

## Using My Portfolio

You may be wondering how this section of the site is different from that of “My Profile”?

Well, in this section you are able to create portfolio pages where you can log your developments as you progress through your course. You are also able to create pages that you can allow others to edit and the system will keep track of who changed what and when. This is particularly useful in the early stages of a group work project.

### Build Page from Template



Please choose a template get started:

- Empty Portfolio  
 Empty Wiki (good for collaborative editing)

When you first use My Portfolio you will be presented with a page similar to that on the above right. You initially have a choice of creating either an empty portfolio page or an empty wiki (for group work).

To begin with I am going to create a portfolio page – I have checked the box next to empty portfolio page and clicked **save**. You are able to create multiple portfolio and wiki pages and can edit them easily using a familiar word style editor as you will see.

I now have a page called home page. At the top of the page, under ‘home page’, are 3 links – **Edit, Options & Add Page**. You will also notice there is an option further down to create more pages under this home page.

### Home Page

[Edit](#) | [Options](#) | [Add Page](#)

#### Child Pages

[Home](#)

[Add a new page under this one](#)

For now I am going to click **Edit** and make some changes to my home page. You will see I now have a page I can edit. By clicking under the page **Title** I can change the name of the page. Beneath that I have **Page Contents**. Here I have 1 block of text. I can click **+Add a block of text** at the top right beneath Editor to add more blocks. Then I can rearrange them by clicking and dragging the paperclip icon in each block of text. To add text to a block press **“Click to add text”**. You can return to edit each block and if you decide you want to **delete** a block click the red circle with the line through it.

## Page Contents

Order content by clicking and dragging on the paperclip, add items through the sidebar, and remove them with the red button.



[Click to add text](#)