

FOLIOTEK PRESENTATION PORTFOLIOS – GENERAL INSTRUCTIONS

Welcome to Foliotek – the digital portfolio platform subscribed to by Gonzaga University. This document will guide you through the initial steps to create a Presentation Portfolio and to navigate your Foliotek account within the following areas:

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YOUR ACCOUNT

Accounts are available for free to all current students and faculty/staff at Gonzaga, and alumni can purchase an account subscription for just \$8 a year. If you are creating a portfolio for a class assignment, your professor may have requested an account on your behalf, or you may request an account by emailing the Academic Technology Applications Support (ATAS) department at atasupport@gonzaga.edu - make sure to include your Zgmail email address.

There are two ways to access your Foliotek account.

Blackboard – if you have a Foliotek link in a Blackboard course, clicking that link will automatically pass you into your Foliotek account. Remember, you only have one Foliotek account even if you have multiple portfolio assignments, so any and all Blackboard links for Foliotek will take you to the same home screen.

Foliotek website - here are the steps to obtain your username and password for the website:

1. Go to <https://secure.foliotek.com> in your browser (we do not recommend Internet Explorer)
2. Click on the 'Forget your username or password?' link
3. Enter your **Zgmail** email address in the Email box and click the Email Password Link button
4. You will receive an email with your username and a link to Reset (create) Password

The first time you access your Foliotek account the program will allow you to personalize the Foliotek experience – you can upload an image to represent you and select a background image. Or, you can just click the **Done** checkmark at the bottom of the screen and let the program select images for you.

NAVIGATION TOOLS

Every screen in Foliotek has a toolbar in the top of the window to help you navigate your account and capabilities of the program.



The folder icon leads to your **File Repository** in Foliotek where you can manage documents, images, or any files that may be used in your portfolios.

The tab with three silhouettes will direct you to **Communities** – an area to share portfolios with a select group of people.

The suitcase image will display **Projects** for you to manage – Projects are like small portfolios.

The book icon allows you to manage your **ePortfolios**.

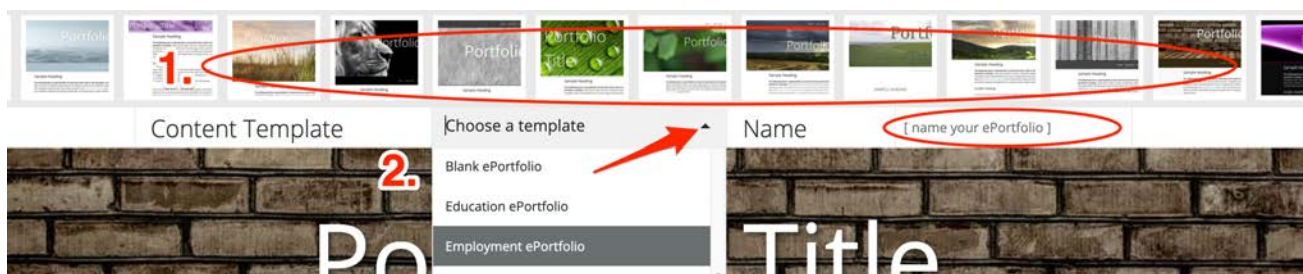
The silhouette tab will open your **Identity Page** – your digital business card.

The **Home** button takes you Home to your account dashboard where you can access your portfolios, projects, and communities.

PORTFOLIO CREATION



On the **ePortfolios** page you can manage all of your current portfolios and you can start a new portfolio by clicking the plus sign button at the top of the screen.



There are three steps to define the initial look, feel, and structure of the portfolio.

1. Select a **layout** from the carrousel of thumbnails (you can always change or edit the layout later)
2. Select a content **template** – Employment or Internship might be good choices for a professional portfolio
3. **Name** your portfolio – since it is about you, you can always use your name

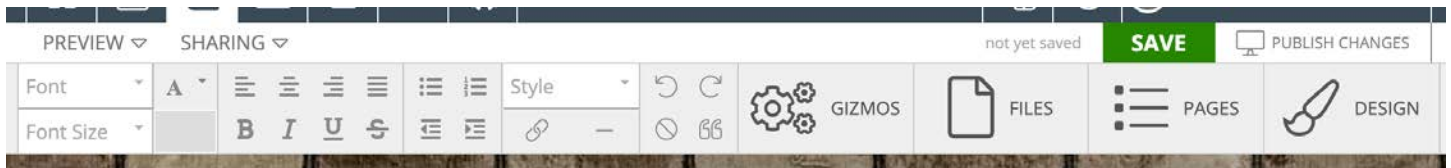
For your first portfolio the program will walk you through a short tutorial with the steps to add and edit content in the portfolio. With your account, you are allowed to create as many portfolios as you like.

EDITING



After you start a new portfolio you will automatically be in edit mode, but when you return to the program later select the Manage ePortfolios page, then click on the Edit icon located on the portfolio you want to edit – the portfolio will open in edit mode.

There are many options available from the toolbox in edit mode that allow you to add content and personalize your portfolio.

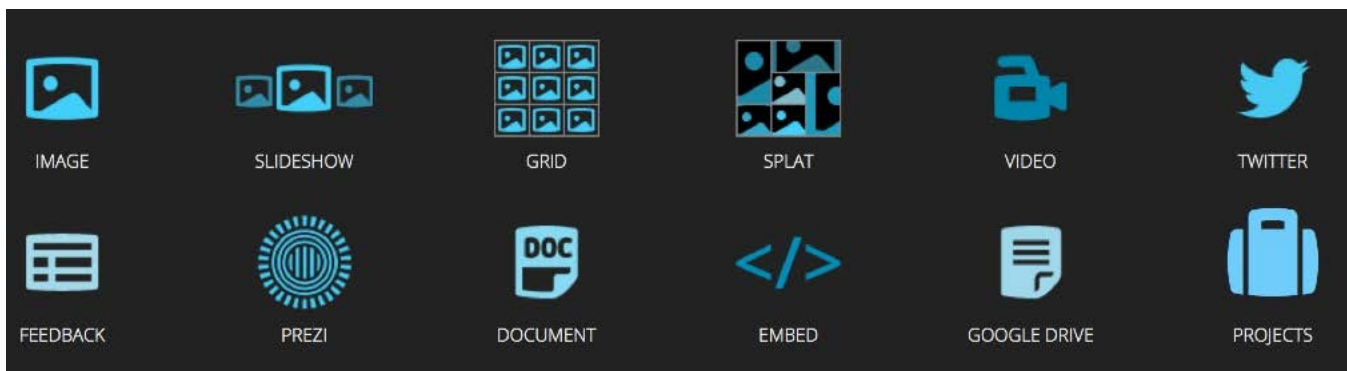


- **Text/Formatting** – the first half of the toolbar has many familiar tools for editing and formatting text on the portfolio page.
- **Gizmos** – Gizmos are tools to help you add outside content to your portfolio.
- **Files** – This space is where everything you have uploaded for your portfolio is stored. From here you can upload more items including web links, videos, and documents.
- **Pages** – Use this tab to manage multiple pages in your portfolio. You can add, delete, rename, move, nest, and share pages from this area.
- **Design** – If you want to change the look & feel of your portfolio, explore the design tab! You can change the template, layout, background image, and styles used for the portfolio here.

Additional instructions and tips: <https://createportfolio.foliotek.me/portfolio>

GIZMOS

Gizmos are tools that help you add digital and on-line content to a portfolio pages.



To insert a Gizmo in your portfolio,

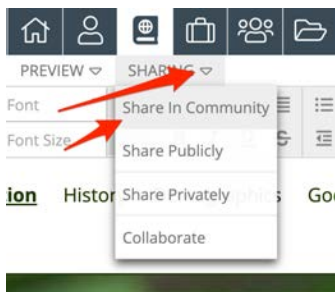
1. First, select the Gizmo icon you want to use. As soon as you click on the icon you will notice green boxes on your portfolio page, these show you where you can place the Gizmo.
2. Click in the green box and then you will see the options for that selected Gizmo. For example, if you selected one of the image options, you will see all pictures that you have already uploaded to Foliotek and will have the option to upload new ones. If you selected the Video option, you will see a space to

enter the URL from a video hosting service like YouTube, or you can link to a video uploaded to your account. Our advice – use a video hosting service, they are experts in this area.

3. After the item has been added to the portfolio page you will notice a Gizmo Control box whenever the item is selected. In the Control box you can edit and adjust the Gizmo's appearance and functions.

SHARING

You have complete control over all of the Presentation Portfolios in your Foliotek account – this includes deciding whom to share your portfolio(s) with. When you are ready to share your portfolios, you have a few options. You can get to all of these options on the ePortfolio page of Foliotek, or by selecting the Sharing tab while you have a portfolio open in edit mode.



- **Privately** – Share your portfolio by email with one or more people for a specific amount of time.
- **Public** – Create a public web portfolio with a unique URL.
- **Community** – You have to belong to a community to share a portfolio with the other members. See the section on Communities below.
- **Collaborate** – Add contributors in Foliotek to collaborate on a portfolio!

NOTE: once you have shared a portfolio, you can continue to edit and save the portfolio. If you want the individuals you shared with to view all of your new edits, click the '**PUBLISH CHANGES**' link right next to the save button.

COLLABORATE

After you select the option to collaborate, you will see a screen to add collaborators. This will automatically trigger an email to each contributor – they must click the link in that email and log in to Foliotek to gain access to the portfolio. The portfolio will be listed on the Manage ePortfolio page.

The collaborator account can add content and pages to the structure, but does have the following limited abilities:

- Fewer Gizmos to select from – you will not see an option for slideshows, grids, splats, or projects
- Sharing of the portfolio must happen within the original account
- Can't edit the title and footer

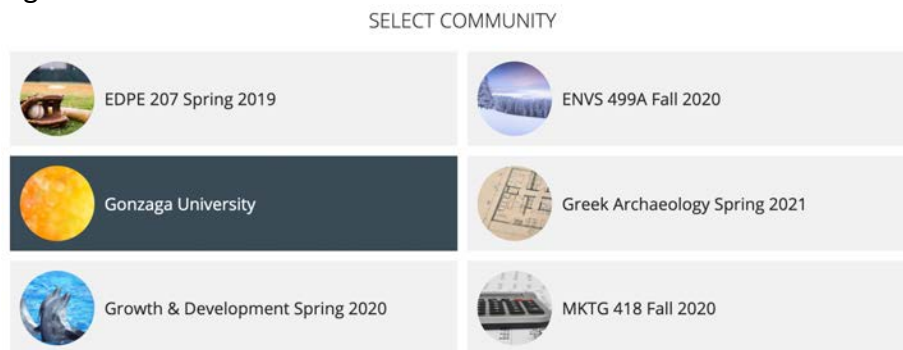
Careful: – the system is designed to let you know if someone else is editing at the same time as you but can be deceiving. Work with your group to make sure simultaneous editing does not cancel out any work.

COMMUNITIES

One way of sharing your portfolio is within communities. A community can be designed for a small group, an entire class, a set of people with a similar interest, etc. If you have been added to a community, here are the steps to share your portfolio. View a small community of sample portfolios here:

<http://Samples4Gonzaga.foliotek.us>

1. If you have a portfolio open in edit mode, select the **'sharing'** drop down in the header of the page and select **'Share in Community'**.
2. If you are looking at the ePortfolio page of Foliotek, select the **'share in community'** link next to the portfolio you would like to share.
3. As you are added to communities you will see them displayed on this page, and you can tell the communities that you have shared the open portfolio with because the circle will turn white and have a green check mark



4. Then click on the **Done** option at the bottom of the window

IDENTITY PAGE

Think of your Identity Page as a digital business card. It can be customized to represent your personality, display information about you, link to your social media & digital portfolios, and it has a unique URL to share. You will have the option to customize your Identity Page when you first log in to Foliotek, and you can always create/edit it later by clicking on the icon in the top tool bar. View the Identity Page for ATAS here:

<http://www.foliotek.me/Gonzaga>.

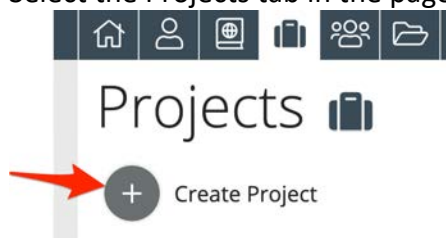
Tip: Your Identity Page comes with a couple of Foliotek links by default – you may want to delete or edit these links to make them personal.

PROJECTS

Projects are basically small portfolios that can stand alone or can be embedded in a larger portfolio.

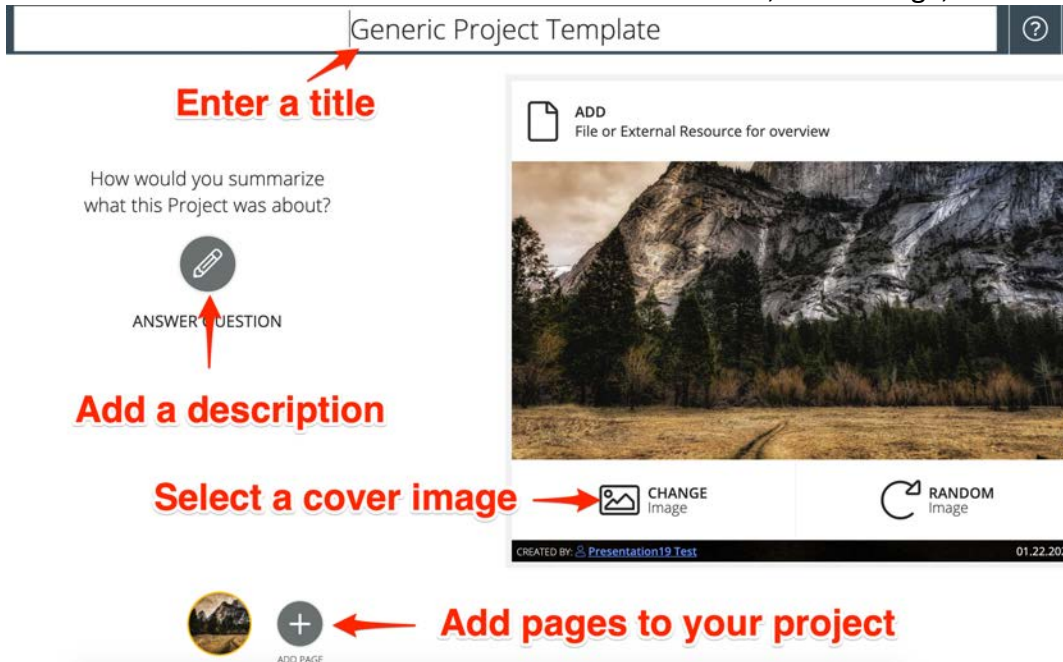
To create a new project:

1. Select the Projects tab in the page header and then click the plus sign:

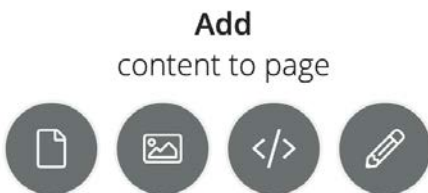


2. You will see some default instructions displayed, click on the GO button to start editing

3. Think of the first screen as the cover of a book – add a title, cover image, and description:



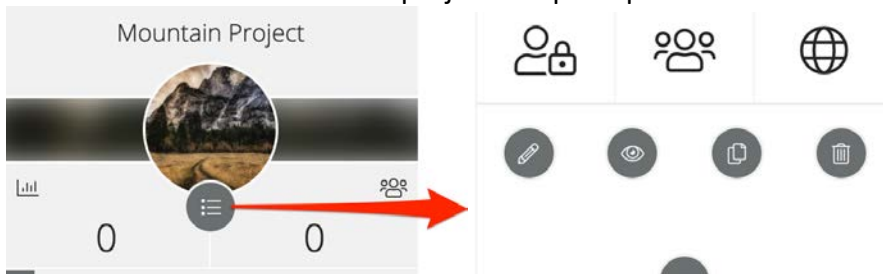
- 4. Now that you have the cover complete, continue to click on the plus sign to add pages as needed
- 5. You can add files, images, and text content to each page



6. In the top right corner of the screen, you will see options for help, preview, and save:




7. Click on the more button on a project to open options to share and edit



8. If you want to embed a project in a larger portfolio, you will find a projects option in the GIZMO tools of the portfolio

HELP

There are several ways to get help when working on your digital portfolios.

- **Full Help** – The Help icon is available in the top toolbar on every page in Foliotek and it looks like a question mark. Full Help will answer most questions about the portfolio process.
- **Quick Tutorial** – Select the Help icon while you are editing a portfolio and you will receive the option to watch a quick tutorial that walks you through the key features of the digital portfolio process.
-  **Chat** – During business hours a Foliotek technician is available to chat with you about portfolio questions. Chat is available whenever the Chat icon appears in the toolbar at the top of the screen.
- **ATAS** – Help at Gonzaga! Contact the Foley Library's ATAS department with any questions about Foliotek accounts, creating a portfolio, assigned portfolios for a class, or any aspect of the digital portfolio process. You can call the office during business hours at **509-313-3972** or stop by room 303 of the **Foley Center Library**. The best way to contact ATAS is through the departmental email at atasupport@gonzaga.edu.