



**vhcentral**

**Portfolio**

**Student Guide**

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# Portfolios Student Guide

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## What is a Portfolio?

A portfolio refers to a collection of work that showcases language learning progress and achievements over a period of time. Language portfolios are often used as a form of assessment and self-reflection in language learning and teaching.

## Terminology

- **Portfolio** – Portfolio is a tool that houses/hosts a collection of select students' work (files) created on the Supersite and exported to Portfolio, or uploaded by students.
- **File** – Each of the student's work that were created on the Supersite and are stored in My Files as assets, video or text.
- **My Files** – The repository of files that have been uploaded into Portfolio.
- **Student Portfolios** – Collections of work created by students in Portfolio to document learning or showcase favorite work.
- **Page(s)** - These are individual pages within each portfolio. Each portfolio can consist of one page or multiple pages.

## Technical Requirements

Please review the [site technical requirements](#) for supported browsers and operating systems. Headset with mic or speakers and mic required for audio-enabled posts. Portfolios are available on VHL Central 3.0 platform programs in courses with "Portfolio" access.

## Adding Assignments to Portfolios

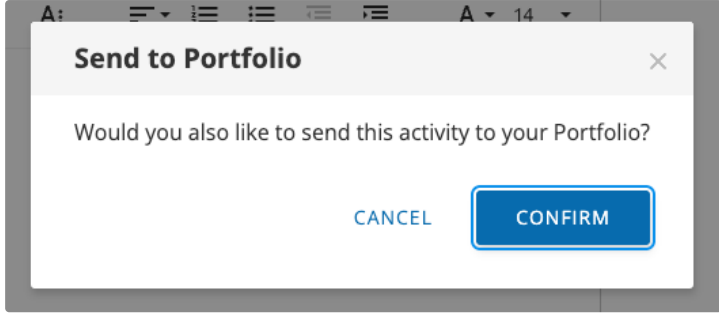
Once your instructor has enabled Portfolio for your class, you will see the portfolio icon in the Activities list in VHL Central. It is displayed towards the right near the Due date and will be visible on Composition, Solo Video Record, and Video Virtual Chat activities. You may also see the icon next to Partner and Group Chat activities if your instructor has enabled those as part of Portfolio.

Practice	Due date
<input type="checkbox"/> Oraciones incompletas	Mon 10/9
<input type="checkbox"/> ¿Lógico o ilógico?	Mon 10/9
<input type="checkbox"/> Palabras	Mon 10/9
<input type="checkbox"/> Escuchar A 	Mon 10/9
<input type="checkbox"/> Escuchar B 	Mon 10/9
<input type="checkbox"/> Escuchar C  	Mon 10/9
<input type="checkbox"/> Opuestos	Mon 10/9
<input type="checkbox"/> Analogías 	Mon 10/9
<input type="checkbox"/> Definiciones 	Mon 10/9
<input type="checkbox"/> Contrarios 	Mon 10/9

**Partner chat**  
Escuchar C  
Lección 1 | Contextos  
Points possible: 10

ance Assessment

Upon completion and submission of an activity that can be sent to your portfolio, you will see a message with the option to export the activity from VHL Central directly into your files in Portfolio. This will generate an artifact, like a PDF, image, or video file that can then be used in a Portfolio.



If you accidentally close the message, or need to send the activity to the portfolio site at a later time, you can use the button at the bottom of the activity labeled, 'Export to Portfolio.' This button will only show and be available if the assignment has been submitted, and is one of the allowed activity types set by your instructor.

All activities successfully sent to the portfolio will display a green banner with the confirmation message in the top right corner of the screen.

VHL Central Marcia Rich Contrast Help Logout

Return to Activities ADD INSTRUCTOR NOTE INFO 102-105

Activity successfully sent to Portfolio.

### Cuentos populares

COMPLETED ON OCTOBER 10TH 10:01 AM

Escoge un cuento popular que conozcas. Escríbelo cambiando completamente el papel (role) de los personajes y los hechos. Utiliza el pretérito y el imperfecto.

**Modelo**

Había una vez tres cerditos muy malos que querían atacar a un lobito muy bueno...

1. Your instructor has not yet graded this activity.

No file uploaded.

**Your answer:**

Claro, aquí tienes una versión alterada del cuento de "Caperucita Roja":

Había una vez en un pequeño pueblo, una niña llamada Carlota que vivía con su abuela en una cabaña en el bosque. Carlota era una intrépida exploradora y siempre estaba en busca de aventuras emocionantes.

Un día, su madre le pidió que llevara una canasta llena de golosinas a su abuela, quien vivía al otro lado del bosque. A diferencia del cuento original, Carlota no era una niña asustadiza, y en lugar de obedecer las advertencias de su madre sobre el lobo que acechaba en el bosque, ella estaba ansiosa por encontrarse con nuevas criaturas y explorar el lugar.

Mientras caminaba por el bosque, Carlota se topó con un lobo amable llamado Luis. El lobo, lejos de ser peligroso, era un apasionado botánico que estaba recolectando hierbas para su jardín. Conversaron sobre plantas y flores, intercambiaron consejos y decidieron caminar juntos hacia la casa de la abuela.

Mientras tanto, la abuela de Carlota, una mujer sabia y enérgica, se encontraba ocupada cocinando una deliciosa cena para su nieta. No estaba enferma ni necesitada de ayuda, como en la versión original del cuento.

Cuando Carlota y Luis llegaron a la cabaña de la abuela, se sorprendieron al descubrir que la abuela estaba muy bien y de muy buen humor. Los tres compartieron una cena deliciosa y se hicieron amigos. Pasaron el resto del día explorando el bosque y aprendiendo unos de otros.

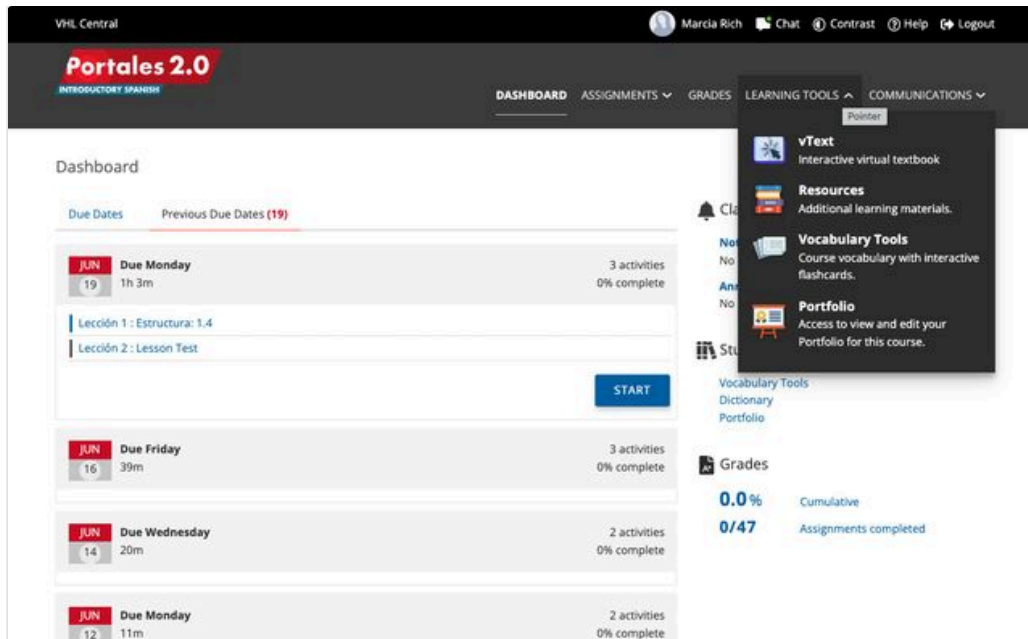
A partir de ese día, Carlota, Luis y su abuela se convirtieron en inseparables compañeros de aventuras, explorando el bosque y compartiendo su amor por la naturaleza. Y vivieron felices, disfrutando de la belleza del mundo que los rodeaba, sin temor a los lobos ni a los peligros que a menudo se narraban en cuentos tradicionales.

0 of 15 pts. 0.0% PRACTICE RETURN TO ACTIVITIES EXPORT TO PORTFOLIO

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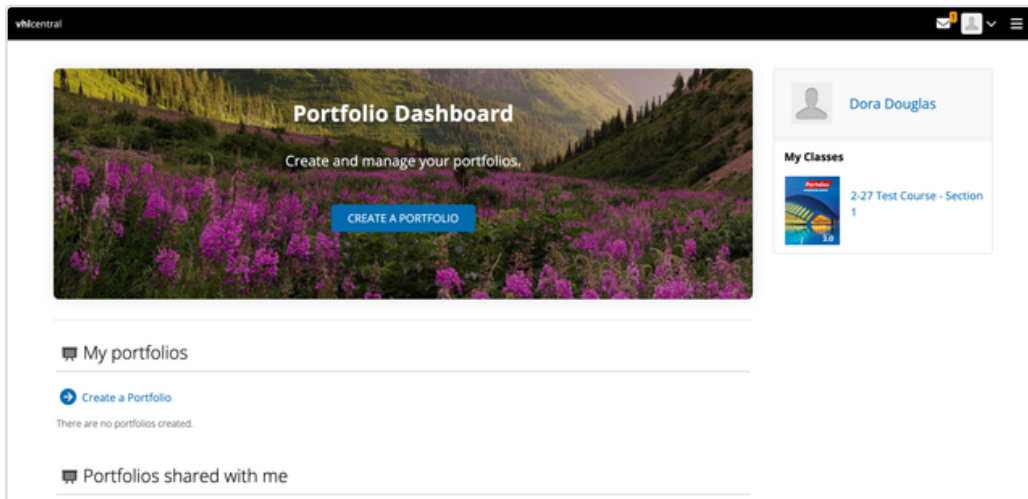
## Accessing Portfolios

You can access Portfolio from the main navigation under Learning Tools. This will open a new tab in the browser. There is no log in needed; all users will automatically be logged into Portfolio.



## Dashboard

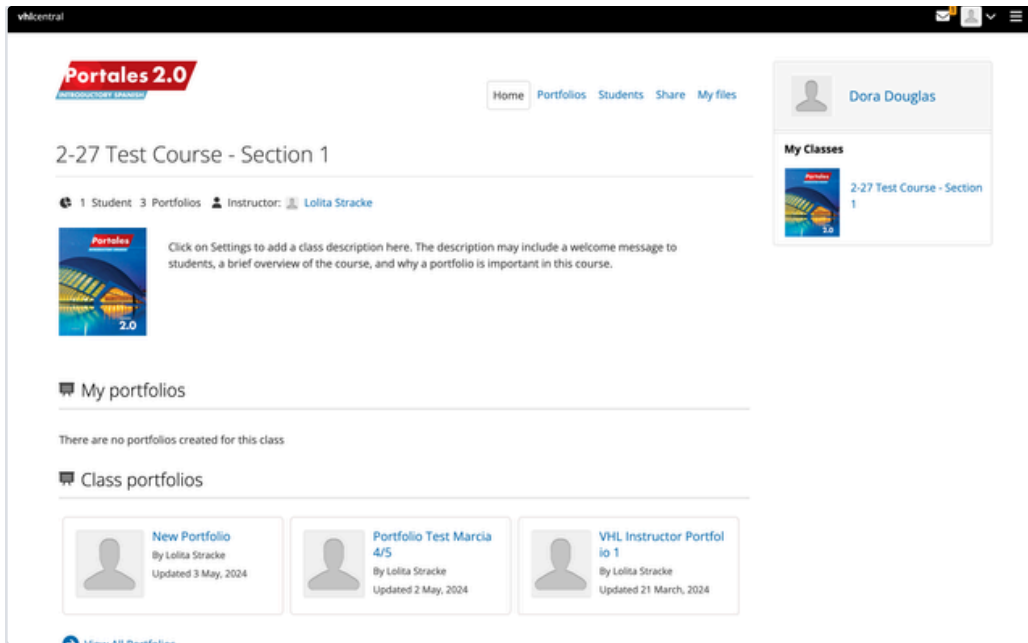
You will land on the Portfolio Dashboard. From here, you can access classes, and begin creating portfolios. Clicking the course name will take you to the course home page.



## Class Home

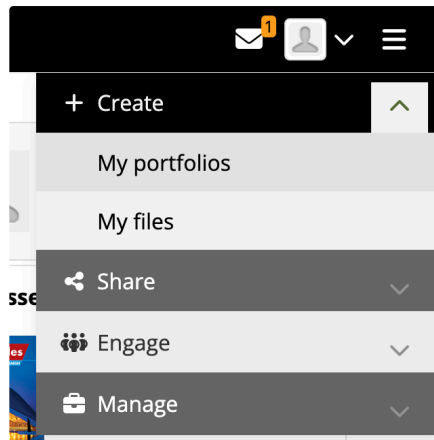
For each class, there is a top navigation: Home, Portfolios, Classmates, Share, and My Files.

The image below shows what the Home page, or landing page, will look like upon your first visit to the Portfolio site.

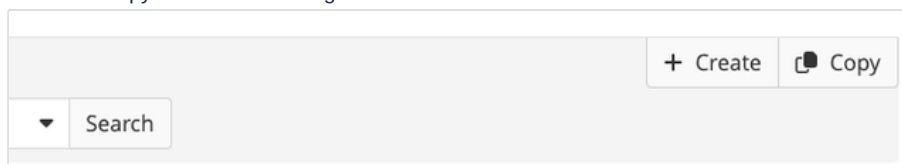


## Creating Your First Portfolio

Your instructor may have created an example portfolio that you can copy as a starting point for your Portfolio. To do this, use the main menu in the top right corner and select 'Create > My portfolios.'



1. Click the 'Copy' button near the right side of the screen.



2. On the next screen, 'Copy a portfolio,' review the list of items available to copy and click 'Copy Portfolio' for the one you would like.

## Copy a portfolio

To see a preview of a page or portfolio, click on its name. Click "Copy portfolio" or "Copy page" to make a copy and customize the content.

PORTFOLIO NAME	PAGE NAME	OWNER	
New Portfolio	Page 1	Lolita Stracke	<input type="button" value="Copy portfolio"/> <input type="button" value="Copy page"/>

3. Rename the portfolio and update the description. It is strongly recommended you use your full name when naming your portfolio, so that your instructor can quickly identify your work and your classmates can find it easily. Continue to 'Edit portfolio pages.'

✓ Copied 1 page, 1 block, and 0 artefacts from "New Portfolio"

## Edit New Portfolio

*Fields marked by "\*" are required.*

Portfolio name \*

Portfolio description

Tags  i

*Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.*

Page navigation bar  Yes

*Add a horizontal navigation bar to every page in this portfolio by default.*

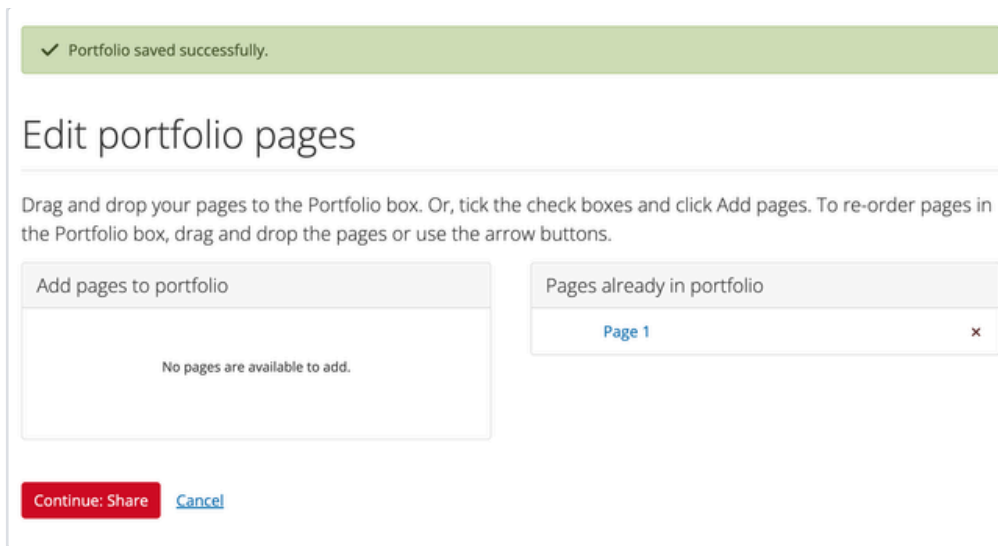
Cover image No files found

*The recommended dimensions are 180px wide by 130px high.*

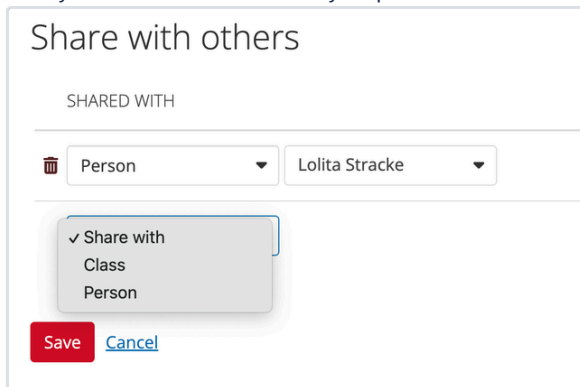
Continue: Edit portfolio pages

4. There is nothing you need to do here. Your instructor has already added all the pages you are expected to have to the portfolio template. Continue to 'Share.'





5. Next you have a chance to share your portfolio. Your instructor will by default have access to it, but you can share with classmates, too.



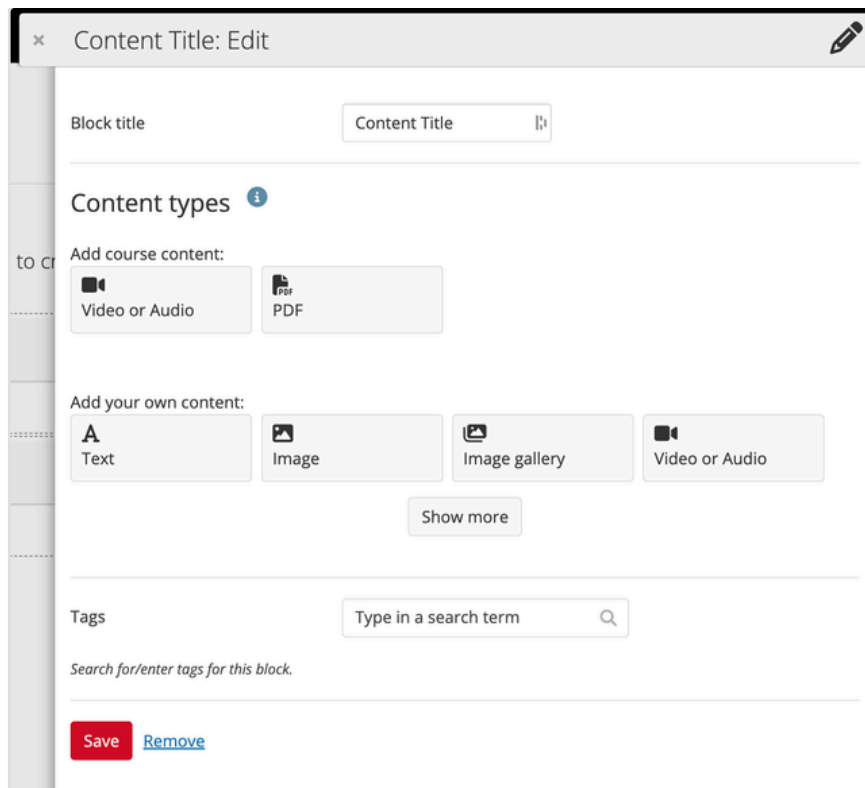
## Editing Portfolios

You can edit the portfolios you create.

1. On the right side of the page, click the pencil icon. Your portfolio is made up of blocks of content, such as text, images, videos, or other files. To edit it, click the pencil icon. You can edit, reorder, or resize the blocks. If your instructor created the template, they might have left instructions on what content they expect to see in it. You will see these instructions in a light gray area above the page's content.

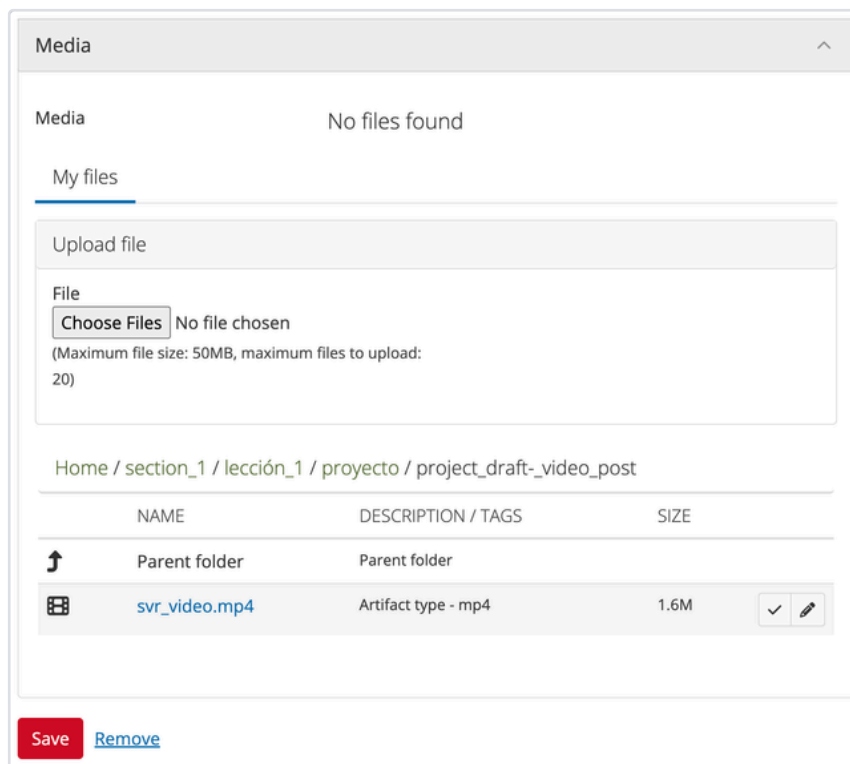


2. You may also choose to add additional blocks of content to the page. Click the plus icon on the right side of the page. Replace the block title to give this content a name. Choose the type of content you want to add. Some choices are text, image, embedded media, or files which includes activities from your course or you may choose to upload a file from your computer.

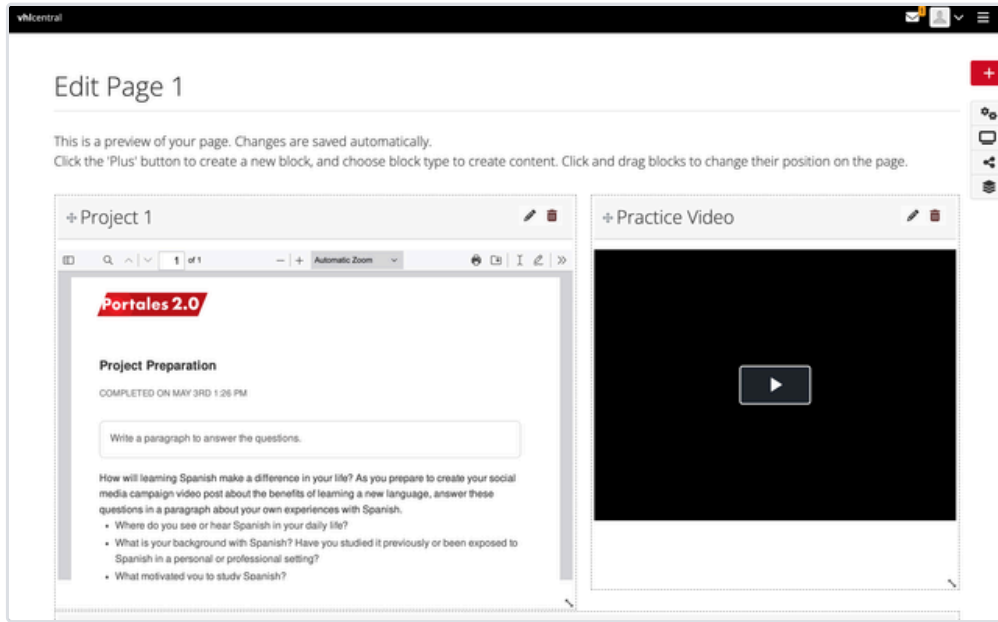


3. Files are organized by lesson and the name of the activity assigned. Click on the folder for the activity you would like to add. To return to the main folder, click Parent folder.

Click on the name of the file to select it and click 'Save' to add it to your page. **If you do not see an activity you are expected to add to your portfolio, it is likely you need to complete the activity first and click 'Export to Portfolio' to have it appear in the right folder.**

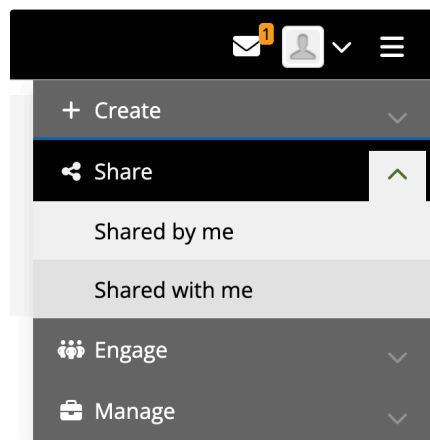


4. Continue editing blocks and adding content to your page. Pages save automatically. You will see a trash can icon on each block allowing you to delete them if necessary.




## Navigating Between Portfolios

There are a few ways to navigate within the Portfolio site. Using the main menu in the top right corner of the site, you can navigate to Share > Shared with me.



The Shared with me page will display a list of any pages or portfolios that you have access to view or comment on. If you belong to multiple classes, you will see many portfolios here. You can use the options at the top to search by student or filter by class.

 Shared with me

Search: (Title, description, tags, owner) Sort results by:


Title, description, tags, owner Last update or comment Search

Me  Friends  My Classes  My institutions  Registered people

This page lists the most recently modified or commented on pages that have been shared with you. They may have been shared with you directly, shared with friends of the owner, or shared with one of your classes.


TITLE	COMMENTS	LAST COMMENT
<a href="#">New Portfolio (1 page)</a> Lolita Stracke - Updated May 3, 2024 at 3:27 PM		
<a href="#">Portfolio Test Marcia 4/5 (4 pages)</a> Lolita Stracke - Updated May 2, 2024 at 7:20 AM This is a portfolio description that is long sort of but not too lo...		
<a href="#">Test Page Description Error Message</a> Lolita Stracke - Updated April 9, 2024 at 12:27 PM This is a page description that is long, like around 100 characters...		
<a href="#">VHL Instructor Portfolio 1 (9 pages)</a> Lolita Stracke - Updated February 20, 2024 at 4:27 AM VHL Instructor Portfolio 1 Description		

The other way to access Portfolios is from your class Home page. Click on the class name from your list under My Classes on the right side of the main pages of the portfolio site.



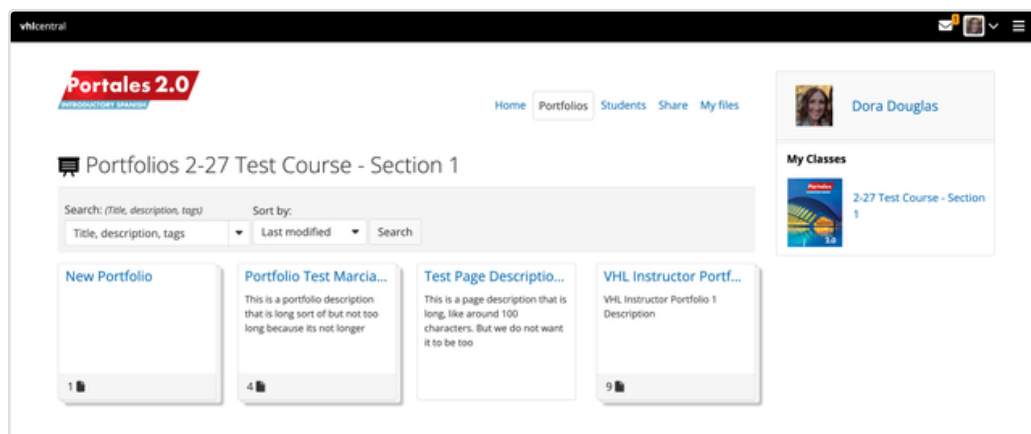
Dora Douglas

**My Classes**



2-27 Test Course - Section 1

Next, click 'Portfolios.' This will take you to the portfolios page for that class where you will see any portfolios that you have access to, meaning they have been shared with you by a classmate or your instructor for that class.

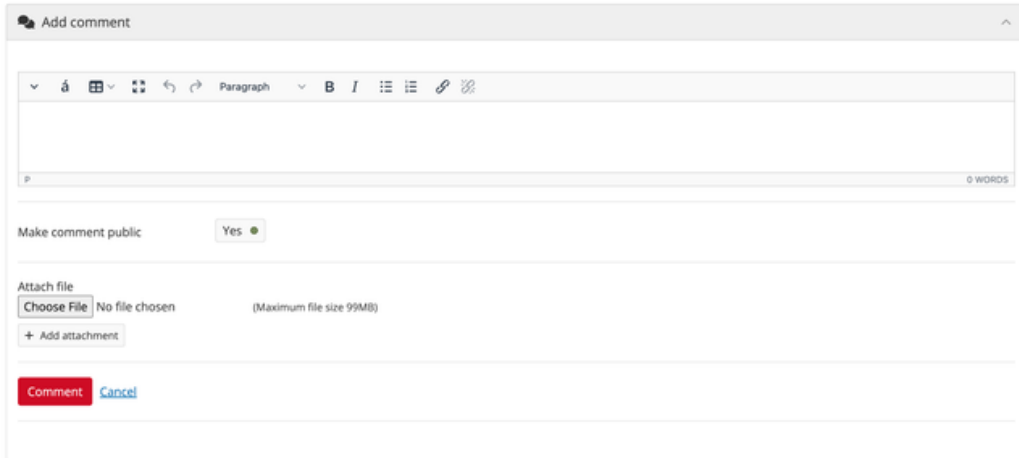


The screenshot shows the 'Portales 2.0' interface. At the top, there are navigation links: Home, Portfolios, Students, Share, My files. The main heading is 'Portfolios 2-27 Test Course - Section 1'. Below this is a search bar with 'Title, description, tags' and 'Last modified' options. The main content area displays four portfolio items: 'New Portfolio', 'Portfolio Test Marcia...', 'Test Page Descriptio...', and 'VHL Instructor Portf...'. On the right side, there is a 'My Classes' sidebar showing the current class '2-27 Test Course - Section 1' with a '1' next to it.

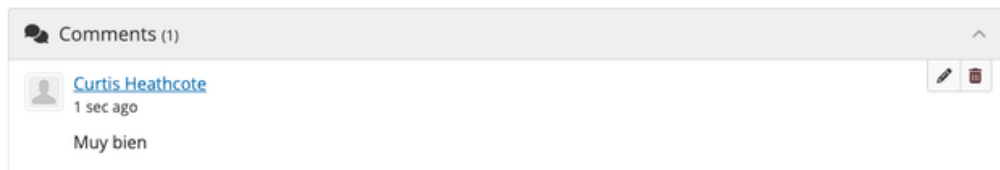
Portfolios that have been shared with you will also be visible on the class Home page.

# Commenting & Notifications

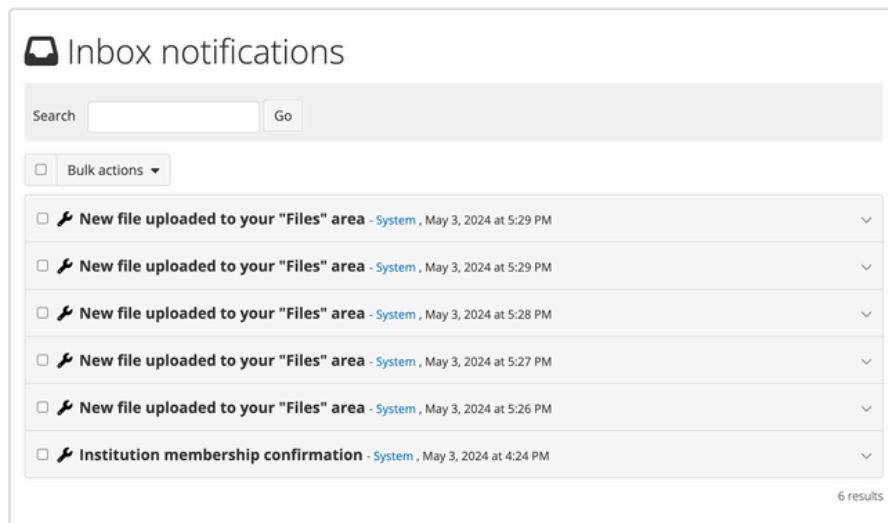
You will be able to comment on any Portfolio that has been shared with you. Similarly, anyone who you have shared your portfolio with will have access to comment on that portfolio. 'Add comment' displays at the bottom of each page of a portfolio. Consult with your instructor about expectations for commenting for your class. Comments on portfolios are a great form of peer review. Your instructor may also send you comments about your portfolio (these may be public, meaning anyone viewing your portfolio can see them, or private, meaning only you and the original commenter can see them).



On comments you have written, you will see the pencil icon and trash can icon to edit or delete your comment.



You will see in-app notifications if a comment is left on one of your pages. Likewise, you will get a notification if someone responds to a comment that you have made.



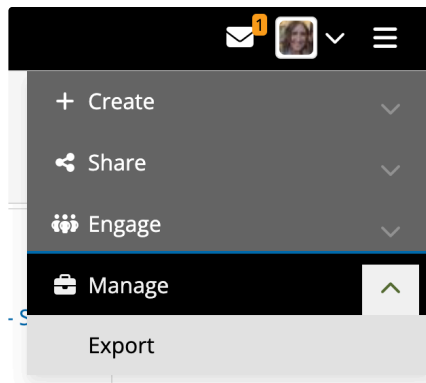
The notification count shown in the top bar of the site.



## Saving or Exporting Portfolios

Exporting your portfolio is a critical step in saving it for future use. Portfolios can be a tool for future internships, continued education, or other opportunities!

Use the main menu to navigate to Manage > Export.



Under 'What do you want to export?' decide if you will export all of your work or only some portfolios. Select the portfolio you want to export. Scroll down and click 'Generate export.'

A screenshot of a dialog box titled 'What do you want to export?'. It contains three radio button options: 'All my data', 'Just some of my pages', and 'Just some of my portfolios'. The 'Just some of my portfolios' option is selected. Below these options is a section titled 'Portfolios to export' which includes two buttons: 'Select all' and 'Reverse selection'. There are three portfolio entries listed, each with a checkbox and a 'Click to preview' link. The first entry is 'Portfolio' (unchecked). The second is 'Marcia Portfolio Example' (unchecked). The third is 'Curtis Heathcote's Portfolio' (checked).

On the next screen you will see the export generating, and a zipped folder of your portfolio will be downloaded to your local computer.

## Frequently Asked Questions

### How long will I have access to my portfolio?

You can access your portfolio as long as you have active program access. Export your portfolio to keep it before your access expires! You may also wish to upload an exported Portfolio to your school's LMS to have it saved in an additional spot. Check with your instructor to see how they would like you to handle this.

### Can I have portfolios for more than one course?

Yes, you can build portfolios for any course that your instructor has enabled Portfolio in. You may have concurrent access if you are in multiple courses at the same time, or you may have a portfolio that exists for a past course, as well as for a current course. This can be a great way to see you progress from a beginner level class, through intermediate, to advanced level classes!

## What happens to my portfolio when my course ends?

You have access to your portfolio as long as you have program access. We strongly recommend you export your portfolio before your access expires.

## Does my instructor have access to export my portfolio?

No, users can only export their own portfolios – portfolios or pages that they created. **If you forget to export your portfolio, your instructor cannot do this for you.**