

Portfolio template: Creation

The following steps describe how a portfolio template is created.

Step 1: Create a template

1	Select in authoring "My entries" and "Create" the learning resource "Portfolio 2.0 template".	
2	Insert the title of the learning resource and create.	
3	The now opened "Change infopage" needs to be closed with X on the top right to start editing the template. Further information about how to edit you can find here .	

Step 2: Open course editor and insert the course element Portfolio task

1	Search for the corresponding course in authoring "My entries" and open it.	
2	Click in the dropdown menu "Tools" on "Course editor".	
3	In the pop-up "Insert course elements" chose "Portfolio task".	
4	Insert a short title in the tab "Title and description" and save.	

Step 3: Add template to the course

1	In the tab learning content "Select or create portfolio template"	
2	In "My entries" select the template just created before.	

3 Alternatively a new template can be "Created".

Replace portfolio template

Search for referenceable learning resources Create

All entries **My entries** Search

Search in table: 4 Entries

AC	Type	Ext. Ref.	Semester	Title of learning resource	Creator	Access*	Info	Select
				Deutsch als Fremdsprache III		OAU-	i	✓
				Deutsch als Fremdsprache IV		OAU-	i	✓
				English as a foreign language		O---	i	✓
				Zwischenjahr		O---	i	✓

O=Owners of this learning resource (not public)
 A=All OpenOLAT authors (not public)
 U=Registered OpenOLATusers (public)
 G=Guests (public)

Hint

To assess a portfolio, it needs to be added to a course and the **assessment** in the course element needs to be activated.

Step 4: Publish the course

1	Select "Publish" on the top in the toolbar.	<p>Publishing</p> <p>How to publish modifications of course elements → Modification of course access → Create catalog entry</p> <p>Modification of course access</p> <p>Important: Modifications regarding the access to a course will affect the entire course.</p> <p>In case you unlock your course for registered users or guests please remember to indicate this in the catalog under the corresponding heading.</p> <p>Members only (owners, coaches, participants)</p> <p>Back Next Finish Cancel</p>
2	Review the course element and click "Next".	
3	In the pulldown in "Modification of course access" chose e.g. "Members only (owners, coaches, participants)".	
4	Click "Finish".	

The portfolio template is now embedded and the participants can collect the portfolio task.