Welcome to creating your own ePortfolios using OSP! This document provides you with some instructions on procedures to follow to create your own ePortfolios. The process, in general, involves:

1. Login details
2. Adding Contact information
3. Creating Personal Goals
4. Creating Personal Philosophy
5. Upload your artefacts
6. Include your artefacts and reflect on them using the Matrix
7. Select a presentation template
8. Create your presentation
9. Share your presentation
10. Using Chat

Well, let’s start then!
To create your ePortfolio using our OSP software, open the following link in a web browser:

eportfolios.massey.ac.nz

This would open the page that would look like

Enter your **username/password** assigned to you. The next screen (if your login details are valid) will look like
The following screen shows the procedure to create your contact information. You might want to create one at this point! You can create it later too!

Welcome to OSP

Welcome to the IIST ePortfolio implementation!

This is your personal workspace. It is a unique worksite which you can use to.

To help you to become familiar with OSP and presentations you can use this space to display your personal profile. To do this you will need to:

1. Upload an image of yourself to your repository.
2. Create a new form in your repository of type "Contact Information".
3. Join the GENERAL worksite using the membership tool.
4. Goto the presentation tool in the GENERAL worksite and create a new presentation of type "My Profile Presentation".
5. Copy the url for the completed presentation.
6. Select the "options" button above and paste the url where it says "Display this URL".

If you don't like having your personal profile displayed here then alternatively you can have any web resource display here instead.

If your workspace is pre-selected you should be able to see the selected one like in the following screen where you can see Comp Sys Engineering and General!

If you donot have the workspaces selected, then click on Membership. Then you will see the following screen…
You can join/unjoin the workspace from this screen.

We will continue with ‘General’ workspace. Click on the ‘General’ workspace. If you are from Computer Science/Comp Sys Engineering/Statistics Major, then please click on your appropriate workspace.

The screen you see above relates to ‘Home’ menu and provides instructions on what you need to do and why! Before going ahead it is strongly recommended that you read these instructions carefully.

Important!! The general workspace is meant for all degrees at Massey. Hence it doesn’t include a ‘Graduate Profile’. So please ignore the suggestion in the instructions.

We will follow the rest of the procedure…
Create Personal Goals, Contact Information and Personal Philosophy

Personal goals are mainly a set of aims that you would like to achieve in your life. The goals can be anything from what you want to learn from your Major to some of your personal goals such as your music or travel.

To include your personal goals, click on Repository and then Create Item under your username. The screen would look as below.

Select Personal Goals from the pull down Menu and press ‘Create’. This displays the personal goals editor. Write your main topic name for Display Name and then press ‘Add New’
Then you include a topic name and press ‘Add New’

Then select your goal type (short, medium or long term) and then include any text you want to add.
Then press ‘Update’

Likewise you can create several goals under one topic name. When finished, press ‘Update’.
You will be taken to the above page where you can add new goal topics. When finished, press ‘Save’.

**TIP!!** You can have several personal goal topics and several personal goals in each topic. You can also select specific goals to include in your presentation!

**Important!!!** Pressing the ‘Back’ button of the explorer undo’s everything you have written and reverts you back to the ‘first’ page of the goal editing. So follow the forward process. You can delete, if you want, in a single click later (see above).

Once you finished editing your goals, you will be taken back to your workspace page as below.

To create your ‘contact information’ and ‘personal philosophy’ follow the ‘create item’ link.
Contact information screen:

Personal Philosophy screen:

TIP!! Your personal philosophy also follows the same procedure as your personal goals. So you can have multiple topics!
Using Matrix

Once you finished with your goals, philosophy and personal information, it’s time to collect your evidence and fill the matrix.

Your evidence for your ePortfolio includes any artefact that is available as a soft-copy. Your program code, your presentations, your emails, your digital photos and your MS Office files are ready soft-copies but you can also digitise other artefacts by either scanning them or taking a digital photograph.

Once you have enough information, in soft format, that you would like to include in your portfolio, then we need to upload those artefacts into your OSP workspace. To upload, got to Repository and then click on ‘create item’

Then click on ‘Browse’ button to open your computer’s directory structure.
You can select and ‘upload’ any number of artefacts this way. Each person gets about 20MB space for their files.

TIP!! Although you can upload any type of file, it is advisable to upload pdf files. The reasons being files may not be displayed as anticipated and the users may not have appropriate software. Hence it is advisable to use a standard display format as a PDF. You can create PDF files using some freeware such as cutepdf and pdf995!

Once uploaded, you can see the file list in the ‘repository’ page as follows.
You can ‘view properties’ and edit details about the file. Once finished with file uploading, you can click on ‘Matrix’ to open the Matrix.

To include evidence in the matrix **click the appropriate cell**. It will open a screen seen below.

Then click on ‘New’. This will open the following page:
Select an appropriate file by clicking on ‘select’ against the file. This will take you to following page.
Click on ‘Attach’ to include the file.

You can then either ‘Update’ the selection or add ‘reflection’. In this guide we will ‘Update’ and then add ‘Reflection’.
Here you will have a choice to use the reflection wizard. Using the wizard provides you with some help in writing your reflections. We will say \textbf{yes} and use the wizard.
The above screen provides us with an editor to include our reflection about the artefact. First select the file that you are reflecting on (see pulldown menu) and press the **arrow button** to include the file in the editor.
Then you can type-in the text.

**TIP!!** It is recommended that you use an external editor such as ‘notepad’ and copy/paste the text to be safe! This is because the text editor might loose its details if you press the wrong button!

Once complete, you can save and then press cancel button to get back to your workspace (Not sure why!!!).
The press ‘Update’ and ‘Cancel’ to get back to the ‘Matrix’ screen.

Use the same process to include more artefacts and their reflections to complete your matrix input.

The next step in the process is choosing a presentation template to display your created portfolio to your audience.

The next Menu Item in the software is ‘Presentation Template’. This is to create your own templates and is an advanced feature. **We will not be using this feature during this workshop!** Instead, we will use the existing general presentation template that has already been created.

**Creating Presentation**

Next press ‘Presentation’ and press ‘New’. Fill all the relevant details. Select ‘General Presentation’ template from the pulldown menu. Press **continue**.
In the next screen, edit your presentation properties.
Here you can also select the topics to include from matrix. Once finished, select Continue.

In the next page you can select the item you can include in the presentation.
Select your personal goals item, your personal philosophy and your photo. Then click ‘Add all’ to include all the files shown on the left side. Alternatively, if you uploaded more files than you inclusions in the matrix, select only the appropriate files and then press ‘Add’.

Then include your contact information item and finally your matrix (Generic in our case).

Once complete, press **Continue**.

In the next page, select whom you will have access to view your presentation.
You can choose to give access to all or some participants in OSP, or some person (such as an employer) via email. You can even put your presentation on public share! For your first trial presentation, you might not want to share access with any one… in that case donot include anybody and select ‘no’ for public share.

Once your presentation takes shape we would like you to share it with others in your worksite. You can do that by adding ‘all participants with ‘access’ role’ and email any external persons. If you want to share your presentation in public domain, then select ‘yes’ to the question. Making it public is not risky as no one will be able to guess the URL created or will be able to navigate there!

Once complete you can just ‘Save’ or ‘Save and Notify’ where you can send your users and update on any changes.
The above screen is displayed when you select ‘Save and Notify’. This screen is to notify that your presentation has been updated! You need to check appropriate users. Here, ‘Work Shop’ refers to my username!

Press ‘Send’ and you can see your portfolio file in ‘Presentations’

You can view your ‘Presentation’ then!

The users whom you sent an email to view your presentation will get the following emails:
This ends the instructions on creating your own ePortfolios using OSP.

Good Luck with your ePortfolio!