

ePortfolio

ePortfolio is available for HDR candidates.

Create a CV (or many CVs)

You can create an attractive CV with headings and heading levels easily online without having to format it in word. Once created, you can generate a URL.

Once you have your full CV, you can duplicate it and create customised versions for different purposes. For example, you could create a CV more suited to industry employment and another for academic employment. If you are presenting at a conference, you can create a CV that consists of a very brief summary and photo to share with conference organisers.

Create a landing page

Create a landing page for any other purpose. For example if you want to direct survey participants to a page that includes more background about the research and the survey link, this is quick and easy with ePortfolio.

Create a master CV

Step 1 – Login and navigate to the work area

Go to <https://learn.uq.edu.au/>

Login with your student credentials. Don't use your staff credentials.

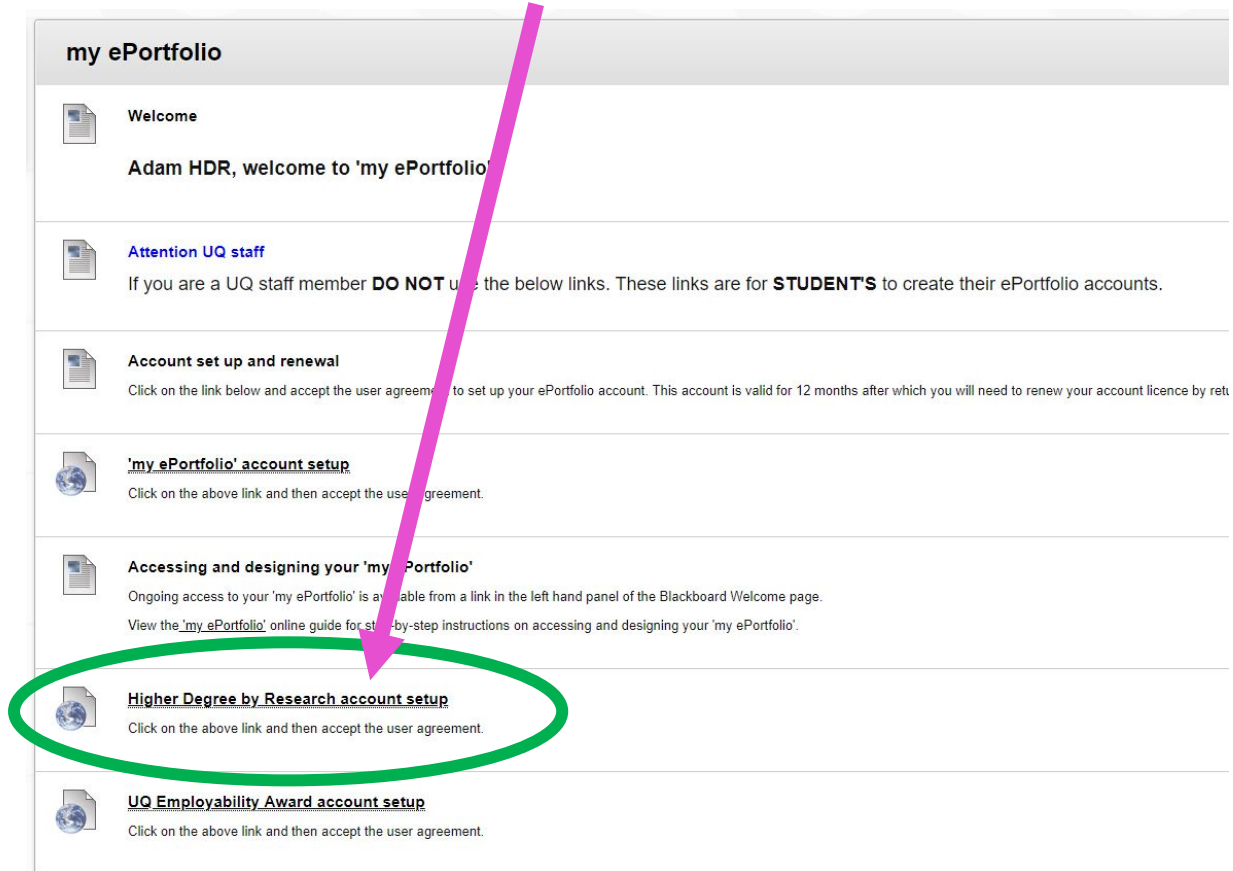
Once you are logged in, you'll see a page that looks like this:

The screenshot shows the Learn.UQ dashboard interface. The top navigation bar includes 'Welcome', 'Courses', 'Organisations', and 'Help'. Below this, there are several columns of content. On the left, a 'Tools' sidebar lists various services like Announcements, Calendar, and My Grades. The main content area is divided into sections: 'My Courses' (showing Semester 2, 2016), 'My Announcements' (with a message about no announcements in the last 7 days), 'Browser Compatibility', 'Download Blackboard's Student App Today', and 'Have Your Say'. On the right, there are sections for 'My Organisations', 'Spotlight', 'Support for Students', 'Successful Blended Learning@UQ', and 'Academic Integrity'. A green circle highlights the 'my ePortfolio account setup' link in the 'Tools' sidebar, with a pink arrow pointing to it from the text below.

Locate the link called 'my ePortfolio account setup.' It usually appears on the left hand side or in the middle column.

On the next page, there will be a heading 'my ePortfolio'.

Scroll down until you see 'Higher Degree by Research account setup.' Click on this.

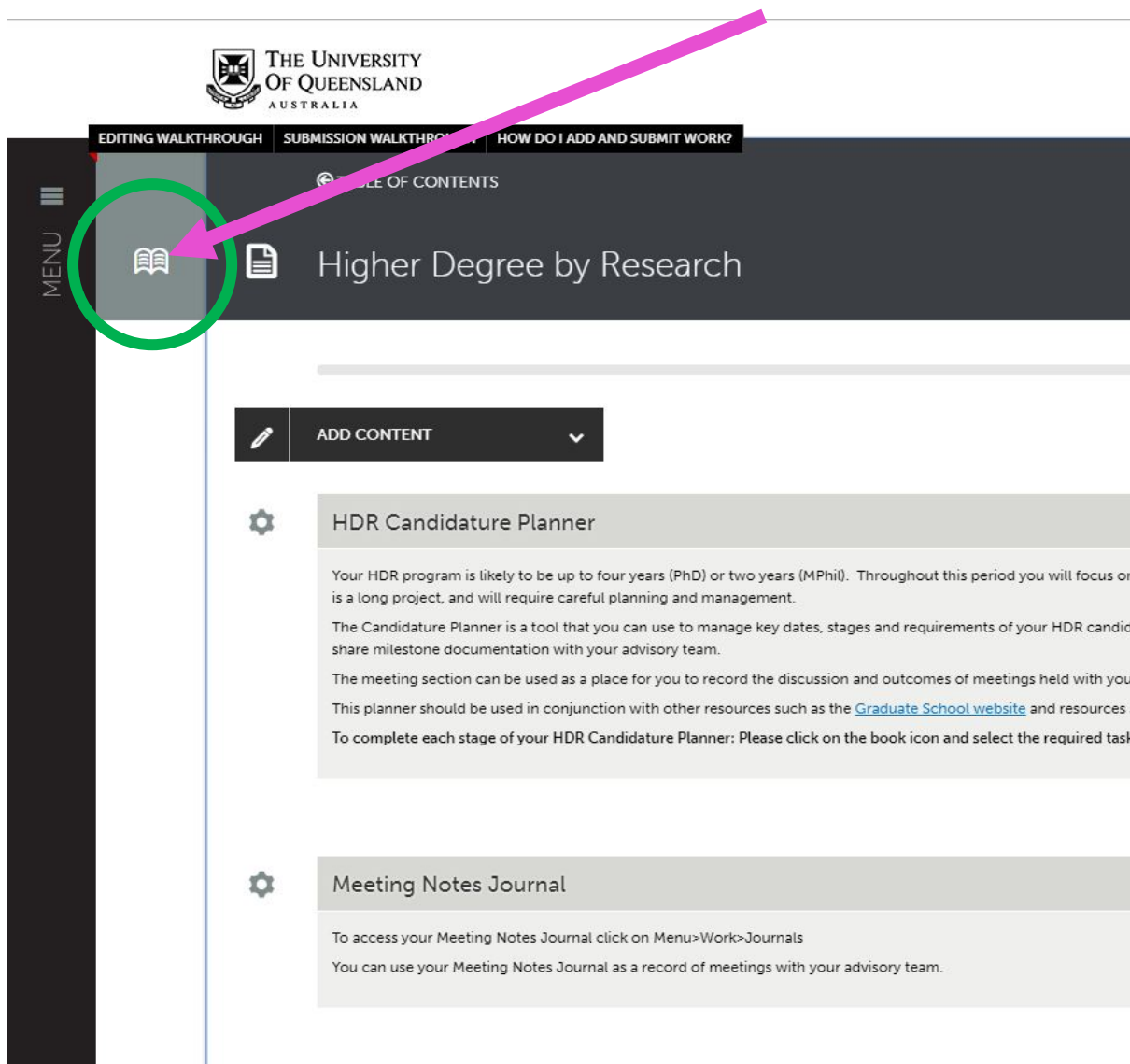


The screenshot shows the 'my ePortfolio' interface. At the top, there is a header 'my ePortfolio'. Below it, there are several sections, each with a document icon and a title. The sections are:

- Welcome**: Adam HDR, welcome to 'my ePortfolio'
- Attention UQ staff**: If you are a UQ staff member **DO NOT** use the below links. These links are for **STUDENTS** to create their ePortfolio accounts.
- Account set up and renewal**: Click on the link below and accept the user agreement to set up your ePortfolio account. This account is valid for 12 months after which you will need to renew your account licence by ret
- 'my ePortfolio' account setup**: Click on the above link and then accept the use agreement.
- Accessing and designing your 'my ePortfolio'**: Ongoing access to your 'my ePortfolio' is available from a link in the left hand panel of the Blackboard Welcome page. View the 'my ePortfolio' online guide for step-by-step instructions on accessing and designing your 'my ePortfolio'.
- Higher Degree by Research account setup**: Click on the above link and then accept the user agreement. (This link is circled in green and has a pink arrow pointing to it from above.)
- UQ Employability Award account setup**: Click on the above link and then accept the user agreement.

You might see a screen that has a launch button. If you see this, click on it.

The next page you see will look like the below. Click on the book icon.



The screenshot shows the University of Queensland ePortfolio interface. At the top, the university logo and name are displayed. Below this, there are navigation tabs: "EDITING WALKTHROUGH", "SUBMISSION WALKTHROUGH", and "HOW DO I ADD AND SUBMIT WORK?". The main header area includes a "TABLE OF CONTENTS" link and the title "Higher Degree by Research". On the left side, there is a vertical "MENU" bar with a book icon circled in green. A pink arrow points from the top right towards this book icon. Below the header, there is an "ADD CONTENT" button with a dropdown arrow. The main content area features two sections: "HDR Candidature Planner" and "Meeting Notes Journal".

HDR Candidature Planner

Your HDR program is likely to be up to four years (PhD) or two years (MPhil). Throughout this period you will focus on a long project, and will require careful planning and management.

The Candidature Planner is a tool that you can use to manage key dates, stages and requirements of your HDR candidature, share milestone documentation with your advisory team.

The meeting section can be used as a place for you to record the discussion and outcomes of meetings held with your advisory team.

This planner should be used in conjunction with other resources such as the [Graduate School website](#) and resources.

To complete each stage of your HDR Candidature Planner: Please click on the book icon and select the required task.

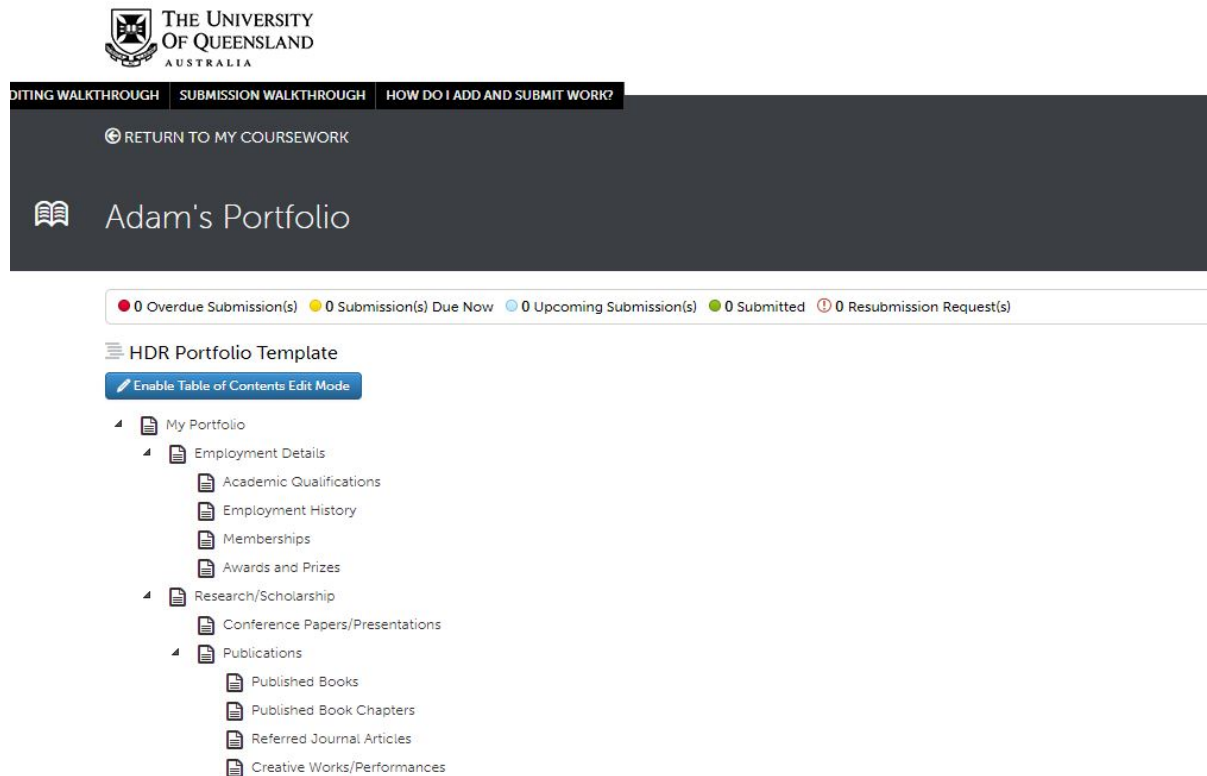
Meeting Notes Journal

To access your Meeting Notes Journal click on Menu>Work>Journals

You can use your Meeting Notes Journal as a record of meetings with your advisory team.

Step 2 – Add the content

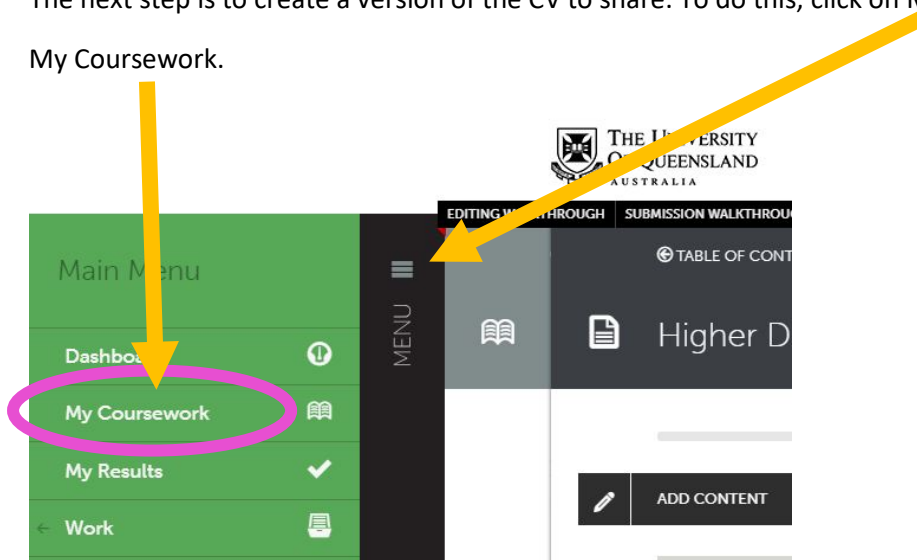
The next page will look like below. Work through every section and add your content. This is the master CV, so make it as complete as possible. If you don't have any content for a certain section, just leave it empty. It isn't possible to delete sections or hide them, but this is the master only, not necessarily the version you will share, so don't worry.



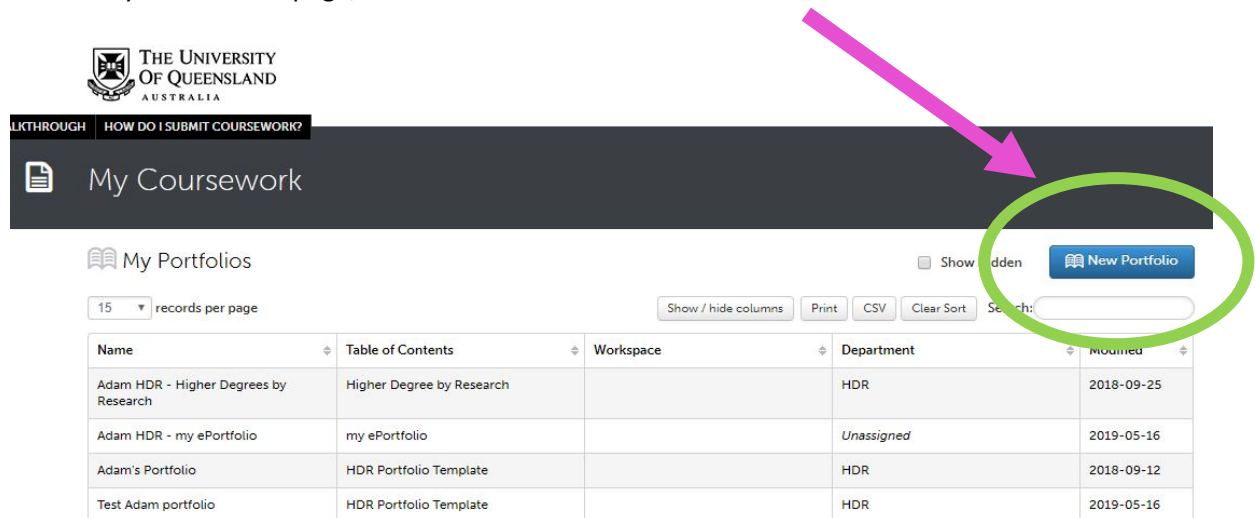
Create version/s of the master CV

Step 1 – Creating a new ePortfolio

The next step is to create a version of the CV to share. To do this, click on MENU, then click on My Coursework.



On the My Coursework page, click on the blue button called New Portfolio:

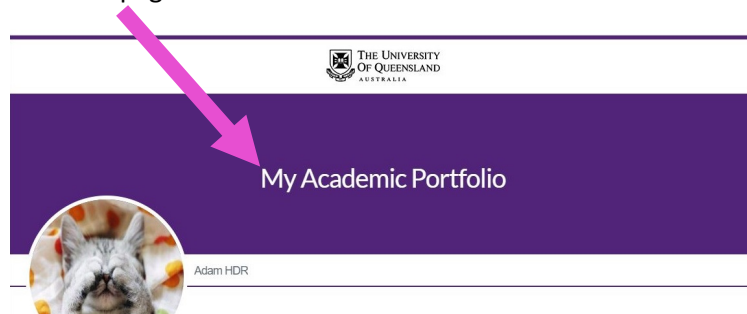


The screenshot shows the 'My Coursework' page header with the University of Queensland logo and navigation links. Below the header, there is a 'My Portfolios' section with a 'New Portfolio' button circled in green. A pink arrow points from the text above to this button. Below the button is a table of existing portfolios.

Name	Table of Contents	Workspace	Department	Modified
Adam HDR - Higher Degrees by Research	Higher Degree by Research		HDR	2018-09-25
Adam HDR - my ePortfolio	my ePortfolio		Unassigned	2019-05-16
Adam's Portfolio	HDR Portfolio Template		HDR	2018-09-12
Test Adam portfolio	HDR Portfolio Template		HDR	2019-05-16

In the pop-up box, give your New Portfolio a name. In the Table of Contents drop down menu, select 'my ePortfolio' and then press the Create button. It will appear in your list.

Whatever name you give your portfolio at this point will be the text that appears in white on the final webpage banner.

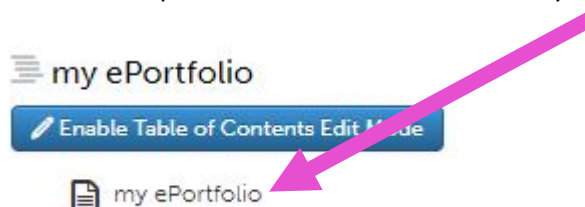


The screenshot shows a banner for 'My Academic Portfolio' with the University of Queensland logo. A pink arrow points to the text 'My Academic Portfolio'. Below the banner is a circular profile picture of a dog and the name 'Adam HDR'.

Step 2 - Add the content

This is where you will input the content from the master CV.

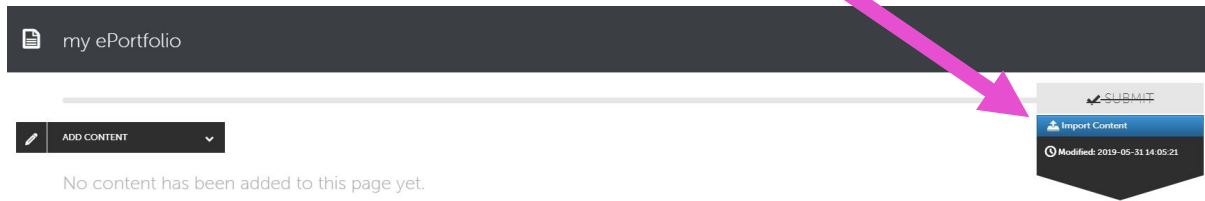
Select the new portfolio from the list. Click on my ePortfolio.



The screenshot shows the 'my ePortfolio' interface with a blue button labeled 'Enable Table of Contents Edit Mode'. Below the button is a link labeled 'my ePortfolio' with a pink arrow pointing to it.

On the page that opens, you will see the option 'ADD CONTENT' on the left hand side.

On the right hand side, you will see Import Content. Click it.



On the next page, ensure that 'Import from a Portfolio' is checked.

In the dropdown list, you will see all of the ePortfolios you have created. Select your master CV. All of the sections that have been populated with content will appear in bold. Go through and check the box beside all of the items you want to include in this new CV/portfolio. If you don't want to include something, just leave it unchecked.

- Import from a Portfolio
- Import from a Workspace
- Import from an Assignment

- Import as new Page

Choose a Portfolio

Eve HDR - HDR Portfolio Template ▼

Preview

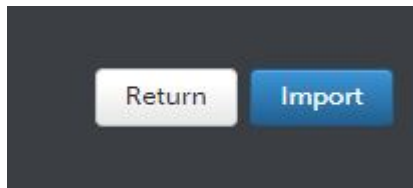
Choose Page(s) for Content Import

Pages without content will not be selectable.

- Academic CV
 - Employment Details
 - Academic Qualifications
 - Employment History**
 - Memberships**
 - Awards and Prizes
 - Research/Scholarship
 - Conference Papers/Presentations
 - Publications
 - Collaborations
 - Engagement
 - Engagement with the Profession/Discipline
 - Engagement with the Community/Industry
 - Consultative and Related Outside Work
 - Teaching
 - Formal Teaching Experiences
 - Applied Supervision
 - Evaluation/s of Teaching
 - Professional Development
 - Service
 - Service to School/Centre/Department
 - Service to University
 - External Service to Profession/Discipline/Community/Industry

Click the blue 'Import' button. It's at the top of the page on the right hand side.

The system will give you some feedback that the import has occurred, but will leave you on the same page. You will need to click the 'Return' button.

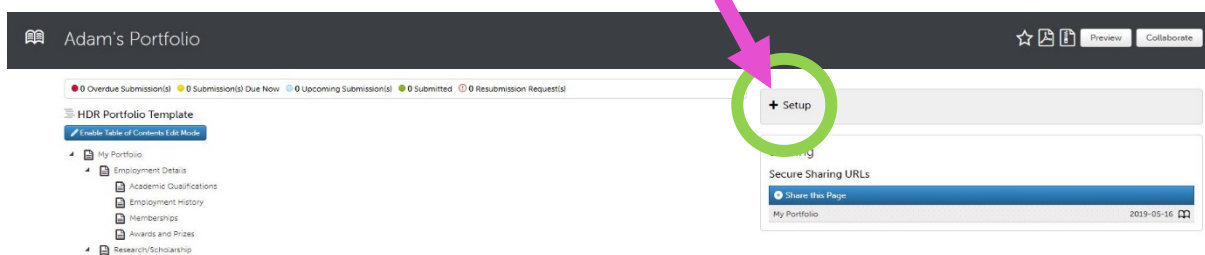


When you are back to the ePortfolio page, you can use the Drag Handle function to move your content around. Once you are happy with the order, click the book icon.

Create a UQ branded theme

If you want to add UQ branding to the webpage that is generated in the process above, follow the steps below.

In Edit mode, expand the Setup box by clicking on the + sign.



Click the blue button 'Build a Theme.'

You should see the UQ logo within the preview, and above the banner image.

Add a Theme Name such as 'UQ'. You'll be able to use this again in future for any other ePortfolios you create.

Make sure the box beside 'Apply theme to whatever your portfolio is called' is checked.

Click the button called 'Update Theme Preview' so that you can see how it's looking.

To add UQ colours, copy and paste the numbers below into the appropriate boxes. Once this is done, click the Update Theme Preview button.

- Header Primary 51247A
- Header Secondary 51247A
- Portfolio Title FFFFFFFF (leave as is)
- Active Navigation 962A8B
- Page Title 999490

Header Primary

51247A

Header Secondary

51247A

Portfolio Title

FFFFFFF

Active Navigation

962A8B

Page Title

999490

- Show Header
- Show Logo
- Show Banner Borders
- Show Portfolio Title
- Show Profile Image
- Show My Name

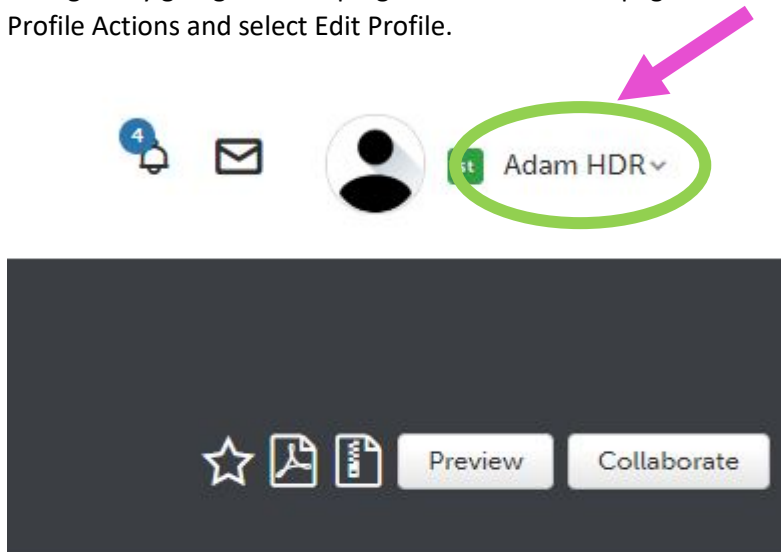
Update Theme Preview

Click the Save button at the top of the page.

Adding a profile image

You can only have one profile image for all of your portfolios.

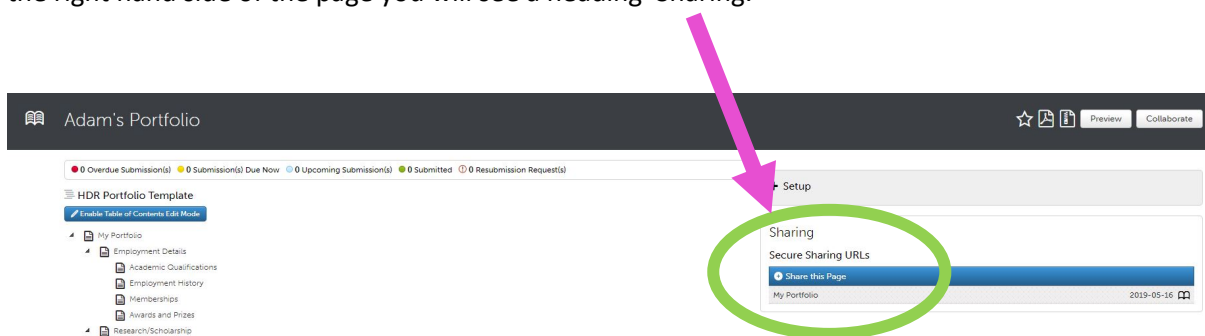
Change it by going to the top right hand side of the page. Click here and select My Profile. Click Profile Actions and select Edit Profile.



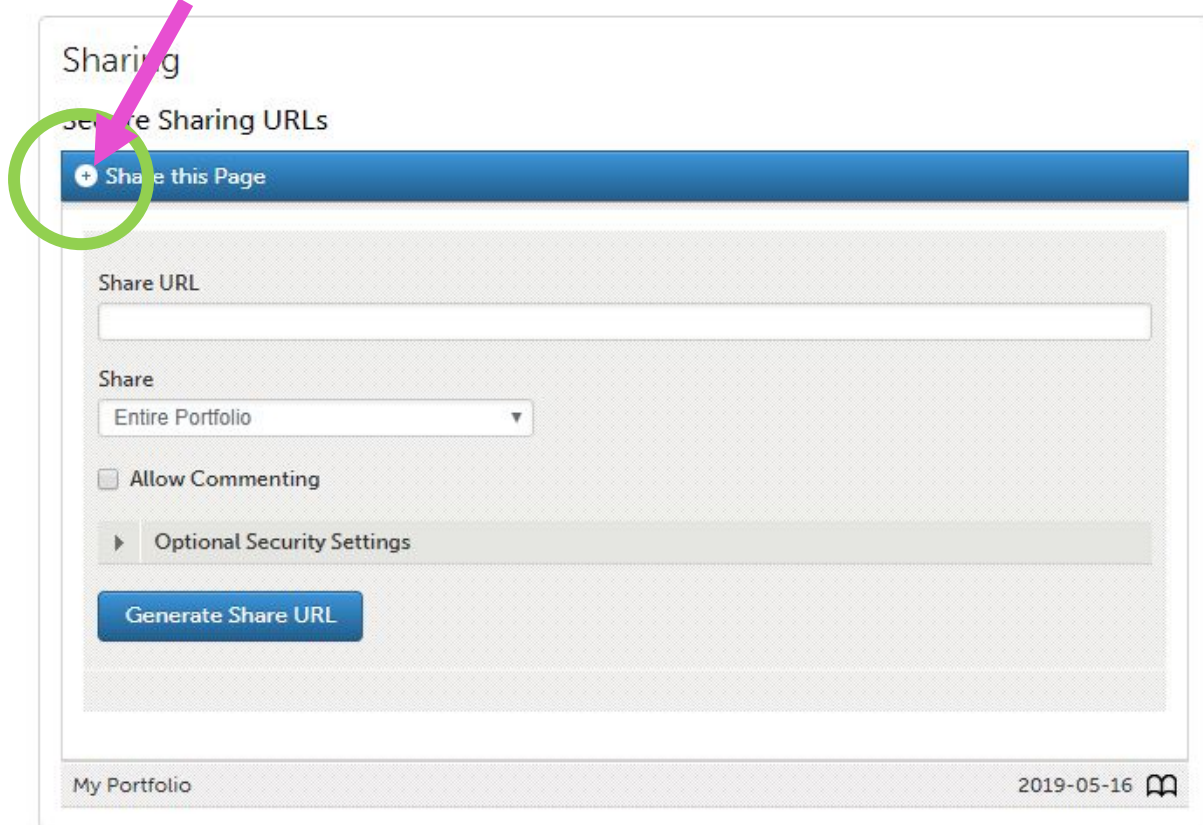
Follow the instructions to upload an image. You can change the other details if you like. Click Save Profile.

To output as URL

On the My Coursework page, single click on the Portfolio you have created. Select Edit Portfolio. On the right hand side of the page you will see a heading 'Sharing.'



Click on the + sign beside Share this Page to expand the section.



Click the blue button Generate Share URL.

It is a good idea to use a URL shortener such as tinyURL or Bit.ly at this point

<https://tiny.cc/>

<https://app.bitly.com>

Finished product

Here's an example of how it will look with profile image and UQ branding added.

Preview



THE UNIVERSITY OF QUEENSLAND AUSTRALIA

My Academic Portfolio

Adam HDR

Section 1

- Section 1.1
 - Section 1.1.1**
 - Section 1.1.2

Section 1 (Page Title)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean quis quam enim. Ut suscipit sagittis libero, lacinia viverra dolor condimentum ut. Donec non ultrices ex, sed malesuada ipsum. Mauris tincidunt quis dolor rhoncus vestibulum. Fusce a vehicula odio, id tempor neque. Fusce vitae tempus ipsum. Nulla scelerisque dignissim nibh, eu commodo turpis tempus ac.

If you don't want to use a template or UQ branding, you can create a new ePortfolio and add whatever content suits your purpose.

If you want to create your master CV using your own headings, use 'Customizable table of contents,' instead of the 'HDR Portfolio Template.'