

Using Student Portfolios

Every student has a Portfolio folder on the server accessible to its student owner and to faculty members. Therefore, a student's Portfolio is a private space for submitting and editing student work.

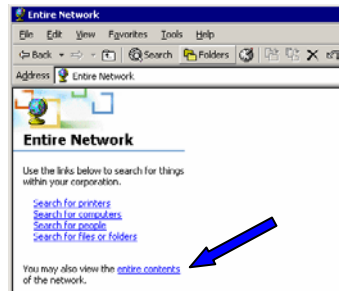
➤ Adding shortcuts to your virtual desktop MY DOCUMENTS folder

Students should make a shortcut to their portfolio folder so that it's easy for them to save work to it and to retrieve teacher comments from it. Teachers should make a shortcut to the portfolio of each student so that they can have quick access to saved assignments.

◆ Navigating to the Student Portfolio

Double-click on the desktop folder **My Network Places**. Choose **Entire Network** from the list of Network folders.

A new screen appears. It may appear empty, but just click on the blue [entire network](#) link at the bottom of the text on the left side of the window and a list of network places will appear.





Choose **Microsoft Windows Network**, then **Nmh**, then **Datastore**, then **Portfolios**. You will see a list of folders Class2003, etc. Choose correct class folder and find the name you want. They're alphabetically listed by first initial, last name, for example **AAldrich03**.

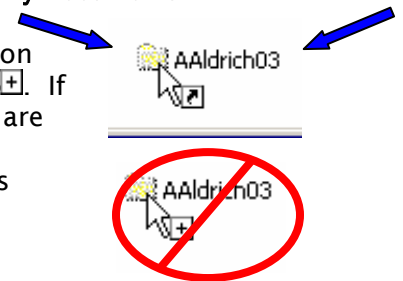
◆ Creating a shortcut

On a Windows computer, hold down the ALT key while you drag the folder from the class window into **My Documents** on your desktop.

On an iMac, hold down the APPLE key ⌘ while you drag the folder from the class window into **My Documents** on your desktop.

A folder called **Shortcut to AAldrich03** for example, will appear in your **My Documents** folder.

Troubleshooting—Make sure when you're doing the above that the icon you're dragging has the shortcut arrow  and not the copy plus sign . If you just copy the student portfolio to your **My Documents** folder, you are just making a sub-folder that lives on only in your network space. A Shortcut is a door to the original folder that still lives in the Portfolios section of the server.



➤ Organizing your new Shortcuts

Teachers can create a new folder within their **My Documents** folder to contain all of their student's folder shortcuts. Then they can create a new toolbar on their desktop that will give them one-click access to each student's portfolio. See "Using Your Virtual Desktop" for Toolbar instructions.