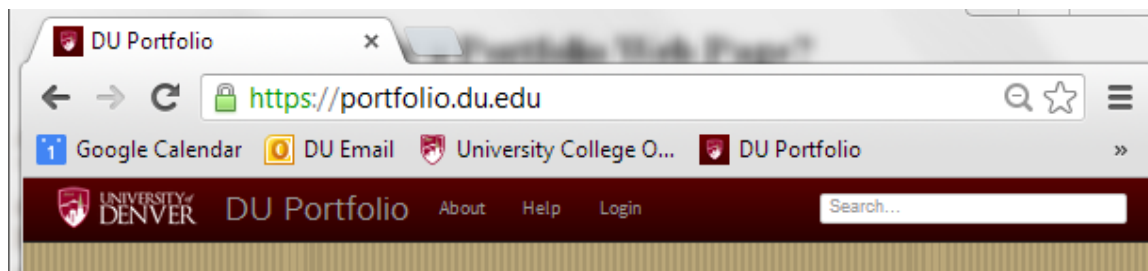


STEP-BY-STEP GUIDE TO CREATING AND MAINTAINING A DU PORTFOLIO WEB PAGE

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What is a Portfolio Web Page?

As many seasoned OLLI facilitators know, DU gave OLLI the opportunity to use its “Portfolio” software program a few years ago. The program allows individuals to create and maintain internet web pages. The program is primarily for the use of DU Students, Faculty and Alumni, and is a privilege for OLLI facilitators and members. This document is an effort to provide a step-by-step guide, with graphics, to make the process of getting started with Portfolio somewhat easier.

STEP 1 Request a Portfolio Web Page

In order to have a new Portfolio Web Page created for your course, please contact any one of the "OLLI Portfolio Assistants" listed below.

Art Strasburger (Central and On Campus)
artstras@comcast.net 303-738-0380 720-984-4903
Larry Walling (South and East)
larrywksucat@gmail.com 303-619-7384
Larry Tannenbaum (West and Boulder)
larrydtannenbaum@comcast.net 303-909-3169

Please provide the following information when you make your request:

- Your name
- Your email address and telephone contact
- The title of the class as you want it to appear on your web page e.g.
“Dangerous Animals of the American Desert”

- If you do not already have a Guest Login Account at portfolio.du.edu , please create one now
- **You need only one Guest Login Account (not one for each course)**

STEP 2

Receive Confirmation that the Portfolio page is Set Up

The OLLI office will select an appropriate URL and create a web page for your class (which is called a “Community”). You will receive an email confirming that a community web page has been set up. Your 'Personal' Guest Login and password will give you managerial access to the new site (as well as any of the previous sites you may have managed). Darcey VanWagner and the OLLI Assistants will also be listed as managers of your site.

IMPORTANT: PLEASE DO NOT SHARE YOUR UNIQUE guest username and passcode with others. If someone (i.e. a class member) has your unique username and passcode he can easily enter Portfolio and change or modify the content on your web page without your knowledge.

STEP 3

Login to Portfolio

N.B. Internet Explorer 8, 9 and 10 do **NOT** support all the management functions of Portfolio. It is recommended that you use IE 11, Mozilla Firefox, Google Chrome, or Safari.

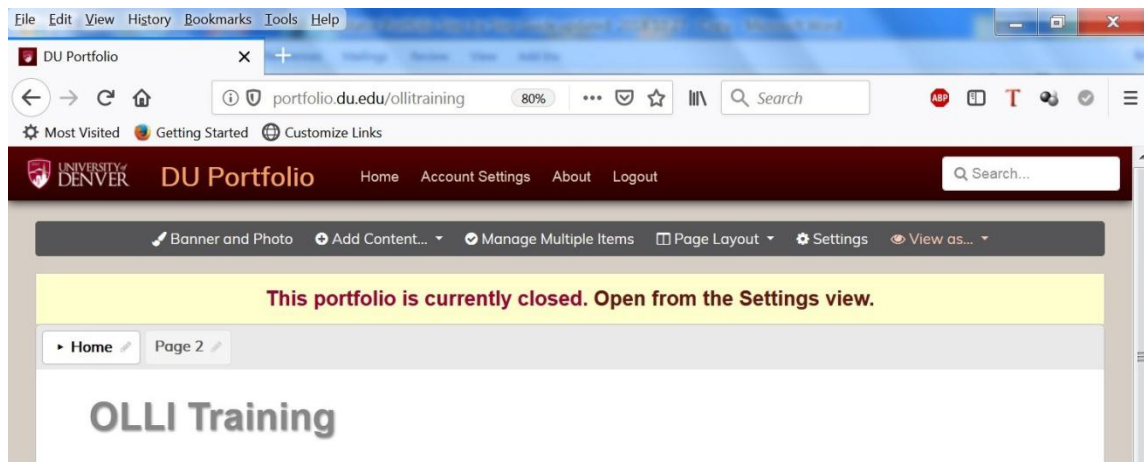
Using your web browser, type in the web address as follows: **portfolio.du.edu**

You will see the following login screen:

In the **DU ID (or guest username)** box, enter your email address.
 In the **Passcode** box, enter your passcode. If you forgot your passcode, you can request a new one by scrolling to the bottom of the login page.

REMEMBER that the username and passcode **ARE** case sensitive.

Once you have a web page set up, yours will be empty and will look something like this, except that the title, instead of saying “OLLI Training”, will have the name of your class. This title is called the "Banner" and will appear on every page.



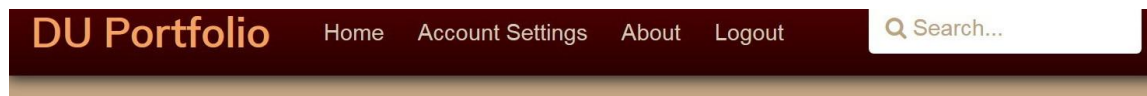
Help! My Portfolio is Closed

Not a problem. You can perform all managerial functions while the Portfolio is closed. But only the **managers** have access to a closed Portfolio. When your site is 'ready for prime time', you can open it so that others have access.

Click on 'Settings' in the brown strip above the closed message and scroll down until you see "Open/Close Portfolio" in the left margin. Click on that and choose to open or close your portfolio.

Notice the URL in your browser near the top of the screen (portfolio.du.edu/ollitraining). This URL can be accessed by anyone, anywhere. It is 'Public'. The security level of the content you will add to your page will be 'Community' and can only be seen by those who use the 'community login' (see Step 5)

Notice the options in the burgundy area at the top of the page:



'Account Settings' allows you to change **your** password and some other things.

Click on 'About'. Peruse the options on the left. It may seem a little confusing now, but you will want to come back to it as you get better acquainted with Portfolio.

Please do **not** contact the DU Office of Teaching and Learning for support. That is intended for DU students and faculty. DU Portfolio managers have asked that OLLI attempt to solve problems internally. If you have questions or problems, contact:

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Edit Your Layout and Content

At the top of each page, you will see this box.

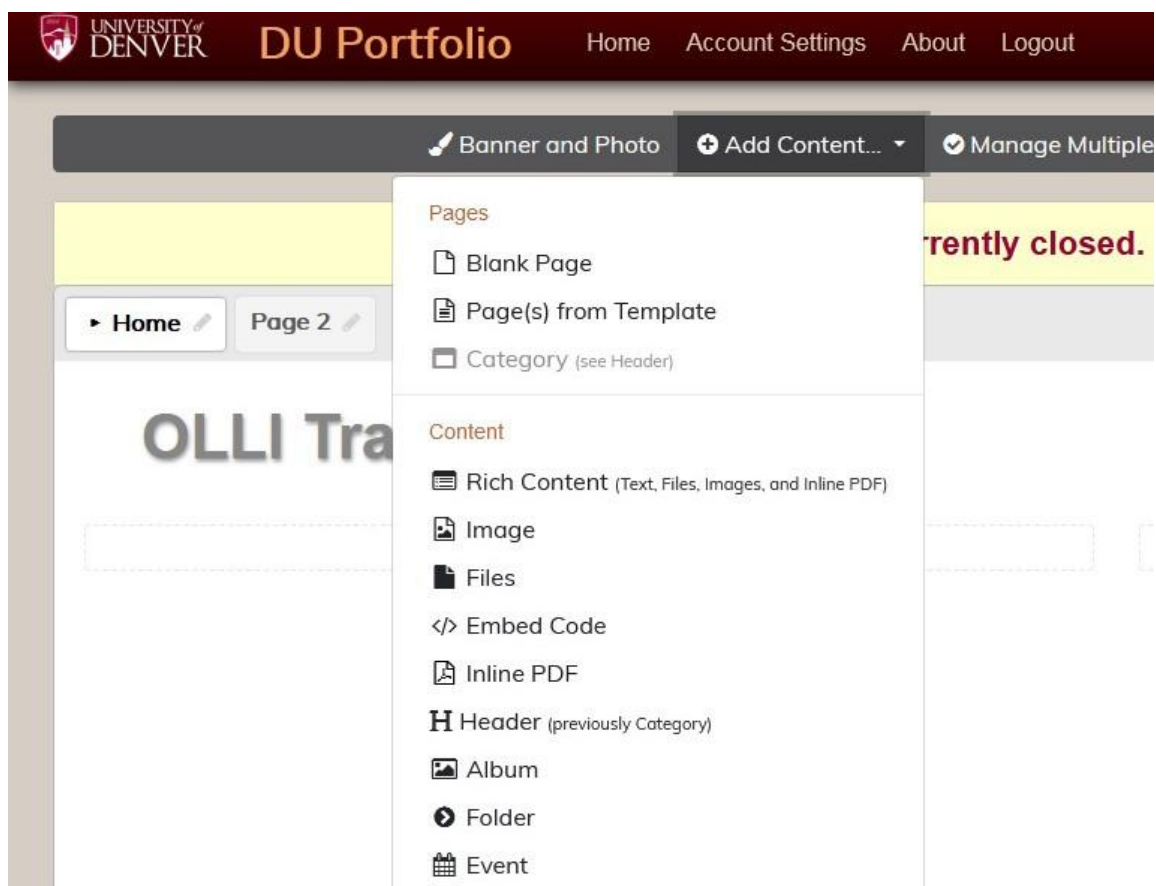


Your students will not see it. Only Manager(s) can see this box and edit your page.

You can edit the banner properties in a number of ways by clicking "Banner and Photo" on the brown stripe – you can add a personal photograph, color, or a jpeg or gif from your computer, but care must be taken to make certain that copyrighted, or potentially copyrighted images, are not used. Your banner is always accessible to the public. Your community should remain closed while you work on it, and you will open it later.

You will use the “Page Layout” tab to select the number of columns and alignment for each page individually. The default is 1 single column.

You will use the "Add content" tab to add additional blank pages, headers to separate topics, and typed or uploaded content to each page. Clicking the "Add Content" box displays this drop down box from which you can select what kind of content you want to add.



STEP 4

Editing your Portfolio by Adding Content

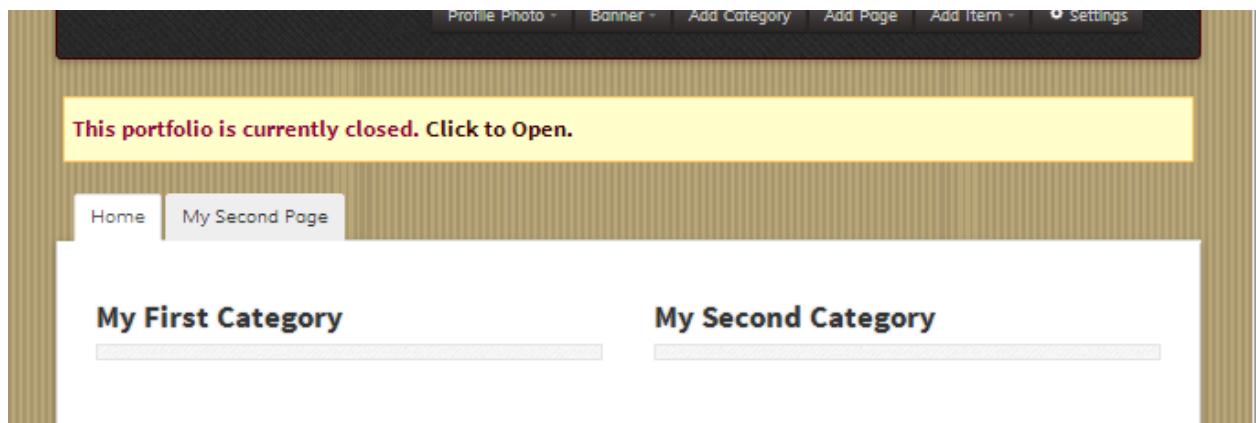
It is suggested that you use the Home page for general information about your course such as syllabus, your contact information or special instructions for the class.

First, Adding Pages

From the "Add Content" drop down box, select "Blank Page". In the box which appears is a space in which you can type the name of the page such as "Week 1" or "Bibliography" etc. Click "Add".

NOTE: At any time you are not happy with ANYTHING you have added, you can left click and drag it to the "Trash" in the lower left corner, or click the 'pencil' beside the item to edit, copy or move it.

When you select "Blank Page", enter the name of your 2nd page and select "Add", your 2nd page will be added as a 2nd tab as pictured below.



You can add as many pages as you want. The additional tabs will appear in a second and subsequent rows.

You can also align the tabs down the left side, if you prefer. Click on "**Settings**" then select '**Navigation Placement**'.

By default, each new page is formatted to 1 column. You may change that for each page by clicking on '**Page Layout**'.

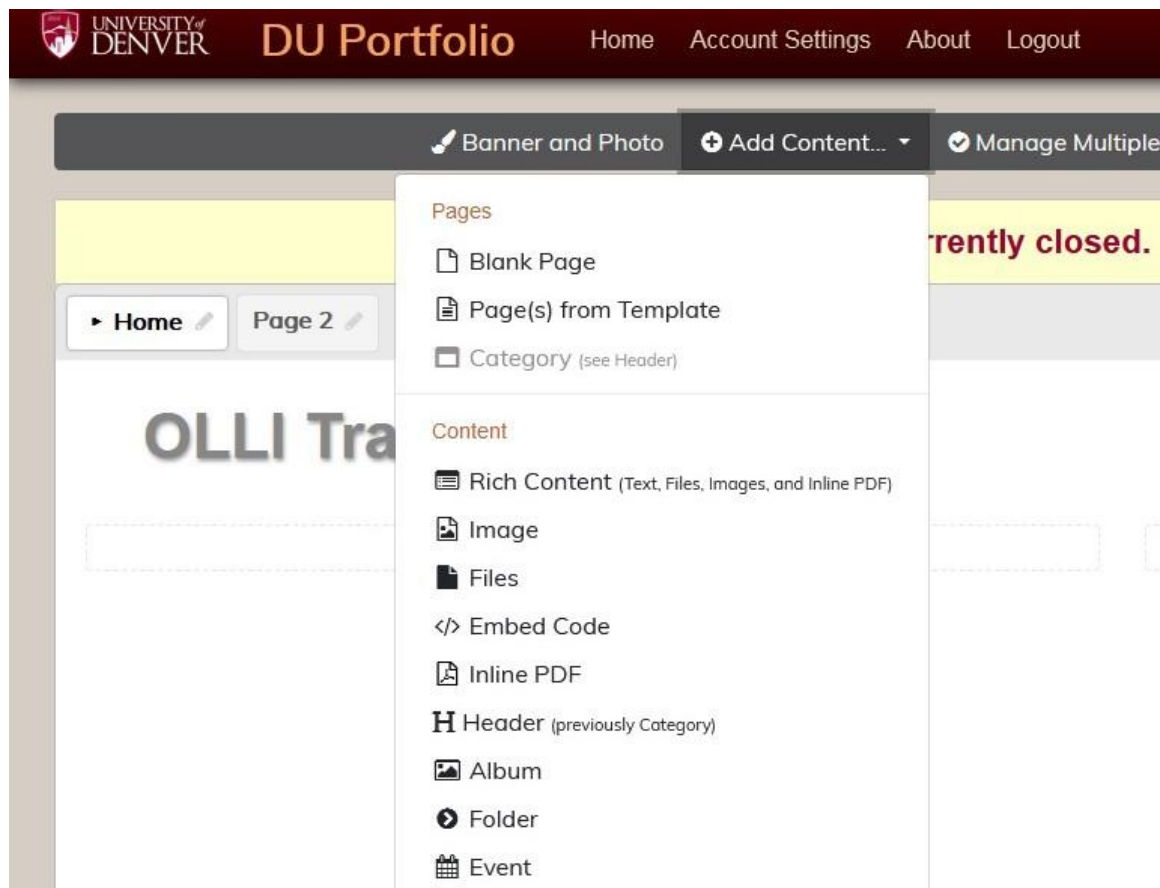
You can edit any of your input by "hovering" over the the pencil to the right until the 'little pointing finger' appears. Left click on the pencil and make your change. Complete the change by selecting "submit".

Third, adding content

Select the page on which to start adding content. Select “Add Content” and the drop down box will appear. You will select what content items you want to insert.. It can be a single or multiple files, text only, an image, an album, a folder of files or an event.

New content is always added at the bottom of the column. You can then drag it to the appropriate position.

You can use Headers to group similar items to make your page look more organized. Just select "Header" from the "Add Content" drop down box.












Rich Content (Text), Image, Files and Inline PDF all take you to the '**Add Item**' box.




Add Item

Column:

Security: ⓘ

Title: (optional)

Formats ▾ **B** *I* ~~S~~ A ▾ multi ▾ 11pt ▾ \times_2 \times^2 Icons         \mathcal{I}_x $\langle \rangle$ 

Direct Upload Options:  Image  File  PDF f_x

|

You can type in text and/or select from 'Direct Upload Options' to upload data from your computer.

You can play with all the options to see what they do and the many options available. Experimenting will do no harm, and unwanted results can be deleted through editing (the pencil) or just dragged to the trash container in the lower right.

When adding an item you will need to select to select the column and security level.

Always select "Community" security level!!!!

Why do we ask you to keep all entries on the Community setting?

- Because keeping the privacy at “Community” view is to protect OLLI – and, by extension, the University -- from possible claims of copyright infringement, (Please see the attachment from the University of Denver called “*Fair Use Guidelines University of Denver*”) It is important for everyone using Portfolio to be cognizant of the University’s rules in this regard. Be sure to credit the author of any potentially copyrighted content you post and **only use Community security level.**

Versatility of the "Add Content" box

- When you add content, you can create new text, upload files, pictures or videos from your computer or links to the internet. You can create a folder to contain files or text with related content. You can also upload images or videos directly from the internet.

There is an area in the "Add Item" box with options for formatting your text. In addition, clicking on the icons in the middle of the bottom row will allow you to download hyperlinks,

images or videos. Play with them to see how they work. You can right click an image or video, copy its url, and download it directly to your portfolio page.

- Adding videos and other images directly from the internet may require the use of an embed code. This is explained in a video which you can access by clicking '**About**' at the very top of the Portfolio screen, and then click '**Adding Embed Codes**' in the '**Help**' list.

STEP 5

Create a Community Login for your Course

(**STOP!** This has very likely been done for you already.
If you are unsure, contact the support person for your site.)

Advise all your class members to log in with the community login **xxxx@duolli.org**
And to use the password **curiosity**
They will now see all the content you enter at the 'Community' security level

Assistance with this process may be requested from

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STEP 6

Fancy Stuff

- **How to Change Your Banner.** You may now want to change the banner to something that visually represents your class. Do not choose anything that may be copyrighted.

- Select “Banner and Photo” which gives you a drop down to select uploading a file from your computer or a picture from the library.

PLEASE DO NOT . . . **Contact the Portfolio help line!**

Why? Because the Portfolio help desk is for DU students and Faculty who pay a great deal of money for the Portfolio service. Portfolio is intended to help students market themselves to future employers and to exchange information back and forth with their professors (i.e.: uploading papers and homework assignments), as well as receiving class announcements and reading material). Portfolio is a privilege to OLLI members and we must not abuse it by calling their help system with repetitious questions which we can figure out internally, such as “I’m having trouble logging in,” or “I can’t download a file from the Portfolio website.” Similarly, please ask your students not to contact Portfolio with unrelated tech questions like, “how do I use a mouse,” or, “what’s a link?” Please emphasize to your students that if they have questions, they must contact you FIRST, and if you cannot help them, contact:

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IMPORTANT REMINDERS

- **Educate!** Educate your students about using Portfolio. Urge them to call you or email you with questions. Many times they forget their community username (xxxx@duolli.org) or the passcode (curiosity).
- **Privacy Levels!** All Content on OLLI web pages must have a privacy level of “Community” only. Privacy levels set at “Public” will be changed without notice.

- **Again, Copyrighted Material!** Be cognizant of putting copyrighted material on your page. If you use photographs, videos, books or short stories, on your web page, consider whether that item is part of the public domain, or may be subject to copyright restrictions. Consult the attached guide, or ask another facilitator or the OLLI Assistant about your concerns.

Locked Portfolios

Locked portfolios are not available for viewing. Portfolios can be locked in one of two ways.

1. A system administrator can lock any portfolio with questionable content or content that violates copyright. An attempt will be made to notify affected users via email in this case.
2. **Any portfolio that has not been updated or edited in 2 years will be locked.** You can unlock your portfolio by logging into your account and clicking the link that is provided in the banner alerting you that your portfolio is locked. If the portfolio remains locked for a year, the portfolio (and all of its contents) will be automatically deleted at that time.

Portfolio Deletion

Portfolios that have been locked for a year will automatically be deleted by the system. This is a total period of 3 years of inactivity for the portfolio in question.

Portfolio managers can delete their portfolio (personal or community) at any time by going to the portfolio 'Settings' page and selecting 'Portfolio Deletion'