

How to create a blank ePortfolio within a module in UniLearn

University of Huddersfield Staff UniLearn Guides



1 Type in this web address:

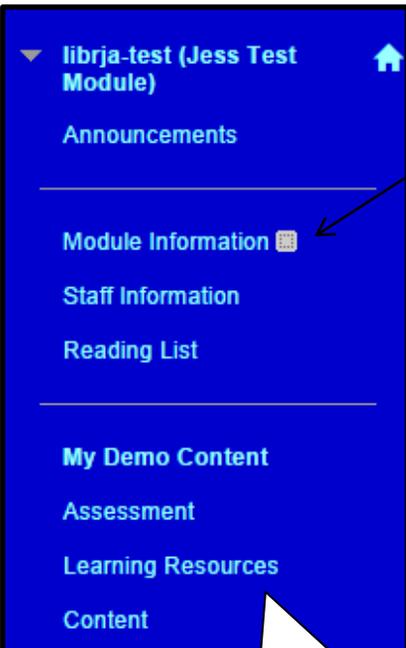
<https://unilearn.hud.ac.uk>

and log in.



2

Make sure the edit mode is ON (top right of the screen).



This icon next to a menu indicates that the page is empty and the menu will not appear to students.

4

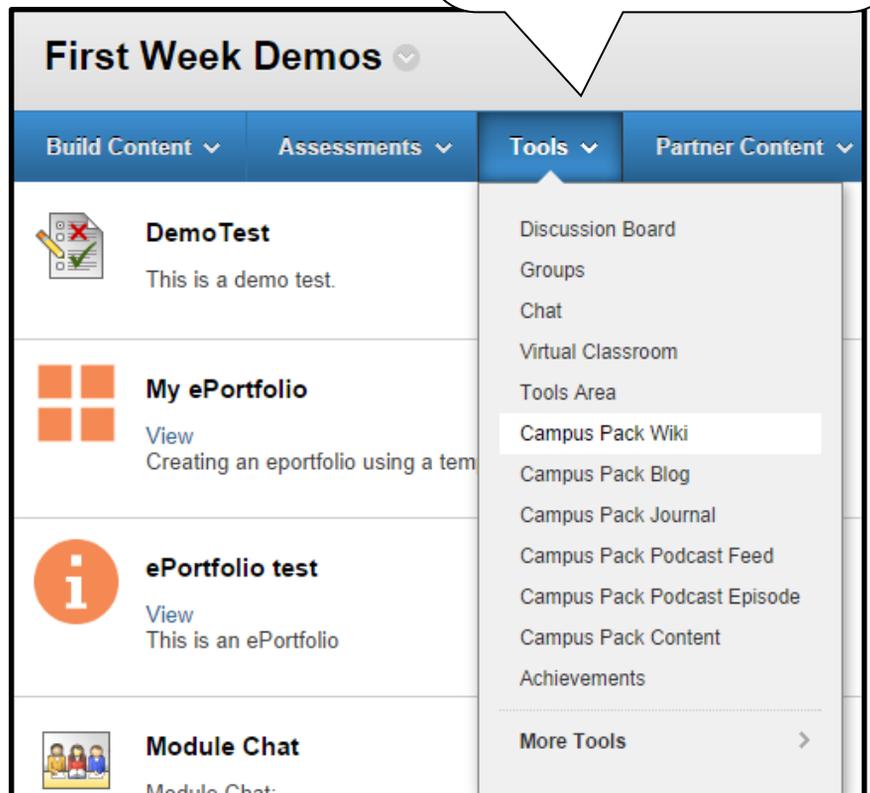
The selected folder page will then open, as you can see I already have some tools added in my content area.

Hover over the 'tool' tab and select 'Campus pack wiki'.

Under the module tab (top left) select the required folder to add the eportfolio tool.

(Do this by clicking the actual text)

3



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5 Add the title of your eportfolio here, It's also useful to add a description of what the eportfolio should be used for.

6 Choose one per person – assuming that you want students to create individual eportfolios. Un-tick 'All roles' and then un-tick all but the student role.

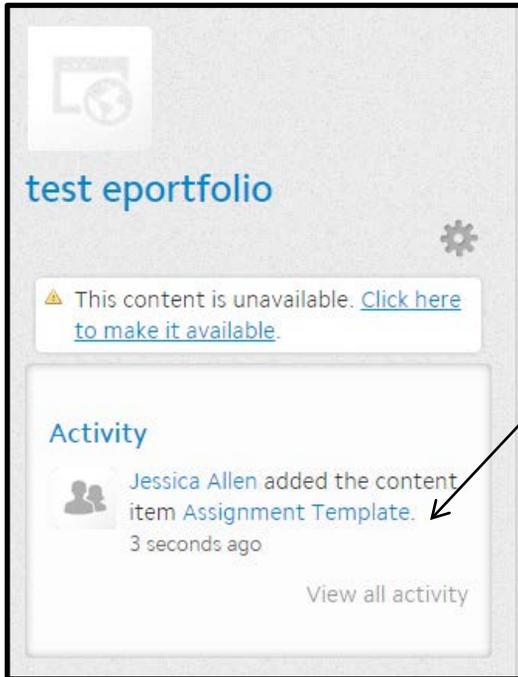
7 If the eportfolio is assessed you can add a Grade Book Entry name, available points and whether students can see the grades.

8 If you would like to preview your eportfolio click the 'Preview' link in the top right corner of the setup page.

9 Click Add once you are finished setting up your eportfolio.

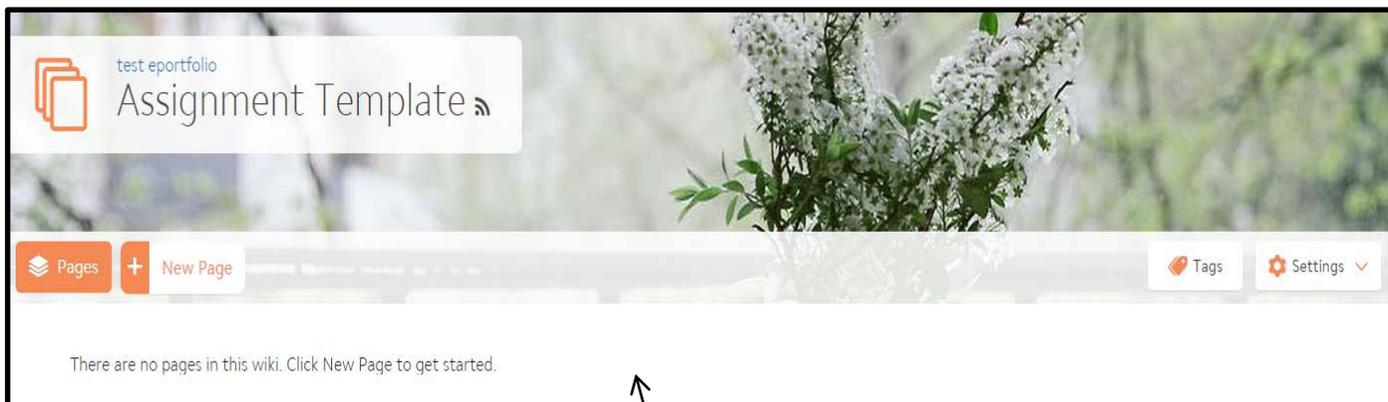
10 The eportfolio that you create is not automatically available to users and requires the author to make the content available. Click on 'Click here to make it available'.

11 You will then be able to see and access the eportfolios edited by the users inside your module. The assignments are split between active and un-started eportfolios where the active section will display the users that have edited the eportfolio and the un-started section will display the users that have not made any changes.



To access the wiki page that isn't assigned to anyone click on the template link here.

12



Here is where the students will be able to add pages for their eportfolio. For easy and quick navigation, each page will be listed here after creating them.