

# **WELCOME TO THE UNIVERSITY OF MISSOURI PORTFOLIO BUILDER**

Portfolio Builder is an application to help you design and build your student portfolio for the benefit of future employment and as a requirement for certain MU degrees.

Portfolio Builder can be used from any Internet connection.

Please sign in.

User ID:

Password:

# UNIVERSITY OF MISSOURI PORTFOLIO BUILDER

Choose from the from the following selections

Layout

Files

Timeline

Email

Account Settings

Help

*Drop-down Menus*

Template Wizard  
Templates  
Edit Templates

Upload  
Download  
Delete  
Categorize  
Notation &  
Reflections

Create Timeline  
Set Deadlines  
Monitor  
Progress

Email  
Manage Feedback  
Feedback Requests  
Feedback Received

Set Password  
Permissions  
Visibility (who, what)  
Make Portfolio View Ready

Index  
Tutorials  
Language

*Drop-down Menu.*

*(Note: This is the only place I site this menu item. It will remain the same on all pages.)*

# Layout

Choose from the from the following selectors

Template Wizard

Templates

Edit Templates

Help

Welcome to the TEMPLATE WIZARD

Through this wizard, you will complete the following steps:

- 1.) Choose a template
- 2.) Upload your documents/images
- 3.) Organize
- 4.) View

Press to proceed

START

*The wizard will take the user through the steps. I show the steps here, but do not illustrate them with additional frames.*

# Layout

Choose from the from the following selectors

Template Wizard

Templates

Edit Templates







Help

*On this frame the user gets to choose from an array of different templates.*


*The red color indicates the that the template has been selected.*

### TEMPLATES

Select from the following templates and then click on it:

When you are finished, click the "NEXT" button.

**NEXT** 

# Layout

Choose from the from the following selectors

Template Wizard

Templates

Edit Templates

Help

EDIT TEMPLATES

Select from the following templates by clicking on it; then press arrow to edit.

Press to proceed

*The red color indicates that the template has been selected for editing.*

# Files

Choose from the from the following selectors

File Upload

Download

Catagorize

Notes/Reflections

## FILE UPLOAD

Chose a file to upload,then click on upload button

Browse for file:

C:/PORTFOLIO/reflection.doc

Choose category to upload to then click on it:

IMAGES

DOCUMENTS

Click to upload:

UPLOAD

*Red coloring indicates selection.*

# Files

Choose from the from the following sections

File Upload

*Download*

Catagorize

Notes/Reflections

*User can browse for file, then download or choose a different destination file for the download.*

### FILE DOWNLOAD

Choose a file to download, then click on "DOWNLOAD" button.

Browse for file:

Note: destination is default download file or:  
Choose another file:

Click to download:

# Files

Choose from the from the following selectors

File Upload

Download

Categorize

Notes/Reflections

*User can choose his/her files, then drag them to the appropriate category.*

### CATEGORIZE

Use this area to organize and categorize files in your portfolio. Choose a file and then drag it to a category. You may also create categories.

PORTFOLIO FILES

<input type="checkbox"/> Camera.jpg	<input type="checkbox"/> Reflection1.doc
<input type="checkbox"/> Balloon.jpg	<input type="checkbox"/> Reflection on English
<input checked="" type="checkbox"/> Animation.swf	<input type="checkbox"/> Recommendation.doc

CATEGORIES

VIEW READY	CLASS (i.e., Web Dev, etc.)
<input type="text"/>	<input type="text"/>
WORK IN PROGRESS	<input type="text"/>
<input type="text"/>	<input type="text"/>
IMAGES	<input type="text"/>
<input type="text"/>	<input type="text"/>
FOR RESUMES	<input type="text"/>
<input type="text"/>	<input type="text"/>

#### CREATE A CATEGORY

To create a category, type the name of it below and press return.



# Files

Choose from the from the following selectors

File Upload

Download

Categorize

Notes/Reflections

*User can type out a note or reflection - or he/she can cut and paste from an existing document.*

CATEGORIZE

Use this area to create REFLECTIONS or NOTES. You can either type in your text or you can copy and paste from an existing document.

When you are done, click on the \*FINISHED\* button.

**FINISHED**

# Timeline

Choose from the from the following selectors

Create Timeline

Set Deadlines

Monitor Progress

Help

*Uses chooses a date and then drags it to the box below.*

### Timeline Organizer

Use this area to create a timeline for yourself. Include due dates whenever possible.

Advance calendar by month, then drag and drop date to area below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 <i>August 22</i>	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

← →

Dates already selected:

Jan. 5, 2008	August 28, 2008
March 1, 2008	October 1, 2008
April 15, 2008	November 15, 2008
July 1, 2008	January 1, 2009

# Timeline

Choose from the from the following selectors

Create Timeline

Set Deadlines

Monitor Progress

Help

*User takes dates he has already selected in previous screen and then drags them to the "notes" area to add text.*

*The box below the timeline is to show all the pre-selected dates.*

### Timeline Organizer

Use this area to set deadlines for yourself.  
Select a date from below, drag it here, then add notes.  
Use the arrow buttons to go to the next or former date.

March 1, 2008

I need to have the web design done for the Web Development part of my portfolio.

01/05/08 03/01/08 04/15/08 07/01/08

Dates already selected:

Jan. 5, 2008	August 28, 2008
March 1, 2008	October 1, 2008
April 15, 2008	November 15, 2008
July 1, 2008	January 1, 2009

PRINT

# Timeline

Choose from the from the following sections

Create Timeline

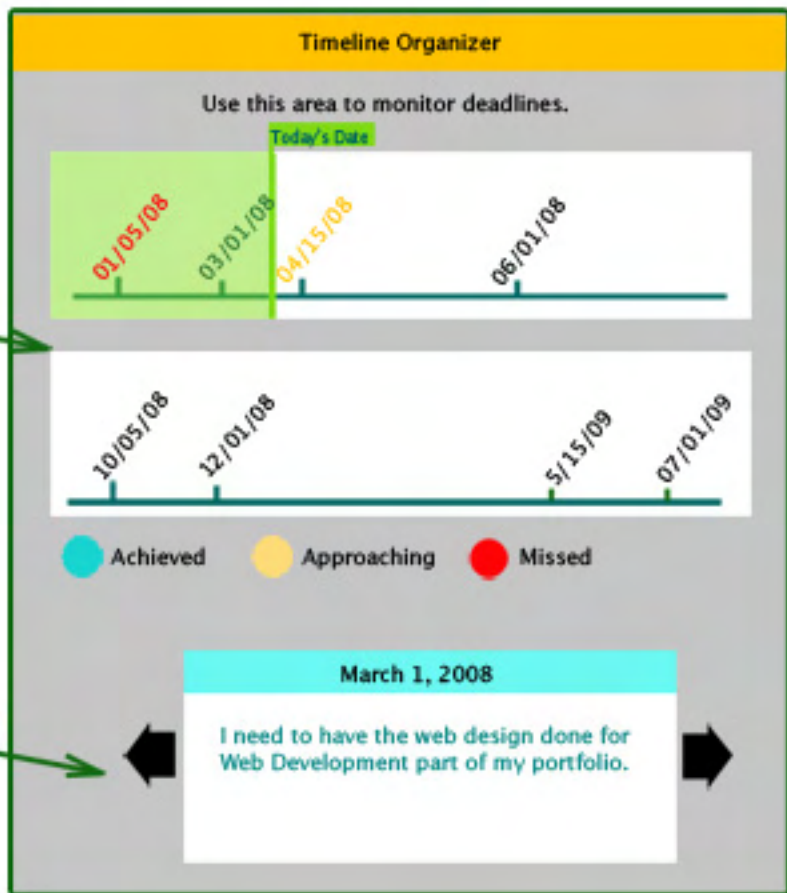
Set Deadlines

Monitor Progress

Help

*On this page, the user can view all the dates he has chosen and see how he is doing.. At a glance he can tell if he has made his deadline or if he is behind.*

*He can also make additional remarks at the bottom.. (Not shown is the ability to revise the date.)*



# Email

Choose from the from the following selectors

Create Email

Feedback

Monitor Progress

Help

*This is the area to create an email. User chooses a name from the address book, drags it to the "TO:" field, then sends it.*

### Create Email

ADDRESS BOOK:

William Baley	Drag name from address book to green field below.
Julianne Hinerich	
Marianne Janowski	

TO:

MESSAGE:

When finished, click on "SEND" button.

**SEND** →

# Email

Choose from the from the following selectors

Create Email

Feedback

Help

*When user receives feedback, he/she can find it here and read it.*

*User can also see who has not sent in their feedback.*

The screenshot shows a 'Feedback' interface with a yellow header. Below the header, a grey box contains the text: 'This area is to view feedback requests and received feedback.' Underneath, there are two columns: 'RECEIVED' and 'NOT RECEIVED'. The 'RECEIVED' column lists 'Dr. Jeannie Drake', 'Professor Woodward', and 'Jamison Taylor'. The 'NOT RECEIVED' column lists 'Dr. Taylor Mathison' and 'Professor Edwards'. Below these columns is a white box containing a feedback message: 'Dear Ms. Smith: I have reviewed the package that you sent me and think that your overall presentation is good. There are a few items, however, that could use revision: -Titles are not consistent -Font is not consistent, pg 2,4, 5 -One of the lines on pg 7 is out of place and appears orphaned,'. Green arrows point from the 'Feedback' label to the 'RECEIVED' list, from the 'Help' label to the feedback message, and from the 'User can also see...' text to the 'NOT RECEIVED' list.

Feedback

This area is to view feedback requests and received feedback.

RECEIVED

Dr. Jeannie Drake  
Professor Woodward  
Jamison Taylor

NOT RECEIVED

Dr. Taylor Mathison  
Professor Edwards

Dear Ms. Smith:  
I have reviewed the package that you sent me and think that your overall presentation is good. There are a few items, however, that could use revision:

- Titles are not consistent
- Font is not consistent, pg 2,4, 5
- One of the lines on pg 7 is out of place and appears orphaned,

# Account Settings

Choose from the from the following selectors

Set Password

Set Permissions

Queue up portfolio  
for review

Help

*User fills in all the data and the password. After pressing the "NEXT" button, an email will be sent to him/her that tells them their password to keep for their records.*

## Set your password

Please fill in the blanks to start your PORTFOLIO.

NAME

ADDRESS

CITY

STATE

EMAIL ADDRESS

Choose an eight digit password and then type it in below:

When you are done, please click the next button which will take you to the next step, PERMISSIONS and send you an email to keep for your records.

NEXT

# Account Settings

Choose from the from the following selectors

Set Password

Set Permissions

Queue up portfolio  
for review

Help

*User decides who gets to view his/her work, then clicks on the name.*

*When the "SEND" button is clicked, an email is generated and the recipient is informed of the decision to allow him/her to view the user's portfolio.*

Set permissions.

Please choose from your address book whom you would like to have access to your portfolio and then click on the name to set permission. This will generate an email addressed to them; it will also send you a copy:

ADDRESS BOOK:

<input checked="" type="radio"/>	William Baley
<input type="radio"/>	Julianne Hinerich
<input type="radio"/>	Marianne Janowski

Scroll bar

*Indicates person has been selected. The blue dot stays there as an indicator.*

When you are certain of your decision, please click the send button.

**SEND**



# Account Settings

Choose from the from the following selectors

Set Password

Set Permissions

Queue up portfolio  
for review

Help

*This is the area where the user sets up his portfolio to be viewed by others. He chooses from among the portfolios he/she has already created, then loads it to the viewing area.*

*Red color means selected.*

### Portfolio Queue

Please click on a portfolio to set it for review. When you are done, please click the "SEND" button to send it to the queue.

General      Employers      Teachers

Abbreviated

**New Selection**  
**Already in Queue**

**SEND**

*When portfolio is sent to queue, color changes from red to green.*