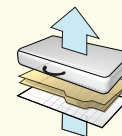


CTE's Digital Portfolio Quick Guide

Login: <http://cte.jhu.edu/login> • Manual: <http://cte.jhu.edu/dp/support>
These directions are abbreviations of the more detailed instructions found in the manual.



HOMEPAGE

Add Text

- o Click on the **Edit** button to the right.
- o Enter text.
- o Click **Save**, then **Close**.

Revise Text

- o Click on the **Edit** button to the right.
- o Make necessary changes.
- o Click **Save**, then **Close**.

Delete Text

- o Click on the **Edit** button to the right.
- o Select text and click delete button on keyboard.
- o Click **Save**, then **Close**.

Link Text

- o Click on the **Edit** button to the right. Once in edit screen, place cursor where you would like to insert the link text and click the Link icon.
- o Enter the label for link and click **ok**.
- o Choose Web, File Cabinet, or ELC.
- o For Web, enter URL. For File Cabinet, choose item. For ELC, choose item in Resources.
- o Click **Save**, then **Close**.

RESUME

Add Bio

- o Click on the **Edit** button to the right of Bio.
- o Enter text.
- o Click **Save**, then **Close**.

Revise Bio

- o Click on the **Edit** button to the right of Bio.
- o Make necessary changes.
- o Click **Save**, then **Close**.

Delete Bio

- o Click on the **Edit** button to the right of Bio.
- o Select text and click delete button on keyboard.
- o Click **Save**, then **Close**.

Attach Resume

- o Click on the **Add** button to the right of Resume.
- o Type a name for the document in the Name box.
- o Click **Browse** to upload resume.
- o Click **Save**, then **Close**.

Formatting Text with HTML Tags

Add these opening/closing tags around words to be formatted.

- o **Bold**: before word; after word.
- o *Italics*: <I> before word; </I> after word.
- o Underline: <U> before word; </U> after word.

PORTFOLIO

Add Interpretation

- o Click **Portfolio** in the main menu.
- o Click on appropriate Standard.
- o Click **Edit** to the right of Interpretation.
- o Enter text.
- o Click **Save**, then **Close**.

Add Artifact Rationale

- o Click **Portfolio** in the main menu.
- o Click on appropriate Standard.
- o Click **Add** to the right of Artifact Rationale.
- o Enter text.
- o Click **Save**, then **Close**.

Add Supporting Files

- o Click **Portfolio** in the main menu.
- o Click **Open** next to Supporting Files.
- o Click **Add**.
- o Select the location of your artifact by clicking File Cabinet or ELC icon.
- o Browse for file and select.
- o Add title and description.
- o Click **Save**, then **Close**.

PRESENTATIONS

Add Presentation

- o Click **Presentations** in the main menu.
- o Click **Add**.
- o Check the appropriate boxes on the left.
- o Enter title and description.
- o Click **Save & Close**.

Edit Presentation

- o Click **Presentations** in the main menu.
- o Click **Edit** next to the appropriate presentation.
- o Make appropriate changes.
- o Click **Save & Close**.

Delete Presentation

- o Click **Presentations** in the main menu.
- o Click **Delete** next to the appropriate presentation.

Download Presentation

- o Click **Presentations** in the main menu.
- o Click **Download** next to the appropriate presentation.
- o The Save As dialog box opens after the application prepares presentation, which may take awhile if presentation is large.
- o Choose the location for the zipped file.
- o Click **Save**.
- o Click **Close** once the download is complete.

MESSAGES

Access Message

- o Click **Messages** in the main menu.
- o Click the message you wish to read.

Compose Message

- o Click **Messages** in the main menu.
- o Click on **Compose New Message**.
- o Choose appropriate member(s) and click **Add**. Hold down Shift on PC or Ctrl on Mac to select more than one person.
- o Click **Next** when finished adding names.
- o Enter subject and message.
- o Click **Send Message**.

Delete Message

- o Click **Messages** in the main menu.
- o Click the box next to the message(s).
- o Click on **Delete Messages** at bottom.

Archive Message

- o Click **Messages** in the main menu.
- o Click on box next to the message(s).
- o Click **Archive Messages** at bottom.
- o It has been moved to the Archive folder.

FILE CABINET

Add Files, Folders, and/or Links

- o Click on **Add File**, **Add Folder**, or **Add Link**.
- o Enter name and description.
- o For a file, click **Browse** to upload and then click **Open**.
- o For a link, type in the URL.
- o Click **Add**.

Edit Files and Folders

- o Click the icon next to the name in order to edit the name or description of the file or folder. Click **Save**.
- o To edit the file itself, do so in the program in which it was created and then reload it.

Delete Files and Folders

- o Select the file/folder you would like to delete by clicking the box next to it.
- o Click **Delete Selections**.

Move Files

- o Click the box(es) next to file name(s).
- o Click **Move Selections**.
- o Select destination folder.
- o Click **Move file(s)**.

Download Files

- o Click box(es) next to file name(s) or **Select All**.
- o Click on **Download Selections**.
- o Save As dialog box opens after the application prepares presentation.
- o Choose the location for the zipped file.
- o Click **Save**.
- o Once download ends, click **Close**.

JOURNAL

Add Journal Entry

- o Click **Add** to the right of Journal Entries.
- o Enter a title and your entry.
- o Click **Save**, then **Close**.

Edit Journal Entry

- o Click **Edit** to the right of the appropriate journal entry.
- o Make your changes.
- o Click **Save**, then **Close**.

Delete Journal Entry

- o Click **Delete** to the right of the appropriate journal entry.

Move to File Cabinet

- o Click **Add to File Cabinet** to the right of the appropriate entry.
- o Type a brief description of the entry.
- o Click **Update**.

SETTINGS

Edit Personal Information

- o Click **Tools/Settings** in main menu.
- o Click **Edit** to the right.
- o Make necessary changes.
- o Click **Save**, then **Close**.

Add Picture

- o Click **Tools/Settings** in main menu.
- o Click **Edit** to the right of photo.
- o Click **Browse** to navigate to your photo.
- o Select appropriate photo and click **Open**.
- o Click **Save**, then **Close**.

Edit username and password

- o Click **Tools/Settings** in main menu.
- o Click **Edit** to the right of Login/Password.
- o Make necessary changes.
- o Click **Save**, then **Close**.

DIRECTORY

Select Member

- o Click **Tools/Directory** in main menu.
- o Use drop-down menu to choose Group.
- o Click on a name to view member profile.

Send E-mail

- o Click **Tools/Directory** in main menu.
- o Use drop-down menu to choose Group.
- o To send individual email, check box next to member's name. Click **Send Email** at bottom of list. Enter subject and message, and click **Send**.
- o To send group email, click **Select All** at the bottom of the list. Click **Send Email**. Enter subject and message, and click **Send**.

Add Group

- o Click **Tools/Directory** in main menu.
- o Click **Create New Group** at the top of the page.
- o Enter the name of your group.
- o Select name(s) to **Add** or **Remove**.
- o Click **Save**, then **Close**.