**PROFILE TAGS , POSTS & PAGES**

**Adding a Post**

Select **NEW** from Top menu on Blog

Select **POST**

POST Page will appear and now you can add in a header

Now add in your description for the post,

Or select add media to add in images

\*\*\*Remember to TAG your post \*\*\* this is what will generate the pupils PROFILE page and subsequently be able to be printed or downloaded to take away with them or show their parents .

**Adding A Page**

Here is where you will limit pages depending on the age you are starting with.

It would be best to only have 1 page for P4 etc. as their main aim is going to be in learning how to make posts.

As they progress through the years in primary more pages and complex areas can be added.

From Top menu on your Portfolio

Select NEW – PAGE

Give you page a name – example “my hobbies” or “ALL About me”

**PROFILE TAGS**

**Why do we need TAGS?**

Profile Tags are added to all your posts as this is what builds your profile.

e-Portfolios come with a set of 24 pre-created profile tags, 11 of which are ‘enabled’ and can be used straight away , To enable all Tags go to Tags on your dashboard.

Other tags can be created in the same way as above by going to Tags and then Add New.

Enabling and creation of tags is done on the dashboard; Choose **Posts** and then **Profile Tags** from the left hand bar.

**11 pre enabled Profile Tags**

Expressive arts  
Health and wellbeing  
Language and Literacy  
Learner statement  
Mathematics and Numeracy  
My Achievements and Awards  
Religious and moral education  
Sciences  
Skills for Lifelong Learning and Work  
Social studies  
Technologies

**All 24 pre created Profile Tags**

Confident Individual  
Creativity  
Digital Technologies  
Effective Contributor  
Expressive arts  
Future Goals  
Health and wellbeing  
Interests and Hobbies  
Language and Literacy  
Learner statement  
Literacy and Gaelic  
Mathematics and Numeracy  
Me as a Learner  
Modern Languages  
My Achievements and Awards  
Nursery  
Outdoor Learning  
Religious and moral education  
Responsible Citizen  
Scots Language  
Skills for Lifelong Learning and Work  
Social studies  
Successful Learner  
Technologies