

What are the organization options for my e-Portfolio?

There are three main areas of organization in your e-Portfolio:

Sections – At the top of your e-Portfolio, you can create Sections to build your topbar navigation.

Pages – Within each Section, you can add Pages in the sidebar area of your e-Portfolio.

Modules – On each Page, you can add modules to build the material in your e-Portfolio.

There are four types of **Basic Modules**: Image/Video/Audio, Rich Text, Gallery, and Contact Form.

There are two **Social Modules** that you can add to your e-Portfolio: Twitter and Bookmarks.

What information is included in this guide?

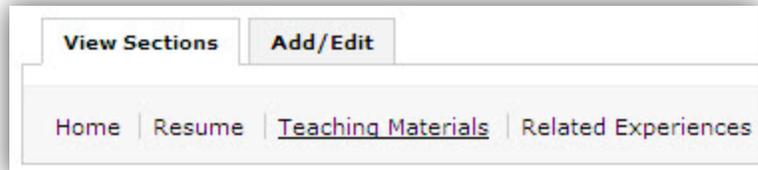
- How do I create Sections in my topbar navigation?
- How do I create Pages in my sidebar navigation?
- How can I organize the Pages in my sidebar navigation?
- What types of Modules can I create in my Pages?

What do I need to know before I organize my e-Portfolio?

It's helpful to compile the information you want to include in your e-Portfolio before you begin working in the tool. That way, you can analyze your material and sketch out a plan for organization.

How should I use the three organizational options available in the e-Portfolio?

Think of Sections as categories for the information you want to include in your e-Portfolio. Since Sections are presented at the top of your e-Portfolio, use that real estate wisely – if you add too many Sections, the topbar navigation may expand to be two lines.



Then, in each section, you can organize your information into Pages. Viewers can access your Pages in the sidebar navigation, and in this area, you have more room to include specific Pages of information. You can also establish Headings, which provide an added layer of organization in your sidebar navigation.

Teaching Materials

Unit Plans

[Weather Unit](#)

Addition/Subtraction Unit

Activities

Adding Even Numbers

Types of Clouds

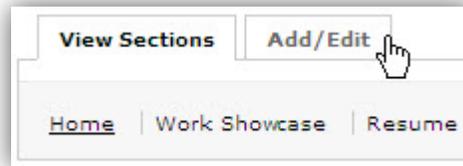
On each Page, you use Modules to add your content. It's a good idea to test each of the Module types to get a sense of what uploaded material looks like. Then, you can make a decision about what type of module works best for the content you want to present.

For example, once you test the Contact Form module, you might decide that this module could be included at the bottom of each of your Pages. You might also decide to add a Section to your topbar navigation that is just for Contact modules, which would allow users to easily access the Contact Module from any point in your e-Portfolio.

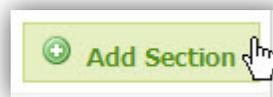
Similarly, you can insert images in your e-Portfolio using an Images/Video/Audio Module or by inserting an image within a Rich Text module. Test both options to see what works for you.

How do I create Sections in my topbar navigation?

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



3. Click **Add Section**.

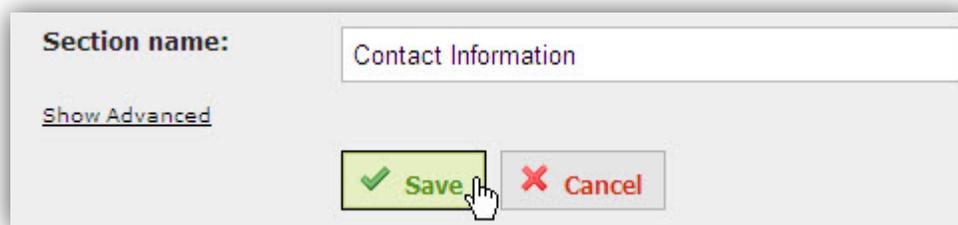


Note: If you click the "Show Advanced" link, you can select the "Hide this page" checkbox if you don't want users to see this Section (you may want to use this option, for example, if a particular Section is "under construction").

In "Show Advanced," there is also a text box at the end of the "Section address" URL. You don't need to put anything in that text box – your Section title will be added there when you click **Save**.

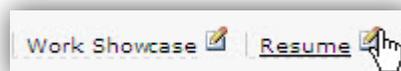
This text box is useful, however, if you ever change a Section title. For example, if you have a Section called "Resume" and you want to change it to "Curriculum Vitae," you need to complete two steps: change the Section name and change the text in the "Section address" text box to be "curriculum_vitae."

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.



Note: If you change a Section title, the URL for that Section will not automatically change. You need to click "Show Advanced" and alter the text in the "Section address" URL. For example, if you change your "Resume" Section title to "Curriculum Vitae," you should also change the URL to have "curriculum_vitae" in the "Section address" URL text box.

- 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.



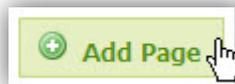
Note: Dragging items to a new position can be tricky. Digication recommends using Mozilla Firefox as your browser because it can make this process smoother. In Internet Explorer, dragging items sometimes doesn't work. If you are having difficulties with this, download the Mozilla Firefox browser: <http://www.mozilla.com/firefox>.

How do I create 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. For example, if you call your page "

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").

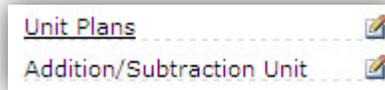
For more information on the other options in the "Advanced" options, see the "How can I organize Pages in my sidebar navigation?" section.

6. Click **Save**.

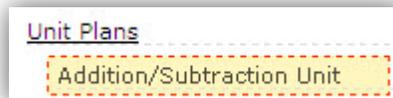


When you click **Save**, you will be taken back to the “View Pages” tab. Once you have created a Page title, you can click the **Add/Edit** tab to make changes to it as you continue to build your e-Portfolio:

- 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.



The new position of your Page will be saved once you release the title.

How can I organize the Pages in my sidebar navigation?

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

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 a Heading if it doesn't contain any modules.

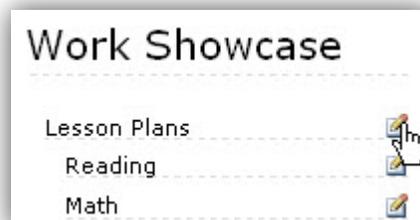
Once you have created a Heading, you can drag the Page titles that you want to be included under a Heading to the right in order to indent them. You can also make a Heading a collapsible list, which allows viewers to expand and collapse the Heading to reveal the titles included under that Heading.

To make a Page title a Heading, follow these steps:

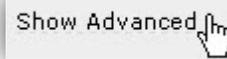
1. On the Section Page where you'd like to create a heading, click **Add/Edit**.



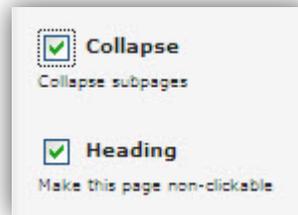
2. Click the **pencil-and-paper icon** next to the Page title you'd like to bold.



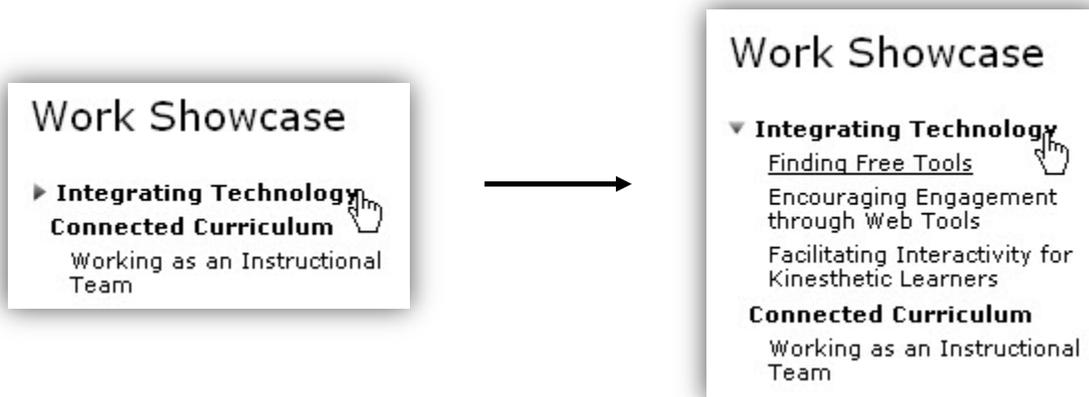
3. Click **Show Advanced**.



4. Select the **Collapse checkbox** to make the title a collapsible list.
5. Select the **Heading checkbox** to make the title a Heading.



6. Click **Save**. If you have chosen these settings, this is what your Heading will look like:



Note: 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. If you add content to a Page and then change it to a Heading, the content that is stored on this Page will not be visible to your viewers.

What types of Modules can I create in my Pages?

You can use modules to add different types of information to your e-Portfolio. There are four types of Basic Modules:

- *Image/Video/Audio* – Using this module, you can add multimedia content to your e-Portfolio. The following file types can be used in your e-Portfolio:

Image: .bmp, .gif, .jpeg, .jpg, .png, .tif, .tiff

Video: .avi, .flv, .mov, .mp4, .mpeg, .mpg, .swf

Audio: .mp3, .wav

Note: The maximum file size for videos is 20 MB. If you upload a video file that is larger, it won't be displayed in the module once you publish your e-Portfolio.

You can also include media from the web. You can do this by locating the embed code of the image, video or audio you'd like to include. Then, you copy and paste that embed code in the Image/Video/Audio module. For more information on how to do this, please see the "Adding a video" documentation.

- *Rich Text* – This module allows you to add text to your e-Portfolio. In this module, you have a WYSIWYG (What You See Is What You Get) editor to use in modifying your text.

The WYSIWYG also gives you options to insert a file or a media element within the textbox. For example, you may want to link to a document after describing it with some text. You can also use this module type if you want to insert an image and then wrap text around that image.

- *Gallery* – If you have a group of images you'd like to display, the gallery module is a good choice. This module allows you to add several images that your audience can browse through by clicking on thumbnails of the images.
- *Contact Form* – This module allows viewers of your portfolio to fill out a form to send an email to you. This email will be sent to the address you include when you create your e-Portfolio.

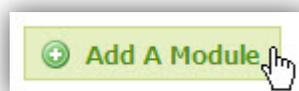
There are two types of Social Modules:

- *Twitter* – Once you add the Twitter module, you are prompted to add your Twitter username. Then, this module will display a link to your Twitter feed in your e-Portfolio.
- *Bookmarks* – The Bookmarks module provides links that your viewers can use to bookmark your e-Portfolio using several online tools: del.icio.us, Digg, Diigo, Facebook, LinkedIn, MySpace, StumbleUpon, and Twitter.

When your viewers click on the button for these tools, they will be taken to a log-in page for that tool. Once they log in, your e-Portfolio Page will be linked to your viewer's account within the selected tool.

How do I create a Module?

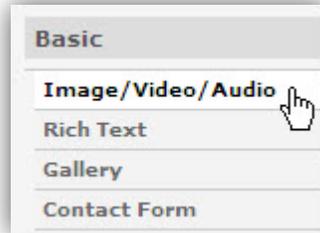
1. On your Digication homepage, select the e-Portfolio where you'd like to change your navigation.
2. Click the Page in the sidebar navigation where you'd like to add Modules.
3. Click **Add A Module**.



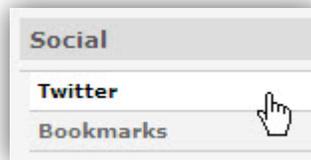
e-Portfolios: Organization

4. Choose the module type you'd like to insert.

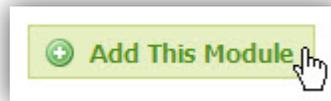
- *Basic*: Choose from Image/Video/Audio, Rich Text, Gallery, or Contact Form.



- *Social*: Choose from Twitter and Bookmarks.



5. Click **Add This Module**.



6. Click I'm Done – just show me my module.



7. You will be taken to your module. Click the **Edit tab** to make changes to your module.

