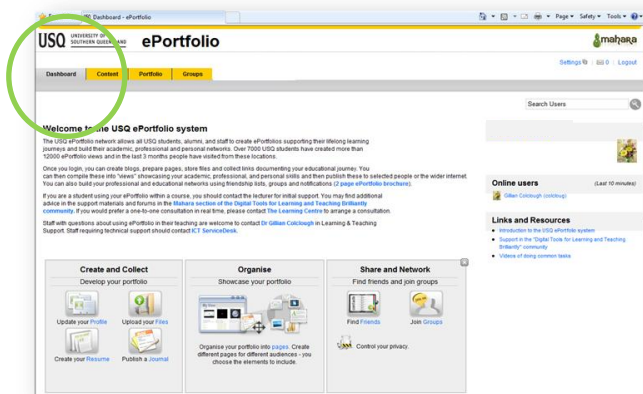


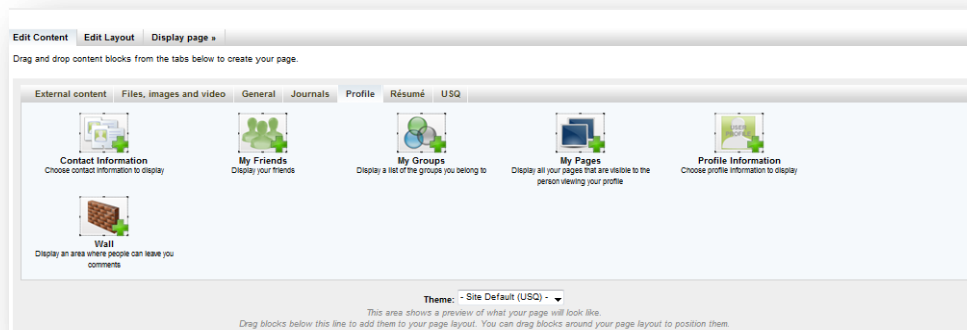
Starting your ePortfolio

Sign into **Uconnect**. Once logged on, you will see the 'My ePortfolio' link on the right of the welcome page. Log in with the user name and password you use for Uconnect. The welcome page shown here is called the [Dashboard](#). It shows in grey below as one of four tabs that help you to navigate around your ePortfolio.



The yellow tabs are for **Content**, **Portfolio** and **Groups**.

Your ePortfolio develops around its pages. You will **drag and drop** many options onto the pages you build.

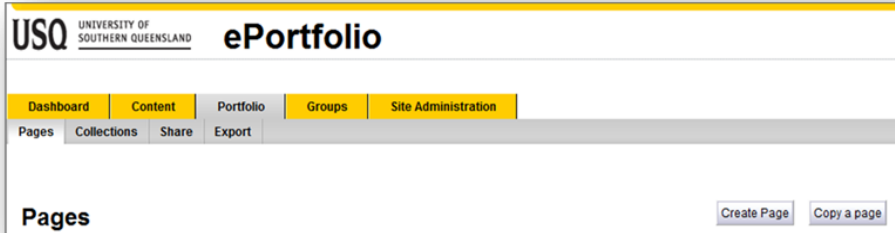


Drag an item onto a page

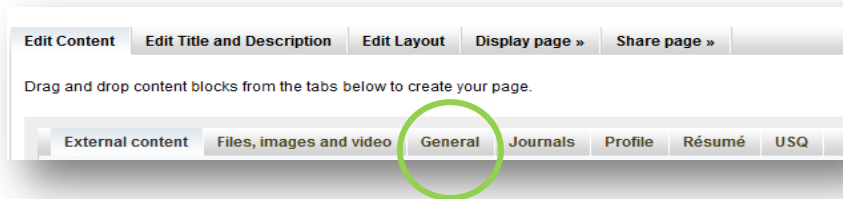
Add items by left-clicking a content block and holding down the left button. A double arrow cursor will appear. Still holding down the button, move (**'drag'**) the cursor down the page. A rectangular shape will appear in your page white space (below the grey area shown above): release the button and the block will appear in that area. Once you have added blocks, you can **drag and drop** them again to any other space on your page.

Create a page

Click on the **Portfolio** tab, then **Pages** and **Create Page**. The External Content view appears by default: go to another tab if you do not wish to add these items at this time. (Our flyer on **Inserting YouTube and other external videos** gives advice on adding external content to a page.)



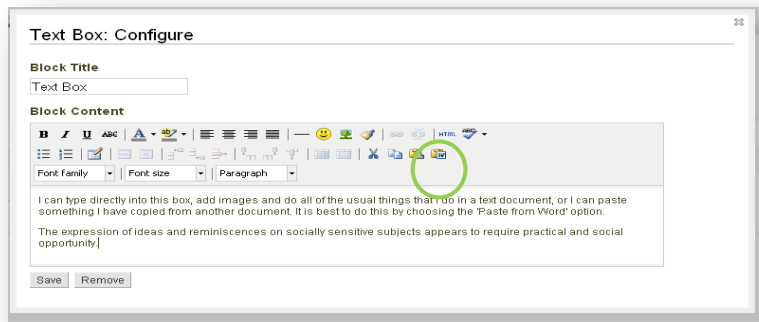
If you have already created a page and wish to edit it, just go [Portfolio>Pages](#). All of your pages are listed [here](#): select the page you wish to edit.



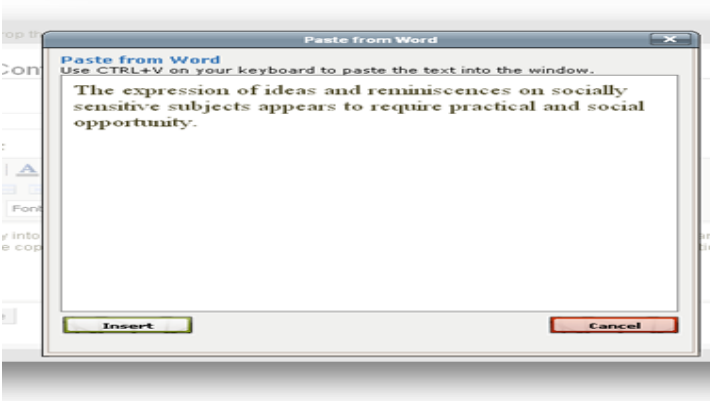
Additional tabs appear.

Add content by entering text into a text block

Go to the General tab circled above and drag and drop a text block. The background page will grey-out and a text box will open. You can type directly into the box, or add text from a document.



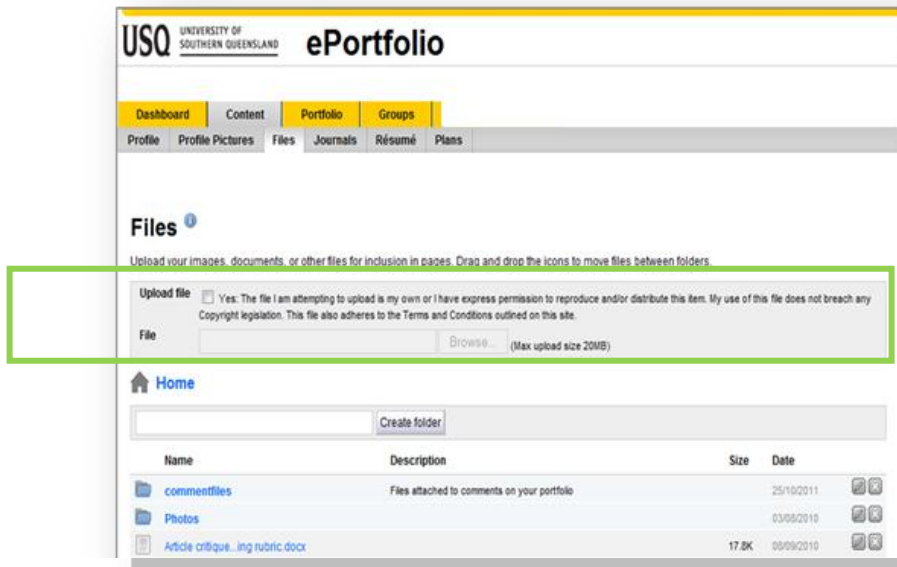
To add text from a document, select the 'Paste from Word' option circled here. Another box will appear.



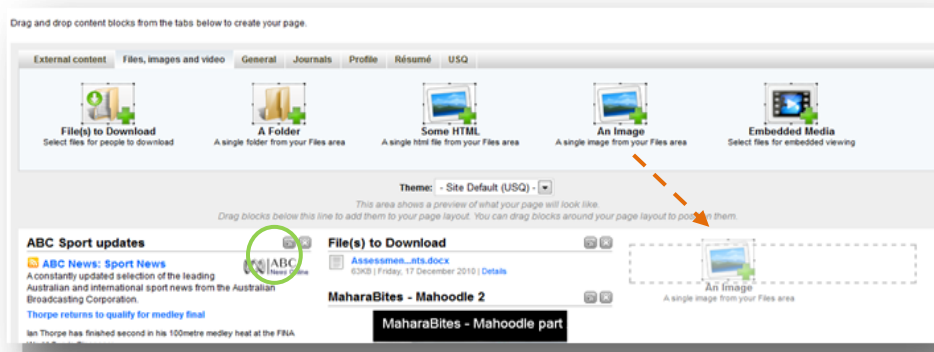
Use **CTRL+V** to paste and then click

Insert

Another way to add internal content is to draw it from a collection of stored files. Any image or document outside of those to which you connect electronically (i.e. RSS feeds, YouTube and other videos) must be stored in your Files area. Go to **Content>Files** and upload, starting in the greyed out **Upload file** area. ePortfolio will return you to this section whenever you are adding content to a page.



To add an image to a page, drag and drop the **image block**.



Your files page will appear. Locate the desired image and choose **Select** (right hand column).

These activities form the basis of your ePortfolio development. Use **drag and drop** in whichever tab you choose as you build your pages. Look for the **'edit this page'** option at the top right of every page and the **Edit** option (circled in green above) on every block.