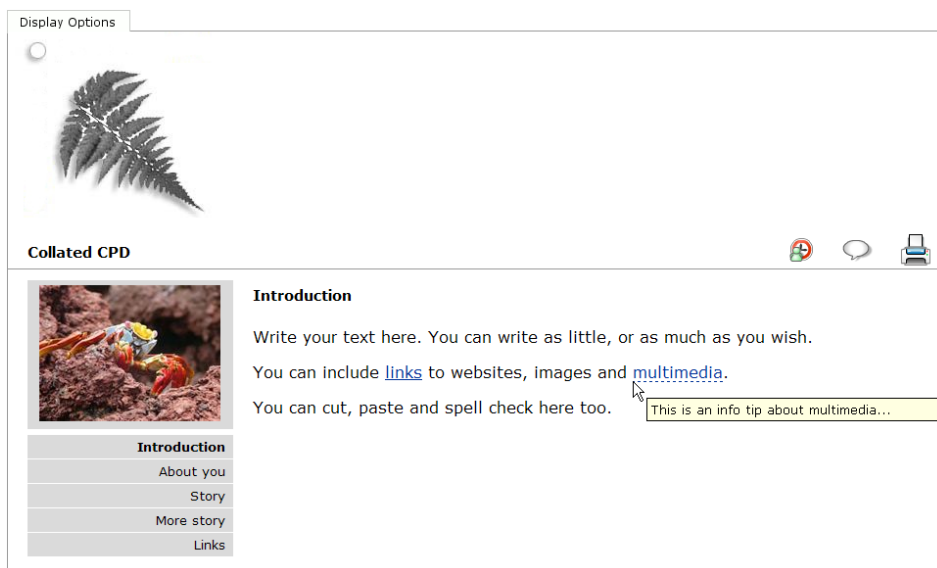


Tip sheet: Creating a webfolio

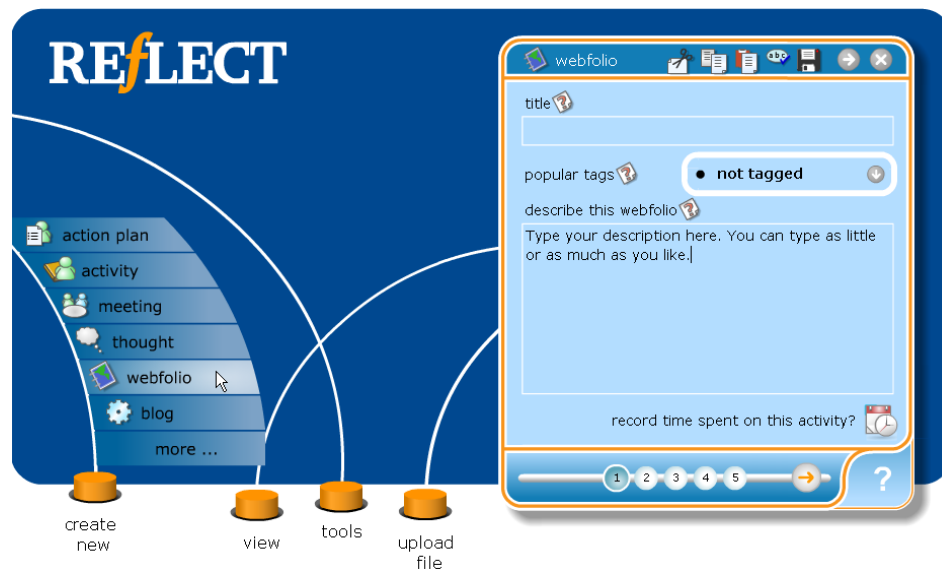
A webfolio is a website containing a collection of your records and files which are selected and drawn together for a particular purpose to present 'stories' about yourself or about your activities. It can contain a number of pages which can be added to, edited or deleted at any time. Pages may also contain links to other websites and other assets within REFLECT.

A completed webfolio will look like this



It may have more, or less pages.

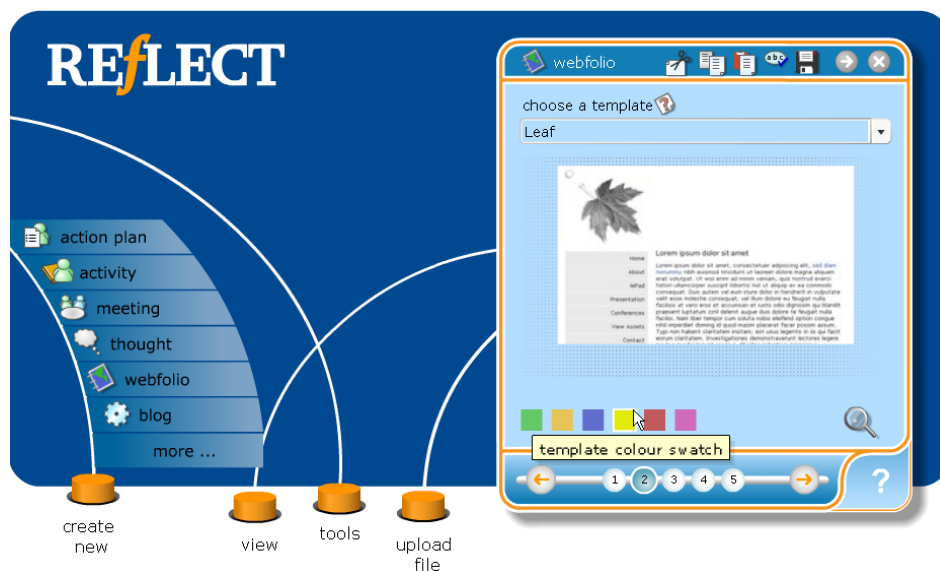
To create your webfolio click the **create new** button and choose **webfolio** from the menu.



In the pad that opens there are areas to add a **title**, select **tags**, and add a **description** for your webfolio. The drop down menu contains your most used tags. More information on adding tags can be found on the tip sheet 'tagging an asset'.

Move to the next step by clicking the **number 2** button or the **next arrow** at the bottom of the pad.

In this step you can pick a template for your webfolio. Click on the drop down menu and select a template. Once you have chosen a template you can click the coloured boxes below the small preview area to select a different template with the same theme.



You can create a custom template by selecting the last option of the drop down menu; **create new template**, however this is not essential.

Once you are happy with the template, you can view it, by clicking the **magnifying glass** on the bottom right of the pad. Please note, the template is only visible on screen and not on printouts.

Click either the **number 3** button or the **next arrow** at the bottom of the pad to move to the next step.

This step enables you to define where you want to place the **navigation bar** on the pages of your webfolio. You can place the **navigation bar** on the side or at the top of the webfolio. You can also place the **sidebar** to the left or the right of the webfolio.

more...

01

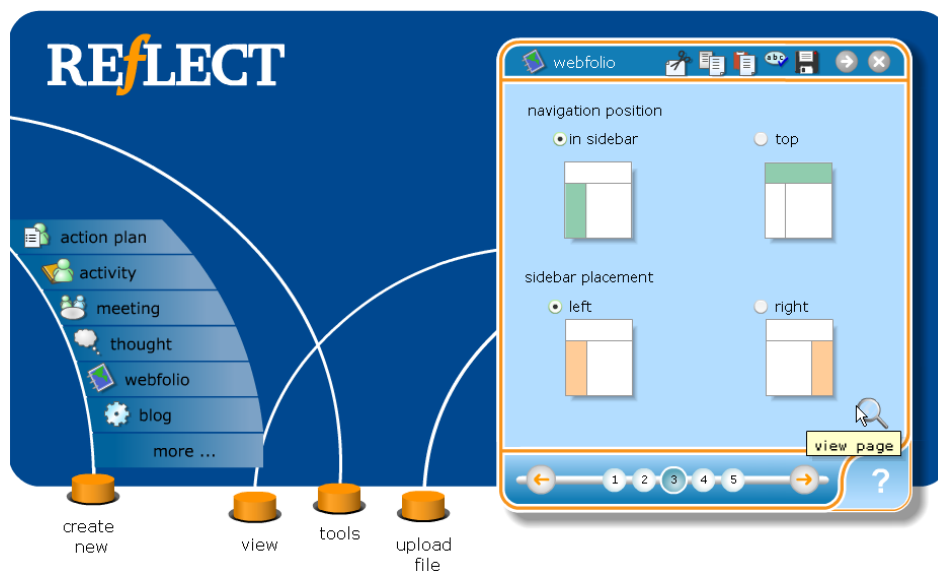
02

03

04

05

06



You can preview your selection by clicking the **magnifying glass** on the bottom of the pad. Click either the **number 4** button, or the **next arrow** at the bottom of the pad to move to the next step.

In this step, you can add pages and other items to your webfolio.



To add a page, click on the box which says **[enter page title here]** and type in a title for your page.

- Click the chevrons to add the page to your webfolio.
- Repeat this process for as many pages as you wish to add to your webfolio.
- You can re-order the pages by clicking on the page title in the list and using the up and down arrows at the bottom left of the box.
- You can edit the content of a page by selecting a page then clicking on the **page edit** icon at the bottom right of the pad, or double-clicking on the page title. The tip sheet 'editing a webfolio' contains all the information you need for editing a page.
- Information about linking **items**, adding a **feed**, or **tag collection** to your webfolio can also be found on the tip sheet 'editing a webfolio'.

You can preview your webfolio by clicking the **magnifying glass** on the bottom of the pad. Click either the **number 5** button, or the **next arrow** at the bottom of the pad to move to the next step.

The last page of the asset creation pad has a list of options;

- view
- send to a person, the web, a gateway, a blog, a CPD record, word or a printer
- add a review, add or edit a link or evidence
- tag the asset

More information on tagging and sharing/sending are available from their respective tip sheets.

Click on the **green tick button** to save and close your asset.

Tip! Remember to **record time spent on this activity** during the process. Click this

button  whenever you see it.