

# How to set up your eportfolio impact project group and page

Log on to eportfolio from the start page (you will need to type in your usual user name and password that you use to log onto a computer)

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- ▶ [stu14274: wonder if anyone actually looks at this thing](#)
- ▶ [stu11219: noelles still drunk](#)

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<https://idp.ashs.school.nz/saml2/idp/SSOService.php?spentityid=https://idp.watchdog.net.nz/m...odule.php/saml/sp/metadata.php/default-sp&RelayState=http://myportfolio.school.nz/auth/saml>

First time ever on eportfolio??

You'll need to choose intranet from the start page, then click the eportfolio link on the left.

**Albany Senior High School Intranet**

You are logged in as Rachel Carrn (Logout)

Home My stuff Handbooks Notices Calendars All courses Library Sport

**Navigation**

- Home
- My home
- Site pages
- My profile
- My courses
- MyPortfolio for Schools

**Hot topics:**

- ▶ Prelim exam timetable 2013
- ▶ Workshops (during 2013 prelims) timetable
- ▶ Feedback for Impact Projects Semester 1 2013
- ▶ BreakOut
- ▶ Scholarships database for financial scholarships
- ▶ Financial Scholarship Application Forms
- ▶ Staff: report problems with computers
- ▶ Year 11 Assessment Calendar
- ▶ Year 12 Assessment Calendar
- ▶ STAR Student Survey
- ▶ Guides for connecting to wireless:
  - Windows guide (Zip file)
  - Linux guide
  - Android guide
- ▶ Transition Tips for School Leavers

**School notices**

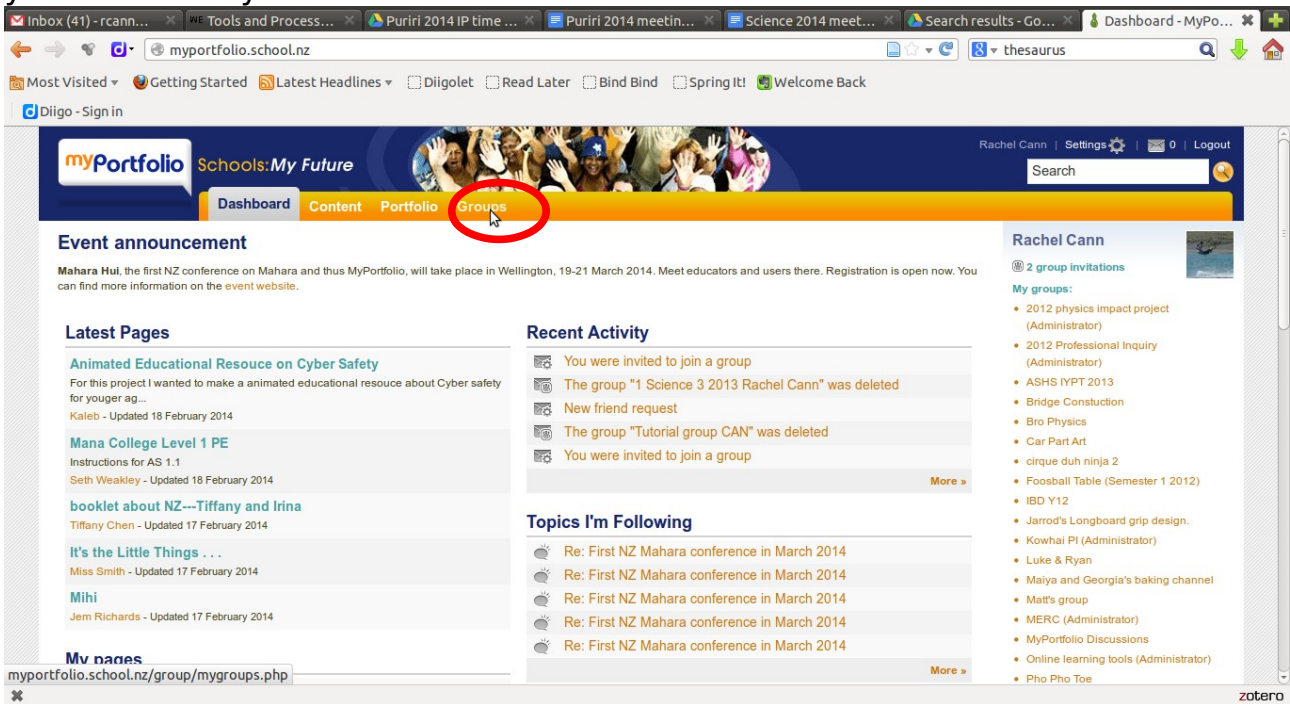
Add a new topic

Unsubscribe from this forum

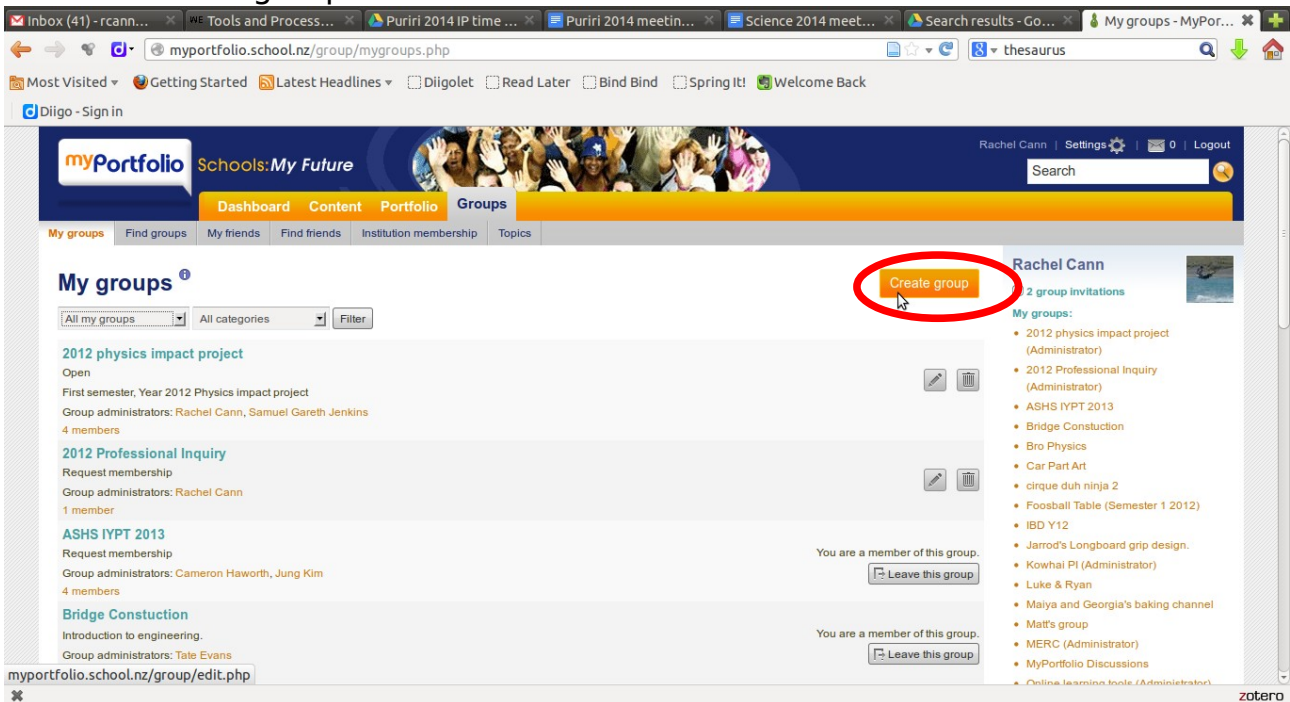
Team 1 and 2 Netball Trials

intranet.ashs.school.nz/auth/mnet/jump.php?hostid=3 9 February 2014, 07:29 AM

REALLY IMPORTANT! Set up a group first so that all members of your group can access and edit yur eportfolio. Even if you are working individually do this as you can invite you mentor and tutor teacher!



Click on create group



Type your group name - you can add details too if you want.

The screenshot shows the 'Create group' page in the myPortfolio application. The browser address bar is 'myportfolio.school.nz/group/edit.php'. The page has a navigation bar with 'Dashboard', 'Content', 'Portfolio', and 'Groups'. Below this is a sub-navigation bar with 'My groups', 'Find groups', 'My friends', 'Find friends', 'Institution membership', and 'Topics'. The main content area is titled 'Create group' and contains a form. The 'Group name' field is highlighted with a red circle and contains the text '2014 Test Group'. Below it is a 'Group description' field with a rich text editor. The 'Settings' section is expanded to show 'Membership' options: 'Open' (checked) and 'Request' (unchecked). On the right side, there is a user profile for 'Rachel Cann' and a list of 'My groups'.

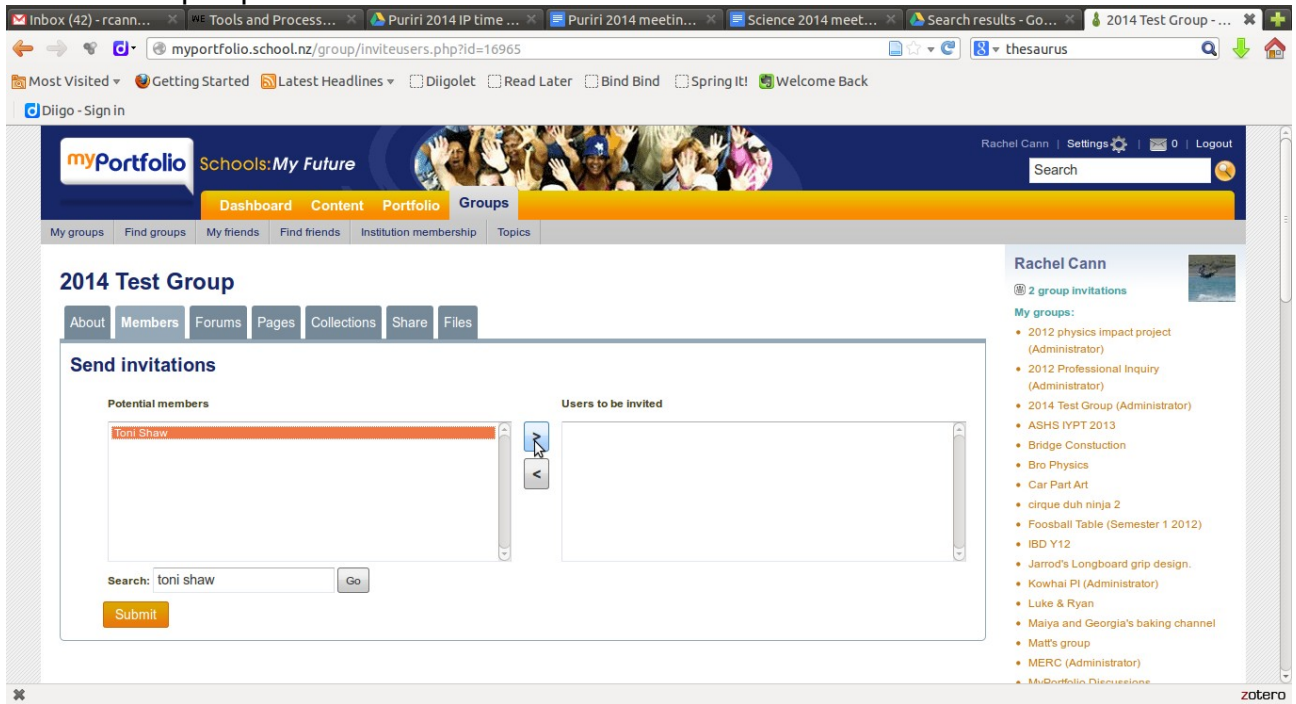
The screenshot shows the 'Create group' page in the myPortfolio application, focusing on the 'Editability' and 'General' sections. The 'Editability' section includes 'Start date' and 'End date' fields, both set to '2014 February 19 at 07:58' with 'Not specified' options. The 'General' section includes a 'Group category' dropdown set to 'No category selected' and a 'Shared page notifications' checkbox which is checked. At the bottom of the form, the 'Save group' button is highlighted with a red circle. On the right side, there is a list of 'Online users' and a 'Show all online users' link.

# Click on the members tab to invite people

The screenshot shows the myPortfolio website interface. At the top, there's a navigation bar with 'myPortfolio Schools: My Future' and a search bar. Below that, a secondary navigation bar includes 'Dashboard', 'Content', 'Portfolio', and 'Groups'. The main content area is titled '2014 Test Group' and features a sub-navigation bar with 'About', 'Members', 'Forums', 'Pages', 'Collections', 'Share', and 'Files'. The 'Members' tab is circled in red. Below the navigation, there's a summary box showing 'Group administrators: Rachel Cann', 'Created: 19 February 2014', and 'Members: 1'. A 'Latest forum posts' section below it states 'There are no posts in this group yet'. On the right side, a user profile for 'Rachel Cann' is visible, showing '2 group invitations' and a list of groups she administers.

The screenshot shows the myPortfolio website interface, specifically the 'Invites' tab for the '2014 Test Group'. The sub-navigation bar now highlights 'Invites'. A message reads: 'You can invite users to join this group through their profile pages: [send multiple invitations at once.](#)'. Below this, there's a search bar and a 'sorted by: Admin first' dropdown. A list of invitees is shown, with one entry for 'Rachel Cann - Admin', a 'Physics and Science teacher, kiteboarder, stand up paddle surfer, Electronic ...', who joined on '19 February 2014'. The URL at the bottom of the page is 'myportfolio.school.nz/group/inviteusers.php?id=16965'.

# Search for people and use the arrow to add to the invite list



You can see the people you've invited on the members tab under "invites". When they accept your invite they will appear on the "current" list.

