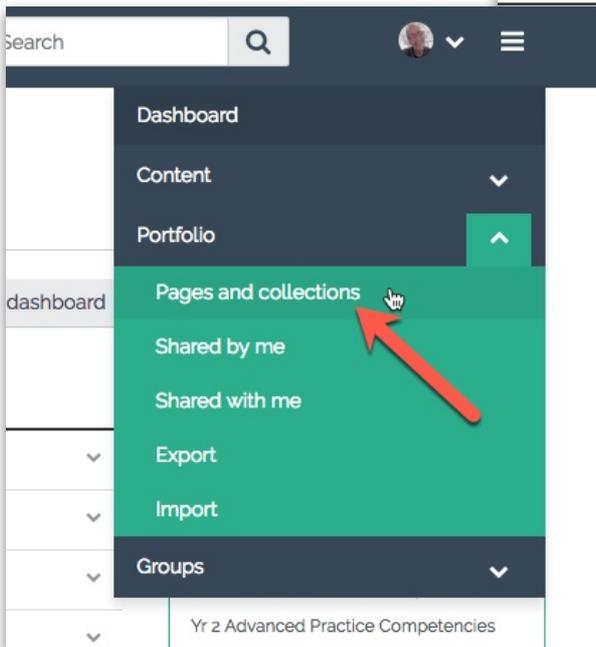
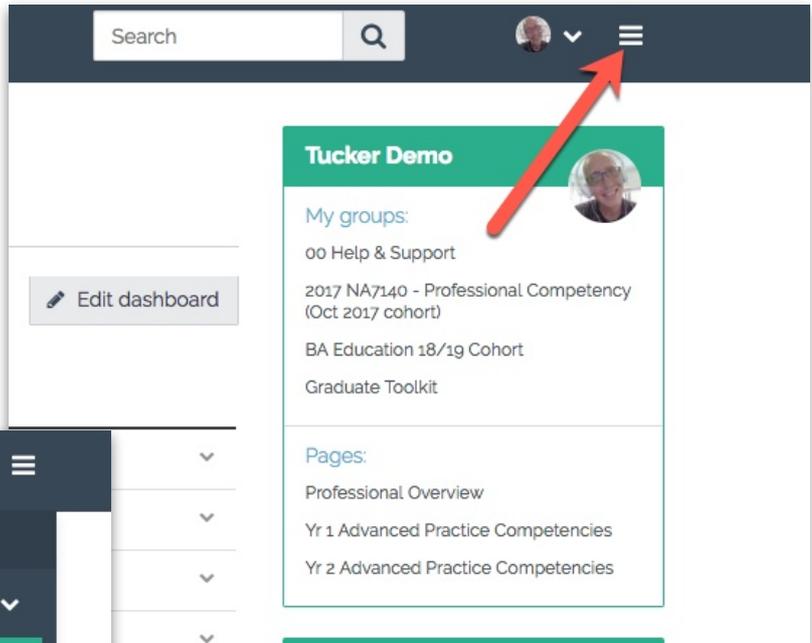




How to make a new page in StudentFolio

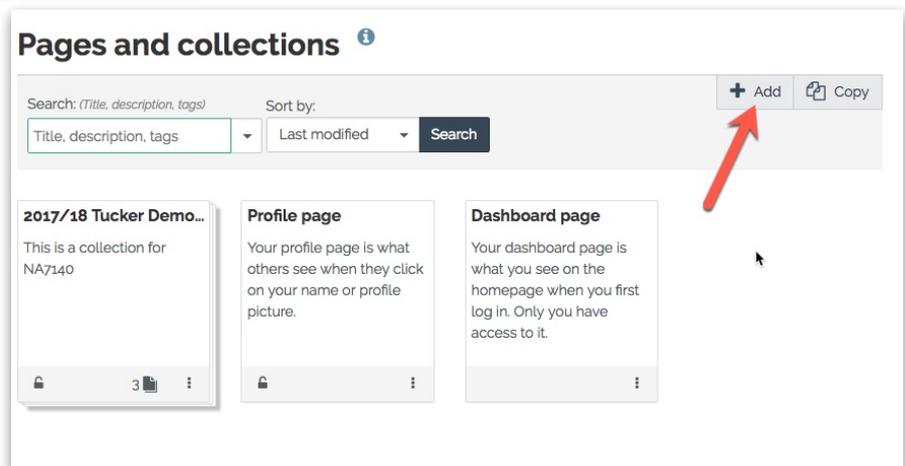
It's easy to make a new page in StudentFolio for any module task. Here's quick guide towards doing so.

Log into StudentFolio at: <https://folio.brighton.ac.uk> using your normal username and password. Go to the 'burger' menu button on the top right-hand side of the page.

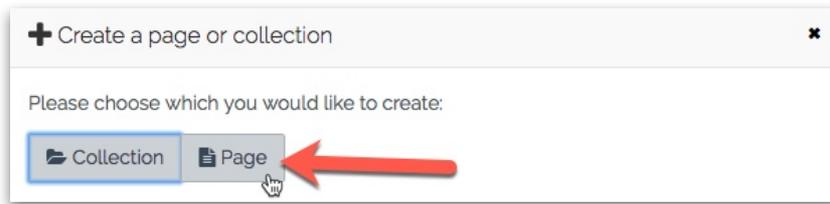


Click on Pages and Collections

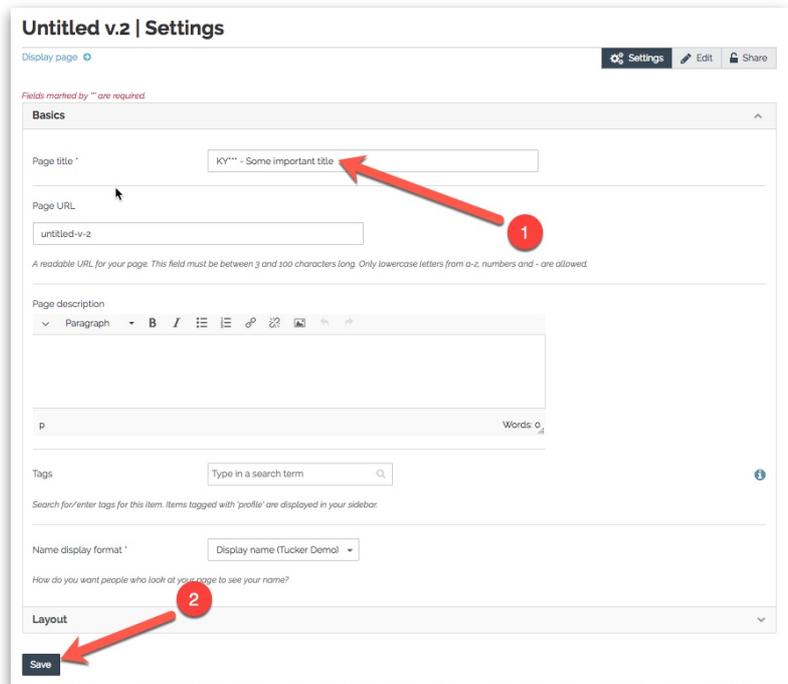
Click the add button to make a new page.



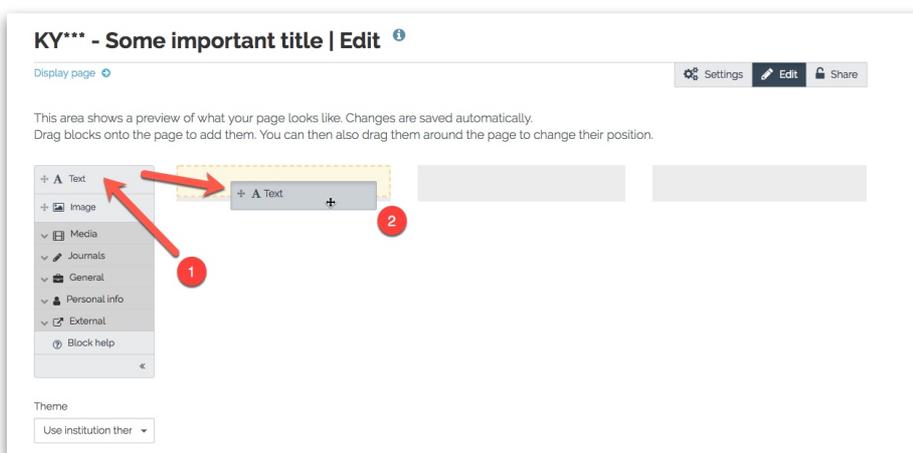
You're not making a collection (multi-page ePortfolio) you are simply making a new page, so click that button.

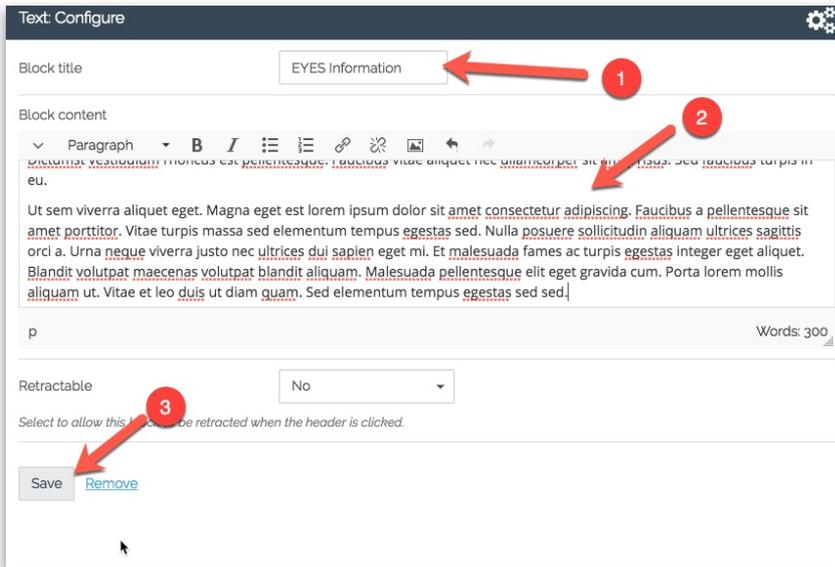


Change the title to something that makes sense for your assignment. Then click Save.



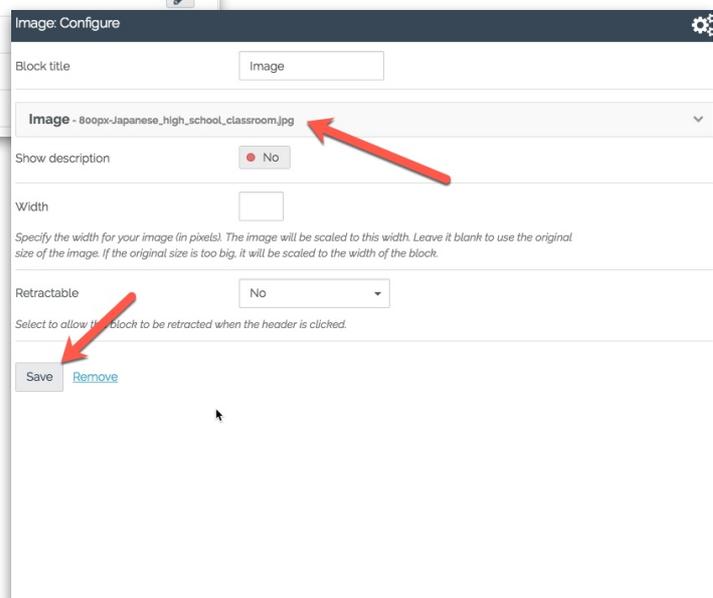
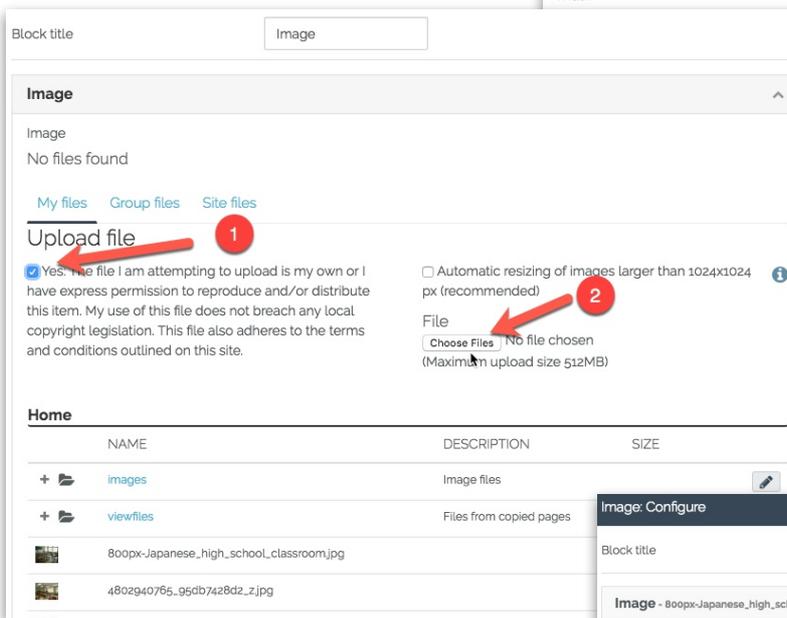
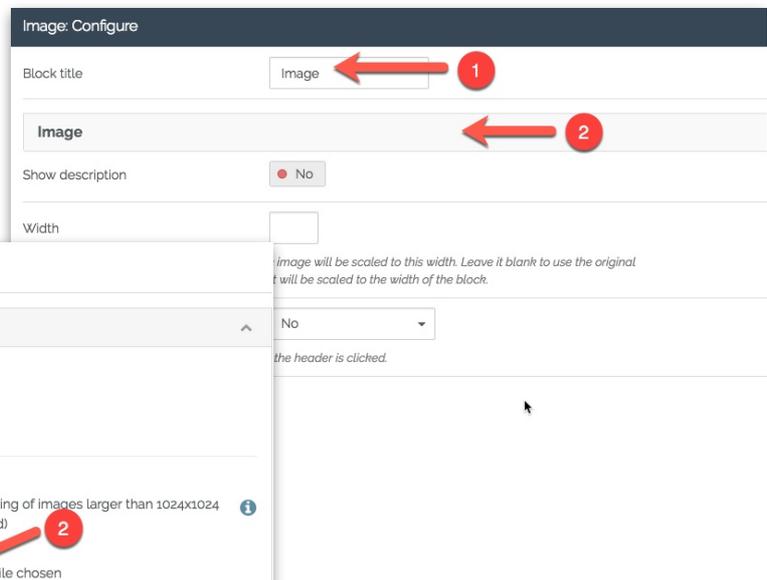
Click and drag the type of block you need for the task, perhaps a simple text-block, or image block.





- (1) Change the title of the block
- (2) Enter your text, you can cut and paste from a Word document if you'd like.
- (3) Click the save button.

If you drag an image block onto your page, you then need to (1) title the image block, and (2) click on the image-button.

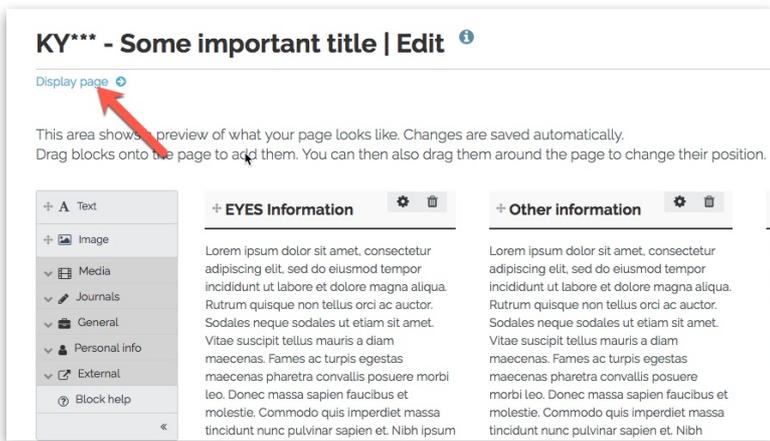
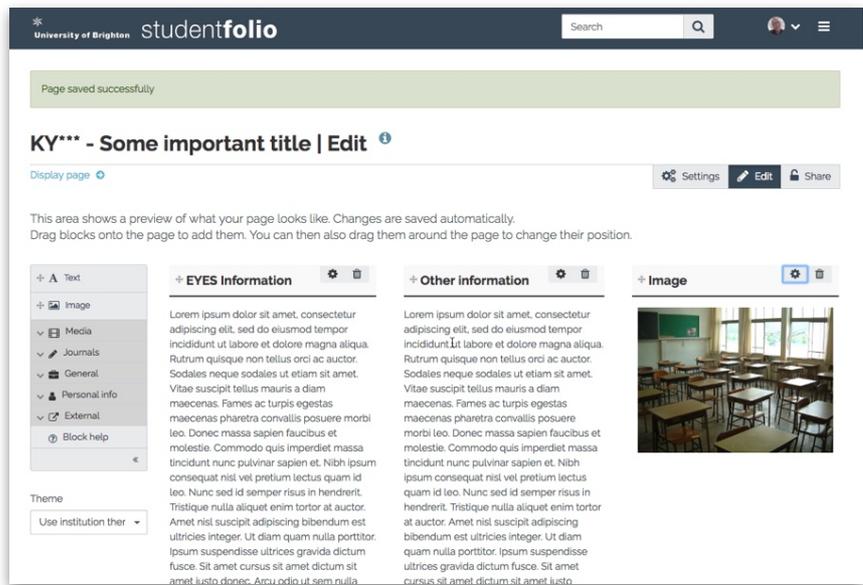


You have to tick the little box that says that you understand copyright things, and then you can browse your computer for the image.

Once you have chosen this, you can see the image name and then click Save...

Always remember to click save!

Once your page is all done, and you are ready to submit it, you have a few things to do.

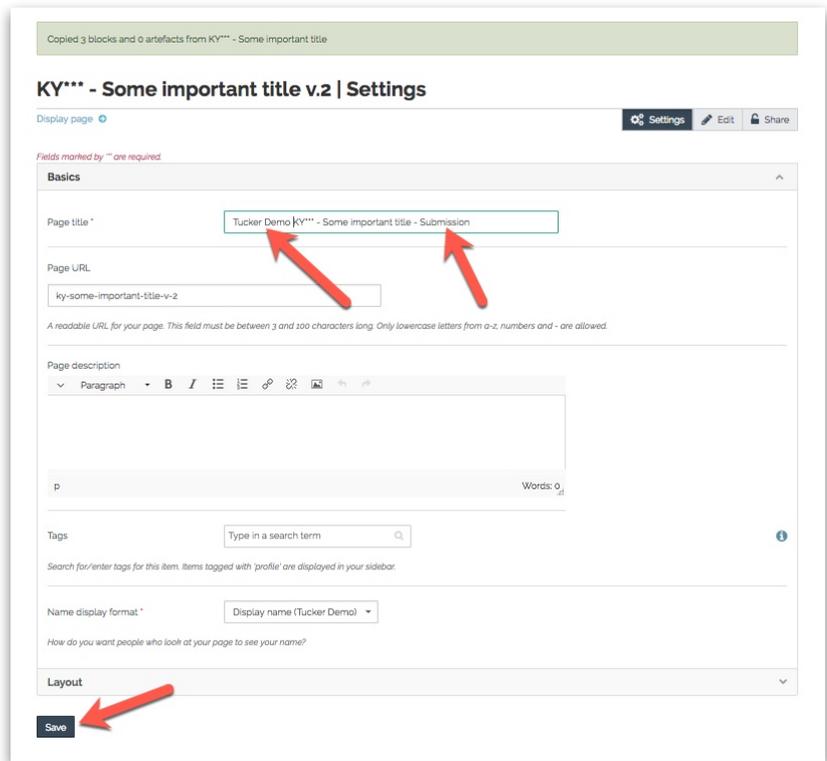


Click on the Display Page link to get out of the "Edit Mode"

Remember, for all Early Years portfolios, we want you to submit a COPY of your page. So now you must Click on Copy.



Change the name of the 'copy' to include your name and the fact that it's a submission, then click save.



At the bottom of your page (not in Edit Mode, you have to be in the "Display mode" you will find your submission area. Make sure you are submitting to the correct submission group. Then click submit.



It will ask you if you're SURE you want to submit, click yes. And you're all submitted!

