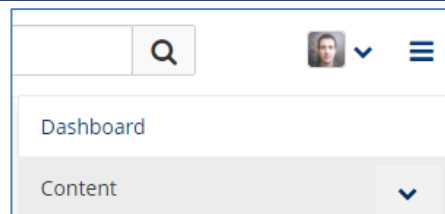


Recording and reflecting in MyFolio

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 in the '**Content**' section of the 'hamburger' menu.



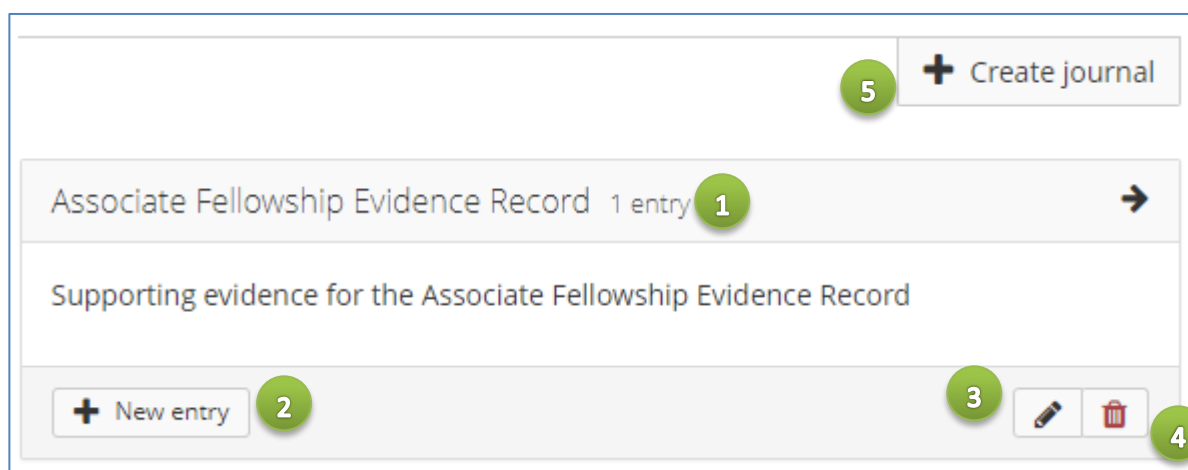
Journals

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 (creating and sharing pages is covered [here](#))

Creating a Journal

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, choose '**Journals**' from the 'Content' section of the 'hamburger' menu.

On the page that follows, any existing journals will be displayed (where applicable). To view an existing journal, **click on its title** (1). To add a new entry to an existing journal, click '**New entry**' (2). To edit the settings for an existing journal, or to delete it, click either the **pencil icon** (3) or the **trash icon** (4).



To create a new journal, click '**Create journal**' (5).

When creating a brand new journal you will be prompted to provide a **title** and a **short description**. You can, if you wish, associate **tags** (i.e. keywords) with your journal. For instance, you may choose to use tags such as *employability*, *jobs*, *careers*, etc. Tags can be associated with any feature in MyFolio and appear as a 'tag cloud' on the MyFolio dashboard. The more times you reference a certain tag, the more prominent it becomes in the 'tag cloud'. Tags within the tag cloud can be clicked on to retrieve all references to that tag within your portfolio.

Once you have given your journal a title and a description, click '**Create journal**'. You will be returned to the main journals landing page. Click '**New entry**' (2) to add a new entry to your journal.

On the page that follows, you can begin writing your new journal entry.

Adding a journal entry

Give your new journal a **title** (1).

The **'Entry'** field (2) is where you should write the journal entry text itself. You can use a Journal entry 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. A reflection is an analysis of your previous actions, to aid future improvement.

Note that it is possible to apply **formatting** to your text, add hyperlinks and embed images as part of the entry (3).

Where appropriate, you can assign **tags** to the entry (4).

You can also **attach files** to your entry (5), for instance, you may wish to include field notes, diagrams or photographs.

If you need to save changes but haven't finished writing, change the **'Draft'** switch (6) to 'Yes'. This will ensure that the entry is only visible to you, even if you've shared the entire Journal on a page.

Switch 'Allow comments' (7) to 'No' if you don't want viewers to be able to comment on this specific entry.

Once you have finished writing the entry, click **'Save entry'** at the bottom of the page.

The screenshot shows the journal entry creation form with the following elements and callouts:

- 1**: Title field containing "Reflections on the AB300 project".
- 2**: Entry field containing the text: "This is a short reflection on the AB300 project. Overall, I'm really happy with how the project progressed. Despite the issues encountered early on in the term, I feel I was able to bounce back and produce what seems to be a great product".
- 3**: Rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Bulleted list, Numbered list, Link, Unlink, Image, and Undo.
- 4**: Tags field containing "group work".
- 5**: "Add a file" button.
- 6**: Draft switch currently set to "No".
- 7**: "Allow comments" switch currently set to "Yes".

Note: Your Journals are only visible to you until you choose to share them with others on a page. Creating and sharing pages is covered [here](#).

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.

To upload a file, choose **'Files'** from the 'Content' section of the 'hamburger' menu.

The page that follows allows you to drag and drop files into your files area from your computer. In addition, you can create folders in which to organise your files.

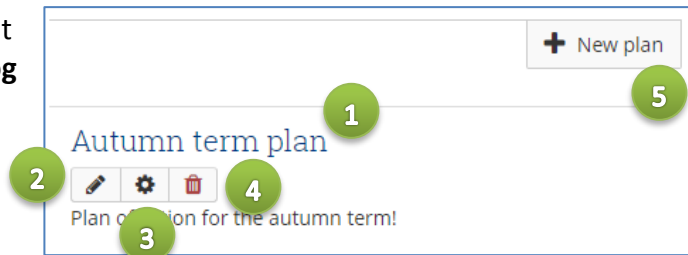
Plans

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, choose **'Plans'** from the 'Content' section of the 'hamburger' menu. The page that follows will display any existing plans that you have created.

To view an existing plan, click on its **title** (1). To edit an existing plan, click on the **pencil icon** (2). The **cog icon** (3) allows you to add new tasks to an existing plan or to mark particular tasks as completed. To delete a plan, click on the **trash icon** (4).

To create a brand new plan, choose '**New plan**' (5)



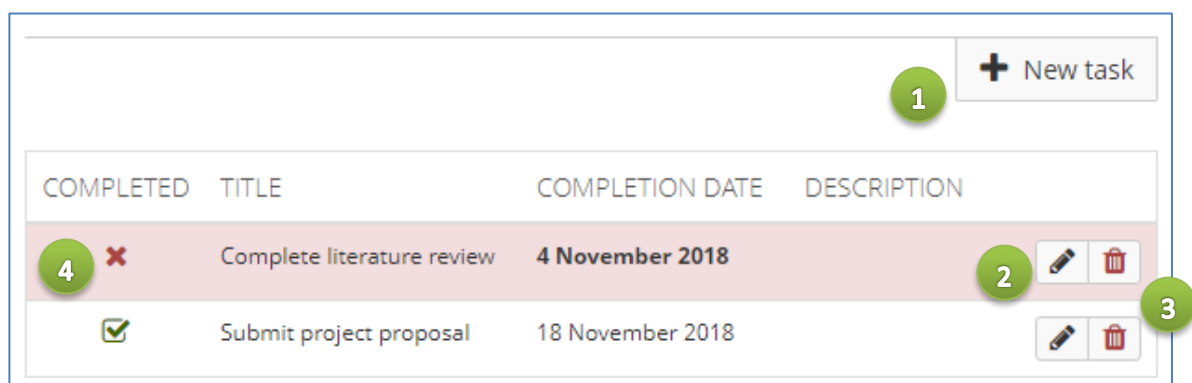
Creating a new plan

When creating a brand new plan (step 5, above), on the page that follows, you will be prompted to add a title and description for your plan. You can also assign tags to your plan.

Click '**Save plan**' at the bottom of the page.

Adding tasks to a plan

Click '**New task**' (1) to add a new task to a plan. On the page that follows, enter the task title, a description and an expected date of completion. Click '**Save task**' to store the entry.



To add subsequent tasks, repeat the above steps. To edit an existing task (or to **mark a task as completed**), click on the **pencil icon** (2). To delete a task, click on the **trash icon** (3).

Tasks that are overdue (i.e. not completed by the expected completion date) will be **highlighted in red** (4).

Note: Your plans are only visible to you until you choose to share them with others on a page. Creating and sharing pages is covered [here](#).