

# HKU e-Portfolio User Guide (web) - students

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## A. Access HKU e-Portfolio

1. Go to HKU e-Portfolio login page at <https://eportfolio.hku.hk/>

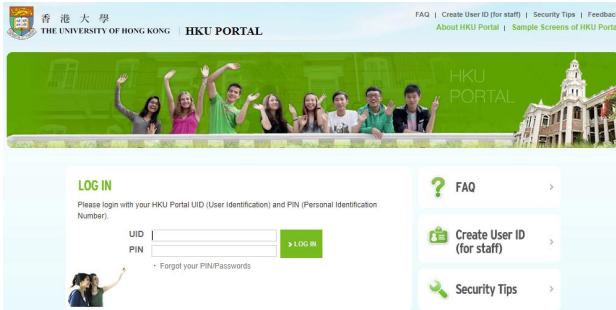


HKU e-Portfolio

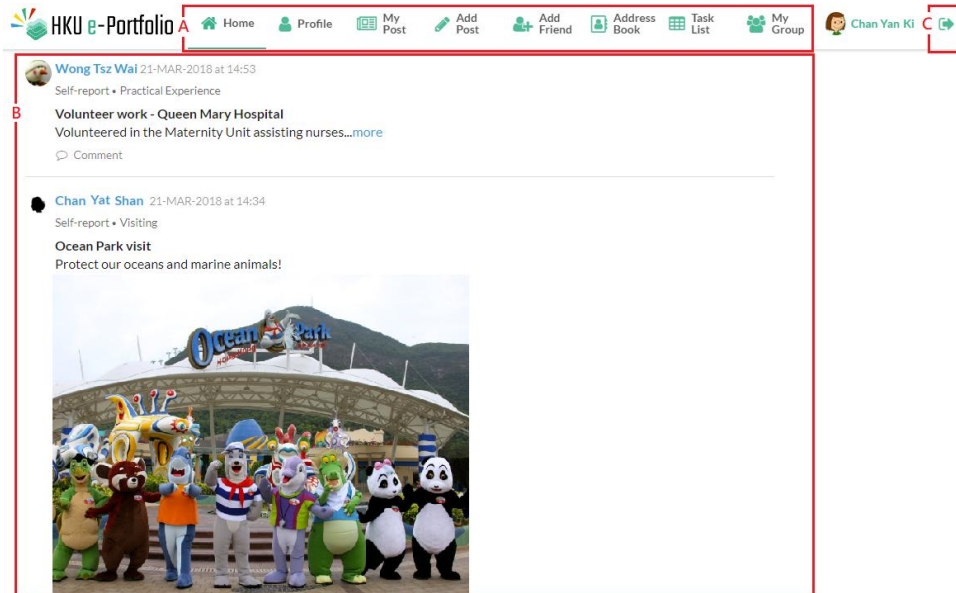
Login with HKU Portal account

Other users

2. Login HKU e-Portfolio system by using your own UID and PIN



- 3. A. Toolbar icons - access different functions.
- B. Post content area – view friends' posts.
- C. Logout icon - logout the system.




## B. View and Edit My Profile

1. Click "Profile" icon.



2. You can view your profile on "My Profile" page. To edit your profile, click "Edit My Profile" button.

My Profile      My Posts



Ryan Chan	
Email	ryanchan@test.hku.hk
Faculty	Faculty of Engineering
Major	ECOM-ICOM
Year	2
Skill	Driving
Hobby	Swimming

Edit My Profile

3. You can add additional information on your profile page by clicking "+" button. After updating the page, click "Save".

### Edit My Profile

Additional Information

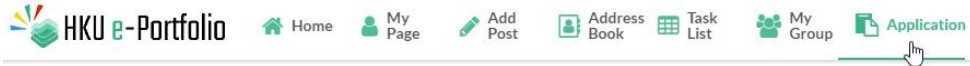
<input type="text" value="-"/>	Title 1 <input type="text" value="Skill"/>	Summary 1 <input type="text" value="Driving"/>
<input type="text" value="-"/>	Title 2 <input type="text" value="Hobby"/>	Summary 2 <input type="text" value="Swimming"/>
<input type="text" value="-"/>	Title 3 <input type="text" value="title 3"/>	Summary 3 <input type="text" value="summary 3"/>

Cancel

### C. Apply for Out-of-classroom Learning Experiences – Credit Award Scheme

To learn more about the Out-of-classroom Learning Experiences – Credit Award Scheme, please visit <https://tl.hku.hk/out-of-class-credits/>

1. Click “Application” icon.



2. Click “Create New Application” button.

#### My Applications



3. Fill in the application for preliminary approval. After completed the application form, click “Submit” button at the end of the page.
4. A confirmation page will be shown if the application successfully submitted to the system.


#### Application Form for Credit for Out-of-classroom Learning Experience

The application is submitted successfully.

[Back to My Applications](#)



5. You need to wait for Horizons Office to approve your application. You can check the application status under “Application” tab.

#### My Applications

Application Form for Credit for Out-of-classroom Learning Experience		Create New Application
Title	Last Updated Date	Status/Action
Study at University of Salzburg	19-JUL-2019 at 10:08	Pending for pre-approval 

6. After your application pre-approved, you can see “Pre-approved” status under “Application” tab and start to add posts to the activity.

#### My Applications

Application Form for Credit for Out-of-classroom Learning Experience		Create New Application
Title	Last Updated Date	Status/Action
Study at University of Salzburg	24-JUL-2019 at 17:32	Pre-approved  

- To add posts to the activity, please go to "Task List" tab. Click "Add Post". Please refer to "[Add a Post](#)" section.

### My Task List

Horizons Office

▼ Out-of-classroom Learning Experience

Study at University of Salzburg	<a href="#">View</a>	<a href="#">Add Post</a>	<a href="#">Request for Overall Assessment</a>
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- After the activity ready for formal approval, click "Request for Final Approval" button under "Application" tab.

### My Applications

Application Form for Credit for Out-of-classroom Learning Experience [Create New Application](#)

Title	Last Updated Date	Status/Action
Study at University of Salzburg	24-JUL-2019 at 17:32	<a href="#">Request for Formal Approval</a>

- Fill in the application form and you will see the application status under "Application" tab after submitted the form.

### My Applications

Application Form for Credit for Out-of-classroom Learning Experience [Create New Application](#)

Application Form for Formal Approval for Credit for Out-of-classroom Learning Experience

Title	Last Updated Date	Status/Action
Study at University of Salzburg	01-AUG-2019 at 09:52	Pending for formal approval

- After the application approved, you will see the approved status under "Application" tab.

### My Applications

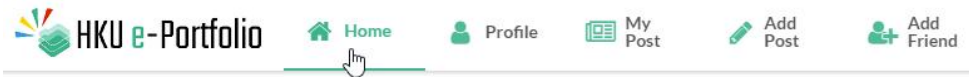
Application Form for Credit for Out-of-classroom Learning Experience [Create New Application](#)

Application Form for Formal Approval for Credit for Out-of-classroom Learning Experience

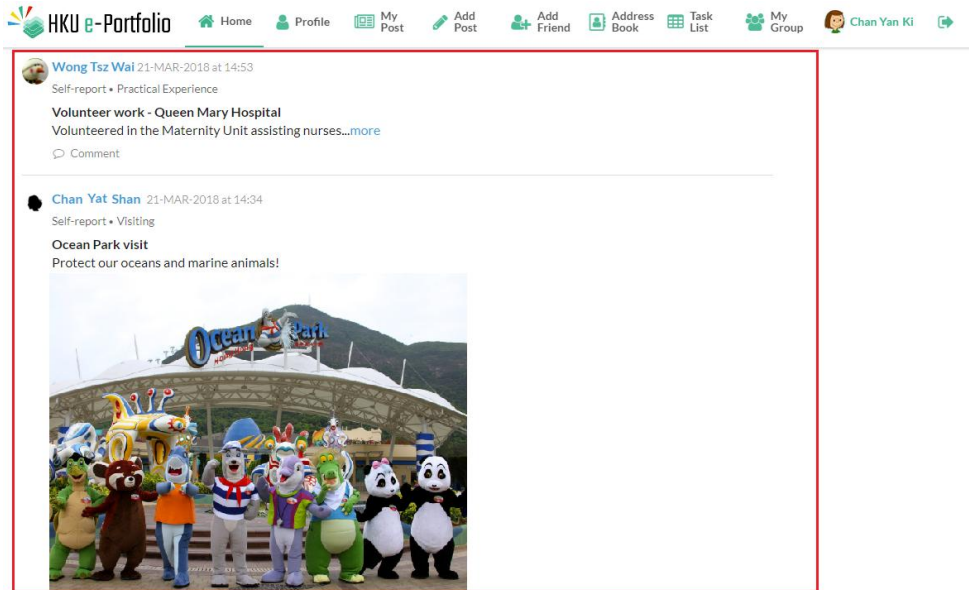
Title	Last Updated Date	Status/Action
Study at University of Salzburg	01-AUG-2019 at 11:24	Approved

## D. I) View Posts

1. Click "Home" icon.



2. You can view all posts, including your group posts and friend posts.

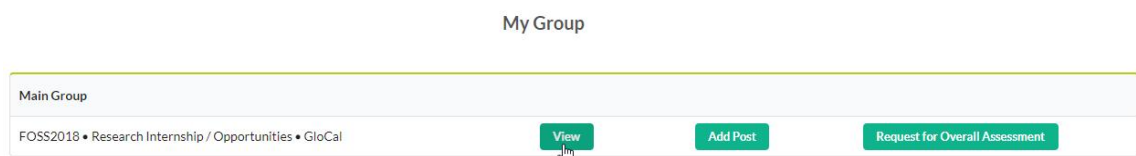


## II) View Group Posts

1. Click "My Group" icon.

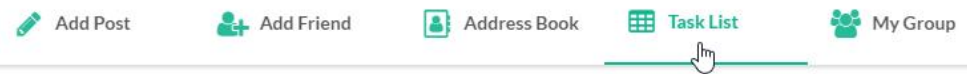


2. All groups under your account will be shown on the page. Click "View" button to view the group posts.



## E. 1) View/Complete Turnitin Assessment

1. Click "Task List" icon to view the task(s) assigned by teachers.

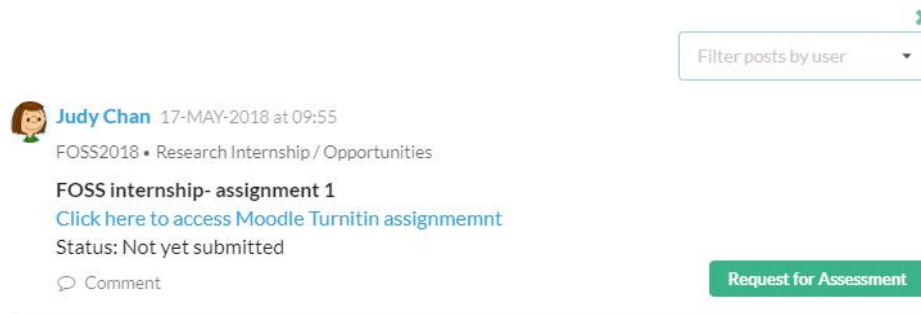


2. Click "View" button to view the task details.


### My Task List

FOSS2018			
▼ Research Internship / Opportunities			
GloCal-Vietnam (Vietnam Group)	<a href="#">View</a>	<a href="#">Add Post</a>	<a href="#">Request for Overall Assessment</a>
GloCal (Main Group)	<a href="#">View</a>	<a href="#">Add Post</a>	<a href="#">Request for Overall Assessment</a>
FOSS internship- assignment 1	<a href="#">View</a>	<a href="#">Add Post</a>	<a href="#">Request for Overall Assessment</a>

3. If it is a Turnitin assignment, you will receive a link. Please click the link to access Moodle Turnitin assignment.



Filter posts by user

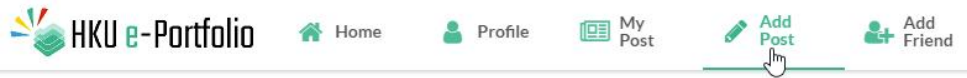
 **Judy Chan** 17-MAY-2018 at 09:55  
FOSS2018 • Research Internship / Opportunities

**FOSS internship- assignment 1**  
[Click here to access Moodle Turnitin assignment](#)  
Status: Not yet submitted

[Request for Assessment](#)

## II) Add a Post

1. Click "Add a Post" icon.



2. To create a new activity,  
Select "Category" under "Activity Information" section from the following options:
  - Exchange
  - Visiting
  - Short-term Study/ Study trips
  - Practical Experience
  - Service Experience
  - Research internship/ opportunities
  - International Events

Enter the activity name in the box provided.

**Add a new post**

---

**Activity Information**

Choose from existing activity / Create new self-report activity

Create new self-report activity ▾

Source Category

Self-report

Category ▾

Activity

Activity

3. Under "Activity Information" section,  
Enter the post content in the box provided.  
You can upload photos and PDFs files in the post (Optional).  
You can set access permission on the post by selecting one of the following:
  - Public
  - Friends Only
  - Only me

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**Post Information**

Post content

Post content

Photos/PDFs

Choose Files No file chosen

Who can see this post?

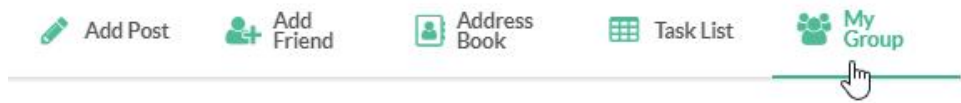
Only Me ▾

4. Click "Create a new post" button to submit the post.

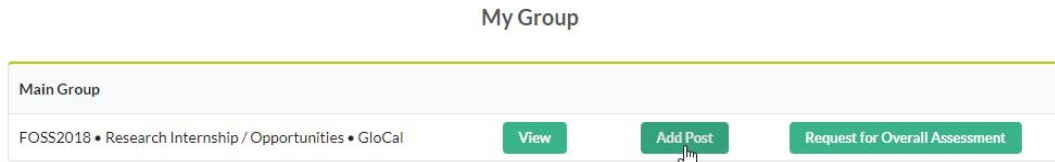


### III) Add a Group Post

1. Click "My Group" icon.



2. All groups under your account will be shown on the page. Click "Add Post" button to add a group post.



3. "Activity information" has been pre-entered for you. You can add the new post under "Post Information" and click "Create a new post" button to submit the post.

#### Add a new post

**Activity Information**

Choose from existing activity / Create new self-report activity

FOSS2018 > Research Internship / Opportunities > GloCal (Main Group) ▾

Source: FOSS2018      Category: Research Internship / Opportunities

Activity: GloCal

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**Post Information**

**Post content**

Post content

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**Photos/PDFs**

No file chosen

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**Who can see this post?**


Group Members Only ▾

## F. Leave Comment on a Post

1. Click "Comment" under the post.


HKU e-Portfolio Home Profile My Post Add Post Add Friend Address Book

**Chan Yat Shan** 21-MAR-2018 at 14:34  
Self-report • Visiting  
**Ocean Park visit**  
Protect our oceans and marine animals!



Comment

2. Enter your comment and click "Add comment" button to save the comment.



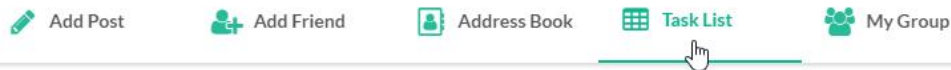
**Chan Wai Shan** 21-MAR-2018 at 14:34  
Self-report • Visiting  
**Ocean Park visit**  
Protect our oceans and marine animals!

Your comment

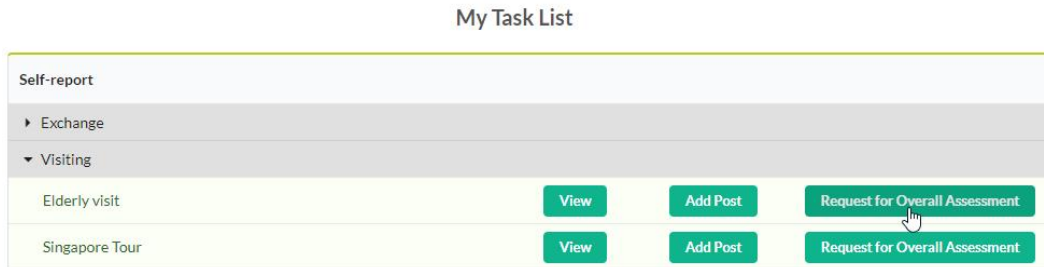
Add Comment

## G. Request for Activity Assessment

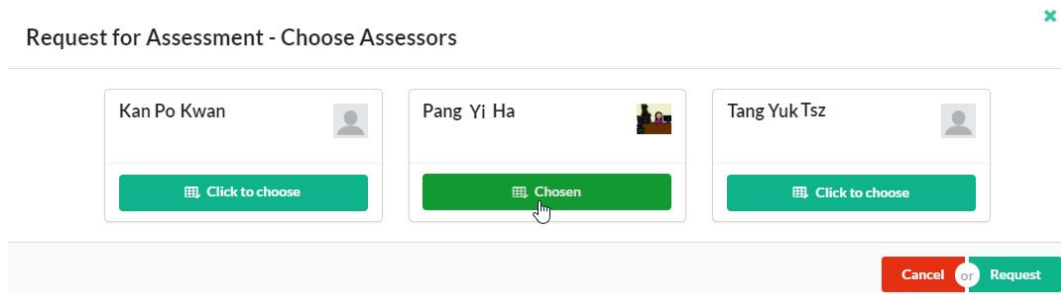
1. Click "Task List" icon.



2. After you finished the activity and would like to send assessment request to teacher(s), click "Request for Overall Assessment" button.



3. Select the assessor(s) on the pop up window and click "Request" button to send assessment request to the assessor(s).

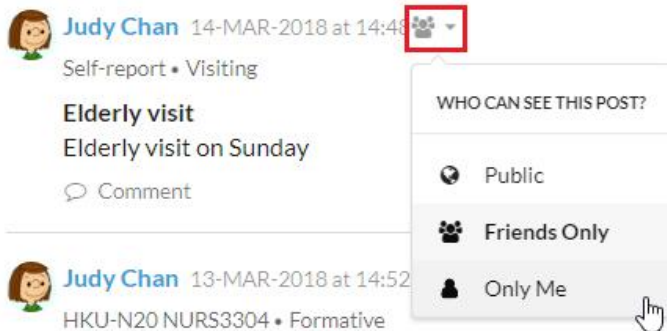


## H. Change permission of a post

1. You can restrict access on each post. To change the permission of a post, click the permission icon on the top right hand corner of the post.

You can set access permission on the post by selecting one of the following:

- Public
- Friends Only
- Only me



## I. Add a Friend/Remove a Friend

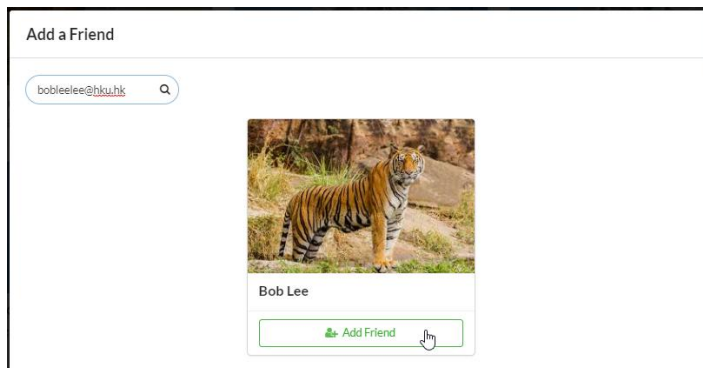
1. Click "Add Friend" icon.



2. Enter the friend's email in the box provided. Please note that only full HKU email address is accepted.



3. Click "Add Friend" button.



4. To remove a friend from your friend list, click "Address Book" icon.



5. Click the menu icon at the bottom right hand corner of the user's info, and click "Unfriend".

