



moodle

Tutorial

Exabis E-Portfolio

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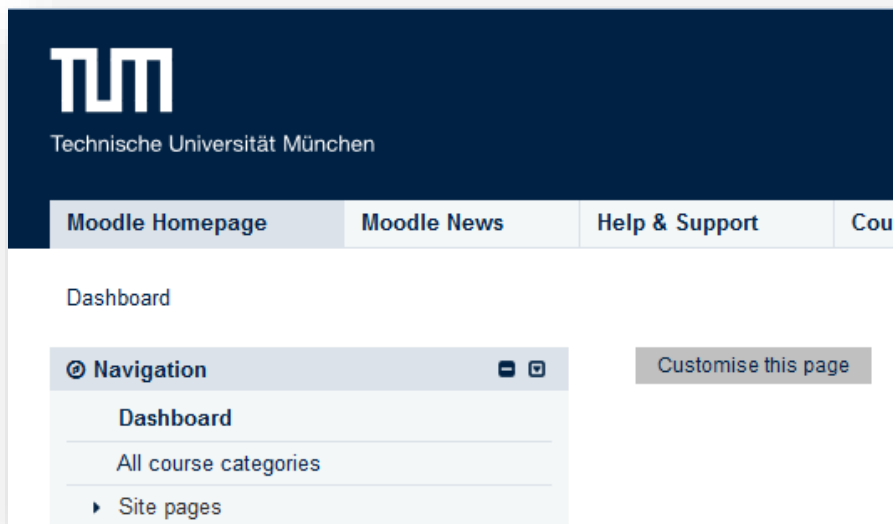
1 General

An electronic portfolio is a collection of electronic evidence assembled and managed by a user, usually on the web. Such electronic evidence may include inputted text, electronic files, images, multimedia, blog entries and hyperlinks. Students can document, reflect and present their learning processes. Therefore, different media forms and services are offered. To summarize, an e-portfolio can be seen as a type of learning record that provides actual evidence of achievement. The student himself controls which information is collected and who is permitted to see it.

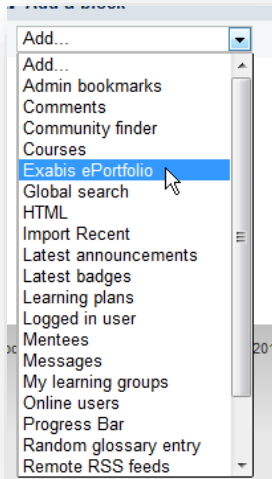
In moodle, the exabis e-portfolio is an extra module which allows the user to create and administrate personal portfolios. Students can collect documents, notices, and links in their portfolio and - if applicable - publish them.

2 Add the block „exabis ePortfolio“

To add the block “**exabis ePortfolio**”, choose “**Customise this page**” in the top left of the starting page.



In the next step, choose “**Add a block**” -> “**Exabis E-Portfolio**” in the left navigation bar.



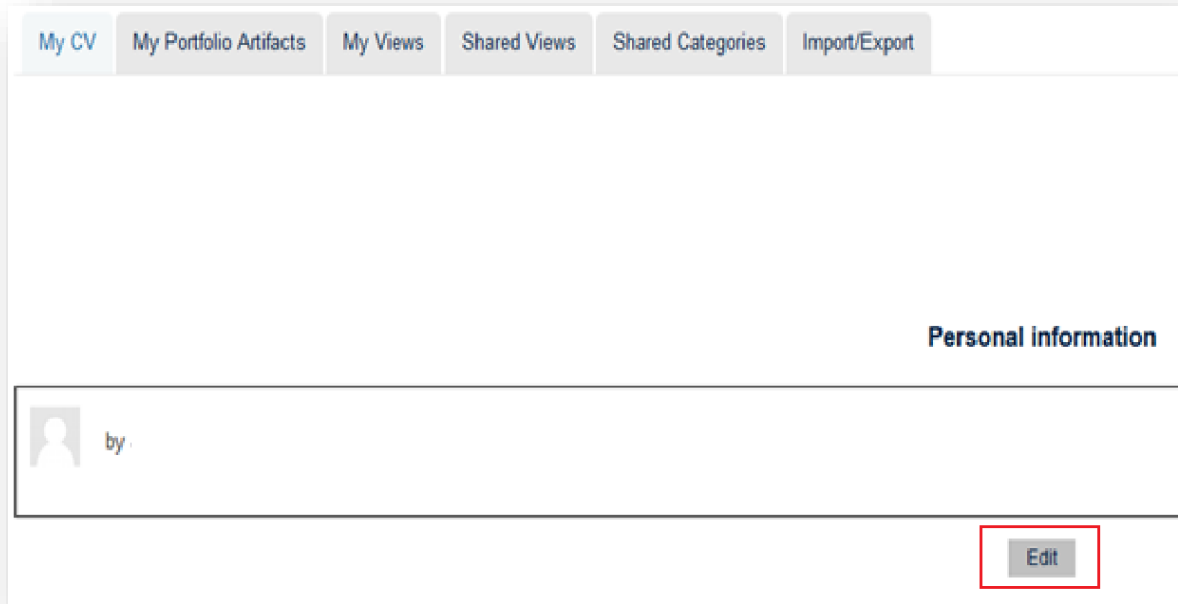
3 Exabis E-Portfolio

To open the e-portfolio module, please click on **“My CV”** below the block **“My Portfolio Artifacts”**.



3.1 Information

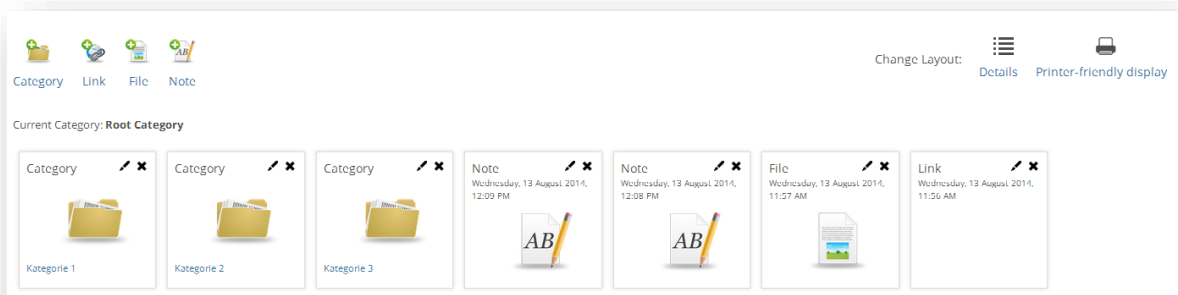
The information-page can be seen as a page to put one’s personal information on, just like a curriculum vitae or similar information. To enter information, please click on the **“Edit”**-button. During export into the SCORM-format this page is also included in the export-file as an individual organisation.



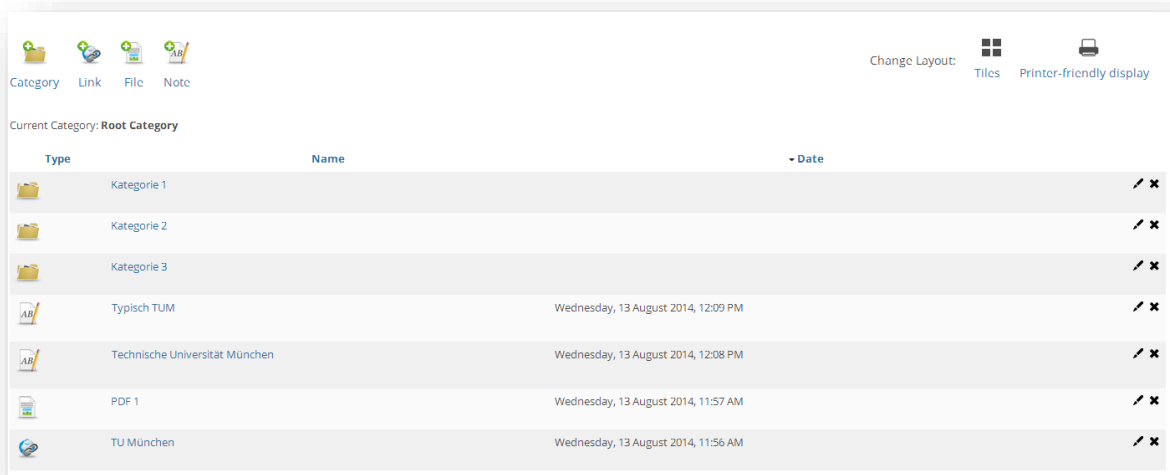
3.2 My portfolio

In your portfolio, you can collect electronic files, links to external web pages (i.e. youtube, etc.) or notes. To keep one's portfolio structured, links, files and notes have to be kept within a category-system. The content can be either displayed in a list or in tiles.

Content displayed in tiles:



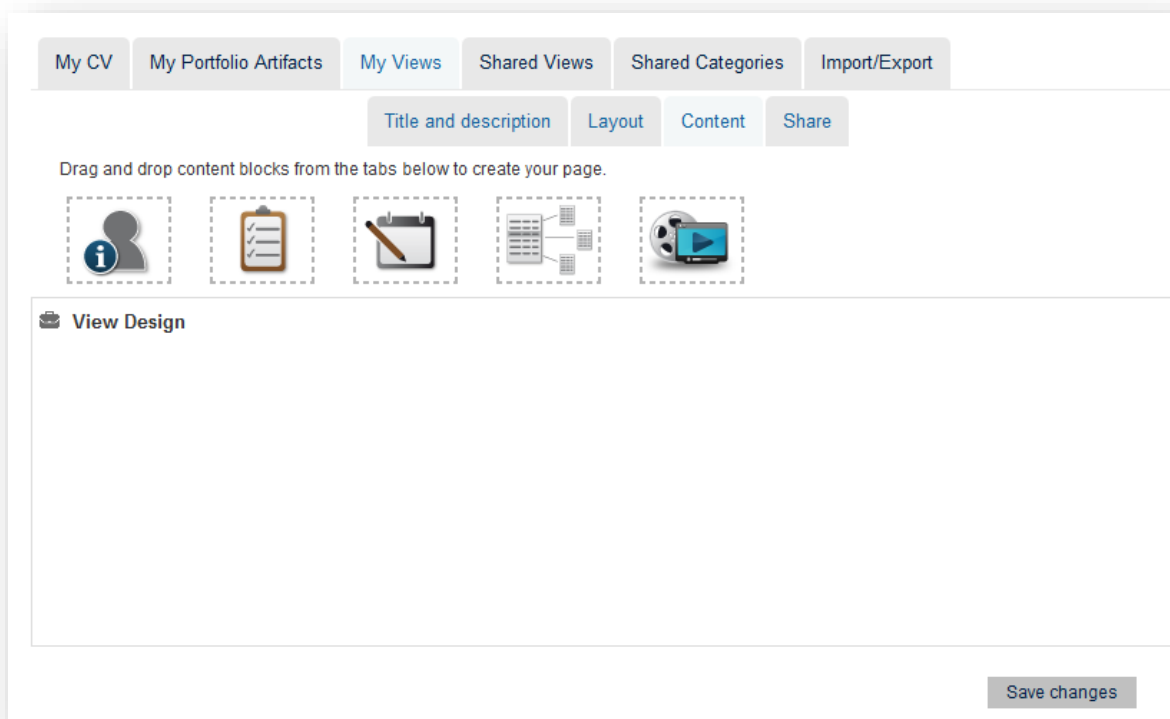
Content displayed in a list:



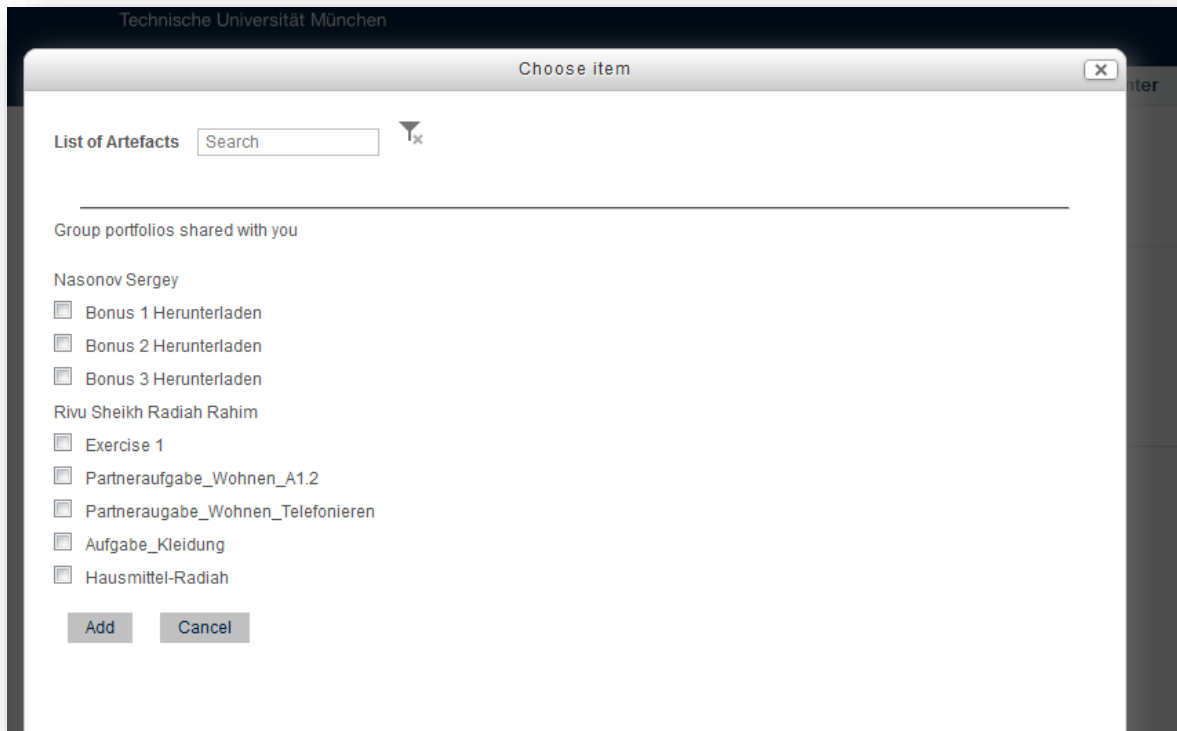
3.3 Views

Different artefacts can be collected within one view and published to other participants of the course and even to all users within one Moodle-installation. Therefore, choose the tab **“My Views”** and click **“Add view”**. First of all, enter the title and the description of the view. After clicking **“Save changes”** you get automatically redirected to the content page of the view.

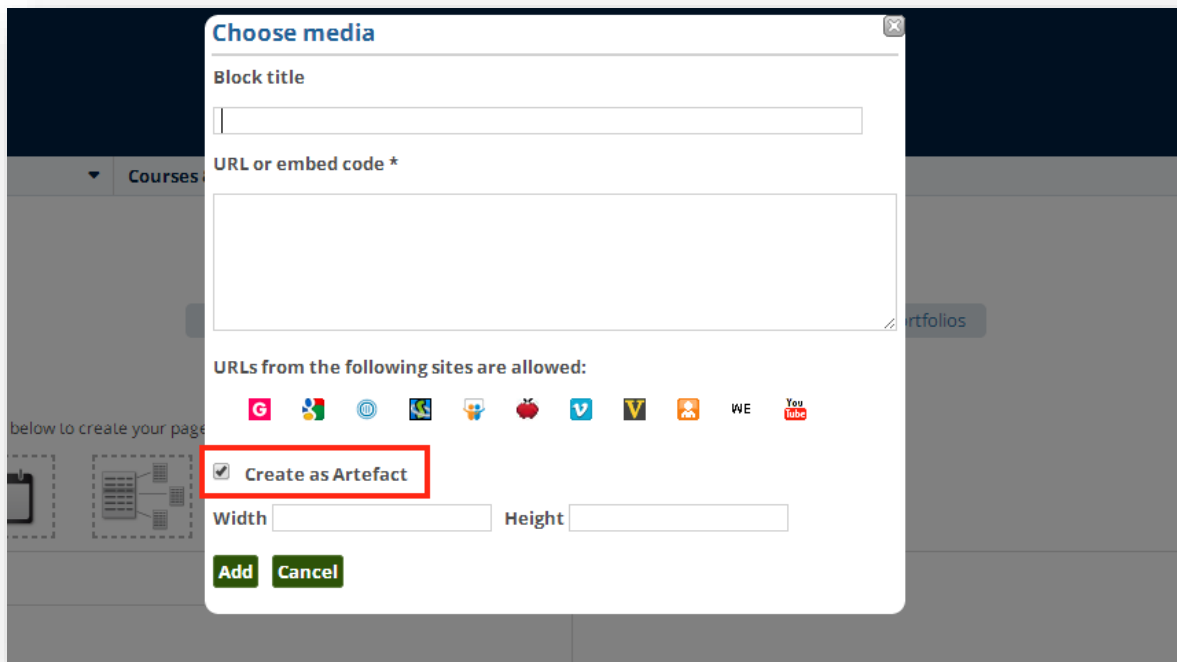
Add personal information and artefacts (such as notices, files, etc.) via drag & drop to the view.



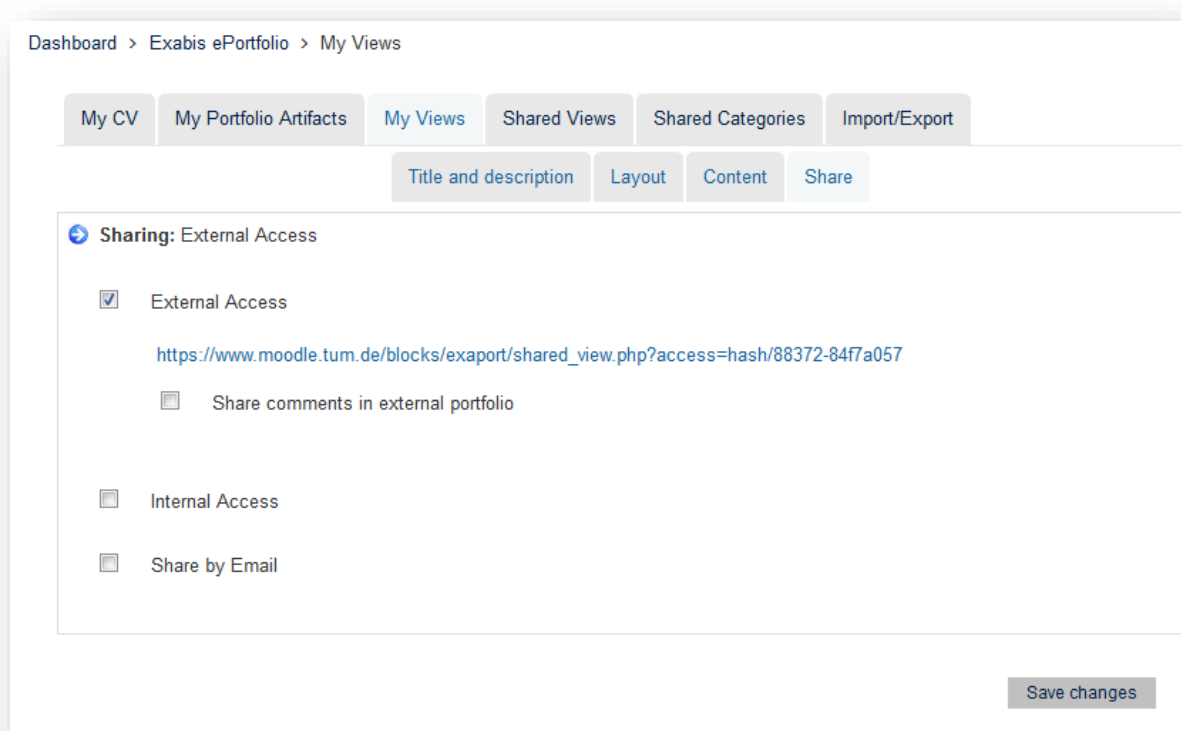
In a pop-up window, the single items can be chosen.



External media content (i.e. YouTube videos) can be also included into the view. To add the content also to your personal artefacts, choose the option **“Create as artefact”**.



To share the view with other users, click on the tab **„Share”** and choose between the two access-options **“External Access”** & **“Internal Access”**.

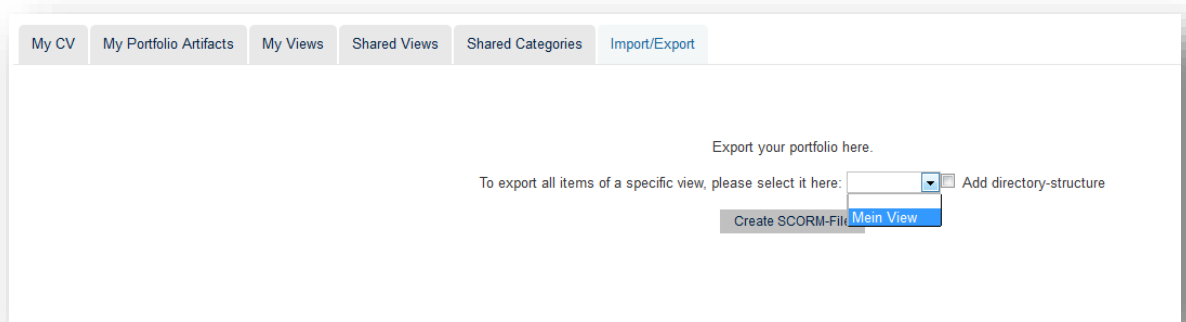


When checking the external-access option, a link to an external view is automatically generated. When checking the internal-access option, you can give single participants of your courses access to your view. The participants get an email notification.

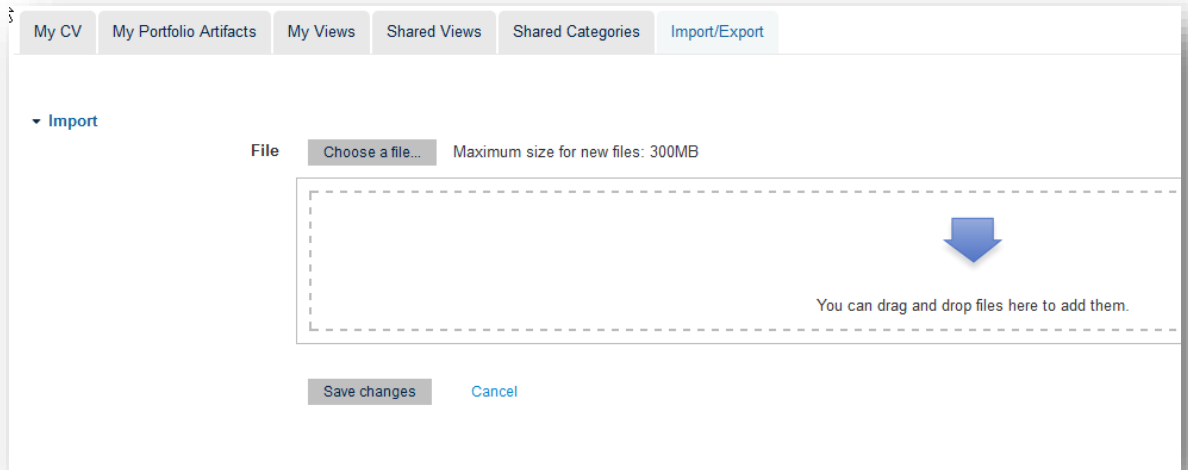
3.4 Export/Import

In the tap Export/Import you can choose between three options:


1. **Export SCORM-Datei:** All ePortfolio-artefacts that have been put together using a view can be exported to the SCORM-zip-format. You can choose among all views that have been added from a pulldown-menu. Die resulting file can be opened with other SCORM-editors and manipulated offline.



2. **Import:** Existing SCORM-packages can be re-imported using the import-function.



- 3. Import from Moodle-Assignments:** This option lists all activities that a user has made uploads into. All Moodle-courses that the user is enrolled in are displayed. Documents that are associated with activities can be chosen and after connecting those with a category they can be imported into the personal ePortfolio.

Assignment	Time	File	Course	Action
Aufgabe	Friday, 11 July 2014, 5:38 PM	 test quer.pdf	Testkurs_Neues Layout	add this file

3.5 Shared Portfolios

In the tab „shared portfolios“ a list of portfolio-views that have been shared to the individual ePortfolio user can be seen.