

Edsitement Portfolio Manual Draft

By Jenny Reeder and Ammon Shepherd

These instructions will help you begin using the Edsitement **Portfolio** application. The application is very simple to use and encourages collaborative work.

This tool allows you to save text, images, excerpts, whole web pages, and other material that you find on the web. In addition to copying these materials into your workspace, you can annotate (add text) to whatever you save. You can allow others to access your annotated files (or selected folders within your Portfolio) and they can let you have access to theirs, allowing an exchange of information within classes as well as among colleagues. This application works well in the classroom as it fosters collaboration among students, and allows teachers to follow the progress of assignments.

To begin using the Edsitement Portfolio, follow these easy instructions.

Table of Contents

Edsitement Portfolio Manual Draft	1
I. Create a New Account	3
II. Open Your Account	3
III. Set up classes	4
IV. Create a Folder	4
V. Manage Folder Functions	5
IV. Add Items to Your Edsitement Portfolio	7
V. Edit Items in your Portfolio	9
VI. View and annotate items in your Portfolio	9
VII. Working with Students	12
VIII. User Account Information	13
IX. Edsitement Administrator	13
Portfolio Help	15

I. Create a New Account

The first thing to do is to go to the Edsitement home page and create a user account. Click on the “Create a new account” link.

Fill in all the information requested and then click on the “Create new account” button at the bottom of the page. The system will let you know that it has created a new account for you and ask you to login with your new username and password.

When teachers add students to their class rosters, they will automatically have their own accounts. Teachers will become the site’s administrator for their classes.

II. Open Your Account

When you log in, you will come to your Inbox page. You will notice three main areas on the left side of the Inbox and another option on the top right:



1. **YOUR FILES** On the top is your filing system in which you can create folders for each project or lesson, add text or images, delete items or folders, and manage access to these resources.
2. **AVAILABLE RESOURCES** In the lower corner is NEH’s online lessons and related documents. Here you can access Edsitement materials and resources. You can copy (clone) or drag these folders and documents into your folders for your own use.

- You must click on a folders name before it can be dragged to another folder.
3. **Trash** On the bottom is a trash can where you can drag items you no longer need. Empty the trash often because a full trash can will slow down your web session.
 4. **Classes** On the top right is a link to where you can manage your classes, including student access information.

III. Set up classes

1. Click on the “classes” link on the top right side of the page.
2. Here you can add classes and student users.
3. Give each class a name.
4. Hit the “Create Class” icon. These classes will be listed in the order you add them. You can edit class names at any time.

Students in Fred's class 1
[add](#) | [batch add](#) | [back to classes](#)

You can upload multiple students in three easy steps:

1. Right-click and save [this file](#).
2. Open the `template.csv` file in your favorite spreadsheet program. Enter your students' names and other information. Make sure each student's information is unique, and that the student has not already been entered into the system.
3. Save the file (making sure to save in CSV format), and upload it here:

[cancel](#)

Greenberg, Josh [\[edit | remove \]](#)

Greenberg, Joshua [\[edit | remove \]](#)

Student, Jeff [\[edit | remove \]](#)

Student, Jenny [\[edit | remove \]](#)

Student, John [\[edit | remove \]](#)

student, yetanother [\[edit | remove \]](#)

My Classes
[create new class](#)

Fred's class 1 [\[rename | edit class roster | shared folders \]](#)

Fred's class 2 [\[rename | edit class roster | shared folders \]](#)

New test class [\[rename | edit class roster | shared folders \]](#)

Groovin' [\[rename | edit class roster | shared folders \]](#)

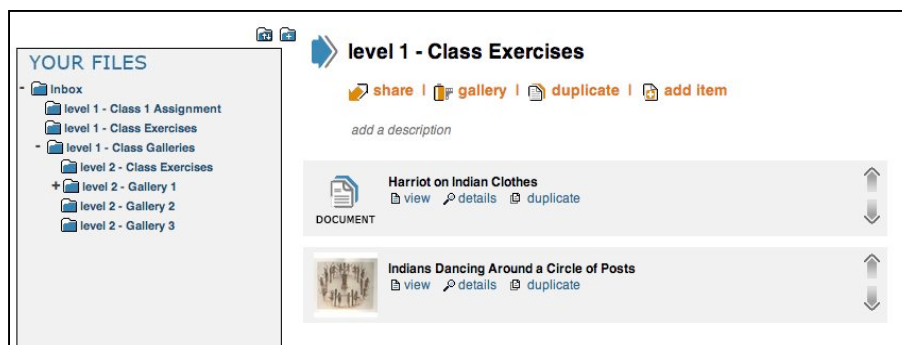
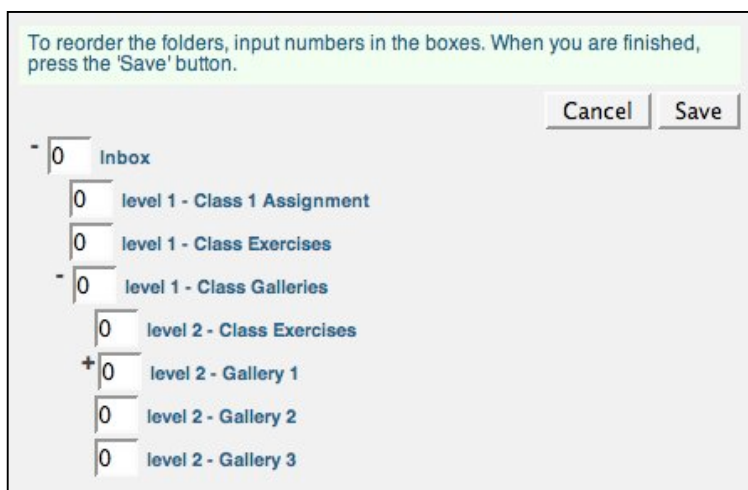
You can also add students within each class. Click on “edit student roster.” You will be prompted to enter each student’s name, username, and password. You can add other students or edit student information at any time.

IV. Create a Folder

Folders contain lesson instructions, images, text, and bookmarks for your students to access and use. Click on the new folder icon  at the top of the YOUR FILES section. You will be prompted to name the new folder. Once named, this folder will appear under YOUR FILES in alphabetical order. If you would like to reorder the folders click the reorder folders icon  at the top of the YOUR FILES section. A separate window will appear. Type in the appropriate number (beginning with 0 for the top most folder) for the order you would like the folder to appear in. If two folders share the same number, they are sorted alphabetically. The order applies to folders in the same level.

For the example above, all of the folders with “level 1” in their names will be ordered separately from those with “level 2” in their names.

Clicking on your new folder, which here is named “level 1 – Class Exercises,” pulls the folder into the center section of your Edsitement Inbox where you can manage the functions within this project folder: share, publish a gallery, move to trash, add text object, and upload file. You can add, edit, and delete folders at any time. To edit the name of a folder, click on the folder name in the menu at the left. Then click on the folder’s name in the main section (next to the big blue arrow).



V. Manage Folder Functions

Click on a folder to complete the following tasks within that folder.

- **Share:** This function allows you to set permissions for images and text with students, or for a class to collaborate on projects together and for a teacher or professor to keep track of work electronically. To share items within a folder, click on “Share,” which takes you to a separate page.
 - Select a class from the dropdown screen. These classes will come from the classes you have already set up.
 - As the owner of the folder, you determine what functions each user may perform. Check the boxes for everything you want to allow the students to do with the information you make available. They may

view details, edit details, delete items, move or copy items, and add items.

- Save your permissions by clicking on the button.

Set permissions for sharing this folder.

All listed classes can view items in the folder.

Select a class with which to share the folder. Add or subtract additional privileges by checking or unchecking the appropriate boxes, and click "Save permissions".

Check the following boxes to allow members of the selected class to do the following:

view details: view the details of items within this folder.

edit details: edit the details of items within this folder.

delete items: delete items in this folder.

move/copy items: move and copy items within this folder, and move items into their own folders.

add items: add items to this folder.

remove this class: Check this box to remove the class from being able to see the folder.

	view details	edit details	delete items	move/copy items	add items	remove this class
Gold One	☒	☐	☐	☒	☐	☐
select a class	☒	☐	☐	☒	☐	

Save permissions

- At any time you may remove a class's access to your folders by checking "remove this class."
- Also at any time you may add classes to increase the access to your folder.
- Perform this exercise with any collaborative folder projects.
- **Publish:** You can create a gallery of items in a folder for non-users to view on a separate web page by clicking on this link. The gallery contains a description or caption as well as all items within the folder. When you click on the URL, thumbnails will appear for each image in the folder, including any annotations you have made.
- **Add Item:** Clicking this function allows you to compile text, such as a document or a class assignment, and place it in your folder. You can also upload files from your computer to your Portfolio.

Upload files to your scrapbook...

Images must be in **JPEG or PNG** format and be less than 500 KB. Text files must be in **plain text** format. In Microsoft Word, use "Save As" under the "File" menu to save a Word document as "Text Only". *(Note: all uploaded files will be placed in your Inbox folder. To move them to another location, drag their icon or thumbnail into the appropriate folder.)*

Upload this

image

▼

:

Browse...

Upload file

...or enter/paste text below...

Title:

Text:

Save

...or add **bookmarklets** to your browser.

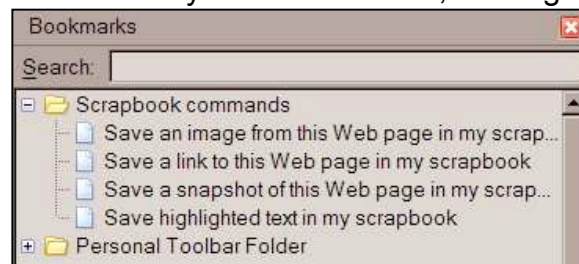
- **To upload documents:**
 1. Select image or text from the dropdown box.
 2. Click the "browse" button to look for images or text files to insert into your Portfolio. Images must be in JPEG or PNG format and be less than 500 KB. Text files must be in plain text format. In Microsoft Word, use "Save As" under the "File" menu to save a Word document as "Text Only."
 3. Select the file you wish to upload, then click on the "Upload file" button on the upload page. A confirmation screen will appear if the file was uploaded successfully (this may take a little while depending on the size of the file and the speed of your Internet connection).
 - *Note:* all uploaded files will be placed in your Inbox folder. To move them to another location, drag their icon or thumbnail into the appropriate folder.

IV. Add Items to Your Edsitement Portfolio

Your Edsitement Portfolio can hold whole web pages, images, passages of text, and entire text files. These are called items or objects. At the present time the Portfolio

cannot store other types of files, such as Microsoft Word, PDFs, or audio clips. Once your folders are created, you may add items to the Portfolio using two different methods.

- **Uploading Files:** As we saw in the Folder Functions section, you may add text or upload a previously-saved image or text file into your Portfolio.
- **Bookmarklets:** These allow you to add web-based links, pages, images, snapshots, and text passages to your folders. The Bookmarklets below **do not go to other web pages like normal links** (so don't click them). They are small programs that you activate while surfing the Web to add all or part of the web page you're currently visiting to your web Portfolio.
- **Using Bookmarklets:**
 1. From your Portfolio homepage, click the "add item" link. At the bottom this page, click the "bookmarklets" link.
 2. From here, scroll down to find the custom links encoded with your password information.
 3. Those bookmarklets allow you to save the following:
 - a. Images from web pages
 - b. Links to web pages
 - c. Snapshots of web pages
 - d. Highlighted text from web pages
 4. First, you must add them to your web browser's "Favorites bar," "Bookmarks", or "Links" area at the top of your browser (usually just below or to the right of the bar that contains the address of the Web site you're currently visiting).
 5. Click *and hold down the click* and drag the links below (or their less verbose forms) to the Favorites bar, Bookmarks bar, or Links area of your web browser. In Windows you can also right-click each link and then select "Add to favorites." On a Mac you usually can click *and hold the click* (don't release it) on each link until a menu appears (you may have to move the mouse slightly after holding the click for a few seconds) and then choose "Add link to favorites" or "Bookmark this link."
 6. Once you've added these command links to your web browser, clicking on them in the favorites bar, bookmarks bar, or in the links area, or choosing it from the bookmarks, favorites, or links menu, will take the action described in the link.
 7. These command links are encoded with your username and password so the Portfolio knows where to put the items you've selected. If you change your password you will have to come back to this page and reload fresh copies of them into your browser. Even though your password is



encrypted, you should remove these links from any browser on a public computer when you're done using them.

8. **Note:** Depending on how busy the web Portfolio server is, how much traffic there is on the Internet, and the policies or configurations of certain web sites, attempts to take snapshots of web pages or to save an image from a web page may fail. For instance, websites completely designed in Flash typically do not allow individuals to copy images or take snapshots.

V. Edit Items in your Portfolio

You can edit details about an item (also called object), and for text items, edit the actual text. To edit items in your portfolio, you will need to be in Folder view. Click on any of the folders in “Your Files.” You will see the list of items in that folder. Click on the ‘details’ link for the item you would like to edit.



The screenshot shows a form titled "Edit details" with a navigation bar at the top containing links: "view object", "edit details", "return to folder", and "return to object". Below the navigation bar, there are two main sections. The first section is labeled "Title:" and contains a text input field with the value "John Smith's 'Of the natural Inhabitant'". The second section is labeled "Type:" and contains a dropdown menu with the selected option "text" and a link "[edit text]" next to it.

- **Edit Details:** To edit the details of the item, click on the ‘edit details’ link. When done click the ‘Submit changes’ button. While on the ‘Edit details’ page you can edit the Instructions and Caption for a document.
- **Edit Text:** To edit the actual text of a text object, click on the ‘edit text’ link next to the “Type” label.

VI. View and annotate items in your Portfolio

You can now check to see if the items you saved really are in your Portfolio. If you logged out of the Edsitement Portfolio system to surf the web, log back in on the Edsitement homepage. If you are still logged in and opened another window to web surf, go back to the Web Portfolio window and click the “Refresh screen” link in the right-hand column.



- **Viewing your folders:** Any items you added to the Portfolio appear in the Inbox until you file them in the appropriate folder. In your folders, you will see thumbnails of images, and icons for text, web links, and web snapshots.

- **Moving or Filing items:** Simply click on an item, such as an image, and then drag it into the desired folder on the left side of your screen under “Inbox.” The selected folder will enlarge to ensure you file it correctly.
- **Annotating: Images and text** in the Inbox, or in any of your named folders, will have various options for annotations available when you click in to view the item.
 - Open the folder. Click on “view” on the item you want to annotate.
 - For an image, you can zoom in or out using the magnifying glass icons to arrive at the location you want to annotate. Click on the annotate cloud  in the upper left corner above the image. A grey square will appear on the image with a text box underneath. Drag the square to where you want the annotation to be, adjusting the size by dragging one of the four small white boxes found on the corner of the square. Type your annotation in the text box. You can either accept the annotation (click on the save button **SAVE**) or cancel the annotation.
 - To view an image’s annotation move the cursor over the highlighted box. You can edit the annotation or delete it by clicking on the small icon in the upper right corner. When you are done making changes, click the save button, or to cancel changes click the cancel button. To delete click the delete button.



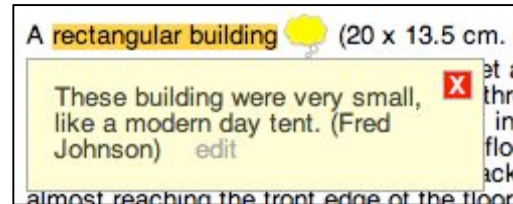
- For a text document, click on the annotation cloud. You are now in annotation mode. With the cross-hair cursor, highlight the text you

want to annotate. Type your text in the box that appears. You can either save your annotation or cancel. If you want to cancel the

annotation click the stop annotation cloud.



- To access annotations, hold your cursor over the annotation area. For text, click on the annotation cloud and the annotation will appear in a yellow box with the selected text highlighted in yellow.
- You can edit or delete annotations by clicking on the annotation cloud and clicking on “edit.” When you are done making changes click on “Save”. To delete the annotation click on “Delete Annotation.” To cancel the changes, click on the red close box.
- All annotations will indicate the author. If you pull an image or text from the NEH Edsitement Materials, when you bring it into your folders, all annotations will automatically indicate your name as author.



- **Details:** Indicates the title, file type, date added, who added the object, source info, keywords, and any annotations or comments by you or others in the group. A dialogue box appears for you to write additional comments. The comments appear in a blog format, running in reverse chronological order.
 - When you are viewing the image, click on “details” to see the file information.
 - To edit details, click on “edit details” and make any necessary changes. When finished be sure to click the “Submit Changes” button to save your work. Portfolio will confirm the changes and allow you to return to your main folder.

Object Details	
view object edit details Return to folder	
Title:	Scholar's Description of Indian Charnal House
Type:	text [edit text]
Added:	July 7, 2007, 7:20 PM
Added by:	fred
Keywords:	
Citation:	
Source:	34119
Show in Gallery:	Yes
Enable Comments:	Yes
Caption:	[none]
Instructions:	[none]

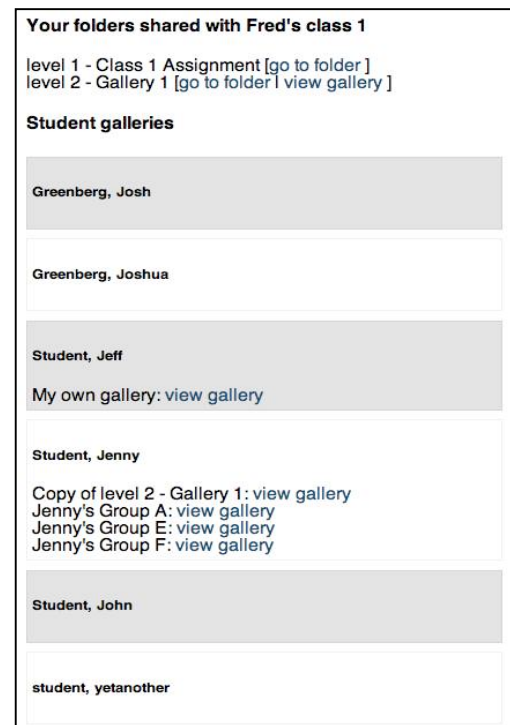
- **Refresh snapshot:** Only for web snapshot, this refreshes the look of the page you captured. Some sites, like newspapers, update their content frequently. This function gives you an up-

to-date image of a snapshot.

- **Comments:** Comments can be added in several places. When viewing an image or text, when viewing the details of a web link or web snapshot, or when viewing a gallery.
- **Deleting Items:** Follow the same procedure as for filing or moving files, by clicking on the item you desire to delete. Drag it directly over the trash can icon under your Inbox and drop the item. Once in the Trash, the item is not permanently deleted. You may recover items if you mistakenly dropped it into that folder.

VII. Working with Students

- **Sharing folders:** You will probably have resources that you would like your students to work with. You can provide text, images, links to websites, and web snapshots for your students. To share these items, drag them into a folder within your Inbox. Then click on the folder's name. Under the folder name click the "share" link. Select a class and the permissions you would like the class to have.
 - The students in the class are now able to view the folder you shared. They can either copy the folder and items to their own Inbox, or depending on the permissions you selected, they will be able to edit and annotate the items in the shared folder directly.
- **Collaborating:** For group work, create a shared folder as depicted above. This allows students to add, comment, and annotate items that are viewable by all students in the class.
- **Viewing Students Work:** You are able to view a student's work after they have created a gallery and made it public. To view the student galleries click on the "classes" link in the top right menu. Select the class you would like to view and click on the "shared folders" link. You now are able to see the folders that you have shared with that class, and a list of students with links to the galleries they have created and made public.
- **Classes:** Click on the "classes" link in the menu at the top right. This page contains a list of your classes. You are able to rename the class, add students, and view the shared folders from this page.
 - **Creating a class:** Create a class by clicking on the "classes" link in the menu at the top right. Click the "create new class" link. Enter the name and click the "Create Class" button.
 - **Students:** Click on the "edit class roster" link view the student options.
 - **Add Students:** To add students one at a time, click the "add" link. Enter the information and click the "Add New Student" button. To add multiple students click the "batch add" link. You can upload multiple students in three easy steps: 1. Right-click and save this file. 2. Open the template.csv file in your favorite spreadsheet program. Enter your

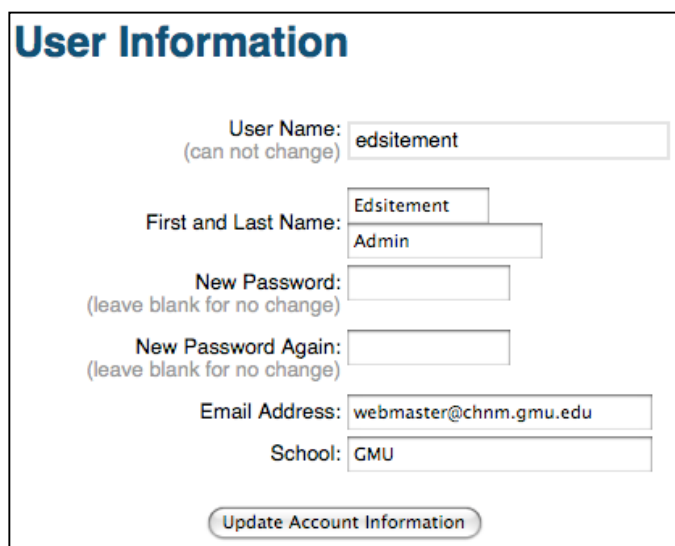


students' names and other information. Make sure each student's information is unique, and that the student has not already been entered into the system. 3. Save the file (making sure to save in CSV format), and upload it.

- **Edit Student Information:** Click on the “edit” link to change the student’s name, username or password. The student can be removed from your class or deleted from the system. Deleting a student also deletes their account, including all of their folders and items in their Inbox. Their comments and annotations to other items remain because they are considered part of the item.
- **Shared Folders:** Click on the “shared folders” link next to the class you would like to view. This page allows you to see the folders you have shared with classes, and also shows you the galleries that the students of that class have created and made public.

VIII. User Account Information

Each user is able to edit their account information, excluding the user name, which can never be changed. A teacher can edit their student’s accounts. The Edsitement Administrator can edit all user accounts. Access the user account information through the ‘account’ link in the top right menu. When done making changes, click the ‘Update Account Information’ button.



The screenshot shows a web form titled "User Information" in blue text. The form contains several input fields with labels and instructions:

- User Name:** (can not change)
- First and Last Name:**
- New Password:** (leave blank for no change)
- New Password Again:** (leave blank for no change)
- Email Address:**
- School:**

At the bottom of the form is a button labeled "Update Account Information".

IX. Edsitement Administrator

The EDSITEment Administrator is a special user that is allowed to edit the main Edsitement documents, edit all user accounts, delete any user account, and edit the text displayed in the help popup menus. To do the following tasks, click on the ‘admin’ link at the top. Only the Edsitement Administrator has access to this section.

Portfolio Help

If you are a first-time user of the Web Portfolio, please read the User Guide ([link](#)) his short guide will help you get started quickly and answer a lot of common questions.

Frequently asked questions:

1. How do I save things into my Portfolio?
2. What can I save in the Portfolio?
3. Why don't I see something I saved in my Portfolio?
4. Why do I get an "incorrect password" error when I try to use my browser buttons?
5. Why does it say "You do not have permission to move, copy, or delete items in this folder"?
6. Why is there a strange folder I've never heard of in my folders column?
7. How do I grant other users access to one of my folders?
8. What do the specific folder permissions mean?
9. Why do I get a "Request-URI Too Large" error when I want to save a passage of text?

How do I save things into my Portfolio?

Adding items to your Portfolio automatically saves them, until you dragged them into the Trash can. See "Adding Items to your Portfolio" ([link](#)) to add and save items from the Web and to upload files from your hard drive.

What can I save in the Portfolio?

You can save selected text from a web page (up to 5000 characters), individual images from a web page, webpage links, and web page snapshots using the command links ([link](#)). You may add memos to the Portfolio using the "Add memo" link in the folder command bar. In addition, you may upload image or text files from your computer's hard drive. At the present time you cannot add Microsoft Office documents (like Word files) or any other binary files. However, using the memo feature you can cut and paste text from a Word document (or any other document) into a memo and save it that way, or simply re-save the document in .txt format; unfortunately you may lose some of the formatting.

Why don't I see something I saved in my Portfolio?

If you are already logged in, try clicking the Refresh button on your browser. Also, new items appear in your Inbox first. Once there, any or all items may be moved into a named folder sitting in the left corner of the screen under My Portfolio. Simply click the item you wish to move and drag it into the folder. Notice, the folder will open so that you know it will drop into the correct place.

Why do I get an "incorrect password" error when I try to use my Bookmarklets?

If you have changed your password you must delete these Bookmarklets, log out and log in again, and replace the links. The buttons are encoded with information about your

account, and so must be exchanged when you change your password. If this doesn't work, be sure that you are not using someone else's links that they saved on a public computer.

Why does it say “You do not have permission to move, copy, or delete items in this folder”?

The owner of a folder must grant you permission to move, copy, or delete items in that folder. If you have not been granted permission for any of those actions, this message will appear.

Why is there a strange folder I've never heard of in my folders column?

The owner of that folder has granted you access to that folder.

How do I grant other users access to one of my folders?

While in that folder, click on “folder permissions.” You will not see this link if you do not own the folder you're in. On the permissions screen, enter the username of the person you wish to grant access to, and then check any of the boxes that apply.

What do the specific folder permissions mean?

View details allows a user to see information and details about the item, including who entered it, when it was entered, where it came from, and any annotations.

Edit details allows a user to change the title and Internet address of an item, as well as write an annotation for the item.

Delete items allows a user to delete any or all of the items in the folder.

Move/copy items allows a user to copy any or all of the items in the folder, or transfer them from this folder to another one (that you may or may not have access to).

Add items allows a user to transfer items into the folder.

Why do I get a “Request-URI Too Large” error when I want to save a passage of text?

The passage is over 5000 characters long. If the excerpt you wish to save is over that length, consider saving a snapshot of the website, or saving the link instead.