

Sharing and presenting in MyFolio

By default, the content added to your MyFolio profile, your CV, journals and plans are visible only to you. However, all of these aspects can be combined and included on a 'page' for sharing with other students, teachers and even prospective employers.

This short guide will explain how to create and share pages in MyFolio.

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.

Creating a Page

Pages can be created in the Portfolio section of MyFolio. To create a page, choose '**Portfolio**' from the 'Content' section of the 'hamburger' menu.

On the page that follows, you'll see that two pages already exist by default; these are your Profile page and your Dashboard page.

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.

To create a new page for sharing with another user, choose '**add**' at the top of the page. On the page that follows, you'll be asked whether you'd like to create a **collection** or a **page**. A page is a single page of information, whereas a collection is a group of existing pages. Choose '**page**'.

You will then be taken to the 'Edit title and description' tab. Here you can give your page a title and description and apply any tags (or keywords). Click the '**Save**' button.

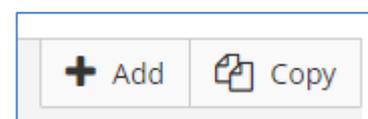
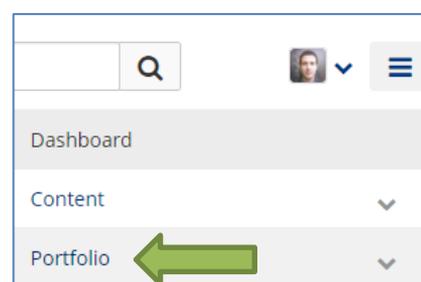
Note: if you forget to do this, your page will be named 'Untitled'.

Adding content to a page

You will be taken to the 'edit content' tab where you can start adding content to your Page (see figure 1, overleaf).

The 'edit content' page offers a simple drag and drop interface in which you drag content from the content blocks (1) on the left of the screen onto the content area on the right (2). The content blocks contain content from your content area in MyFolio (such as your profile information, your CV, journals, files and plans). In addition to this, you can use the content blocks to include bespoke content (such as text boxes and images), as well as external content such as YouTube videos and Google Docs.

Content elements can be moved around your page by clicking and dragging the crosshairs icon  to the left of each element (3).



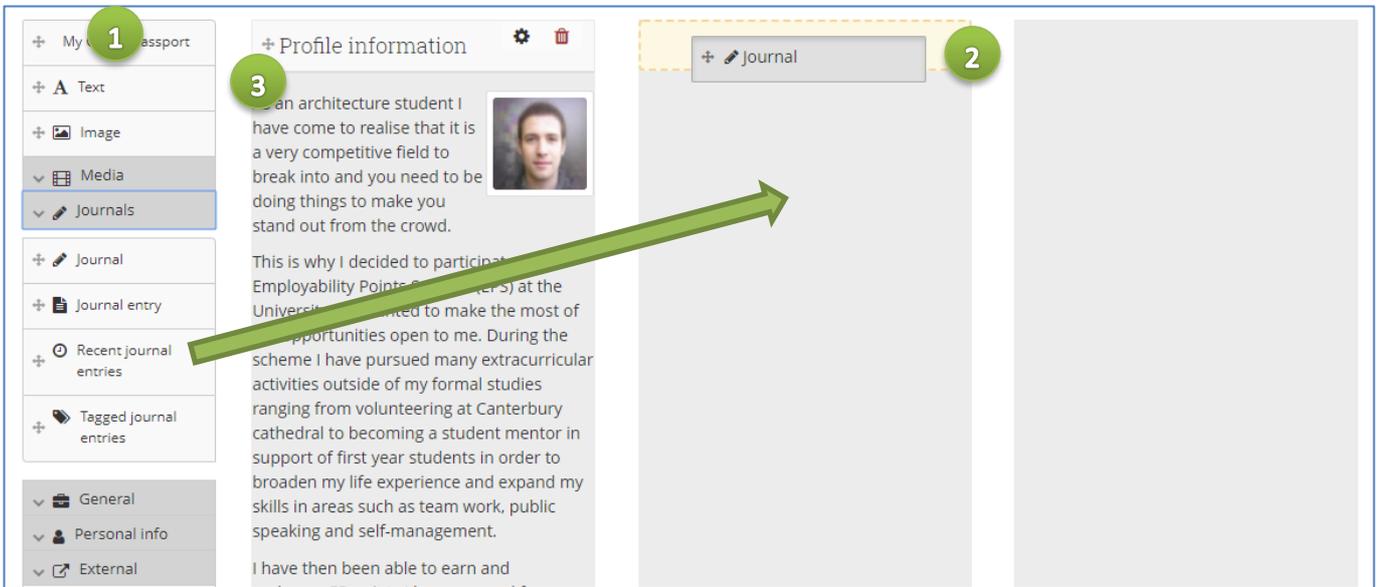
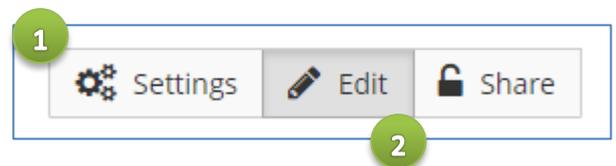


Figure 1 – the edit content page

Changing the page layout

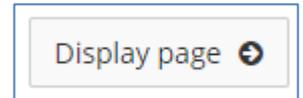
By default, a page contains three columns. You can change the overall layout of your page by clicking **'Settings'** (1) at the top of the edit content page and, on the page that follows, choosing a new layout from the **'layout'** tab at the bottom of the page.



To return to the edit content page, choose **'edit'** (2).

Displaying your page

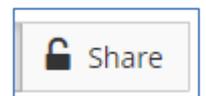
Once you are happy, you can click on the **'Display Page'** link at the bottom of the edit content page to see a preview of how your page looks.



If you'd like to continue editing your page, click **'Edit'** at the top of the page.

Sharing your page

Up to now, your page is only visible to you. To share your page with other users, whilst on the edit content page, choose **'Share'** from the top menu.



On the page that follows, you'll be presented with a number of sharing options (figure 2, below).

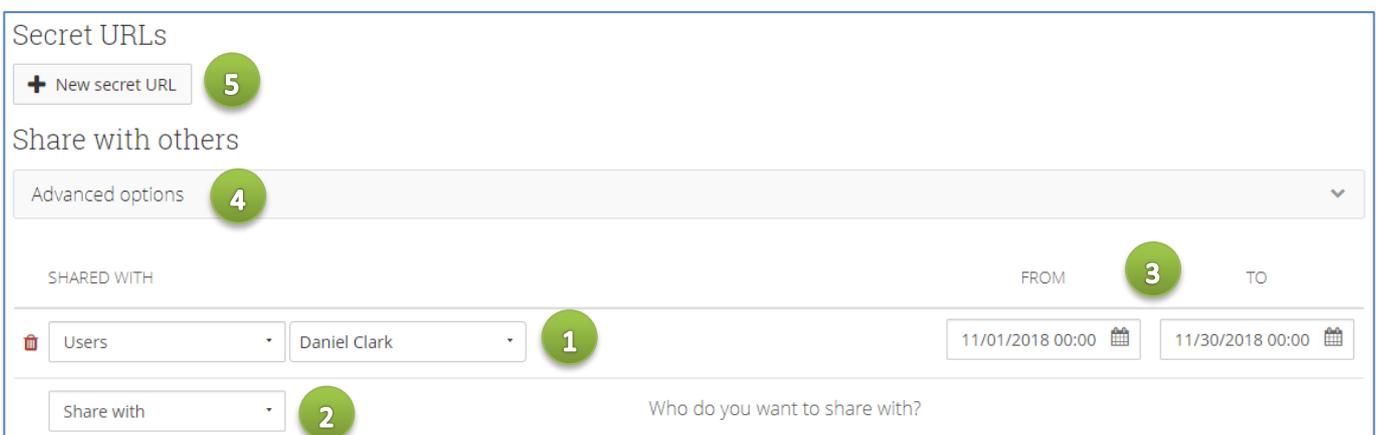


Figure 2 - sharing a page

Any existing sharing preferences are listed in the **'shared with'** section (1).

To add a new sharing preference, use the **'share with'** dropdown menu (2). Using the dropdown menu

you can choose to share with individual users, your MyFolio friends, groups you're a member of or all logged-in users.

When you add a new sharing preference, note that it is also possible to specify access **from and to dates** (3).

Within the page sharing **advanced options** (4), you can choose whether or not to allow comments on your pages and whether or not your pages can be copied.

If you intend to share your page with people who do not have a University of Kent IT account, you can generate an encrypted '**secret URL**' (5) which can be copied and pasted onto a website, an email or other documentation.

Remember to click '**save**' at the bottom of the page when you're done.

Note: You can retrospectively change your page sharing preferences by choosing '**Portfolio >> Shared by me**' from within the 'Content' section of the 'hamburger' menu. On the page that follows, click on the 'lock' icon  to edit the access for a specific page.

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.

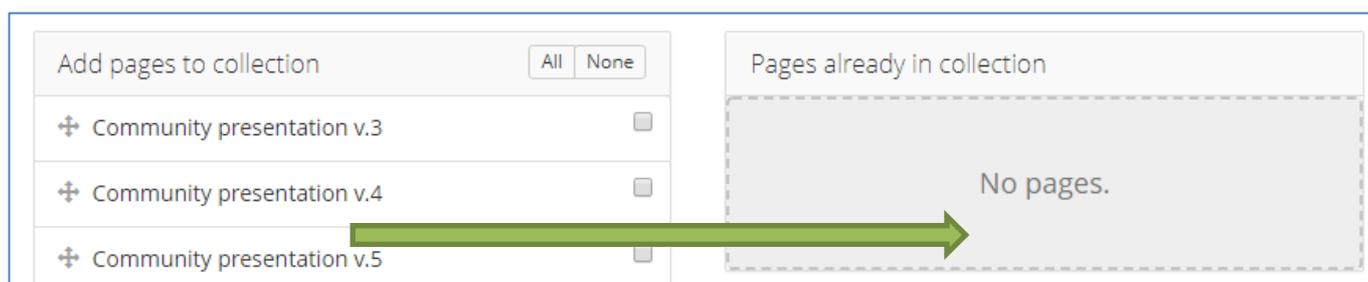
To create a collection, choose '**Portfolio**' from the 'Content' section of the 'hamburger' menu.

To create a collection for sharing with another user, choose '**add**' at the top of the page. On the page that follows, you'll be asked whether you'd like to create a **collection** or a **page**. Choose '**collection**'.



On the page that follows, you'll be asked to give your collection a name and a description. At the bottom of this page, click '**Next: Edit collection pages**'.

On the page that follows, use the **drag and drop function** to add pages to your collection.



Click '**Done**' at the bottom of the page when you're done.

Sharing a collection

You can share your collection by choosing '**Portfolio >> Shared by me**' from within the 'Content' section of the 'hamburger' menu. On the page that follows, click on the 'lock' icon  to edit the access for a specific collection.

Submitting pages or collections for assessment

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>.