

HKU e-Portfolio User Guide (web) - Teachers

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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

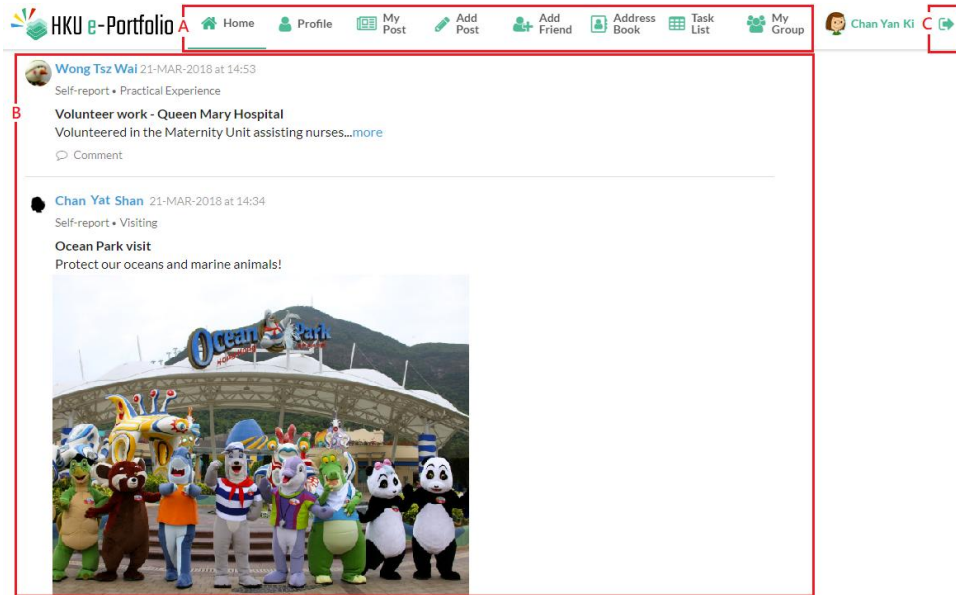
Login with HKU Portal account

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

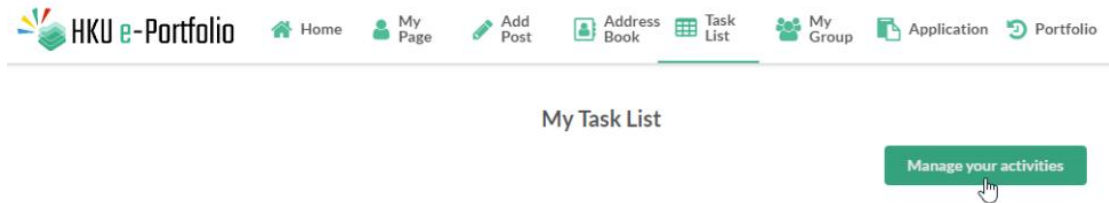
Additional Information

<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"/>

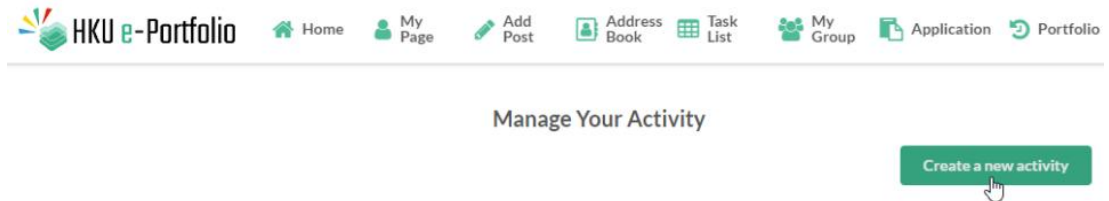
Cancel

C. Create Groups and Activities

1. Under "Task List" tab, click "Manage your activity" button.



2. Click "Create a new activity".



3. Please download the excel template file. Please note that there are 4 sheets in the excel file. After filling the excel file, upload it under "Upload an Excel file to create a new activity" session.

Download and fill-in the Excel template file below for creating a new activity, then upload it.

[Template for individual activity](#)

[Template for group activity](#)

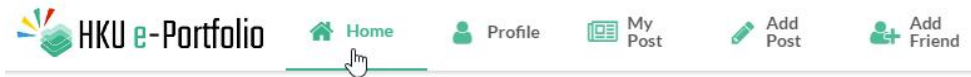
Upload an Excel file to create a new activity

Cancel or Submit

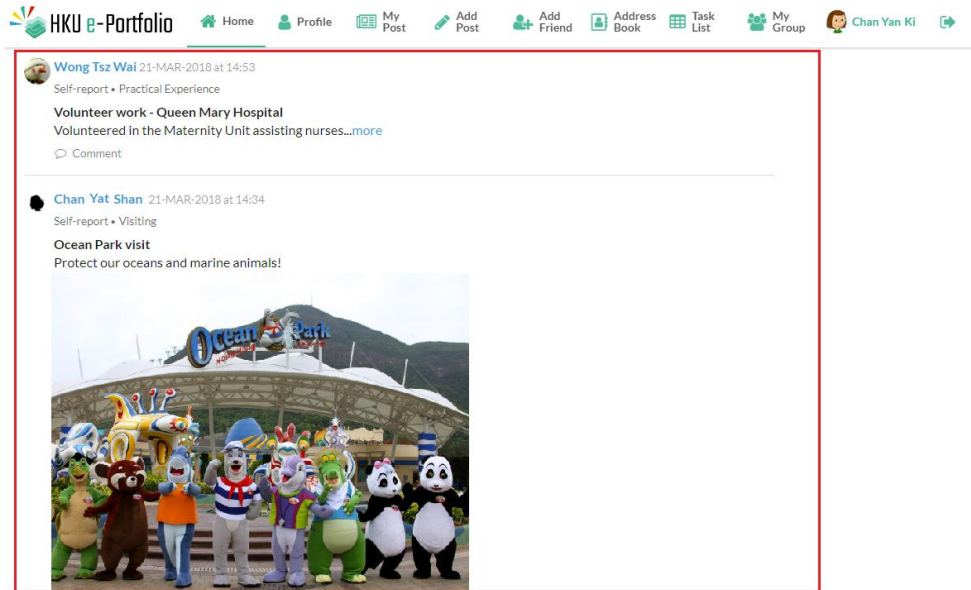
4. After the activity successfully created, the activity will show under "Task List" tab.

D. I) View Posts

1. Click "Home" icon.



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

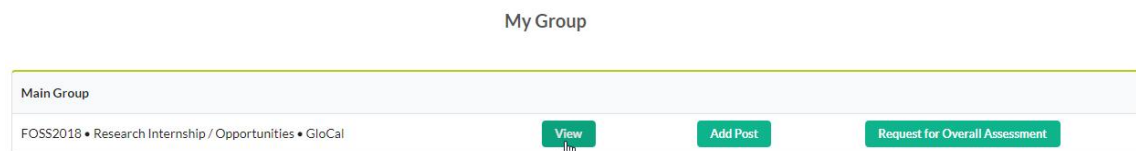


II) View Group Posts

1. Click "My Group" icon.

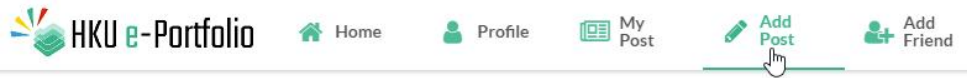


2. All groups under your account will be shown on the page. Click "View" button to view the group posts.



E. I) 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:
 - Friends Only
 - Only me

Post Information

Post content

Post content

Photos/PDFs

Choose Files No file chosen

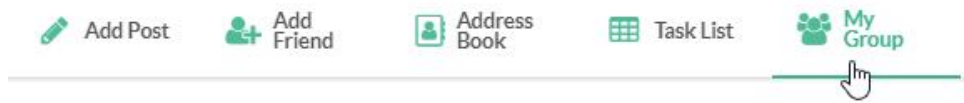
Who can see this post?

Only Me

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

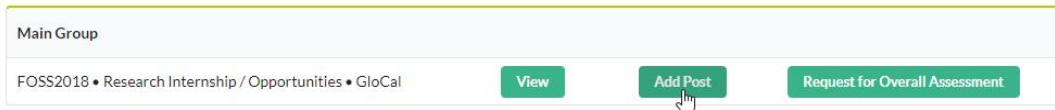
II) Add a Group Post

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.

My Group



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

Post Information

Post content

Post content

Photos/PDFs

Choose Files No file chosen

Who can see this post?

Group Members Only ▾


Create a new post

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.



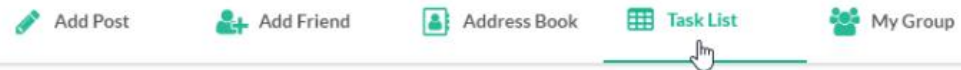
Chan Wai Shan 21-MAR-2018 at 14:34
Self-report • Visiting
Ocean Park visit
Protect our oceans and marine animals!

Your comment

Add Comment

G. Complete assessment

1. Click "Task List" icon.



2. A number indicator will be shown if there is assessment request from student.

My Task List



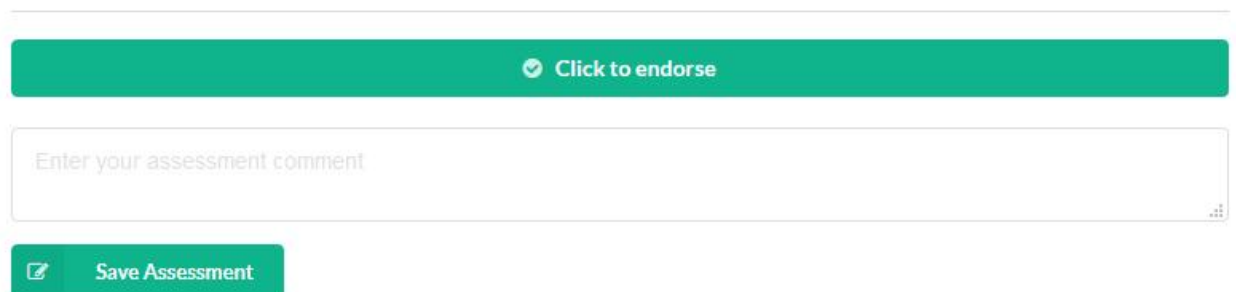
3. Click "Assess" button next to student's name to enter the assessment page.

My Task List



4. Complete the assessment by clicking "endorse" button (optional) and leaving assessment comment (optional).

Overall Assessment

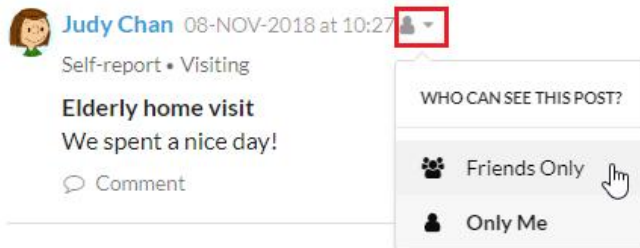
A screenshot of the 'Overall Assessment' form. It features a green button with a checkmark and the text 'Click to endorse'. Below it is a text input field with the placeholder text 'Enter your assessment comment'. At the bottom is a green button with a checkmark and the text 'Save Assessment'.

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:

- Friends Only
- Only me



I. Add a Friend/Remove a Friend

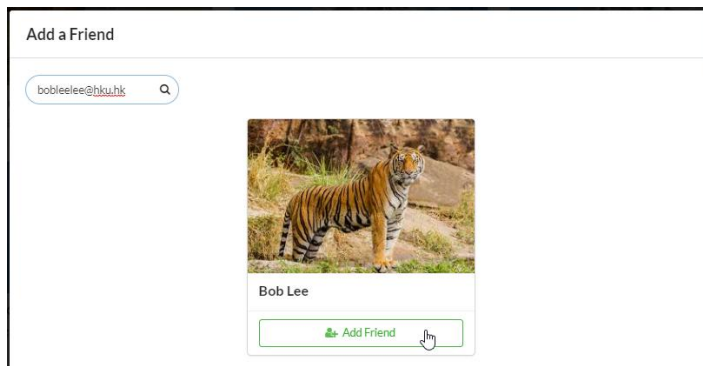
1. Click "Add Friend" icon.



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



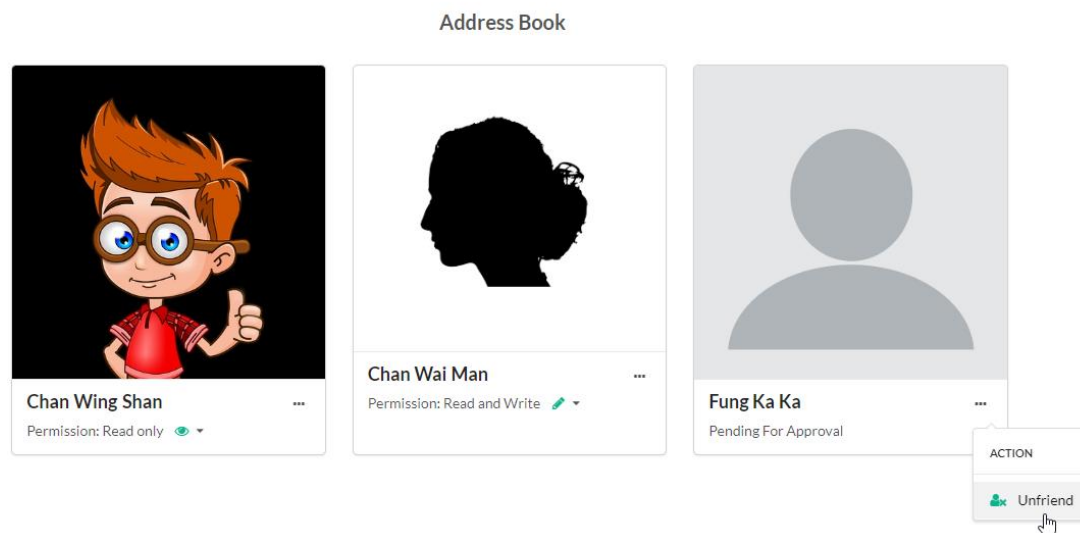
3. Click "Add Friend" button.



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

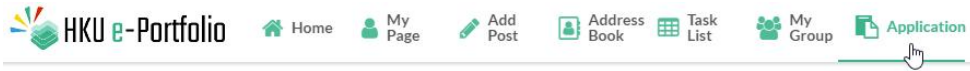


5. Click the menu icon at the bottom right hand corner of the user's info, and click "Unfriend".



J. Handling Out-of-classroom Learning Experiences – Credit Award Scheme application (For Horizons Office Only)

1. Click “Application” icon.



2. For the pending for pre-approval application, you can choose to
 - a. Download the application(s) and endorse multiple applications by selecting clicking the buttons “Download selected forms” and “Endorse selected forms” on the top right hand corner.
 - b. View and endorse individual application by clicking the button “View/Endorse Form”.

View / Endorse Applications

The screenshot shows the 'View / Endorse Applications' interface. At the top, it says 'Application Form for Credit for Out-of-classroom Learning Experience'. Below this, there is a dropdown menu set to 'Pending for pre-approval'. To the right of the dropdown are two buttons: 'Download selected forms' and 'Endorse selected forms'. Below the dropdown is a table with the following columns: Name, Title, Last Updated Date, and a 'View / Endorse Form' button. The table contains one entry: Demo Student 10, Study at University of Salzburg, 19-JUL-2019 at 10:08.

Name	Title	Last Updated Date	
<input type="checkbox"/> Demo Student 10	Study at University of Salzburg	19-JUL-2019 at 10:08	View / Endorse Form

3. After clicking “View/Endorse Form” button, you will see the submitted form. You can endorse/reject the application, you can also leave remarks to students for further amendment.

The screenshot shows the 'For Office Use' form. It has a header with a briefcase icon and the text 'For Office Use'. Below the header is a section titled 'Remark for feedback for amendment or reject' with a large text input area. At the bottom of the form are three buttons: 'Endorse', 'Feedback for amendment', and 'Reject'.

4. After you endorsed the “Pre-approved” application, the student can start to create posts for the activity on ePortfolio. You can view the post by clicking “View Post” under “Application” tab.

View / Endorse Applications

The screenshot shows the 'View / Endorse Applications' interface. At the top, it says 'Application Form for Credit for Out-of-classroom Learning Experience'. Below this, there is a dropdown menu set to 'Pre-approved'. Below the dropdown is a table with the following columns: Name, Title, Pre-Approval Date, and two buttons: 'View Form' and 'View Post'. The table contains one entry: Demo Student 10, Study at University of Salzburg, 24-JUL-2019 at 17:32.

Name	Title	Pre-Approval Date		
Demo Student 10	Study at University of Salzburg	24-JUL-2019 at 17:32	View Form	View Post

- After student submitted their formal approval application, you will see the section "Pending for formal approval" under "Application" tab.

For the pending for formal approval application, you can choose to

- Download the application(s) and endorse multiple applications by selecting clicking the buttons "Download selected forms" and "Endorse selected forms" on the top right hand corner.
- View and endorse individual application by clicking the button "View/Endorse Form".

View / Endorse Applications

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

▼ Pending for formal approval Download selected forms Endorse selected forms

Name	Title	Last Updated Date	
<input type="checkbox"/> Demo Student 10	Study at University of Salzburg	01-AUG-2019 at 09:52	View / Endorse Form View Post

- After clicking "View/Endorse Form" button, you will see the submitted form. You can endorse/reject the application, you can also leave remarks to students for further amendment.

For Office Use

Remark for feedback for amendment or reject

Endorse
Feedback for amendment
Reject

- After you endorsed the "Formal approved" application, you can view the application history/status under "Application" tab.

View / Endorse Applications

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

▼ Approved

Name	Title	Approval Date	
Demo Student 10	Study at University of Salzburg	01-AUG-2019 at 11:24	View Form View Post