University of HUDDERSFIELD
Inspiring tomorrow's professionals

How to create an ePortfolio using a template outside a module in UniLearn

University of Huddersfield Staff UniLearn Guides

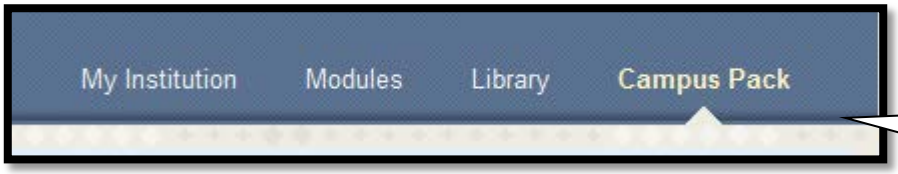
These are the steps to follow to see the ePortfolio that has been shared with you. Remember this is outside a module.

Type in this web address:

https://unilearn.hud.ac.uk

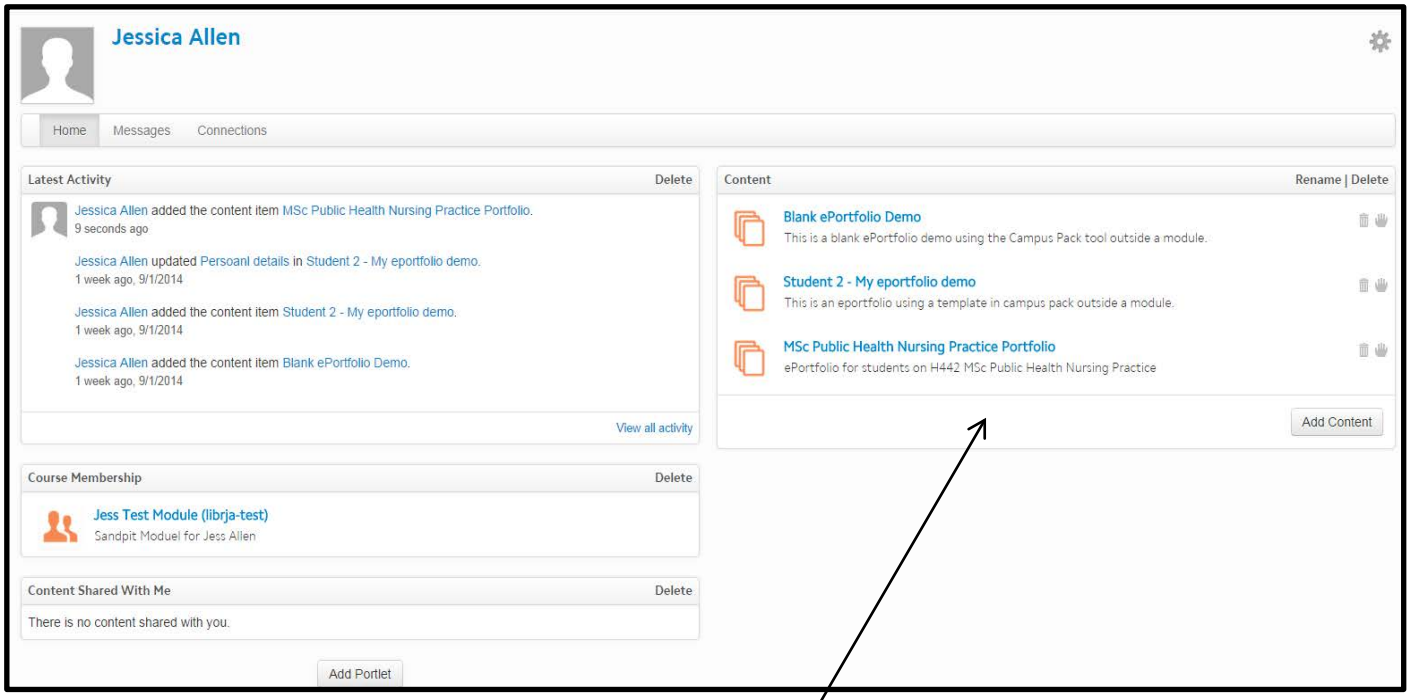
and log in.

1



Once logged in, click on the 'Campus Pack' tab.

2



To create the Eportfolio select Add content from the bottom right hand corner of the content panel.

3

For further information please see http://ipark.hud.ac.uk/ or contact your School's LTA

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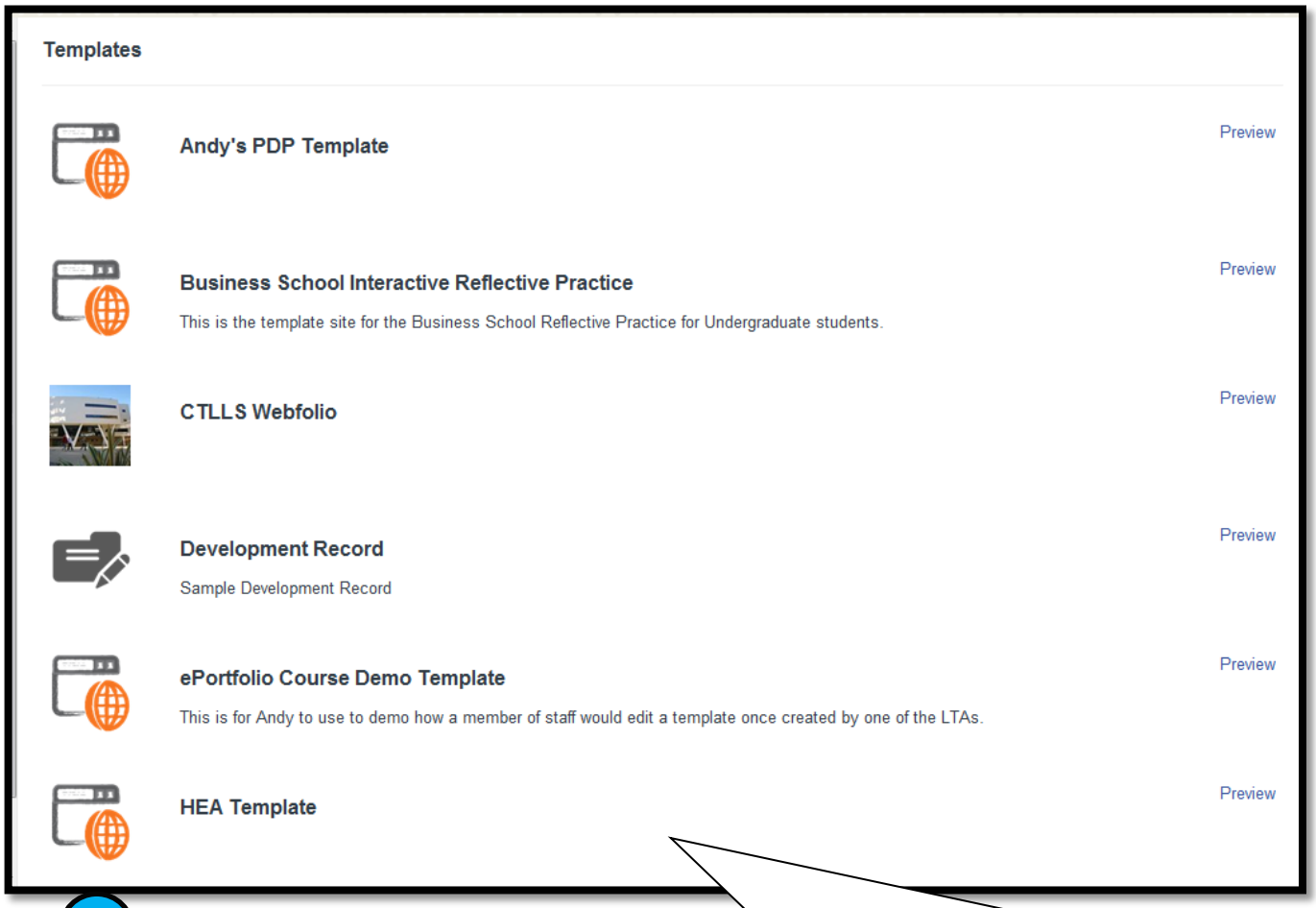
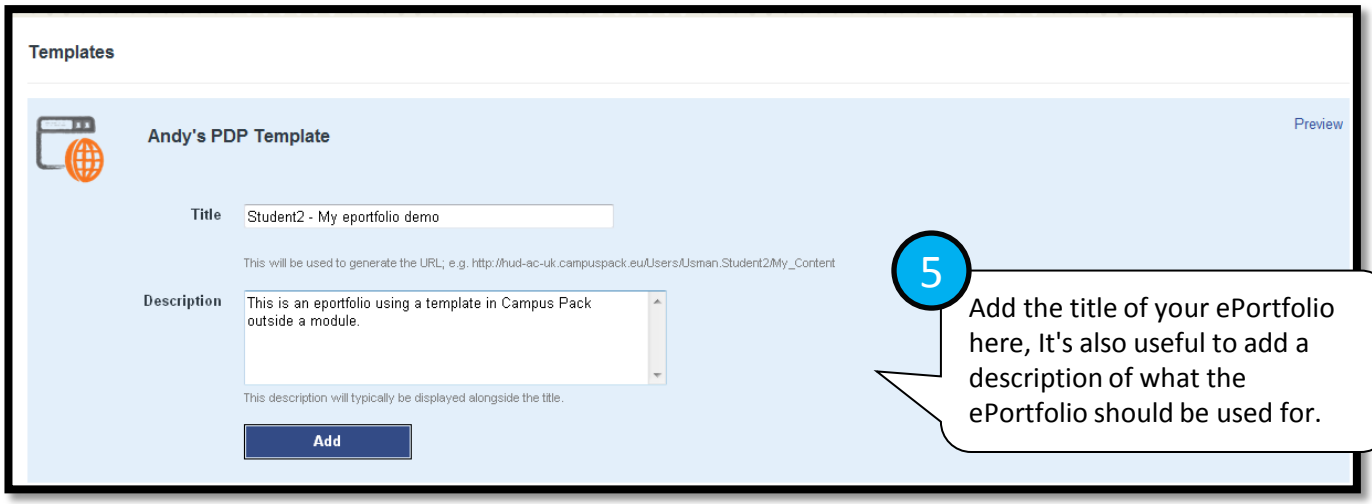


4

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'.



5

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

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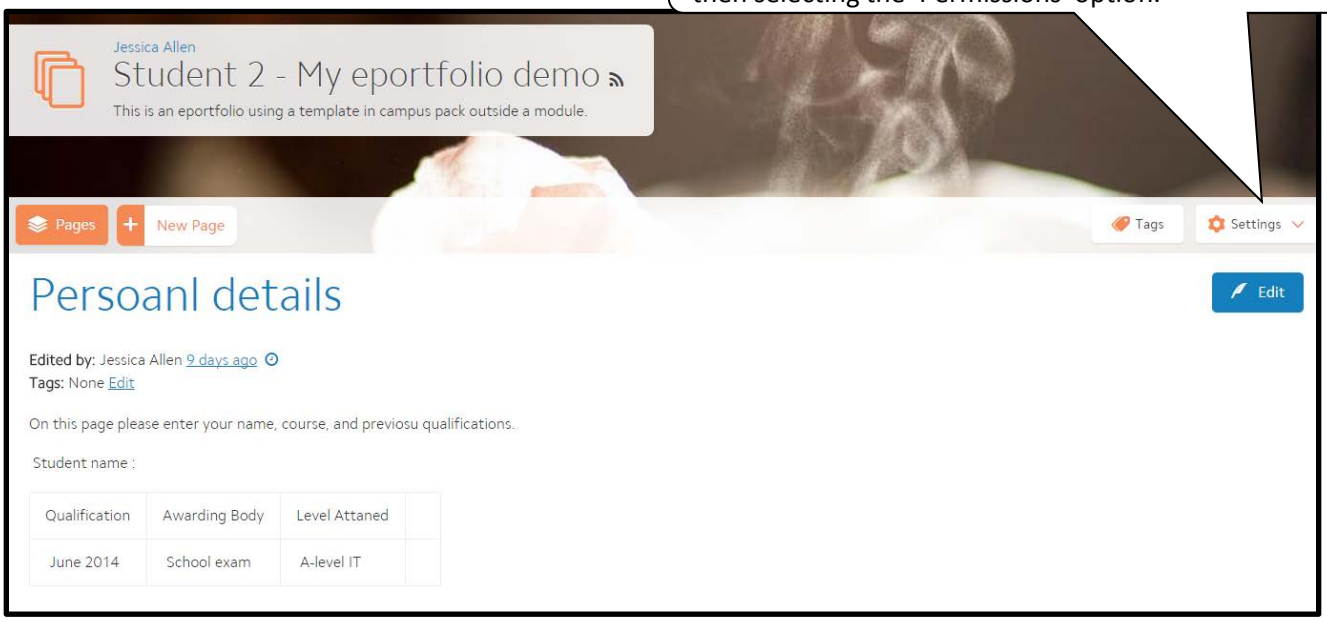
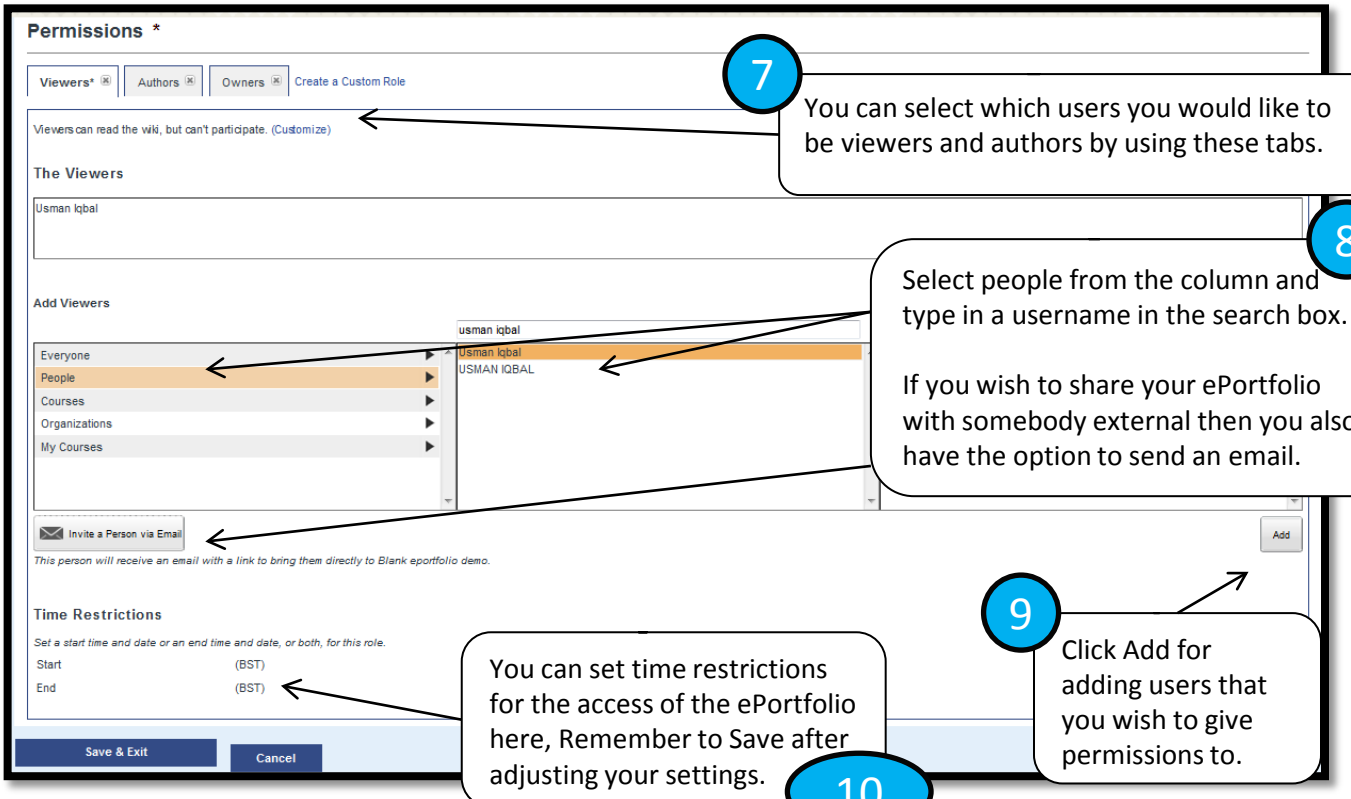
6 To share – Click on Permissions by selecting 'Settings', then selecting the 'Permissions' option.



The student and anybody else that they have shared the ePortfolio with will be able to see the activity by scrolling down the page and selecting the 'Activity' drop down box.



7 You can select which users you would like to be viewers and authors by using these tabs.

8 Select people from the column and type in a username in the search box.

If you wish to share your ePortfolio with somebody external then you also have the option to send an email.

9 Click Add for adding users that you wish to give permissions to.

You can set time restrictions for the access of the ePortfolio here, Remember to Save after adjusting your settings.

10

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