Portfolios – Uploading Pictures

Portfolios are located in the 'Pages' top tab, Page Directory side button – click into the students name Click on 'edit page' in the top right to see buttons/widgets appear.

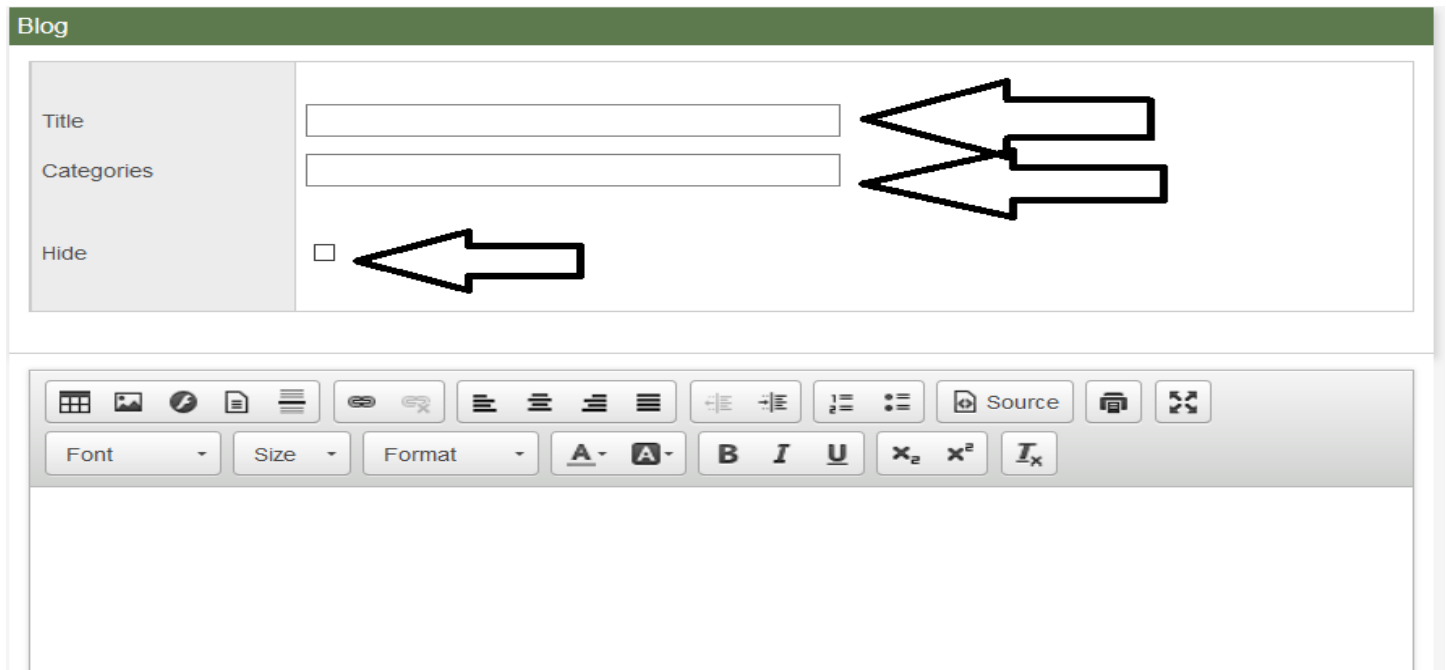Pictures can be uploaded to blogs or banners and they can also be copied/pasted.

1)To copy/paste a picture, simple right click on the picture and copy. Then you can click into the text box of a banner or blog and paste. The picture size can be adjusted by dragging the edges or by double clicking on the picture and adjusting the width size on the pop up window. Save.

2) Any picture taken with a Chromebook will upload. Note that there is a file size limit of 976 KB so if you have high resolution pictures from an iPad, the best way is to put the picture(s) on a google slideshow and embed the slideshow (see 'Portfolios – Embedding')

Blogs are our personal favourite. You can upload documents, pictures, videos, you can also just type into the main body of the widget itself. The beauty of the blog is that as a portfolio becomes bigger and bigger on the one page, the content can be temporarily 'hidden' to save space.

There is a 'title' and 'category' at the top. There is also a 'hide' check box.
> i) For the title, we recommend the title of the project
> ii) For the category, we recommend the subject (keep it consistent) This will organize their projects and they will be able to display them by category
> iii) the 'hide' check box, when checked, will hide the content but not the title – this means that there will be less scrolling down on the page to add new content – unchecking the box will reverse this
> iv) all 'entries' can be edited by checking on the pencil by the date of the entry once it is created
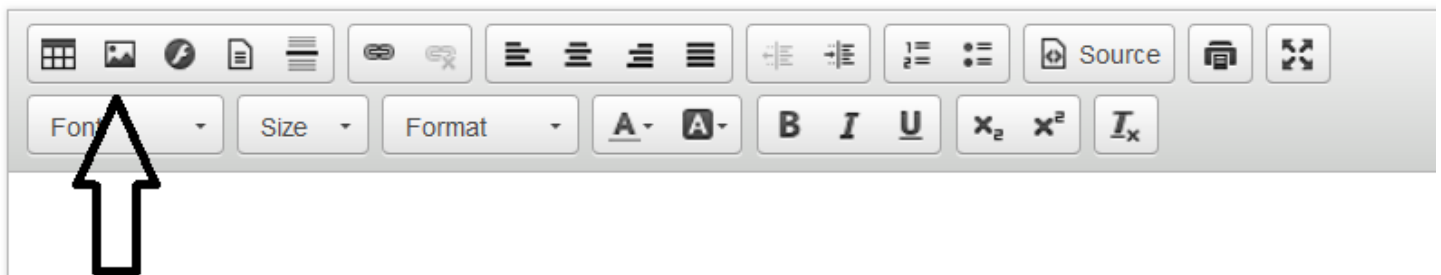
Portfolios – Uploading Pictures

Blog   Category [All ▾] • Month [Current ▾] • New Entry

TEST   21/12/2017 ✎

To Upload Photos in either a blog or a banner: (note make sure that a picture is already saved on gedu or on the computer)
Click on the 'mountain box'

This will bring up a pop up window: Click on 'Browse Server'

Image Properties ✕

| Image Info | Link | Advanced |

URL

[_____] [Browse Server]

Alternative Text

[_____]

Width
[_____] 🔒 ↻
Height
[_____]

Border
[_____]

HSpace
[_____]
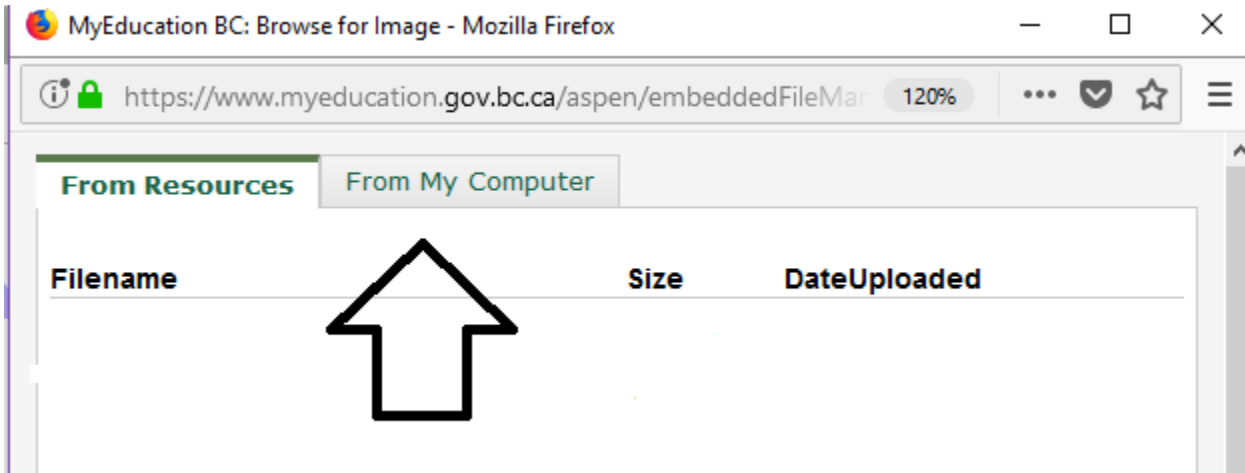
VSpace
[_____]

Alignment
[<not set> ▾]

Preview

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum sem, in tempus tellus justo quis ligula. Etiam
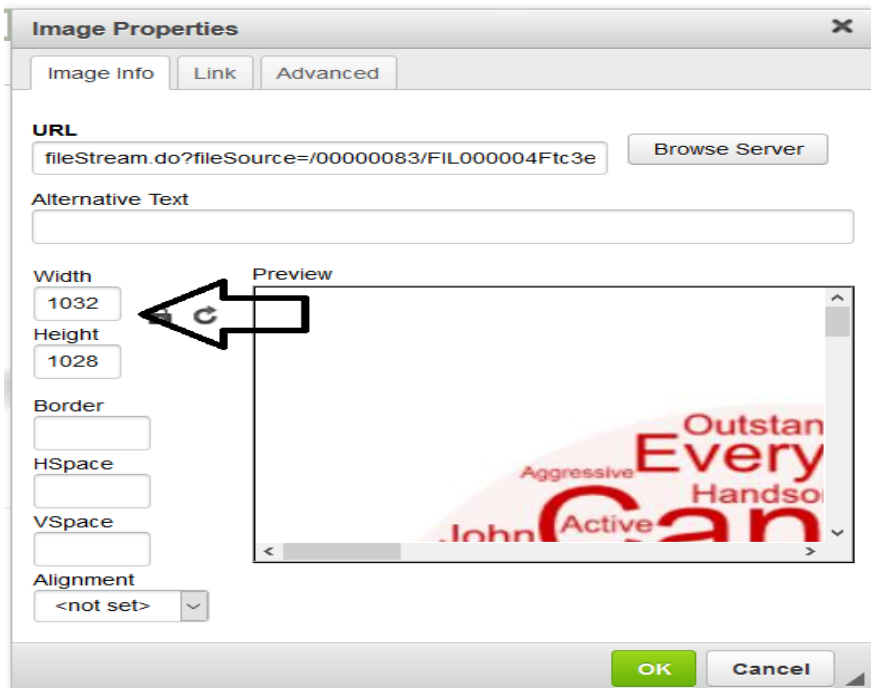
[OK] [Cancel]

Portfolios – Uploading Pictures

Click on 'From My Computer' (*note that if this student has uploaded photos here before, you will see some pictures in the 'From Resources' tab. To upload a new photo, they will need to click on 'From My Computer')
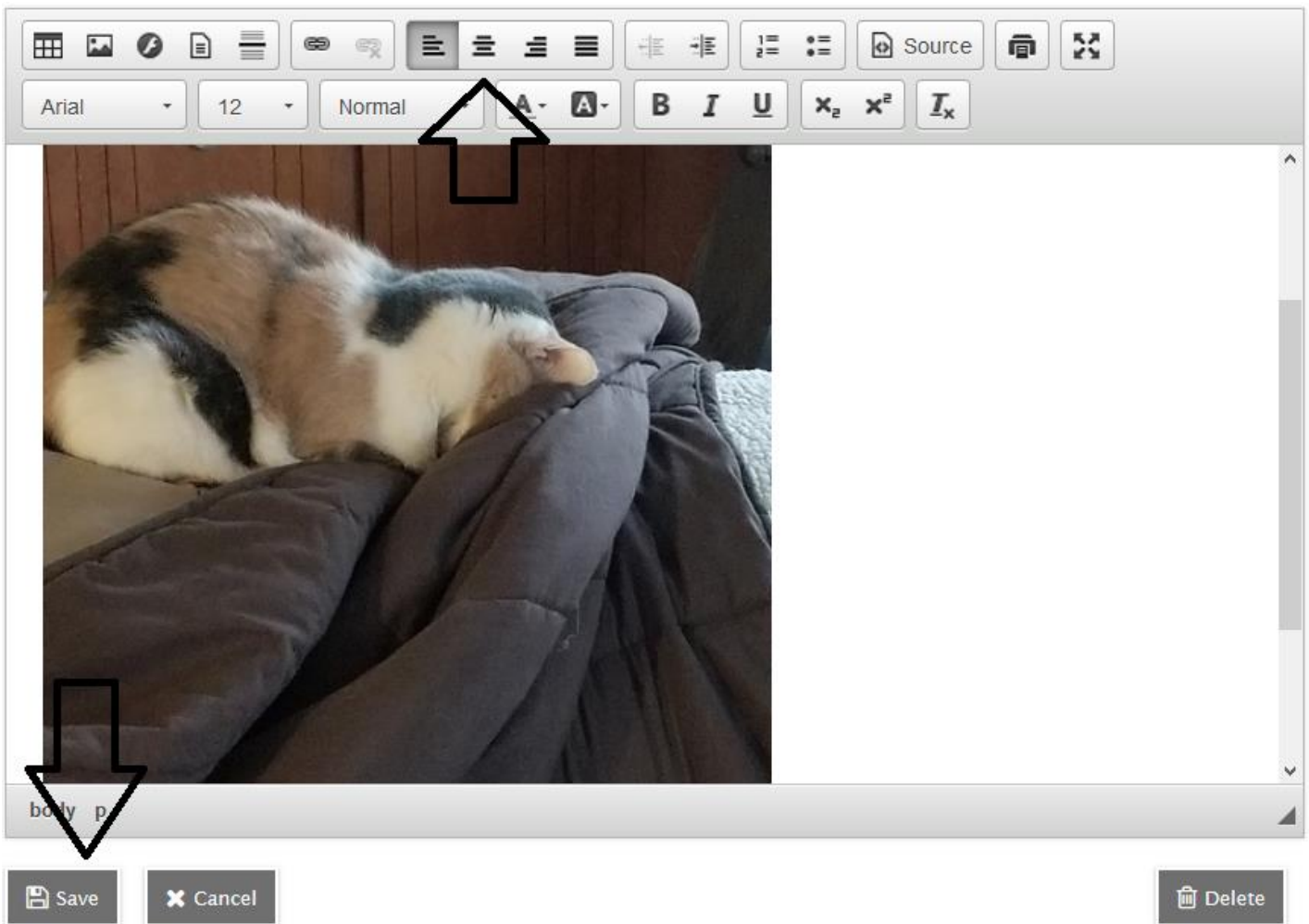

This will bring the picture to the pop up window. The picture is automatically sized VERY large so it will need to be resized. Our recommendation is to change the width to 500 or lower. They will not need to change anything else.   Once resized, click on the green 'OK' button. This will put the picture into the banner or blog.

Portfolios – Uploading Pictures

If you want to change an image size once it is uploaded, double click on the picture itself and the pop up window will re-open so that it can be adjusted. You can upload more than one picture, our recommendation would be to only do this in a banner at the top, otherwise only upload one picture in a blog. Pictures can also be centered. All pictures must be saved once uploaded.

If a picture is not saved and whoever is uploading gets timed out or switches tabs – they will lose the picture. Always be sure to save.