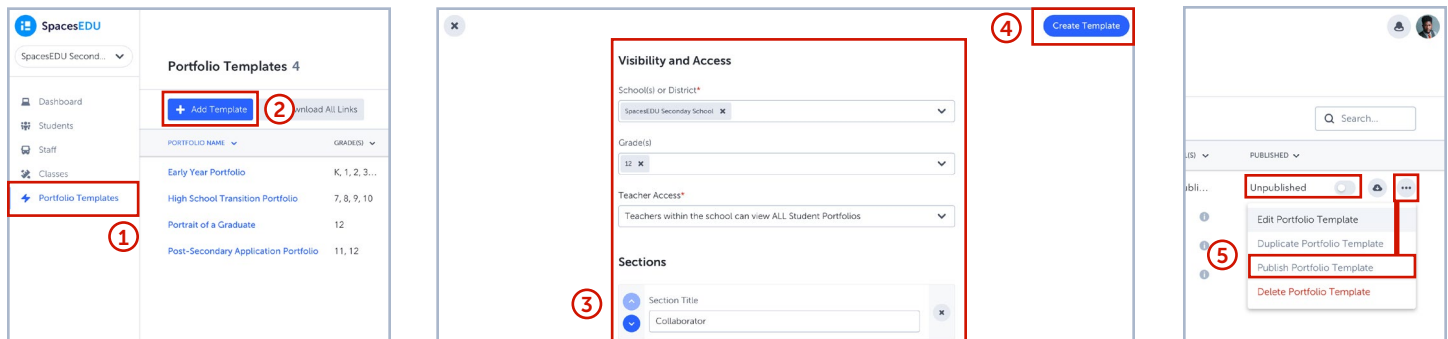


What is a Portfolio Template?

A [Portfolio Template](#) is a way for districts to customize, standardize, and organize a Portfolio that they share with teachers and students. Districts can easily create a Portfolio for a specific grade or grade range, a specific school, or the entire district. Portfolios are a great way to document and track competency-based education and district-wide initiatives like Portrait of a Graduate, student-led conferences, transitions, and more!

How can district administrators create a Portfolio Template?



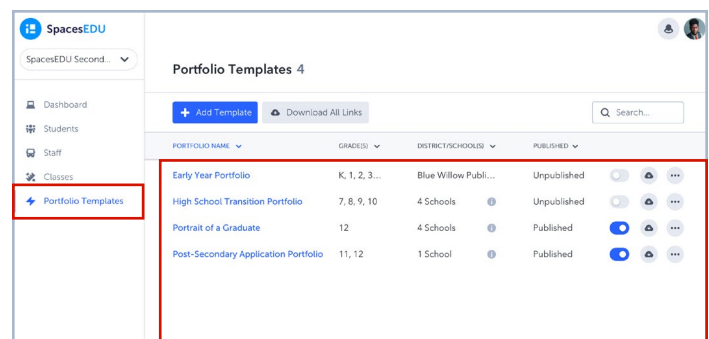
1. Click on [Portfolio Templates](#) in the side panel.
2. Click on the [+ Add Template](#) button.
3. Fill out your Portfolio Template Details and create Sections to organize posts within the Portfolio Template. (Note: Required fields will be marked with a *red asterisk**)
4. Click [Create Template](#) on the top right.
5. Click on the [Toggle](#) or [Ellipsis](#) button to Publish and Unpublish your Portfolio Templates.

How can administrators manage a Portfolio Template?

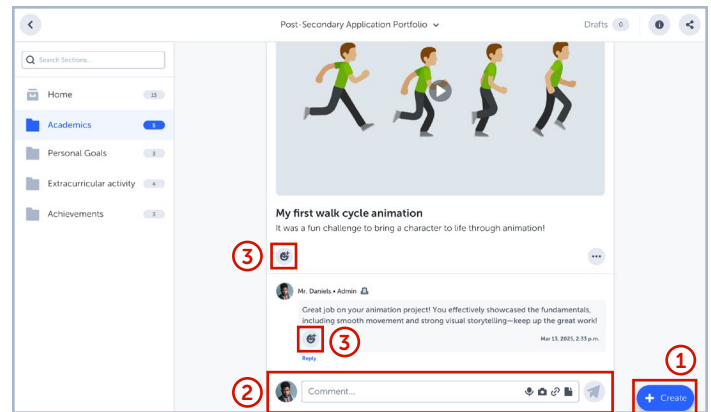
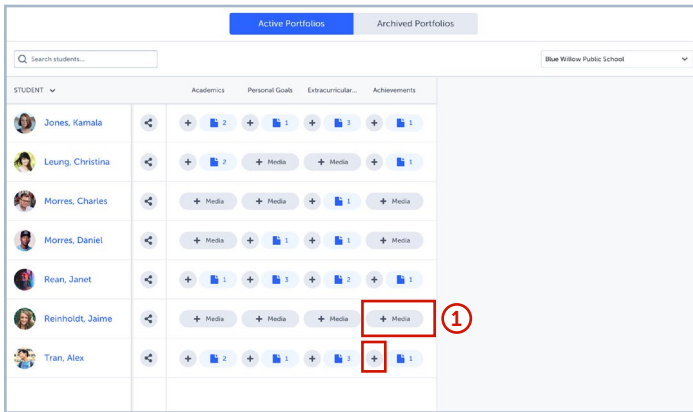
1. View Student Portfolios

Administrators across different account types can now support students and monitor their progress through the [Portfolio Templates](#) or [Portfolios](#) page, accessible from the left-side navigation menu:

- District Administrators (full permissions) can click the Portfolio name to access student portfolios.
- District Administrators (less permissions) and all school administrators can view all Portfolio Templates that have been created and access student portfolios.



2. Support with Portfolio Creation



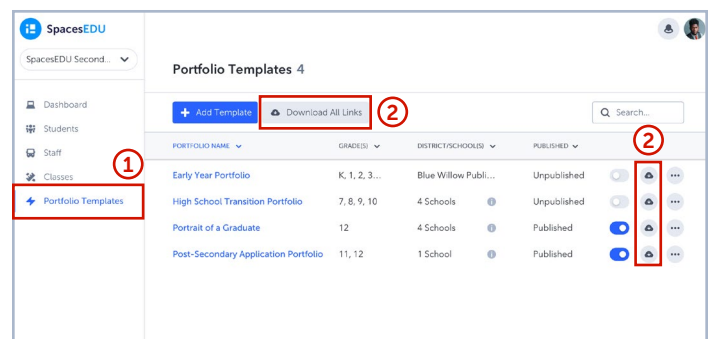
Administrators can support students by adding content, providing feedback, and engaging with their Portfolio:

1. Add new and copy existing Posts: Click the **+ Media** button from the Visual Table or the **+ Create** button in a student's portfolio.
2. Provide feedback on Posts: Add multimedia feedback to the Comment section below the Post.
3. React to Posts and Comments: Click the **Reaction** button at the bottom-left of a Post and select an emoji.

3. Download Portfolio URLs

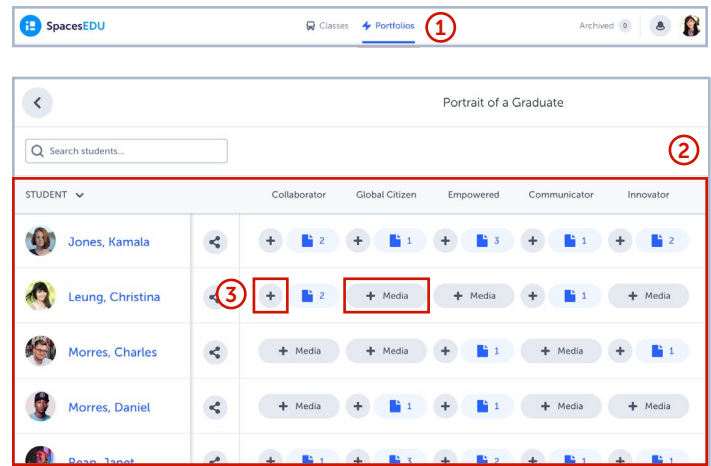
Administrators can download a CSV file containing all Portfolio URLs, along with student and family information, for seamless sharing:

1. Navigate to the [Portfolio Templates](#) or [Portfolios](#) page.
2. Choose your download option:
 - Click **Download All Links** to export URLs for all Portfolios.
 - Click **Download** icon next to a specific Portfolio Template to download its corresponding URLs.



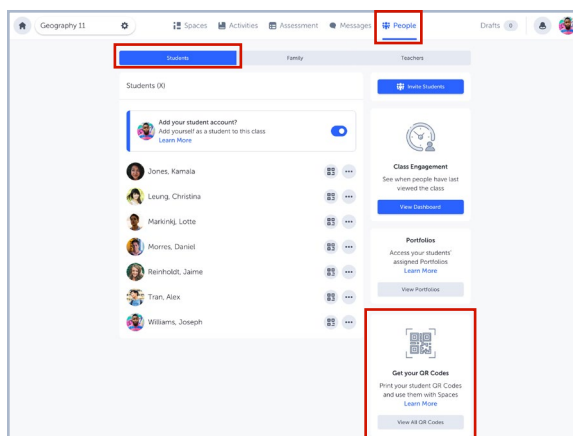
How can teachers support students with Portfolio creation?

1. From the Teacher Account, click the **Portfolios** tab on the Dashboard and choose a Portfolio.
2. Review student progress across their class in the **Visual Table**.
3. Click the **+** or **+ Media** button to add a post for a student under a Portfolio Section.
4. Fill out the **Post Details** with **Text** and/or **Media**.
5. Within **Post Selections**, choose the **Portfolio**, **Section**, and **Student** for the post.
6. Click the **Post** button on the top right.



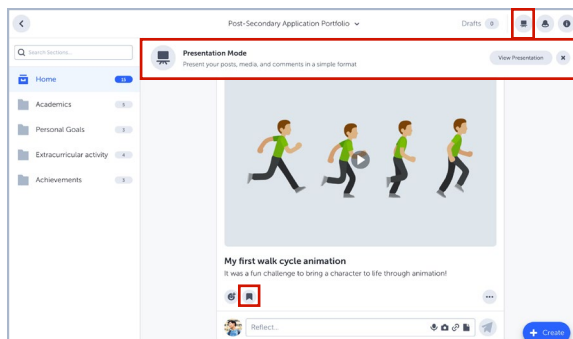
Tool Tip

Teachers can print QR codes for easy student access to their Class and Portfolios. QR Codes are generated from a Class (*Classes menu on the Home Screen > Choose a Class > People tab > Students > View All QR Codes*)



Tool Tip

Students can easily transform their Portfolio posts into a presentation directly from SpacesEDU, using the Presentation Mode feature.

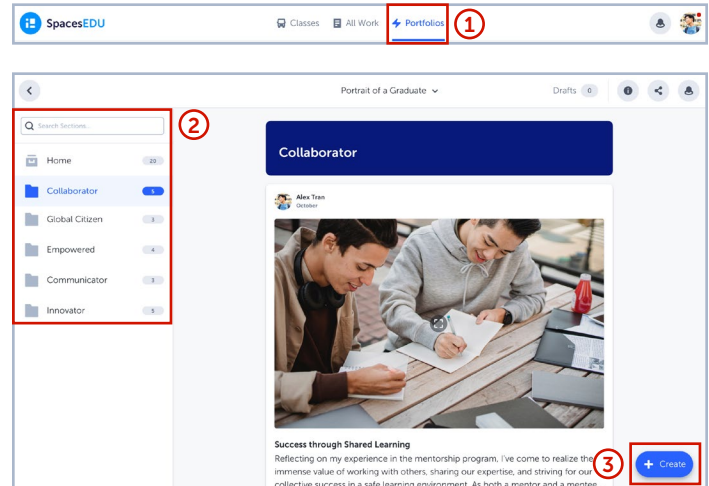


How can students add to their Portfolio?

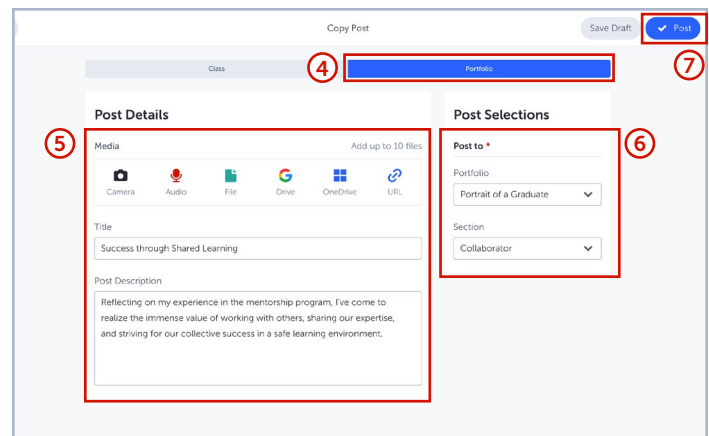
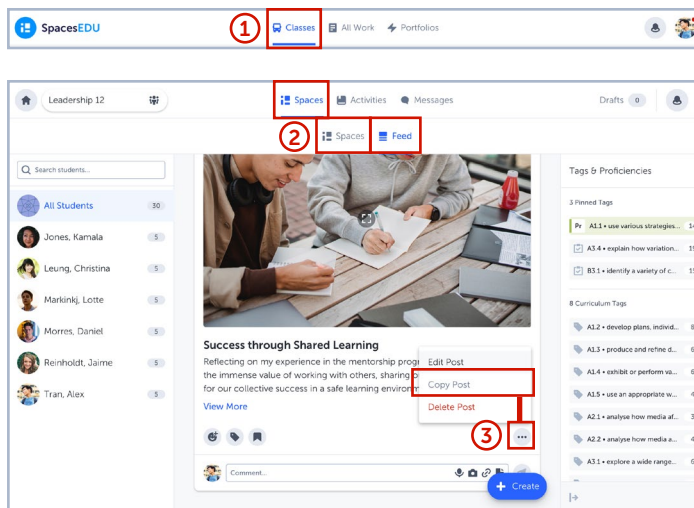
There are two ways that students can add to their Portfolios!

1. Create a Post in Portfolios

1. From their Dashboard, students should navigate to the **Portfolios** tab.
2. Navigate to different **Sections** in the Side Panel.
3. Click the **+ Create** button on the bottom right.
4. Fill out the **Post Details** with Text and/or Media.
5. Within **Post Selections**, confirm the Portfolio and Section destination for the post.
6. Click the **Post** button on the top right.



2. Copy a Post from their Class, 1:1, or Group Space

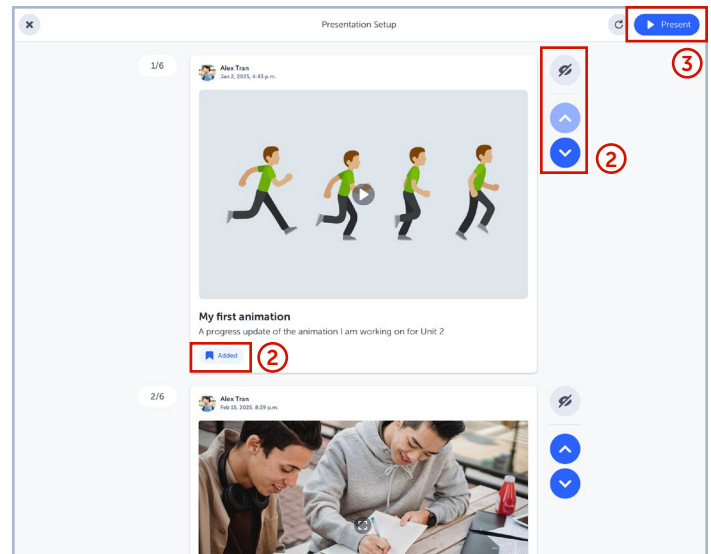
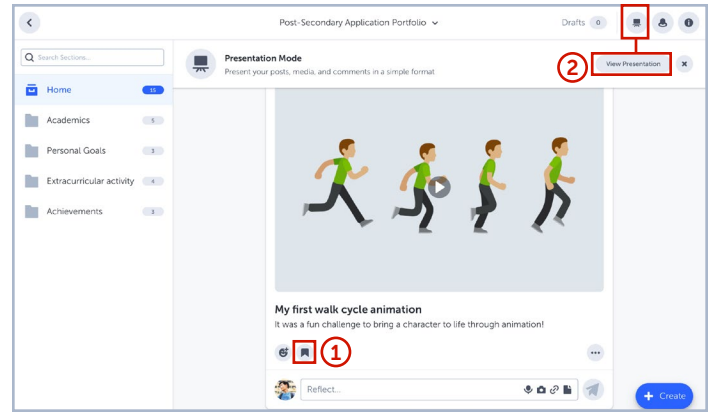


1. From their Dashboard, students should navigate to the **Classes** tab.
2. Find their **Post** in the **Feed** or from a **Space**.
3. Click the **Ellipsis** button on the **Post** and select **Copy Post**.
4. Click on the **Portfolio** tab at the top.
5. In **Post Details**, view and edit the post content.
6. Within **Post Selections**, choose which **Portfolio** and **Section** the post will be copied.
7. Click the **Post** button on the top right.

How can students present their Portfolio?

1. Bookmark and Curate their Posts

1. Click the **Bookmark** icon in the bottom left corner of a Post in a Portfolio to add it to your presentation
2. Click **Presentation Mode** icon to view the Presentation Setup and curate your Posts:
 - Rearrange the order of your Posts: Click the **up** and **down** arrows.
 - Hide a Post: Click the **Hide Post** icon to keep a Post hidden.
 - Remove a Post: Click the **Bookmark** icon to remove a Post from your presentation.



2. Launch Presentation Mode

3. From the Presentation Setup page, click the **Present** button to start your presentation
4. Access the **Controls** menu in the top-right corner to view your options:
 - **Toggle Comments:** Click the **Comment** icon to show or hide Comments on Posts.
 - **Navigate Slides:** Use the **Next** or **Previous** buttons at the bottom of the screen.
 - **Use Keyboard Shortcuts:** Click **Shortcuts** to view available navigation controls.
5. Interact with elements of the Post by clicking through media attachments in the carousel and scrolling down to view the Post description and Comments (if enabled).

