MyFolio Essentials

Using this guide

This guide has been produced to help you to support students using MyFolio for assessment or other pedagogic purposes. We aim to provide general information on how you can support students to use MyFolio as an integral part of their learning, and offer tips and recommendations. A short introduction to MyFolio for personal development planning (PDP) and Employability is also included.

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

Tip: We recommend that you signpost students to the user guide Getting Started with MyFolio.

Introduction

What is MyFolio?
MyFolio is an ePortfolio system which facilitates reflective learning and personal development planning (PDP). It can be used for enhancing Employability and is linked to the University’s Employability Skills Framework. It is available to all staff and students at the University. Students currently have access to MyFolio for a year after graduation.

MyFolio for learning
MyFolio can be used in many different ways to enhance students’ academic experience:

- **Reflection** – where students are encouraged to improve their learning through reflection, in many cases supported through formative comments from their tutor.
- **Presentation** – where students create presentations in MyFolio to share with peers or tutors.
- **Collaboration** – where students work with each other as part of formal or informal learning.
- **Assessment / Accreditation** – where students are required to submit work for assessment and feedback from tutors or external bodies.
- **Recording new skills** – producing work as a structured part of a work placement or a year abroad.

MyFolio for personal development planning (PDP)
MyFolio is closely linked to PDP and provides a variety of tools:

- **Journal tool** – for reflection.
- **Portfolio** – for showcasing achievements.
- **Skills Audit** – enabling students to identify areas for development.
- **Action planning tool** – for students to create a Plan with specific tasks and dates.
- **Group facility** – so that staff and students can set up communities of practice to share ideas.
The PDP website provides information to staff on personal development planning along with guidance on how to embed it into the curriculum. The site also offers more information on the University Employability Strategy, and links to key policy documents.

**MyFolio for enhancing employability**

MyFolio is a powerful tool for enhancing student employability. Students are using MyFolio to:

- build their CV using the CV tool (in conjunction with the Skills Audit);
- record and reflect on engagement with employability-focused schemes including the University of Kent Employability Points Scheme, Kent Union activities, volunteering, School Ambassadors;
- write personal statements, produce a showcase of work for employers or Post Graduate admissions, seek accreditation from a professional body or evidence CPD;
- record and reflect on skills gained during work placements or a year abroad; and
- develop the capacity to relate skills learned in the curriculum to skills required by employers.

**Getting started and orientation**

To get started with MyFolio, select the address bar in any web browser and type https://myfolio.kent.ac.uk. Click the “Log in” button on the right of the page. Enter your Kent username (e.g. abc1) and password and click the blue “Login” button.

**Note:** If you are already logged in to other University systems (such as Moodle) you will not be asked to input your username and password when logging in to MyFolio.

You will now see the MyFolio Dashboard. This page contains information about MyFolio as well as information about your content and recent activity. The column on the right displays profile information in addition to links to key resources (see Figure 1). The navigation bar at the top of the page shows tabs to the different parts of MyFolio. Clicking on a tab will display all of the available tools.

**Initial setup**

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

**Settings** – This tab contains a number of visual, functional and privacy-related settings, which can be set as required.

**Notifications** – This tab enables you to change how MyFolio contacts you with notifications, such as when a student shares a page with you. Each setting has three options:

- **Email** – You will receive an email message for each notification.
- **Email Digest** – You will receive one email per day containing all notifications for the day.
- **Inbox** – All notifications will be sent to your inbox within MyFolio, and you won’t receive any emails. When finished, click the “Dashboard” link in the navigation bar to return to the front page.

**Note:** Until you login to MyFolio for the first time, you will not have an account and your students will not be able to find you or share pages with you.
Setting up a profile

The first thing to do when getting started with MyFolio is to set up your profile. This will typically include your name, contact details and a brief introduction. To get started, click on the “Content” tab in the navigation bar; the “Profile” tab will be displayed by default (see Figure 2).

Profile and profile pictures

The Profile contains four sections (as shown in Figure 2):

1. **About Me** – We recommend that you add a “Display Name”, which defines how your name appears to other MyFolio users, and an “Introduction”. The “Display Name” is useful to students as they can enter their full name here to replace their student name, which includes first name initials only. The “Introduction” section is for MyFolio users to include a short introduction about themselves.

2. **Contact information** – You should include the contact details you wish to share with students here.

3. **Social media** – In this section you can add your account details for many of the popular social media services should you wish to.

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

![Figure 2 – Setting up a Profile](image)

**Note:** Any information you have included in the “Introduction” will be visible to other users.

MyFolio enables you to upload up to five “Profile Pictures”. To upload a profile picture, you need to select the “Profile Pictures” tab. Click the “Choose file” button; select an image from the computer and click “Open”. You will need to provide a “Title” for the image and click the “Upload” button.
Creating content in MyFolio

In the following section you will find recommendations and tips for supporting students who wish to create content in MyFolio as part of their programme of study. We have included guidance on using MyFolio for reflection and PDP, together with advice on how students can share content with you or other users.

Note: There are two parts to MyFolio – Content and Portfolio. The “Content” area is where users create content, such as Journals, CVs and Plans. All content created remains private to the user until they decide to share it. The “Portfolio” area is for presenting and sharing content.

Using MyFolio for reflection

MyFolio provides a platform for reflective learning. The Journal is the key tool for promoting reflective learning for students. A “Journal” is an online diary that students can use to record their thoughts, ideas, plans and experiences. It enables students to reflect on progression, projects, assignments and skills.

The guidance given to students in the Personal Development Planner on reflective learning opens with the following description:

“Reflective learning emphasises that learning derives from our experiences and can be constantly updated through the process of recording and thinking about the experiences we have. A very important aspect of reflective learning is that it is a process in which we can learn about ourselves. Higher education and graduate employment place high value on the skill of being a reflective learner. This means that students can critically evaluate their learning and identify areas that require further development thus becoming independent students.”


You can encourage students to use the Journals within MyFolio as a tool for reflective learning and point them to the information on reflective writing at http://bit.ly/MFReflect. This guidance will be useful for students who are new to the practice of reflective writing, and for those who wish to link their practice to a framework. The basic structure for reflective writing is based on Kolb’s Learning Cycle, where students are required to describe, question, evaluate and plan.

Recommendations for students

Create a new journal

Journals are created in the “Content” area of MyFolio. We recommend that students create a separate journal for each project or subject. To create a new Journal:

1. Click on the “Content” tab in the navigation bar and select “Journals”.
2. Click the “Create Journal” button in the top-right corner of the “Journals” section.
3. Type a “Title” for the Journal along with, optionally, a “Description”.
4. Search for/enter tags (keywords) for the journal.
5. Click the “Create Journal” button. The new Journal now appears in the “Journals” section.

Create a new journal entry

Users can add as many entries to a Journal as they wish. To create a new Journal entry, students should:

1. Click on the “New entry” button and give the entry a title.
2. Type the text of the entry in the “Body” and add any relevant tags or “Files” as required.
3. Change the “Draft” and “Allow comments” switches as required and click “Save entry”.

Journals and journal entries are visible only to the student until they decide to share the content they have produced by adding Journals to Pages (see page 7).
**Files**

Each MyFolio user is provided with a “Files” storage area, subject to a quota of 256MB with an accompanying individual upload limit of 64MB.

**Using MyFolio for personal development planning (PDP)**

Students can use the Journal and Plan tools in MyFolio as part of their PDP. The Plan enables them to set individual activities or ‘tasks’ with deadlines. Students can keep their Plans updated by ticking any tasks that have been completed. They then need to add their Plan to a Page in preparation for discussion with their personal tutor. To create a new Plan, students should:

1. Click on the “Plans” tab, in the “Content” area.
2. Click the “New plan” button.
3. Provide a “Title” and a “Description”, add any relevant tags (keywords) and click the “Save plan” button.

Students will then need to create new tasks (activities) within a Plan. To add a task:

1. Click the “New Task” button.
2. Provide a “Title” and “Completion date” for the task.
3. Add a detailed description of the task, add any relevant tags (keywords) and click the “Save task” button.

This task will now be displayed in the Plan, and students can “edit” (e.g. to change completion dates) or “delete” individual tasks using the appropriate links on the right.

**Note:** Plans are visible only to the student until they decide to share them with other users.

**Recommendations for staff**

- The Skills Audit tool in MyFolio can offer students a useful starting point for their personal development planning (see *Completing a skills audit*, page 6). Students can identify their skills and areas for development, and include their reflections in a Journal entry.

- Students can then plan to develop their skills further by using the “Plan” tool.

- If students are sharing their plans with you, they will need to add them to *Pages* (see page 7).
Building a curriculum vitae (CV)

It is recommended that students produce a CV in preparation for work experience opportunities and employment. Students can create a CV by selecting the “Curriculum Vitae” tab in the “Content” area.

The CV tool consists of five sections as shown in Figure 3, each containing self-explanatory fields. The CV can be added to a Page in its entirety or as individual fields. Students should be encouraged to complete as many fields as possible.

Students can update their CV as their personal circumstances change, such as gaining a new qualification or work experience. They should be encouraged to get into the habit of keeping their CV up-to-date and to reflect on their employability skills which will develop as they progress through their studies. You may wish to refer them to the “Skills Audit” tool as a prompt for building a CV.

Completing a skills audit

The “Skills Audit” tool enables students to reflect on their current skills and consider which skills could be included in their CV, and prompts them to consider which skills need further development for integration into their Plans. The personal development planning process for a student could therefore be depicted as in Figure 4.

![Figure 3 – Compiling a CV](image)

![Figure 4 – Using the Skills Audit for personal development planning](image)
Note: Students can use the Skills Audit functionality to evidence skills development during a work placement or Year Abroad.

So far we have looked at the “Content” area of MyFolio where students create content (e.g. CV, Journals and Plans). We will now go on to look at the “Portfolio” area where students can present and share content.

Presenting and sharing content in MyFolio

All content created in MyFolio is only visible to the person who created it until they decide to share it. To present and share content, users need to add it to a “Page” in their portfolio. It is advisable to point out that they should only create content in the “Content” area as the “Portfolio” area is for creating “Pages” and sharing.

Pages

A Page in MyFolio is a web page which is easy to create and edit. It can be shared with other users or groups, or submitted for assessment. Users can insert content from within MyFolio, and import or embed content from other sources (such as Flickr and YouTube). You may wish to create your own Page as a model or template for students. The steps outlined below will enable you and your students to create Pages. 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”.

You will be taken to the "Edit content" tab (see Figure 8) 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".

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 11).</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>
<thead>
<tr>
<th>My Employability Points</th>
<th>Display your “Employability points” balance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Skills Audit</td>
<td>Displays a graph showing how skills and competencies have improved over time.</td>
</tr>
</tbody>
</table>

**Personal info**

- **Profile information**: Add personal information you are happy to share with others.
- **Social media**: Add social media account information you are happy to share with others.
- **Your Entire CV**: Include your whole CV on the Page – best displayed in single-column layout.
- **My PGCHE**: Used by University staff only as they seek Higher Education Academy accreditation.
- **One CV Section**: Add sections of your CV most pertinent to the Page context.

**External**

- **External feed**: Add content from an external RSS or Atom feed, such as a Journal or podcast. Useful if you have a Journal elsewhere.
- **External media**: 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 [http://bit.ly/MFVideo](http://bit.ly/MFVideo).
- **Google Apps**: Use embed codes to link to Google Docs, Calendar etc.

**Table 1 – Content block options for adding content to a Page**

**Display page**

Once users are happy with their Page they can click the "Display Page" link to preview how it 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 a 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 navigation links can easily be added into each Page within the Collection.

**Tip:** Students on work placements or a Year Abroad could use this functionality to reflect on their 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 9). 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 will 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

**Figure 10 – Sharing Pages and Collections**

**Sharing internally**
Users have a number of options for sharing their Page and/or Collection with others (see Figure 10).

To share a page:

1. Click on “Edit this page” in the top right-hand corner and click the “Share page” link in the top left-hand corner.
2. The page or collection will be selected.
3. Click on “Share with” to choose an option. Users have the general options: ‘Public’, ‘Registered users’ and ‘Friends’, or can search for a friend, group or user.
4. Once they have shared their Page, users should select “Save”.

**Tip:** To share the Page with the teacher, it is recommended that students select the search for… users option and search for their teacher by name.

Users can edit access to all their 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 access” icon to amend who has access to their material and when (see Figure 10 above).

**Sharing externally**
To share a Page and/or Collection with potential employers, or friends and family if on a Year Abroad or work placement, students can use "Secret URLs". These are complex web addresses that cannot be searched by search engines (such as Google), so students can limit access to these Pages by just supplying the "Secret URL" link to the desired audience (see Figures 11a and b).
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. Students can then determine how long the URL should be available for by clicking the "Edit" icon and entering date information. They can also quickly copy the secret URL by clicking the icon next to the URL itself.

Figure 11a – Sharing Pages and Collections using "Secret URLs"

Figure 11b - Creating “Secret URLs”
Allow teacher feedback

When planning to share Pages and/or Collections with others, users need to decide how their viewers will be allowed to use the material. For example, users can permit viewers to add comments or copy the content. To do this, they should click on “Share Page” on the required page, and select the “Advanced options”. Here users 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, the user can approve comments 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** – Users can define access to the Page by entering specific dates.

![Figure 12 – Users can decide how others use and interact with their shared material](image)

Note: If students are sharing work on which they expect to receive feedback, they should tick the “Allow comments” box, so that teachers can comment on a particular journal entry or the journal as a whole. If students are sharing with a wider audience than the teacher, they can moderate comments before making them visible to other viewers.

Add page to Watchlist

As a teacher, there are a number of features in MyFolio which will enable you to comment and give your learners feedback. If you are providing feedback to students on a regular basis, the Watchlist facility may be useful. Adding a page to a Watchlist enables you to receive a notification whenever the student changes the Page – click on the ... icon at the top right above the page’s content (see Figure 13).

![Figure 13 – Adding Pages to Watchlist](image)
Accessing shared pages

Notifications
When you are given access to a new Page or journal entry, you will receive notification in your inbox. A link to your inbox is near the top right of the screen.

You have various options for choosing how you wish to receive notifications e.g. via Email, Email Digest or your MyFolio inbox. You can make your choices via the “Settings” link near the top right-hand corner of the Dashboard page in the “Notifications” tab (see Figure 15).

If you are expecting several students to share pages with you, it is advisable to select the email digest option, which enables you to receive one daily digest of notifications in your University of Kent mailbox.

Using MyFolio for collaboration
This section explains how you can encourage students to work together. You may wish to set up groups for your students, or suggest that they set up their own for collaboration.

Groups
As a member of staff, you may wish to foster collaboration between students for group work or projects where you set up the group for students. The first step is to set up a group which will enable members to share pages and other content. Your group can then work together on Pages, or communicate via forums. You may wish to create a group for a particular project that you require students to work on, or for an assessed piece of work. 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.

Recommendations
If you wish to set up Groups on behalf of your students, select the “Groups” link in the navigation bar.

You’ll see that under the “Groups” tab, you are presented with different membership options. For a tutor-managed group, and in cases where Pages will be assessed, we recommend setting up a Course Group. Course groups are a special type of group which can be created by your Faculty Learning Technologist.

Course groups can contain tutors as well as students. All members of course groups can submit their pages to the group for individual assessment by tutors. When tutors give feedback on a submitted page, they can also attach a file to the feedback which is only visible to the Page's author.

Once the groups are set up, collaborative working practices can begin. This may be in the form of working on collaborative documents, sharing pages, or working on joint presentations.
Using MyFolio for assessment

This section offers guidance on how MyFolio can be used for assessment and feedback.

Assessment using Course Group

The Course Group in MyFolio offers students the facility to submit a Page or Collection for formal assessment. Students create their Pages in the usual way, but will submit their work within a Course Group that is managed by their tutor. The Course Group enables the Page to be locked for editing whilst marking. It enables you as the tutor to provide written feedback (via comments) on the student’s work and release it to them individually.

**Note:** MyFolio does not offer the ability to set a grade for the assessment.

To use MyFolio in this way, you will need to ask your Faculty Learning Technologist to set up a Course Group for assessment. You can then add students and staff to the group, and change their roles as required. When students are a member of a Course Group, they will receive a prompt to submit pages for assessment with the Course Group. If they choose to do so, it will only be viewable by the teacher(s). Notification is provided to the teacher by email or according to their personalised notification settings.

For verification and archival purposes, staff are required to keep a record of all students’ work submitted for assessment before releasing the assessed page/s back to students, as it may be subsequently amended. To do this, simply “print” the Page to a PDF file. Alternatively, instruct the students to export their Page and submit the resulting .zip file to a Moodle assignment (see the next section). A final option is to simply not release the page back to the student; if they wish to develop it further they can create a copy of it.

Assessment in Moodle Assignment

An alternative means of submitting work for assessment is for students to create a secret URL before exporting the page and submitting it as an assignment in Moodle. To export a page, the student should click on the “Portfolio” tab in the navigation bar at the top of the screen, select the “Export” tab, and choose the ‘stand-alone HTML webpage’ export format. The student can then select which page or pages to export. The exported files will be saved in the student’s Downloads folder for upload to Moodle (along with the secret URL information as online text) as required.

**Tip:** It is recommended that teachers create a Moodle assignment with the same deadline as the MyFolio assessment.

In the instructions, teachers could ask students to submit their exported .zip file to this assignment, either in addition to, or instead of, submitting the Page to a Course Group in MyFolio. Be sure to set the upload limit for the assignment to a reasonable size so that all students can upload their work. You can then use the grading features within Moodle to mark the submissions, and the Moodle assignment will act as an archive of submissions.

To view an exported page:

1. Download the .zip file to your computer. You can either download each individually or download all submissions as a single .zip file. In the latter case you will need to right-click on the .zip file and choose “Extract”, then follow the prompts.
2. The page will be extracted to a folder; enter this folder and open the index.html file.

The page will open in your web browser with all content displayed, but without any theme or skin applied in MyFolio. You will not be able to comment on an exported page, and so will need to rely on Moodle’s grading features or a paper-based alternative.
Informal assessment
Personal tutors may wish to work with students on their personal development planning in MyFolio on a regular basis. In this case, students can share their work (e.g. journals for reflective writing, plans for the coming year) with tutors in order to receive comments and feedback.

Personal tutors could, for example, ask students to write a Journal, or create a Plan with a required number of actions for submission in advance of a meeting as a basis for discussion.

Using MyFolio for accreditation
In some cases, work created by students in MyFolio may be required for submission for Accreditation purposes. Where students are required to share Pages with others, who do not have a University of Kent user account, they can create a “Secret URL” (see Sharing pages and collections, page 12 and copy and forward it to the Accreditation body as required.

It is advisable to remind students that they should keep a record of their submission as a webpage or a printed PDF file as a precaution. It is recommended that staff keep a record of all work submitted for assessment before releasing the assessed Page(s) and/or Collection(s) back to students. In this way an archive is created for verification by external bodies if required.

Help and support
If you require further help or support on using MyFolio for teaching and learning, or if you would like to provide feedback on this document, please contact a Faculty Learning Technologist at elearning@kent.ac.uk.

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

Useful Links:
http://www.kent.ac.uk/elearning/myfolio/
http://www.kent.ac.uk/learning/PDP-and-employability/pdp/