The first time you enter your Learning Portfolio you will see a pop up window.

In fact, you probably clicked on the Close button right away. There’s a lot of text on that pop up, but it’s useful information. Here it is again:

Your Learning Portfolio is a personal portfolio tool for storing, organizing, reflecting on, and sharing items that represent your learning. You can include documents, graphics, audio files, videos, presentations, course work, etc. that demonstrate your improvement or mastery in a certain area. You decide what items you want to include in your Learning Portfolio, how you want to organize them, and who you want to share them with.

You can create:
- Artifacts (individual items)
- Collections (groups of related items)
- Reflections (thoughts about your learning)
- Presentations (web projects showcasing your items and achievements)
- Learning objectives (plans for specific learning outcomes)

You can share items with others by giving them permission to:
- View an item
- Comment on an item
- View comments from others
- Assess an item
- View assessments from others
- Edit an item

You can use the Explore area to see what items other people are sharing with you.
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Once you’ve closed it, you can begin to work with the Learning Portfolio. The page you see is called your Dashboard, which contains an easy way to upload files, make a quick reflection and see the items you’ve created in the last 60 days.

The “What are you learning?” prompt provides you a quick place to write a Reflection. If you want to bring in a Word document or other digital media, you can click the Add Files link, and drag those items in which turns them into Artifacts.

Along the right hand side are additional tools that enhance your Learning Portfolio. A Presentation is a mini-website, curated by you, that displays your Artifacts and Reflections. A Collection is a way to organize the items in your Learning Portfolio.

Under the Add Other Items menu, you can bring in Course Results as Artifacts from your courses at McMaster, create a Web Document (in HTML format) or answer a Form that becomes an Artifact in your Learning Portfolio.
Click on the Settings gear wheel in the top right corner to customize the defaults and number of items you will see in your Dashboard.

In the Dashboard settings, you will be able to control how many items you see in your Newsfeed, set item defaults permissions and adjust your Sharing settings.