Your Web Site Address
http://eportfolios.foliolive.com

Start Here!

Welcome, Helen Barrett!

Authoring

My Homepage
My Homepage area is where you create the homepage from where your portfolios will be linked. This is the first page that viewers of your portfolios will see. In this area, you can choose a design template or create your homepage design, upload an image or photo, create or edit your introductory statement, select whether you want your email address displayed, password protect your site, and activate your homepage.

My Portfolios
My Portfolios area is where you create and manage your portfolios. You can choose to create a custom portfolio or use a FolioLive™ Framework (a portfolio organization with suggested artifacts). For each portfolio, you can choose to use a FolioLive™ template design, or create a custom design. After you set-up a portfolio, you can add artifacts to it in this area as well.

Resources

Resources area contains information for you to reference as you create your portfolio.

Utility

My Account
My Account area allows you to see how much time is left in your FolioLive™ account, the amount of space you have used and have remaining, and to change your account log-in and contact information.
Create an Artifact

Select "Upload a file" if you have not yet uploaded the artifact.

Select "Link to previously uploaded file" if you have uploaded the file in the past.

Select "Create a new artifact using a FolioLive™ form" to create an artifact through FolioLive™.

Select "Add a link to a file on the Internet or a Web site" to add an artifact that is housed on the Internet.

- Upload a file.
- Add a link to a file that you have previously uploaded.
- Create a new artifact using a FolioLive™ form.
- Add a link to a file on the Internet or a Web site.

<< Back  Next >>
File Management

The File Management area is where all of your files are stored. If you want to upload a new file/artifact, you can do so within your portfolio without coming to the File Management area. The File Management area is used when you are uploading many files or have advanced file management needs. Here, you can use advanced features to add and manage your files directly. (See Disclaimer).

Directories

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Last Modified</th>
<th>Size (bytes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>eportfolios</td>
<td>image</td>
<td>09/25/2004</td>
<td>9,797</td>
</tr>
<tr>
<td>artifacts</td>
<td>file</td>
<td>09/25/2004</td>
<td>56,320</td>
</tr>
<tr>
<td>Helen3.jpg</td>
<td>image</td>
<td>09/25/2004</td>
<td>26,658</td>
</tr>
<tr>
<td>Artifacts</td>
<td>file</td>
<td>09/25/2004</td>
<td>68,011</td>
</tr>
</tbody>
</table>

Total Space Available: 25,000,000 bytes
Total Space Used: 160,786 bytes
Total Space Remaining: 24,839,214 bytes
Manage Artifacts

This area houses all of your artifacts. FolioLive™ links directly to this area from the "My Portfolios" area to add artifacts to your portfolios or link them to placeholders.

This area can be used to add, edit, and manage your artifacts directly.

Add a New Artifact  Reorder Artifacts

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>My ALI Website</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>My Website on Electronic Portfolios</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>My 'Blogger' blog</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>Family Portfolios and Digital Stories</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>Prepare for a Digital Storytelling Workshop (.mov)</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>Electronic Portfolios as Digital Stories of Learning (.mov)</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>Choices - A Digital Story of Learning (.mov)</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>At-a-Glance Guides</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>CD-ROM-based Handbook</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>Using Adobe Acrobat for Electronic Portfolio Development</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>Descriptions of presentations and workshops available</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>Workshop Outlines on Electronic Portfolios and Digital Storytelling</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>Distance Courses on Electronic Portfolios and Digital Storytelling</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>Professional Development for Implementing Electronic Portfolios</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>Portfolios at the Crossroads - Book Proposal</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>Create Your Own Electronic Portfolio</td>
<td>URL</td>
<td>Active</td>
</tr>
<tr>
<td>Technology-Supported Portfolio Assessment</td>
<td>URL</td>
<td>Active</td>
</tr>
</tbody>
</table>
My Portfolios

The My Portfolios area is where you create your individual portfolios. Each portfolio is essentially an organized view of your artifacts. Viewers can link to your active portfolios from your homepage.

You have the option to create either a custom portfolio or one from an existing Framework. A Framework is a template with placeholders for portfolio artifacts (basically, a portfolio table of contents). If you choose to use a FolioLive™ Framework, you will then link your artifacts to the placeholders. You can customize any Framework by deleting (or renaming) placeholders and adding additional artifacts or groups of artifacts.

To create a new portfolio, click on "Create Custom" or "Create Portfolio from Framework."

To link artifacts to a portfolio, click on the portfolio title below.

You can activate or deactivate individual portfolios by selecting the portfolio and clicking the appropriate button. A deactivated portfolio is not listed on your homepage, but is available for you to edit.

<table>
<thead>
<tr>
<th>Title / Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>My NETS-T Portfolio</td>
<td>Inactive</td>
</tr>
<tr>
<td>My Professional Portfolio</td>
<td>Active</td>
</tr>
</tbody>
</table>

Activate  Deactivate
Activate the selected portfolios. Deactivate the selected portfolios.

New Portfolio:

Create Custom Portfolio  Create Portfolio from Framework
Create or Link to a New Artifact

Select "Create a new artifact" to upload, link to, or create a new artifact.

Select "Link to existing artifact(s)" if you have already uploaded the artifact.

- Create a new artifact
- Link to existing artifact(s)
Add Artifact - Free-form

To add a free-form artifact, enter the Title and the text below. You may paste HTML code into the text area below. You can add the artifact to an existing or new group. Click "Add" when you are finished.

Title (required)

Text (required)

Text includes HTML formatting Formatting Tips

Related Link
Add Artifact - Web Link

To add an artifact located on the Internet, enter the title and URL. You can add the artifact to an existing or new group. Click "Add" when finished.

Title (required)

URL (Web Site Address) (required)

Portfolio Section (none) Create a new portfolio section:

Open artifact in new window

Introduction

If you enter an introduction below, the link to this artifact in the navigation menu will take someone viewing your portfolio to the introduction below instead of directly to the artifact. On that introduction page there is a link that the viewer can click on to be taken to the actual artifact.

Text includes HTML formatting Formatting Tips
To add a new artifact to a section, click "Create or Link to an Artifact" to add the artifact, and select the appropriate group from the drop down menu. To add an existing artifact to a group, click on the artifact title and select the appropriate group from the drop down menu.

To deactivate a section or artifact placeholder, select the group or artifact and click "Deactivate." To delete a section or artifact placeholder, click on the group or artifact title and click "Delete."

To reorder your portfolio, click "Reorder Portfolio."

To delete this portfolio, click "Delete Portfolio."