Portfolios

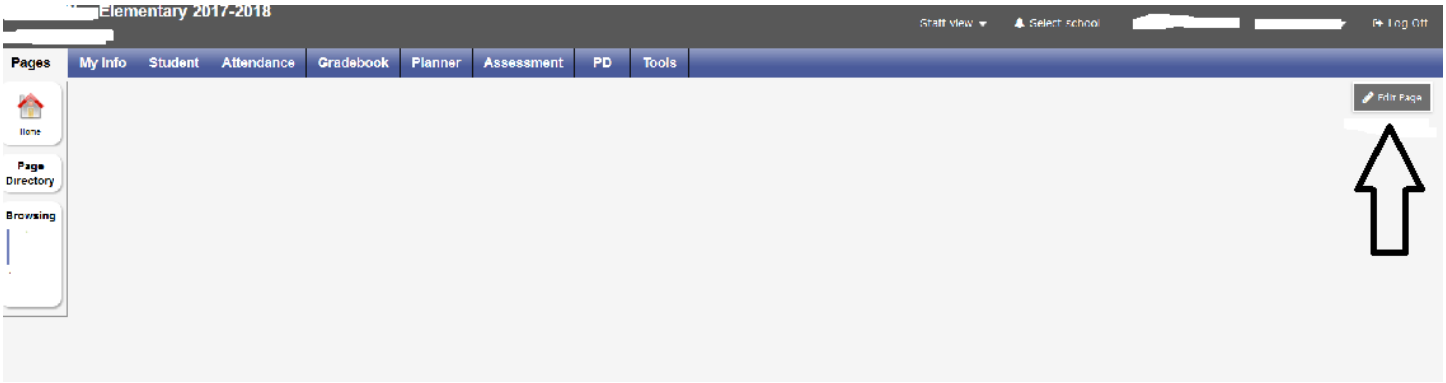
Portfolios are a place for students and teachers to store work online. Things like documents, videos, slideshows, pictures and pdfs can all be uploaded. It is an excellent place to show evidence of learning for Core Competency reporting.

Students and Teachers must be put into the portfolios each year by the MyEdBC team. For high schools, check with your admin, they may have requested it for your grade 8/9 student body already. For elementary, it is done by request on a teacher by teacher basis. All portfolios are set up so that the student has access and can edit, the teacher(s) has access and can edit, the administrators have access and can edit and, if parent accounts are enabled, the parent has access. They cannot edit.

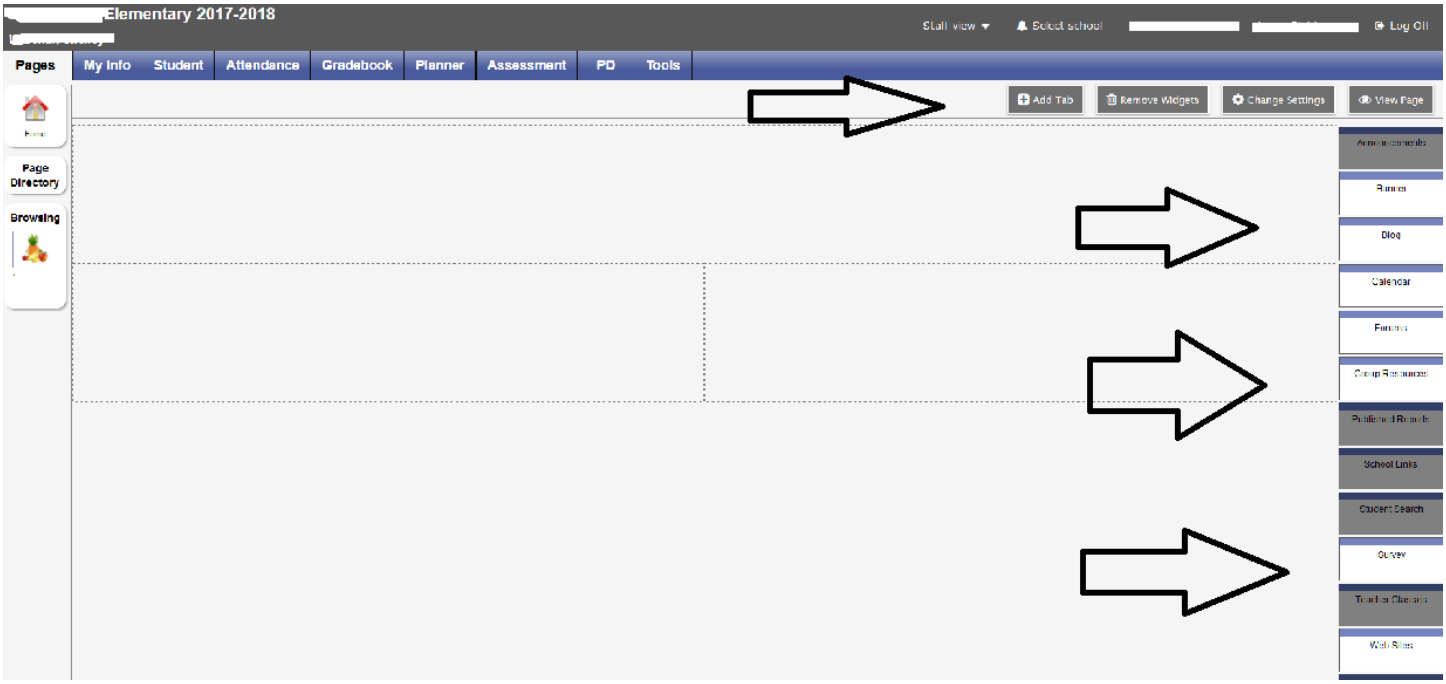
Students at elementary receive a MyEd BC account to log in once the portfolios have been created. Students at high school already have a MyEd BC account.

To find their portfolios, students (and teachers and admin) would click on their Pages top tab and Page Directory side tab. Then click into their name. **NOTE** that currently students have a 15 minute time out. To keep from getting timed out, they will need to click on another top tab and then back in to Pages, Page Directory, Name. (we have requested an increase in the time out)

Once into their portfolio students begin by clicking on Edit Page.



This will bring up their widgets along the side and some buttons across the top.

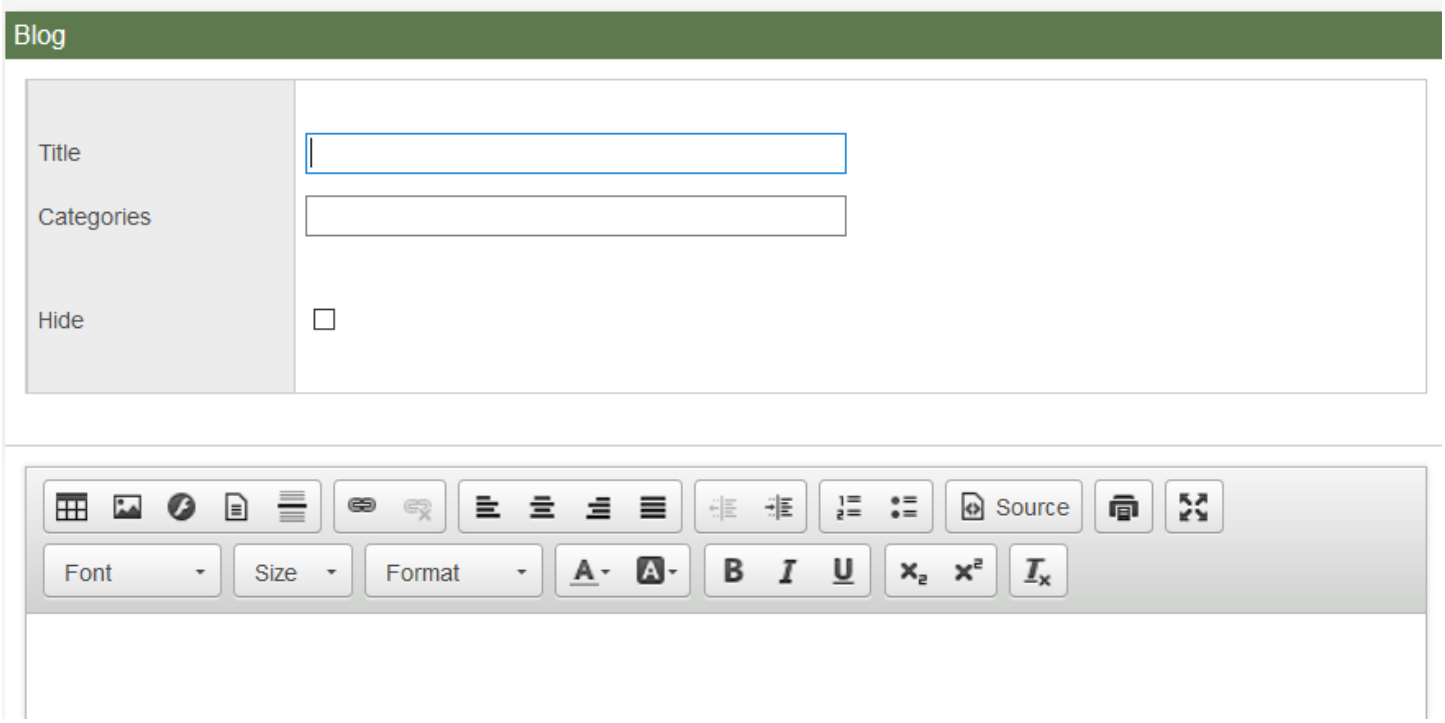


Buttons across the top: You click on these
Add Tab – will create another 'page' within the portfolio for students to work in. They can add as many tabs as wanted/needed. Our suggestion is to add enough tabs so that there is one for every year they are in school. They will need to 'edit page' each time so that they can see the 'add tab' button.
Note that as soon as the student has more than one tab, a new button will also show up at the top – 'Remove Tab' – they must be clicked onto the tab that they want to remove (CAREFUL….. there is no 'undo' if they are clicked on the wrong tab)
Remove Widget – this will put a 'delete' option onto any widget on the page. There is no 'undo' if a widget is deleted that had content.
Change Settings – encourage students to stay away from this button. They could disable their page. These settings are more for use at a district level.
View Page – this is more for use at a district level

Widgets along the side: These are drag and drop - *the drag and drop not work with an iPad but once the widgets are moved over, they can be used with an iPad – you drag and drop them onto the main page
NOTE that any greyed out widgets cannot be used - some widgets can only be used once (eg. Group Resources can only be used once per tab)

Banner – a text editor. You can enter text, upload documents, photos, enter source code to embed (more information available on the 'Portfolios – Embedding' , 'Portfolios – Uploading Pictures', Portfolios – Uploading Documents')
Note that a banner will take up a fair amount of room on each tab – we would recommend using this once at the top to upload a selfie or some image that represents the student

Blog – our personal favourite – This also is a full editor and you can enter text, upload pictures and documents, and embed source code – Start by dragging/dropping the widget and clicking on 'new entry' on the blog. You should see the following:



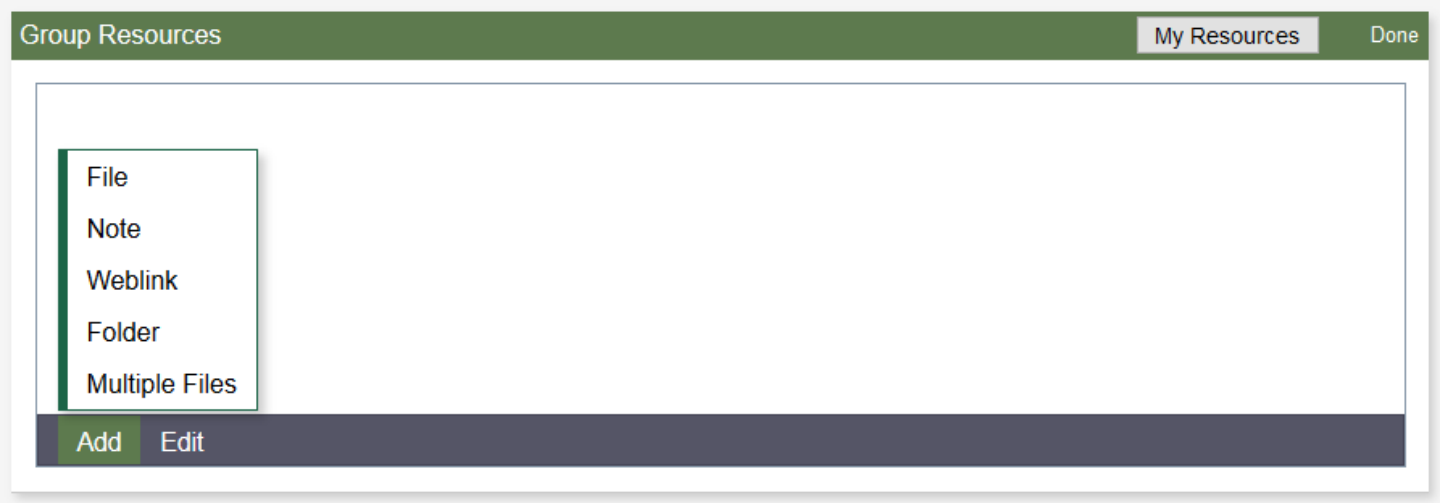
NOTE* (see Portfolios – Blogs document for how to use features)

Calendar – Note that this is not an interactive calendar. It literally just shows the months/days.

Forums – These are meant for groups – a portfolio is set up with one main member

Group Resources – This works like a 'Drive'. You can store files, upload links, create folders – drag and drop the widget onto the main page - once you click on 'edit' in the top right hand corner, you will see the following image:

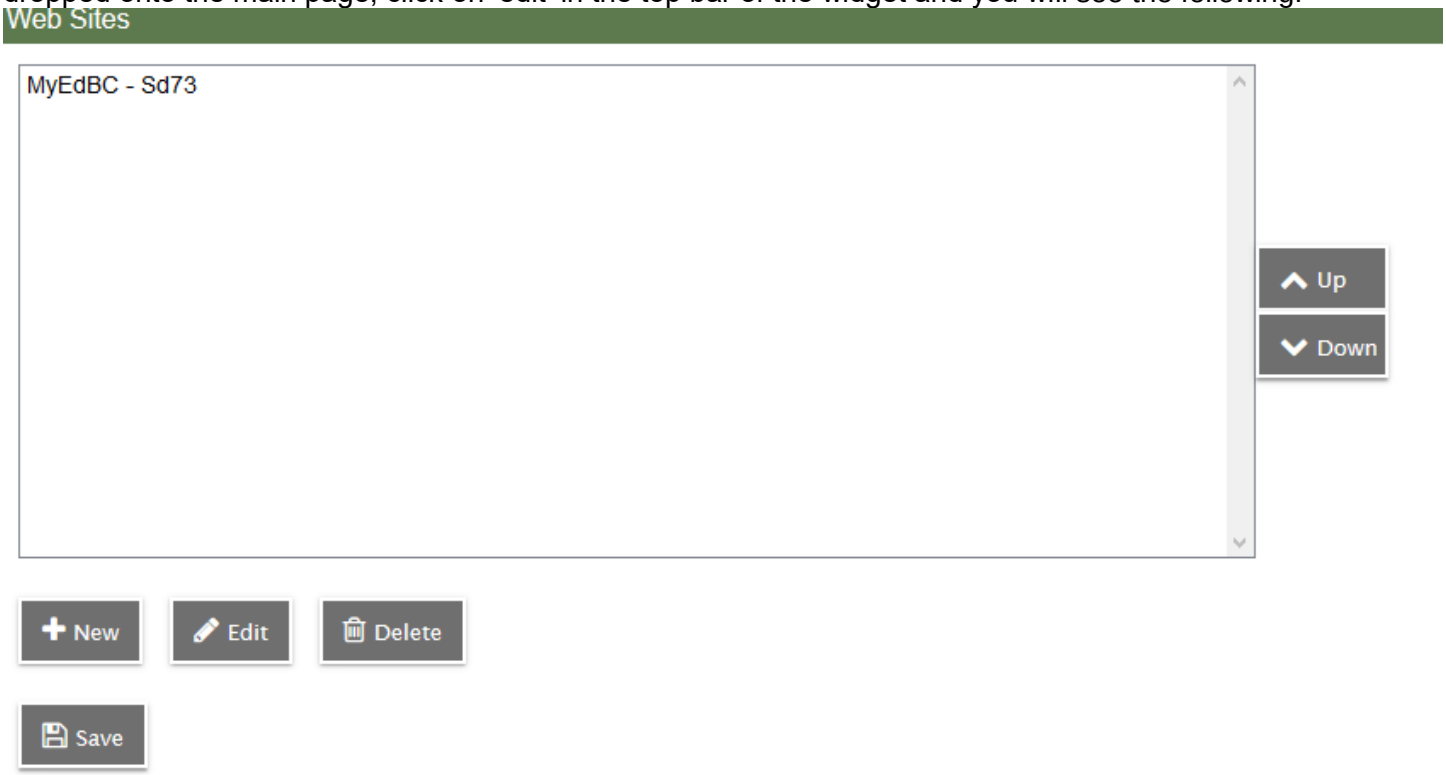
Click on the 'Add' in the bottom bar to see the options for adding:



Every time any file/folder or link is added, please always check the 'assign to current tab only' button – this will keep those uploaded documents from showing up in other tabs and allow group resources to be unique for each tab.

Survey – This is meant for groups – again these portfolios are set up with one main member (student) so it doesn't make sense to use a survey

Websites – A great tool for uploading links that students want to save - Once the widget is dragged and dropped onto the main page, click on 'edit' in the top bar of the widget and you will see the following:



Please see 'Portfolios – Using Blogs', 'Portfolios – Using Banners/Websites', Portfolios – Using Group Resources' for additional information.