

# 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

My Institution Modules Library **Campus Pack**

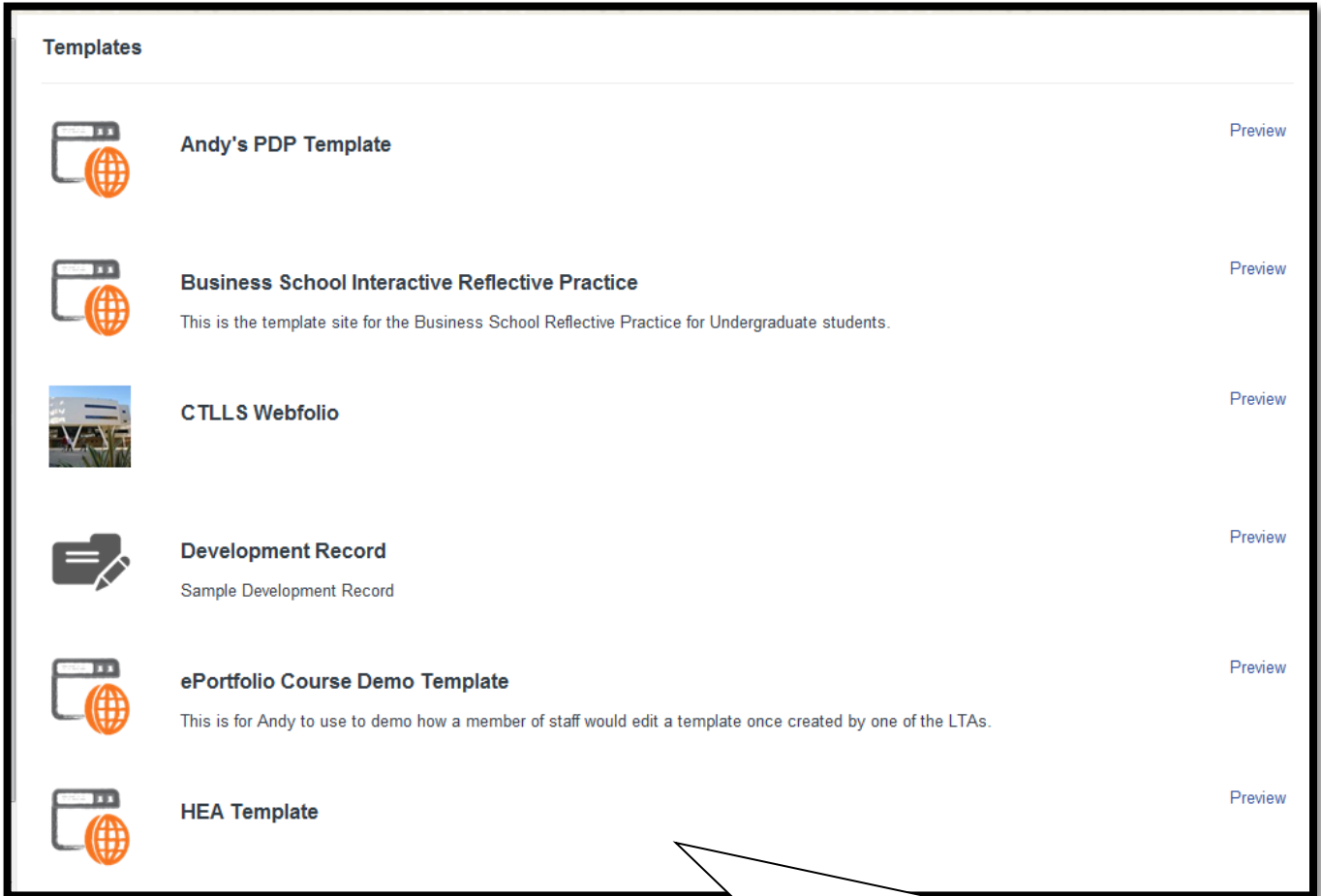
Once logged in, click on the 'Campus Pack' tab.

2



The screenshot shows the UniLearn user interface for a user named Jessica Allen. The top navigation bar includes 'Home', 'Messages', and 'Connections'. The main content area is divided into several sections: 'Latest Activity' (showing recent actions), 'Course Membership' (listing 'Jess Test Module (librja-test)'), and 'Content Shared With Me'. The 'Content' panel on the right lists three ePortfolios: 'Blank ePortfolio Demo', 'Student 2 - My eportfolio demo', and 'MSc Public Health Nursing Practice Portfolio'. At the bottom right of the 'Content' panel, there is an 'Add Content' button. An arrow points from this button to a callout box.



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


3




**Templates**

- 
**Andy's PDP Template** Preview
- 
**Business School Interactive Reflective Practice** Preview

This is the template site for the Business School Reflective Practice for Undergraduate students.
- 
**CTLLS Webfolio** Preview
- 
**Development Record** Preview

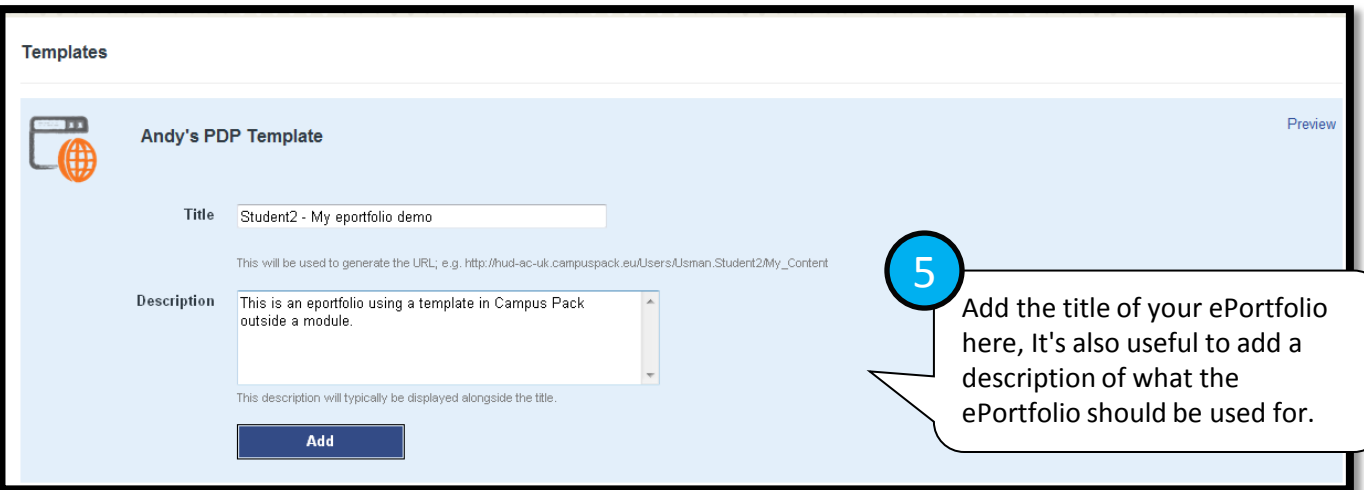
Sample Development Record
- 
**ePortfolio Course Demo Template** Preview

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

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'.



**Templates**

**Andy's PDP Template** Preview

Title

This will be used to generate the URL; e.g. [http://hud-ac-uk.campuspack.eu/Users/Jsman.Student2/My\\_Content](http://hud-ac-uk.campuspack.eu/Users/Jsman.Student2/My_Content)

Description

This description will typically be displayed alongside the title.

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

Qualification	Awarding Body	Level Attained
June 2014	School exam	A-level IT

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.

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