

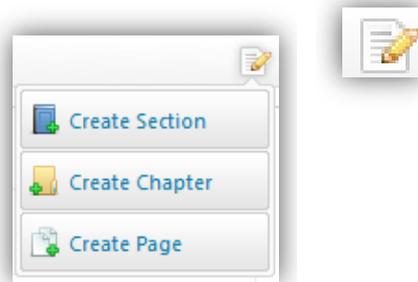
Setting up the uSpace Portfolio

The uSpace Portfolio enables students and teachers to record and share work samples, their learning stories and academic achievements with their immediate community.

Step 1 Setting up the Portfolio is quick and easy.

The Portfolio feature is fully customisable so that you can organise it according to its purpose.

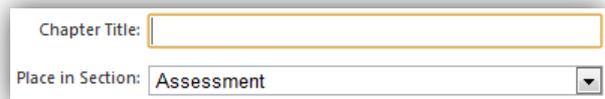
You can organise your Portfolio into **Sections**, **Chapters**, and **Pages**.



Step 2 Creating Sections, Chapters and Pages is a similar process.

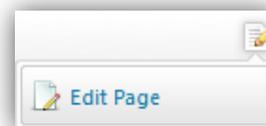
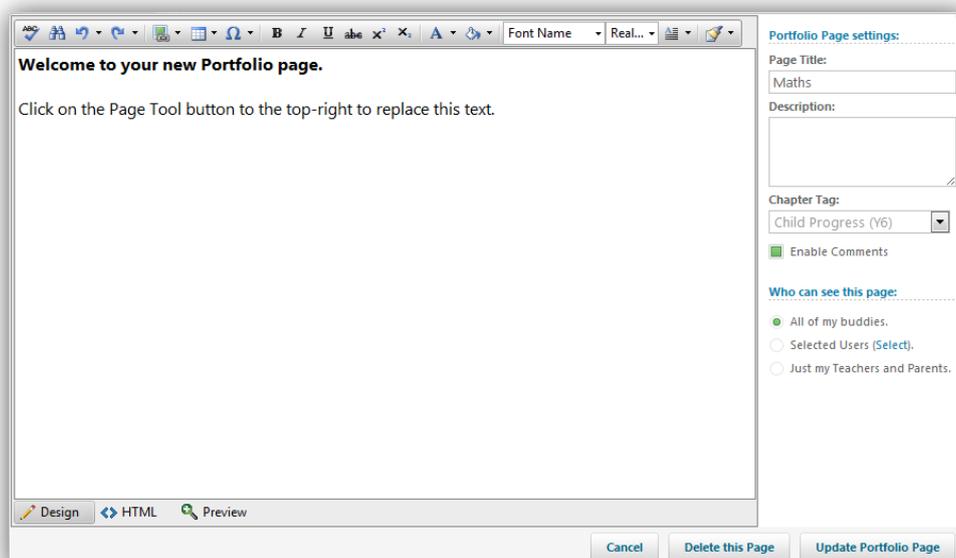
Once you have named a **Chapter**, you will need to indicate which **Section** it will sit within.

Once a **Page** is named, you'll need to indicate which **Chapter** it will sit within.

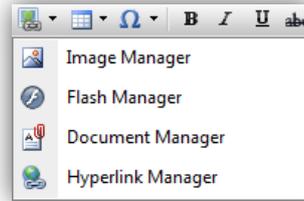


Step 3 Select the **Page** you want to add content to and click the **Page Tools** icon.

Select **Edit Page** to access the editor screen in order to add content.

Step 4 You can use the upload managers to upload content into your portfolio page quickly.

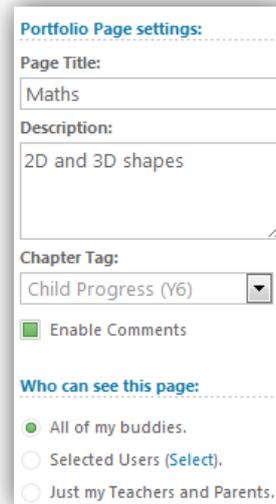


Step 5 In the same editing page that you use to add content, there are options to further organise your portfolio page and accessibility to it.

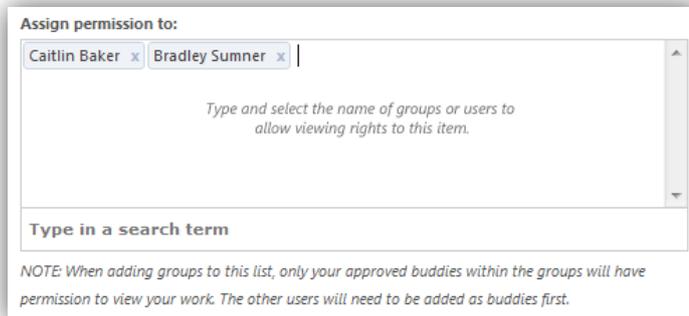
The owner of the portfolio page is able to select whether or not comments can be left on that page.

The owner can allow all of their buddies to see the page, only their parents and teachers or can select specific users to have access to view the page.

These settings can be changed at any time.



Step 6



A student sets permissions to allow two buddies to view an Portfolio page.

NOTE

- uSpace buddies can view their buddies' Portfolios.
- Parents can view their own child's uSpace profile, including the Portfolio element, but they cannot view anyone else's uSpace portfolio.
- By granting access to many buddies, the channels of communication are open for feeding forward and feeding back.