Using Portfolio to Log Field Experience Hours

2

From your Course Content, click the plus sign to create new content.
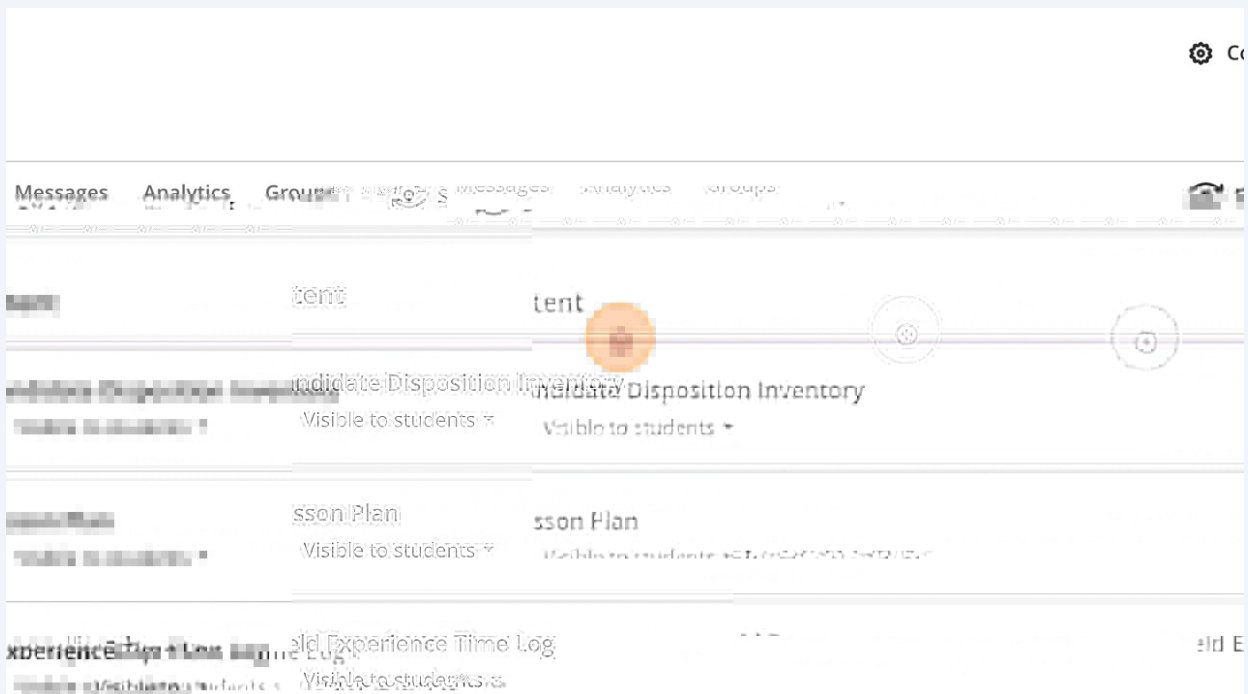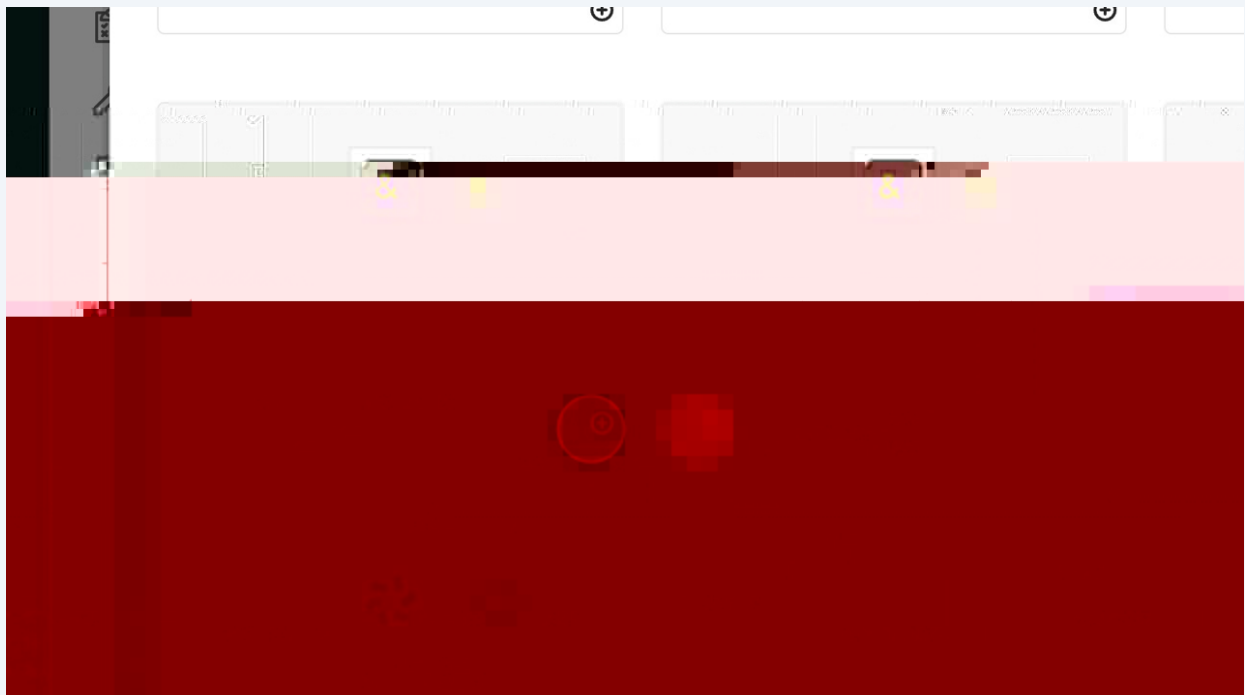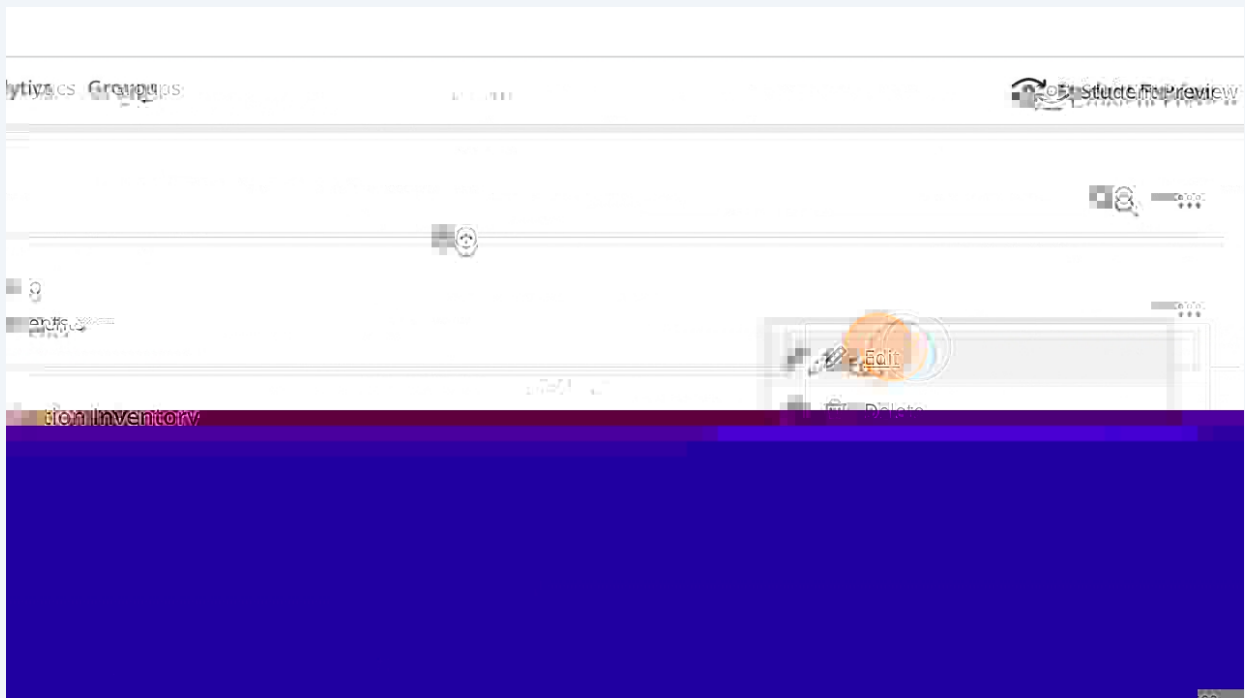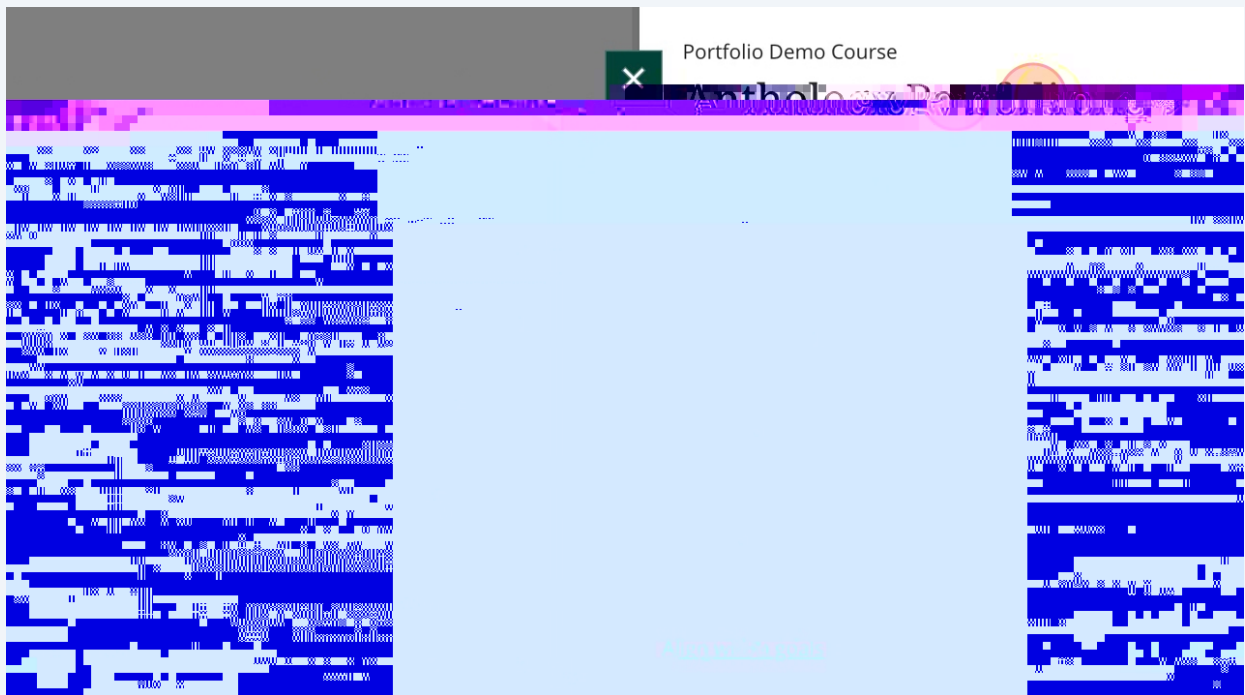
3 Click "Content Market"
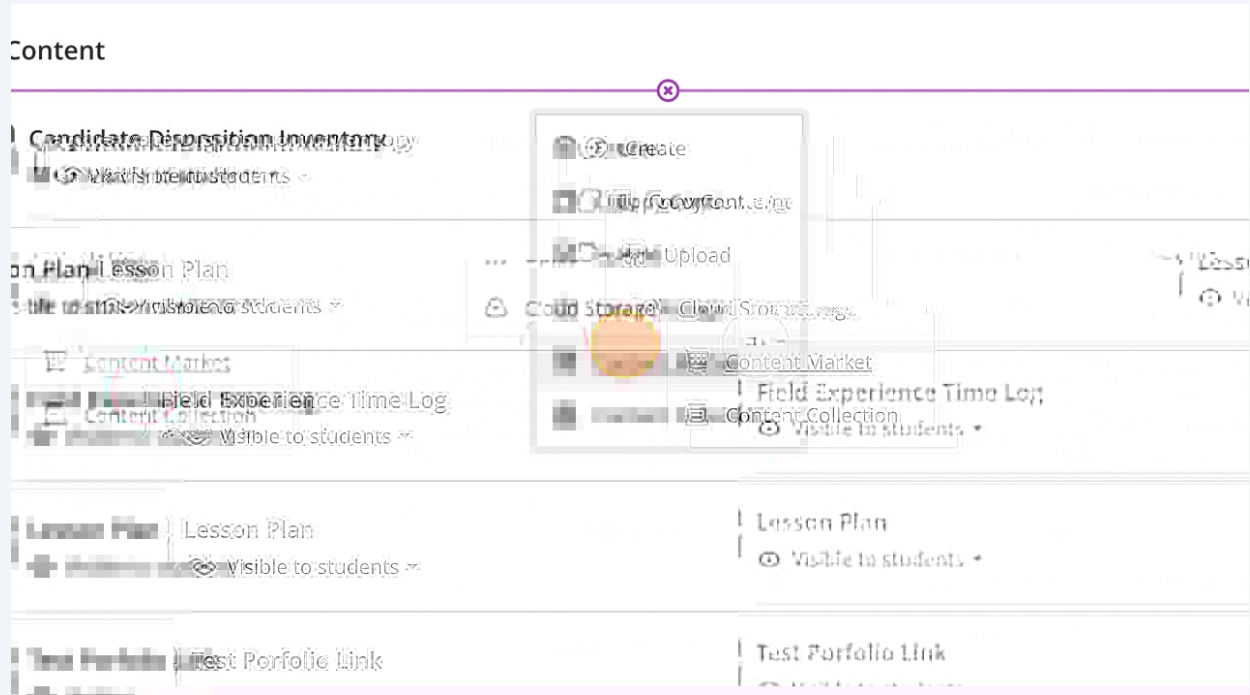
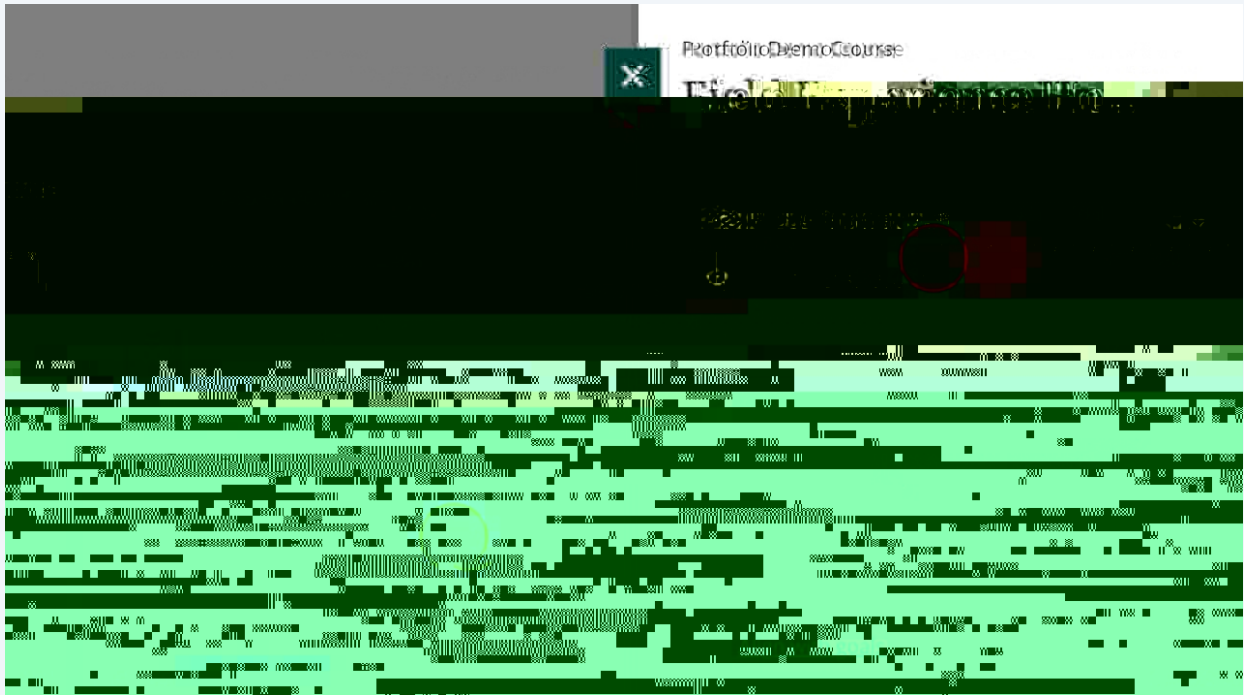**4** Find the icon for "Anthology Portfolio," then click the plus sign.

5 Once you have created your link, you can use the menu to choose "Edit"

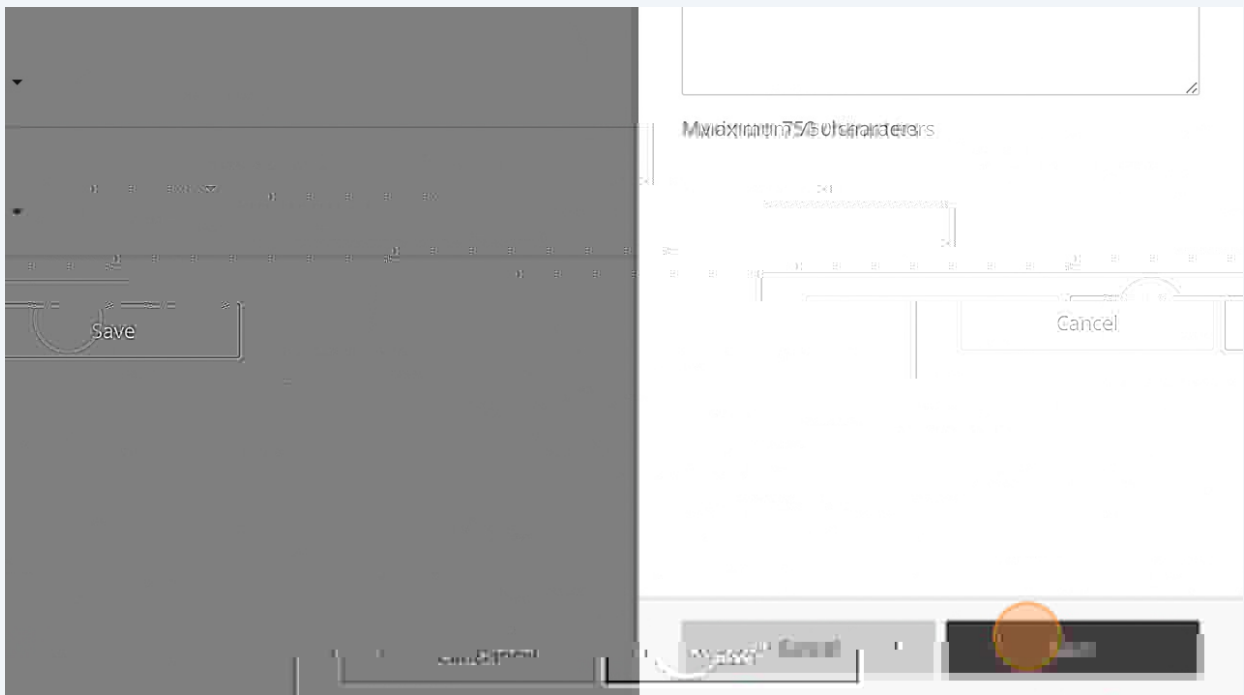**6** Double-click "Anthology Portfolio" if you would like to change the name of your link.

Portfolio Demo Course

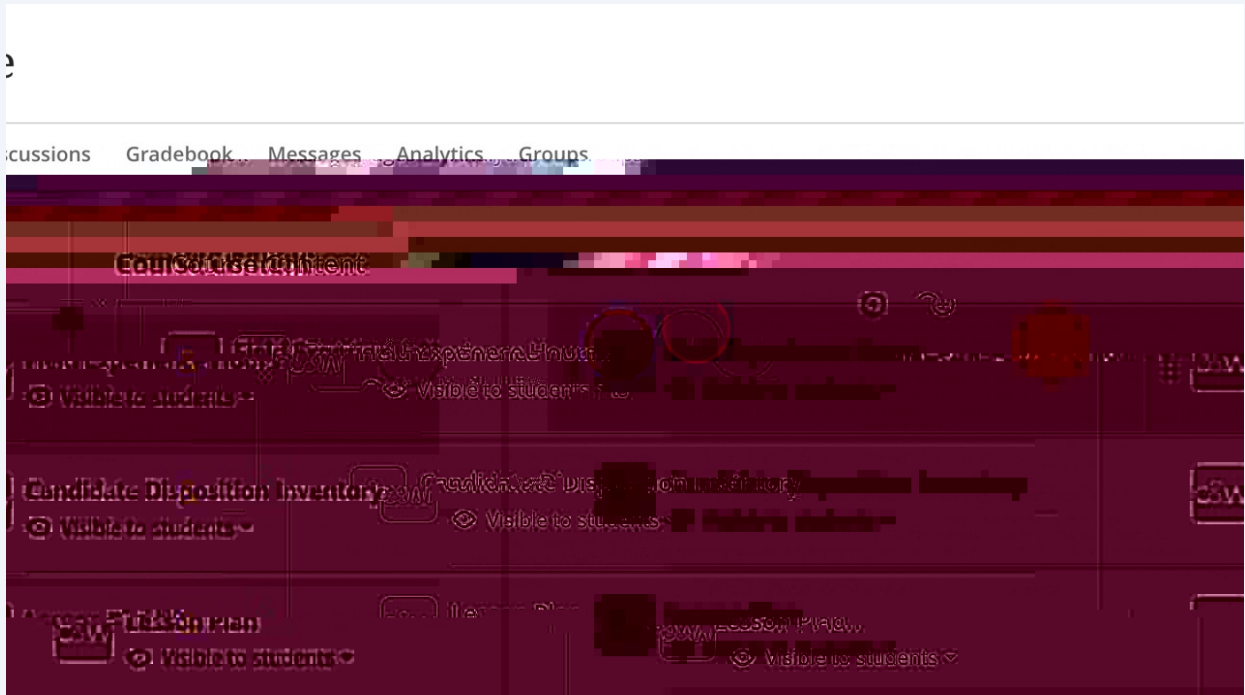**7** Click "Visible to students" to make the link visible to your students.

8 Click "Save" when you are done making edits.

Save

Cancel

9 You now have a link in your course which you and your students can use to access Portfolio directly.

Approving Student Time Logs in Portfolio

1 When students enter a time log in Portfolio, you will receive an email notification that it is ready for your approval. Click the link in this email to navigate to Portfolio
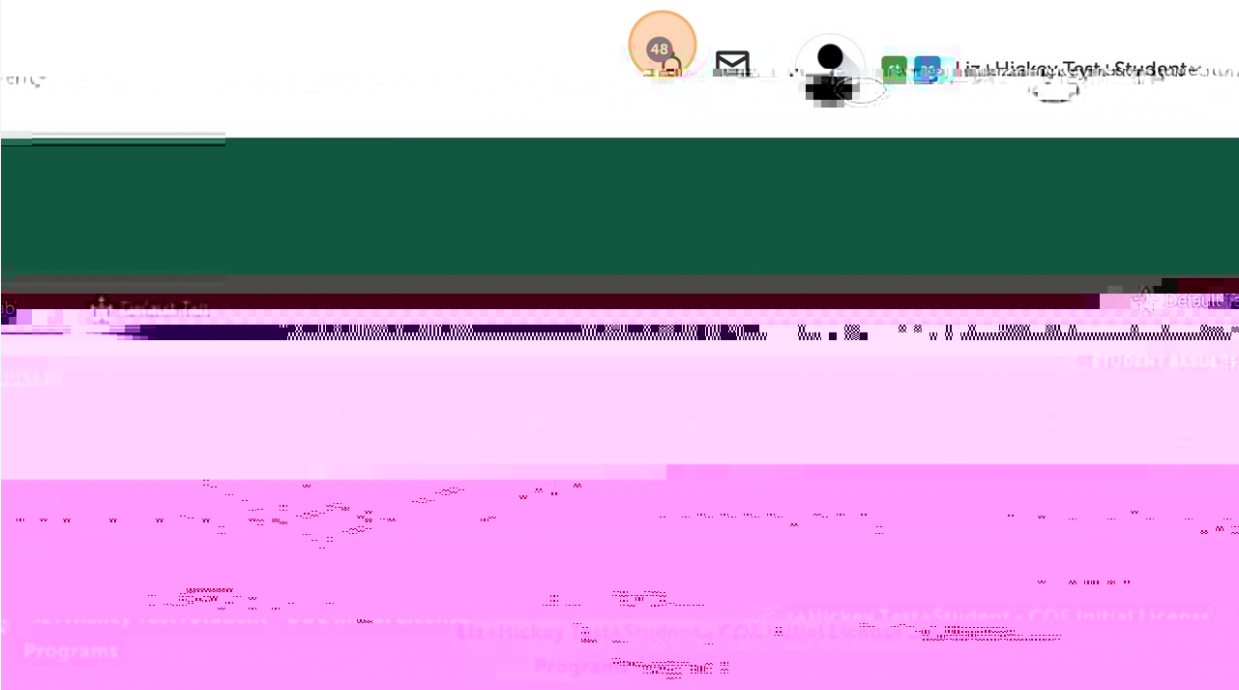
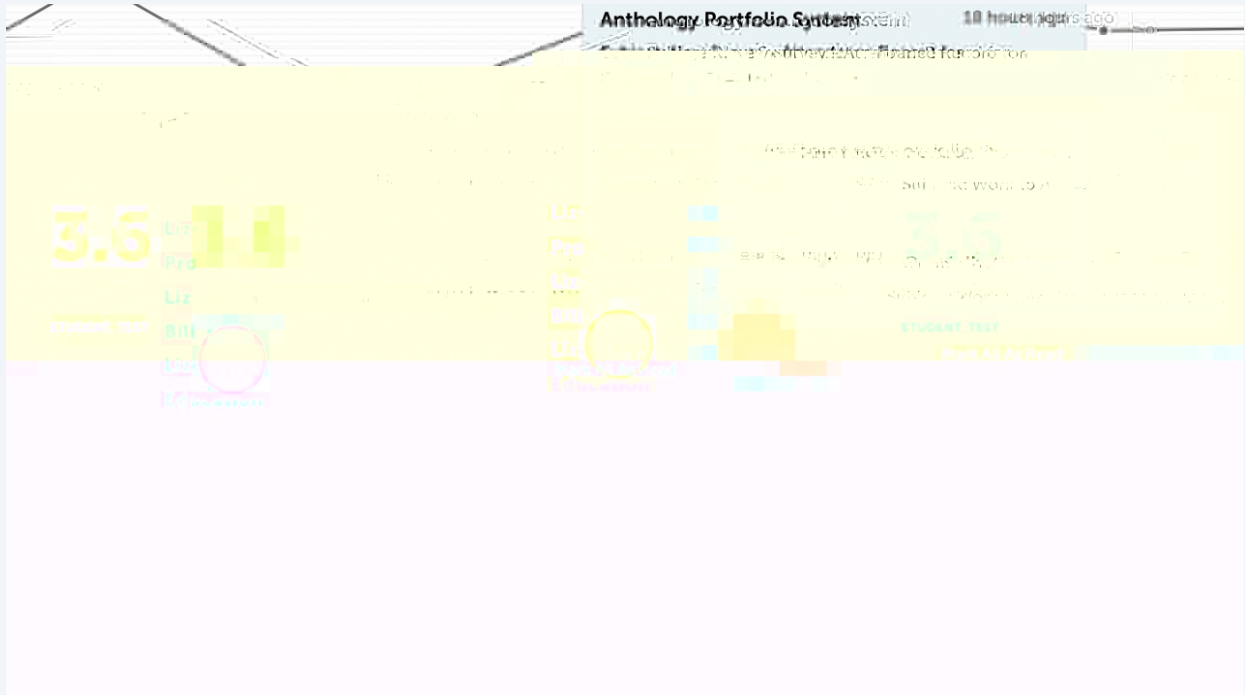$MJDL TJHO JO XJUI ZPVS 4DIPPM *% UIFO VTF ZPVS JOUP 1PSUGPMJP

*G ZPV Jg¥   U DÌP   @ @ € 0 mDÂ°C   P gcr ` =

Click the notifications icon at the top right to see the journal entries that are ready for your approval.

2 Click "See All"

3 Choose a Journal Sign-Off Request and click "Sign Off" to see the details

4 If you approve the entry, click "Sign"