Starting your ePortfolio

FAQ

Can I see what other people have created?
Several portfolios have been published and are browse-able from the Welcome to UAS Online page. As a participant in a course, you will be able to view and comment on the portfolios of your fellow students from the Class List.

Can anyone look at my ePortfolio?
By default, portfolios pages are viewable by others but the person would need to know how to get to it. In the Manage Page option, you can restrict the access settings.

I'd like to share pictures with my family, how can non-university people look at my page?
As above, they will be able to view it. You will simply want to send an invitation to them.

How do I create an easier web address for my portfolio?
Go to PUB (Personal URL Builder) at http://www.uas.alaska.edu/pub to create an easy address for any of your sites.

If I put stuff on my portfolio, can I use it elsewhere?
Items added to a page can be shared between pages. Pages in the portfolio system can be copied within the system.

Important Note

You will be able to change your portfolio while you are a student enrolled in classes.

Before you leave the university you will want to have copies of your work for yourself.

Quick Tips

To begin a course portfolio
Log in to your class in UASOnline and follow the **Portfolio** link in the top navigation bar. This will create a portfolio page for that course.

To create a more general portfolio
Log in to UASOnline and follow the **View Portfolio** link at the bottom of your profile.

Important Addresses (URL's)

UAS Online   http://www.uas.alaska.edu/online

PUB   http://www.uas.alaska.edu/pub

More References

Using the UAS Online Portfolio System, ITS Website,
http://www.uas.alaska.edu/helpdesk/coursework/portfolio/

Logging in Guide, ITS Helpdesk brochure

Personalizing UASOnline, ITS Helpdesk brochure

For additional assistance, please contact the ITS Helpdesk.
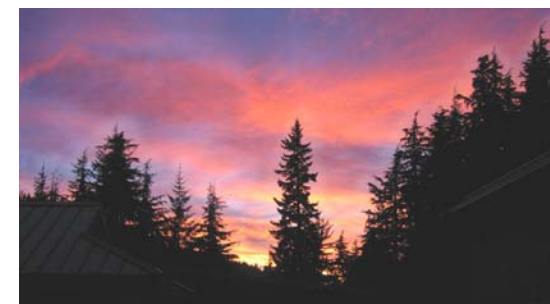
UAS UNIVERSITY OF ALASKA SOUTHEAST

ITS Helpdesk
796-6400
helpdesk@uas.alaska.edu
www.uas.alaska.edu/helpdesk

Sunrise over campus. Photo by Cody Bennett

- **Publish your work**
- **Journal your thoughts in a "blog"**
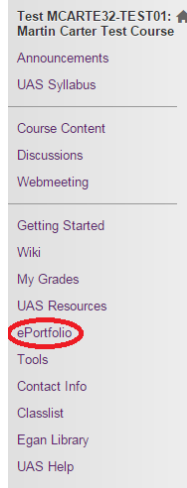- **Start a discussion**
- **And more**

In General

UAS ePortfolio is an online, web-based portfolio. Basically it allows you to share your work with anyone who has Internet access. You will be able to add to and change your portfolio throughout your academic life at UAS.

Coursework Portfolios

For each class you are enrolled in you will be able to create a collection of work. Your instructor may have specific requirements for your portfolio, or you may simply want a place to keep your work!

Unless you change your settings, your course portfolio will be viewable to anyone who can see the class list for your class, and only your instructor and fellow students will be able to comment on your work.

To begin a course portfolio, log in to your class in UASOnline and follow the ePortfolio link in the left navigation bar. This will create a portfolio page for that course.

Test MCARTE32-TEST01:
Martin Carter Test Course
Announcements
UAS Syllabus

Course Content
Discussions
Webmeeting

Getting Started
Wiki
My Grades
UAS Resources
ePortfolio
Tools
Contact Info
Classlist
Egan Library
UAS Help

General Portfolios

You can create portfolios for a variety of other reasons not associated with a specific course.
To create a more general portfolio, log in to UASOnline and follow the View Portfolio link at the bottom of your profile.

Pages: A place for your content

In the UAS portfolio system a page is the basic container for your content.

To adjust the look and behavior of a page, follow the Manage Page link in the upper right corner. Use the General Settings to modify the title and appearance.

Items - artifacts for review

Items are the way to present documents, audio/video clips, pictures, or anything else created on a computer.

To create an item on a page, follow the Add Portfolio Item link in the lower right corner, give it a title, an abstract (brief description), and then compose the content.

An item may include comments by others, a self-reflection, and assessment from your instructors. These additional parts will always follow the item, wherever you add it in your portfolio.

Blog - journal of your thoughts

Blogs allow you to periodically add content. When a person views your page, they will see the most current entry first. The weblog will also save an archive of all entries.

To add a weblog to a page, follow the Manage Page link. Go to Content Settings and check the box for Display a weblog on the page.

Forum - discussion with others

An online forum allows you to hold a discussion with people across time and space. It is an excellent tool for communicating and keeping a record of that communication.

To add a forum, follow the Manage Page link. Go to Content Settings and check Display a forum on this page.

Send invitations

You have posted your work on the portfolio and would like someone look at it. How do you alert them that great stuff is out there? Send them an invitation!

To send an invitation, follow the Send Invitation link in the lower right corner. In the Recipients field type the email addresses or usernames you want to send to. Follow the Send link to send your invite via email.

Publishing your portfolio

Once you have your portfolio written and are updating your blog nightly, you'll probably want to attract people to your site. As people visit your site, you may find yourself in the *Top Ten most Popular Portfolios*, maybe even competing for the #1 spot!

To publish your portfolio, follow the Manage Page link in the upper right corner. Go to the Publish Page and check Publish Page.