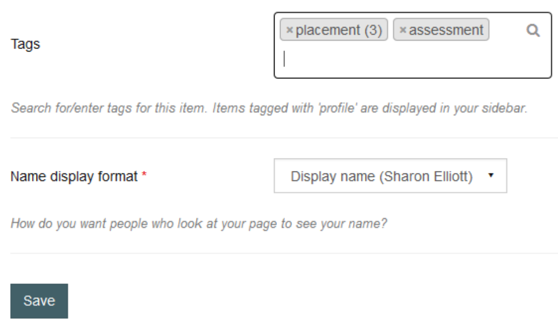
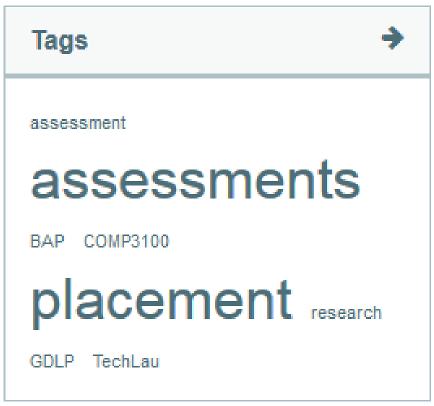
Step-by-Step

The process to add a tag varies a little depending on the item you are adding it to. For most artefacts you will be able to add tags at the time of creating them. For a file or folder you will upload or create it first, then edit it to add the tag.

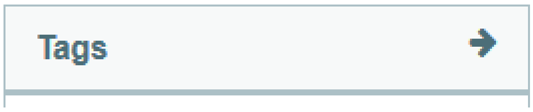
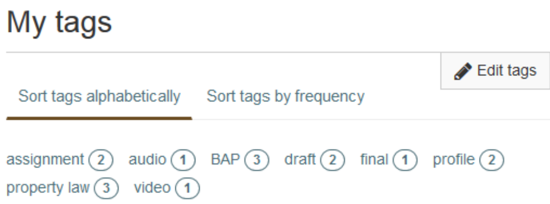
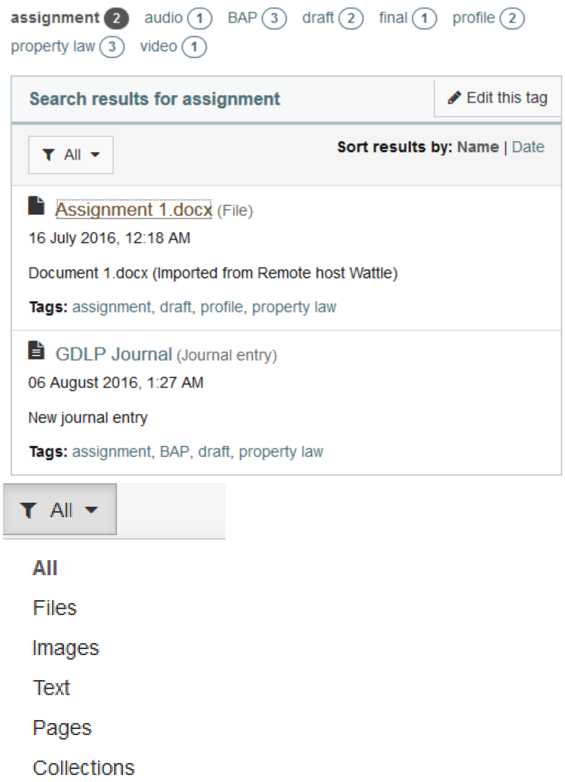
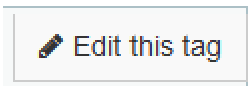
Create a Tag for a File or Folder		
1.	When you have created or uploaded the file or folder, locate it in the folder structure and click  to edit the settings.	
2.	Type the name of the tag in the **Tags** field. Tags are **case sensitive**. If existing tags match some or all of your search term, they will display in a dropdown list. In this example, typing 'a' returns a list of all tags containing 'a'.	
3.	Press **Enter** after you type the tag name. The new tag displays. Click **x** to delete the tag at any time if required. **Note:** if the tag is in use elsewhere **x** will delete it for the selected artefact only. If this is the only time the tag has been used, **x** will delete it completely. Deleting an existing tag from **all** related artefacts is covered in a later step. Refer to **Display, Edit or Delete a Tag**.	

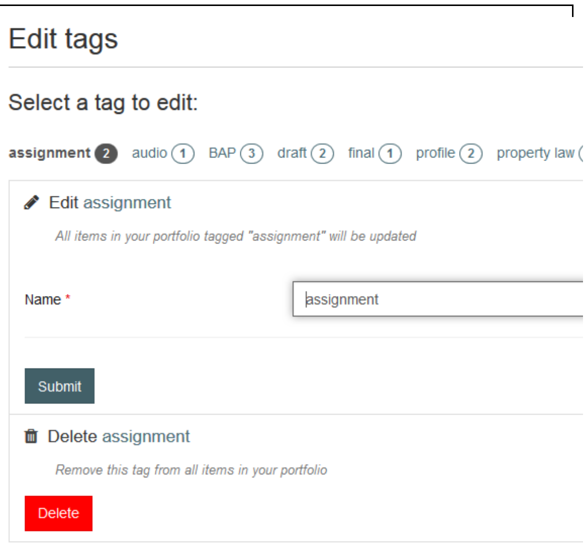
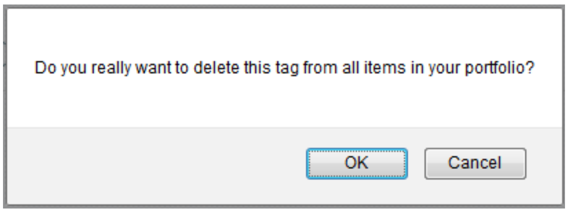
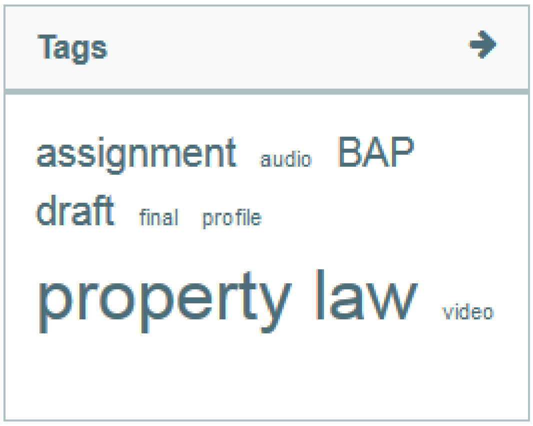
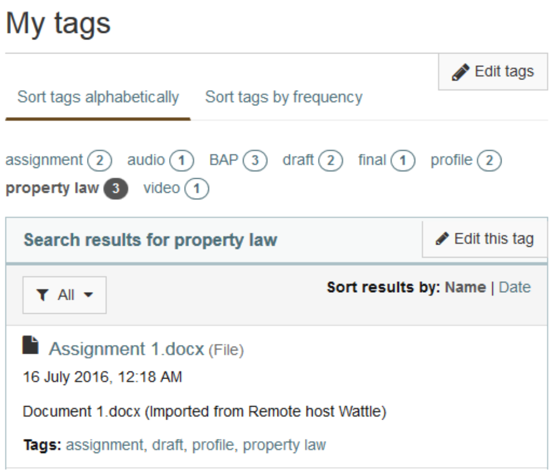
4.	Repeat Steps 2-3 to add more tags, if required. When complete, click **Save changes**.	
5.	Your new tags(s) display in the **Tags** cloud. Click the tag to display related artefacts. **Tip**: there is a limit on the number of tags that display in the Tags cloud. You can edit this, up to a maximum of 1000 tags. Refer to **Managing the Tag Cloud** for details.	

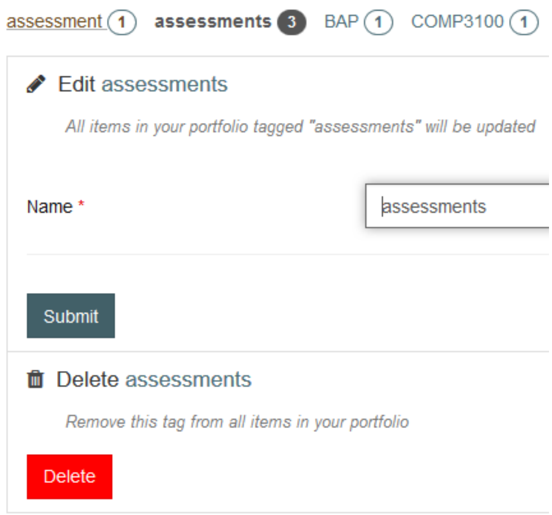
Create a Tag for a Page, Collection, Plan, Note or Journal Entry		
1.	To add a tag at the time of creating an artefact, locate the **Tags** field which displays below the title and description fields. This example relates to a new portfolio **page**. **Note:** along with tags, the artefact title and description fields are included in the ePortfolio search function.	

2.	Type the name of the tag in the **Tags** field. Tags are **case sensitive**. If existing tags match some or all of your search term, they will display in a dropdown list. In this example, typing ‘a’ returns a list of all tags containing ‘a’.	
3.	Press **Enter** after you type the tag name. The new tag displays. Click **x** to delete the tag at any time if required. **Note:** if the tag is in use elsewhere **x** will delete it for the selected artefact only. If this is the only time the tag has been used, **x** will delete it completely. Deleting an existing tag from **all** related artefacts is covered in a later step. Refer to **Display, Edit or Delete a Tag**.	
4.	Repeat Steps 2-3 to add more tags, if required. When complete, click **Save**.	
5.	Your new tags(s) display in the **Tags** cloud. Click the tag to display related artefacts. **Tip**: there is a limit on the number of tags that display in the Tags cloud. You can edit this, up to a maximum of 1000 tags. Refer to **Managing the Tag Cloud** for details.	

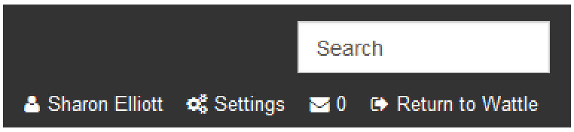
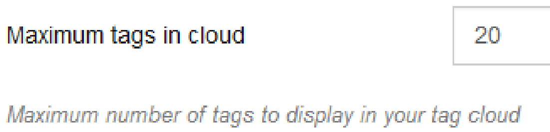
Display, Edit or Delete a Tag

<table>
<tr><td>1.</td><td>Click the Tags cloud heading to display a list of all of your tags.</td><td>
</td></tr>
<tr><td>2.</td><td>The My tags screen lists all of your tagged artefacts, with quick links to individual tags at the top indicating the number of times each tag has been used (circled).</td><td>
</td></tr>
<tr><td>3.</td><td>Click a tag name to drill down and display the related artefacts or edit the tag. You can sort this list by name and date, or filter by artefact type, e.g. file or page.</td><td>
</td></tr>
<tr><td>4.</td><td>To edit or delete a tag, click Edit this tag.</td><td>
</td></tr>
</table>

5.	Edit the tag **Name** as required and click **Submit**. To delete the tag entirely, click **Delete**. A new window displays with the question **‘Do you really want to delete this tag from all items in your portfolio?’.** Click **OK** to confirm deletion or **Cancel**. **Tip:** deleting a tag here will remove it from **all** related artefacts. To delete a tag from a specific artefact only, you need to edit the artefact settings.	
6.	**The following steps cover how to access and edit a specific tag via the Tags cloud.** Click a tag name in the **Tags** cloud to display the related artefacts for the selected tag.	
7.	Click **Edit this tag** to make changes.	

8.	Edit the tag **Name** as required and click **Submit**. To delete the tag entirely, click **Delete**. A new window displays with the question **‘Do you really want to delete this tag from all items in your portfolio?’** Click **OK** to confirm deletion or **Cancel**. **Tip:** deleting a tag here will remove it from **all** related artefacts. To delete a tag from a specific artefact only, you need to edit the artefact settings.	

Managing the Tag Cloud

1.	The number of tags that display in the tags cloud can be modified in your account settings. Click **Settings** below the **Search** field at the top right of your screen.	
2.	Locate the **Maximum tags in cloud** field and edit as required. You can display up to 1000 tags in your tags cloud.	

Tagging Artefacts to your Profile		
1.	Use the tag ‘profile’ (all lower case) to display a link to the tagged item in your profile block under the heading **Artefacts**. This could be useful to quickly locate artefacts you are working with frequently. **Note**: if the artefact is a file the link opens the file, not the file settings in ePortfolio.	

Australian National University

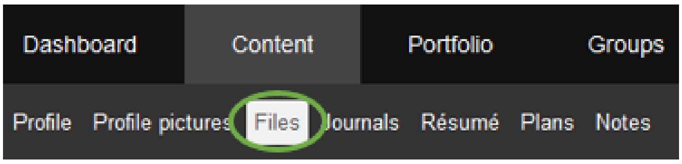
ePortfolio Files

Overview

ePortoflio has a 'Files' section which is used to upload files that you would like to attach to your portfolio pages.

You can add different types of files to your ePortfolio such as completed assignments, work that provides evidence of learning or attainment of a competency, templates that you have created, videos of performances and so on. This allows you to easily locate and review work you have produced over time in your course or program, for example in preparation for a capstone course. You could also use your portfolio to collect and curate specific documents that you have developed for use in your professional practice, such as letters, checklist, procedures or forms.

Files are stored in the **Content** section of ePortfolio:

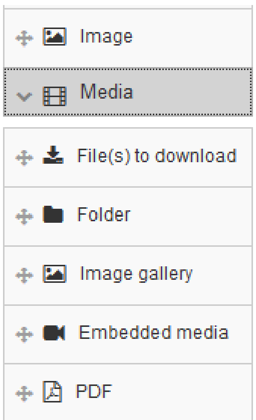


You can upload a number of types of files to ePortfolio, including:

- MS Office e.g. Word, Excel
- PDF
- MP4
- MP3
- Images e.g. jpeg, png

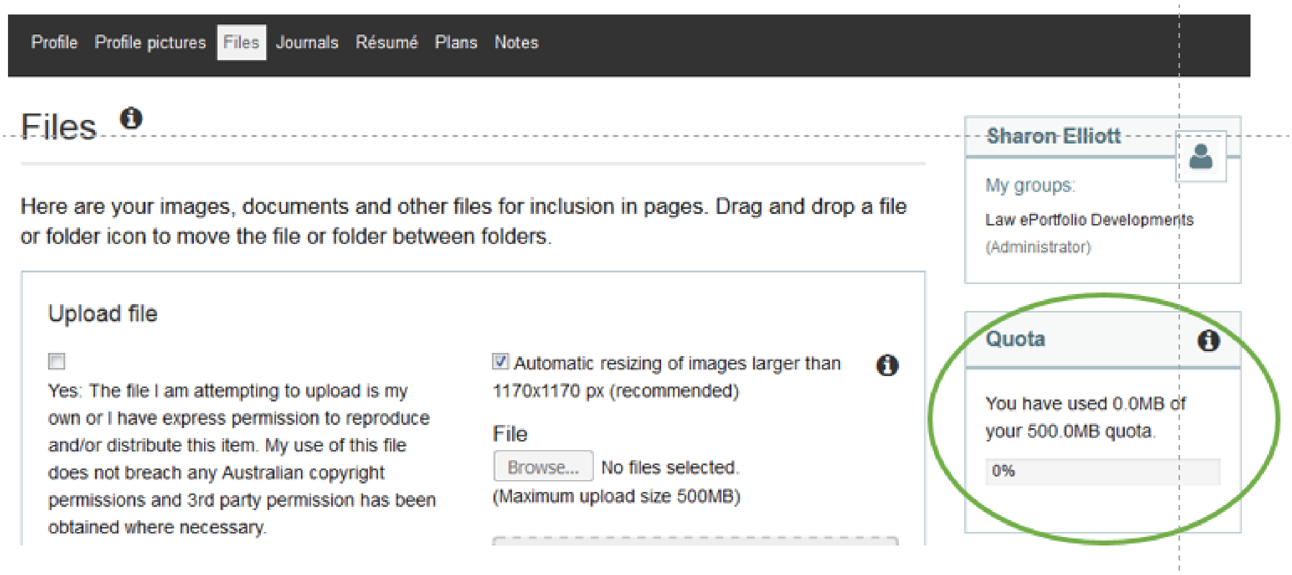
Note: audio or video files must be in MP4 or MP3 format.

Stored files can be added to pages in your portfolio by using different types of blocks, e.g. Image, Media, File(s) to download, Folder, Image gallery, Embedded media or PDF:
Portfolio Page Blocks



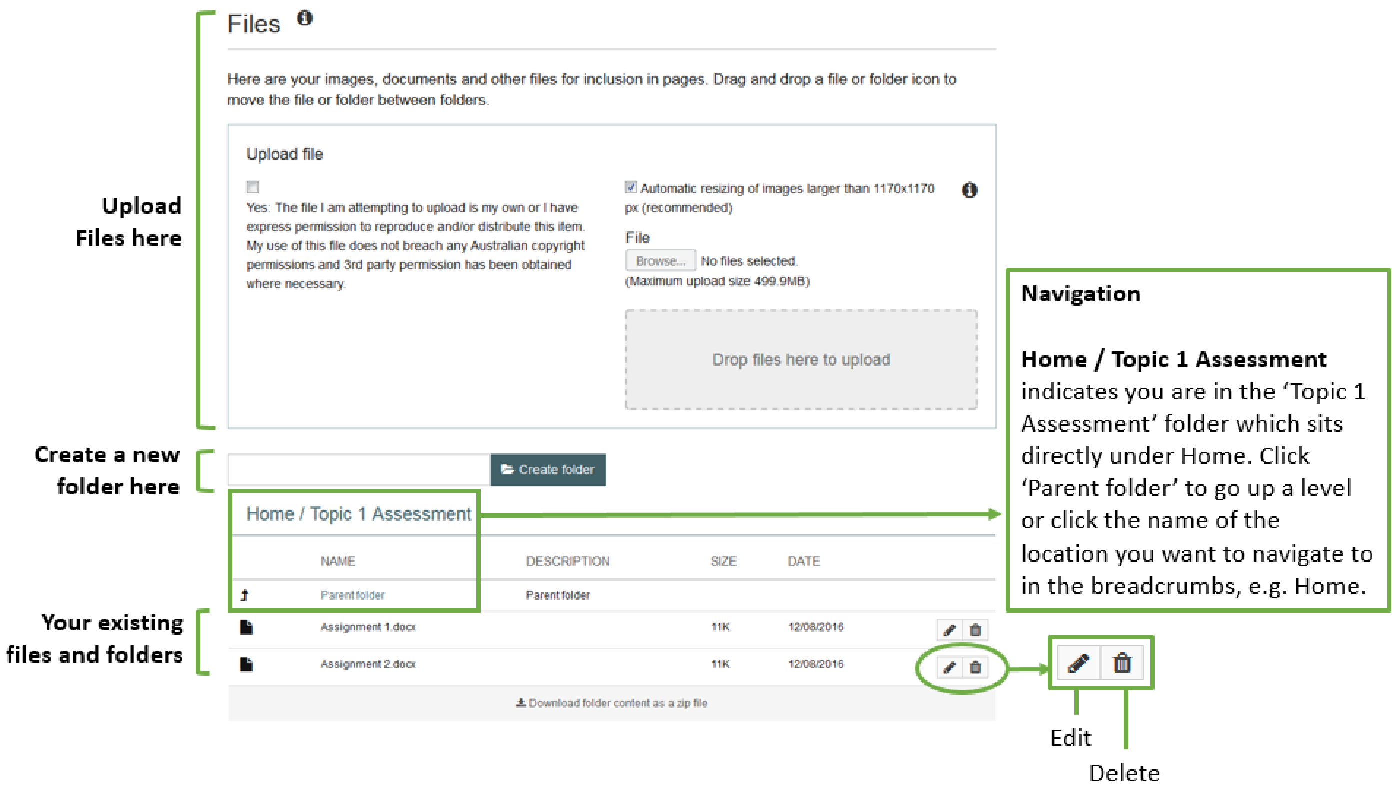
Storage Quota

The storage quota for your ePortfolio is 500MB. You can see how you are tracking against your quota in the Files section of ePortfolio.



Key Features of the Files Page

The following diagram outlines some of the key features of the **Files** page. The top section of the page is where you upload files and create folders. Below this is the file structure. The top level folder is the **Home** folder.



Navigating and organising files and folders is explained in more detail in a later section - **Organising Files and Folders.**

Uploading Files to ePortfolio

There are various ways to upload files to ePortfolio:

- Import single multiple files from your computer or network drive.
- Import a zip file from your computer or network drive.
- Export a file from a Wattle assignment dropbox.

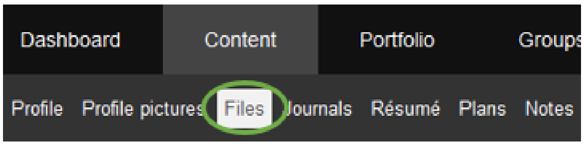
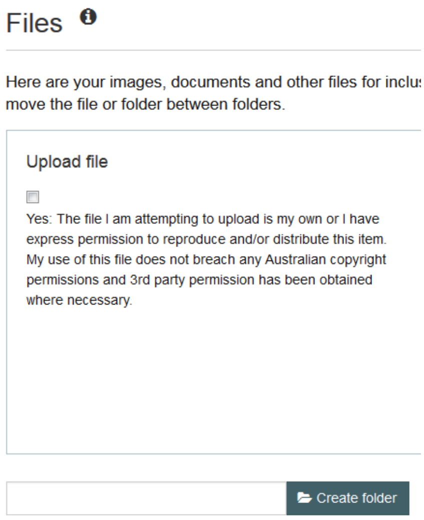
Refer to the following sections for step by step instructions.

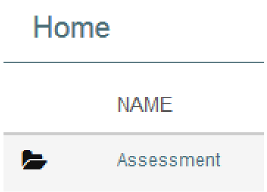
Step-by-Step

Create a Folder

Folders are used to organise your files. When you first access **Files** you will see a **Home** folder. There may also be an **Images** folder if your photo is attached to your ANU profile.

Use the following steps to create a folder.

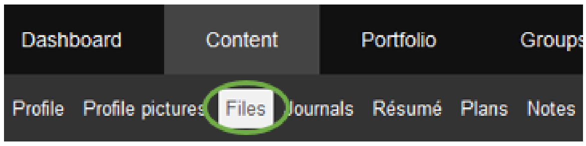
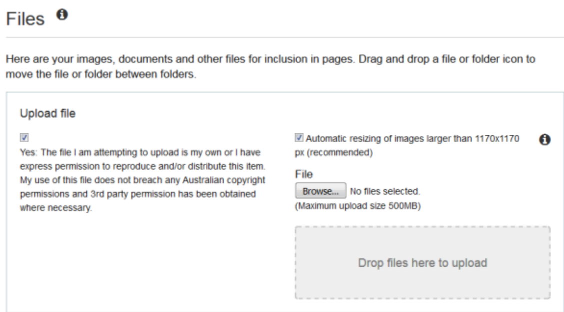
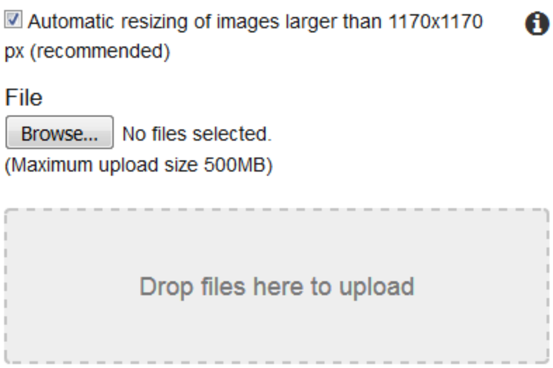
<table>
<tr><td>1.</td><td>Access the Files section of ePortfolio.</td><td>
</td></tr>
<tr><td>2.</td><td>Locate the free text field and Create folder button below the Upload file declaration on the Files page.</td><td>
</td></tr>
<tr><td>3.</td><td>Enter the name of your new folder in the free text field and click Create folder.</td><td>
</td></tr>
</table>

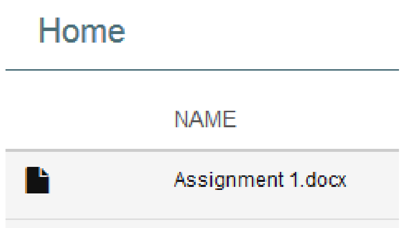
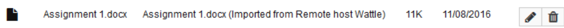
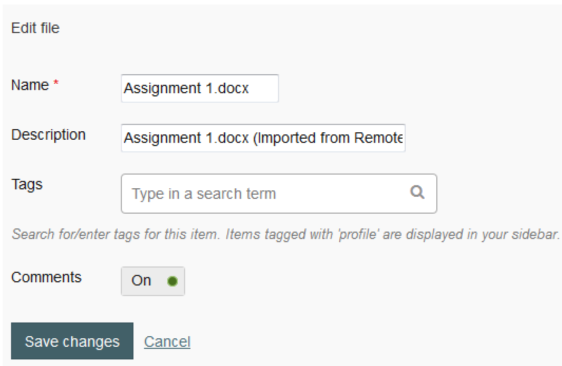
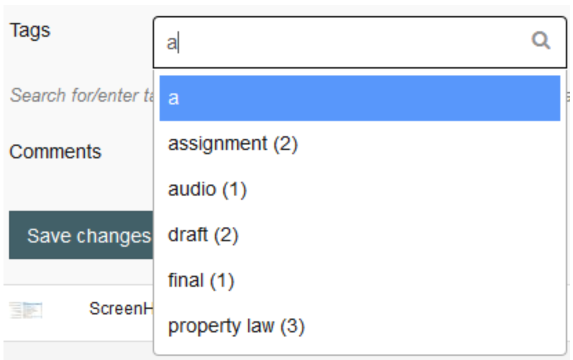
4.	The folder displays under **Home,** in alphabetical order.	

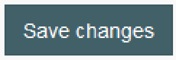
Upload a File from your Local or Network Drive

Use the following steps to import a file on your local computer or network drive.

Note: files you import to ePortfolio open as ‘read only’. If you need to edit the file the newest version will need to be re-uploaded ePortfolio.

1.	Access the **Files** section of your ePortfolio.	
2.	Select the folder you want to upload the file to, e.g. the **Home** folder.	
3.	Before uploading a file you must select a checkbox to indicate the file does not breach copyright. If unsure, check before uploading it.	
4.	The quickest way to upload a file is to drag and drop it onto the dropbox. Alternatively, click **Browse** and navigate to the file on your computer or network drive. The file will upload as soon as it is selected or dropped in the dropbox. **Note:** Leave the **Automatic resizing of images larger than 1170x1170 px (recommended)** checkbox selected.	

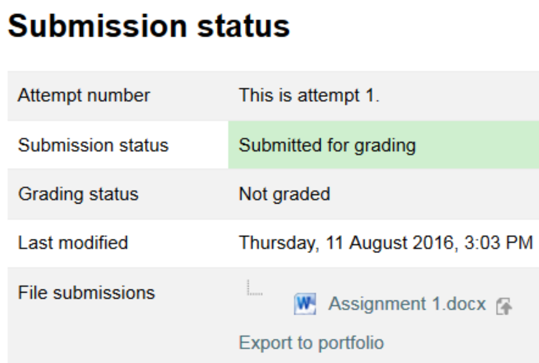
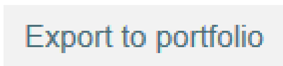
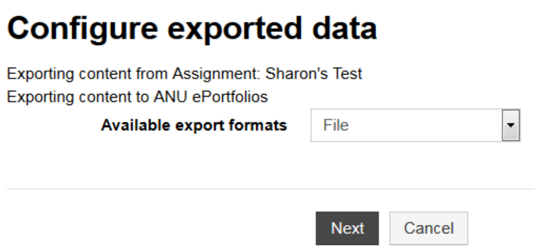
5.	When the file is uploaded, the confirmation message **‘Upload of <file name> complete’** displays.	
6.	The file displays in the selected folder.	
7.	Click  to display the **Edit file** section and add tags.	
8.	The **Edit File** section displays the file **Name** and **Description** which default from the imported file. Edit these if required, otherwise leave as default.	
9.	Type the name of the tag in the **Tags** field. If existing tags match some or all of your search term, they will display in a dropdown list. In this example, typing ‘a’ returns a list of all tags containing ‘a’. **Tip:** Tags are **case sensitive**.	

10.	Press **Enter** after you type the tag name. The new tag displays. Click **x** to delete the tag at any time if required. **Note:** if the tag is in use elsewhere **x** will delete it for the selected artefact only. If this is the only time the tag has been used, **x** will delete it completely.	
11.	Enter additional tags as required, then click **Save changes**.	

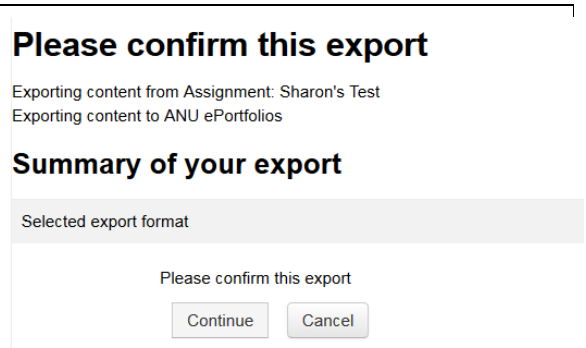
Export a File from a Wattle Assignment to ePortfolio

Use the following steps to export a file you have submitted to a Wattle Assignment dropbox.

Note: files you export to ePortfolio open as 'read only'. If you need to edit the file, the revised version will need to be re-uploaded to ePortfolio.

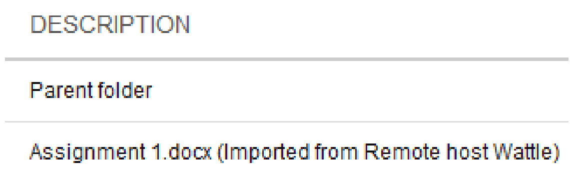
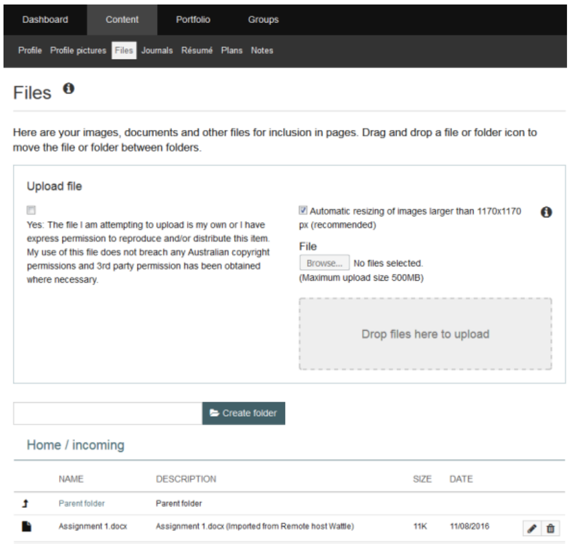
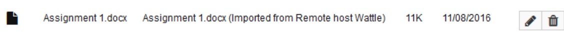
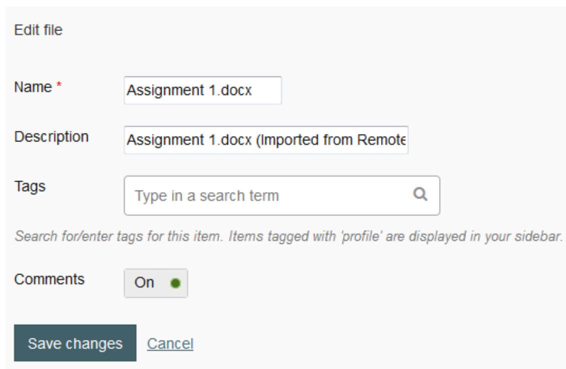
1.	Access your Wattle assignment submission in the relevant course site. **Note:** if your file is audio or video it must be in MP3 or MP4 format.	
2.	Click **Export to portfolio** which is located below the submitted assignment document in **File submissions**.	
3.	The **Configure exported data** screen displays. **Available export formats** defaults to **File**. Do not change this. Click **Next**.	

<table>
<tr><td>4.</td><td>The Please confirm this export screen displays.

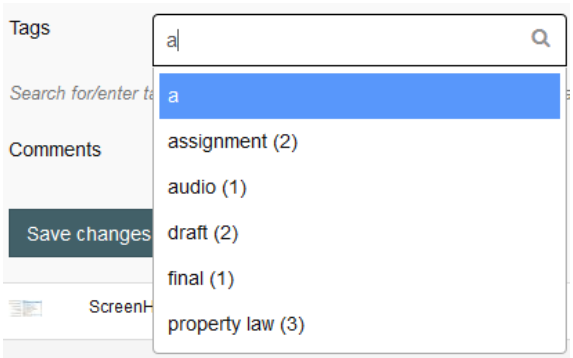
Click Continue.</td><td>
</td></tr>
<tr><td>5.</td><td>The Portfolio export complete! screen displays.

Click Return to where you were to go back to the assignment dropbox or Continue to your portfolio to view the file in ePortfolio.

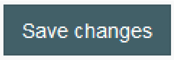
In this example we will continue to ePortfolio in order to add tags.</td><td>
</td></tr>
<tr><td>6.</td><td>When you click Continue to your portfolio the Files section of your ePortfolio will display automatically. You will see the imported file in Home / incoming at the bottom of the screen.

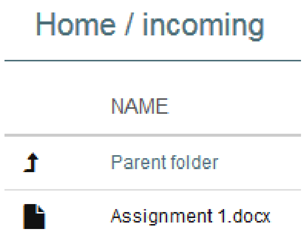
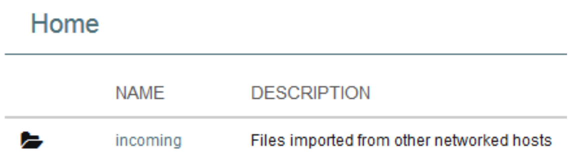
Tip: ‘incoming’ is the name of the folder that is created automatically when a file is imported from Wattle. The DESCRIPTION column indicates the file has been imported, e.g. Assignment 1.docx (Imported from Remote host Wattle).

</td><td>
</td></tr>
<tr><td>7.</td><td>Click  to display the Edit file section and add tags.</td><td>
</td></tr>
<tr><td>8.</td><td>The Edit File section displays the file Name and Description which default from the imported file. Edit these if required.</td><td>
</td></tr>
</table>

<table>
<tr><td>9.</td><td>Type the name of the tag in the Tags field. Tags are case sensitive.

If existing tags match some or all of your search term, they will display in a dropdown list. In this example, typing ‘a’ returns a list of all tags containing ‘a’.</td><td>
</td></tr>
<tr><td>10.</td><td>Press Enter after you type the tag name.

The new tag displays. Click x to delete the tag at any time if required.

Note: if the tag is in use elsewhere x will delete it for the selected artefact only. If this is the only time the tag has been used, x will delete it completely.</td><td>
</td></tr>
<tr><td>11.</td><td>Enter additional tags as required, then click Save changes.</td><td>
</td></tr>
<tr><td>12.</td><td>Above your imported file in the Home / incoming section you will see Parent folder in the NAME column, with an up arrow to the left. This indicates that the file is in a folder. Click Parent folder to go up one level and view the folder details.

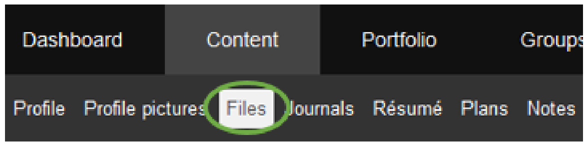
Tip: you can also click the name of the folder you want to navigate to in the breadcrumbs, e.g. Home.</td><td>
</td></tr>
<tr><td>13.</td><td>The parent folder displays with the name incoming. This folder is created the first time you import a file from Wattle. All files you import from Wattle will default to this folder location in future.</td><td>
</td></tr>
</table>

Upload a Zip File

Use the following steps to import and unzip a zip file.

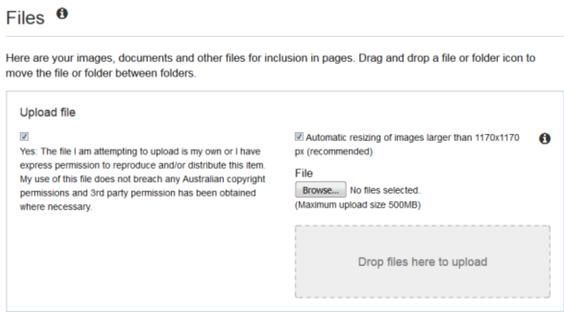
Note: files you import to ePortfolio open as ‘read only’. If you need to edit the file the newest version will need to be re-uploaded ePortfolio.

1. Access the **Files** section of your ePortfolio.



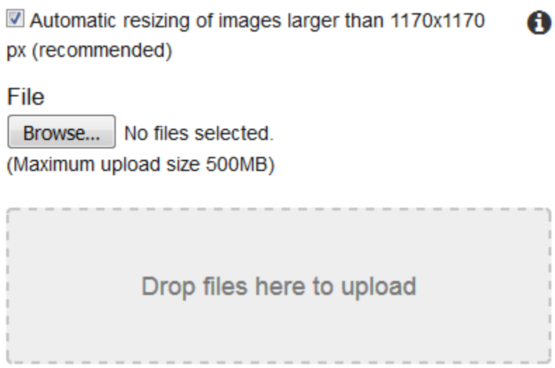
2. Select the folder you want to upload the zip file to, e.g. the **Home** folder.

3. Before uploading a zip file you must select a checkbox to indicate the file does not breach copyright. If unsure, check before uploading the file.

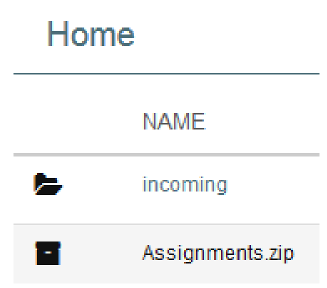
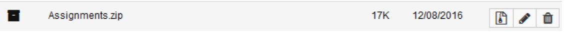
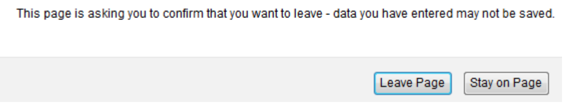
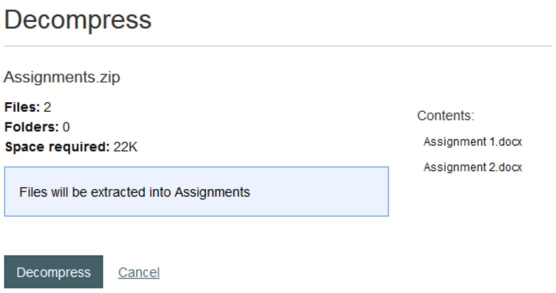
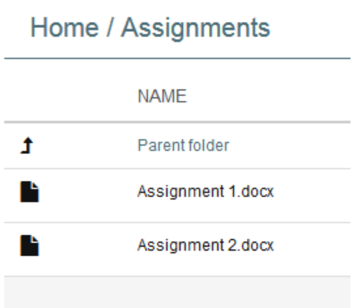


4. The quickest way to upload a zip file is to drag and drop it onto the dropbox. Alternatively, click **Browse** and navigate to the file on your computer or network drive. The file will upload as soon as it is selected or dropped in the dropbox.

Note: Leave the **Automatic resizing of images larger than 1170x1170 px (recommended)** checkbox selected.



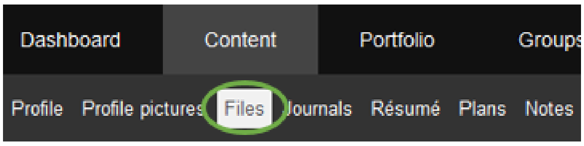
5. When the file is uploaded, the confirmation message **‘Upload of <file name.zip> complete’** displays.

6.	The zip file displays in the selected folder.	
7.	Click  to unzip the file. This button is located to the right of the upload date.	
8.	The message 'This page is asking you to confirm that you want to leave – data you have entered may not be saved.' displays. Click **Leave Page**.	
9.	The **Decompress** page displays with a summary of the files including total size and names. When you extract the files, ePortfolio automatically creates a folder of the same name as the zip file and places the files in this folder. Click **Decompress** to continue.	
10.	The extracted files display. Click **Parent folder** to go up a level to the new folder.	
11.	As the files have been extracted, you no longer need to keep the zip file as it will take up space in your file quota. Click  to delete it.	

Organising Files and Folders

The following steps cover organising your files and folders, e.g. moving files between folders.

1. Access the **Files** section of your ePortfolio.



2. The file structure is located at the bottom of the **Files** page. The top level is the **'Home'** folder.

Files and folders in the **Home** folder display with folders first in alphabetical order, followed by individual files in alphabetical order.

There is no limit on the number of folders and sub folders you can create in ePortfolio.

The following steps cover how to:

- **Display** folder contents – **Step 3**
- **Navigate** between folders – **Step 4**
- **Move** a file or folder - **Step 5**
- **Search** for a file or folder – **Step 6**

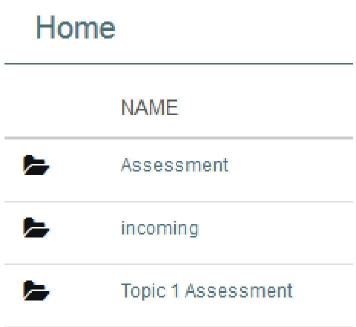
3. **Display Folder Contents**

To display the contents of a folder, click the folder name, e.g. **Topic 1 Assessment**.

In this example, there are three folders in the file structure under the **Home** folder:

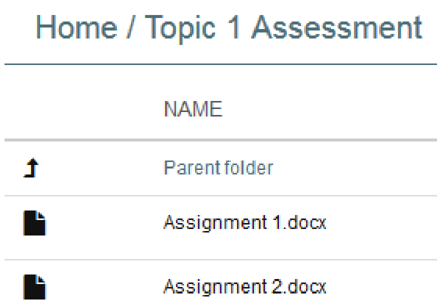
- Assessment
- incoming
- Topic 1 Assessment

Tip: the '**incoming**' folder is automatically created when you import a file from Wattle. If your profile has a photo, this will be in a folder named **'images'**.



<table>
<tr>
<td>4.</td>
<td>
Navigate between Folders

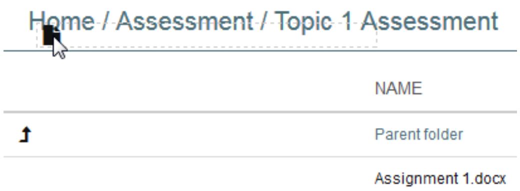
When you navigate to a folder, breadcrumbs indicate your current location. In this example Home / Topic 1 Assessment indicates you are in the Topic 1 Assessment folder which is a sub-folder of the Home folder.
<ol type="a">
To navigate up a level in the file structure, click Parent folder.
To navigate using the breadcrumbs, click the desired location, e.g. Home.

</td>
<td>


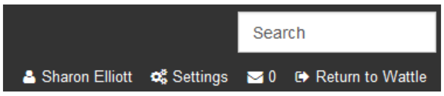
</td>
</tr>
<tr>
<td>5.</td>
<td>
Move a File or Folder
<ol type="a">
Drag and drop a file or folder icon to move a file into a folder or create a sub-folder.

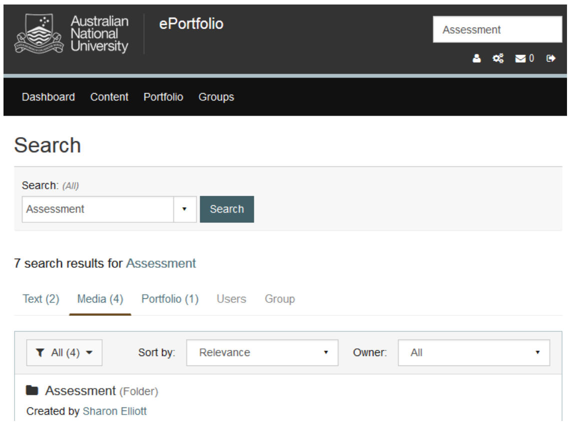
The destination folder will be highlighted yellow when you drag the file or folder to it.
You can also drag and drop a file or folder into another folder in the breadcrumbs. In the example shown, the file Assignment 1 in the folder Topic 1 Assessment is being moved up to the Home folder.

</td>
<td>

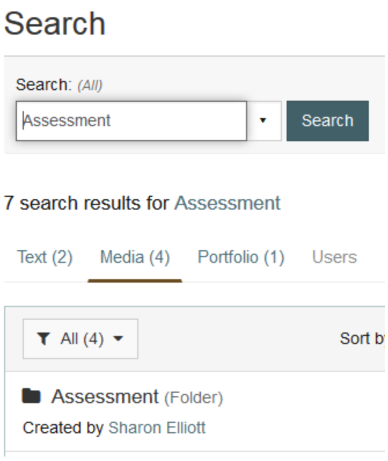



</td>
</tr>
<tr>
<td>6.</td>
<td>
Search for a File or Folder

The search field is located at the top right of the ePortfolio screen:


</td>
<td>


</td>
</tr>
</table>

7.	Enter your search term and press **Enter**. Files and folders display in the **Media** section of the search results. **Tip:** You can click on a **file** to go to its location in the file structure. Folders display in the search results but are not linked.	

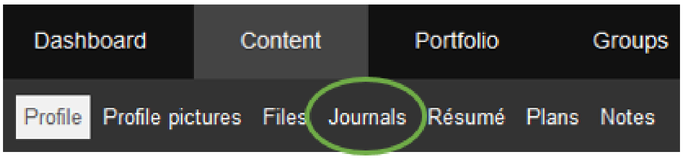
ePortfolio Journal

What is a Journal?

A journal in your ePortfolio is similar in concept to a hardcopy journal, with the added flexibility of being able to tag, search, organise and/or share selected journals or journal entries via your portfolio pages.

Your ePortfolio journal consists of one or more journals and associated journal entries. How you structure it is up to you. You may have specific journal-based activities that you need to complete as part of your course. Alternatively you may like to create a journal to jot down the things you've been doing and learning in your course. It can be a very powerful learning experience to look back over how your own thinking has changed over time.

Access your Journals via the **Content** section of your ePortfolio:

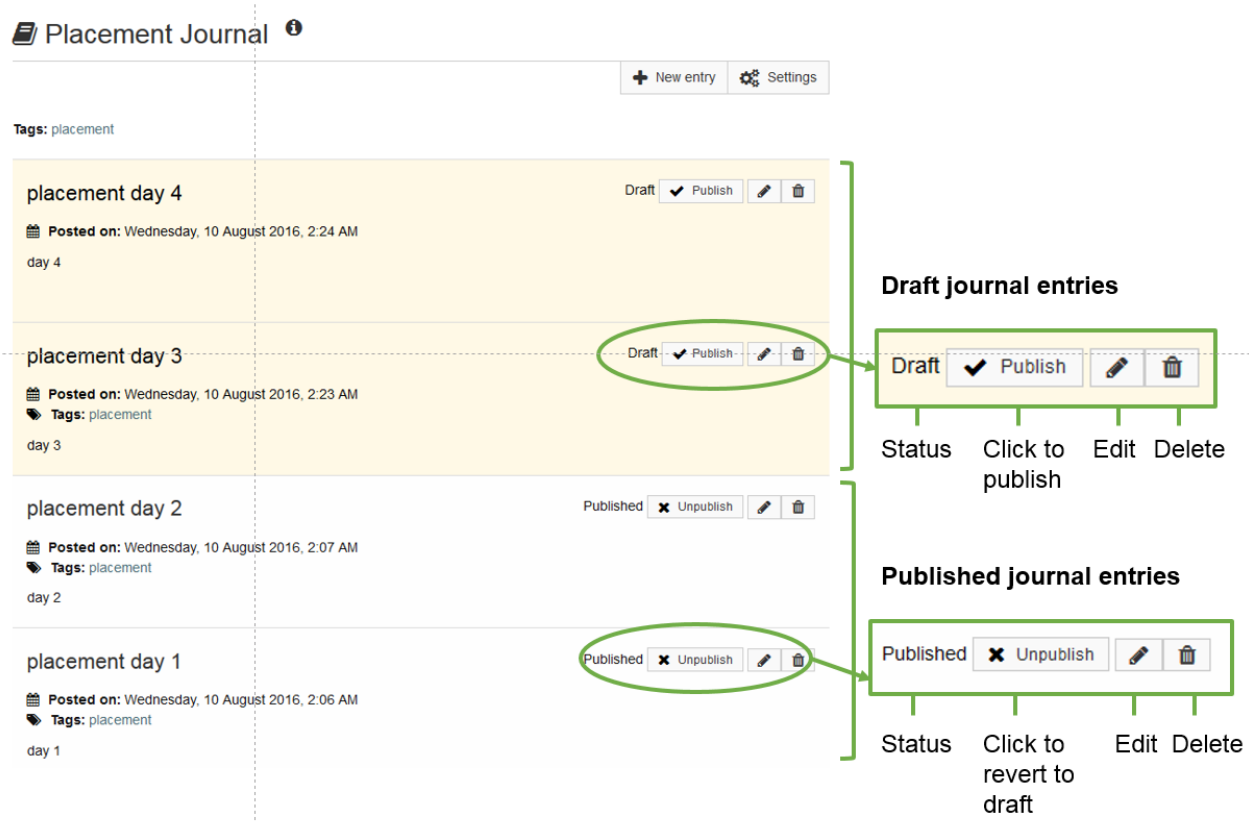


Draft and Published Journal Entries

When you create a journal entry, you have the option to set the status to ‘draft’ or ‘published’. Publishing does **not** make the journal entry visible to any other person, unless you share it on a portfolio page.

Your journal is private unless you make it available to others via a shared portfolio page. To do this, the status of the journal entries you want to share must be ‘Published’.

In your journal, journal entries display in order of creation date with the most recent first. The image on the next page gives an example showing how draft and published journal entries display.



Working with Journals in ePortfolio

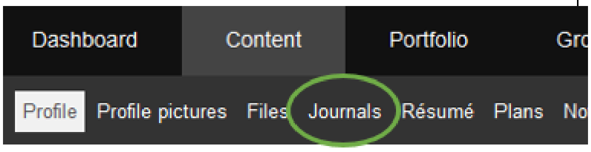
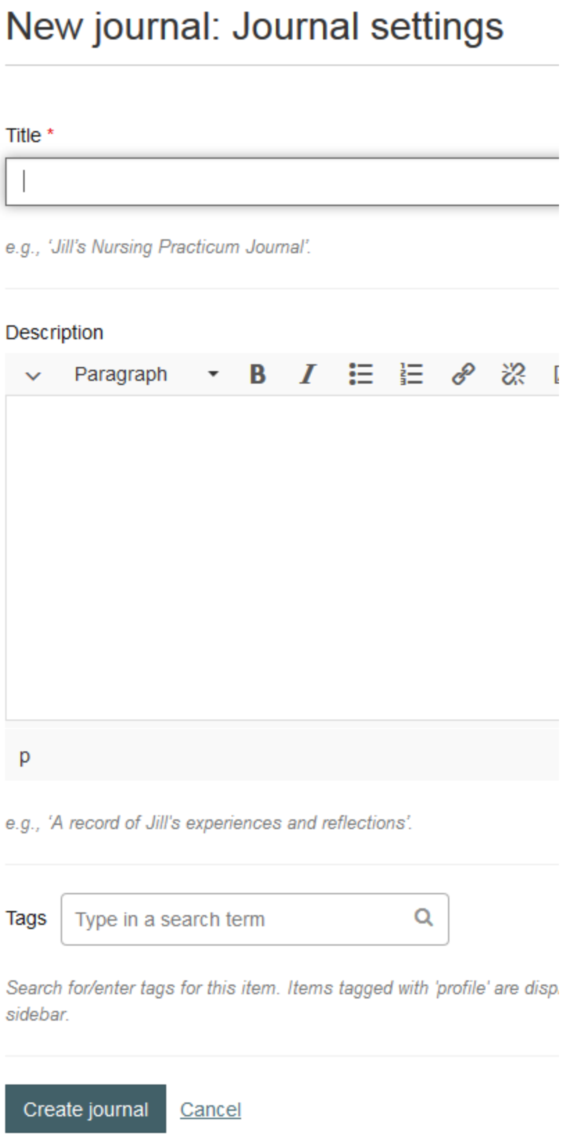
To make searching easier, use tags to allow you to easily identify journal entries relating to the same topic.

You can create a portfolio page and display and/or share either an entire journal or particular journal entries, e.g. tagged entries.

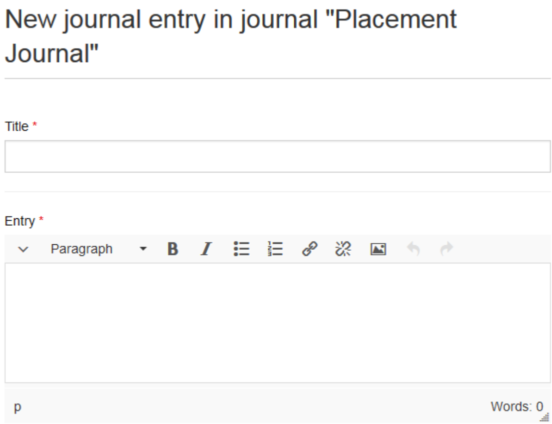
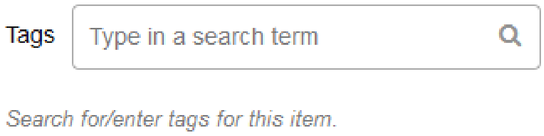
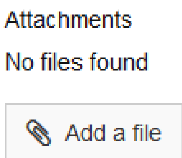
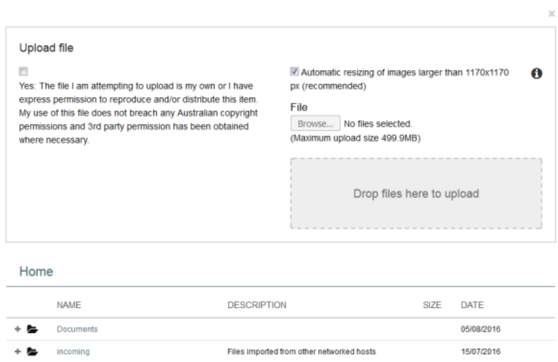
Remember: to share your journal entries with others, the entries must be 'published' and curated onto a shared portfolio page.

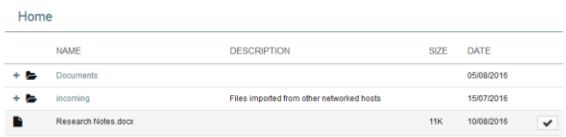
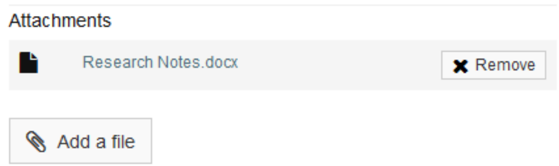
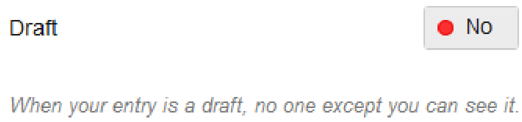
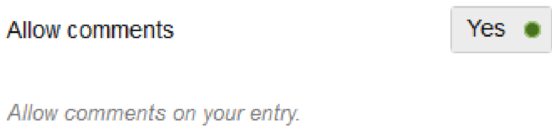
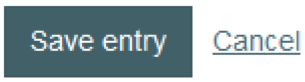
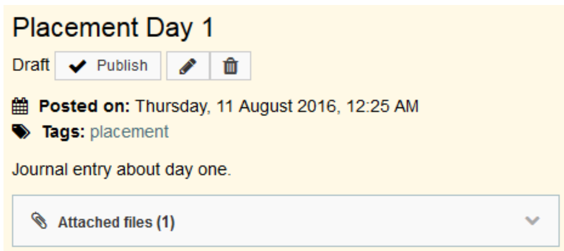
Refer to the steps on the following pages covering how to create and manage your journals and journal entries.

Step-by-Step

Create a Journal		
1.	In the **Content** section of your ePortfolio, click **Journals**.	
2.	When you first access **Journals** the page will be empty. Click **Create journal** to create a new journal.	
3.	Complete the following fields: • **Title:** enter the name of your journal. • **Description:** enter a description of the journal, if desired. • **Tags:** type the name of the tag(s) you want to use when searching for this journal.	

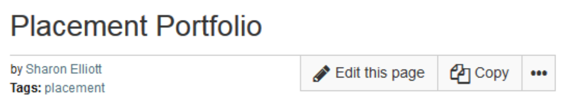
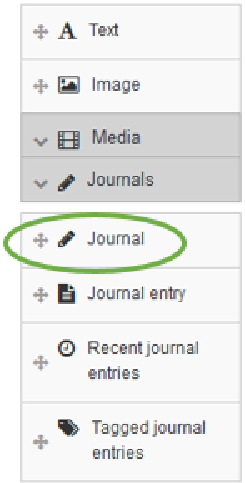
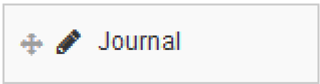
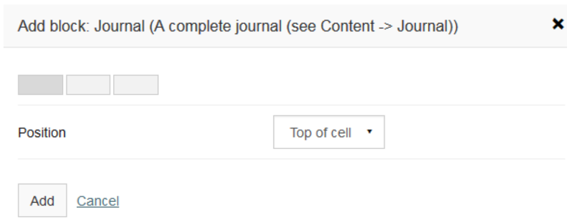
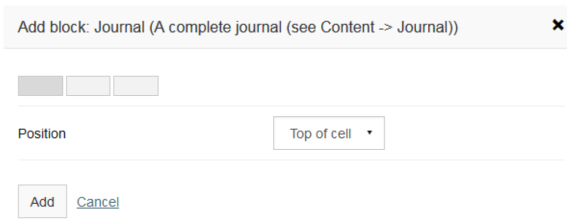
4.	Click **Create Journal**. You are now ready to create a journal entry. Refer to the steps in the next section, **Create a Journal Entry**.	

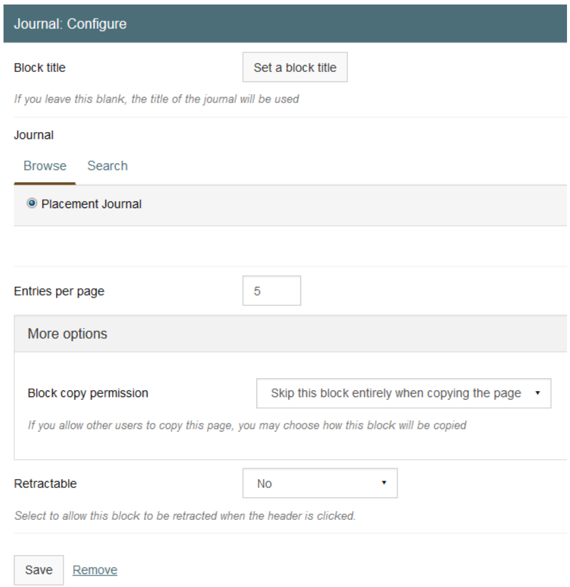
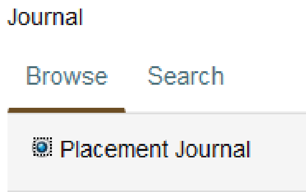
Create a Journal Entry		
1.	Access your Journal and click **+ New entry**.	
2.	Complete the following fields: • **Title:** enter the name of the journal entry. • **Entry:** record your journal entry. **Tip:** both fields are mandatory so if you just want to create the journal entry placeholder and record the full details later, put some draft text in the **Entry** field.	
3.	Enter any tags you wish to apply to the journal entry. **Tip:** there is a Tagged Journal Entries block available for a portfolio page that you can use to display journal entries with specific tags.	
4.	If you would like to attach any files to your journal, click **Add a file**.	
5.	The **Upload file** window requires you to select a checkbox indicating the file you are uploading does not breach copyright. If unsure, check before uploading the file. Select an existing file from your ePortfolio files in the **Home** section, or drag and drop to upload a new file from your computer to the dropbox.	

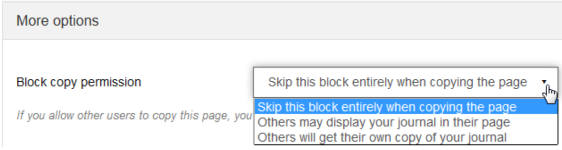
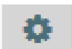
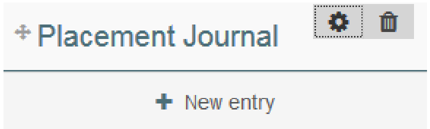
6.	Click to select the file you wish to upload in the **Home** section. The file will be automatically attached to your journal entry.	
7.	Click in the top right corner of the **Upload file** window to close it.	
8.	The file displays under **Attachments** in your journal entry. Click **x Remove** to delete, if required.	
9.	The **Draft** button defaults to **No**, i.e. 'Published' status. Once published, if you add the journal entry to a shared page anyone with whom the page is shared will be able to view it. Click **No** to change this option to **Yes,** i.e. change the status to 'Draft'.	
10.	**Allow comments** defaults to **Yes**. This means that if you add the journal entry to a shared page anyone with whom the page is shared (including you) will be able to comment on it. Click **Yes** to change this option to **No**. This means that no-one (including you) will be able to comment on the journal entry if it is placed on a page in your portfolio.	
11.	Click **Save entry** to save your journal entry, or **Cancel** to exit without saving.	
12.	Once saved, you will see your journal entry on the journal home page. If it is a draft, you have the option to publish and vice versa. Click to edit or to delete as required.	

Add a Journal to a Porfolio Page

This allows you to display or share an entire journal and related journal entries on a portfolio page.

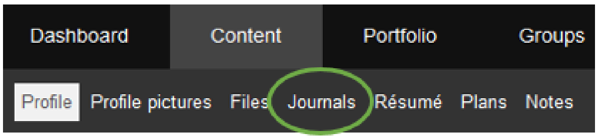
1.	Access the portfolio page on which you wish to add your journal and click **Edit this page**.	
2.	In the sidebar menu, expand **Journals**. This gives you the option to add either: • An entire **Journal**. • A **Journal entry**. • **Recent journal entries**, up to a defined number. • **Tagged journal entries**, up to a defined number. Each of these display as a block on your portfolio page. In this example, we will add a **Journal**. **Tip:** you are adding a block in which to display your journal on the page, **not** moving your journal to the portfolio page.	
3.	Click **Journal**.	
4.	In the **Add block** window, click to select the position that you would like to place the journal block in the page layout. In this example, the page uses a 3-column layout and the selected location is the far left column.	
5.	If there are no other blocks on the page yet, the **Position** dropdown list defaults to **Top of cell**. If there are existing blocks you will have the option to position the journal in the desired place.	
6.	Click **Add**.	

	The **Journal: Configure** window displays with a list of your journals to select from.	
7.	If you want the title of the block to be different to the journal title, click **Set a block title**. Click in the text entry field that displays and enter the name. Otherwise, leave as default. **Tip**: Click twice in the text entry field to display or select from a dropdown list of block titles already in use.	
8.	Select the journal you wish to add from the list of journals.	
9.	**Entries per page** defaults to **5**, i.e. 5 journal entries will display in the block. Edit if required. You will be able to access the other entries via a menu.	

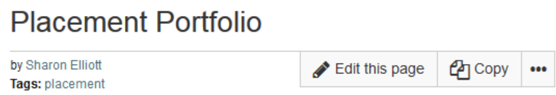
10.	If you have allowed copying in your page settings, select the correct option in the **Block copy permission** dropdown. This defaults to **Skip this block entirely when copying the page**. This prevents anyone you share the page with from copying your journal. If required, select the appropriate alternative option, e.g: • **Others may display your journal in their page.** • **Others will get their own copy of your journal.**	
11.	The **Retractable** dropdown list defaults to **No**, preventing the block from being retracted, i.e. hiding all but the title on the page. To edit this, select either **Yes** to allow retracting on clicking or **Automatically retract**.	
12.	Click **Save** to add the journal block, or **Remove** to cancel.	
13.	Once saved, your journal block displays on your portfolio page. Anyone with whom you have shared the page will be able to view the journal entries and comment or copy (according to your page settings). To edit any of the settings, click  or to delete the block click . **Note:** deleting will remove the journal **block** only, not your entire journal.	
14.	To add a journal entry from the block on your portfolio page, click **New entry** and follow the steps in **Create a Journal Entry** in this document. **Note:** you will be taken into the Journal section of your ePortfolio and will **not** be returned to the portfolio page after saving the new journal entry.	

Add a Journal Entry to a Porfolio Page

Adding a journal entry to a portfolio page is very similar to adding a journal. **Note:** you can display or comment on journal entries on a page in your portfolio, but in order to edit them you need to navigate to your journal:

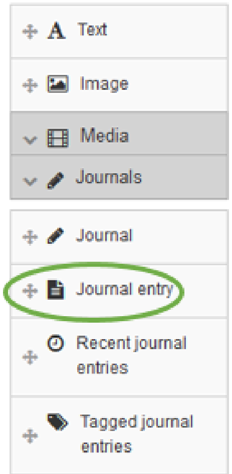


1. Access the portfolio page on which you wish to add a journal entry and click **Edit this page**.



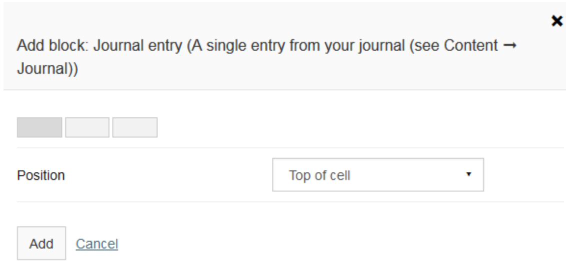
2. Click **Journal entry** under **Journals** in the sidebar menu on your portfolio page.

Tip: this allows you to add a <u>**single**</u> journal entry to your page. To add multiple journal entries, consider adding a **Journal**, **Recent journal entries** or **Tagged journal entries** block.



3. In the **Add block** window, click to select the position that you would like to place the journal entry block in the page layout.

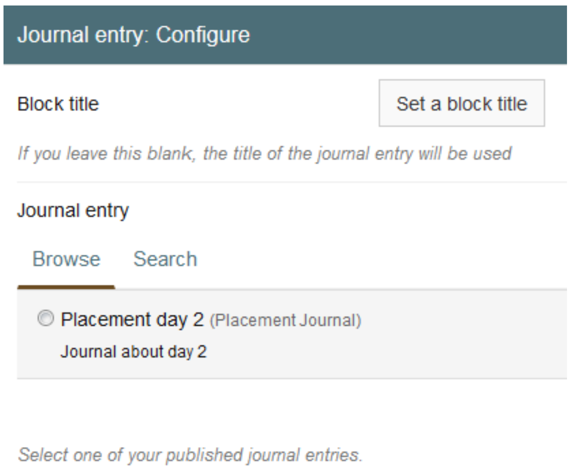
In this example, the page uses a 3-column layout and the selected location is the far left column.

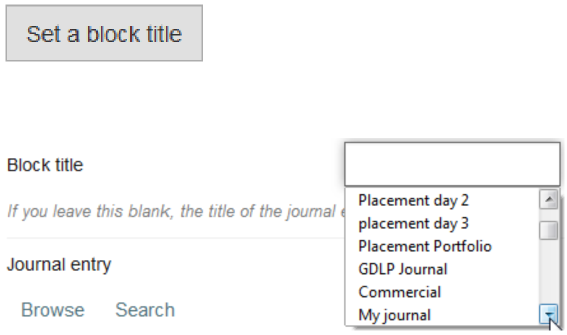
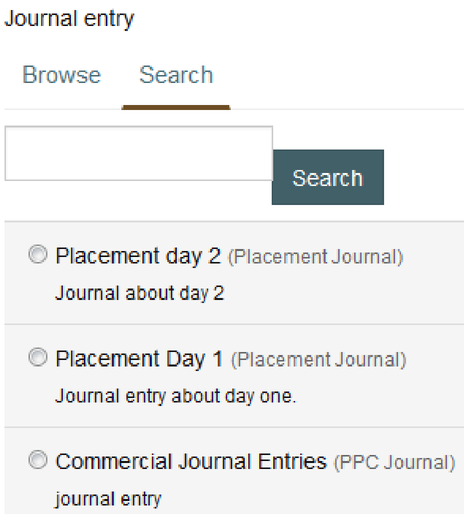
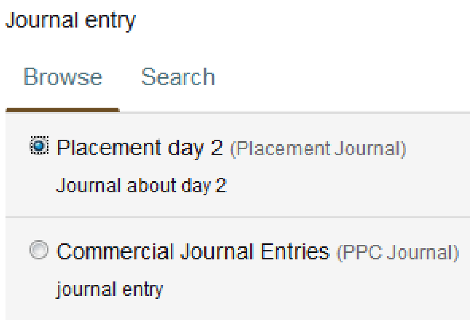


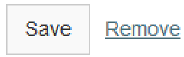
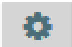
The **Journal entry: Configure** window displays.

The **Journal entry** list defaults to your **published** journal entries. The journal name is shown in brackets.

Tip: only **published** journal entries will be visible to others if you share the portfolio page.

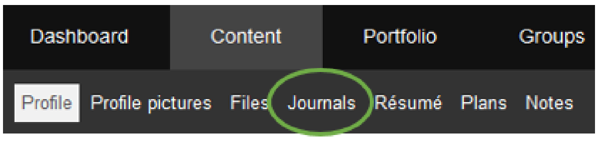


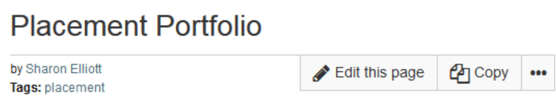
4.	If you want the title of the block to be different to the journal entry title, click **Set a block title**. Click in the text entry field that displays and enter the name. Otherwise, leave as default. **Tip**: Click twice in the text entry field to display or select from a dropdown list of **block titles** already in use for all artefacts.	
5.	Click **Browse** to display any **draft** journal entries in the list of available selections, in addition to published journals. If you have a large number of journal entries, click **Search** to search journal titles and content. **Note:** this search does not include tags.	
6.	Select the journal entry you want to add.	
7.	If you have allowed copying in your page settings, select the correct option in the **Block copy permission** dropdown. This defaults to **Skip this block entirely when copying the page**. This prevents anyone you share the page with from copying your journal. If required, select the appropriate alternative option, e.g: • **Others may display your journal in their page.** • **Others will get their own copy of your journal.**	

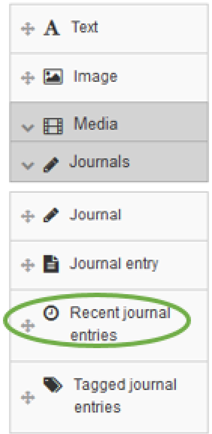
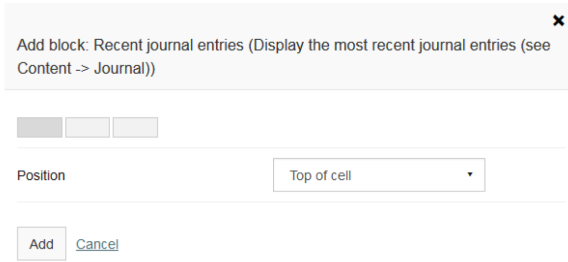
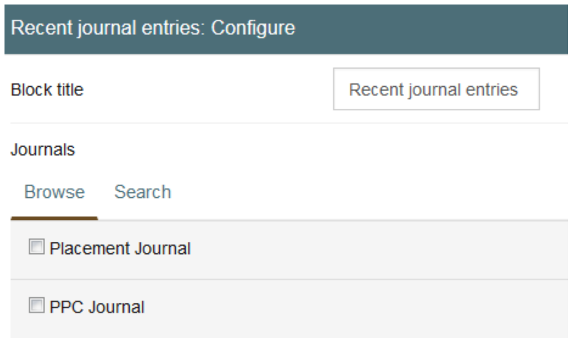
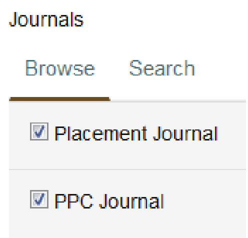
8.	The **Retractable** dropdown list defaults to **No**, preventing the block from being retracted, i.e. hiding all but the title. To edit this, select either **Yes** to allow retracting on clicking or **Automatically retract**.	
9.	Click **Save** to add the journal entry, or **Remove** to cancel.	
10.	Once saved, your journal entry block displays on your portfolio page. Anyone with whom you have shared the page will be able to view the journal entry and comment or copy (according to your page settings). To edit any of the settings, click  or to delete the block click . **Note:** deleting will remove the **block** only, not your entire journal entry.	

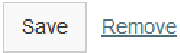
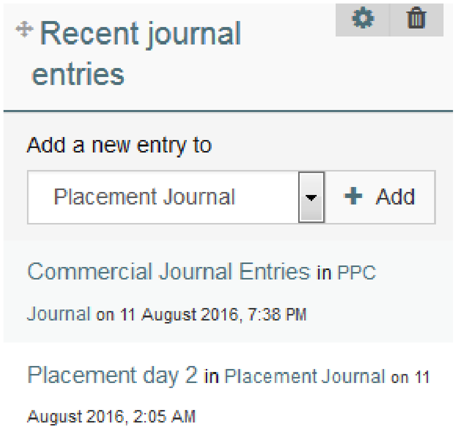
Add a Recent Journal Entries Block to a Porfolio Page

This block allows you to display recent **published** journal entries (up to 100) from any of your journals on a page. **Note:** you can display or comment on journal entries on a page in your portfolio, but in order to edit them you need to navigate to your journal:



1.	Access the portfolio page into which you wish to add a recent journal entries block and click **Edit this page**.	

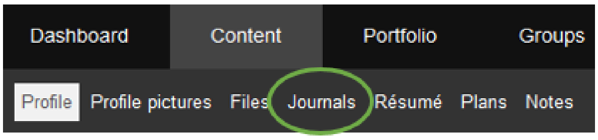
2.	Click **Recent journal entries** under **Journals** in the sidebar menu on your portfolio page.	
3.	In the **Add block** window, click to select the position that you would like to place the **Recent journal entries** block in the page layout. In this example, the page uses a 3-column layout and the selected location is the far left column.	
	The **Recent journal entries: Configure** window displays. The **Journals** section displays a list of your journals. **Tip:** only **published** journal entries will be visible to others if you share the portfolio page.	
4.	The **Block title** defaults to **Recent journal entries**. Overtype this, if required.	
5.	Select the journal you would like to display recent journal entries for. You can select multiple journals, if required. **Tip**: only **published** journal entries will display in the block.	
6.	**Entries to show** defaults to **10**, which means the most recent 10 journal entries from the selected journals display in the block. Edit this as required, up to a maximum of 100.	

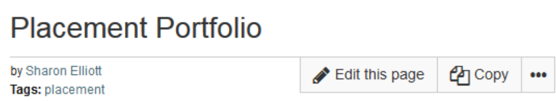
7.	The **Retractable** dropdown list defaults to **No**, preventing the block from being retracted, i.e. hiding all but the title. To edit this, select either **Yes** to allow retracting on clicking or **Automatically retract**.	
8.	Click **Save** to add the recent journal entries block, or **Remove** to cancel.	
9.	Once saved, your recent journal entries block displays on your portfolio page. Anyone with whom you have shared the page will be able to view the journal entries and comment or copy (according to your page settings). To edit any of the settings, click ⚙ or to delete the block click 🗑. **Note:** deleting will remove the **block** only, not your entire journal entries.	

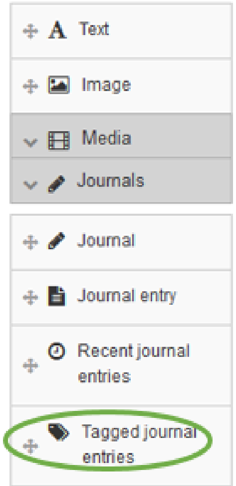
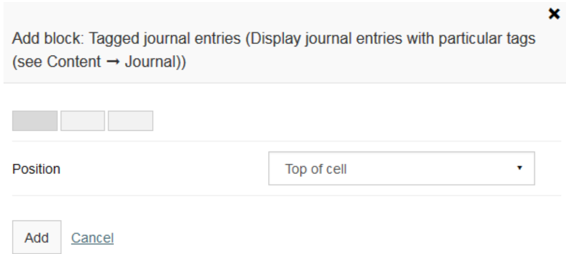
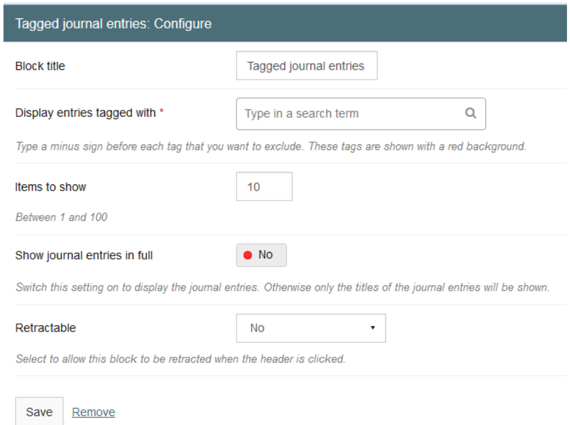
Add a Tagged Journal Entries Block to a Porfolio Page

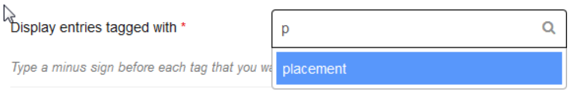
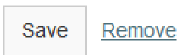
A tagged journal entries block allows you to easily combine journal entries that may be from different journals but share the same tag(s).

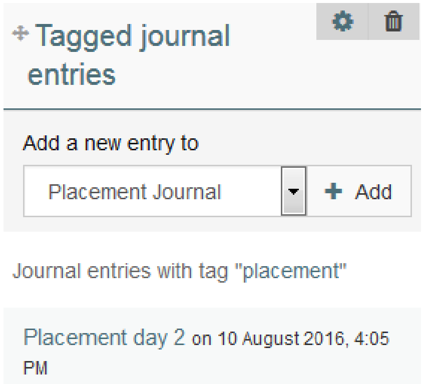
Note: you can display or comment on journal entries on a page in your portfolio, but in order to edit them you need to navigate to your journal:



1.	Access the portfolio page into which you wish to add a tagged journal entries block and click **Edit this page**.	

2.	Click **Tagged journal entries** under **Journals** in the sidebar menu on your portfolio page.	
3.	In the **Add block** window, click to select the position that you would like to place the **Tagged journal entries** block in the page layout. In this example, the page uses a 3-column layout and the selected location is the far left column.	
	The **Tagged journal entries: Configure** window displays. **Tip:** only **published** journal entries will be visible to others if you share the portfolio page.	
4.	The **Block title** defaults to **Tagged journal entries**. Overtype this, if required.	

5.	Enter the journal(s) tag names in **Display entries tagged with.** When you start typing, a list of existing tags matching the search term will display. **Tip:** To specifically exclude a tag, type '-' at the begging of the tag name. The tag will be shaded pink, for example, × placement This is useful if you have used multiple tags for your journal entries and want to exclude a particular one. For example, assume you have a one journal tagged 'placement', 'feedback' and 'review' and another tagged 'placement' 'assessment' and 'review'. Selecting the tag 'placement' and/or review will display both journal entries in the block. If you want to display journal entries tagged 'placement' and 'review' but **not** those that are also tagged 'assessment', you could exclude 'assessment'.	
6.	**Items to show** defaults to **10**, which means the most recent 10 journal entries from the selected tagged journals display in the block. Edit this as required, up to a maximum of 100.	
7.	**Show journal entries** in full defaults to **No**, which means the only titles will be displayed and you can click a link to display the full entry. Click **No** to change this option to **Yes** if you want to display the full journal entries on the page.	
8.	The **Retractable** dropdown list defaults to **No**, preventing the block from being retracted, i.e. hiding all but the title. To edit this, select either **Yes** to allow retracting on clicking or **Automatically retract**.	
9.	Click **Save** to add the recent journal entries block, or **Remove** to cancel.	

10.	Once saved, your tagged journal entries block displays on your portfolio page. Anyone with whom you have shared the page will be able to view the journal entries and comment or copy (according to your page settings). To edit any of the settings, click or to delete the block click . **Note:** deleting will remove the **block** only, not your entire journal entries.	

ePortfolio – Submit for Feedback or Assessment

Overview

This guide covers how to submit pages or collections from your ePortfolio for feedback or assessment purposes. There are two ways in which you can submit pages or collections for feedback or assessment:

- via a Wattle Assignment dropbox that your course convenor has set up to enable ePortfolio submissions
- by sharing a page or collection with your course convenor or another student to allow them to read, comment and/or copy.

Note: You may only submit **personal** portfolio pages or collections for assessment in Wattle. If groups are used in ePortfolio, students cannot submit group pages or collections for assessment.

Important Information about Privacy and Sharing

By default everything in your ePortfolio is private to you, except your personal **Profile** which is visible to **all** ANU staff and students.

You can choose to share your ePortfolio pages and collections (groups of pages) with individuals or groups within ANU. In doing so you must comply with the relevant ANU policies. Refer to the ANU Academic honesty & plagiarism[2] web page for details.

The image below shows an example of the 'Share with' options available to you when sharing pages or collections. **'Registered users'** and **'ANU'** includes **all ANU staff and students**. Ensure you do not inadvertently select these when editing your sharing settings.

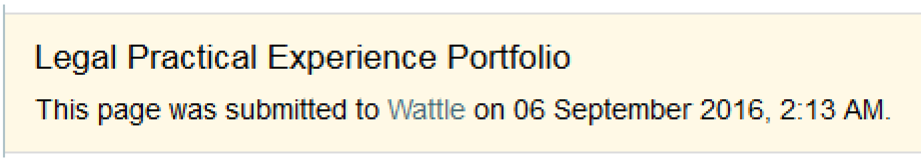
[2] http://www.anu.edu.au/students/program-administration/assessments-exams/academic-honesty-plagiarism

Locking Pages/Collections Submitted via Wattle Assignment Dropbox

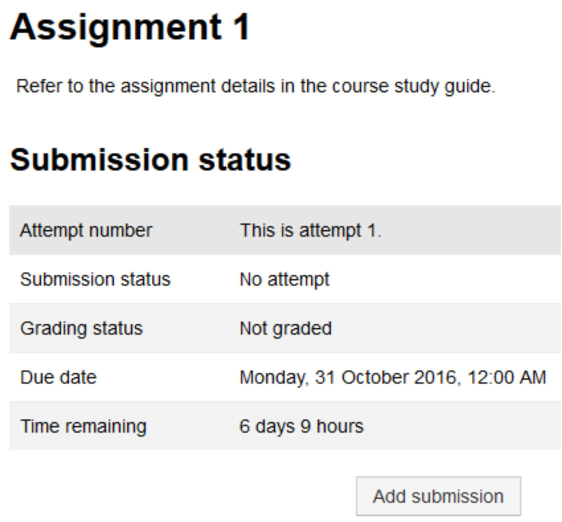
Where there is a requirement to prevent changes to a page or collection that is submitted for assessment via a Wattle assignment dropbox, it will be locked for editing. In many cases the lock will remain in place so as to maintain a permanent copy of the version you submitted for assessment.

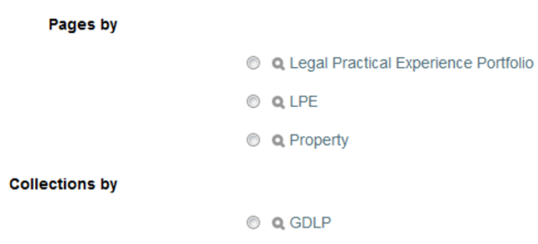
If a page or collection is locked, you will only be able to make changes by copying the submitted page and editing the copy.

When a page or collection is locked it displays in your ePortfolio with yellow highlighting, along with the details of the date and time the page was submitted to Wattle:

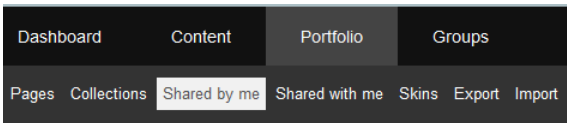


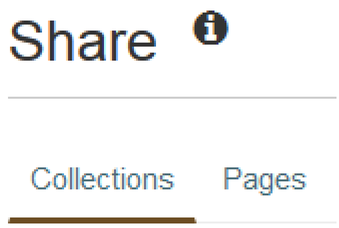
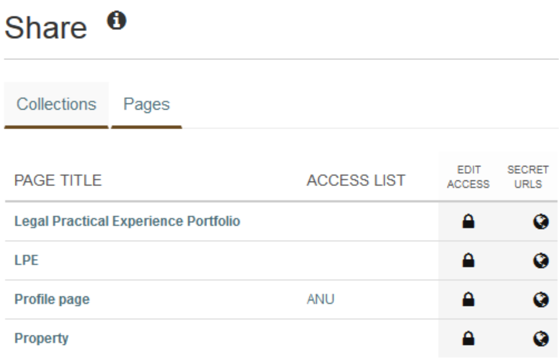
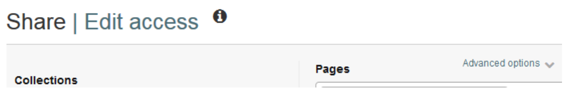
Step-by-Step

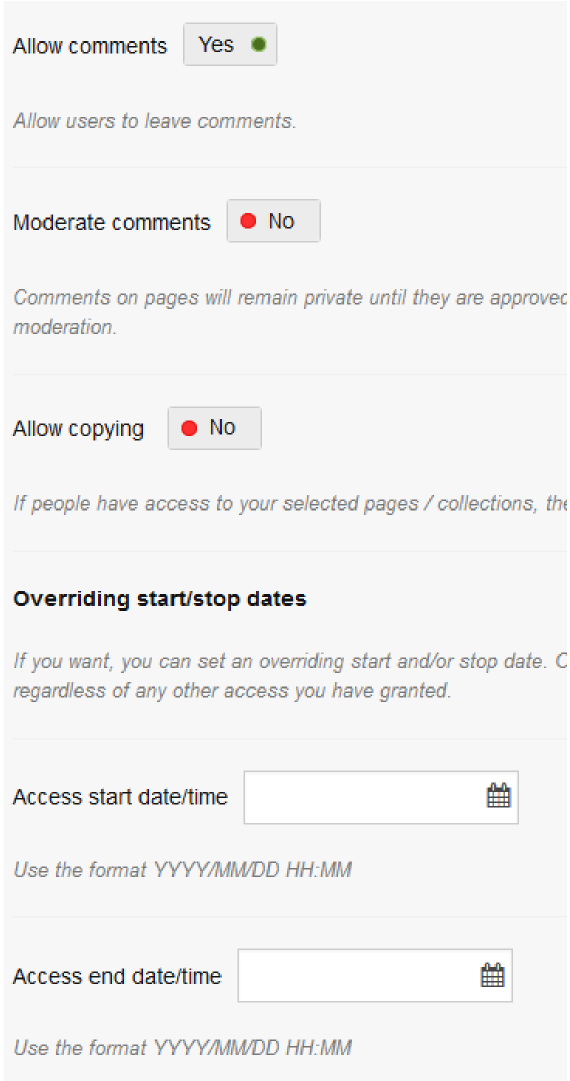
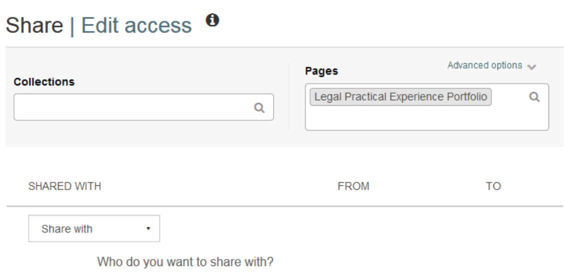
<table>
<tr><td colspan="3">Submit an ePortfolio Page or Collection via a Wattle Assignment Dropbox</td></tr>
<tr><td>1.</td><td>Click Add submission in the assignment dropbox.</td><td>
</td></tr>
<tr><td>2.</td><td>Select the page or collection you wish to submit. You can only choose one.

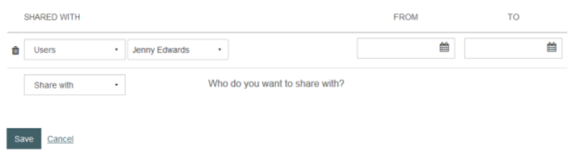
Tip: if you need to submit a page that is currently part of a collection, you will not see it in the list of pages in Wattle. Either remove it from the collection, or make a copy of the page to submit.</td><td>
</td></tr>
</table>

3.	Click **Save changes**. Your course convenor will be able to click on the link to the page or collection to review it but will not be able to access any other pages or collections in your ePortfolio unless you have shared them with the course convenor (or a group the course convenor is in). If the page or collection is locked after submission, it will be highlighted in yellow. You won't be able to edit it but you will be able to make a copy of the page and edit the copy.  	

Share an ePortfolio Page or Collection		
1.	Access ePortfolio and follow the menu path **Portfolio>Shared by me**.	

2.	Your **Collections** display by default. If you wish to share a page, click **Pages**.	
3.	Your **Profile** page is the only page that is shared by default, indicated by **'ANU'** in the **ACCESS LIST** column. The group ANU includes all ANU staff and students. Click the **lock** icon in the **EDIT ACCESS** column adjacent to the page or collection you wish to share. **Tip:** pages that are part of a collection will not display in this list. To share a page that is part of a collection you must either remove it from the collection, share the collection or make a copy of the page. However, keep in mind that if you make a copy you may need to make updates to multiple versions.	
4.	Click **Advanced options** above and to the right of the **Pages** heading to display and check page or collection settings prior to sharing.	

5.	Check or update the settings as required: • **Allow comments**: defaults to **Yes** to enable those you share the page with to provide comments or feedback. If you do not want to allow comments, change this to **No**. • **Moderate comments**: defaults to **No**, which means any comments posted will be visible to everyone the page is shared with immediately. Change to **Yes** if you want to have the option to moderate before making a comment visible. • **Allow copying**: defaults to **No**. If you want people to be able to make a copy of your page once shared, change to **Yes**. **Note:** Ensure you comply with ANU policies e.g. academic integrity, and copyright legislation when sharing and enabling copies to be made or files to be downloaded from a shared page. • **Overriding start/stop dates**: if you wish to share a page/collection for a defined period, enter the start and end date/times. You can also set individual dates for specific users/groups in a later step, but they will be overridden by any dates here.	
6.	Use the **Share with** dropdown list and search field to search for and select the individual or group you wish to share the page or collection with. When you search by **User**, you are searching all ANU staff and students. **<u>WARNING!</u> ANU** and **Registered users** includes **all ANU staff and students**. Ensure you only share your work with the required individuals.	

7.	A new **Share with** dropdown list displays after you select the first user or group. Select additional users if required, then click **Save**. Your page will be shared immediately and will display on the user's **Shared with me** page. **Tip:** Use the **From** and **To** fields to specify a date range for sharing, if required. Note that this will be overridden by any dates specified in the **Overriding start/stop dates.**	

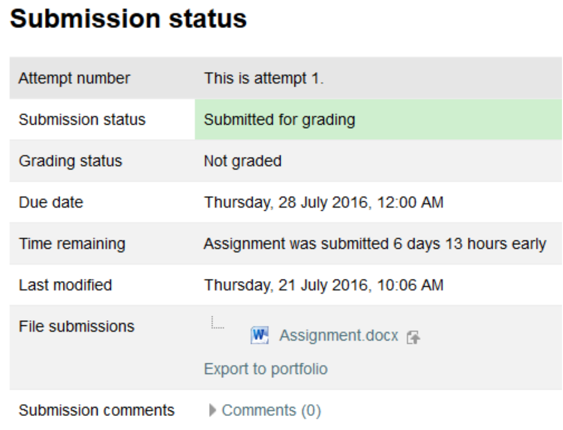
Australian National University

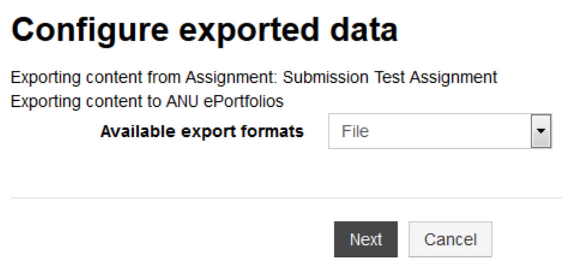
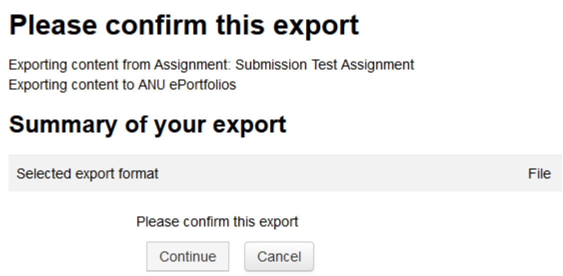
ePortfolio – Import Assignment from Wattle

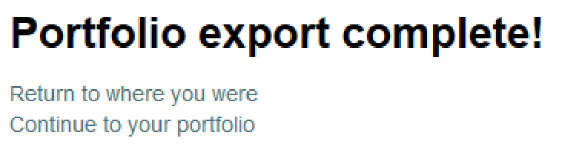
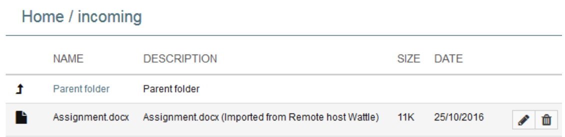
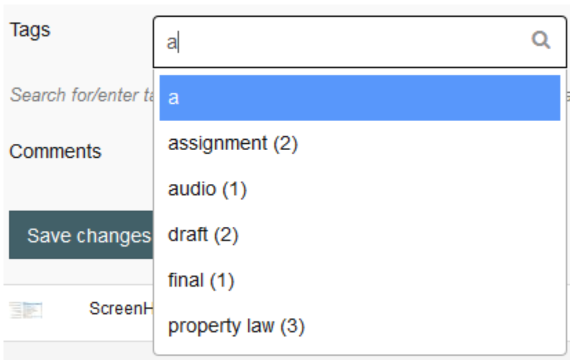
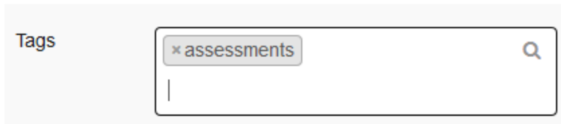
Overview

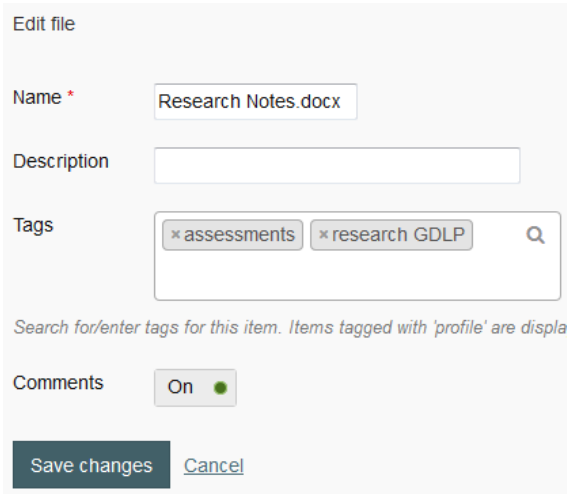
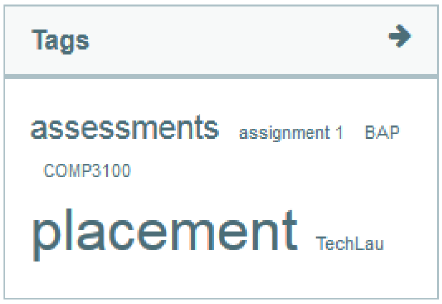
This guide covers how to import an assignment file from a Wattle assignment dropbox to your ePortfolio. Imported files are saved to the Incoming folder in the ePortfolio Files section. You can then move the file to a folder and/or add it to a portfolio page.

Step-by-Step

<table>
<tr><th colspan="3">Import Assignment from Wattle</th></tr>
<tr><td>1.</td><td>Access the submission inbox for the assignment in Wattle. In File submissions, click the Export to portfolio link or icon to the right of the file name.</td><td>
</td></tr>
<tr><td>2.</td><td>The Available export formats defaults to File. Do not change.

Click Next.</td><td>
</td></tr>
<tr><td>3.</td><td>Click Continue.</td><td>
</td></tr>
</table>

4.	A confirmation message **Portfolio export complete!** displays. Select the desired option: • **Return to where you were** – takes you back to the submission inbox. • **Continue to your portfolio** – opens ePortfolio. By default it opens in the same window, so if you want to keep Wattle open right-click the link and select to open it in a new tab or window.	
5.	If you selected **Continue to your portfolio**, the **Files** section will display showing the imported file in the **incoming** folder. This folder is created automatically the first time you import something to ePortfolio. Move the file into a different folder, if required. **Tip:** For more information about managing files, refer to the ePortfolio guide on **Files**.	
6.	It is good practice to tag your files straight away so you can find them easily later. To do this, click the **Edit** icon (pencil) to the right of the date.	
7.	Type the name of the tag in the **Tags** field. Tags are case sensitive. If existing tags match some or all of your search term, they will display in a dropdown list. In this example, typing 'a' returns a list of all tags containing 'a'.	
8.	Press Enter after you type the tag name. The new tag displays. Click **x** to delete the tag at any time if required. **Note:** if the tag is in use elsewhere x will delete it for the selected artefact only. If this is the only time the tag has been used, x will delete it completely. Deleting an existing tag from all related artefacts is covered in a later step. Refer to Display, Edit or Delete a Tag.	

9.	Repeat Steps 2-3 to add more tags, if required. When complete, click **Save changes**.	
10.	Your new tags(s) display in the Tags cloud. Click the tag to display related artefacts.	

Additional Resources

An online Mahara User Manual[3] is also available.

[3] http://manual.mahara.org/en/16.04/