

## Portfolio Views in Moodle's Portfolio

There are wide variety of views of a portfolio:

- portfolio views - subsets of the portfolio that represents a set of artifacts for a specific audience. The most widely used application of views would probably be to have one for each grade level. Students could also create other views for special purposes. This document describes creating views.
- “My Portfolio” view - the primary portfolio contains all artifacts for that user
- contract view - the standard layout of a portfolio view that lists artifacts by Subject Area, then Artifact Name, with artifact reflection View/Create and an option to Edit the artifact.
- expanded view - this is the easiest way to see a portfolio view with all artifacts and reflections - most widely used and recommended presentation of any portfolio view
- Express Yourself! - this is an optional way to layout a creative appearance of artifacts and/or portfolio views (described in separate document)
- Artifacts can be in one or multiple views - they will always be in My Portfolio.

### Create a View

(note - views cannot be deleted, although through the edit they can be renamed)

From the Portfolio Keeper block, select “New portfolio view” from the dropdown

Enter a title for that view. This portfolio view title will appear in the Portfolio Keeper block and on any Portfolio Views pages. A recommended format would be: Grade X

Students and teachers can enter a portfolio reflection upon view creation but most will do this at a later time.

Students can add any existing artifacts to this view at this point or can create an empty view and proceed to populate it with artifacts later.

It is recommended that students choose a background color or graphic for each view they create. It enhances the appearance and presentation of the portfolio and makes it easier to navigate. If the background color or graphic is dark, it is recommended the student also select a text and text link color that is readable.

Scroll down and <save changes> on the new view. You will get a window that you have a new portfolio view - your changes are saved. Press <continue>. The new portfolio view is shown and artifacts can be added.

### Portfolio Views - Other options:

Express Yourself! - allows an alternate web page layout for any portfolio view - not required but offers students an expressive page to display additional graphics and links and design a creative layout for that portfolio view. You can switch back and forth between the expressive presentation and the standard one.

Once the student creates the expressive presentation for any portfolio view, they use this link to go back in and change it.

Edit - this allows you to go back into the standard presentation and make any changes

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- it's like the create view page. You can rename the view, add reflections and change colors.

Publish - default is set to not allow publishing

Expand view - shows expanded listing of all artifacts in view - see above

Contract view - shows contracted listing of all artifacts in view - see above

Delete - pretends to delete the view but at the final step you'll get an error message

Lock - locks the view and all the artifacts in that view so view and artifacts cannot be changed - only teachers have rights to do this

Unlock (+artifacts) - unlocks previously locked view and artifacts - need rights

Search all portfolios - takes you to the portfolio views search screen