e-Portfolios: Navigation

DePaul University
SCHOOL OF EDUCATION
Center for Educational Technology

What are the navigation options for my e-Portfolio?

There are two main areas of navigation in your e-Portfolio:

Topbar navigation (Sections) – In this navigation area, you can include links at the top of your e-Portfolio pages. This topbar navigation should show the main sections of your e-Portfolio.

Sidebar navigation (Pages) – For each section, you can include sub-categories of information, and the sidebar is the best place to organize this information.

What information is included in this guide?

- How are the topbar and sidebar navigation areas connected?
- How do I make changes to the Sections in my topbar navigation?
- How do I make changes to the Pages in my sidebar navigation?
- How do I make the titles in my sidebar navigation bold?

What do I need to know before I change my navigation?

Before you start making changes in your e-Portfolio, think about what information will be present in your e-Portfolio:

- What are your main sections?
- What information will you include?
- How can you categorize your information?

Write down these ideas so that you can use them as you are creating your e-Portfolio.

What are the best practices for creating navigation?

In order for viewers to have a positive experience with your e-Portfolio, they need to be able to find information easily. Your navigation shows users how your site is organized and how they can get to different types of information.

Good site navigation doesn't leave users wondering where a link will take them. If your viewers have to stop and think about what a link means, even for a second, they can become frustrated.

Here's an example: What would you expect to find when clicking on the links in this navigation bar?

Home | Work | Information | Teaching | Learning

Even though these terms might reflect the material present in your e-Portfolio, they don't give your user a clear sense of what they will find when they click each link.

Similarly, you don't want your titles to be too descriptive:

Examples of My Student Teaching Materials at a Middle School

Try to find a balance between providing a clear descriptor for the information and maintaining a succinct style for your titles:

Home | Resume | Philosophy Statement | Work Showcase

Also, use the organization options in the sidebar navigation to create strong organization in your e-Portfolio:

Work Showcase

Integrating Technology
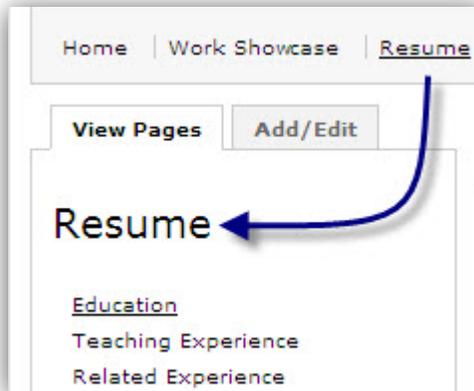Finding Free Tools
Encouraging Engagement through Web Tools

Connected Curriculum
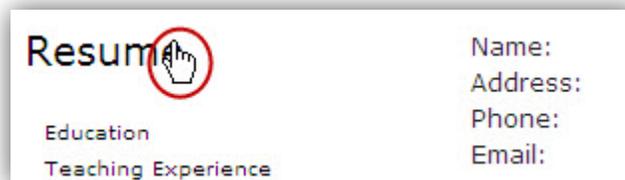Working as an Instructional Team

How are the topbar and sidebar navigation areas connected?

In your Digication e-Portfolio, you can create sections, which are listed across the top of your e-Portfolio. Within each section, you can create pages of information that fall under that section, and these are listed on the left side of your e-Portfolio.

Once you create a section for your e-Portfolio, when you click on that section title, the same text will be displayed at the top of the sidebar navigation for that page.

If you add a module to the page that is created when you add a section title, then the title that is displayed in a larger font in the sidebar navigation will be a link to the information that you add in those modules.

The cursor turns into a hand when it is rolled over the "Resume" text, which means that the text is a link.
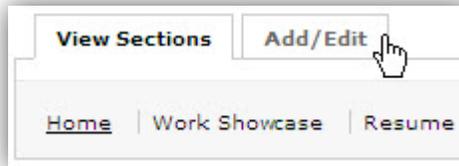
If you don't add any modules to the page that is created when you add a section title, then the title that is displayed in a larger font in the sidebar navigation will *not* be a link. Instead, the first page that you create in that section will be displayed when someone clicks on the section title in the topbar navigation.
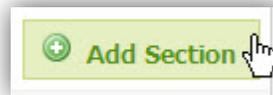

The cursor does not turn into a hand when it is rolled over the "Resume" text, which means that the text is not a link.

How do I make changes to the Sections in my topbar navigation?

1. Select the e-Portfolio where you'd like to change your navigation.
2. At the top of the e-Portfolio Edit page, next to the "View Sections" tab, click **Add/Edit**.
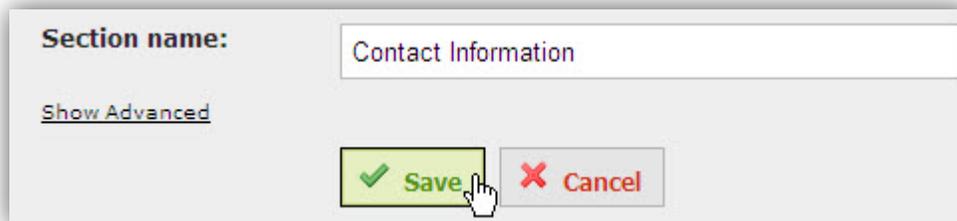

3. Click **Add Section**.

Note: If you click the "Show Advanced" link, you can enter a specific address for this section. However, if you leave that text box blank, the title you enter in "Section Name" will automatically be entered at the end of the web address.

Also, under "Show Advanced," you can select the "Hide this page" checkbox if you don't want users to see this section (you may want to use this option, for example, if a particular section is "under construction").

4. In the "Section Name" text box, enter the title of this section.
5. Click **Save**.

Once you have created a section title, you can make changes to it as you continue to build your e-Portfolio:

- If you need to make any changes to a section title, click the **pencil-and-paper symbol** next to the title.

- If you need to change the position of a section, click **that title** and drag it to the desired position. A box with a red outline will appear to show you the new position of the section.

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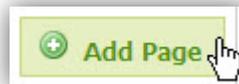*Center for Educational Technology*

How do I make changes to the Pages in my sidebar navigation?

1. Select the e-Portfolio where you'd like to change your navigation.
2. Click the section in the topbar navigation where you'd like to add pages to your sidebar navigation.
3. Next to the "View Pages" tab, click **Add/Edit**.
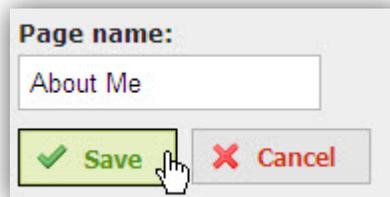

4. Click **Add Page**.

5. In the "Page name" text box, enter a name for your page.

> Note: If you click "Show Advanced," you can enter a specific address for this page. However, if you leave that text box blank, the title you enter in "Page name" will automatically be entered at the end of the web address.
>
> Also, you can select the "Hide" checkbox if you don't want users to see this section (you may want to use this option, for example, if a particular section is "under construction").
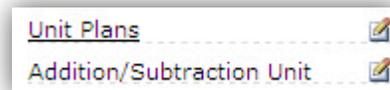>
> For more information on the other options in the "Advanced" section, see the "How do I make the titles in my navigation bold?" section.
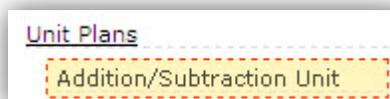
6. Click **Save**.

Once you have created a page title, you can make changes to it as you continue to build your e-Portfolio:

- If you need to make any changes to a page title, click the **pencil-and-paper symbol** next to the title.

- If you need to change the position of a page, click the **page title** and drag it to the desired position. If you drag a page title to the right, you indent that title. This is useful if you want a page to be a subsection of another page. A box with a red outline will appear to show you the new position of the page.

How do I make the page titles in my sidebar navigation bold?

You may want to organize the page titles in your sidebar navigation by making some of the titles bold. For example, you might want to create a title called "Lesson Plans" and then include links to various lesson plans below that title.

In your e-Portfolio, you can make titles in your sidebar navigation bold by making them Headings. However, Headings cannot be links. So, you should only make a page title a Heading if it doesn't contain any modules.
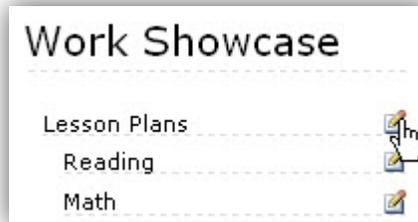
Once you have created a Heading, you can drag the page titles that you want to be included under a Heading to the right in order to indent them. See the instructions in "How do I make changes to my sidebar navigation" for more information on how to do this.

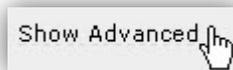To make a page title a heading, follow these steps:

1. On the section page where you'd like to create a heading, click **Add/Edit**.

2. Click the **pencil-and-paper icon** next to the page title you'd like to bold.

3. Click **Show Advanced**.

4. Select the **Heading checkbox**.

5. Click **Save**.

Remember that the bold titles cannot be clicked. When you are editing your e-Portfolio, you will still be able to add modules to these pages, but you should not put any content on the Heading pages.