

Webfolio

A Webfolio is an evidence-based web site that is used to present 'stories' about yourself or stories about your learning. They can contain any number of pages which can be added to, edited or deleted at any time. Pages may also contain links to web sites and other assets within your ePortfolio.

Creating a Webfolio

Click the **create new** button and choose **more** and then select **Webfolio** from the menu.



In the pad that opens there are areas to add a **Title**, select a **Tag** and add a **Description** for your Webfolio

The tag drop down box contains your five most popular tags. More tags can be added at the final stage of the creation process.

Click either the **number 2** button or the next arrow on the navigation bar to move to the next section.

This section is where you can pick a template for the style of your Webfolio.

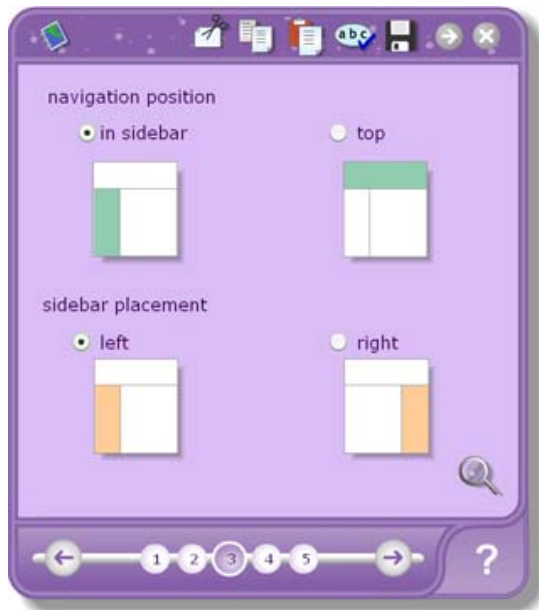
Click on the drop down box and select a template. Once you have chosen a template you can click the coloured boxes below the small preview area to select a different template within the

same theme. You can also create your own template by scrolling down to "create new template" (see Templates help for more information.)

Once you are happy with the template you can view it, by clicking on the magnifying glass at the bottom right of the pad.

Click either the **number 3** button or the next arrow on the navigation bar to move to the next section.

This section allows you to define where you want to place the **navigation bar** on the pages of your Webfolio. You can place the navigation bar on the side or at the top of the Webfolio. You can also place the **sidebar left** of the Webfolio or **right** of the Webfolio.



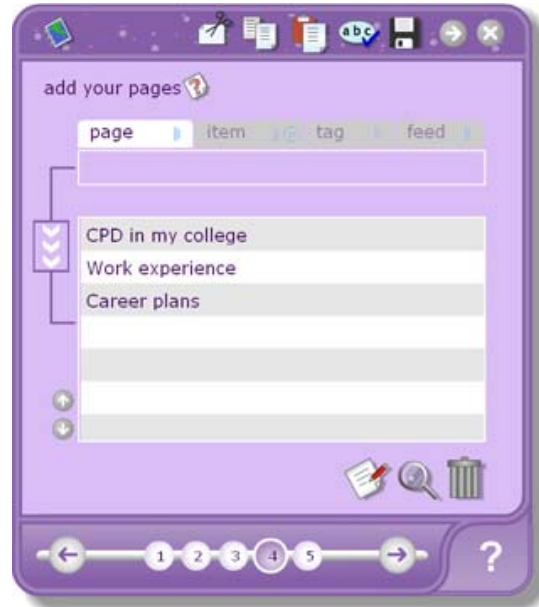
You can preview your selection by clicking on the magnifying glass at the bottom right of the pad.

Click either the **number 4** button or the next arrow on the navigation bar to move to the next section.

This section is where you can **add pages**, and other items to your Webfolio

Page

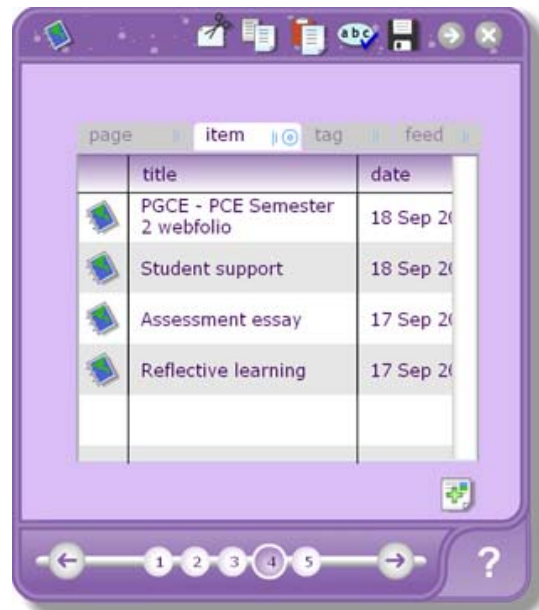
- To add a page, click in the box which says [Enter Page Title Here] and type in a title for your page
- Click the downward chevrons to added to the new page to the Webfolio
- Repeat this process for as many pages are you want to add to your Webfolio
- You can re-position the pages, by clicking on the page title in the list and using the up and down arrows, on the left of the box
- You can edit the content of a page by clicking on the **edit page** icon at the bottom of the pad



Items

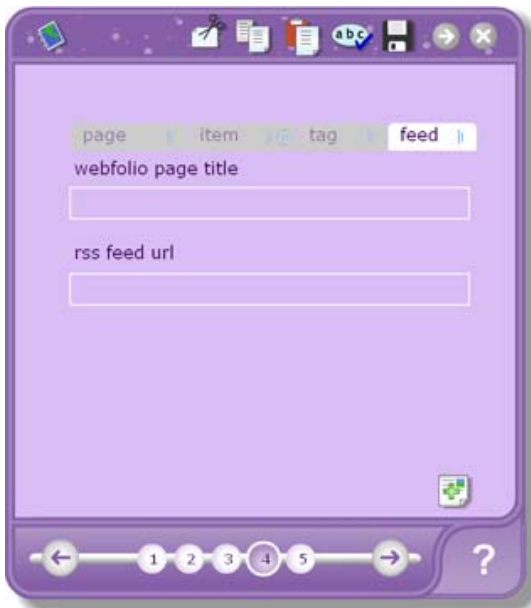
You can embed items as separate pages within the Webfolio, these include:

- **Webfolio**.-You can place an existing Webfolio within the Webfolio you are creating. When a viewer clicks on the Webfolio the pages of the embedded Webfolio will appear as subheadings in the Webfolio navigation menu
- **Blog**-You can embed a blog as a page in a Webfolio this will include all the postings to the blog
- **Profile**- You can add a Self-audit to your Webfolio. this will include all the evidence attached to the profile. Once added, the Self-audit can be updated and evidenced from within the Webfolio
- **Flickr photo sets** - If you have accessed your Flickr account through DeskSpace you will see your Flickr photo sets. You can add one of these by selecting a set and then clicking the icon on the bottom right of the pad
- **CV**- You can add your CV that you have previously created



Tag

Adding a tag as a Webfolio page simply adds all assets with the chosen tag to a page as a date ordered list. If a tag contains only images the page will be displayed as a gallery.



Feed

You can place an external RSS (Really Simple Syndication) Feed within your Webfolio. These can be obtained from web sites if they have a RSS feed. The page will be updated from the web site automatically, when you open up your Webfolio.

You can preview your Webfolio by clicking on the magnifying glass on the bottom of the pad.

Click either the **number 5** button or the next arrow on the navigation bar to move to the next section. In the final pad you can:

- view it;
- send it to a Person, Gateway, Blog or Printer;
- add an End Note;
- add/edit a Link;
- tag it

You can also simply click on the **tick button** to save and close your asset.

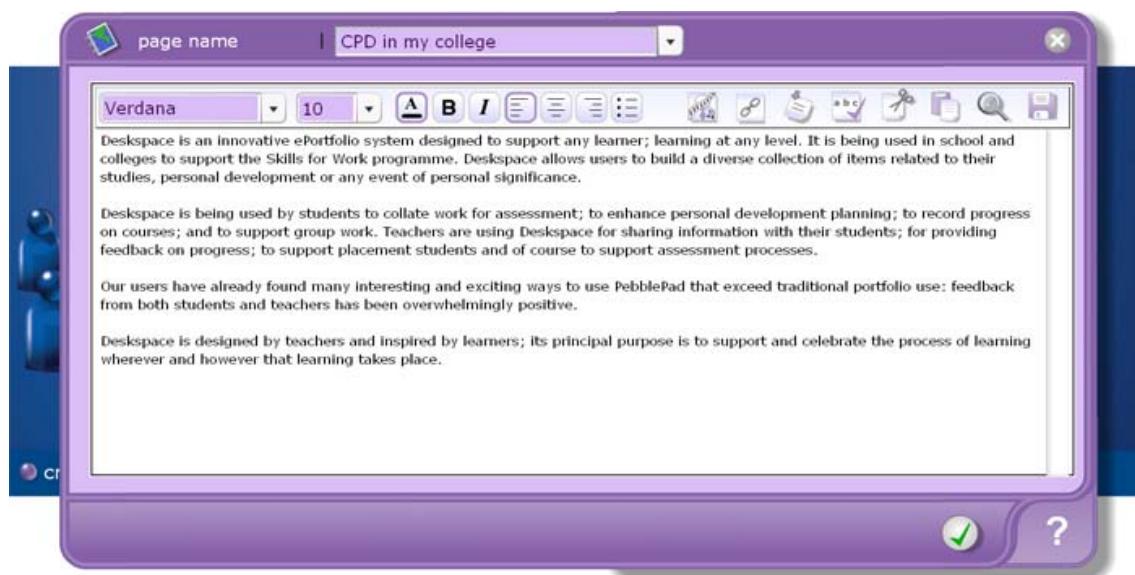
Webfolio Editor

The Webfolio editor enables you to create rich Webfolios which can draw upon items within your DeskSpace asset store. You can edit and format text, add images and link to other items via the Webfolio editor.

If you choose that you want to edit a certain page within the chosen webfolio, select the page and click on the edit button at the bottom of the pad.

This will open up a new double sized pad for you to edit your page.

If the webfolio has just been created there will be no text in the dialogue box, however if you are editing a page you will see the content of that page.



This pad will help you **edit text**, **add photos** and **add media** to the content of a webfolio page.

At the very top of the pad, there is a drop down box that contains all the pages that are within the webfolio. This is so you can quickly flick between pages that you want to modify.

To change the style of text in the pad is similar to editing text in a word document. First you need to **highlight the text** you want to edit and then using the options at the top of the pad you can change certain aspects.

Working from left to right the icons are:

- **Font** - select a font by clicking on the drop down box
- **Size** - change the size of your text by clicking on the drop down box
- **Colour** - to change the colour of the text click the icon with 'A' marked on it. This will open up colour swatches you can use
- **Bold** - you can make the text bold by clicking the icon marked with a 'B'. This will change the thickness of your text
- **Italic** - you can make the text italic by clicking the icon marked with a I



The next sequence of icons are to help you align and format your text:

- The first icon aligns text left
- The second icon centre aligns text on the webfolio page
- The third icon aligns text right
- The forth icon adds bullet points to the text you have selected

The next two icons enable you to add an image or a multimedia element to the side bar.

Add an image to the sidebar

- When you click on the multimedia element icon you can choose an image you want to use from the images you already have in your asset store. A new pad will appear and you can select an image by clicking on a small thumbnail from the area on the left of the screen. A larger preview of the image will appear on the right. Click the green tick to confirm your selection and return back to the previous pad
- If at a later stage you want to remove the image, click on the multimedia element icon when you are in the webfolio editor. This will open up the image gallery with the previously selected image loaded on the right of the pad. To remove the image from your webfolio click on the dustbin icon

Add multimedia element to the sidebar.

- When you click on this icon a new pad will open up that has all your images and video files you have uploaded into DeskSpace. You can also access your Flickr and YouTube account by clicking on the icons at the bottom left of the pad
- When accessing these two separate accounts you will be asked to login in using your username and password. These login details are for the accounts held by Flickr and YouTube not by DeskSpace
- Please note. It may take a few seconds to load the files from these external sites
- Once you have chosen your image or video from Flickr or YouTube, click on the green tick to add it to the page

The next two icons will enable you to add a link or a info tip. When creating these you first need to highlight the text you wish to be changed

Adding a links in your webfolio

- First you need to highlight the text you wish to link from and then click on the link icon, this will open up a new pad listing your DeskSpace assets. At the top of the pad you will see the text you have selected

You can link the selected text to one of three things. You can firstly link the text to an asset that you have already created. To do this click on the asset and then click on the green tick to confirm your selection

- You can also link the text to a web site. Click on web link tab at the top of the pad and you will be given a place to type in the web address. You can also copy a paste a web address into the box if you first copy it from an appropriate source
- The last option is the ability to link the selected text to an email address. Click on email link and there will be a place to type out an email address. When the viewer then clicks on the selected text it will open up their email provider with the desired email address already in place

Info tip

An info tip allows you to add more details or make a comment as part of the content of a webfolio page. When a person is viewing your webfolio, they can place the mouse over the selected text and the info tip will appear. You can only add these to text that is not linked to other items for example external web sites or other assets

To add an info tip select the desired text and click on the info tip icon. A new pad will open with the highlighted text at the top. You can write your additional information or comments in the box marked info tip. Once you are happy with the content of the info tip click the green tick icon to save.

The last 6 icons are:

- Spell check
- Cut
- Paste
- Undo
- View this page
- Save this page

Remember to save your work on a regular basis as you create a webfolio page.

Note: Whilst the webfolio page editor provides a really easy means of creating web pages, it is not a complex text editor and so does not contain the kinds of tools associated with word processors. You cannot insert graphics, tables or other components into the text.