

Accessing and Keeping track of e-Portfolios

One of the challenges for teachers in keeping track of their pupil e-Portfolios and profiles is finding the blogs.

In a future phase of development the Blogs team hope to provide a way for teachers to get updates pushed to them from pupil e-portfolios. For now, the process needs to be a bit more mechanical.

Privacy Settings Considerations

If a pupil's e-Portfolio is private the pupil needs to add any teacher (and fellow pupils) to the users list in their blog. Often they will want to add at least one teacher as an admin.

If a pupil's e-Portfolio is made *Glow Only*, any *Glow* user will be able to access their blog, if they know the URL.

In both cases the urls will need to be shared with the teachers and pupils who need to access them.

Before Oct 2014 in 'old' glow these links were generally gathered in a weblinks web part in SharePoint. This method will still work. Other options might include a shared OneNote, or the creation of a shared Blog or Wiki with links to a set of e-Portfolios.

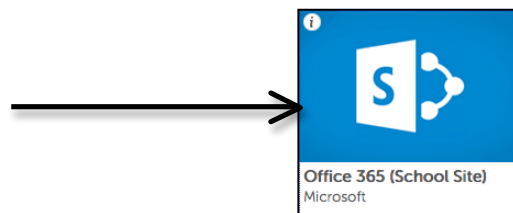
In these notes we will look at all these options

Option 1 - Creating a subsite

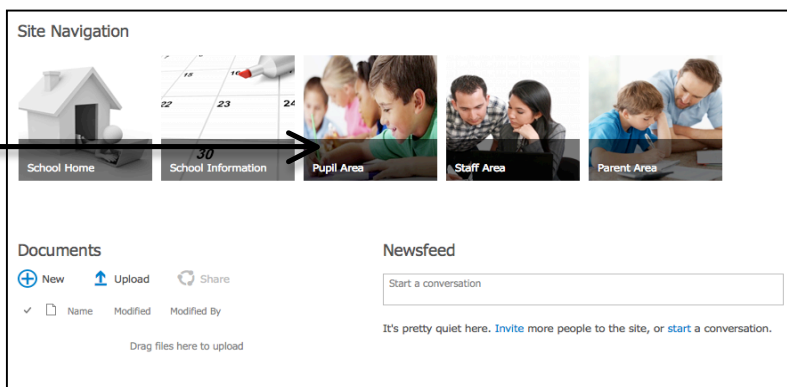
A subsite is the name for a *Glow* Group in SharePoint

All members of staff can create a subsite in the O365 school site.

From the *Glow* Launchpad click on the School Site tile

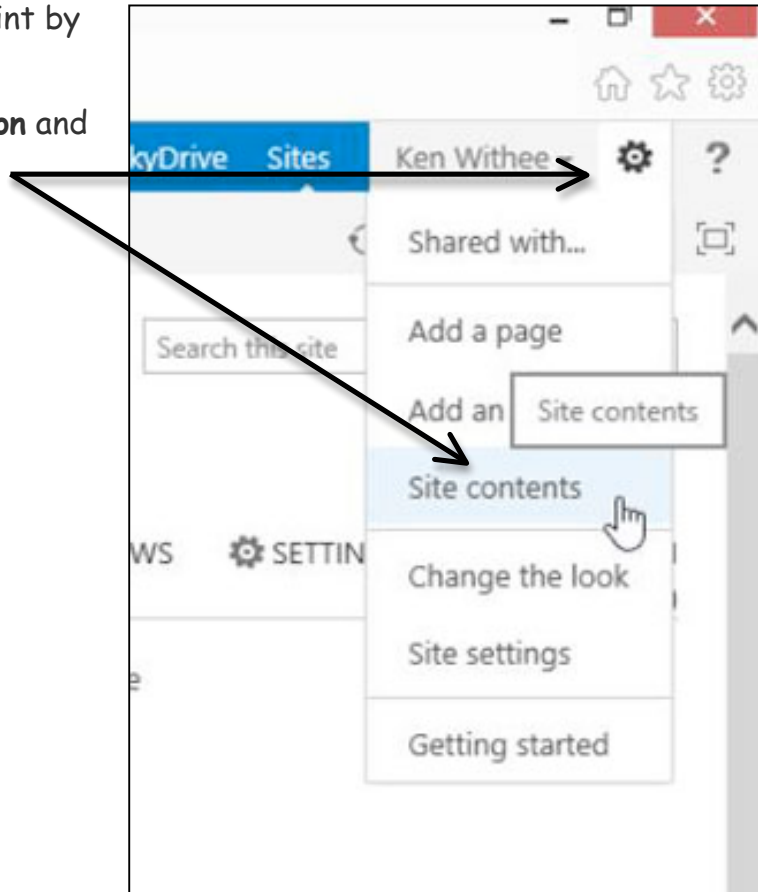


Click on the Pupil Area of the School site. Pupils can add their weblinks to a site you make there.



You create a new site in SharePoint by doing the following:

1. Click the **Settings gear icon** and select **Site Contents**.



2. Click the **New Subsite** link, to open the New SharePoint Site form.



3. In the Title and Description text boxes, **type a name and description** for the new site (ePortfolios).

4. **Enter a unique site name** that will be used in the URL in the URL Name text box (ePortfolios).

5. Select the **Team Site template** for the site by clicking the Team Site template on the Collaboration tab to select it.

6. **Choose the same permissions as the parent site.**

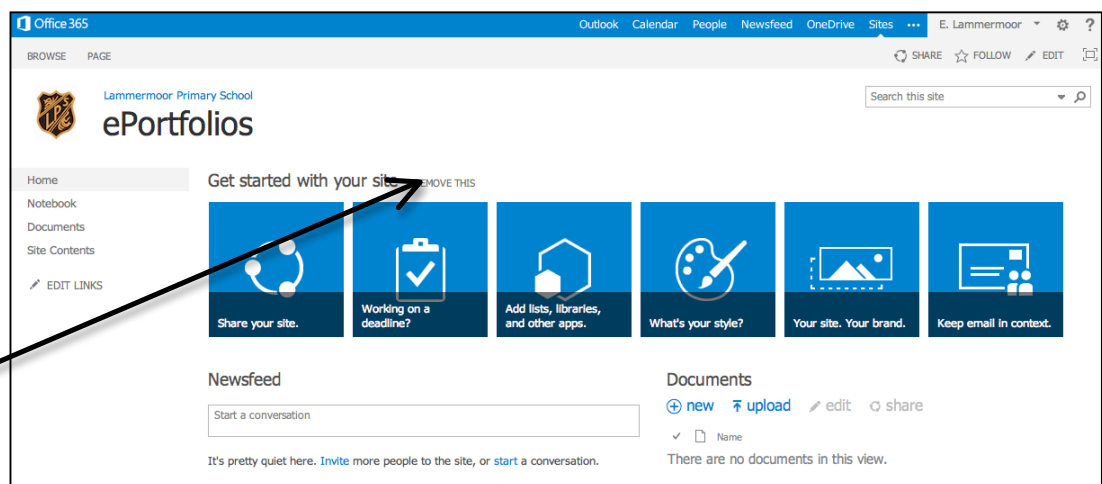
7. **Choose Yes to display the same top link navigation as the parent site** The top link navigation is the menu across the top of the site.

8. Click **Create** to create the site.

9. The new site is displayed in the browser after a short wait.

Your ePortfolio site will look something like this.

Click **Remove This** to remove the **Get started with your site options**.



You now need to create some Links parts to add to your site.
This is a 2 step process.

- 1) Create the Links app part(s)
- 2) Add the Links part(s) to your site

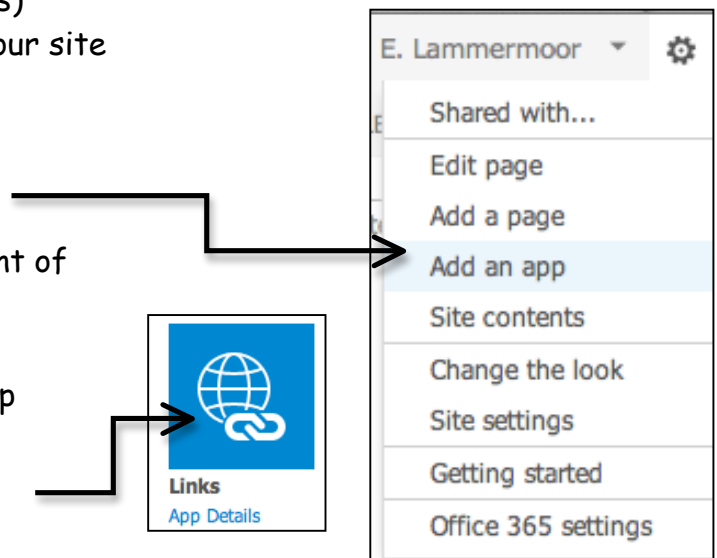
Creating the weblinks app part

From the cog icon choose **Add an App**

You will be presented with a huge amount of app parts you can create.

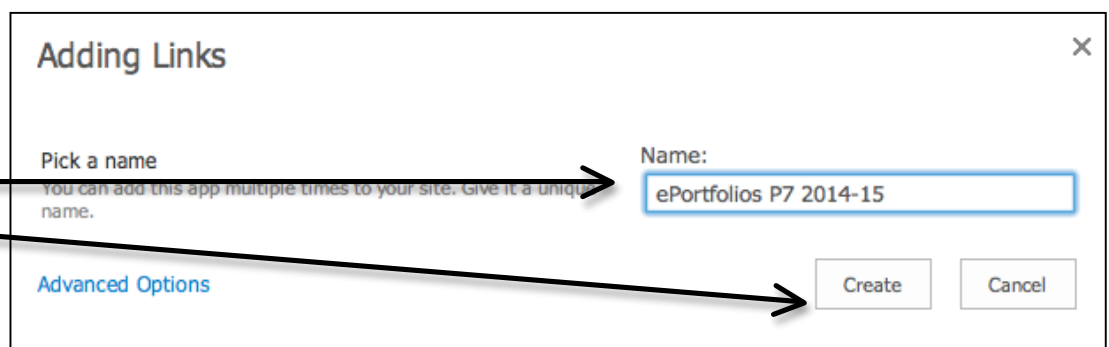
Click on **Find an App** and type in **Link**.

Click on the tile like this to open the app part.



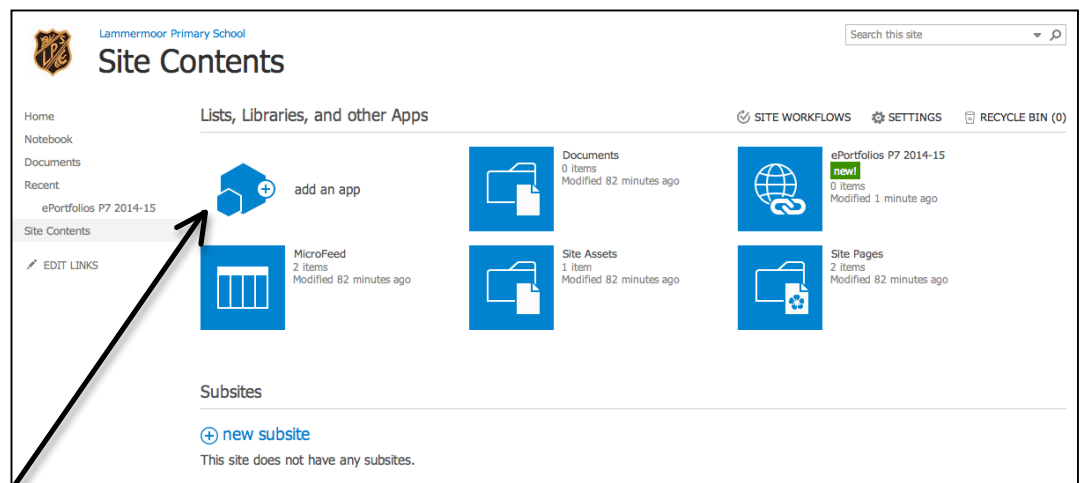
Give your Links part a unique name and click

Create.

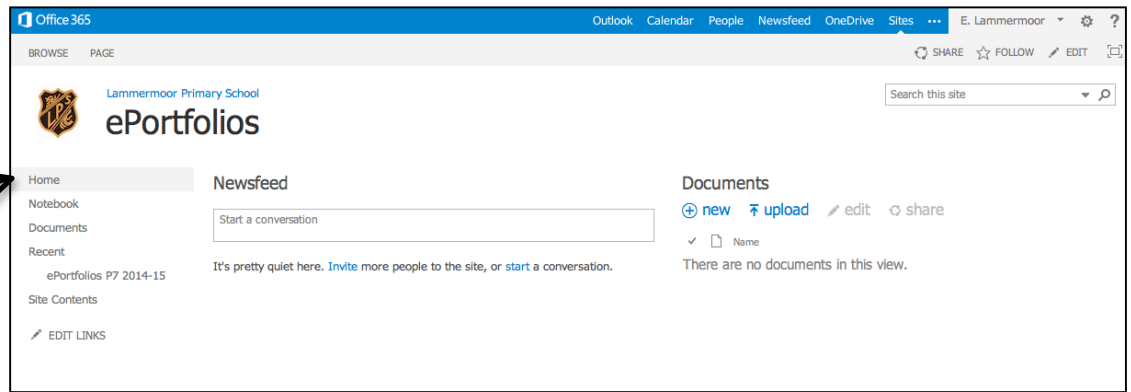


You will now see a screen like this
You are in the site contents of your site.
You will see the links part you have just made. If you want to make more Links

parts for other classes just click on **Add an app** and repeat the process.

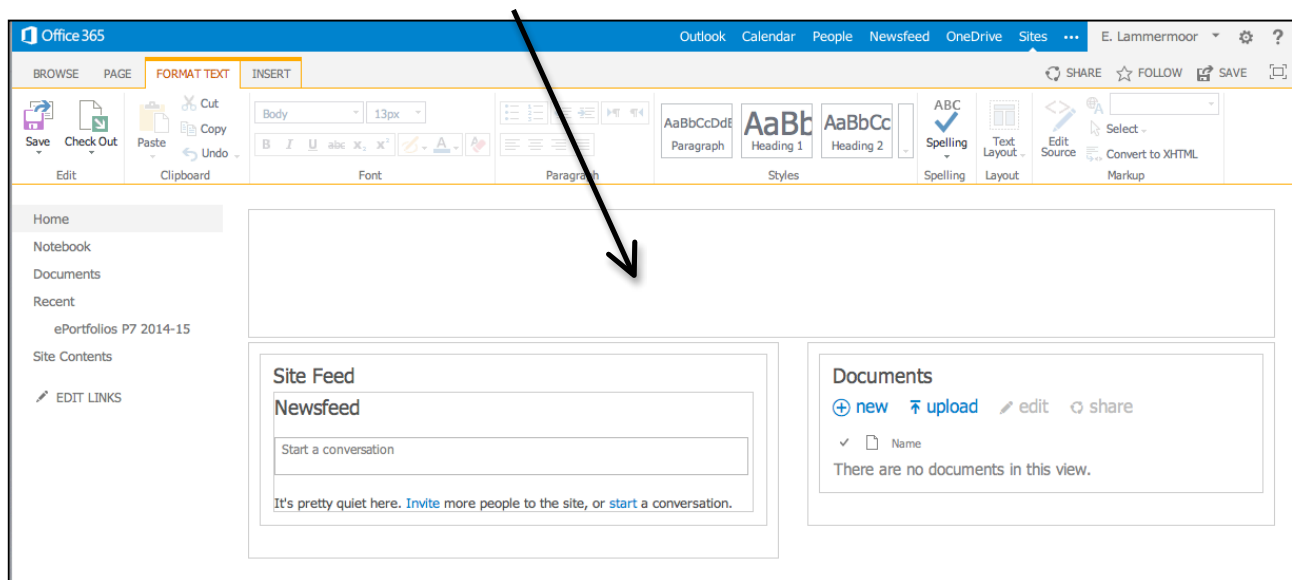


Once you have created all the app parts you require, you need to return back to the ePortfolio site you created earlier. Click the **Home** link in the right hand side to do this.



You will see that the app parts you created are not on the page.

Click the **Edit** link in the top right hand side of the page

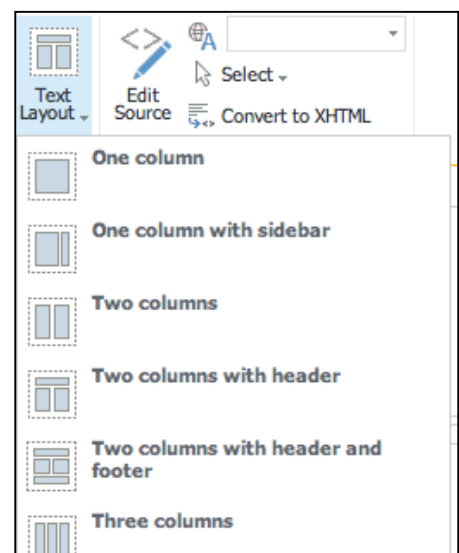


You will now see a screen like this

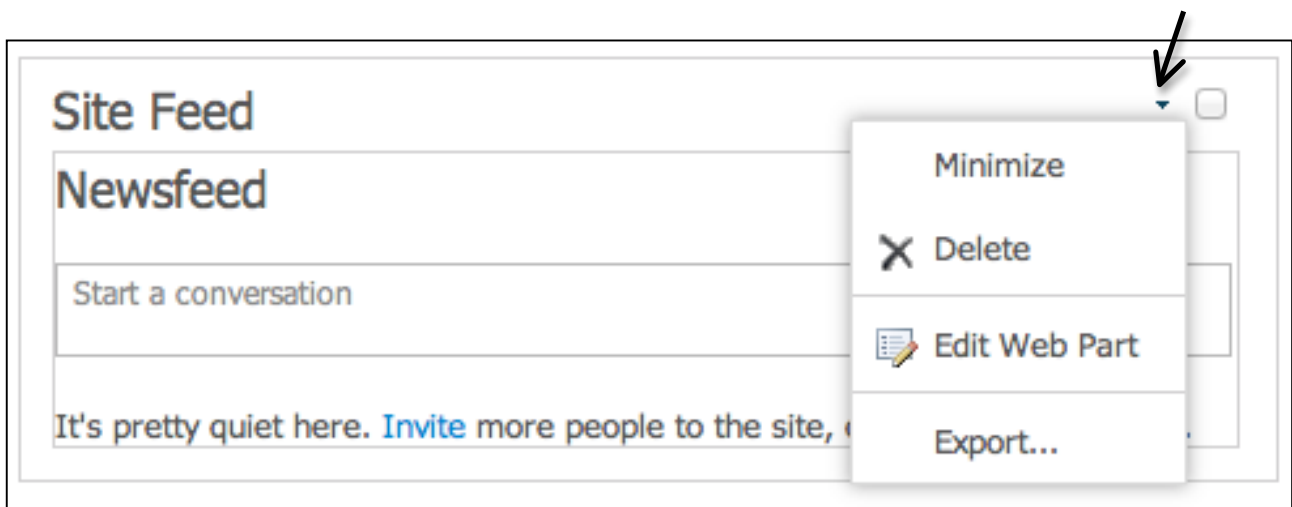
Click onto the **page** and then click on the **Text Layout** icon in the ribbon. You can choose the layout you want your page to have.

I have chosen 2 columns with a header

You should be able to drag any of the existing web parts around the page. I like to move the documents part to the header.

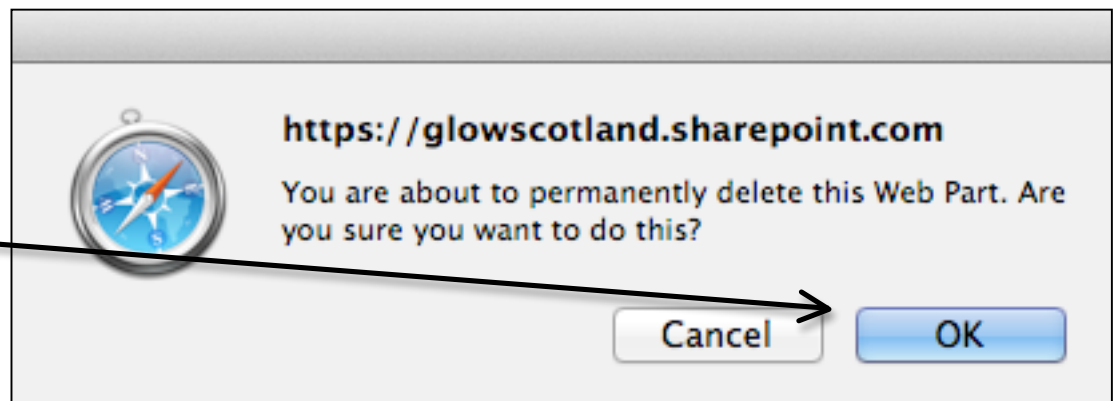


In this site I don't require a newsfeed part so to remove that click on the **drop down**



arrow in the Site feed area and choose **Delete** from the options displayed

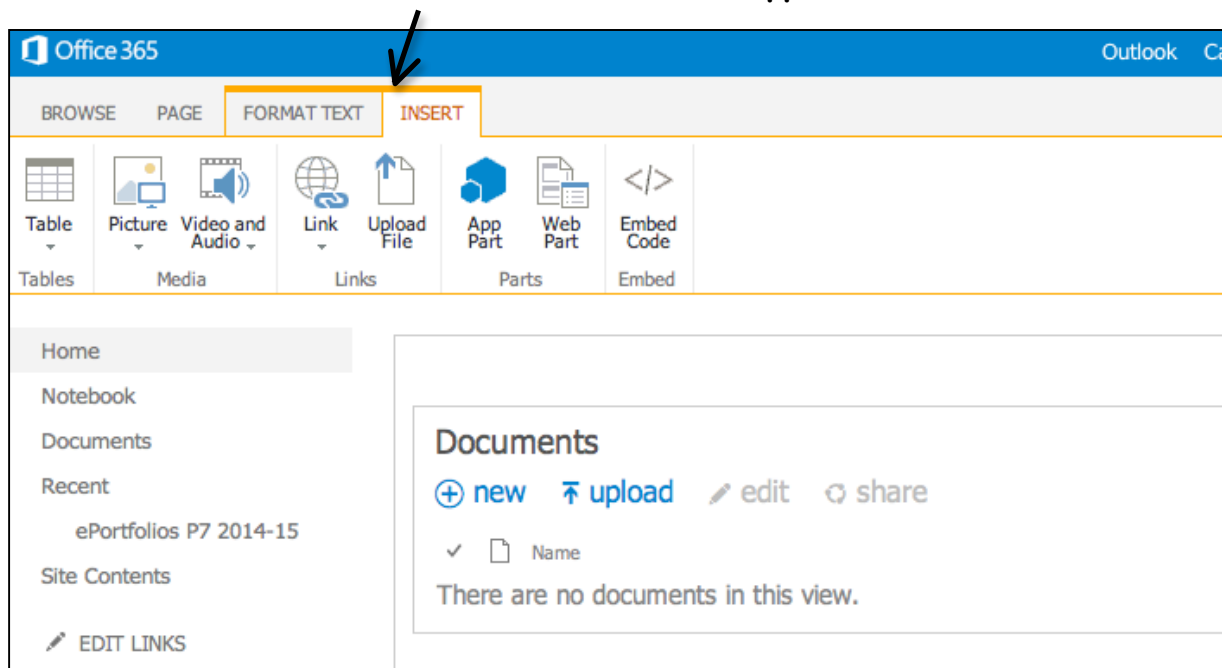
Click **Ok** to confirm you want to delete the web part.



Click into the area that you want to add one of your Links parts to.

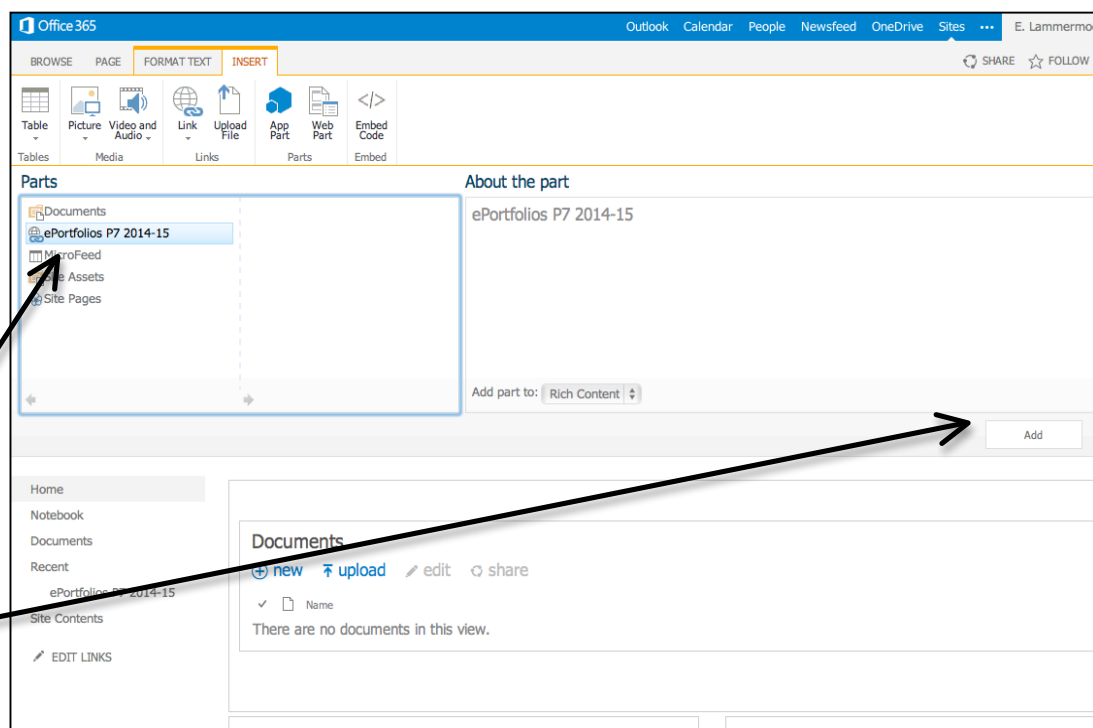
A Flashing cursor will appear.

On the Ribbon click on the **INSERT** tab and choose **App Part**



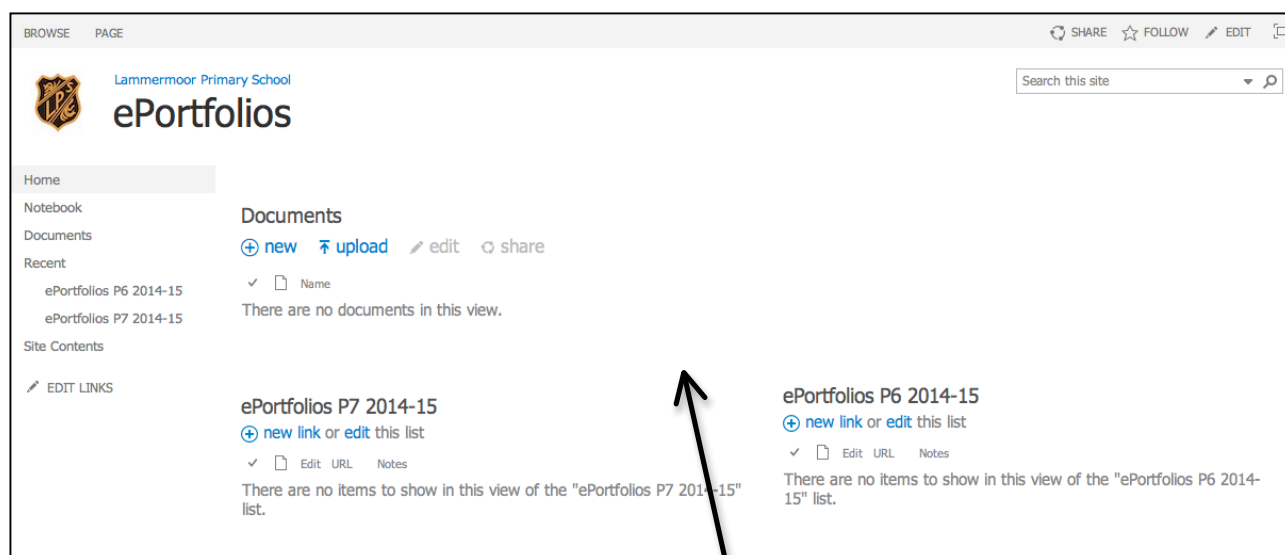
In the left hand column you will see the parts you can add to the page. The Links part you created will be there.

Select your Links part and click on **Add**.



Repeat the process if you have other Links parts to add.

Click on **SAVE** in the top right hand area of the screen to save the work you have just done.



You will now return to Browse mode and your site will look something like this

Adding a Link

- 1) Click on + **New Link** in the correct class
- 2) **Remove the http://** from the URL field
- 3) **Paste in the address** of their ePortfolio in the URL field

- 4) Under Type the description the child should **type in their full name**. Instruct the pupils as to whether you want this to be first name, surname or surname, first name
- 5) Click **Save**.

Making a link to your ePortfolio Site

Click on **Home** in the left hand side to return to the Home page of your ePortfolio site.

Copy the address to your ePortfolio site from the address bar.

It will look something like

<https://glowscotland.sharepoint.com/sites/8355924/PupilArea/ePortfolios/SitePages/Home.aspx>

Click on your **Pupil Area** in the top left hand area of the screen to return to the Pupil Area.

You will notice there is no link in the table to your ePortfolio group. Once you have created your ePortfolio group you will want to make a link to the site to make it easy for pupils and staff to find the site.

Click **Edit** in the top right hand area of the screen to enter Edit Mode.

Click in one of the cells in the table.

Enter the text you want to appear as your link.

Highlight the text you have just typed and click on the Insert tab and then **Link** icon in the ribbon. Then choose **From Address**.

The **Text to Display** field will contain the text you typed into the cell in the table.

Paste the address you copied into the **Address** field. Then click **OK**.

The screenshot shows the 'Insert Hyperlink' dialog box with the following fields and buttons:

- Text to display:** eportfolio
- Address:** sites/8515727/ePortfolios/SitePages/Home.aspx
- Try link** (blue text link)
- OK** button
- Cancel** button

Arrows from the text on the left indicate the following actions:

- Point to the 'Text to display' field: 'The **Text to Display** field will contain the text you typed into the cell in the table.'
- Point to the 'Address' field: 'Paste the address you copied into the **Address** field.'
- Point to the 'OK' button: 'Then click **OK**.'

Click Save in the top Right hand corner of the screen

Option 2 - Shared One Note Notebook

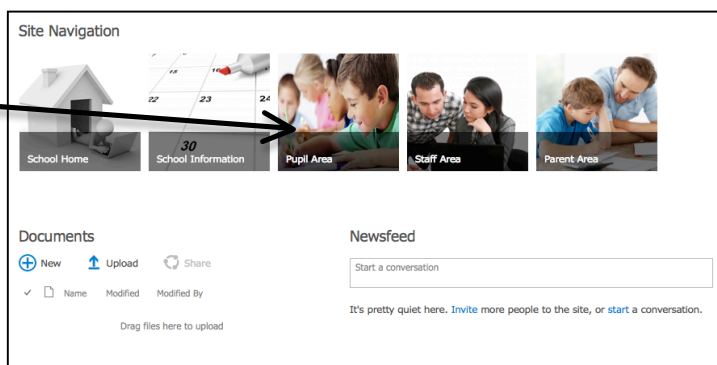
A One Note Notebook file is like a giant online lever arch folder in which you can create sections and pages.

By default there is a Notebook file already created at the top level of the Pupil Area of the school site. There will also be a Notebook file in every Class Site you have made.

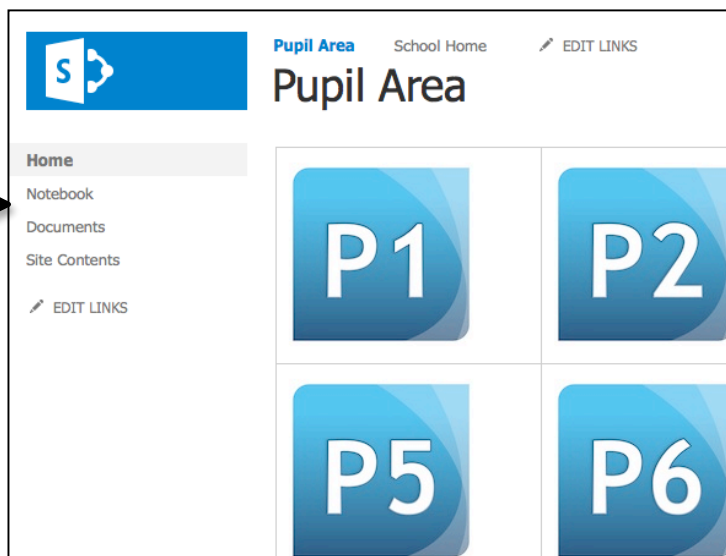
1. Click on the **School site** icon on your Glow Launchpad



2. Click on the icon for **Pupil Area**

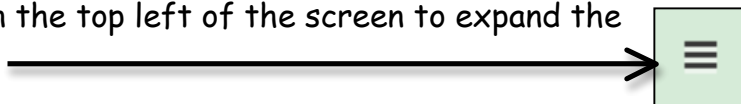


3. Either from the sidebar of the **Pupil Area** or from the sidebar of one of your class sites click on Notebook



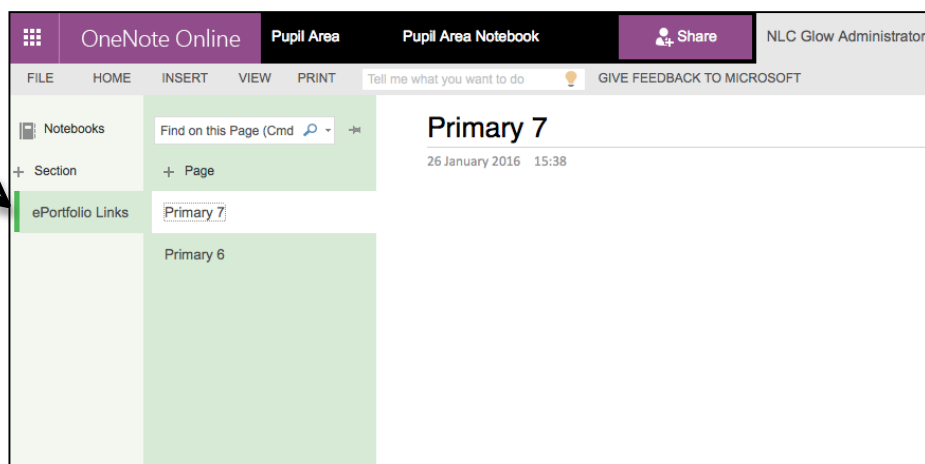
4. The Notebook will open in One Note online

5. Click on the Hamburger icon in the top left of the screen to expand the sections and pages



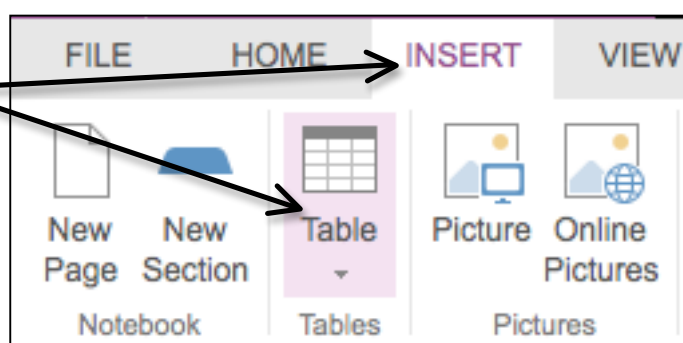
6. Name your section **ePortfolios** and add in and name pages for each of the classes you want to store ePortfolio links for

7. You will end up with something like this

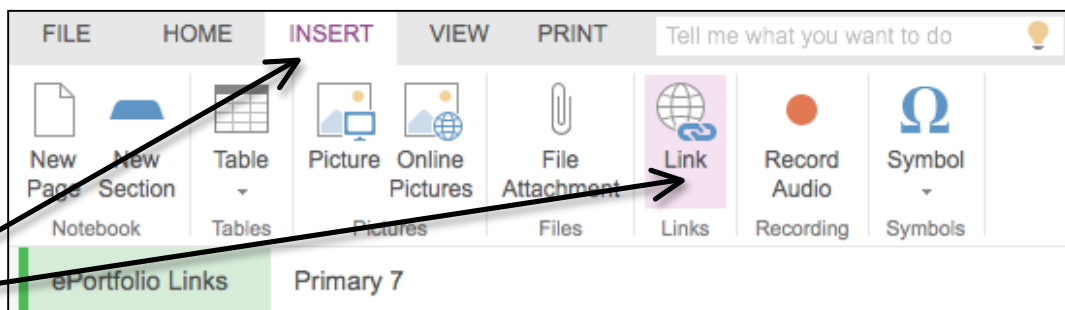


8. If you want the pupil links in a neat and ordered fashion you may want to enter a table on the page for the pupils to insert their links into.

To do this click on the page you want and then click **Insert** and **Table** and choose the number of rows and columns you want. You may want to add the pupils names into the cells in the table or tell them which cell to use as the system will save the link of the first pupil who clicks in a cell



9. Click on the page you want to insert links on and then click on **Insert** and **Link**



10. The Link Screen will open

Type the child's name in the Display text Box.

Paste in the URI (address) of their ePortfolio in the Address box.

Then click Insert

A screenshot of the 'Link' dialog box. It has a title bar 'Link' with a close button. There are two text input fields: 'Display text:' with the value 'Ann McCabe' and 'Address:' with the value 'https://blogs.glowscotland.org.uk/nl/gw09mccabeann02/'. At the bottom are two buttons: 'Insert' and 'Cancel'. Arrows point from the text instructions to the corresponding fields and the 'Insert' button.

Option 3 – Setting Up a Blog to Share Links

Create a blog in the same way as you made an ePortfolio but choose **Blog** from the Blog Type menu.

This blog can be kept as **private**.

Add all the pupils in a class or set to the blog as Editors. In the Dashboard click on **Users** and **Add Users** and paste in the Glow user ids of all the pupils. At Role select **Editor** and click **Add users**

Each pupil logs onto the blog using the blog tile and goes to the dashboard to add a link to their e-portfolio:

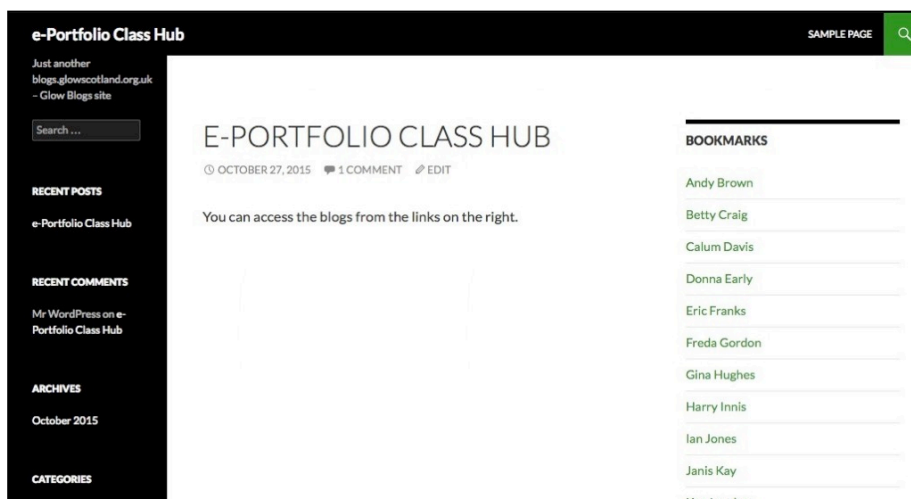
In the Dashboard click on **Links** and **Add New**

Get the pupil to add in their **Name** and the **URL (web address)** of their ePortfolio and click **Add Link**.

The Teacher/Admin can add the weblinks widget to the side bar:

To do this click on **Appearance** and **Widgets** and drag the **Links** widget into your widget sidebar. Make sure **Show Link Name** is selected and click **Save** and **Close**

You will end up with a list of Pupil names in the sidebar of your blog



For teachers regularly visiting multiple e-portfolios we would recommend bookmarking them to a folder in their browsers bookmarks. This means that they can open all the blogs in tabs with one click (be sure to log on to *Glow Blogs* first!