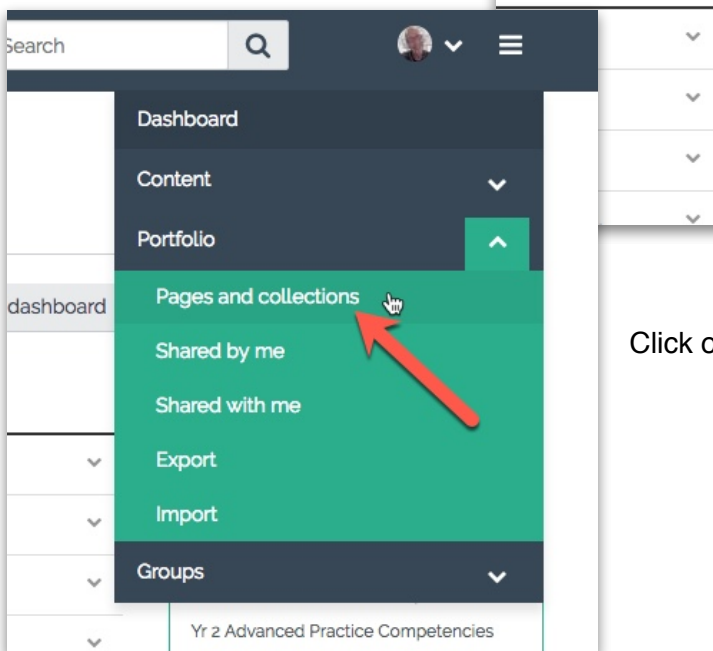
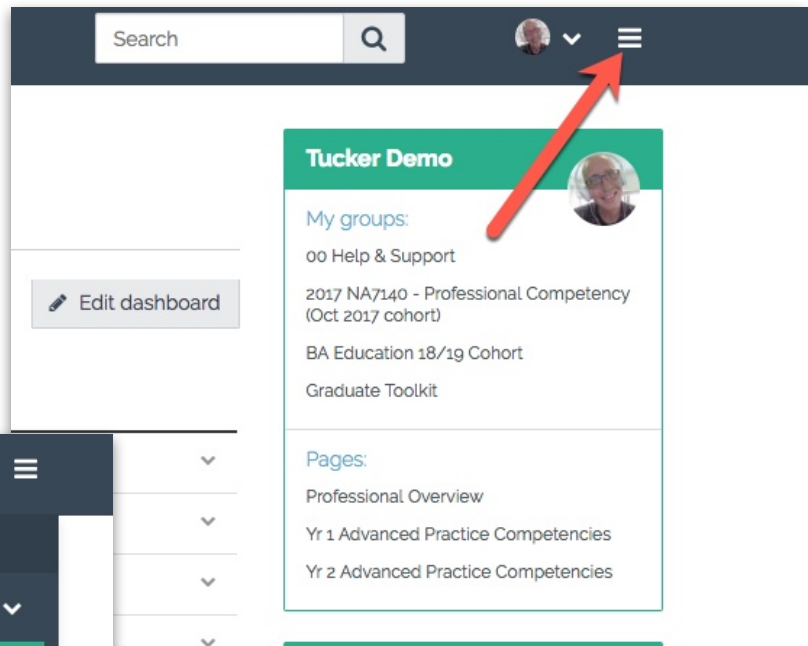




How to make a new page in StudentFolio

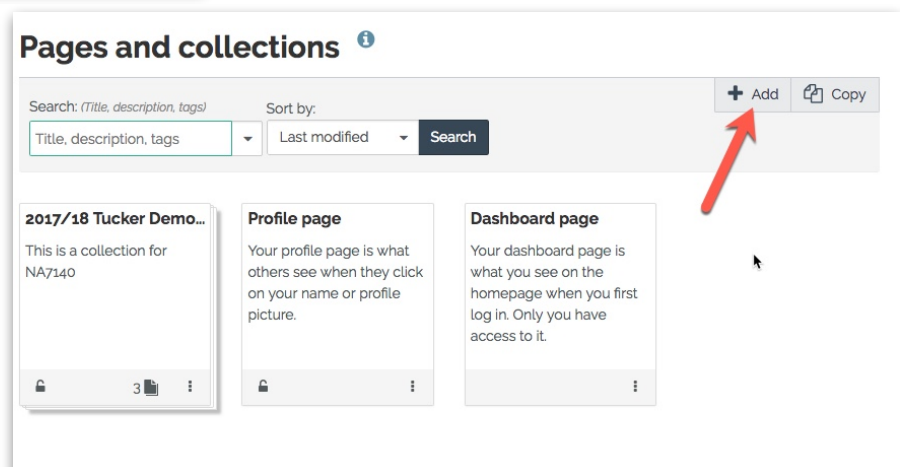
It's easy to make a new page in StudentFolio for any module task. Here's quick guide towards doing so.

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.

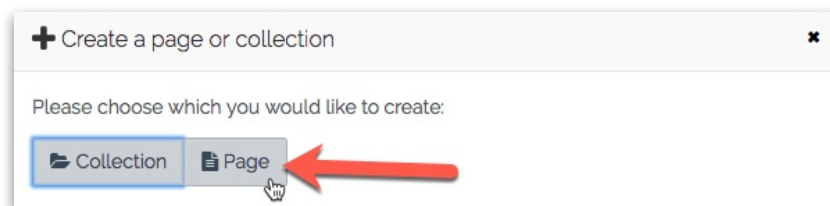


Click on Pages and Collections

Click the add button to make a new page.



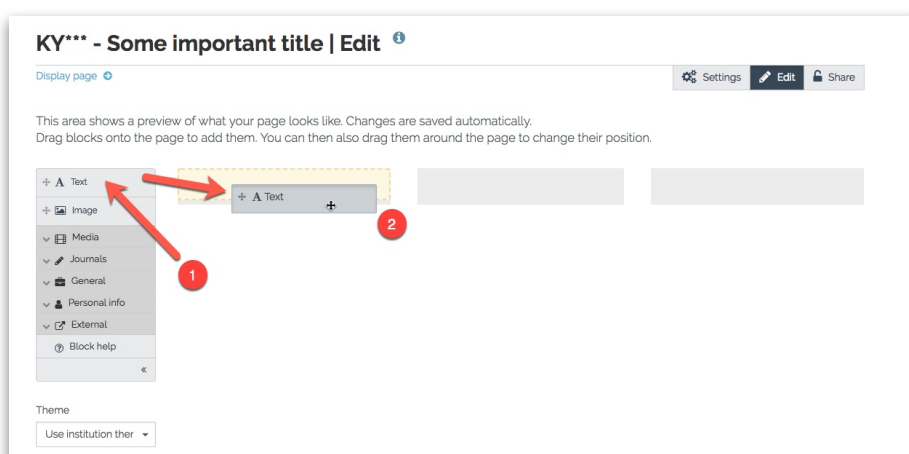
You're not making a collection (multi-page ePortfolio) you are simply making a new page, so click that button.



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

A settings page titled 'Untitled v.2 | Settings'. At the top, there are links for 'Display page', 'Settings', 'Edit', and 'Share'. Below this, a red text line says 'Fields marked by * are required'. The 'Basics' section contains several fields: 'Page title *' with the value 'KY*** - Some important title' (indicated by a red arrow and a red circle with '1'), 'Page URL' with the value 'untitled-v-2', and 'Page description' with a text area. Below these are 'Tags' and 'Name display format *' (set to 'Display name (Tucker Demo)'). At the bottom, there is a 'Layout' section and a 'Save' button (indicated by a red arrow and a red circle with '2').

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



Text: Configure

Block title: EYES Information

Block content

Paragraph

Ut sem viverra aliquet eget. Magna eget est lorem ipsum dolor sit amet consectetur adipiscing. Faucibus a pellentesque sit amet porttitor. Vitae turpis massa sed elementum tempus egestas sed. Nulla posuere sollicitudin aliquam ultrices sagittis orci a. Urna neque viverra justo nec ultrices dui sapien eget mi. Et malesuada fames ac turpis egestas integer eget aliquet. Blandit volutpat maecenas volutpat blandit aliquam. Malesuada pellentesque elit eget gravida cum. Porta lorem mollis aliquam ut. Vitae et leo dui ut diam quam. Sed elementum tempus egestas sed sed.

Words: 300

Retractable: No

Select to allow this block to be retracted when the header is clicked.

Save Remove

- (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.

Image: Configure

Block title: Image

Image

Show description: No

Width

Image will be scaled to this width. Leave it blank to use the original size of the image. If the original size is too big, it will be scaled to the width of the block.

Retractable: No

Select to allow this block to be retracted when the header is clicked.

Block title: Image

Image

No files found

My files Group files Site files

Upload file

☒ Yes, the file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any local copyright legislation. This file also adheres to the terms and conditions outlined on this site.

☐ Automatic resizing of images larger than 1024x1024 px (recommended)

File: Choose Files No file chosen (Maximum upload size 512MB)

Home

NAME	DESCRIPTION	SIZE
+ images	Image files	
+ viewfiles	Files from copied pages	
800px-Japanese_high_school_classroom.jpg		
4802940765_95db7428d2_z.jpg		

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!

Image: Configure

Block title: Image

Image - 800px-Japanese_high_school_classroom.jpg

Show description: No

Width

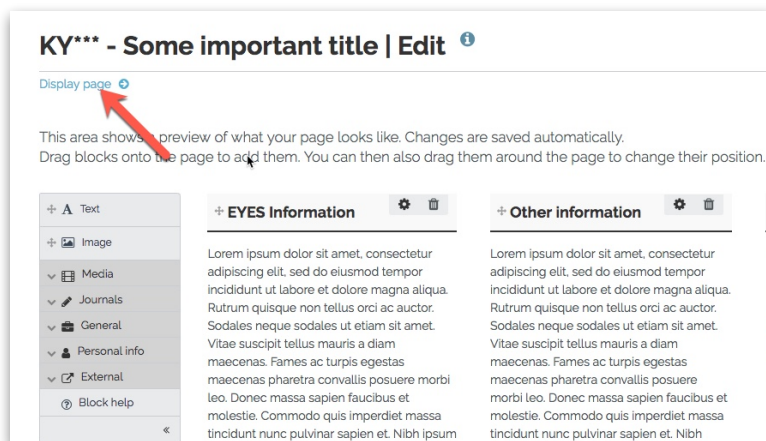
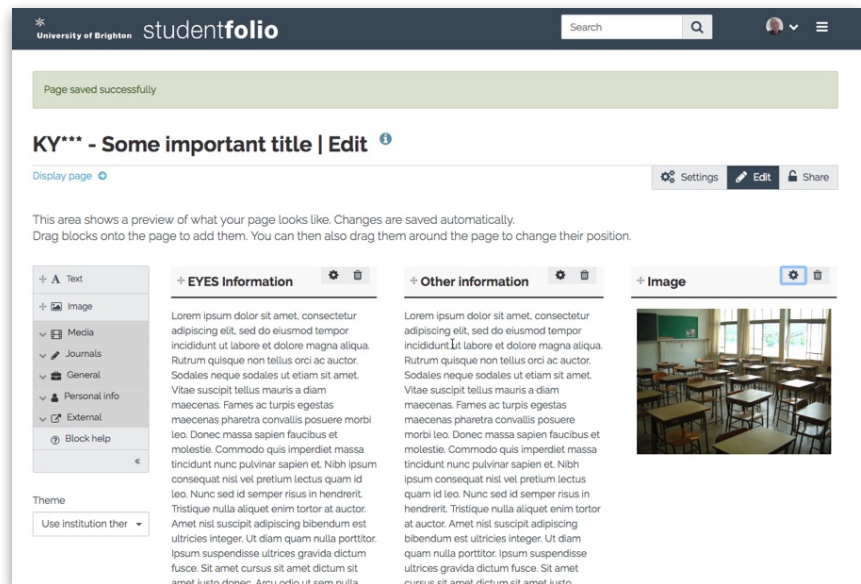
Specify the width for your image (in pixels). The image will be scaled to this width. Leave it blank to use the original size of the image. If the original size is too big, it will be scaled to the width of the block.

Retractable: No

Select to allow this block to be retracted when the header is clicked.

Save Remove

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.

Copied 3 blocks and 0 artefacts from KY*** - Some important title

KY*** - Some important title v.2 | Settings

Display page

Settings Edit Share

Fields marked by * are required

Basics

Page title *

Tucker Demo KY*** - Some important title - Submission

Page URL

ky-some-important-title-v-2

A readable URL for your page. This field must be between 3 and 100 characters long. Only lowercase letters from a-z, numbers and - are allowed.

Page description

▼

Paragraph

Words 0

Tags

Type in a search term

Search for /enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Name display format *

Display name (Tucker Demo) ▼

How do you want people who look at your page to see your name?

Layout

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.

Blandit volutpat maecenas volutpat blandit aliquam.
Malesuada pellentesque elit eget gravida cum. Porta
lorem mollis aliquam ut. Vitae et leo duis ut diam quam.
Sed elementum tempus egestas sed sed.

Blandit volutpat maecenas volutpat blandit aliquam.
Malesuada pellentesque elit eget gravida cum. Porta
lorem mollis aliquam ut. Vitae et leo duis ut diam quam.
Sed elementum tempus egestas sed sed.

Submit this page for assessment to ECEC 2016-1g Submissions Submit

Comments

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

Submit 'Tucker Demo KY*** - Some important title - Submission' to 'ECEC 2016-19 Submissions' for assessment

If you submit 'Tucker Demo KY*** - Some important title - Submission' to ECEC 2016-19 Submissions for assessment, you will not be able to edit its contents until your tutor has finished marking it. Are you sure you want to submit now?

[No](#)