

ANGEL[®] ePortfolio 2.0 Guide







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Conventions Used in This Manual

Document Icons	
Icon	Icon Meaning
	Tip – a tip is a type of note that helps the users apply the techniques and procedures described in the test to their specific needs. A tip suggests an alternative method that may not be obvious and helps users understand the benefits and capabilities of the item.
	Note – Notes call the user's attention to information of special importance.
	Reference – Refers the user to another source of information.
	Caution – Caution advises users of actions that could potentially cause problems.

Introduction

Welcome to the ANGEL ePortfolio 2.0 Guide. ANGEL ePortfolio 2.0 is learner-driven, allowing students to create an evolving picture of educational as well as personal growth and development. It allows learners to link progress to institutional, course, and personal objectives and introduces the unique-to-the-industry concept of “certified” artifacts – artifacts imported from ANGEL|LMS with just a click that include grades and instructor comments and are locked from editing. ANGEL ePortfolio’s blogging capabilities engage learners in ePortfolio.

New to ANGEL ePortfolio 2.0

ANGEL ePortfolio's powerful features have been enhanced with a streamlined user interface that simplifies navigation, as well as rich, new tools.

Usability is key in the new and improved ePortfolio. Enhancements include a redesign to resemble ANGEL 7 both visually and functionally. Artifacts are organized in an easy to read tree view. We’ve also included Drag-n-Drop in several locations to enhance organization and formatting.

The Objectives feature of ePortfolio has been significantly expanded. Students and faculty can now create rubrics to evaluate progress toward completing objectives. Objective rating scales are now customizable. In addition, new filtering capabilities have been implemented for easier viewing.

The ANGEL Reporting Engine has now been included in ePortfolio, allowing faculty to monitor their data and assess their programs. These tools give educators greater insight into student performance and enhance workflow while increasing student interaction.

For administrators, ANGEL ePortfolio is now customizable. Administrators can create and edit environment variables to best meet the needs of their institution. It is also now possible to control permissions on a user-by-user basis.

System Requirements

ANGEL ePortfolio 2.0 is designed to support the widest variety of operating systems and Internet browsers through its limited use of client-side technologies. ANGEL ePortfolio is tested with and fully supports the following browsers:

- With PCs running Windows OS: Internet Explorer, Firefox and Mozilla
- With Macs running OS X: Firefox and Mozilla

Testing is performed on the latest generally available versions for the above platforms and browsers with each General Release of ANGEL products, ensuring full support at that time. For additional information on browser support please visit <http://support.angelllearning.com>.

ANGEL ePortfolio Home

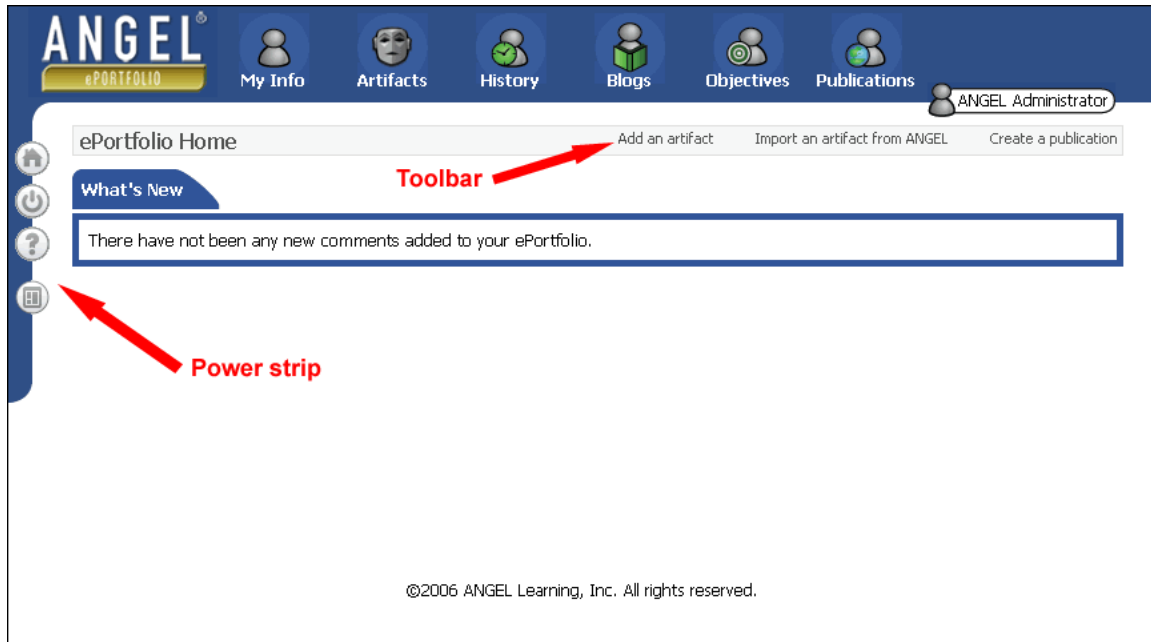
The ePortfolio home functions primarily as the logon screen and starting point for each ePortfolio session. It also displays listings of other users' ePortfolio Publications that have been published to the institutional directory. These are broken down into the "Most Visited" ePortfolios and the "Recently Updated" ePortfolios. These listings are updated periodically based on recent ePortfolio activity.

How to Log On

1. Type the username provided by your institution in the **Username** field.
2. Type your password provided by your institution in the **Password** field.
3. Click the **Login** button.

ePortfolio Home





When you log into ANGEL ePortfolio, you are presented with ePortfolio Home.



Home displays a column of icons on the left (called the power strip) and a row of tasks in the upper right (called the toolbar). In the center of the page, the “What’s New” section displays comments that other users have recently made on your ePortfolio content. After you share parts of your ePortfolio using Publications, other people can leave you comments on your work and on your portfolio. Displaying these comments in the What’s New allows users to quickly see that others are viewing their ePortfolios.

Basic Navigation

ANGEL ePortfolio contains several options for navigation. Your ANGEL navigation is located in the **power strip** that is displayed on each page.

Icon	Name - Description
	Home – returns you to your ePortfolio Home
	Log Off – logs you out of the ePortfolio/ANGEL system
	Help – displays frequently asked questions for ePortfolio
	Return to ANGEL – returns you to the ANGEL application.

Your ePortfolio tabs (**My Info**, **Artifacts**, **History**, **Blogs**, **Objectives**, and **Publications**) allow you to move from area to area within ePortfolio. The toolbar allows you to choose from tasks related to the active tab.

My Info

The **My Info** section controls your personal information such as email addresses, phone numbers, and addresses.

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The first time that you log into ePortfolio, this information is copied into your portfolio from the Personal Information section of the ANGEL|LMS. This eliminates the extra work of re-entering all of this information.




As with any personal information care should be exercised in providing information that is accessible over the web.

How to Edit Your Personal Information

Changing your personal information can be done using the hyperlinks on the toolbar. The hyperlinks allow you to Add New Address and Add New Phone Number. You can also edit your personal information using the hyperlink in the General tab. Additionally, addresses and phone numbers can be edited using the Edit hyperlink on the corresponding tab. Select the schools and departments that you are involved in by clicking on the Associations tab.

Editing Personal Information

To edit your personal information:

1. Click the **My Info** icon () to access your personal information.
2. Click the **Edit** hyperlink located at the bottom of the General tab. The general information editor page appears.

The screenshot shows a web interface with four tabs: General, Addresses, Phone Numbers, and Associations. The 'General' tab is active and contains the following form fields:

- First Name:
- Middle Name:
- Last Name:
- About Me: [HTML Editor](#)
- Email:
- Homepage:
- Photo URL: [Add](#)

At the bottom of the form are two buttons: and .

3. Type or change the **First Name** in the First Name field.
4. Type or change the **Middle Name** in the Middle Name field.
5. Type or change the **Last Name** in the Last Name field.
6. Type information about yourself in the **About Me** field. The HTML Editor can be used when creating your About Me information.
7. Type or change your email in the **Email** field.
8. Type a homepage URL in the **Homepage** field.
9. Type a **Photo URL** if you want an image to appear on your portfolio. To add a photo from your computer click the **Add** hyperlink to **Browse** to your file and click the **Upload Picture** button.
10. Once your information has been updated click the **Save** button.

Adding an address

To add an address:

1. Click the **Add New Address** hyperlink on the toolbar. The Addresses editor appears.

2. Type the type of the address (e.g. Home, School, Work, etc.) in the **Type** field.
3. If applicable, type a P.O. Box in the **P.O. Box** field.
4. Type a street address in the **Street** field, optional.
5. Type a city in the **City** field.
6. Type a state or province in the **State/Province** field, optional.
7. Type a postal code in the **Postal Code** field, optional.
8. Type a country in the **Country** field, optional.
9. When the information is complete, click the **Save** button.

Editing your address

To edit your address:

1. Click the **Addresses** tab. The addresses page displays.

2. Click the **Edit** hyperlink underneath the address you want to edit. The address editor appears.
3. Modify the **Type**, e.g. Home, Work, School, etc.
4. Type a **P. O. Box**, if applicable.
5. Type your **Street** information.
6. Type your **City** information.
7. Type your **State/Province** information.
8. Type your **Postal Code**.
9. Type your **Country**.
10. When your information is complete, click the **Save** button.

Adding your phone number(s)

To add a phone number:

1. Click the **Add New Phone Number** hyperlink on the toolbar. The phone numbers editor appears.

The screenshot shows a web interface with four tabs: 'General', 'Addresses', 'Phone Numbers', and 'Associations'. The 'Phone Numbers' tab is active. Below the tabs is a form with two input fields. The first field is labeled 'Type' and contains the text 'Home'. The second field is labeled 'Number' and contains the text '(123) 456-7890'. Below these fields are two buttons: 'Save' and 'Cancel'.

2. Type the type of phone (e.g. Home, School, Work, Mobile, etc.) in the **Type** field.
3. Type your phone number in the **Number** field.
4. When complete, click the **Save** button.

Editing your phone numbers

To edit your phone number(s):

1. Click the **Phone Numbers** tab. The phone numbers page appears.

The screenshot shows the same web interface with the 'Phone Numbers' tab selected. The page displays a list of phone numbers. The first entry is 'Office' with the number '(111) 123-1234' and links for 'Edit' and 'Delete'. The second entry is 'Home' with the number '(123) 456-7890' and links for 'Edit' and 'Delete'.

2. Click the **Edit** hyperlink underneath the phone number you wish to edit. The phone number editor appears.
3. Edit the **Type** (e.g., home, school, work, mobile, etc.)
4. Edit the **Number**.
5. When complete, click the **Save** button.

Adding an Association

An association is a school or department that you are involved in. You may be active in the Drama Department or the School of Science, etc. Associations allow students to access features such as templates and objectives that are school or department specific. To indicate which schools or departments you have an association with:

1. Click the **Associations** tab.
2. Scroll through the list of Schools and click on those with which you have an association. To select multiple schools, use the control (Ctrl) key and click on the schools in the list.
3. Scroll through the list of Departments and click on those with which you have an association. To select multiple departments, use the control (Ctrl) key and click on the schools in the list.
4. When complete, click the **Save** button.

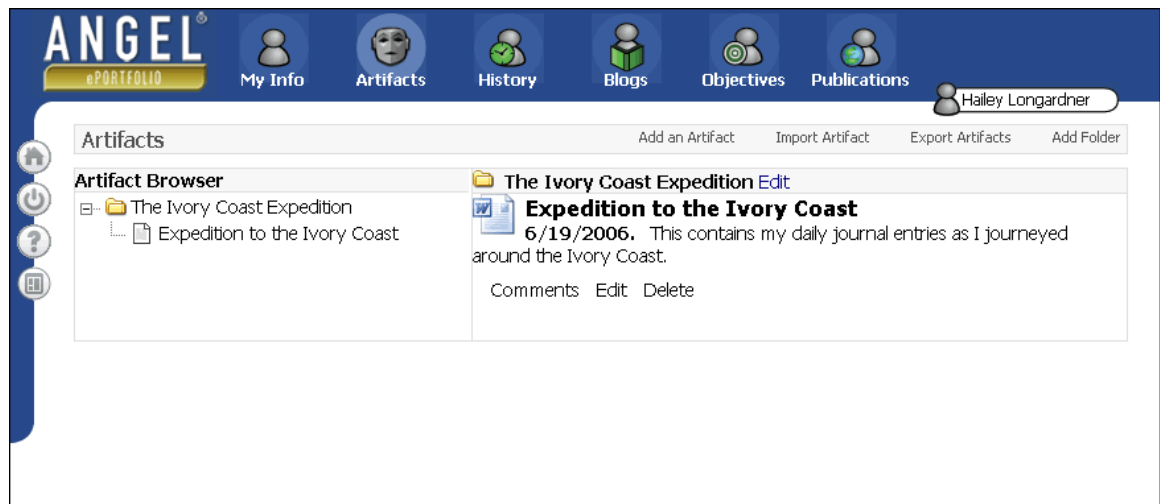
Artifacts

The **Artifacts** section of ANGEL ePortfolio allows you to create, import, and maintain your Artifacts. Artifacts are any evidence of an event or activity in your life. These could be homework assignments, photos, video clips, letters, or many other types of evidence. You can create artifacts by uploading files, by pointing to a URL, or by importing the Artifact from ANGEL.

Add an Artifact

To add an artifact:

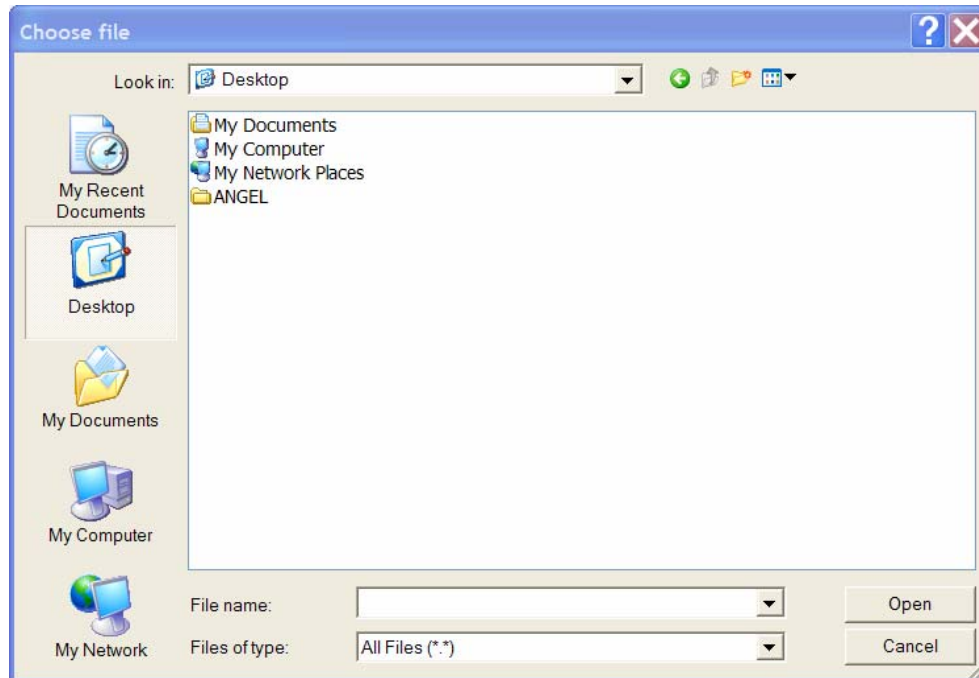
1. Click on the **Artifacts** icon (). The Artifacts page appears.



2. Click the **Add an Artifact** hyperlink on the toolbar. The Add an Artifact page appears.


3. Type a **Title** for the artifact.
4. Type a **Description** for your artifact in the Description field. You can use the HTML editor to format your description by clicking on the HTML Editor hyperlink.
5. Select a **Date** for your artifact using the drop-down menus.

6. Select **File** if you want to upload a file from your local computer. Alternatively, you can provide a **URL** to your file location in the URL field.
7. Click the **Browse** button to select your file from your computer. The Choose file dialog will appear.



8. Select the file from your list of files and click the **Open** button.
9. When complete click the **Save** button.

Import an Artifact

If you choose to import an artifact from ANGEL, you will be given a list of your recently graded drop box submissions in your ANGEL courses. After completing the import process, you will notice that the Artifact is locked () from editing. This makes the artifact a **Certified Artifact**, an artifact that has a grade, instructor's comments, and other metadata that cannot be edited.

To import an artifact from ANGEL:

1. Click on the **Artifacts** icon.
2. Click the **Import Artifact** hyperlink on the toolbar. The **Import an Artifact from ANGEL** page appears with a list of available artifacts.

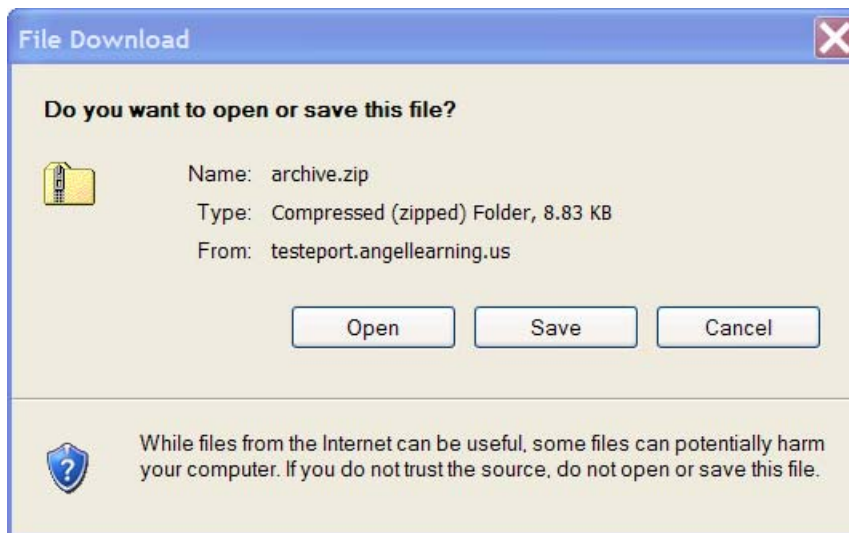


3. Click on the **Add to my ePortfolio** hyperlink to add the item to your portfolio.

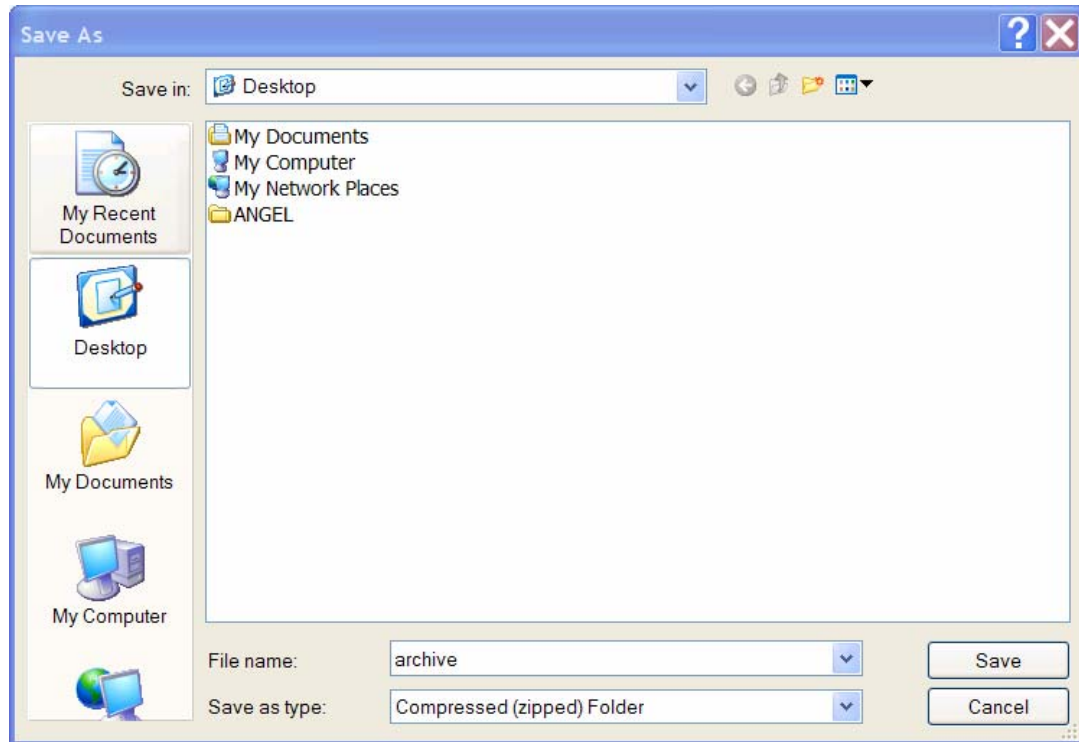
Export Artifacts

To export your artifacts:

1. Click the **Export Artifacts** hyperlink on the toolbar. The File Download dialog box appears.



2. Click the **Save** button on the File Download dialog box. The **Save As** dialog box appears.



3. The default name for your export is **archive.zip** which you can change in the File name text field. Select where you want to store your export on your local computer. Click the **Save** button to save your export.



Depending on the size of your portfolio, this export may take some time.

Organize Artifacts

To keep your ePortfolio organized it is recommended that folders be used. You can use folders labeled by year, by department, or any other labeling method that keeps your ePortfolio artifacts in order. Once you have created folders to organize your artifacts, you can click on the artifact and drag-n-drop the artifact into the desired folder. You can also drag entire folders into another folder for further organization.

Add a Folder

To add a folder:

1. Click on the **Artifacts** icon.
2. Click the **Add Folder** hyperlink on the toolbar.

Folder Name

Save

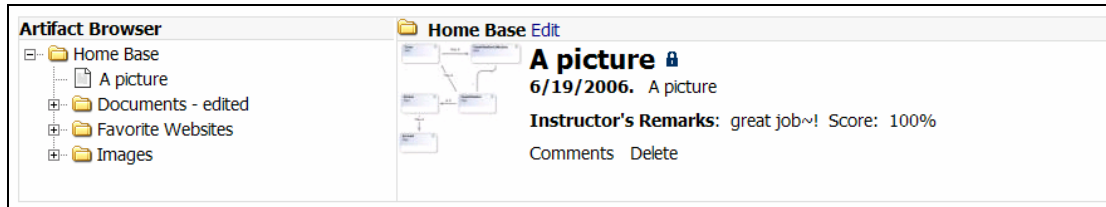
3. Type the name of the folder in the **Folder Name** text field.
4. Click the **Save** button. Your new folder appears in the Artifact Browser.

Adding a Comment

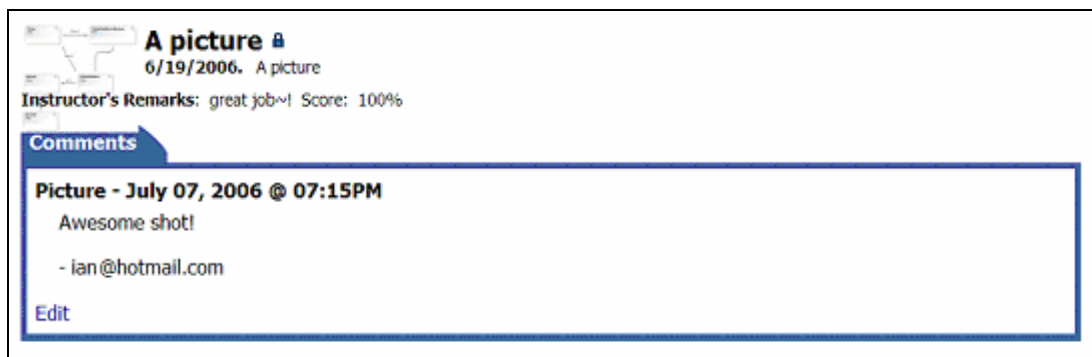
The artifacts section also allows you to comment or reflect on each artifact in your portfolio, or to view others' comments about artifacts that you have shared with them.

To add a comment to an individual artifact:

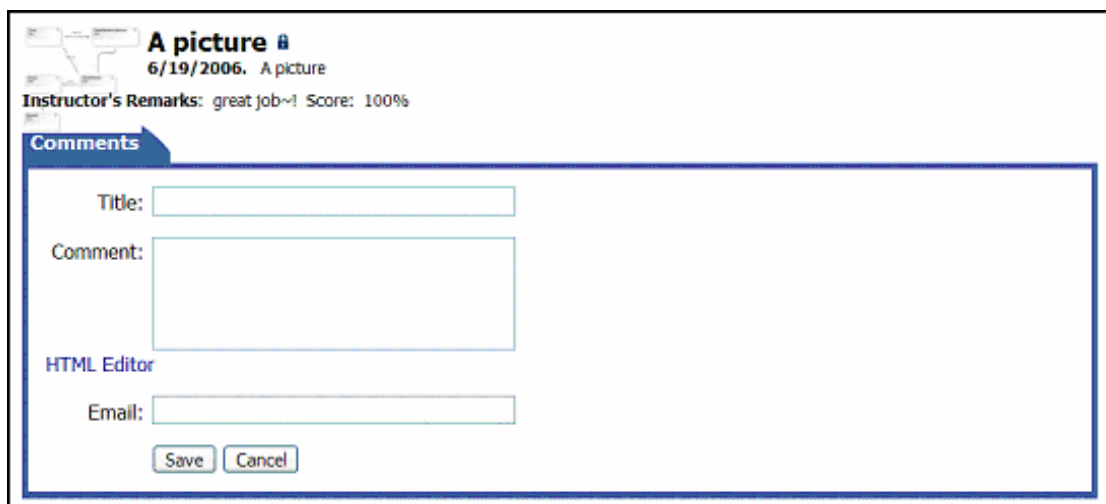
1. Click on the **Artifacts** icon.
2. Artifacts that are not within a folder are displayed.



3. Click the **Comments** hyperlink underneath the artifact to add your comment. The Comments page appears.



4. Click the **Add Comment** hyperlink on the toolbar. The Comments editor page appears.



5. Type a title to your comment in the **Title** field.

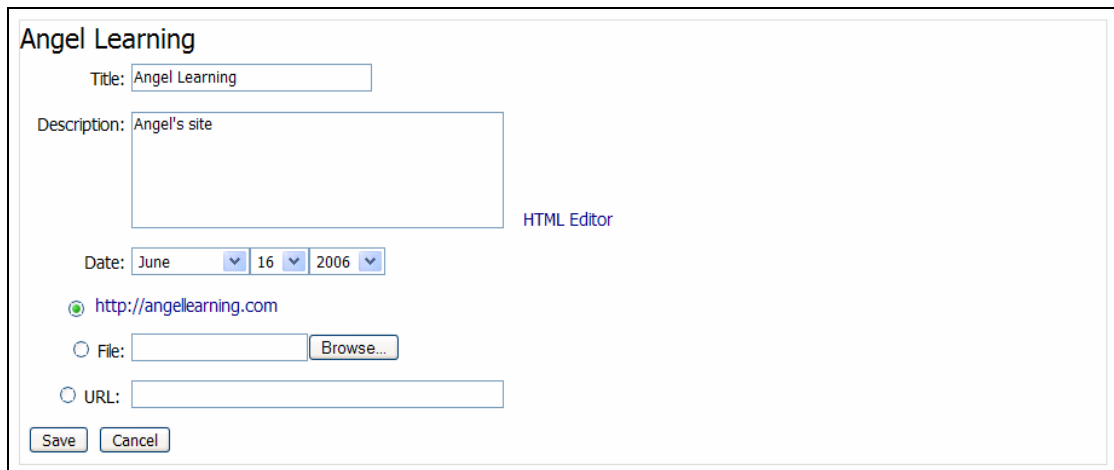
6. Add your comment to the **Comment** text area. The HTML editor is available to add your comments.
7. Click the **Save** button when complete.

To add a comment to artifacts within a folder click on the folder name and follow steps 2 through 6 above.

Editing Artifacts

Artifacts that are not certified artifacts or locked () may be edited. To edit an artifact:

1. Click on the Artifacts icon and locate the artifact you wish to edit.
2. Click the **Edit** hyperlink underneath the artifact you wish to edit. The Artifact editor appears.




The screenshot shows the 'Angel Learning' artifact editor. It includes a 'Title' field with the text 'Angel Learning', a 'Description' field with the text 'Angel's site', and a date selector set to 'June 16 2006'. There is a radio button for 'File' with a 'Browse...' button and a radio button for 'URL' with a text input field. The URL field contains 'http://angellearning.com'. At the bottom, there are 'Save' and 'Cancel' buttons. The text 'HTML Editor' is visible on the right side of the form.

3. Make the necessary changes in the Title, Description, Date, File or URL.
4. When complete, click the **Save** button.

Deleting Artifacts

To delete an artifact from your ePortfolio:

1. Click on the **Artifacts** icon.
2. Select the artifact from the Artifact Browser.
3. Click the **Delete** hyperlink underneath the artifact you want to delete.

 Use care when deleting an artifact. Certified artifacts will delete without a confirmation prompt when you click the Delete hyperlink. When deleting regular artifacts you are prompted before the delete takes place. When prompted to delete the artifact, click the OK button.

History

One goal of ePortfolio is to connect your educational, professional, and social experiences together to paint a picture of your learning. Your past experiences and accomplishments are important in this process, and the **History** section provides a way to document and share these.

The screenshot shows the ANGEL ePortfolio interface. At the top, there is a navigation bar with icons for 'My Info', 'Artifacts', 'History', 'Blogs', 'Objectives', and 'Publications'. The 'History' icon is highlighted. Below the navigation bar, there is a user profile for 'Halley Longardner'. The main content area is titled 'History' and has two tabs: 'Educational History' and 'Work History'. A sample entry is shown for 'Indiana University - Purdue University Indianapolis' with the following details: '8/10/1998 - 5/10/2001. Major: Media Arts and Science Minor: Applied Computer Science'. The description states: 'The New Media Program, located at IUPUI, offers a Bachelor of Science in Media Arts and Science and a Master of Science in Media Arts and Science. Both degrees provide an integrated approach to the study of new media. Focused on application development and applied research, both degrees are oriented toward professional practice. They encompass design, development, management, integration, and deployment of new and digital media to communication. Dean's List every semester'. Below the entry, there are links for 'Comments', 'Artifacts', 'Edit', and 'Delete'. At the bottom of the page, there is a copyright notice: '©2006 ANGEL Learning, Inc. All rights reserved.'



Educational history and work history are not viewable until they have been added to a publication.

Educational History

Educational history provides a perspective of your educational experiences.

1. Click on the **History** icon (). Your Educational History page appears.

The screenshot shows the 'Add Educational History' page in the ANGEL ePortfolio interface. The 'Educational History' tab is selected. The entry form contains the following information: 'Angel University', '1/1/2006 - 6/16/2006. Major: Development Minor: Quality Assurance', and the user 'angel u'. A note indicates 'Used html editor'. At the bottom of the form, there are links for 'Comments (1)', 'Artifacts', 'Edit', and 'Delete'.

2. Click on the **Add Educational History** hyperlink on the toolbar. The Add Educational History page appears.

The screenshot shows a web form titled "Add Educational History" with two tabs: "Educational History" (selected) and "Work History". The form includes the following fields:

- Institution: [Text Input]
- Major: [Text Input]
- Minor: [Text Input]
- Degree Type: [Text Input]
- Start Date: [Month: July] [Day: 7] [Year: 2006]
- End Date: [Month: July] [Day: 7] [Year: 2006]
- Degree Date: [Month: July] [Day: 7] [Year: 2006]
- Description: [HTML Editor]
- Accomplishments: [HTML Editor]

At the bottom of the form are "Save" and "Cancel" buttons.

3. Type your **Institution** name. This can be a grade school, high school, trade school or higher education institution.
4. Type your **Major** and **Minor**, if applicable.
5. Type the **Degree Type**, if applicable.
6. Type the **Start Date**.
7. Type the **End Date**.
8. Type the **Degree Date** or graduation date.
9. Type a **Description** of your educational experience. The HTML editor is available for use to provide your description.
10. Add any **Accomplishments** reached during your educational experience. The HTML editor is available for use to list your accomplishments.
11. When complete, click the **Save** button.

Work History

Work history provides information on your work experiences. All work experiences are important as they provide insight as to who you are.

To add Work History:

1. Click the **History** icon.

2. Click the **Add Work History** hyperlink on the toolbar. The Work History page appears.

Work History:

Company:

Job Title:

Supervisor:

Address:

City:

State/Province:

Postal Code:

Country:

Telephone:

Fax:

Start Date: July 7 2006

End Date: July 7 2006 Presently Employed

Description: HTML Editor

Accomplishments: HTML Editor

3. Type the **Company** name in the Company text field.
4. Type the **Job Title** for the position you held at this company.
5. Type the name of the **Supervisor**, if applicable.
6. Type the **Address** of the company.
7. Type the **City**, **State**, **Postal Code**, and **Country** in the appropriate text fields.
8. Type a **Telephone** number, if applicable.
9. Type a **Fax** number, if applicable.
10. Select the **Start Date** and **End Date** from the drop-down menus. Click the **Presently Employed** box if you are currently employed by this employer.

11. Type a description of your job in the **Description** text area. Notice that the HTML Editor is available to help with the formatting of your description.
12. Type any **Accomplishments** achieved with this employer.
13. Once your information is complete, click the **Save** button.

Comments

Comments can be added to Educational History items or Work History items. To add comments to your educational or work history, follow the steps provided under *Artifacts, Adding a Comment*.

Artifacts

Building connections between your artifacts and your personal history can be done by linking an artifact to a history item. This process helps build the connection between your life and educational or work experiences.


To link an artifact to an educational or work history:

1. Click on the **History** icon.
2. Select either the **Educational History** or **Work History** tab to add your related artifact.
3. Below the item you want to link to, click the **Artifacts** hyperlink. The artifacts page appears.

Angel University
 1/1/2006 - 6/16/2006. Major: Development Minor: Quality Assurance
 angel u
[Used html editor](#)

Comments
Artifacts

Linked Artifacts



Flower
 6/16/2006. white flower

4. Click the **Link to an Artifact** hyperlink in the toolbar. The Link to an Artifact page appears containing a list of your artifacts.

Angel University
1/1/2006 - 6/16/2006. Major: Development Minor: Quality Assurance
angel u
[Used html editor](#)

Comments **Artifacts**

Link to an Artifact

- Angel Learning
- Google
- Fish
- Squirrel and Dogs
- Volleyball
- lorem ipsum
- A picture
- Lorem Ipsum

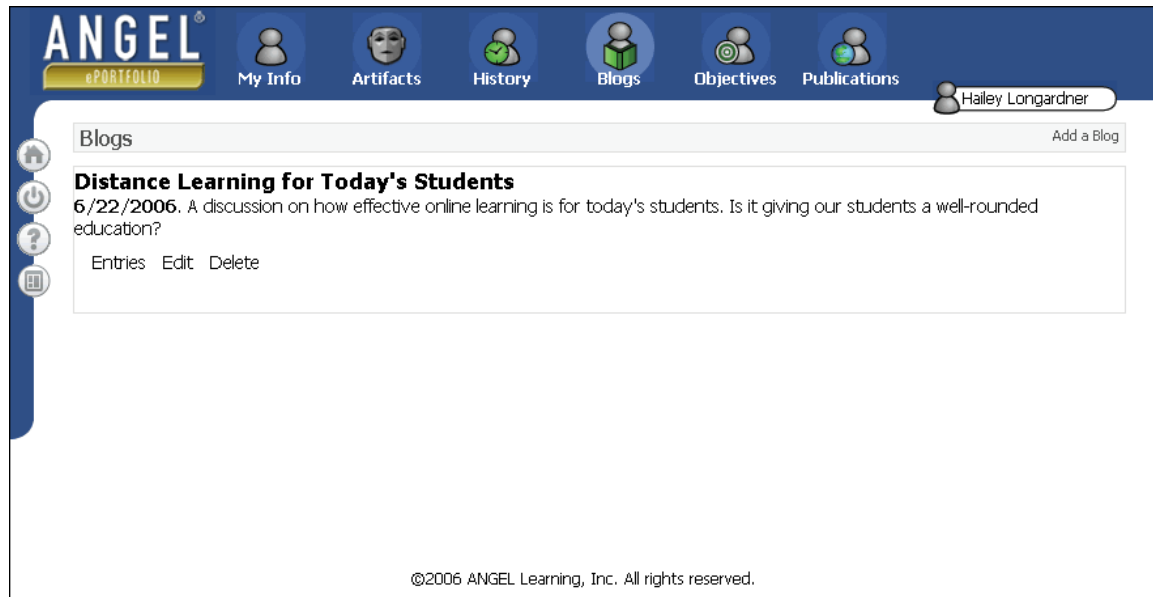
5. Click on the artifact you want to link to your history item. The artifact is added to the educational or work history.

Edit/Delete

Editing and deleting information in your educational or work history can be done using the Edit or Delete hyperlinks. For additional information on using these tools please see *Artifacts*, *Editing Artifacts* and *Deleting Artifacts* in this document.


Blogs

The **Blogs** section of ANGEL ePortfolio is an area where you can create blogs or journals to provide the ultimate reflective capabilities. You can have as many blogs as you want on a variety of topics, and you can add as many entries to a blog as you wish. It is important to remember that your blogs are private, unless you choose to share them by adding them to a publication. Blogs can be streamed using RSS feeds allowing others to subscribe to a learner's journal.



Add a Blog

To add a blog:

1. Click on the **Blogs** icon (). The Blogs page appears.
2. Click the **Add a Blog** hyperlink in the toolbar. The Add a Blog page appears.

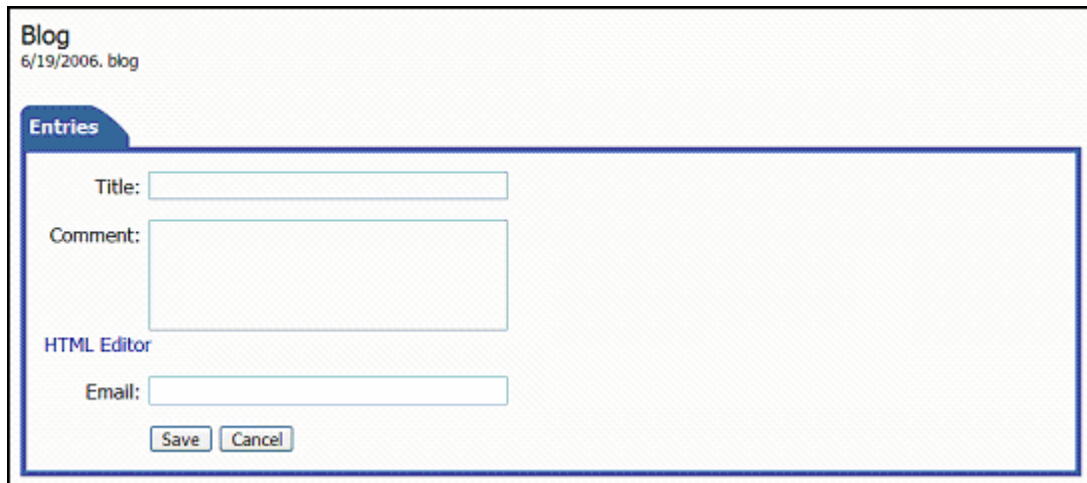


3. Type a **Name** for your blog,
4. Type a **Description** for your blog. The HTML editor is available to assist in creating your description.
5. When complete, click the **Save** button. Your blog appears in your Blogs list.

Adding an Entry to your Blog

To add an entry to your blog:

1. Click on the **Blogs** icon.
2. Click the **Entries** hyperlink underneath the desired Blog.
3. Click the **Add an Entry** hyperlink in the toolbar. The Entries page appears.



The screenshot shows a web interface for adding a blog entry. At the top, it says "Blog" and "6/19/2006. blog". Below that is a blue tab labeled "Entries". The main form area contains a "Title:" label followed by a text input box. Below that is a "Comment:" label followed by a larger text area. Underneath the comment area is a section labeled "HTML Editor". At the bottom of the form is an "Email:" label followed by a text input box. At the very bottom are two buttons: "Save" and "Cancel".

4. Type a **Title** for your entry.
5. Type your **Comment** in the text field. The HTML editor is available to assist in adding your comments.
6. Once complete, click the **Save** button.

Edit your Blog

You can edit a blog entry or you can edit the blog itself.

To edit a blog:

1. Click the **Blogs** icon.
2. Click the **Edit** hyperlink underneath the desired blog.
3. Modify the **Name** or **Description** as necessary.
4. Click the **Save** button when complete.

To edit a blog entry:

1. Click the **Blogs** icon.
2. Click on the hyperlink name of the Blog.
3. Click the **Edit** hyperlink underneath the blog entry you want to edit.
4. Modify the **Title** or **Comment** as necessary.
5. Click the **Save** button when complete.

Delete your Blog

You can delete an entire blog using delete. To delete a blog:

1. Click on the **Blogs** icon.
2. Click on the **Delete** hyperlink underneath the blog you wish to delete.



Using the delete option will delete your blog and any entries added to the blog. You are prompted to confirm that you want to delete your blog.

3. Click the **OK** button to confirm deletion of your blog.

Objectives


The **Objectives** section allows you to measure what you have learned against a defined set of goals. There are three types of Objectives: public, which are added by administrators for use across the institution, personal, which are created by each ePortfolio user for their own personal use, and course, which are created by faculty for use in a particular course.

The screenshot shows the ANGEL ePortfolio interface. The navigation bar at the top includes icons for My Info, Artifacts, History, Blogs, Objectives, and Publications. The user's name, Hailey Longardner, is displayed in the top right. The main content area is titled 'Objectives' and includes a search bar with the text 'School and Department' and a 'Go' button. Below this, the section is titled 'State University Learning Objectives' and contains a table with the following structure:

	Good	Better	Exemplary
Communicate Effectively			
Experience Diversity			
Leadership			
Community			
Scholarship			

Add a New Objective




1. Click the **Objectives** icon (). The objectives page appears with a list of objectives that you have already created.

Show:

State University Learning Outcomes

[Edit](#) [Delete](#) [Artifact Report](#)

	Beginner	Intermediate	Exemplary	Far out
Ethics	 Lorem Ipsum			
Teams				
Leadership				
Community				
Scholarship				

Public Objective

[Edit](#) [Delete](#) [Artifact Report](#)

	s1	s2	s3
g1			
g2			

2. Click the **Add New Objectives** hyperlink in the toolbar.
3. Type a **Name** for your objective.
4. Type a **Description** for your objective.
5. Click the **Next** button to open the Rubric Setup page.

Rubric Setup

6. Click the **Add New Scale** hyperlink to enter a scale value.
7. Click the **Save** button and continue entering values until your scale is complete.
8. Click the **Add New Goal** hyperlink to enter a goal. Follow the same steps as for the scale.

9. Click the **Add New Criterion** hyperlink to enter the criteria needed to meet each goal. Follow the same steps as above to complete your rubric.
10. Once your rubric is complete, click the **Next** button.
11. Choose whether the objective is a public, personal, or course objective and click the **Finish** button.



Any user can create personal goals. Public and course goals can only be created by faculty and administrators.

Completing Objectives

You can complete or view the artifacts that reflect a learning objective. Once you have created an objective and a rubric, click the Objectives icon to view it. On this page, you can “complete” an objective by attaching artifacts that reflect each goal.




You can filter objectives by using the drop-down menu at the top of the page to select All, Courses, Personal, or School and Department.

To view or complete a learning objective:

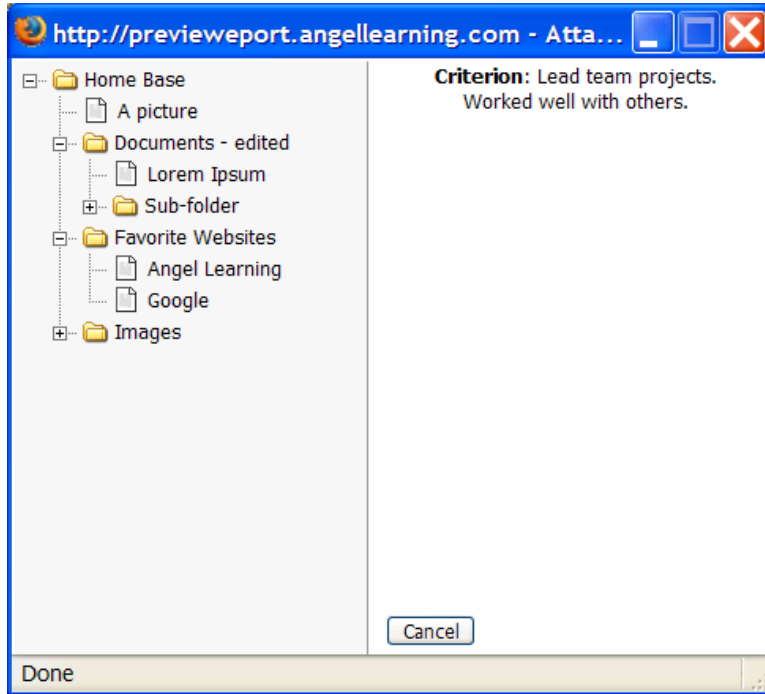
1. Click on the **Objectives** icon.
2. Move the cursor over a box (the intersection of the objective and the scale) for the objective you would like to complete.

Show:

State University Learning Outcomes
[Edit](#) [Delete](#) [Artifact Report](#)

	Beginner	Intermediate	Exemplary	Far out
Ethics	 Lorem Ipsum			
Teams		Attach an Artifact		
Leadership				
Community				
Scholarship				

3. Click the **Add an Artifact** hyperlink that appears. A window opens that displays a list of your artifacts and the criteria you are attempting to meet.



4. Select the artifact you want to link to the objective.
5. Type a comment in the text field.
6. Click the **Attach** button.
7. To view your attached artifacts, click the **Objectives** icon.


Publications

The Publications section allows you to share part or all of your ePortfolio with others. **Publications** are the end product piece of the ePortfolio process. You can create as many Publications as you want, and you can make these publications public, or hide them behind a password that you share only with certain individuals.

The screenshot shows the ANGEL ePortfolio interface. At the top, there is a navigation bar with icons for 'My Info', 'Artifacts', 'History', 'Blogs', 'Objectives', and 'Publications'. The 'Publications' icon is highlighted. Below the navigation bar, the user's name 'Hailey Longardner' is displayed. The main content area shows a list of publications. The first publication is titled 'Photo Journal of the Ivory Coast Expedition' and is dated '6/22/2006'. The description reads: 'This is my photo journal of my expedition to the Ivory Coast.' Below the description, there are four action buttons: 'Edit', 'Design', 'Send', and 'Delete'. At the bottom of the page, there is a copyright notice: '©2006 ANGEL Learning, Inc. All rights reserved.'

Create a New Publication

To create a new publication:

1. Click on the **Publications** icon (). A list of your current publications appears.
2. Click on the **Create a new Publication** hyperlink toolbar. The Add a Publication page appears.

Add a Publication

Title

Description

HTML Editor

Password Protected

Add to institutional directory

Select Template

Blog Template

Formal Resume

Matrix Template

Modern Resume

Photo Album

Resume Template

3. Type a title for your publication in the **Title** field.
4. Type a **Description** for your publication.
5. Select the checkbox **Password Protected** and include a password to protect the publication. This will keep your publication private and access will be to only those individuals to whom you provide the password.
6. Select the **Add to institutional directory** if you want to make this publication public.
7. Select the **Template** type.



A Matrix Template can be used to design a web page of your ePortfolio information. A Blog Template can be used to design a page for your ePortfolio blogs. A Resume Template can be used to design a resume from your ePortfolio information. A Photo Album Template can be used to design a display of your visual media.

8. Once your publication form is complete, click the **Save** button.

Edit your Publication

To edit your publication:

1. Click on the **Publications** icon.
2. Click the **Edit** hyperlink underneath the publication you wish to edit.
3. Update the Title and Description area of your publication. Select the Password Protected checkbox or the Add to institutional directory, if desired.

4. Click the **Save** button when complete.

Changing the Design

The design mode is where you create the look and feel of this particular publication page. To change the design:

1. Click on the **Publications** icon.
2. Click the **Design** hyperlink underneath the publication you wish to modify. The editing page appears. Editable items are determined by the template used to create the publication.



The Matrix Template contains a header, two cell columns and footer by default. The Resume Template contains a header, objective, work history, educational history and other sections by default. The Blog Template contains a header and content section by default. The Photo Album Template contains an album name and a photo grid by default.




To view the information contained within each section of your document, click the **Show** hyperlink (located on the left side of the toolbar for the section). To edit information contained within each section of the publication click the **Edit** hyperlink (located on the right side of the toolbar for the section). To delete the information in the section click the **Delete** hyperlink (located on the right side of the toolbar for the section). To view the page as a user click the **User Preview** hyperlink located above the Header section.

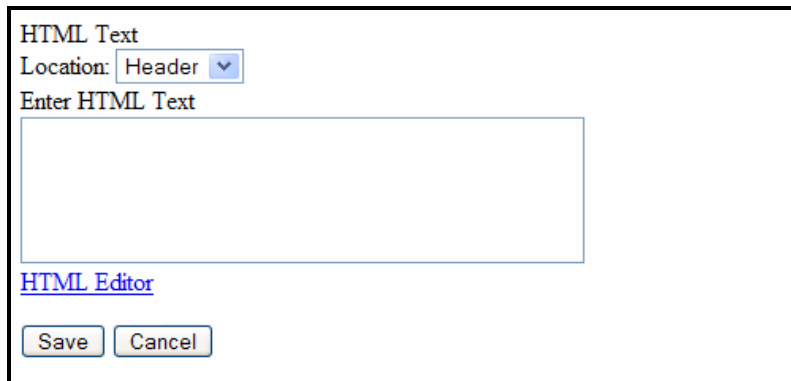
Controls


Controls allow you to add HTML text to your template sections. This allows you to design a personal web page to display your publications.

General Controls

General Controls allow you to modify the HTML Text area that is displayed above a publication. To add a text area to your publication:

1. Click on the **Publications** icon.
2. Click on the **Design** hyperlink of the publication you want to modify. The editing page appears with the Controls sidebar on the left.
3. Click the **General Controls** plus sign () in the Controls sidebar to expand the tool.
4. Click the **HTML Text Control** hyperlink to access the control. The HTML Text editor appears.




HTML Text
 Location: Header 
 Enter HTML Text

[HTML Editor](#)


5. Select the location from the **Location** drop-down menu.
6. Type the text in the **Enter HTML Text** field. The HTML Editor can be used to create the information by clicking on the HTML Editor hyperlink.
7. Once your information is complete, click the **Save** button. The new division displays under the area selected (Header, Cell One, Cell Two, or Footer) with the words HTML Text in the center of the titlebar.

Personal Information

Personal information can be added to your publication using the Personal Information control. To add personal information to your publication:

1. Click on the **Publications** icon.
2. Click on the **Design** hyperlink of the publication you want to modify.
3. The editing page appears with the Controls sidebar on the left.
4. Click the **Personal Information** () in the Controls sidebar to expand the information.
5. Click the **Addresses** plus sign to expand the addresses.
6. Click on the hyperlink of the address you wish to add to your publication. The location editor appears.

7. Select the location where you want to place your address.

 The available locations will depend on which template you are using.


8. When your selection is complete, click the **Save** button.

The address selected is placed in the section chosen in the location editor. These steps can also be used to add phone numbers and associations.

Artifacts

Artifacts can be added to your publication using the Artifacts control.


To add an artifact to your publication:


1. Click on the **Publications** icon.
2. Click on the **Design** hyperlink of the publication you want to modify. The editing page appears with the Controls sidebar on the left.
3. Click on the **Artifacts** plus sign () control to expand it.
4. Select the artifact from the artifacts list. The location page appears.

5. From the **Location** drop-down menu, select where you want your artifact to appear.
6. Under the **Options** section, check the checkboxes next to the options you want to allow (Allow others to comment, Display Thumbnail, Display Date, or Display Description).
7. Under **Associated Comments** check the checkbox next to any comments made concerning your artifact if you want these comments to appear.
8. When complete, click the **Save** button.


Educational History

You can add information concerning your educational history to your publication. To add Educational History:

1. Click on the **Publications** icon.
2. Click on the **Design** hyperlink of the publication you want to modify. The editing page appears with the Controls sidebar on the left.
3. Click the **Educational History** plus sign () in the Controls sidebar to expand your educational history.
4. Click on the Educational History name of the item you want to add to your publication. The location page appears.



Angel University

Location: Header 

Options

Allow others to comment

Display Dates: 1/1/2006-6/16/2006

Display Description: angel u

Display Accomplishments: [Used html editor](#)

Major: Development

Minor: Quality Assurance

Associated Comments

Comment - edited - June 16, 2006 @ 04:56PM

[Comment with html editor](#)

- ANGELadministrator@angellearning.com

Save Cancel

5. From the **Location** drop-down menu select where the educational item is to be displayed.
6. Select the **Options** you want to display in the options area.
7. Select the **Associated Comments** that you want to display with your education history item.
8. When complete, click the **Save** button.

Work History

You can add your work history to your publication. To add your work history:

1. Click on the **Publications** icon.
2. Click on the **Design** hyperlink of the publication you want to modify. The editing page appears with the Controls sidebar on the left.
3. Click the **Work History** plus sign (\oplus) in the Controls sidebar to expand your educational history.
4. Click on the Work History name of the item you want to add to your publication. The location page appears.

ANGEL Learning - edited

Location: Header ▼

Options

Allow others to comment

Display Dates 1/1/2003 - 6/16/2006

Display Description Test

Display Accomplishments [HTML editor](#)

Associated Comments

Comment - June 16, 2006 @ 04:59PM

comment

- khn@angellearning.com

Save Cancel

5. Select the location from the **Location** drop-down menu.
6. Select the **Options** you want to display in your publication.
7. Select any **Associated Comments** you want to display in your publication.
8. When complete, click the **Save** button.

Blogs

Blogs can be added to your publication. To add a blog:

1. Click on the **Publications** icon.
2. Click on the **Design** hyperlink of the publication you want to modify. The editing page appears with the Controls sidebar on the left.
3. Click the **Blogs** plus sign (\oplus) in the Controls sidebar to expand your blogs.
4. Click on Blog name of the item you want to add to your publication. The location page appears.

Blog

Location: Header ▼

There are no options to configure

Save Cancel

5. Select the location from the **Location** drop-down menu of where you want this blog to appear in your publication.
6. When complete, click the **Save** button.

Objectives

Objectives can be added to your publication. To add an objective:

1. Click on the **Publications** icon.
2. Click on the **Design** hyperlink of the publication you want to modify. The editing page appears with the Controls sidebar on the left.
3. Click the **Objectives** plus sign (⊕) in the Controls sidebar to expand your objectives.
4. Click on objective name that you want to add to your publication. The location page appears.

Objective Configuration

Location: Header ▼

Save Cancel

5. Select the location from the **Location** drop-down menu of where you want this objective to appear in your publication.
6. When complete, click the **Save** button.

Send

You can send your publication to others using the **Send** hyperlink (located underneath the name of your publication). This will create a template email which you can modify to send a link to this ePortfolio publication.

To send your publication:

1. Click on the **Publications** icon.
2. Click the **Send** hyperlink underneath the publication you want to send to others. The send page appears.

To

Subject

Message

ANGEL Administrator wants to share an ePortfolio with you. To visit this ePortfolio, click on [Template publication](http://previeweport.angellearning.com/Template publication).

[HTML Editor](#)

Send

3. Type the email address in the **To** text field.



Multiple email addresses can be used separated by a semi-colon (;).

4. Type a subject in the **Subject** text field.
5. Make any modifications to the message in the **Message** field.
6. When complete, click the **Send** button.

Delete

To delete your publication:

1. Click on the **Publications** icon.
2. Click the **Delete** hyperlink underneath the publication you want to delete.



You will be prompted the deletion of the publication. If you want to continue with the delete option, click **OK**. If you do not want to delete the publication, click the **Cancel** button.