Why efolio?

eFolio MINNESOTA
Your Electronic Showcase

"The Minnesota State Colleges and Universities System and the Minnesota State Board of Teaching are collaborating to use eFolio Minnesota in handling teacher license applications. The electronic portfolio format will offer speed, flexibility and cost-efficiency by reducing the amount of paper required to review applications. The eFolio Minnesota tool provides an easy-to-use method for individuals to collect and showcase their experience and accomplishments, work samples, transcripts and other credentials. The State Board of Teaching plans to use electronic portfolios for handling applications in these categories: non-licensed community experts; limited license applications; waiver requests; and variance requests. For more information, contact the Minnesota State Board of Teaching at 651-582-8833."

To sign up:

1. Go to http://www.efoliomn.com and click the Sign Up button
2. For EdHD 5007, select **Student** as the type of site
3. Enter **umteacher** as the option for Custom Design
    -- if you miss this, it can be corrected late under Site Management (see * below)
4. Complete the efolio signup form
    -- you should receive an email confirming all info
    -- if not go to *www.efoliomn.com* and select "Contact Us"

> Your website address will be: *http://firstlastname.efolio.com*
> while to edit/develop your site: *http://firstlastname.efolio.com/admin*

Basic Setup:

1. Go to: http://yourname.efoliomn.com/admin
2. Log in using your username and password
3. Click on **Site Management** to go to the "Design Center."
4. Click on the **edit** button to enter info on your CEHD site.

* If design is NOT College of Education and Human Development, choose
Custom Design *under Category to locate UofM's EDHD design.*

5. Enter your name for "Title" and other site information.

*To preview your site at any time, click on the "**Live Site**" tab on the top right of the screen.*

Enter Your Site Information:
Title: Your name here
Slogan:
Footer:
Description: Description
Keywords: Keywords

Click the green "Finish" button to save your work !!
To View Your Actual Site: go to: http://yourname.efoliomn.com

6. Select **Content Tools** and then "Home" to add welcome information to your opening page.

    *Make sure the section is "on" and click
the **edit** button to make additions.

Section Display: on

When done, click the green **Finished** button to save your work.

on   edit

Section Editing/Development:
1. Click on the section to be developed (*For example, Home*)
2. Click on the **Edit** button *(To add a welcome to your Homepage, click Welcome's Edit button)*
3. Add a Title and enter info into the window *(Welcome is the default title in this case)*
4. Use the "preview" button to sneak a look *(Don't use Live Site -- you'll lose your changes)*
5. Click the green **Finished** button to save changes (Be sure section is turned on!)

Advanced Toolbar
    Text can be formatted in these
sections, using the "Advanced Tools"
feature. However, those using Windows
and Explorer have access to a toolbar
not available in Netscape and older
Mac operating systems. If Toolbar is
not available, text may be formatted using HTML code.
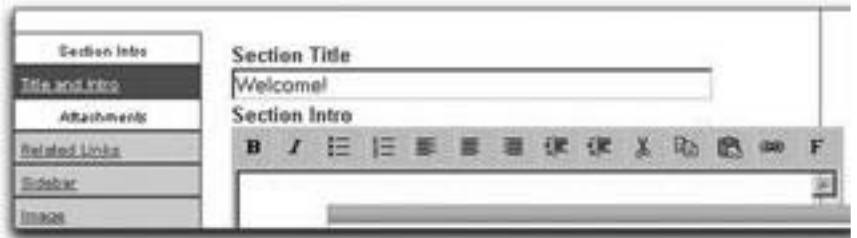
Adding Images:
1. Click on the section that is to have the image
2. Click on the **Image** attachment button
3. Use the Browse button to locate the image wanted
4. Click on Upload to transfer the image to efolio
5. Add a title to your image and click Apply
6. Click on the Finished button to complete the task

    ***CAUTION: efolio only allows 3 MB total space. Use images
sparingly - or - link to a location containing the images***

Linking to Other Sites:
1. Click on the section that will include a link to another site
2. Click on **Related Links** and the "Add Related Link" button to bring
up the link information window.
3. In the appropriate boxes, give the link a title and enter the URL in the box provided
4. You may also include a description of what will be found at this location
5. Click "Apply' and then the Finished button

    NOTE: the URL of your UofM website is **http://www.tc.umn.edu/~your UofM email name**