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What is the ‘My EPS Journey’ e-portfolio?

The University of Kent’s Employability Points Scheme encourages students to engage with extra-curricular activities and rewards the most engaged students with internships, work experience placements, vouchers and much more. For each extra-curricular activity completed, students can claim ‘points’ and towards the end of each academic year, these points can be redeemed for ‘rewards’ offered by the external business community. See: www.kent.ac.uk/employabilitypoints.

The My EPS Journey e-portfolio will enable you to compile evidence and reflect on these experiences and rewards you have gained by participating in the scheme, which can then be added to your CVs and LinkedIn profiles.

This guide will go through how to compile content, display it on the e-portfolio page and how to share it with the EPS team, peers and potential employers.
Creating your ‘My EPS Journey’ e-portfolio (updated 28/4/17)

Accessing MyFolio

You can access MyFolio in a variety of ways (see Figure 1):

1. Go to the search under the Student link in the top right of any University of Kent webpage and type in ‘MyFolio’ and click the resulting link or access the Student Guide webpage scroll down to More systems and services and click the link.
2. Via the link on the ‘My EPS Journey’ webpage.
3. Click the MyFolio link in the top left of any Moodle page.
4. Type the URL https://myfolio.kent.ac.uk into your browser.

You will then be asked to log in and here you will need to use your student username and password.

**Tip**: If you are already logged in to another University System (such as Moodle) you will not be asked for these details and logged straight in.
Having logged in you will now see the Dashboard page. Having been enrolled centrally into the Employability Points Scheme group by the EPS team, you should see a link to it in the **My Groups** section to the right of the page.

Click the link and you will be taken to the Group homepage where you will see a wealth of information about the scheme along with testimonials from past participants (see **Figure 2**).
Making a copy of the ‘My EPS Journey’ template

To access and use the My EPS Journey (template for students) while in the Employability Points group you will need to (see Figure 3):

1. Click on the **Pages** link at the top of the group homepage.
2. Click on the **My EPS Journey** link. Here you will be greeted by some background information about creating your own My EPS Journey e-portfolio.
3. Click the link to the illustrative example showing the kinds of artefacts you can include in your e-portfolio.
4. Click the link to the template itself.
5. Click **Copy** in the top right of the resulting screen to make a copy of the template you can save as your own.

**Figure 3 – Making a copy of the My EPS Journey e-portfolio template**
As you copy the template to create your own e-portfolio page you will need to (see Figure 4):

1. Give the Page a pertinent title (such as My EPS Journey followed by your name in brackets) and a description.
2. Add any ‘tags’ or ‘keywords’ as appropriate.
3. Choose a Name Display format suitable for the intended audience of your page. Given this Page is likely to be shared with potential employers at some point, we would suggest selecting ‘full name’ here.
4. Save the page. Having clicked Save, the Page will open in Edit mode but we need to create our own content before we can look to edit the page. To exit Edit mode, either return to the Dashboard page or access the Content tab as it is here where you will be creating content to display on your page.

**Tip:** You may have to wait a few seconds while MyFolio copies various items to your Content area. Once it has, you will be taken to the new page.

**Note:** If the My EPS Journey template is updated after you have copied it, those changes will not appear in your version.
Creating your profile

From the Dashboard we need to access the Content tab, as this is where we create all of our content that will be displayed on your My EPS Journey e-portfolio page later.

**Note:** All content you create in the Content tab is private until you share it on an e-portfolio page with somebody.

Profile

In the content area you should setup your profile (see Figure 5). As this Profile can be added to any portfolio Pages you create, we would advise that if you have participated in the Employability Points Scheme that you include a paragraph detailing information on this in the introduction including:

- **Reasons** for signing up for the Employability Points Scheme (EPS) and what you believe you have gotten out of it.
- **Reflection** on any new skills acquired and your overall development alongside any other pertinent profile information rather than solely basing it on EPS.

![Figure 5 – Setting up a Profile](image)

**Note:** The way that the My EPS Journey template has been set up means that this profile information pulls through on to your e-portfolio page, so any amendments you make will automatically be reflected on your e-portfolio page.

**Tip:** Don’t forget to **Save Profile** when you’re done.
Uploading profile pictures

You may upload up to 5 profile pictures (all of which must be between 16x16 and 1170x1170 pixels in size). As you can see you can set a default image out of your five to be used on all Pages that are created.

To upload a profile picture (see Figure 6):

1. Click the Choose file button and browse your computer for the file and click Open.
2. Provide a “Title” for the image (this will help you identify it later) and click the Upload button.
3. You can set a “Default” picture which will then be preselected every time you add your profile picture to a Page.
4. To delete a picture, click the check box next to it and then click Delete.

![Figure 6 – Uploading profile pictures]

Note: Any uploaded pictures will need to be less than 64MB each as this will count towards your individual file storage quota of 256MB, which you can see as indicated by the Quota graph on the right of the page.
Creating your reflective ‘My EPS Journey’ journal

In this section we are going to show you how to create your My EPS Journey reflective journal that will ultimately be displayed on your e-portfolio page.

To create the journal (see Figure 7):
1. Click on the Content tab and then Journals.
2. Click the Create journal button.
3. Enter a title (e.g. My EPS Journey (name in brackets)) and a description.
4. Add any relevant tags or keywords.
5. Once you are happy, click Create journal.

Figure 7 – Creating your My EPS Journey reflective journal
Creating journal entries

To create journal entries (see Figure 8):

1. Click on the New Entry button or the journal title. (If you go via the journal title you will then need to click on the New entry button on the resulting screen.)

2. Give the entry a title (such as the name of the activity followed by the number of EP points earned in brackets).

3. Type the text of your journal entry.

4. You can also add an image to display within your journal entry by clicking the Insert/edit image icon in the text editor and either uploading a file from your computer or selecting one already uploaded to your My Files area.

5. Below the text box, you may add tags and keywords.

6. You can also add attachments and attach one or more files by clicking the Add a file button, then either:
   a. select an existing file from your files area; or
   b. tick the disclaimer check-box and then either ‘drag and drop’ the file to upload it or click Choose files to browse your computer for the desired content.

7. Once finished, click Save entry and Publish. If you click Save entry, your journal entry is shared as a draft and will need to be published before it can be added to your My EPS Journey e-portfolio page.

Tip: If you have already shared a journal entry to your My EPS Journey e-portfolio 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.
Adding your own content to your ‘My EPS Journey’ e-portfolio

Now that you have copied and saved the My EPS Journey e-portfolio page template as your own page, and created your own content, we are now going to show you how to add your content to your page.

How to edit your My EPS Journey e-portfolio page

Go to the Portfolio tab then Pages (1a and 1b) and either use the search facility (2) or scroll to find your My EPS Journey e-portfolio page (as copied from the template). To access the edit functions, click the pencil icon (3) (see Figure 9).

You will notice that each block on your page has three icons:

1. Crosshair icon – enables you to move the block.
2. Cog icon – enables you to edit the block.
3. Rubbish bin icon – deletes the whole block.

The blocks labelled ‘Activity Entry...’ and ‘EPS Reward’ (right) are placeholders into which you may add your own journal entries. To do this (see Figure 10).

Tip: If you have already created your profile in the Content area, that should have already come through onto the page as should your current employability points total.
1. Click the cog icon.
2. Search for the entry to display and click the button next to it to select it.
3. Scroll down to More options and select Skip this block entirely when copying the Page. This will then ensure that if you made it so that other users could copy this page that your journal entries would not be included on the copy created.
4. When you are happy, click Save. Your journal entry including any attachments will then be displayed. Repeat this process for all other journal entries.

Figure 10 – How to replace placeholder journal entries with your own
If you find you need to add further journal entries to your My EPS Journey e-portfolio page, you can do this by accessing the **Journal** section of the tool menu to the left of your page, clicking the **crosshair** icon and dragging the **Journal entry** block (as shown in **Figure 11**) and then searching for the appropriate entry to add to your page (as depicted in steps 2-4 in **Figure 10**).

![Figure 11 – How to add more journal entries once you have replaced all of the placeholders](image)

**Note:** The template also features optional elements such as adding images in Galleries and slideshows and linking to video content held on other platforms such YouTube. These will be covered in subsequent sections but if you do not want to add these elements you can simply delete them along with sections that simply offer guidance by clicking the **rubbish bin** icon in the top right-hand corner of each resource.

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**Tip:** We would, however, suggest keeping the block describing the EP scheme on your page (above) somewhere as it provides background information on what the scheme is about which may be of interest to those you share the page with such as potential employers.
Uploading files and displaying images in galleries and slideshows

You may have files, including images, created in other programs that you want to use as evidence to support your reflection on your EPS experience. These can be uploaded to the Files area, found under the Content tab. You have 256MB of storage (as displayed by the file quota graph to the right of the page) and any individual file can be up to 64MB in size.

How to upload files (including images)

To upload a file (including images) see Figure 12:

1. Click on the Content tab, and choose Files.
2. Read the copyright disclaimer and tick the box.
3. Drag and drop files into the box shown, or click Choose files to browse your computer.
4. You will then receive a message that the upload is complete and you will then be able to scroll down and see the file in the list.
5. Once uploaded, you can create folders in which to click and drag individual files.
You can also edit files (see Figure 13) by:

1. Clicking the pencil icon next to a file.
2. Editing the filename.
3. Adding a description (which is handy when looking to create a slideshow as this provides a caption to your images)
4. Including tags or keywords to aid searching for files held in the Files area when you are looking to incorporate them into your My EPS Journey e-portfolio page.
5. When you are happy, click Save changes.

Tip: You should only upload files to which you hold the copyright, or have specific permission from the author to use.
How to display images in galleries and slideshows

The My EPS Journey template that you copied to create your own page has an image gallery placeholder. So, in order to access and display your own images, access your e-portfolio page, click the Edit this page button and then follow the steps in Figure 14.

1. Click the cog icon on the image gallery placeholder.
2. Replace the placeholder title with a meaningful title of your own.
3. Under image selection you can:
   a. Choose to display all images from a folder (this is quite good as it will include all images subsequently uploaded and added to the folder).
   b. Or you can choose individual images to display.
4. In the My files area you can select a whole folder of images to display by clicking the tick.

Figure 14 – Displaying images on your My EPS Journey page
5. If selecting individual files, you can click the ‘+’ icon to the left of the folder to access individual images and again select them using the tick. Or you can also upload files here too by reading and agreeing the copyright notice and then browsing your computer by clicking Choose files.

6. You can decide whether to display the images as thumbnails or as a slideshow.

7. You can also decide whether to show descriptions you added to the images during upload (which would give a caption to the images), which would be particularly effective in a slideshow.

8. You can adjust the width of your images to suit and then click Save.

If you wanted to add more images to your page, you can (as shown in Figure 15) either:

1. Select the image block and drag it on to the page for a single image and either upload new files or access previously uploaded ones.

2. Go to the Media drop down menu and click and drag the image gallery block on to your page and go through the same options as we have for the placeholder.

**Tip:** Once on the page, use the crosshair icon to click and drag the block into the correct position.

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Figure 15 – Adding images in addition to the template placeholder
Sharing your My EPS Journey e-portfolio with others

In this section we are going to show you how to share your My EPS Journey e-portfolio page with the EPS team during production and peers in the Employability Points Scheme group and potential employers when it’s finished.

Sharing with the EPS team and peers in the Employability Points Scheme group

From the Dashboard you need to access the Portfolio tab and then the Pages tab (see Figure 16). Once in the Pages tab, click the pencil icon next to the title of your My EPS Journey e-portfolio page (1).

Figure 16 – Sharing settings for your My EPS Journey e-portfolio page
To share your page, click the Share page link (2) in the top-left corner of your page under the title. You will then be taken to the Shared by me tab where you will see two drop-down menus for both Collections and Pages that you can search. Having come from your My EPS Journey e-portfolio page, this will already be highlighted in the Pages menu (3).

Before deciding who to share your page with, and for how long, check out the Advanced options (4) where you can:

- Allow comments – so other users can leave comments on your page.
- Moderate comments – comments will remain private until they are approved by you.
- Allow copying – enables others to copy your page.
- Overriding start and stop dates – you can determine that other people will not be able to see your page before the start date and after the end date regardless of any other access you have granted.

Tip: As you will probably be sharing your My EPS Journey e-portfolio with the Employability Points Scheme group at some point, we would perhaps advise keeping the Allow copying setting set to No so people can view and marvel at your page and not be able to copy it. However, at the end of the day that choice is up to you.

Once happy with the options you have selected, scroll down to the Share with menu where you can decide who to share your Page with (see Figure 17).

If during compiling your page you would like to seek guidance from the EPS team, you can:

1. Select Users from the Shared with drop down menu.
2. Search for either Matt Cook or Catriona Dennis.
3. You can also set a timeframe to govern how long to share your My EPS Journey page with them for.
4. When done click Save.
5. Once you have completed and are happy with your My EPS Journey page, you are encouraged to share it with the Employability Points Scheme group, which can be accessed from the same Shared with menu.

Tip: The EPS team are keen for participants to share their pages with the group so their peers and future cohorts can see just what is possible in MyFolio when creating their own My EPS Journey e-portfolios.
Sharing your My EPS Journey e-portfolio with potential employers

Should you want to share your My EPS Journey e-portfolio with potential employers, for example, MyFolio has a secret URL function which generates a URL to your page that can’t be searched by Google. By including this URL in, say, your LinkedIn profile, potential employers will be able to access and view your My EPS Journey without needing to arrange a University login.

To create a secret URL to your My EPS Journey e-portfolio page (see Figure 18):

1. Go to the Portfolio tab and then the Shared by me tab.
2. Select Pages and scroll to find your My EPS Journey e-portfolio page.
3. Click the secret URL (globe icon) and then new secret URL.
4. The URL is generated and you can copy it (pages icon) and even edit how long it remains active for (pencil icon).
5. The URL can then be pasted into your CV or LinkedIn profile.

Figure 18 – Creating a secret URL to your My EPS Journey e-portfolio page

Creating your ‘My EPS Journey’ e-portfolio (updated 28/4/17)
Linking to videos uploaded to YouTube (optional)

Following an EPS activity such as a workshop or a reward such as an internship, you will want to reflect on your experience and one way would be to write a journal entry and then bring that into your My EPS Journey e-portfolio page. Alternatively, you could also record a quick video either on your smartphone or home computer / laptop if you have access to a webcam, upload it to platforms such as YouTube and then link to it from your e-portfolio page.

If you do not have a YouTube account and need instructions on how to upload a video, please click on these links:

- Create a YouTube account
- Upload a video

In this section we are going to show you how to access videos previously uploaded to YouTube and how to link them to your My EPS Journey e-portfolio page.

Accessing uploaded videos

![YouTube Accessing](image)

**Figure 19a – Accessing and checking settings of videos uploaded to YouTube**

To access your uploaded videos (see Figure 18a):

1. Once logged in, go to the menu in the top right of the screen and select My Channel and then Video Manager.
2. Find the video you want to link to and click edit and check title, description, tags and most importantly that the privacy settings are set to unlisted (only people with the link will be able to view your video) and save any changes.

To access the embed code that you will need to link the video to your e-portfolio page, return to Video Manager, click the thumbnail to your video and follow the following steps (see Figure 19b):

1. Click the Share link and then Embed.
2. Highlight and copy the embed code.
3. Click Show more and uncheck Show suggested videos when the video finishes box (as these may not be of interest to those viewing your e-portfolio page).
Creating your ‘My EPS Journey’ e-portfolio (updated 28/4/17)

Figure 19b – Accessing and copying the video embed code to link to the video from the e-portfolio page
Linking your video to your My EPS Journey e-portfolio page

1. Go to the Portfolio tab and then Pages tab, scroll to your My EPS Journey e-portfolio page and click the pencil icon to enter edit mode (see Figure 20).
2. Click the cog icon on the ‘Overall reflections...’ placeholder to edit it.
3. Replace the block title with one of your own.
4. Replace the existing embed code with your own by selecting existing text and pasting in new embed code.
5. Click Save.

Figure 20 – Replacing the YouTube video placeholder with video of your own
If you wanted to add more videos in addition to replacing the placeholder copied from the template, then you do this by (see Figure 21):

1. Accessing the External block.
2. From the resulting menu click the crosshair icon and drag the External media block on to your page before following steps 3-5 from Figure 20.

Help and support
We hope this guide, in conjunction with the My EPS Journey screencasts, will prove useful to you as you compile your e-portfolio pages but if you have any problems please let the EPS team know at employabilitypoints@kent.ac.uk.