Getting started with MyFolio

An ePortfolio tool for reflection, presentation and collaboration

What is MyFolio?

MyFolio is an ePortfolio system whose features can help you improve your learning, plan for the future and, eventually, gain employment. MyFolio can help you record and reflect upon your current academic, professional or personal practice, using Journals. You can also use MyFolio to create presentations, ‘Pages’, and share them with friends, colleagues, teachers or prospective employers. All the content you create in MyFolio can be re-used or exported for use in other ePortfolio systems.

Tip: Users can access and update their content on the go as MyFolio is mobile device compatible.

Getting there

To get to MyFolio, select the address bar in any web browser and type myfolio.kent.ac.uk. The login page contains a brief video introduction to MyFolio. Click the "Login" button. If you are on a Kent computer, you will be logged in, otherwise enter your Kent username (e.g. abc1) and password in the login box, and click the second "Login" button.

Orientation

You’ll now see the MyFolio Dashboard. This page contains some useful information about MyFolio, as well as information about your content and the activity of your friends or groups (see Collaborate, page 18). The column on the right displays some user information in addition to links to key resources (see Figure 1). The navigation bar shows links to the different parts of MyFolio (see Figure 2). Clicking on a link will display tabs for the relevant tools.

Initial setup

The first time you visit MyFolio you should set up your account by clicking the “Settings” link near the top-right corner of the page. You’ll see two tabs at the top of the page:

Settings – This tab contains a number of visual, functional and privacy-related settings (see Figure 3).

Note: Most pages in MyFolio contain help icons which provide useful information.
Notifications – This tab enables you to change how MyFolio contacts you with notifications. Each setting has three options (see Figure 4):

1. **Email** – You’ll receive an email message for each notification.
2. **Email Digest** – You’ll receive one email per day containing all notifications for the day.
3. **Inbox** – All notifications will be sent to your inbox within MyFolio.

When you have finished updating your settings, click the “Dashboard” link in the navigation bar to return to the front page.
All about you

The next step is to set up your profile. This is where you can add information about yourself, including contact details, which you can use later in Pages. MyFolio enables you to select which information to share later, so complete as many of the fields as possible. Click on the “Content” tab in the navigation bar to get started.

Profile

This tab contains four sections (as shown in Figure 5).

1. **About Me** – Some of the fields in this page will be locked, but you’ll at least be able to add a “Display Name”, which replaces your first name and surname for anyone viewing your content, and an “Introduction”.

2. **Contact information** – The fields in this section are useful when you come to share a Page with a prospective employer. You can add other web and blog addresses in this section, which may be useful depending upon the audience of a Page.

3. **Social media** – In this section you can add your account name for many of the popular instant messaging services.

4. **General** – This section contains fields for more generic information about you.

**Note:** Any information included in the Introduction field is visible to other MyFolio users when they search for you.

**Tip:** Don’t forget to “Save Profile” when you’re done.

Profile Pictures

MyFolio enables you to upload up to five ‘Profile Pictures’ – images of you or representing you which you can use later. It can be useful to upload a relatively formal image of you for official or professional use, as well as a more casual or fun image for personal use. To upload a profile picture click the “Choose file” button, then select an image from your computer and click “Open”. Next, provide a “Title” for the image (this will help you identify it later), and click the “Upload” button.

You can set a “Default” picture which will then be preselected every time you add your profile picture to a Page, and a picture can be deleted by clicking the check box next to it and clicking the “Delete” button.
Curriculum Vitae (CV)

This is split across five sections, each containing self-explanatory fields (see **Figure 6**). The CV can be added to a Page completely or as individual fields so, again, it’s useful to complete as many fields as possible. A CV forms an essential part of any job application, and may also be required for certain courses or assessments, so you should update your CV at each change in your personal circumstances, such as a new qualification or achievement.

**Figure 6 – Compiling a CV**

Record and reflect

One of the main purposes of MyFolio is reflection; describing a particular experience, explaining what you did and what you’d change if you were to repeat the experience. The key tools MyFolio provides for this are Journals, an area to store Files, and Plans. These can all be found by clicking on the “Content” tab in the navigation bar.

About tags

Before we move on to the tools, let’s briefly introduce the concept of ‘tagging’. All elements in MyFolio, from individual Journal entries to entire Pages, enable you to use keywords, called ‘tags’ to categorise them. You may have experienced this before in other web tools. By tagging individual elements within MyFolio you make them easier to find later. Once you’ve added a tag to an element, that tag will appear in a ‘tag cloud’ on the right-hand side of any Page when you are in the ‘Portfolio’ area (see **Figure 7**). The more elements you tag with a particular keyword, the larger the word will appear in your cloud. If you click on any tag in the cloud, it will display all the elements associated to that tag.

Try not to be too specific with your keywords; there’s no use to a tag which is only used once. Also, try to use tags to describe both the content of an element (placement, multimedia) and its purpose (experience, idea, and meeting). It can be really useful to tag any particular skills related to your element, such as Communication or Research. For more information on skills please see [http://bit.ly/MFEmpSkills](http://bit.ly/MFEmpSkills).

**Figure 7 - Using tags to categorise content**
Journals

A ‘Journal’ is essentially an online diary that you can use to record your thoughts, ideas, plans and experiences. Unlike a Blog, your Journals and Journal entries are visible only to you, but you can share an entire Journal or specific entries later in a Page (see Pages, page 10).

Click on the “Journals” tab, and you’ll see that MyFolio has already created a Journal for you. It may be a good idea to create a Journal for each project or main task you undertake. At the very least you should create separate Journals for personal, professional and academic activity, so that it’s easier to reuse relevant entries. To create a new Journal, see Figure 8.

1. Click the “Create Journal” button in the top-right corner of the “Journals” section.
2. Type a “Title” for your Journal along with, optionally, a “description”.
3. Search for / enter tags for the journal.
4. Click the “Create Journal” button. Your new Journal now appears in the “Journals” section.

You can use a Journal to reflect on a particular process, and this could form part of an assessment, but you’ll soon get used to reflecting on your learning or aspects of your professional life in general. Put simply, a reflection is an analysis of your previous actions, to aid future improvement. A good example would be how you dealt with a problem, what happened as a result and what you’d do differently next time. It’s a good idea to reflect little and often, so that it doesn’t become a daunting task. Try not to be too descriptive; your reflection should be about how you dealt with a particular situation, not just a description of what happened. For more information on reflective writing please see http://bit.ly/MFReflect.

As with all other features of MyFolio, you can choose which parts of your Journal to share (an entire Journal, individual Journal entries or a number of recent or tagged entries), so you can be as personal and subjective as you like in your writing. Creating a Journal entry is similar to writing an email or forum entry.
To create a new Journal entry, see **Figure 9**.

1. Click on the “New entry” button.
2. Give your entry a “Title”.
3. Type the text of your entry in the “Body”. This box has simple formatting options such as text alignment, decoration, and font selection. You can also upload and insert images into your entry to make it more engaging.
4. Add any relevant ‘tags’ for your entry. If you’ve already created some tags, search for and select these as appropriate.
5. If necessary, attach one or more files by clicking the “Add a file” button, then either:
   a. Select an existing file from your files area (see **Files** on page 7) or
   b. Tick the disclaimer check-box and then either ‘drag and drop’ the file to upload it or browse your computer for the desired content.
6. If you need to save changes but haven’t finished writing, change the “Draft” switch to “Yes”. This will ensure that the entry is only visible to you, even if you’ve shared the entire Journal.
7. Switch “Allow comments” to “No” if you don’t want viewers to be able to comment on this specific entry.
8. Once you are happy with your journal entry, click either “Save entry” or “Save entry and Publish”.

You will then be taken to the main page of the Journal in which you wrote your entry. This page lists all entries within the Journal and enables you to edit, delete, share or publish (if draft) any existing entry.

**Tip:** If you have already shared a journal entry to a Page and you need to change some of the content, you can edit the journal entry and any changes will automatically update on the Page.

**Files**

Each MyFolio user is provided with a ‘Files’ area, subject to an overall quota of 256MB with an individual file upload limit of 64MB. While this may seem like a lot, it is worth exploring ways to manage this:

- Use the ‘Auto resize’ feature when uploading images so that your image files are automatically resized to fit within the dimensions 2048px by 2048px. This is an ideal size to display an image on the web. Remember that an image added to a Page will be resized to fit within the containing column, and clicking on the image will display it at full size.
- Ensure any recorded audio is at a low bit-rate. 64kbps is fine for voice recordings.
- Compress images in any Microsoft Office documents before you upload them. This option is usually found in the “Adjust” section of the “Picture tools Format” tab when you select an image. You also have the ability to compress all images in the document in one go by clicking the “File” tab, selecting “Options” and clicking “Advanced”. Under “Image size and Quality” select the document you want to set the default image resolution for before selecting the desired resolution from the “Set default target output to” drop-down menu. Alternatively, you could print your document to PDF and upload that instead (Google “PDF printer” if using Windows; PDF printing is supported natively on Mac and Linux), which will not only keep the file size down but also maximise compatibility with mobile devices.
- The type of files you will upload will usually be supporting evidence for reflection in Journal entries or presentation materials for inclusion in Pages.

**Tip:** Remember that you should only upload files to which you hold the copyright, or have specific permission from the author.

To upload a file, see **Figure 10**.

1. Click on the “Files” tab, under “Content”. This will display all existing files in your files area (including those attached to Journal entries) along with a graph indicating how much of your quota you have used on the right-hand side of the page.
2. Tick the “Upload File” disclaimer checkbox after reading the disclaimer – you must tick this first.
3. Click the “Choose Files” button and select the file from your computer.
4. You can also ‘drag and drop’ files to upload them.
5. The file will be uploaded to your files area. You can also create folders to organise your files. Simply type the folder name into the “Create folder” field and click the “Create folder” button. Files can then be moved into the folders by dragging their icons.
It’s also useful to add more information about each file or folder, particularly if you plan to include them in any Pages (see Figure 11).

To do this:
1. Click the **Edit** icon next to the item.
2. Edit the “Name” and “Description” if necessary.
3. Add any relevant tags.
4. Click “Save changes”.

Figure 10 – Uploading files

Figure 11 – Managing files and folders
Plans
A Plan is a simple task manager. You can create a Plan for a particular process or project, and then create individual tasks with deadlines. You can keep your Plan updated by ticking any tasks you have completed. A Plan can be added to a Page for assessment or presentation purposes, and the status of tasks will be automatically updated. To create a new Plan see Figures 12a and 12b.

1. Click on the “Plans” tab, in the “Content” area.
2. Click the “New plan” button.
3. Provide a ‘Title’ and, optionally, a ‘Description’ of your plan.
4. Add any relevant ‘tags’.
5. Click the “Save plan” button.

You’ll be taken into your Plan. To add a task:

1. Click the “New task” button.
2. Provide a ‘Title’ and ‘Completion date’ for the task.
3. Optionally, add a task description - recommended if you intend to share your Plan in a Page.
4. Add any relevant ‘tags’.
5. Click the “Save task” button.

This task will now be displayed in your Plan, and you can ✏️ “edit” (to change completion dates or mark completed) or ⚤ “delete” individual tasks using the appropriate links on the right.

Figure 12a – Creating Plans

Figure 12b – Adding new Tasks to Plans
Present and share

The previous sections of this guide have shown you how to add content to your ePortfolio, but none of this is currently visible to anyone but you. If you want to share this information with, or present it to, other people, you need to add it to a Page.

Pages

A Page is a web page which is easy to edit, and can be shared with friends or groups, publicly accessible to the World Wide Web, or submitted for assessment. You can insert content from within MyFolio, and import or embed content from other sources. Click on the “Pages” tab, under the “Portfolio” heading, to get started.

The ‘Pages’ tab will already show two existing Pages:

Dashboard Page – This contains the elements you see on the front page of MyFolio after you log in, and enables you to tailor what you see there.

Profile Page – This is what other users of MyFolio will see when they search for you. You can add, edit or delete any elements displayed in this Page.

Creating pages

To create a new Page, click on the "Create Page" button in the top-right corner. You will then be taken to the "Edit title and description" tab. Here you can give your Page a title and description; apply any tags (or keywords) and change how your name is displayed on the page. Click the "Save" button.

Note: if you forget to do this, your Page will be named “Untitled”.

Figure 13 – Creating Pages

Figure 14 – Editing and saving your Page
You will be taken to the "Edit content" tab (see Figure 15) where you can start adding content to your Page. The tab features a number of 'content blocks', down the left-hand side, which you can drag and drop onto the "Page preview". The "Page preview" is laid out in three columns of equal width by default, but you can change this layout by clicking the "Edit layout" tab and exploring various layouts under “Advanced options”, and even create your own custom layouts under "Create custom layouts" (see Figure 16).

Add content to a page
To add content created in MyFolio, you can drag and drop the relevant ‘content block’ into the blank "Page preview" to the right of the page. You will then be given options as to what to include and how it will be displayed. The ‘content blocks’ are shown in Table 1.
<table>
<thead>
<tr>
<th>Content Blocks</th>
<th>Content Block Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Text</strong></td>
<td>Add text, attach files and embed media using embed codes.</td>
</tr>
<tr>
<td><strong>Image</strong></td>
<td>Add from the “Files” area or upload from your computer.</td>
</tr>
<tr>
<td><strong>Media</strong> –</td>
<td></td>
</tr>
<tr>
<td><strong>Files(s) to download</strong></td>
<td>Include files uploaded to the “Files” area.</td>
</tr>
<tr>
<td><strong>Folder</strong></td>
<td>Add a folder containing files uploaded to the “Files” area.</td>
</tr>
<tr>
<td><strong>Image gallery</strong></td>
<td>Present images from the “Files” area or link to websites such as Flickr.</td>
</tr>
<tr>
<td><strong>Embedded media</strong></td>
<td>Present multimedia files from the “Files” area or computer.</td>
</tr>
<tr>
<td><strong>PDF</strong></td>
<td>Browse your computer or add from the “Files” area.</td>
</tr>
<tr>
<td><strong>Some HTML</strong></td>
<td>Upload and display HTML files.</td>
</tr>
<tr>
<td><strong>Journals</strong> –</td>
<td></td>
</tr>
<tr>
<td><strong>Journal</strong></td>
<td>Add an entire journal.</td>
</tr>
<tr>
<td><strong>Journal entry</strong></td>
<td>Include selected journal entries.</td>
</tr>
<tr>
<td><strong>Recent journal entries</strong></td>
<td>Only include your most recent entries.</td>
</tr>
<tr>
<td><strong>Tagged journal entries</strong></td>
<td>Add only specifically tagged entries.</td>
</tr>
<tr>
<td><strong>General</strong> –</td>
<td></td>
</tr>
<tr>
<td><strong>Creative Commons licence</strong></td>
<td>Set up a Creative Commons licence to set parameters on how others may use your work.</td>
</tr>
<tr>
<td><strong>Navigation</strong></td>
<td>Add links to other Pages within a Collection (see page 14).</td>
</tr>
<tr>
<td><strong>Plans</strong></td>
<td>Evidence tasks that you have set yourself and completed.</td>
</tr>
<tr>
<td><strong>Recent forum posts</strong></td>
<td>These can be added to a Page to evidence forum participation.</td>
</tr>
<tr>
<td><strong>Note</strong></td>
<td>Add text, attach files and embed media using embed codes.</td>
</tr>
</tbody>
</table>

**Note:** All content is stored in “Notes” in the “Content” area and can be reused in other Pages.
### Table 1 – Content block options for adding content to a Page

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Employability Points</td>
<td>Display your “Employability points” balance.</td>
</tr>
<tr>
<td>My Skills Audit</td>
<td>Displays a graph showing how skills and competencies have improved over time.</td>
</tr>
<tr>
<td>Personal info –</td>
<td></td>
</tr>
<tr>
<td>Profile information</td>
<td>Add personal information you are happy to share with others.</td>
</tr>
<tr>
<td>Social media</td>
<td>Add social media account information you are happy to share with others.</td>
</tr>
<tr>
<td>Your Entire CV</td>
<td>Include your whole CV on the Page – best displayed in single-column layout.</td>
</tr>
<tr>
<td>My PGCHE</td>
<td>Used by University staff only as they seek Higher Education Academy accreditation.</td>
</tr>
<tr>
<td>One CV Section</td>
<td>Add sections of your CV most pertinent to the Page context.</td>
</tr>
<tr>
<td>External –</td>
<td></td>
</tr>
<tr>
<td>External feed</td>
<td>Add content from an external RSS or Atom feed, such as a Journal or podcast. Useful if you have a Journal elsewhere.</td>
</tr>
<tr>
<td>External media</td>
<td>Use links or embed codes to add images from Flickr, videos from YouTube and Prezi presentations to enhance your Page. To find out how to use YouTube please see <a href="http://bit.ly/MFVideo">http://bit.ly/MFVideo</a>.</td>
</tr>
<tr>
<td>Google Apps</td>
<td>Use embed codes to link to Google Docs, Calendar etc.</td>
</tr>
</tbody>
</table>

### Inserting external content

Pages also enable you to make use of existing content outside of MyFolio. This may include content you have created on another website, or someone else’s content which you are using to enhance your Page.

**Tip:** If you’re using someone else’s content then you should always give credit to the content owner where possible.

### Creating new content

Because of the way content can be re-used in MyFolio, there are very few occasions where you’d want to create content in a Page. Content *created* in a Page can’t be re-used, unless you copy the Page, so it’s better to create a Journal entry instead and insert it individually. However, if you need to add specific introductory or descriptive information which is only relevant to the individual Page, you can do so by adding a “Text Box” or a “Note”. You can change the font, colour, size and alignment of text and include web links, images and external content in both while the latter also enables you to reuse content from other “Notes”.

### Display page

Once you are happy, you can click on the "Display Page" link to see a preview of how your Page looks.
Creating collections

Each Page is displayed as a single sheet, so it can be difficult to manage lots of content in a single Page. You can instead split your presentation into several Pages and add them to a ‘Collection’. The Collection can then be shared in the same way as an individual Page, and you can easily add navigation links into each Page within the Collection.

**Tip:** If you were to be on a work placement or a Year Abroad then this functionality could provide you with a way to reflect on your experiences and create Pages before collating them into a Collection as an overall record.

To create a new collection:

1. Click on the “Collections” tab.
2. Click the “New Collection” button.
3. Provide a “Collection name” and, optionally, a description (see Figure 17). Unlike in Pages, the description does not appear when you view the Collection.
4. Add any relevant tags to the Collection.
5. Decide whether to add a “Page navigation bar” to enable viewers to navigate the Collection.
6. Click the “Next: Edit collection Pages” button.
7. You’ll now see a list of your available Pages. As Pages can’t be added to more than one Collection, this list will only display Pages not already in a Collection. Tick each of the Pages you want to add, and then click the “Add Pages” button.
8. Alternatively, you can drag and drop Pages into the Collection in the desired order. Once added to the Collection, use the Up and Down arrows to rearrange Pages easily. When you are happy, click “Done”.

**Note:** Once added to a Collection, a Page no longer has its own individual access settings, as viewers need to be able to see all the Pages within the Collection.
Sharing pages and collections

Your Page and/or Collection is initially only available to you, and you don’t have to share it at all. However, if you would like to share it, there are a number of options.

Sharing internally

To share a Page/Collection:

1. Having accessed the Page/Collection in the “Portfolio” area, click on “Edit this Page” in the top right-hand corner and select the “Share page” link in the top left-hand corner once on the Page.
2. The Page or Collection will already be selected.
3. Click on “Share with” to choose an option. Select from the following:
   - **Search for…** – You can use the “Search” box to find individual users or groups. Select to search for a friend, group or user and a search box will appear.
   - **Public** – This makes your Page available to the World Wide Web, so anyone with web access can see your Page.

   **Note:** Unlike the Secret URL option, this will make any information displayed in the Page, including any telephone numbers and email addresses, accessible by web search software such as Google, and so you should consider your privacy before choosing this option.

   - **Registered users** – Everyone with a MyFolio account, i.e. all Kent staff and students.
   - **Friends** – All your MyFolio friends (see **Friends**, page 18).
4. Once you have added someone you’ll notice that you can tailor the start and end dates of their access. Once finished, click the “Save” button. You have now created, populated and shared your Page and/or Collection. You’ll return to the “Shared by me” page. To see all of your Pages go to the “Pages” tab in the “Portfolio” area. If you need to edit a Page, just click the **“Edit icon”** in order to change the title and description, layout, content, and access by clicking the relevant link. If you need to delete a Page, just click the **“Delete icon”** on the right. This won’t delete any of your content such as Journals, plans or files, but the content of any ‘Text Box’ blocks will be deleted, as it is stored within the Page.
Tip: To share the Page with the teacher, use the “Search for users...” facility to search for your teacher by name.

You can edit access to your Pages and/or Collections at any time by going to the “Portfolio” tab in the navigation bar at the top of the MyFolio screen, selecting the “Shared by me” tab and clicking the “Edit” icon to be taken to the “Edit Access” screen where you can amend who has access to your material and when (see Figure 18).

Sharing externally

Another sharing option, “Secret URL”, makes your Page available on the World Wide Web but gives it a complicated URL which makes it harder to guess, and stops search engines (such as Google) from indexing the page. This is useful if you don’t want the entire world to be able to access your personal information, but need someone without a MyFolio login (e.g. a prospective employer or a family member) to see it (see Figures 19a and 19b).

To create a “Secret URL”:

1. Click on the "Portfolio" tab in the navigation bar at the top of the MyFolio screen.
2. Select the "Shared by me" tab where all created Pages and/or Collections are listed.
3. Click the “Secret URL” icon next to the Page and/or Collection for sharing.
4. Clicking the “New secret URL” button on the subsequent screen will generate a unique URL for the Page.
5. You can then determine how long the URL should be available for by clicking the “Edit” icon and entering date information.
6. You can also quickly copy the secret URL by clicking the icon next to the URL itself.
Allow feedback

When planning to share Pages and/or Collections with others, you should decide how viewers will be allowed to use the material. For example, you can permit viewers to add comments or copy the content. To do this, you should click “Edit this Page” and then “Share Page” on the page, and select the “Advanced options”. Here you are presented with four options:

- **Allow comments** – Enables the viewer to leave feedback on the Page and/or Collection as a whole, and on any individual elements included (e.g. a Journal entry).
- **Moderate comments** – If ‘Allow comments’ is selected, you can approve any comments you receive before making them visible to other viewers.
- **Allow copying** – This will enable other MyFolio users to copy the Page into their own portfolio.
- **Override start / stop dates** – Students can define access to the Page by entering specific dates.
Note: If you are sharing work on which you expect to receive feedback, you should tick the “Allow comments” box, so that teachers can comment on a particular journal entry or the journal as a whole. If you are sharing with a wider audience than the teacher, you can moderate comments before making them visible to other viewers.

Submit
If one of your taught modules is using MyFolio for assessment, you will be required at some point to submit a Page or Collection to your teacher for assessment. To find out how to do this, please see http://bit.ly/MFAssess.

Export
In some situations you may wish to export content from MyFolio for use elsewhere. For instance, you may wish to submit a Page or Collection as a piece of work for assessment outside of MyFolio, or upload a Page or Collection to a web server for use as a web site. Alternatively, you may wish to use a different ePortfolio provider at some point. See http://bit.ly/MFExporting to find out how.

Collaborate
In addition to the personal and professional benefits provided by MyFolio, it also enables collaboration between friends and groups of people. To begin, click on the “Groups” link in the navigation bar.

Friends
Like Facebook, MyFolio allows you to request ‘friendship’ with other users. You can share Pages and Collections with all your friends easily, and use their feedback to improve them. To request friendship with another MyFolio user (see Figure 21):

1. Type part of their name in the “Search users” box near the top of any page and hit return.
2. Click the “Send friend request!” link to the right of their name in the results.
3. Recipient receives friend request.
4. Depending on their account settings they may have to approve your request.

Figure 21 – How to make and approve a Friend request
You can view a list of all your friends, and the Pages or Collections they have shared with you, by clicking on the “My Friends” tab. This page also enables you to remove users from your friends, by clicking the “Remove from friends” link.

Groups
You can create Groups in MyFolio, with different membership options. Your Group can then work together on Pages or Collections, or communicate via forums. You may want to create a Group for a particular project you are working on, or for a society or club of which you are a member. For information on creating and managing groups, see http://bit.ly/MFGroup.

Note: MyFolio enables groups to be self-created and self-managed for personal development and to ultimately enable users to represent themselves in a positive way. However, the purpose and content contained therein is bound by the same guidelines that relate to acceptable use of University systems.

Help and support
If you are expected to use MyFolio for assessment, and are unsure exactly what is required of you, contact the teacher who is conducting the assessment.

If you are experiencing technical or functional problems with the software, or want to know how to use a particular tool within MyFolio, please post a message in the appropriate forum in the ‘MyFolio Support’ group. Alternatively, contact the IT Helpdesk (helpdesk@kent.ac.uk).

For more training resources and instructional videos, please visit the eLearning website (http://www.kent.ac.uk/elearning).

To help us improve this training guide, please give feedback by emailing elearning@kent.ac.uk.