

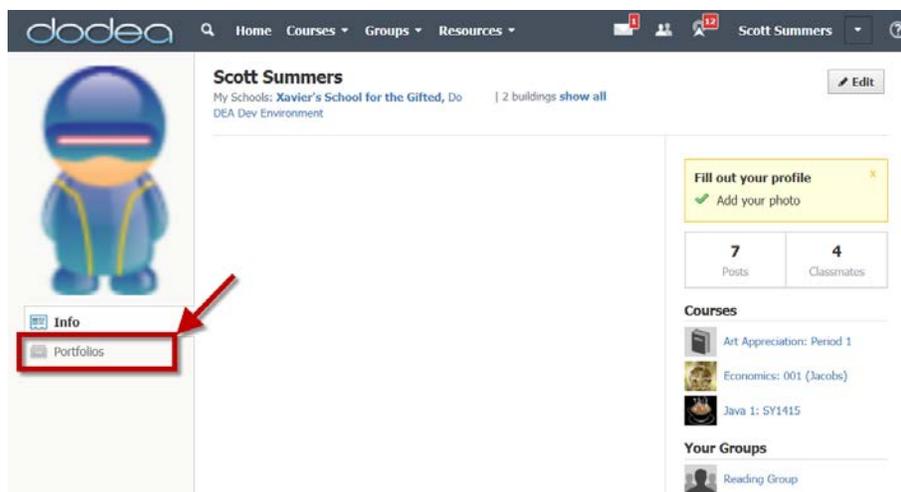
Portfolios can be used to save and store your work across multiple courses and groups. Your portfolio is tied to your user account, so even if the courses or groups are deleted, your work is safely stored. You can even share your portfolios with users. The instructions below will help you create and share your work!

How to Create a Portfolio

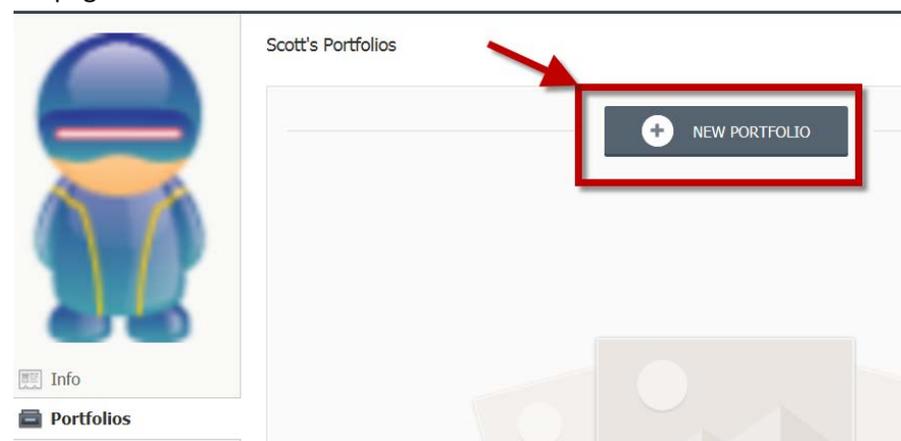
1. Click your name in the upper-right corner to open your personal profile page.



2. Click Portfolios in the left menu.



3. Click New Portfolio to add a new portfolio to your account, or click on an existing portfolio on the page to edit it.



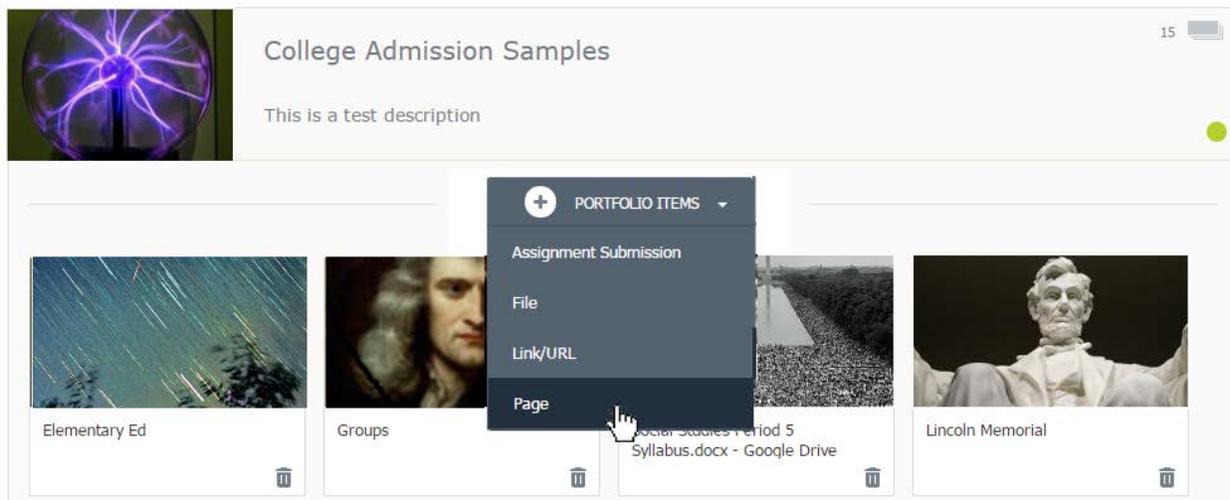
Portfolios Page

The screenshot shows the Schoology Portfolio Editor interface. At the top left, it says "Portfolios • College Admission Samples". In the top right, it says "Saved: Today at 10:53 AM" with an undo icon. The main area has a cover image (1), a title "College Admission Samples" (2), and a description "This is a test description" (3). Below the cover image is a button labeled "PORTFOLIO ITEMS" with a plus sign (4). Underneath this button are four portfolio items: "Elementary Ed", "Groups", "Social Studies Period 5 Syllabus.docx - Google Drive", and "Lincoln Memorial". The number of items in the portfolio is shown as "12" (7). In the bottom right corner, there is a small circle (8) used for publishing the portfolio.

1. Click to change the cover image for the portfolio. This is the image that displays for the portfolio on the main Portfolios page.
2. Click to title the portfolio. Your title displays below the cover image for the portfolio on the main page.
3. Click "What does this portfolio mean to you?" to add a description for the portfolio. This text displays when you hover over the cover image for the portfolio on the main page.
4. Click Portfolio Items to open the menu, from which you can select:
 - Assignment Submissions.
 - Files from your computer.
 - Web links.
 - Web pages.
5. Added items display in the panel below the add button. Click and drag items to re-arrange them in your portfolio.
6. The time stamp in the upper-right shows when the portfolio was most recently saved. To the right of the time stamp is the Undo button . Click it to undo your most recent action – for example, if you accidentally delete an item from your portfolio, click Undo to add it back.
7. The number below the Undo button shows how many items are in the portfolio. The items number displays in the lower-left corner of the portfolio on the main page. This portfolio, for example, contains 12 items.
8. Click the circle in the lower-right to publish the portfolio and make it viewable for other Schoology users. See the section Sharing Your Portfolio below for more information.

Adding Items to a Portfolio

After you add a portfolio, you can begin to build it with content added from your computer, from online links, and from web pages created directly in your portfolio.



You can add files from your computer to a portfolio by dragging and dropping one or more files onto the field below the **Portfolio Items** button. Alternately, you can click **Portfolio Items** and then:

To add **Schoology assignments** you've previously submitted in a course:

1. Click Assignment Submissions.
2. Select the course in which you submitted the assignment.
3. Select the course in the list and then click Add Submission.

You can also submit an assignment to a portfolio from the assignment itself by clicking the Submit to Portfolio button  in the Submissions area on the right side of the page.

To add **files** from your computer:

1. Click File and browse to the location where you've saved the content.
2. To add the file, highlight and then click Open, or just double-click it.
The portfolio item automatically takes the filename as its title, but you can edit the title by clicking into the text box.

To add **web links**:

1. Click Link/URL to open the Add a Link window.
2. Paste a URL to add a web page.

3. Paste a video embed code to add an embedded video—for example from YouTube or Vimeo. The portfolio item automatically takes the webpage or embedded video's name as its title, but you can edit the title by clicking into the text box.

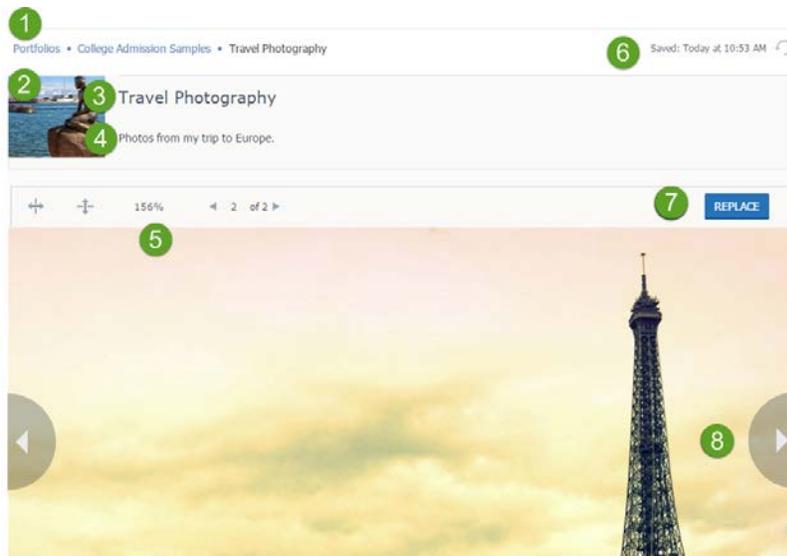
To add a **web page**:

1. Click Page
2. Enter a Title and Description for the page.
3. Use the Rich Text Editor to design a page within your Portfolio.
4. Use the Insert Content tool to add multimedia, links, items from your Schoology Resource Apps, and more to your Page. [Click Here](#) for more information on the Insert Content tool.
5. As you build your web page, click the Preview button in the upper-right, above the Rich Text Editor, to see how the page will look when published.

Note: Your Portfolio automatically saves once you have completed an upload, or once you have finished typing and clicked your cursor out of the text field. However, note that if you are experiencing poor Internet connectivity, auto-save may not function correctly. Check the auto-save timestamp in the upper right of your Portfolio item to ensure it is saving as you work.

Editing Items in a Portfolio

After you've added items to your portfolio, click on the content card to open it and add details or make changes.

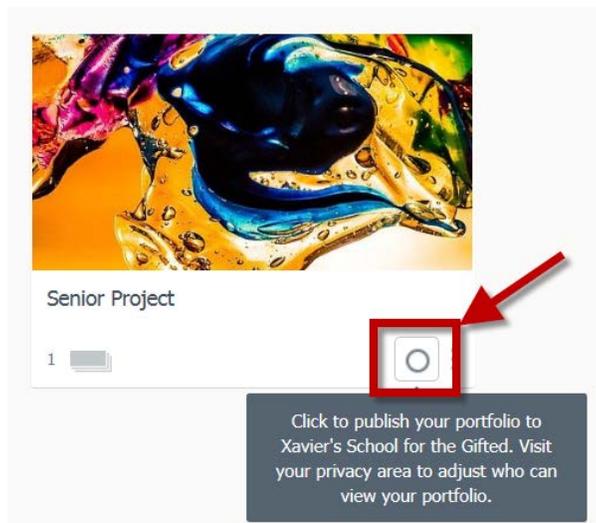


1. Click on any level in the breadcrumbs to return to that area. For example, click on Portfolios to return to your main Portfolios page, or click on College Admission Samples to return to that portfolio.
2. Click to change the cover image for the portfolio item. This is the image that displays for the item on the main Portfolios page.
3. Click to title the item. Your title displays below the cover image for the item on the main page.
4. Click to add an item description. The description displays when you hover over the cover image for the item on the main page.
5. The item's full page view display is how the item looks in your portfolio after you publish it. Use the tools in toolbar above the page to change the percentage size of the display or to scroll through multi-page items.
6. Portfolio items also have a time stamp showing when your portfolio was last saved and an Undo button to undo your most recent action.
7. A Replace button is also in the toolbar to change files you've added to your portfolio. To replace a link you've added, highlight the link in the URL text box below the description and paste in the new link.
8. Use the arrows on each margin to browse through the other items in your portfolio.

Sharing Your Portfolio

Publish your portfolio for everyone at your School

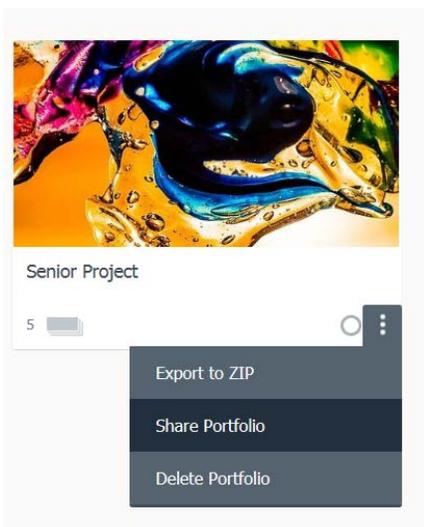
You can share your portfolio with everyone at your school. This includes school level staff, teachers, and student. Your portfolio will then show up under the portfolio button on your profile.



1. On your main portfolio page click the grey ring.
2. The ring will change to a green dot 
3. Clicking the green dot will unpublish the portfolio.

Sharing Your Portfolio from a Private Link

You can share your Portfolio using a private link that will allow the recipient to view your portfolio even if they are not logged into Schoology (or don't have a Schoology account). This will not share your portfolio with the whole school and would allow you to send a link just to your teacher.



Generating a private link for your Portfolio:

1. Go to your personal profile.
2. Click Portfolios on the left side of your profile.
3. Click the lower-right corner of your profile cover (3 vertical dots).
4. Select **Share Portfolio**.
5. Click the Copy button
6. Paste the link into a message to share

SHARE PORTFOLIO

Use this link to give someone direct access to your portfolio:

Note: Anyone with this link can view your portfolio, even when it's unpublished.

Note: Anyone with the link will be able to view your portfolio, even if your portfolio is Unpublished, and regardless of the privacy settings on your personal profile and/or whether or not they are logged into Schoology. The link overrides all privacy settings configured at the system or account level.

You may reset the URL that points to your portfolio to prevent anyone who previously held the link from continuing to access your Portfolio.

1. To reset your private link:
2. Go to your personal profile.
3. Click Portfolios on the left side of your profile.
4. Click the lower-right corner of your profile cover (3 vertical dots).
5. Select **Share Portfolio**.
6. Click **Reset Link**.

SHARE PORTFOLIO

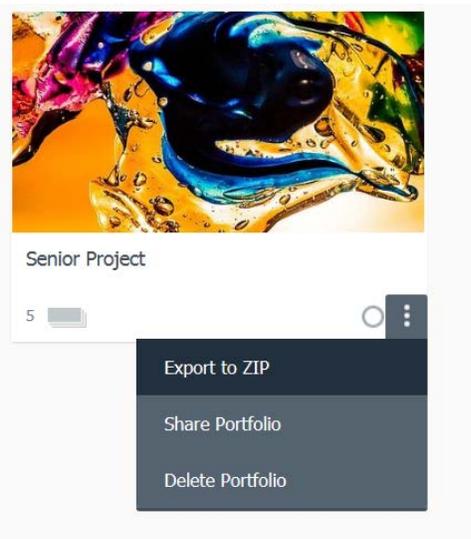
Use this link to give someone direct access to your portfolio:

Note: Anyone with this link can view your portfolio, even when it's unpublished.

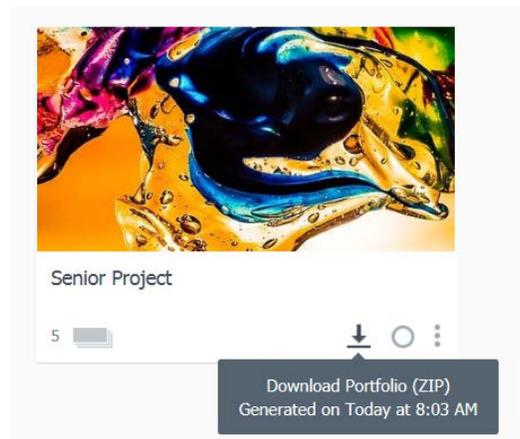
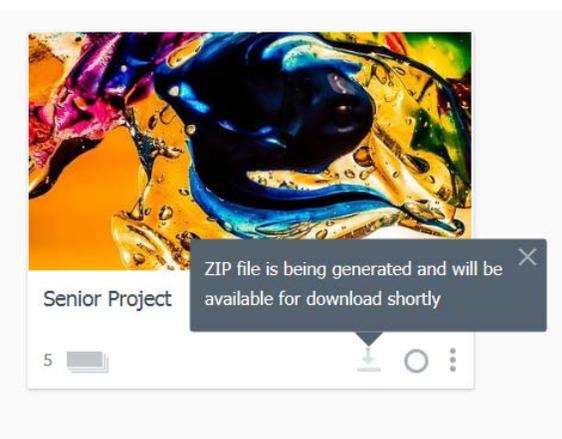
Resetting the shareable portfolio link will generate a new one and disable the current link

Exporting your Portfolio

From the More Options menu you can also download a .zip archive that contains all items in your portfolio. Select **Export to ZIP** to download a copy of your portfolio that you can access from your computer even if you don't have an internet connection, or if you no longer have access to your Schoology account.



The export process may take some time to complete; you can monitor its progress by hovering your mouse over the down arrow. You can continue working in Schoology while this completes and return later to download.



Unpack the .zip file and click the Index.html link from the root folder to open a webpage with all the items in your portfolio listed. Click any item in the list to open that item in a new page.