

Note: If you would prefer, the Aportfolio team can assist you and create the course template for you! If you would like to proceed with creating your own course template here are the step by step instructions.

WHY USE AN APORTFOLIO TEMPLATE

Templates are extremely useful for getting students jump started on creating their ePortfolios. It saves them the time and effort of starting from scratch. Templates also provide consistent naming conventions that saves you time when reviewing or grading their ePortfolios. Students can still customize and change the look and feel of their ePortfolios to personalize them. We have found that using a course specific Aportfolio template assures less frustration with the design process as well.

The following tutorial demonstrates how to designate an Aportfolio *you have already created* as a course template. If you need assistance in initiating an Aportfolio that you would like to use as a course template, view [this tutorial first!](#)

Before creating a template for your students consider these structural questions:

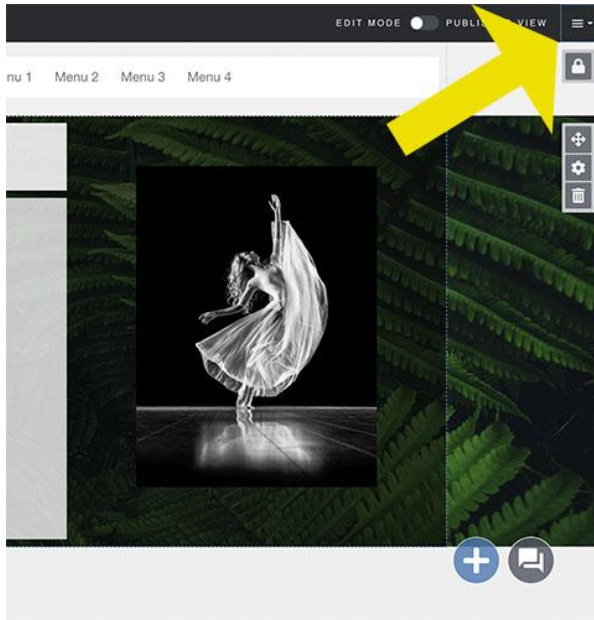
What would you like the main navigation headings to be called? These are the titles in the navigation bar and typically they correspond to the title of an assignment or activities in the course. Navigation titles can also have subheadings that appear as drop-down menus and reside under the main titles.

What *content* do you expect your students to add to their Aportfolio? As you set up the pages in the Aportfolio it will be helpful to consider adding page formatting or headings within the page that accommodate the type of materials they will add

Do you want to include prompts within the pages to guide your students on what to add or write? If so, make sure to include the prompts before saving it as a template.

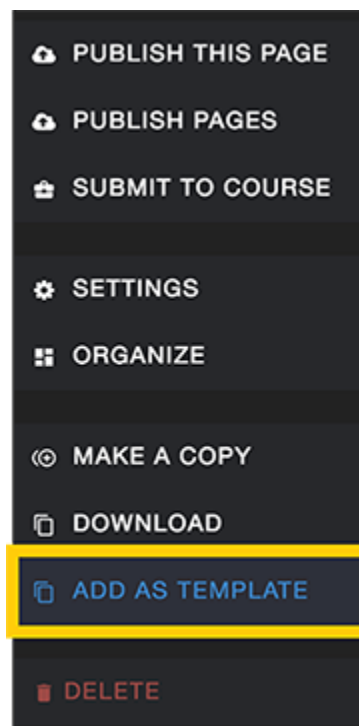
Step 1

Once you have created and finalized the Aportfolio that you wish to set up as a course template, select the hamburger icon in the top right corner within the Aportfolio you have created.



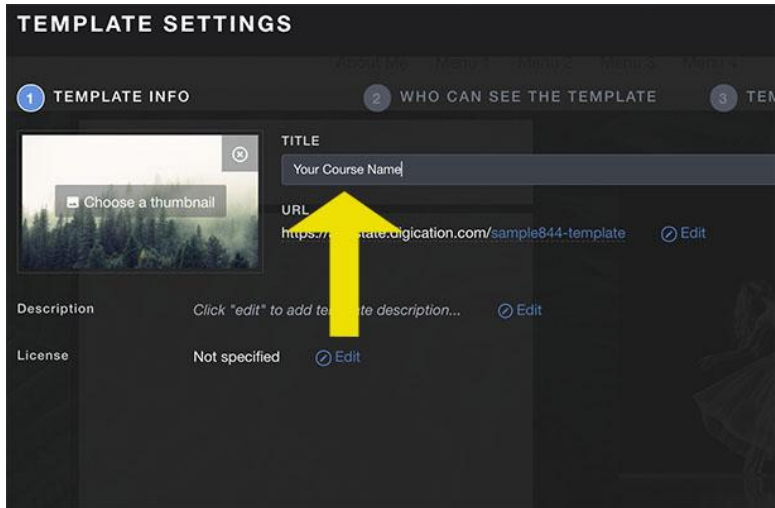
Step 2

Select **Add as Template**, from the drop-down menu options.



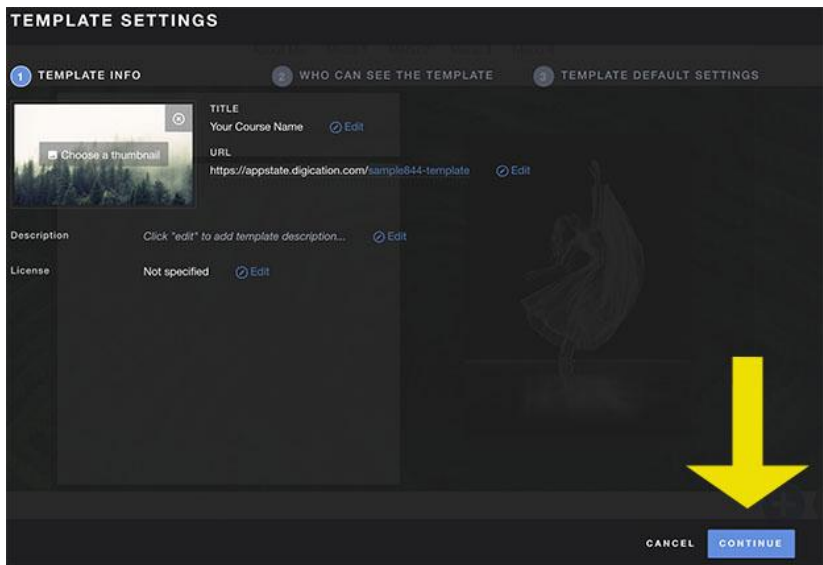
Step 3

On this page, you can edit the name of your course template. It is suggested you include the name of the *course* in the template title so it is clear to students that the template is for *your* class.



Step 4

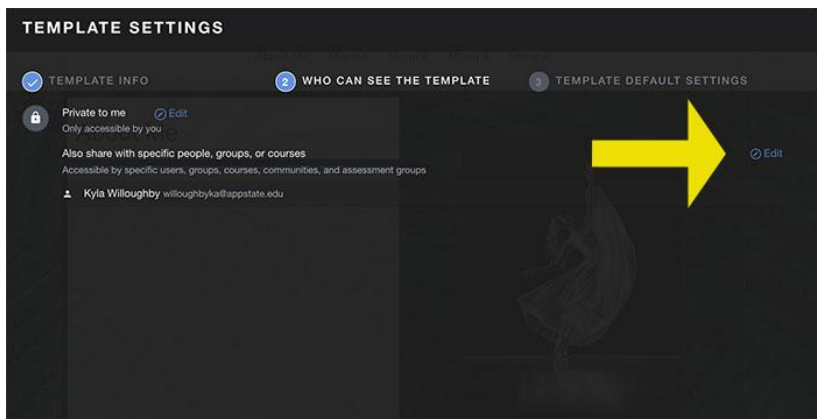
Next, click the blue **Continue** in the bottom right-hand corner of your screen.



Step 5

Click the blue **Edit** link next to **"Also Share With Specific People, Groups, or Courses"**.

In the search box type the course that needs access to the template. (example: UCO 1200 102 or R C 1000 130) Begin typing in the course name and number, once it

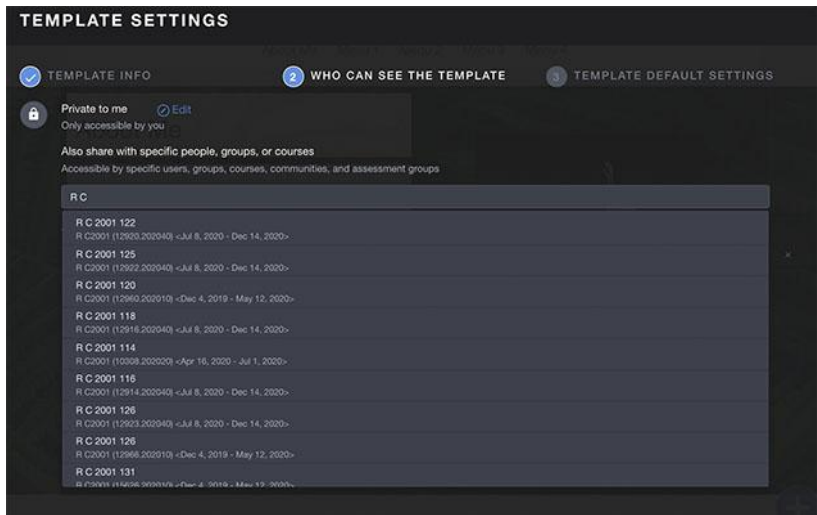


shows up, select it.

Be sure to leave the *private to me* settings at the top.

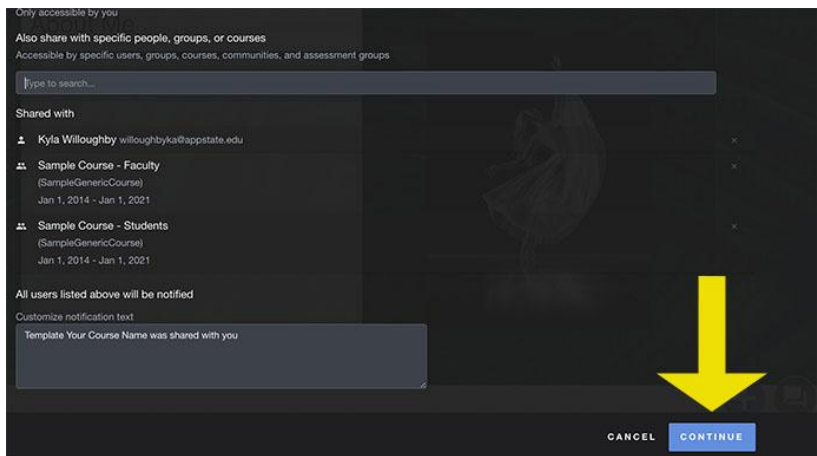
Step 6

Once you have selected the course(s) you want to share the template with, they will **appear under the search bar**.



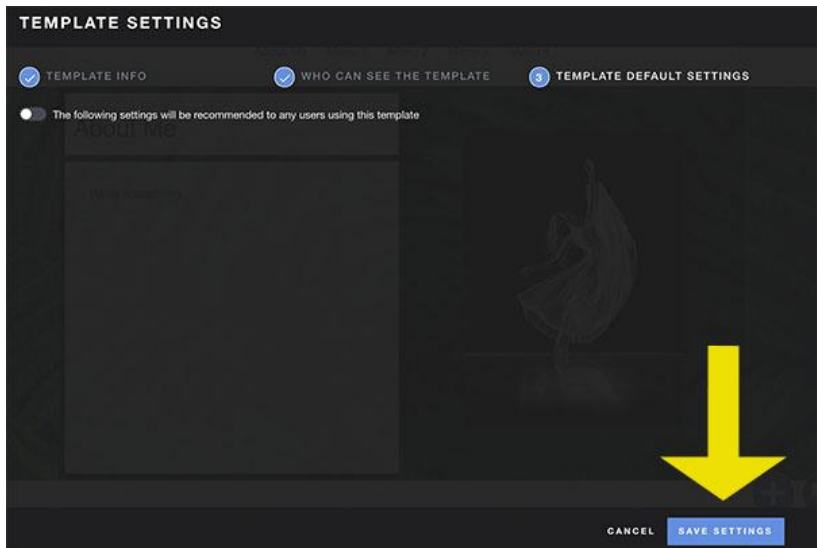
Step 7

Click on the blue **Continue** button in the bottom right-hand corner once you have shared the template with the correct courses.



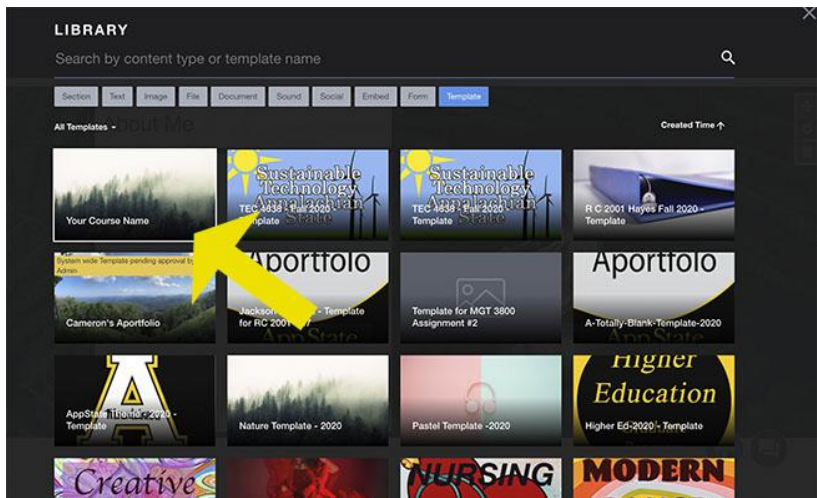
Step 8

Do not change the settings on this page. Continue by clicking the blue **Save Settings** button in the bottom right-hand corner.



Step 9

Once your template has been saved, you will be able to see it in your Aportfolio dashboard. When students create a new ePortfolio, the template created for the course will appear as an option. **Be sure your students know to select the template that was specifically created for your course.**



If you have additional questions, please email aportfolio@appstate.edu