

# Student Success Center E-Portfolio Quick Start

## Getting Started



Figure 1: Menu

After signing in, you'll see the **Dashboard**. It will have a menu on the left hand side of the screen, which will look very much like **Figure 1**. The menu on the left side of the screen has three very important links:

**Media:** this link allows you to upload images and other media for use in your e-portfolio (see the back of this page for more information).

- **Library:** shows all the media you have uploaded to your e-portfolio, and allows you to view or delete your media files.
- **Add New:** allows you to upload new media files.

**Pages:** this link allows you to add, edit, and delete pages. You'll spend a lot of time on the Pages menu as you create your e-portfolio.

- **All Pages:** shows all the pages you've created and allows you to edit, trash, or view them. If you add new pages, you can view them and link to them directly from within other pages, but they will not appear in your menus unless you email [ssc@prcc.edu](mailto:ssc@prcc.edu) to have them added.
- **Add New:** allows you to add a new page to your e-portfolio.

**Profile:** this link allows you to change your nickname, password, and add, edit, or remove personal information such as website, instant message handle, and biographical information.

The **Posts, Links, Comments, Slideshow, Resume, Tools, and Gallery** buttons will **not** be used in creating your Student e-Portfolio.

## The Media Library

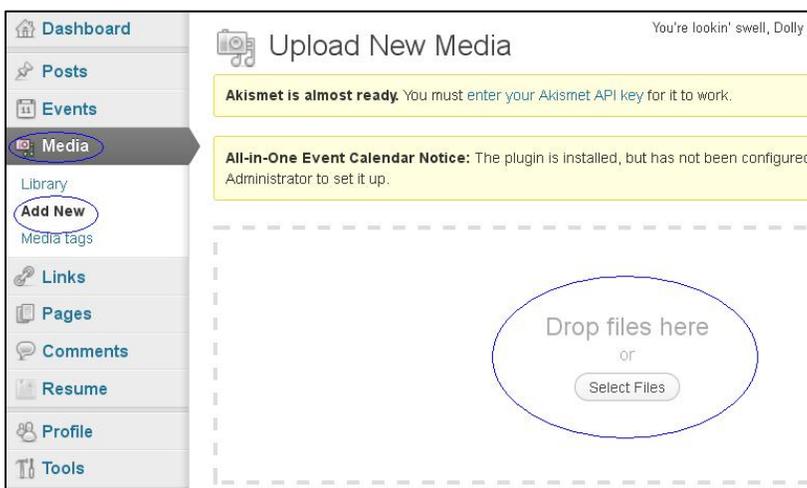


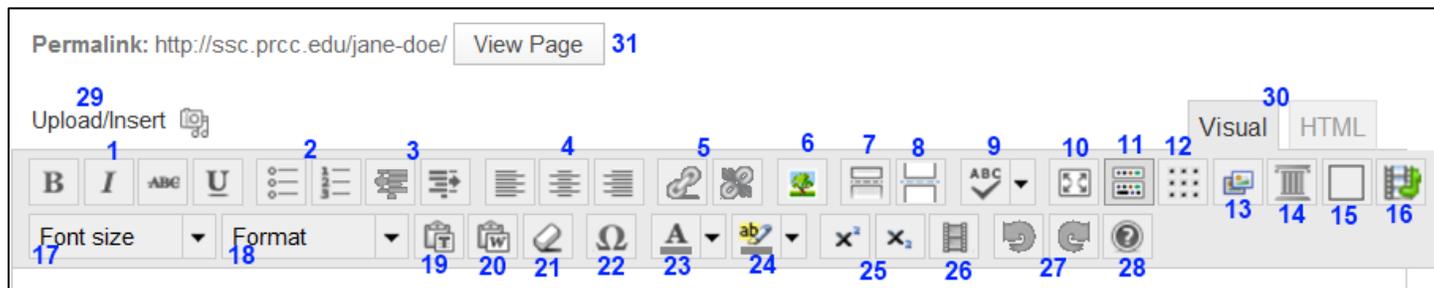
Figure 2: Add New Media

Before you begin editing and adding pages, you should upload all of the media that you plan to use. This step is not absolutely necessary, but it will be helpful.

First click "**Media**," then choose "**Add New**" (both are circled in blue on Figure 2). Then, you can either drag-and-drop files from another window into the area labeled "Drop files here," or you can click "Select Files" and use the pop-up window to select the media files you want to add.

You may add images in the following formats: .gif, .jpg, .jpeg, and .png. You may also add PowerPoint files, .pdf files, and Word documents (.doc or .docx). Audio or video must be embedded (see "Editing Pages" in the Media chapter).

## Editing Pages



**Figure 3: Page Editing Buttons**

- 1) **Formatting:** Use these buttons to make your text **Bold**, *italics*, underlined, or ~~strikethrough~~.
- 2) **Bulleted and Numbered Lists:** Use these buttons to create bulleted and numbered lists.
- 3) **Indent and Outdent:** These buttons allow you to indent paragraphs and remove indentions.
- 4) **Justify:** This allows you to right justify, center, or left justify text on the page.
- 5) **Add and Remove Link:** These buttons let you create and remove hyperlinks.
- 6) **Insert/Edit Image:** This can be used to insert images, but it's better to use **Upload/Insert (#29)**.
- 7) **More Tag:** Used to divide extremely long pages into multiple pages by topic.
- 8) **Page Break:** Divides long pages into multiple pages. This starts a new page where it is inserted.
- 9) **Toggle Spellchecker:** Used to turn spellchecker on and off.
- 10) **Full Screen Mode:** The editing window fills the entire screen, giving you more room to work.
- 11) **Show/Hide "Kitchen Sink":** Hides or shows the second line of buttons (#17-28).
- 12) **Thumbnail Gallery:** Creates a gallery of images from your media library with titles/descriptions.
- 13) **NextGEN Gallery:** This function is not available for student e-Portfolio accounts. Use (#12).
- 14) **Columns:** Allows you to adjust how many columns you want on a particular page.
- 15) **Insert Slideshow:** Not currently available.
- 16) **YouTuber:** An easy, quick way to embed videos from YouTube, Vimeo, and other similar sites.
- 17) **Font Size:** Allows you to change the size of the font (the text you're putting into the page).
- 18) **Format:** Allows you to choose between preset text formats, such as paragraph or heading
- 19) **Paste From Text:** and
- 20) **Paste From Word: IMPORTANT!** When pasting from another source, use THESE icons, do not copy-paste into the body of the page. If pasting from Notepad or a Web Site, choose "Paste from Text" (with the T). If pasting from an Office document, choose "Paste from Word" (with the W).
- 21) **Remove Formatting:** Removes existing formatting. Mostly used when pasting text into the page.
- 22) **Insert Custom Character:** Used to add symbols not on the keyboard, like: £, Ω, ©, and ∞.
- 23) **Select Text Color:** Used to create **colored text**.
- 24) **Select Background Color:** Used to highlight text with a colored background, **like this** or **this**.
- 25) **Subscript and Superscript:** Used to create text below or above the row, like this: X<sup>2</sup> or this: X<sub>2</sub>.
- 26) **Insert/Edit Embedded Material:** For advanced users only. Use **YouTuber** or **Upload/Insert**
- 27) **Undo and Redo:** Used to undo actions, and to redo actions that have been undone.
- 28) **Help:** Click to bring up basic help and instructions for e-portfolio editing.
- 29) **Upload/Insert:** Click to insert media (audio, video, etc.) from your computer or media library.
- 30) **Visual/HTML:** Toggles between Visual view (the standard view, with the formatting buttons) and HTML view, which allows fine control through HTML language (only for expert users).
- 31) **View Page:** When editing an existing page, this allows you to view the saved version of that page *without* the changes you have made in the "edit page" screen.