The dashboard has been redesigned with a fresh new look!

<table>
<thead>
<tr>
<th>To access your Aportfolio dashboard, go to aportfolio.appstate.edu and click “Login to Aportfolio”</th>
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<tbody>
<tr>
<td>You will be directed to your dashboard.</td>
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<tr>
<td>The My Eportfolios Sections is where you will find all portfolios you have created and all portfolios that have been shared with you.</td>
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</tbody>
</table>
Clicking the Blue Plus sign will enable you to create a new Aportolio.

The new dashboard has filter capabilities. To bring up your filters click the three slider icon beside the blue plus sign.

You can filter your portfolio by types and permissions.

A blue check sign signifies that is what you wish to filter by. Clicking on a blue check mark will turn that filter off.
In this example, “Created by me” was turned off and so no portfolios appear in the My Eportfolios section.

Consequently, clicking the grey box beside turns a filter on.

Turning the “Shared with me” allows you to see portfolios that were shared with you. This is useful if you want to see your classmates portfolio.

You can also see which courses, groups, or communities you are in that require and Aportfolio.
<table>
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<th>You can click on the buttons beside Course Assessment Group, and Community to filter by those categories.</th>
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<td>Clicking on the red D in the upper right hand corner opens the following panel</td>
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<tr>
<td>Click My Account</td>
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</tbody>
</table>
This shows your current account settings.

If you wish to update your account information, click on Manage Account. Please note that several settings can only be changed by our aportfolio admins. If you wish to change those settings email aportfolio@appstate.edu

Clicking “Home” brings you to the default landing page.
Click on People

This brings up a directory of all people currently registered in the aportfolio system.

You can search for a person by clicking beside the magnifying glass under any column and typing what we wish to search on.

In this example, we searched for our Aportfolio Director, Elaine Gray, by first and last name.
Click on Courses

This is where you will see all courses you are in that are using Aportfolio. This screen is exactly the same as what you will see on the home page.

Click on Eportfolios
Here you will find our featured portfolios. These portfolios were finalists in our Aportfolio Scholars award. If you are creating a portfolio for professional use or need guidance about what a great portfolio looks like, these portfolios are a great place to start. To learn more about the Aportfolio Scholars, click here.

Subscriptions are for those Aportfolio Courseds that utilize Forums. Students can get notified of any interaction to their forum posts. Faculty can get notifications when an assignment is submitted if they choose to subscribe.

Clicking help redirects you to the digication helpdesk website.

Before interacting with this cite, email your question or concern to aportfolio@appstate.edu. The Aportfolio Staff typically responds within two waking hours.

We also have a suite of tutorials on our website that are designed to answer any immediate questions you may have.
Clicking logout, log you out of Aportfolio.