On Sunday, September 26th, from 5:00 a.m. to noon, maintenance will be performed on the eFolio servers. We apologize that the eFolio system will not be available during this time period.

Content Tools
Select a section to add content, change a section message or to hide or show a section.

Home
Curriculum Vitae
Career Objectives [off]
Education [off]
Employment History [off]
Honors and Awards [off]
Presentations [off]
Publications [off]
Certificates, Credentials, Licenses [off]
Memberships and Affiliations [off]

Teaching
Classes/Courses [off]
Advising/Counseling [off]

Scholarship
Grants & Projects [off]
Electronic Portfolios
Digital Storytelling
Publications

Service [off]
Institution [off]
Community [off]
Professional [off]

Professional Development [off]
Announcements [off]
Contact Info [off]
References [off]
Volunteer Activities [off]
Work Samples [off]
Online Form [off]
Online Survey [off]
Basic [off]

Technology
Reflection on the Process
Portfolio-at-a-Glance

For help using this online portfolio product please click on this link to see the help web site. The site provides more detail on how to build your e-folio, how to upload documents, info on designs and graphics, sample sites to give you ideas, etc.

PLEASE remember to hit Finish and Save buttons often to save your work!

This "Content Tools" area displays all the sections and subsections you have set up within your Web site. To see any subsections, click on the "+" sign next to the section title. Click on the name of the section or subsection to add or modify its content.

This screen also indicates whether you have a section or subsection turned "Off" so that it does not display on the Live Site, and/or if you have a section or subsection "Hidden" so that it is available, but hidden from the navigation bar.

To see what your portfolio looks like right now, click on the "Live Site" button. On the screen will be a link to
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Current Section: Home > Scholarship (Home Page)

Section Title
Scholarship

Section Intro
The focus of my scholarship has been on Electronic Portfolios and Digital Storytelling. The links in the sections in the left margin focus on those themes. The links below are three documents that encapsulate my vision of electronic portfolio development.
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**Current Section:** Home > Portfolio-at-a-Glance (Basic)

---

**scanned-at-a-glance.jpg**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>scanned-at-a-glance.jpg</td>
</tr>
<tr>
<td>Caption</td>
<td>My Portfolio-at-a-Glance working copy</td>
</tr>
<tr>
<td>Description</td>
<td>I scanned the version of my Portfolio-at-a-Glance that was used</td>
</tr>
</tbody>
</table>

* - denotes required field

---

To add a document to this content item, the first step is to click "Browse...". Another window will appear where you can browse your computer hard drive, disk drive, or CD drive for your document. Once you have found the document, highlight it and then click "Open". This will close the browser window and fill in the text box for you. Then click "Upload".

Documents are best used for the Web if they are saved as .pdf files, using Adobe Acrobat. This way, the visitor only needs to download a free Acrobat Reader from adobe.com (which you should provide a link to on your site) to access the document.

Remember that in order to view an attached document, your viewer must have that application installed on their own computer. If you add documents saved as Microsoft Word, Excel, or other files, you must be confident that the large majority of visitors to your site have these same software programs on their computers.
Typical images people add to their sites are photos, projects, or complementary graphics. For privacy concerns, please carefully consider whether you want to put your own photo on your site.

Photos are best used for the Web if they are saved as .jpg, and other images (logos, maps, etc.) are best saved as .gif.

Your first image will appear next to your first line of text content. Multiple images will be automatically arranged throughout the remainder of your text. Choose "Left", "Right", or "Alternating" to control the horizontal alignment for your images.

To add an image, the first step is to click "Browse...". Another window will open for you to browse your computer hard drive, disk drive, or CD drive. Once you have found the image, highlight it and click "Open". This will close the browser window and fill in the text box for you. Then click "Upload."

Once you have uploaded the image, you can add a title and description. The title is in the text box under "*Title". You can also attach a hyperlink to this image in the text box under "Link".

The dimensions of the image can be set to:
- Maximum Site Display Size (330 x 228)
- Recommended Display Size (200 x 138)
- Half Recommended Display Size (100 x 69)
- Thumbnail (75 x 52)

Click on "View Resize" to view the resized image. Once you are satisfied, click "Apply" to save your changes.
Site Management
Use these macro tools to make site-wide changes.

Design Center
Change the design template for your entire site.

Site Statistics
View the statistics for your site.

Print View
Enable locations of the "Printer-Friendly Version" links on your site.

Search
Customize the display and functionality of the search engine.

Storage Space
Review the current storage usage, and purchase additional space.

The "Site Management" area allows you to put your name into the banner of your site, to change your design for a different "look and feel", to change the language in the footer, and to change the settings for your site's Search Engine.

To put your name into the banner, to change your design or color scheme, or to change information contained in the banner or the footer at the bottom of your web site display, select the "Design Center" link.

To turn your Search Engine on or off, or to edit the message displayed when someone searches your site, select the "Search" link.
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Current Section: Home > Scholarship (Home Page)

This will create a new section underneath your current section.

**Title**

Section Type

- Internal
  - Section Data Type: Advising/Counseling

- External
  - Website Address: [http://](http://)
  - Link Targeting: New - open site in new window
  - Intermediate Page: Do Not Show Intermediate Page

[Cancel] [Finished]

Quick Tips

When configuring a section, sorting subsections, moving a section to another area in the site's hierarchy, or deleting a section, please follow the instructions that appear on the screen.

When adding a section or subsection, it is important to choose the appropriate datatype for how you want your content to display and how you want the section to function. When you first start working with your Web site, you will note that we have set up several sections of your site for you. Each datatype is represented in these “prepopulated” sections, which include a description of the datatype's functionality in their respective “Quick Tips.”

For more information on datatypes, see the help page.
Site Statistics

Use this reporting tool to see your site statistics for your public site for this month or the previous month. Statistics for the Administration (or "admin") side of your site are not included in this report. All data collected before the previous month has been purged from our system and is not available for use; therefore, we recommend printing this report each month for your records.

The first report - Page Views by Section - shows total page views for each section. The second report - Unique Visitors by Section - shows the total page views for each section without the return visitors (showing only views from unique IP addresses). For example, if you browse to a page today, and then browse to that same page tomorrow, your viewing of that page would only be counted once in the unique (second) report.

Each report lists sections in page view order (highest number of page views first) and only lists sections that have had traffic within the reporting period. It does not list those sections without traffic.

NOTE: We are currently working on the information listed under "Unique Visitors" to ensure that it is accurately tracking that information. All other reports are working correctly.

Month: September  
Report:          Page Views (Default)  

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Views</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>26</td>
<td>68.4%</td>
</tr>
<tr>
<td>Teaching</td>
<td>3</td>
<td>7.9%</td>
</tr>
<tr>
<td>Scholarship</td>
<td>3</td>
<td>7.9%</td>
</tr>
<tr>
<td>Reflection on the Process</td>
<td>3</td>
<td>7.9%</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>1</td>
<td>2.6%</td>
</tr>
<tr>
<td>Technology</td>
<td>1</td>
<td>2.6%</td>
</tr>
<tr>
<td>Portfolio-at-a-Glance</td>
<td>1</td>
<td>2.6%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>38</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Unique Visitors</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>Technology</td>
<td>1</td>
<td>100%</td>
</tr>
</tbody>
</table>
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Print View

Activate the “Printer-Friendly Version” links you would like displayed on your site.

<table>
<thead>
<tr>
<th>Print View - Locations</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top of Side Bar:</td>
<td>off</td>
</tr>
<tr>
<td>End of Main Content Section:</td>
<td>off</td>
</tr>
<tr>
<td>Bottom of Navigation Section:</td>
<td>on</td>
</tr>
<tr>
<td>Bottom of Web Site:</td>
<td>off</td>
</tr>
</tbody>
</table>

Back
On Sunday, September 26th, from 5:00 a.m. to noon, maintenance will be performed on the eFolio servers. We apologize that the eFolio system will not be available during this time period.

Current Section: Home > Scholarship (Home Page)

To change the position of a subsection, click on the name of the subsection you wish to move and then click the Up or Down button next to it.

Grants & Projects
Electronic Portfolios
Digital Storytelling
Publications

Up
Down

When configuring a section, sorting subsections, moving a section to another area in the site's hierarchy, or deleting a section, please follow the instructions that appear on the screen.

When adding a section or subsection, it is important to choose the appropriate datatype for how you want your content to display and how you want the section to function. When you first start working with your Web site, you will note that we have set up several sections of your site for you. Each datatype is represented in these "prepopulated" sections, which include a description of the datatype's functionality in their respective "Quick Tips."

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Design Center

Your current design is: Shadow Graphic

Category:

eFolio

1 | 2 | 3 | 4

Birch Trees  Cityscape

Colorful  Ellipse

Forest  Geometric with Stripe

From the main Design Center screen you can edit your current design or you can choose a new design.

To edit your current design, click the blue "edit" button next to your design name. From that screen you can change your title(name), slogan and footer. In addition, you can enter a 'description' of your site (a short sentence or two), and you can enter 'keywords' that will help search engines find your site (your name, etc.). Separate keywords with a comma.

To view more designs click on the numbers under the category field. You can click on a design picture to see a larger image and to begin the selection process.

Some designs have alternate color schemes available. If so, click on the color to see what the design would look like with that color. Click on the "choose this design" when you are ready to view your eFolio with this design.

In addition, you can preview that design to see how it...
Welcome!
Welcome to the technical help site for eFolio Minnesota. On this site you will find assistance in helping to understand the various technical aspects of eFolio Minnesota.

If you are new to eFolio Minnesota you might want to start by exploring the section on the left titled "First Time Users". By clicking on this section you will open up a number of subsections that you can further explore. If you still have questions please feel free to contact the help desk.

Also, you will find information relating to help desk services.
Edit security permissions for the user name: eportfolios

<table>
<thead>
<tr>
<th>SuperUser</th>
<th>view</th>
<th>modify</th>
<th>publish</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Home</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Curriculum Vitae</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Objectives</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment History</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honors and Awards</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentations</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificates, Credentials, Licenses</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memberships and Affiliations</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Teaching</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes/Courses</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advising/Counseling</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Scholarship</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants &amp; Projects</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Portfolios</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Storytelling</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Search Results</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Development</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcements</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Info</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>References</td>
<td>Public</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From this screen you can set the permissions of an individual user or group. The name of the user or group is displayed at the top of the screen.

Each section and subsection of your website is displayed on the left. To see the subsections of a particular section, click on the "+" next to the section name.

Remember, each subsection has its own list of permissions, so you will need to set the permissions not only for the section but each subsection as well.

To allow either the individual or group modify rights to a section or subsection, click the "Modify" box next to the section or subsection name. To allow for publish rights, click the "Publish" box next to the section or subsection name. If you wish the user or group to have both modify and publish rights to a section or subsection, you must click both the "Modify" and "Publish" boxes.

If you want to allow the particular user or group to have "Modify" or "Publish"
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Current Section: Home > Teaching (Home Page)

Section Display: on

My Teaching and Instructional Design Competency

No items may be added to this section.

Section Tools

Configure Section
Edit the section title and display properties.

Add Subsection
Add a subsection beneath this section.

Sort Subsections
Reorder the way this section's subsections appear.

Move This Section
Move this section to another position within your site's hierarchy.

Delete This Section
Permanently delete this section.

Quick Tips

The home page is the first page people will see when they visit your electronic portfolio. More

A 'Home Page' section can also be used for sections that have many sub-sections.

To change the look of your home page, click on the "Site Management" tab at the top of this screen.

To add a subsection to this section, click on "Add Subsection".

To change the order of this section's subsections, click on "Sort Sections".