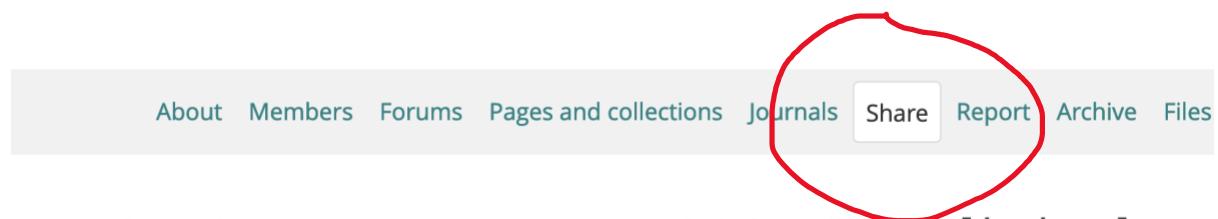


## MyPortfolio update -July 2021

If you provide students with a template portfolio you can now send this directly to them without them having to copy it themselves. This process avoids problems that can arise eg students not being able to find the template, students copying it into the group by mistake, allowing everyone in the group to see their work etc.

Follow your usual process of creating the group and adding students to the group. Add your template to the group as usual.

In the group dashboard open the template and select SHARE

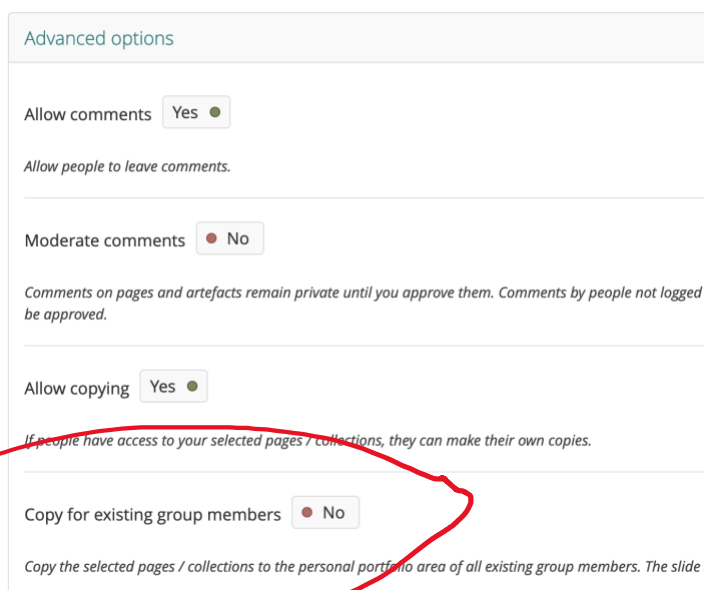


## PORTFOLIO - YEAR THREE 2021-22 | Clinical

Open the ADVANCED OPTIONS and set COPY FOR GROUP MEMBERS as below. By default this is set to NO. Change it to YES.

The upload will take some time and you may get a notification that the work timed out. You should not worry about this. I have found that it does still work to copy for all the students in the group. But do check with your students that they can all see the template in their MyPortfolio in case they were not yet in the group. They may still need to personalise the portfolio title if you require this.

### Share with others

A screenshot of the 'Advanced options' settings for sharing a portfolio. The settings are as follows:

- Allow comments: Yes (selected)
- Allow people to leave comments: (checkbox unchecked)
- Moderate comments: No (selected)
- Comments on pages and artefacts remain private until you approve them. Comments by people not logged in be approved.
- Allow copying: Yes (selected)
- If people have access to your selected pages / collections, they can make their own copies.
- Copy for existing group members: No (selected) - This option is circled in red.
- Copy the selected pages / collections to the personal portfolio area of all existing group members. The slide :