



# ICTO



## ePortfolio



# Overview

- ☐ Introduction
- ☐ Login Method
- ☐ User Profile
- ☐ Résumé
- ☐ Create Pages and Collections
- ☐ Links and Contacts

# Introduction

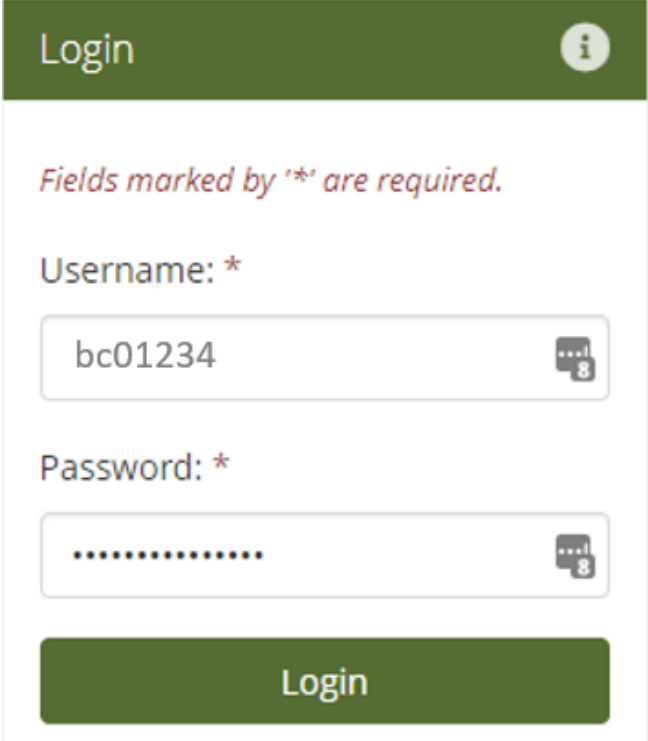
- What is student ePortfolio system?

Student ePortfolio is a flexible online space that enables students to pull together evidence and reflections to support a number of processes and activities.

Currently UM is using Mahara as our ePortfolio system.

# Login Method

- Login to ePortfolio (**Method 1**)
  - ❑ Go to the URL <https://eportfolio.um.edu.mo>
  - ❑ Login with your UM account
  - ❑ For example,
    - Student Number: **B-C0-1234-5**
    - User ID: **bc01234**
    - (The first 7 characters)



The screenshot shows the login page for the ePortfolio system. It has a green header with the word "Login" and an information icon. Below the header, a message states "Fields marked by '\*' are required." There are two input fields: "Username: \*" with the value "bc01234" and "Password: \*" with masked characters. Both fields have a character count icon showing "8". At the bottom is a green "Login" button.

Login

*Fields marked by '\*' are required.*

Username: \*

bc01234

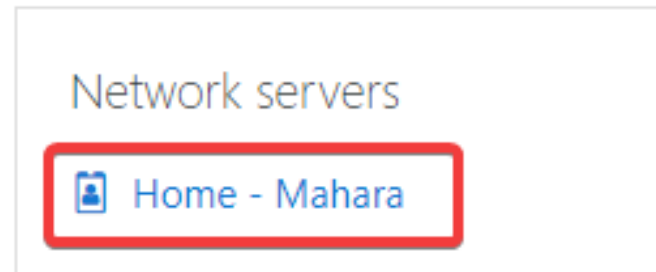
Password: \*

.....

Login

# Login Method

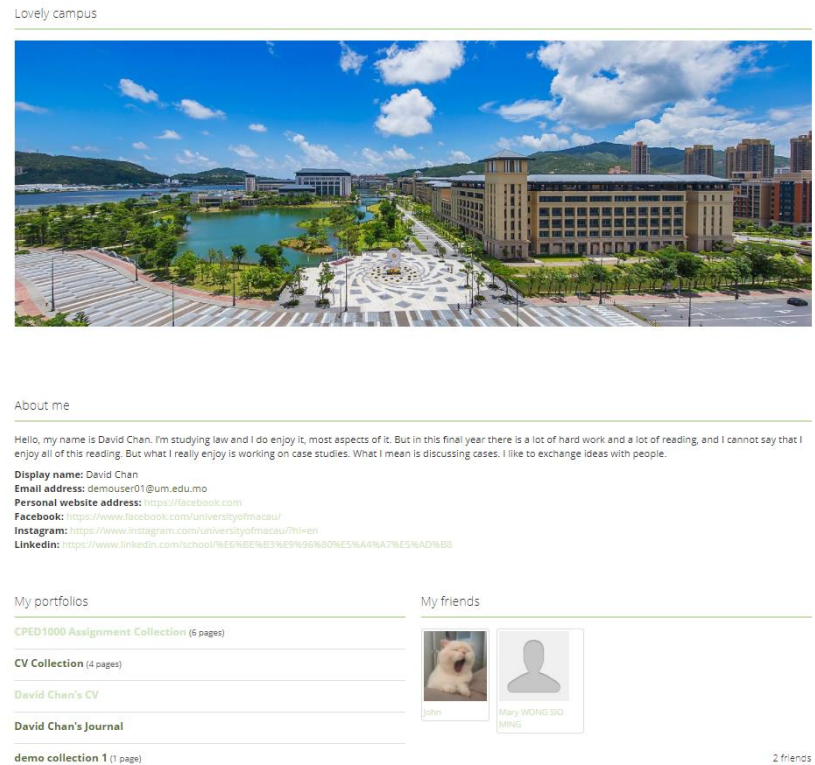
- Single Sign-On (SSO) to ePortfolio through UMMoodle (**Method 2**)
  - ❑ Login to UMMoodle ([FAQ](#))
  - ❑ Click “**Home – Mahara**” under the block “Network servers”



# User Profile

- Your profile page is **visible** to other users on ePortfolio by default.
- The following default information is put onto your profile page:

- ☐ Your display name
- ☐ Your pages that are visible to others
- ☐ Your groups
- ☐ Your wall
- ☐ Your friends



# User Profile

- Update your profile contents
  - ☐ Upload profile picture
  - ☐ Name – only **“Display Name”** can be modified
  - ☐ Introduction
  - ☐ Other information (Contact, Social media, and etc.)

# User Profile

 Profile 

About me

Contact information

Social media

General

Update other information

Fields marked by "\*" are required.



Upload profile picture

Profile page to arrange the information you wish to display to other users.

Enter your real first and last name here. If you want to show a different name to people in the system, put that name in as your display name.

Short name \*

David

Full name \*

Chan Tai Man

Student ID

Display name

David Chan

Update display name

Introduction

▼ Paragraph ▼ **B** *I* ☰ ☷ 🔗 🔗 🖼️ ↶ ↷

Hello, my name is David Chan. I'm studying law and I do enjoy it, most aspects of it. But in this final year there is a lot of hard work and a lot of reading, and I cannot say that I enjoy all of this reading. But what I really enjoy is working on case studies. What I mean is discussing cases. I like to exchange ideas with people.

Update Introduction

David Chan



My groups:

ICTO Demo

Tags



You have not tagged anything yet

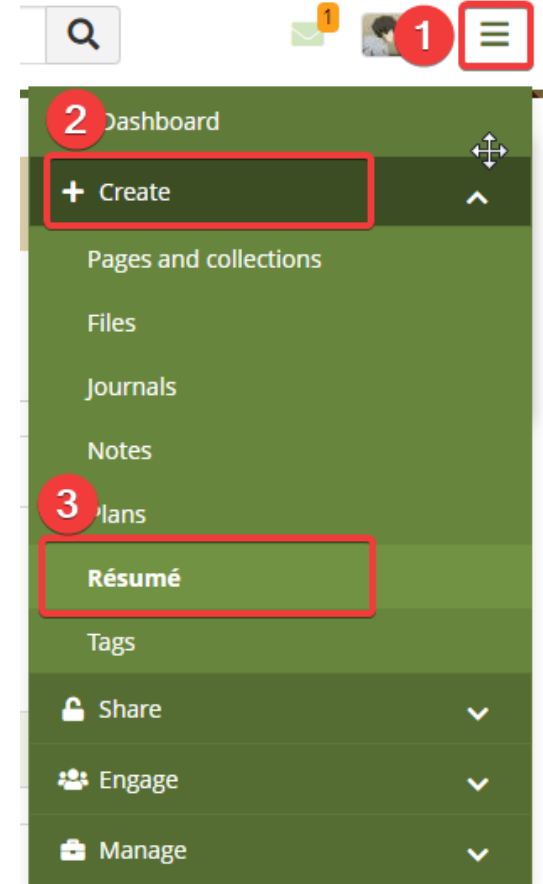


# Résumé

- The Résumé feature allows you to create an online résumé / curriculum vitae.
- You can either publish your entire résumé or individual components of it in your portfolio.

# Résumé

- Create or update your Résumé
  - Click the Menu button
  - Expand the “**Create**” option
  - Click “**Résumé**”



# Résumé

- Update your Résumé
  - ☐ Introduction - Cover letter and Personal information
  - ☐ Education and employment – Qualification and Position
  - ☐ Achievements – Certifications, Publications, Memberships
  - ☐ Goals and skills
  - ☐ Interests

# Résumé

- Sample 1 – Introduction

Résumé

Introduction

Education and employment

Achievements

Goals and skills

Interests

 Introduction | Résumé 

Cover letter

I have been a customer of ABC Sales for several years and have always been impressed by the quality of service I have received. I am enthusiastic and professional, and I believe I would fit well into the company's team culture and contribute to the ongoing success of the sales department.

Edit

Update cover letter

Personal information

Date of birth


2000/02/16



*Use the format YYYY/MM/DD*

Update personal information

David Chan



My groups:

ICTO Demo

# Résumé

- Sample 2 – Education and employment

Résumé

Introduction


Education and employment

Achievements

Goals and skills

Interests

David Chan



55x groups

Education and employment | Résumé

Education history

QUALIFICATION	ATTACHMENTS
ABC middle school Sep, 2006 - Jul, 2018	0

Add / Update education history

Employment history

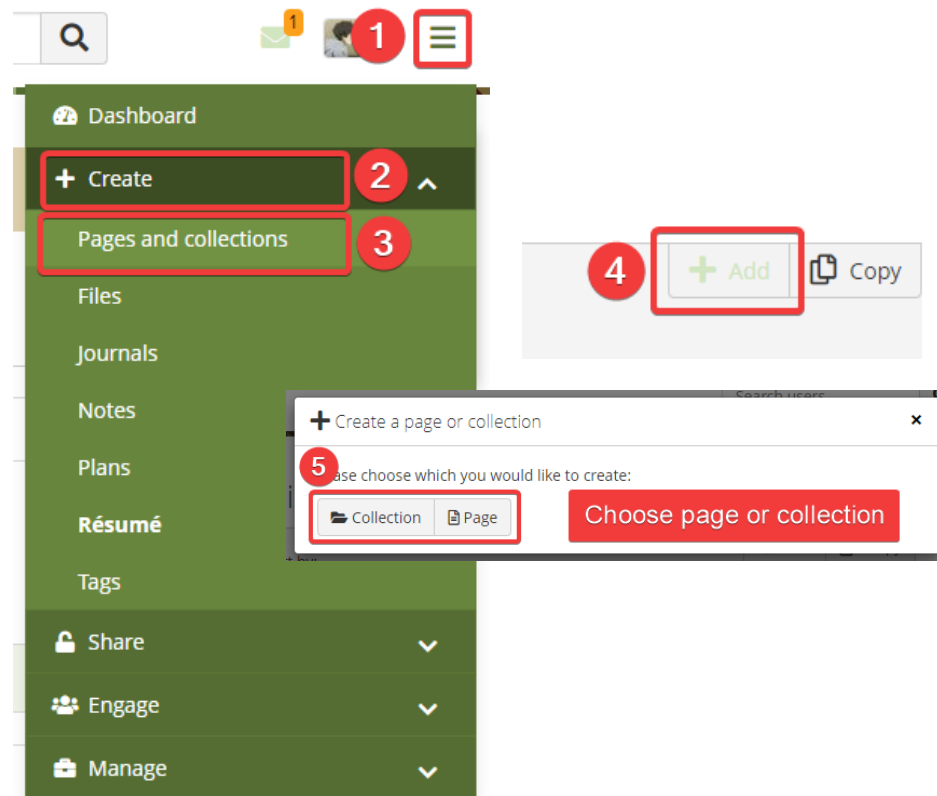
POSITION	ATTACHMENTS
↓ Part-time Assistant: D Restaurant Jun, 2018 - Sep, 2018	0
↑ Part-time clerk: E Company Jun, 2019 - Sep, 2019	0

Add / Update employment history

Add

# Create Pages and Collections

- Create a page or a collection
  - Click the Menu button
  - Expand the “**Create**” option
  - Click “**Pages and collections**”
  - Click “**Add**”
  - Choose “**Page**” or “**Collection**”



# Create Pages and Collections

- Create a Page
  - ☐ Page title and description
  - ☐ Choose a theme
  - ☐ Drag to add new blocks – Choose a content type and input contents
  - ☐ Resize the blocks and design the page layout
  - ☐ Share the page (Default: share to all **Registered users**)

# Create Pages and Collections

Hello everyone | Edit i

This area shows a preview of what your page looks like. Changes are saved automatically.

Drag 'Add a new block' onto the page to add one. You can then choose what type of block it will be. You can then also drag blocks around the page to change their position.

Add blocks and items

Edit settings

Share settings



Placeholder



Hello

Placeholder





# Create Pages and Collections

- Create a Collection
  - ☐ Collection name and description
  - ☐ Add pages to collection

# Create Pages and Collections

 Edit title and description | Edit collection 

**1** Items marked by \*\* are required.

Collection name \*

Collection 1

Collection description

My first collection

Tags

Type in a search term



Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Page navigation bar

Yes ☒

**2** Add a horizontal navigation bar to every page in this collection by default.

Next: Edit collection pages

[Cancel](#)

David Chan



My groups:

ICTO Demo

Tags



You have not tagged anything yet

# Create Pages and Collections

## Collection 1 | Edit collection pages

Drag page names from the 'Add pages to collection' box or tick the check boxes and click the 'Add pages' button to move pages to 'Pages already in collection'.

You can drag page names or use the arrow buttons to re-order pages in the 'Pages already in collection' area.

Add pages to collection

AllNone

1

☒  
☒  
☒  
☐  
☐

2

→ Add pages

3

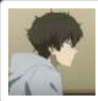
Done

Pages already in collection

No pages.

Choose the pages which will be added to this collection

David Chan



My groups:

ICTO Demo

Tags

→

You have not tagged anything yet

# Links and Contacts

## Links:

[Student ePortfolio](#)

[ICTO Knowledge Base](#)

[eLearning Home Page](#)

[CTLE Home Page](#)

## ICTO Help Desk

Location : Room 2085, 2/F, Central Teaching Building (E5)

Telephone : 8822 8600

Email : [icto.helpdesk@um.edu.mo](mailto:icto.helpdesk@um.edu.mo)

## eLearning

Email : [elearning@um.edu.mo](mailto:elearning@um.edu.mo)