



**1- What are ePortfolios?**

Electronic portfolios, also known as ePortfolios or Webfolios, are a compilation of text and multimedia resources used as tools for assessment, learning and reflection.

**2- What is the URL for Pratt's ePortfolios?**

<http://eportfolio.pratt.edu> (no www)

**3- What is my user name/password**

Your username is your Pratt OneKey

**4- Can I access my ePortfolio from home?**

YES

**5- What is a view?**

A view is a webpage on your ePortfolio

**6- Can I create multiple views?**

Yes. Feel free to create multiple views, but you only need one for your IEP course.

**7- Can others see my ePortfolio?**

By default, your ePortfolio is only accessible to you. However, you have the option to either make it public or visible only to specific individuals with a Pratt account.



## 1-How do I create a view?

a- First, click on MyPortfolio

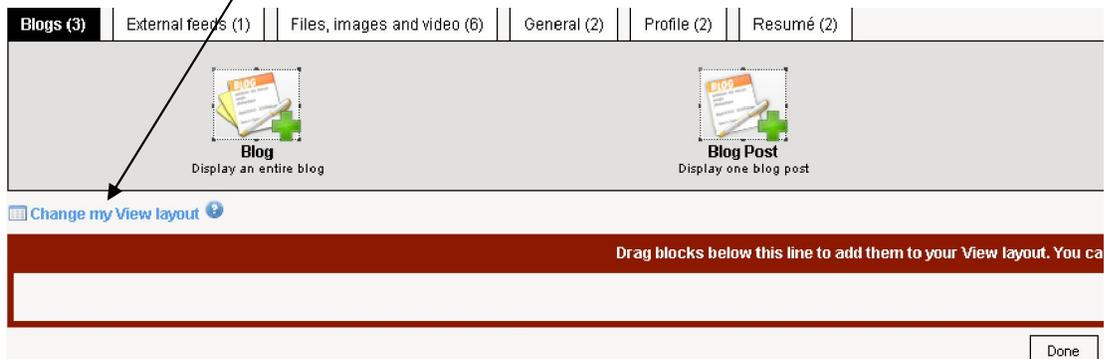


b- Click the "Create View" button on the right side of the screen



## 2-How to do I change my view layout?

Click "Change my view layout"

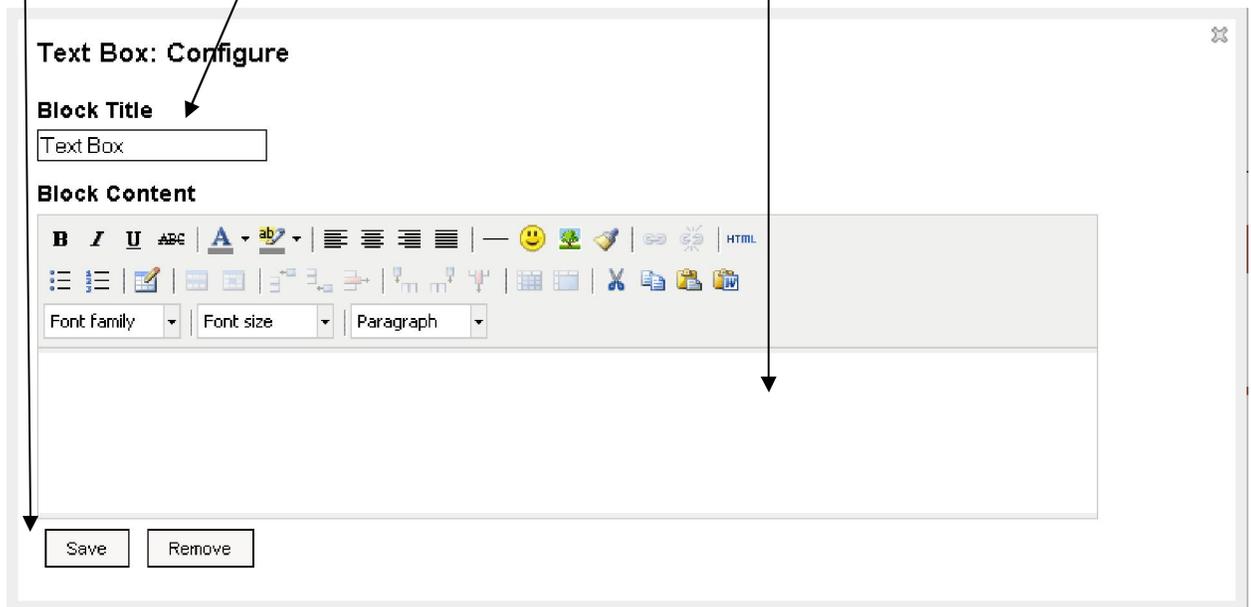


### 3-How do I create a text box?

- a- Click the "**General (2)**" Tab and drag the "**Text Box**" icon onto the desired location in your view



- b- Provide a **title for your text box** and enter/paste text in the **text area**. When you are done, click "Save".



**Note:** A text box is used to enter short text. For essays and research papers, upload your files as a Word/PDF document. In general, students use a text box for:

- a- the about me section
- b- Reflections
- c- Reading journals
- d- Summaries

## 4-How do I upload my essays/research paper as Word or PDF files?

! Creating a Folder: Click My Files, Type a name for your folder and click create folder

Home Profile **My Portfolio** Groups Settings Logout

My Views **My Files** My Blogs Export

### My Files ?

Upload your images, documents, or other files for inclusion in views. To move a file or folder, drag and

**Upload file**

Yes: The file I am attempting to upload is my own or I have express permission to reproduce and site.

**File**   (Max upload size 50MB)

**Create folder**

! **Uploading a file into your folder:**

a- Click on your newly created folder



b- Check the "Upload file" box and browse for your file.

### My Files ?

Upload your images, documents, or other files for inclusion in views. To move a file or folder, drag and drop it onto a folder.

**Upload file**

Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item.

**File**   (Max upload size 50MB)

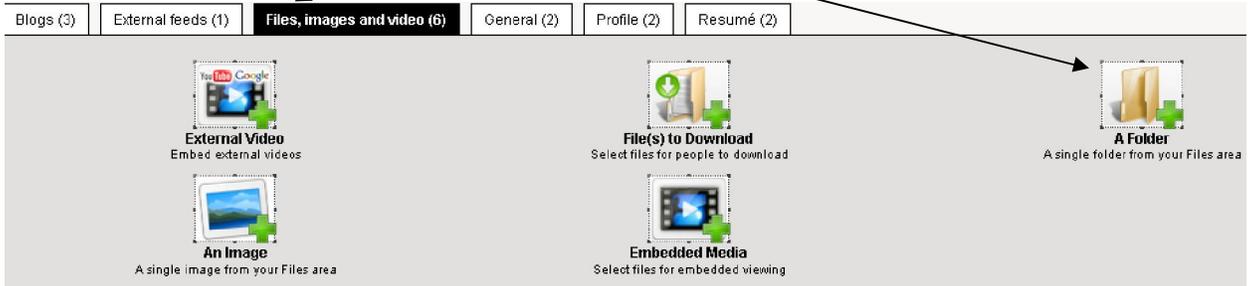
**Create folder**

Home / **Essays**

Name	Description
Parent folder	Parent folder

**!** Moving folders to your view:

a- Click "**Files, Images and Videos**" and drag the **folder icon** to your view panel

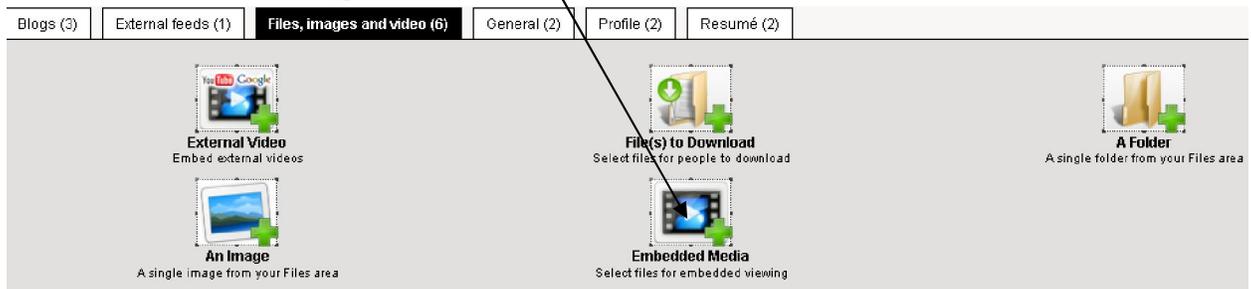


b- **Select** your folder and click **save**



# 5-How do upload an MP3 file into my view?

Click **"Files, Images and Videos"** and drag the **"Embed Media"** icon to your view panel.



Change the **title**, check the **"Upload file"** box and **browse** for your file.

## Embedded Media: Configure

### Block Title

Embedded Media

### Media

My Files Group Files Site Files

Upload file

Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any of my local Copyright legislation. This file also adheres to the Terms and Conditions outlined on this site.

File   (Max upload size 50MB)

When you file is successfully uploaded, click **"save"**

Width

Height

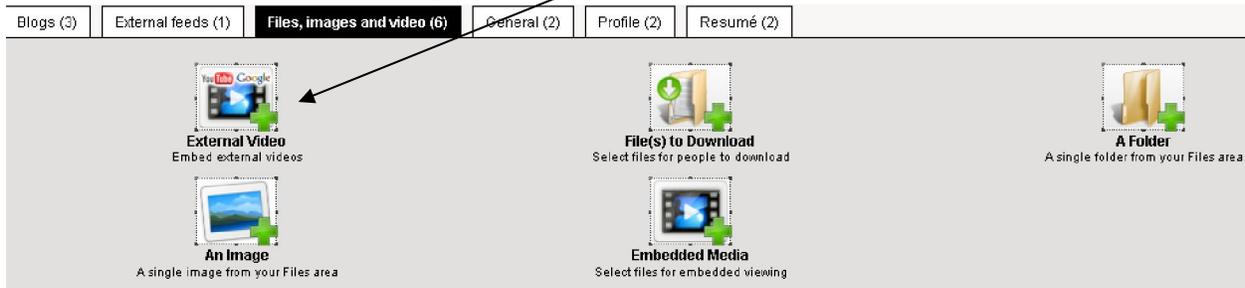
Save

Remove

## 6-How do embed a Youtube video into my view?

**Note:** Currently, only Youtube and Google videos are compatible with Pratt's ePortfolio system.

! Click "**Files, Images and Videos**" and drag the "**External Video**" icon to your view panel.



! Change the **title**, paste the **URL** of your Youtube video and specify the width and height of your video. When you're done, click "**Save**"

### External Video: Configure

**Block Title**

**Video URL \***

Paste the embed code or the URL of the page where the video is located. You can embed videos from the following sites:

-  youtube.com
-  video.google.com
-  teachertube.com
-  SciVee scivee.tv

**Width \***

**Height \***