

How to Create an ePortfolio from a Template within a Module in UniLearn

University of Huddersfield Staff UniLearn Guides



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

Type in this web address:

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

and log in.

1

My Institution **Modules** Library Campus Pack

Edit Mode is: ON ?

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

2

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

▼ **librja-test (Jess Test Module)**

Announcements

Module Information

Staff Information

Reading List

My Demo Content

Assessment

Learning Resources

Content

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

(Do this by clicking the actual text)

3

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 content'.

4

Learning Resources

Build Content ▼

Assessments ▼

Tools ▼

Partner Content ▼



First Week Demos

This is all of the items I created du

Discussion Board

Groups

Chat

Virtual Classroom

Tools Area

Campus Pack Wiki

Campus Pack Blog

Campus Pack Journal

Campus Pack Podcast Feed

Campus Pack Podcast Episode

Campus Pack Content

Achievements

More Tools >

Templates



Andy's PDP Template

Preview



Business School Interactive Reflective Practice

This is the template site for the Business School Reflective Practice for Undergraduate students.

Preview



CTLLS Webfolio

Preview



Development Record

Sample Development Record

Preview



ePortfolio Course Demo Template

This is for Andy to use to demo how a member of staff would edit a template once created by one of the LTAs.

Preview



HEA Template

Preview

5

Scroll down to the templates section where you will be able to see all the templates that have been created for the use of tools such as an eportfolio. There will be many templates to choose from with different designs and headings for different purposes.

Here i will select 'Andy's PDP Template' from the top.

How to create an ePortfolio from a template within a module in UniLearn

Templates

Andy's PDP Template

Title

This will be used to generate the URL; e.g. <http://hud-ao-uk.campuspack.eu/Groups/cmsxf-Demo/My>

Description

This description will typically be displayed alongside the title.

Deployment

Single Copy
 One Per Group
 One Per Person

All Roles Course Builder Grader Guest Teaching Assistant

Create Grade Book Entry

You can access the Grade Center via the "Assessment" link

Entry Name

Points Possible

Display Grades to Students

Add

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

7 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.

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

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

10 Click 'Add', once you are finished setting up your eportfolio.

Test eportfolio

This content is unavailable. [Click here to make it available.](#)

Activity

Jessica Allen added the content item Assignment Template. 14 seconds ago

[View all activity](#)

Active Assignments

Filter by assignee Show Read Assignments

Assignee Last Modified

No assignments to display

Page 1 of 1

Un-started Assignments

Filter by assignee

Assignee Last Modified

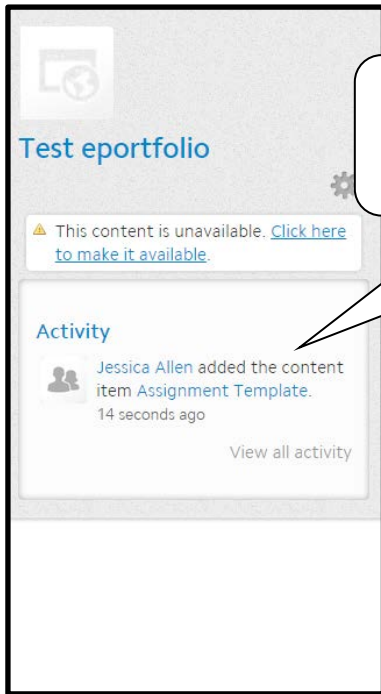
Jean-Paul Ringo	
Padraig Quinlan	
Test Student-01	
Cedric Postlethwaite	

Page 1 of 1

Displaying 1 - 4 of 4

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.

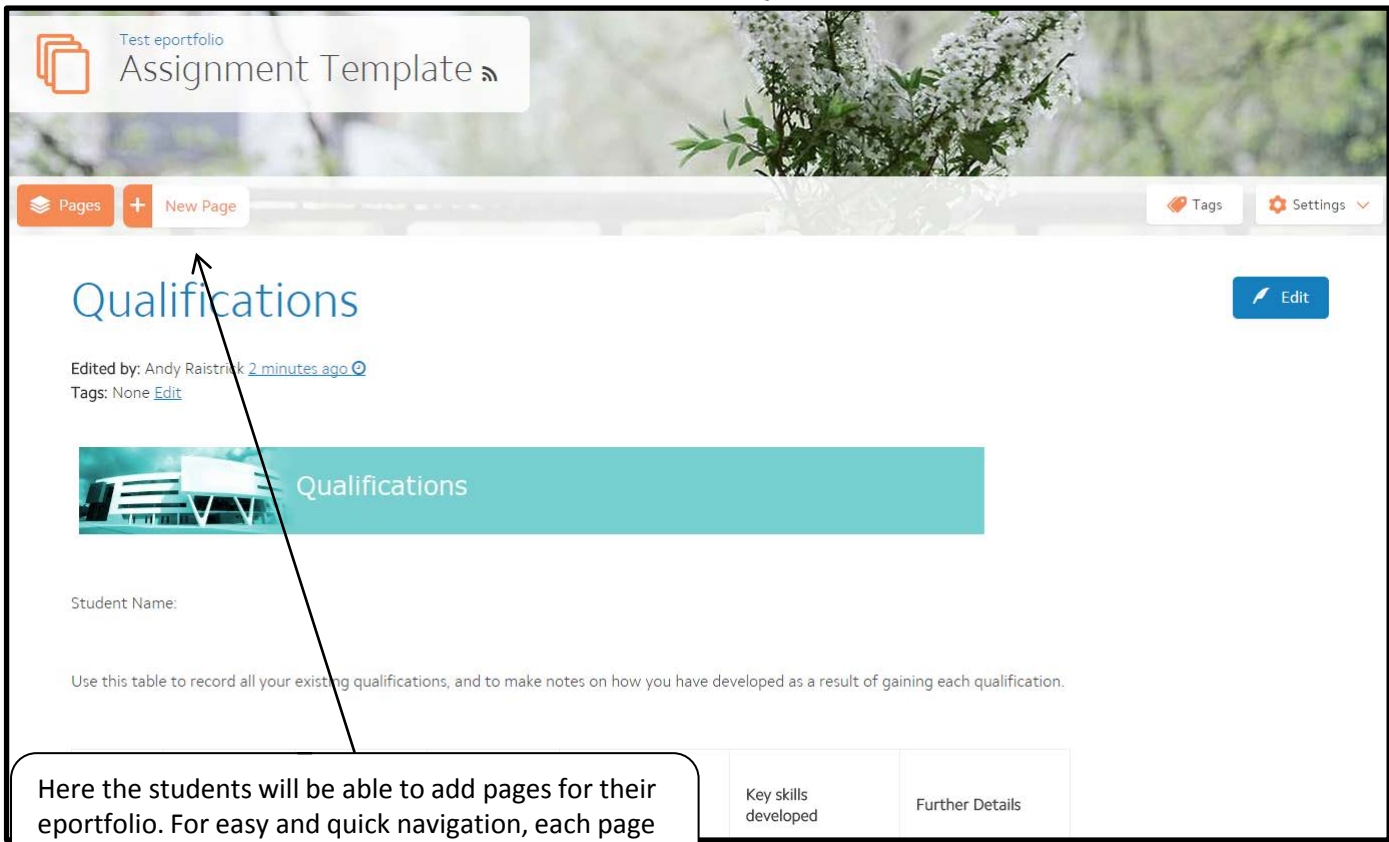


12

The eportfolio that you create is not automatically available to users and requires the author to make the content available. Click on to make it available on the left hand side.

Staff may set an eportfolio up using a template to give the students an outline as to what an eportfolio would look like. Even though the tutor selected the template, the student is able to make complete changes.

Here is what the students will see when clicking on the ePortfolio .



Here 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.