



## Step by Step Guide to Building an e-Portfolio in WebCT

### I. Accessing Your e-Portfolio

To access your e-Portfolio, login to your WebCT course. Once inside the course, click on **e-Portfolios**.

#### ***A Glance at Your e-Portfolio (Student Presentations in WebCT)***

On the **Student Presentations** page, you will see a list of groups. This is the list of all students' e-Portfolios in your class. However, you will only have access to your own e-portfolio. You can identify your e-portfolio in this list by looking for the **Edit Files** link. See Figure 1 below.

Homepage > **e-Portfolios**

#### **Student Presentations**

To view a project, click its linked title in the Description column. (If the title is not linked, the p the Group column contains links, click a group name to view the members of the group. To im **Edit Files**.

**Note:** Please remember to name your first page index.html.

Group	Files	Description
Group001	---	Pharmacy e-Portfolio Assignment
Group002	---	Pharmacy e-Portfolio Assignment
Group003	---	Pharmacy e-Portfolio Assignment
Group004	---	Pharmacy e-Portfolio Assignment
Group005	---	Pharmacy e-Portfolio Assignment
Group006	---	Pharmacy e-Portfolio Assignment
Group007	---	Pharmacy e-Portfolio Assignment
Group008	---	Pharmacy e-Portfolio Assignment
Group009	---	Pharmacy e-Portfolio Assignment
Group010	---	Pharmacy e-Portfolio Assignment
Group011	---	Pharmacy e-Portfolio Assignment
Group0111	<b>Edit Files</b>	Example e-Portfolio: Bjorn Thomson's e-Portfolio
Group012	---	Pharmacy e-Portfolio Assignment
Group013	---	Pharmacy e-Portfolio Assignment
Group014	---	Pharmacy e-Portfolio Assignment
Group015	---	Pharmacy e-Portfolio Assignment

Figure 1. This diagram shows that this student only have access to Group 0111.

Click on **Edit Files**, this will bring you to your private file area. You should see a file named **index.html**. This is the e-portfolio template you will be using to build your e-portfolio. It is also your e-portfolio's homepage. It is very important that you **do not** rename or delete this file. WebCT uses this file to properly display your e-portfolio.



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### II. Personalizing Your e-Portfolio

The first thing you may want to change is to add your name to the title of your e-portfolio. Inside your file area, click on **index.html** to edit this file. (Alternatively, you can check off the checkbox beside **index.html** and click **Edit** on the sidebar.) On the **Edit file** page, look for the HTML tags `<title>e-Portfolio Assignment</title>` and replace “e-Portfolio Assignment” with your name. See Figure 2 below.

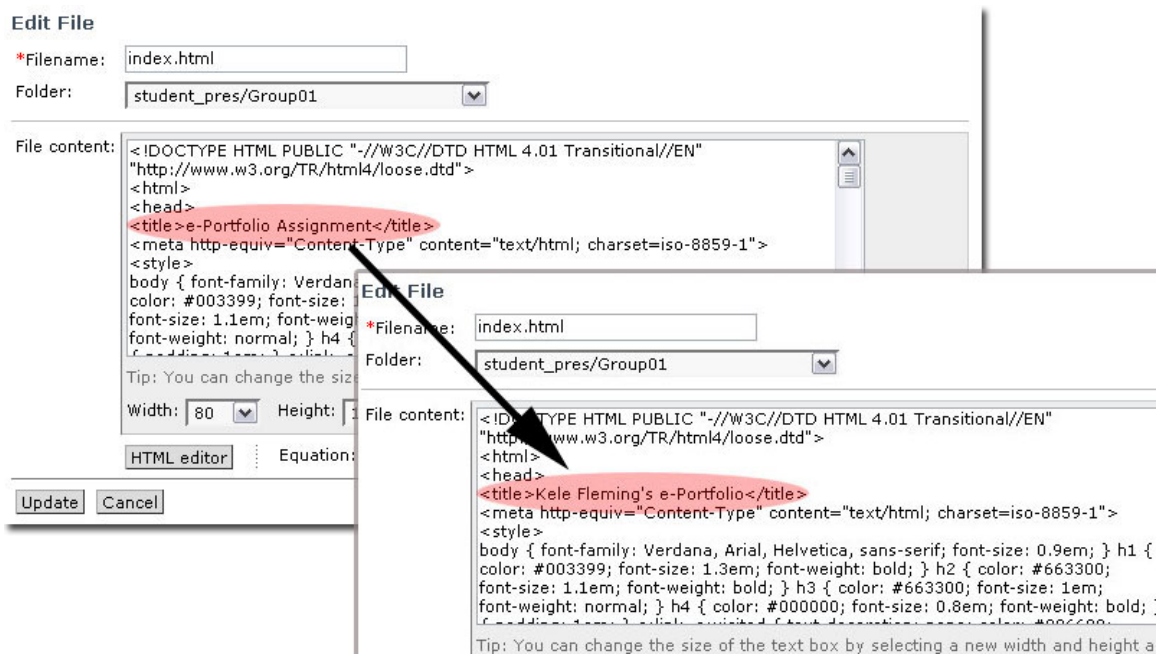


Figure 2

This will help you easily find your e-portfolio on the **Student Presentations** page.

Group	Files	Description
Group01	Title Changed →	Kele Fleming's e-Portfolio
Group02	Title Not Changed →	e-Portfolio Assignment

Figure 3



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### III. Editing and Updating Your e-Portfolio

#### ***The WYSIWYG HTML Editor***

When editing files in the **Edit Files** page, you can either use the text-based HTML (code) editor where you edited your `<title>` tag earlier, or you can also use the WYSIWYG (*What You See Is What You Get*) HTML editor. This WYSIWYG editor allows you to edit your e-portfolio without looking at all of the HTML code, much the same way you might edit a Word document. To use this

editor, click on the  button on the bottom of your **Edit Files** window.

*Your browser has to be Java Applet enabled to use the HTML Editor. If the WYSIWYG HTML editor does not open up, you need to install Java in your computer. To install Java on your computer go to: <http://java.com/en/download/>*

#### ***Changing the Title of Your e-Portfolio***

To change the title of your e-Portfolio, simply edit the text in the header (shown in the image below).

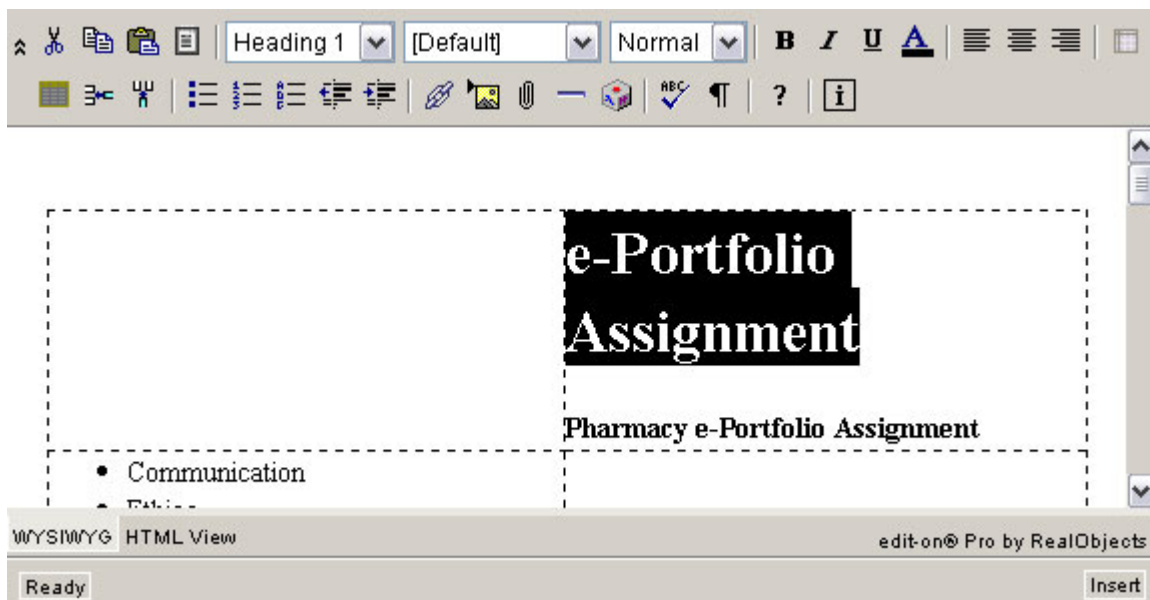


Figure 4



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### ***Editing the Side Navigation Menu and the Title of the Outcomes***

You can change the side navigation menu (highlighted in pink in Figure 6 below) by updating the text of the navigation menu.

Tips: To preserve the hyperlink in the navigation menu, begin typing your new text in the middle of the original text and delete the extra text after you've finished typing the name of your outcome.

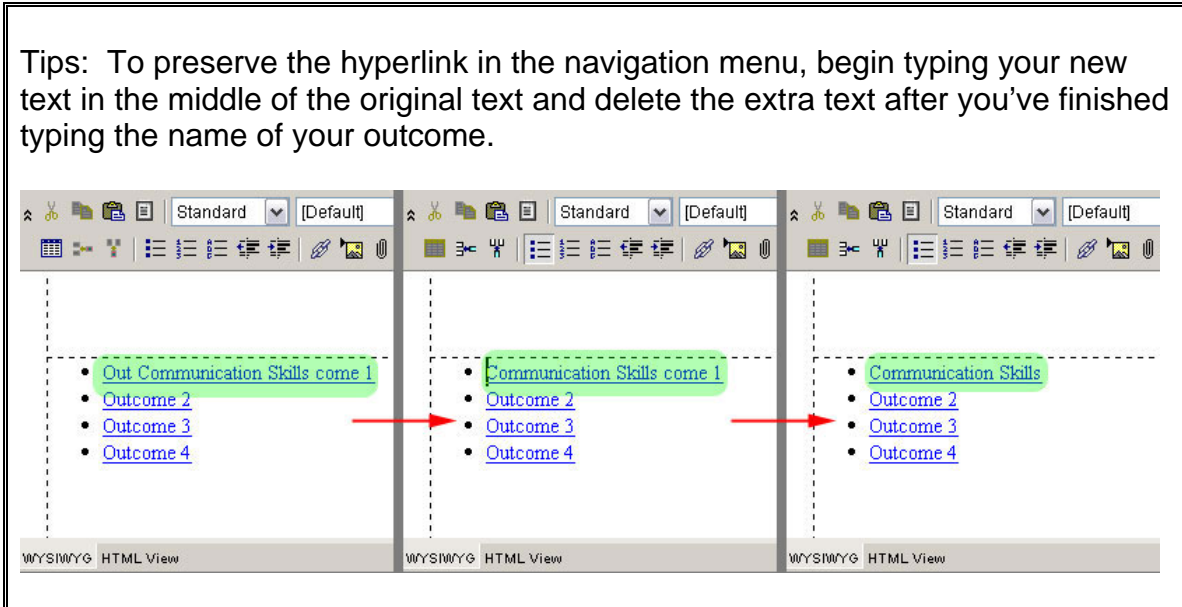



Figure 5

Be careful when editing the side navigation menu, it is easy to accidentally lose the hyperlinked navigation. The default hyperlinks for the page are:

- Outcome 1: #outcome1
- Outcome 2: #outcome2
- Outcome 3: #outcome3
- Outcome 4: #outcome4

If you do lose the hyperlinks, you can re-add them by using the **Insert Hyperlink**  button in the WYSIWYG editor. For more detail, please see section on **Adding Hyperlinks to Your e-Portfolio**.



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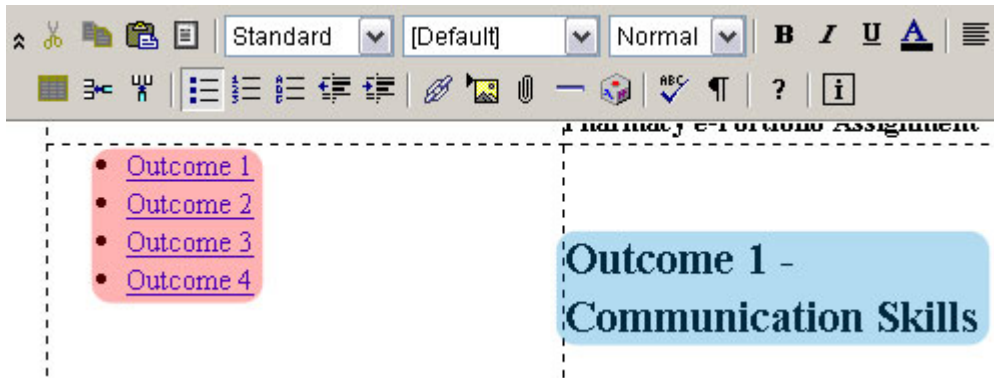


Figure 6

You can also change the description of the outcomes (highlighted in blue in Figure 6 above) by adding a description next to the outcome heading.

Remember, to save your changes, be sure to click **Update** when you finish editing your e-portfolio.

*If you are a Mac User, be sure you click **save** inside the WYSIWYG editor before you click **Update**.*

### IV. Adding Files and Images to Your e-Portfolio

When naming your files, avoid using spaces or special characters in your filenames. WebCT will not recognize filenames that have spaces and special characters in them. You can, however, use dashes or underscores in your filenames (e.g. your-file.doc or my\_file.html).

To upload files into WebCT, go to the **Manage Files area**, and click **upload** on the action menu. The action menu is always located on the right side of the page.

From the pop-up window, click Browse to browse to your computer and select the file you want to upload. Then click Open. Select the Destination Folder. Then click Upload. (*Note: By default, you have one folder associated with your e-portfolio. You can create sub-*

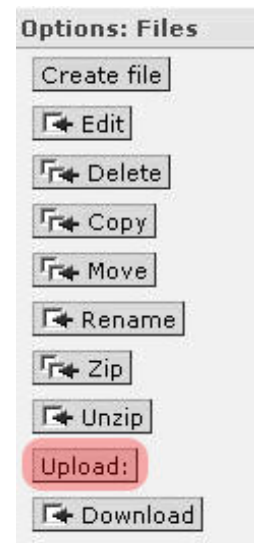


Figure 7




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*folders to store and organize your files by using the action menu in the right. To keep things simple, we suggest that you use only the default folder to store your file.*

### ***Embedding an Image File in Your e-Portfolio***

You may decide to attach a scanned image of a document, a diagram or an image file to one of the outcomes in your e-portfolio.

In order for the image to appear in the “public view” in your e-portfolio, the file needs to be uploaded in your Manage Files area. Be sure you take note of the filename of your image file.


Open your index.html file in the WYSIWYG editor. Place the mouse cursor where you want the image to appear and click once. Then, click on the **Insert Image**  button. In the pop-up window that appears, type the name of the image in the **Source** field (e.g. “image.gif”). See Figure 8 below.

You can also control the size of your image (i.e. how it displays in your e-portfolio) by setting the width and height in the **Size** field.



Figure 8

### ***Linking to an Uploaded Document***

To link to a document in your e-portfolio, highlight the text you want to make into a link. Click on the **Insert Hyperlink**  button. In the pop-up window that appears, type the name of the document in the **Href** field (e.g. document.doc). See Figure 9 below. Be sure you removed the `http://` in the **Href** field if you are linking to a document within your files area. **Use the** `http://` only when you are linking to a web page outside of your e-portfolio.



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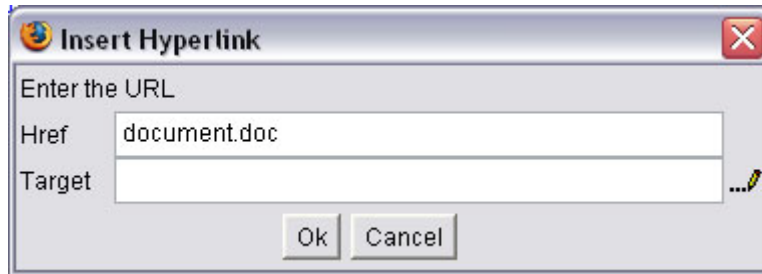


Figure 9

### ***Adding Hyperlinks to Your e-Portfolio***

The steps you follow to add hyperlinks to your e-portfolio are similar to those you followed to link to a document. Highlight the text you want to make into a

hyperlink. Click on the **Insert Hyperlink**  button. In the pop-up window that appears, type the name of the document in the **Href** field (e.g. [www.ubc.ca](http://www.ubc.ca)). Be sure you keep the `http://` in the **Href** field this time since you are linking to an external website.

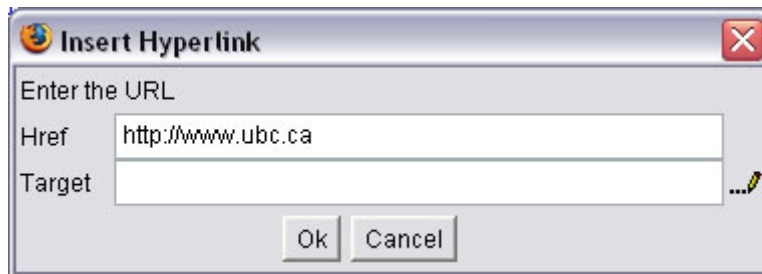


Figure 10

## **V. Public View of your e-Portfolio**

You can view your e-Portfolio from the **Student Presentations** page by clicking on the link under the **Description** column (highlighted in pink below).





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### Student Presentations

To view a project, click its linked title in the Description column. (If the title is not linked, the presentat the Group column contains links, click a group name to view the members of the group. To import files: **Edit Files**.

**Note:** Please remember to name your first page index.html.

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Group001	---	Pharmacy e-Portfolio Assignment
Group002	---	Pharmacy e-Portfolio Assignment
Group003	---	Pharmacy e-Portfolio Assignment

Figure 11

Currently, the public display of your e-Portfolio is only available to you and your instructor(s). The only exception to this is the publicly accessible example e-Portfolio

## VI. Help is Available

If you need help or have any technical questions relating to building your e-Portfolio in WebCT, please feel free to post to the discussion forum under the topic: **e-Portfolio Assignment**.