**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