

How to prepare the Portfolio?

The required portfolio items are:

- CV
- Cases list
- Brainstorming Objectives
- Reflection
- Points of Strength
- Presentation
- Formative exams
- Points of strength
- Points of weakness
- Study Day description
- Staff meeting
- Alex & Spectra table visit
- Team-based learning
- Sports & activities

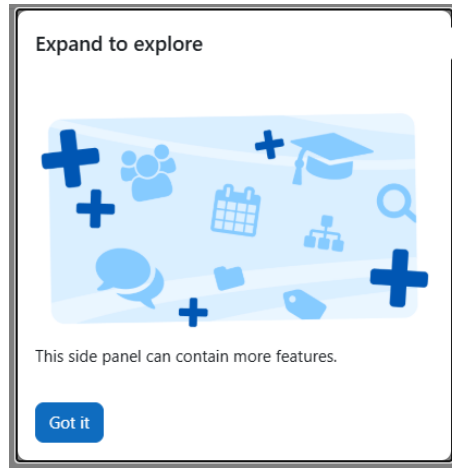
1. Prepare the required items in separate files i.e. a file for each item. You can use any file type e.g. word file: .docx, PowerPoint file: .pptx, Adobe file: pdf or any other format you want. Take care that the whole size of all the files together should not exceed 2 MB.

2. Open this URL in any browser:

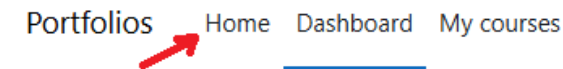
[http:// 41.33.165.170/moodle](http://41.33.165.170/moodle)

3. Click on “**Login**”: Write your code in the username field and write it again in the password field. Make sure that the name that appears on the screen is your right name. If this is not your name contact “[prof Ashraf Kottb](#)” to correct this problem.

4. Ignore the help popup that appears if this is your first time to login: “[Expand to explore](#)” by clicking “**Got it**”

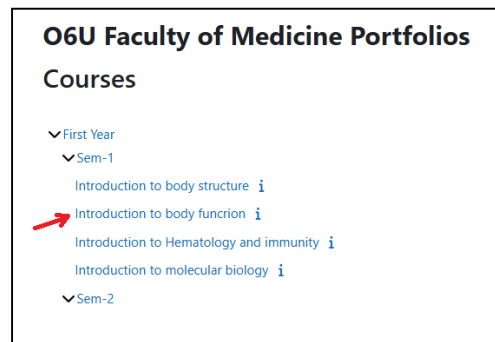


- Go to home page by clicking “Home” in the upper left corner of the screen.

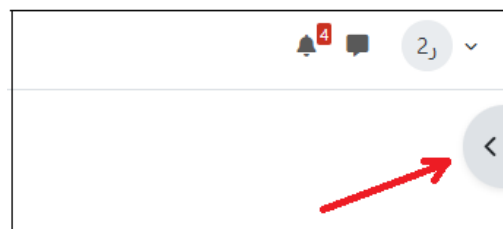


- Open course you want to upload its portfolio by clicking on the

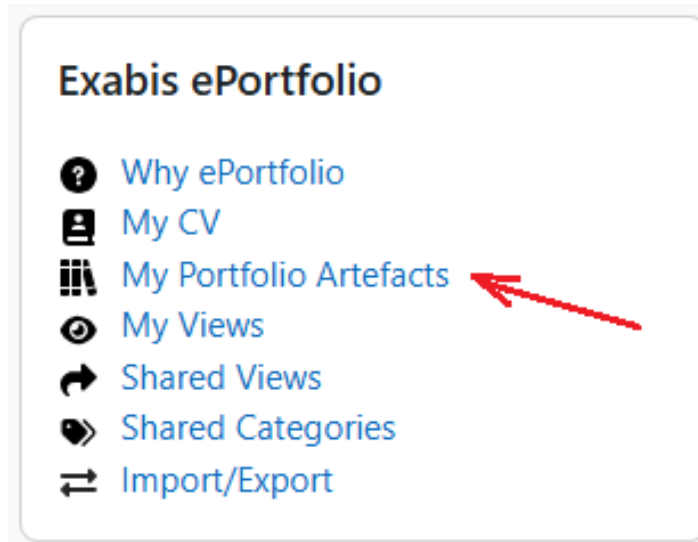
“Course name”



- Click on the small arrowhead in the upper right corner of your screen to open the Blocks panel.

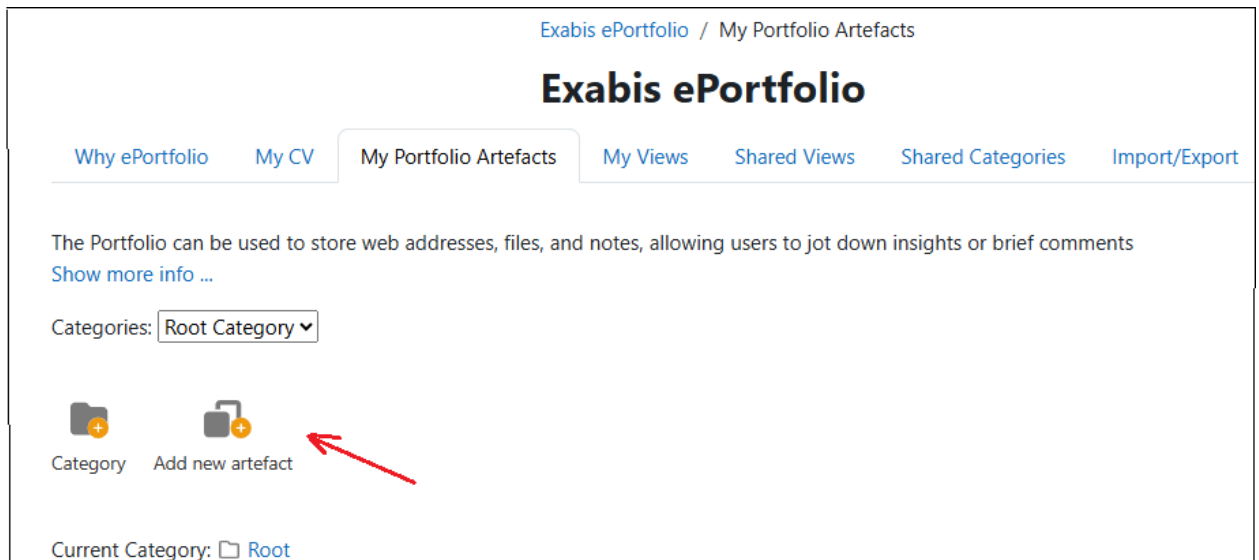


8. On the right panel of the course screen, you will find “**Exabis ePortfolio**” block: Click on “**My Portfolio Artefacts**” in this block menu items.



N.B. Each Artefact corresponds to one of the files you have already prepared in step 1 before.

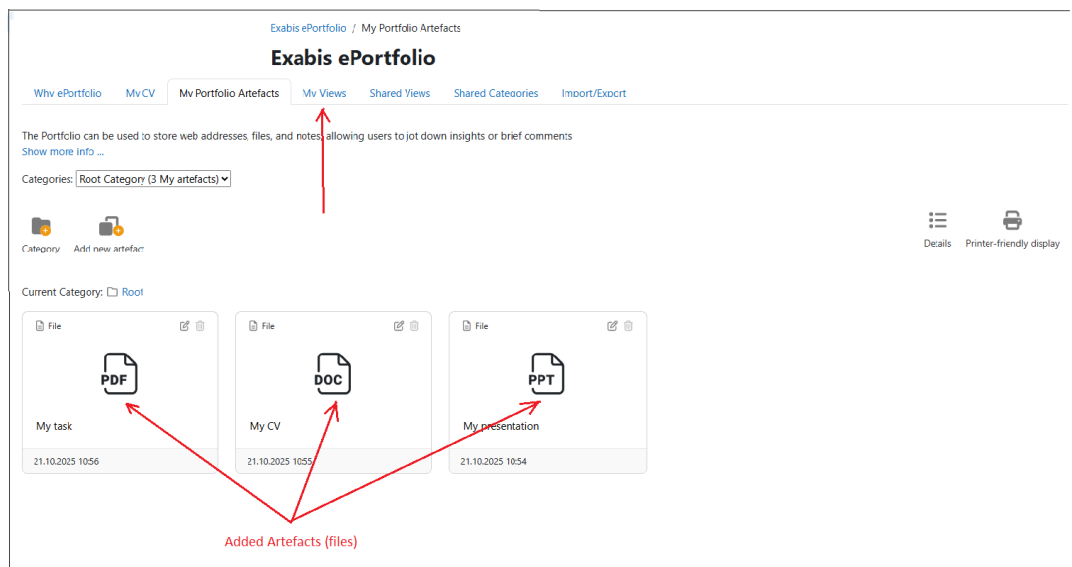
9. Click on “**Add new artefact**” a new window will open named “**Artifact**”



10. Upload one of the files you prepared in the **File** item. Then, fill the required fields in the Artefact window (at least the **Title** and the **Short description** of this Artefact you uploaded). Then click **“Save”**.

The screenshot shows the 'Artefact' creation interface. On the left, there are labels for 'Title', 'Category', 'URL', 'File', and 'Short description'. The 'Title' field has a red arrow pointing to it with the text 'Add the title here'. The 'Category' dropdown is set to 'Root Category'. The 'File' section has a red arrow pointing to the 'Files' button with the text 'Upload the file here'. Below this is a large dashed box with a download icon and the text 'You can drag and drop files here to add them.' The 'Short description' section has a red arrow pointing to the text area with the text 'Add the description here'. The text area has a rich text editor toolbar above it. At the bottom right, it says '0 words Build with tinyMCE'.

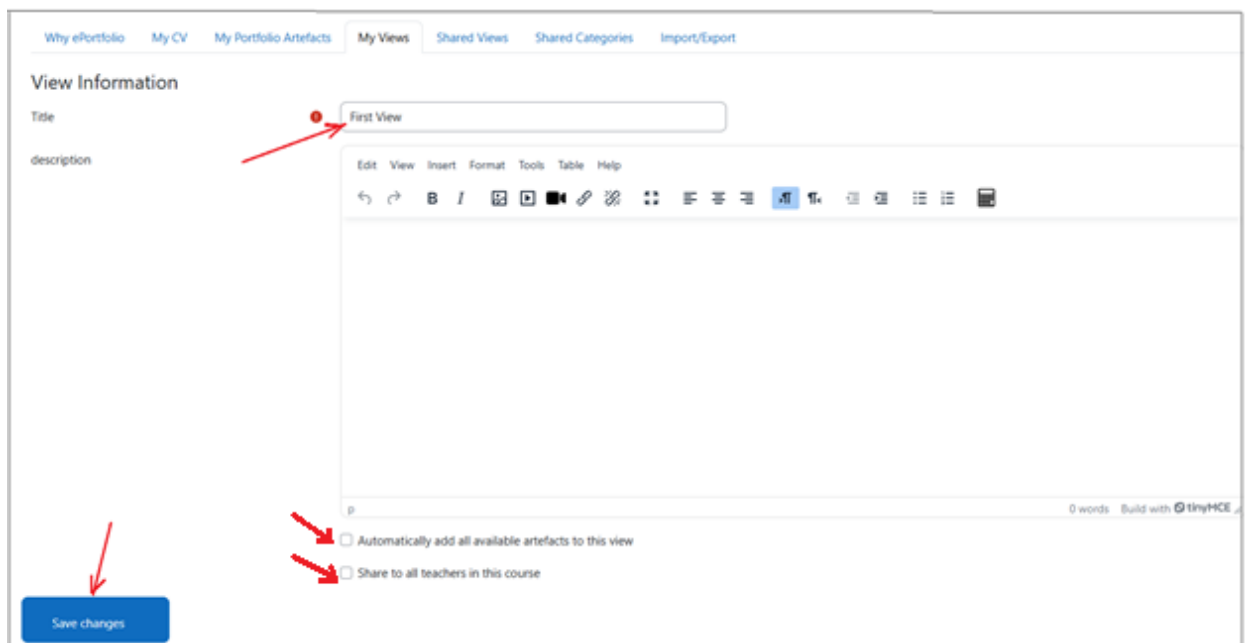
11. Repeat the previous step with the remaining files you have previously prepared in step 1. You will see the new artefacts added on the screen. Click on **“My Views”** in the middle of the menu.



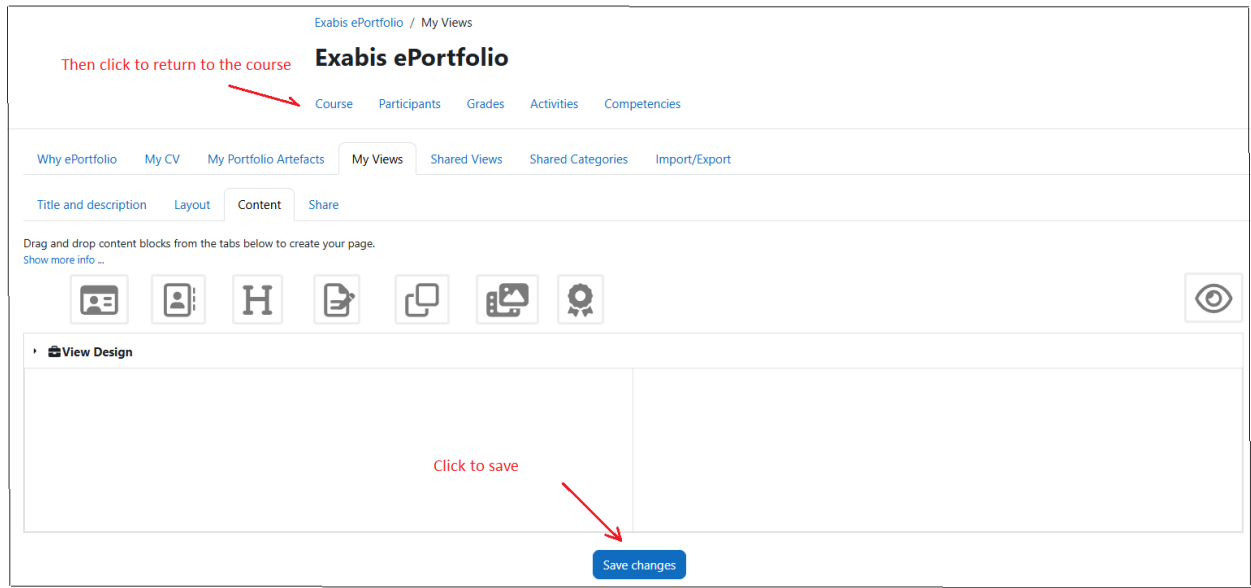
12. Click “Add view” to open a window called “View Information”



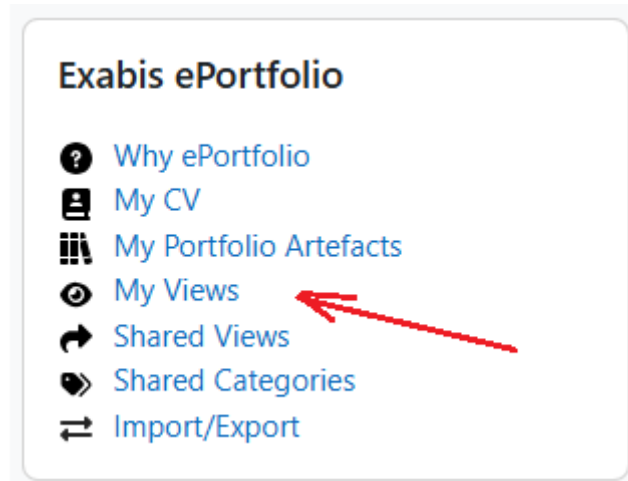
13. Enter A title for this view (Choose a title of your choice). Check the small square beside “Automatically add all available artefacts to this view “..... as well as the small square beside “Share to all teachers in this course”. Click on “Save changes” in the bottom of this screen.



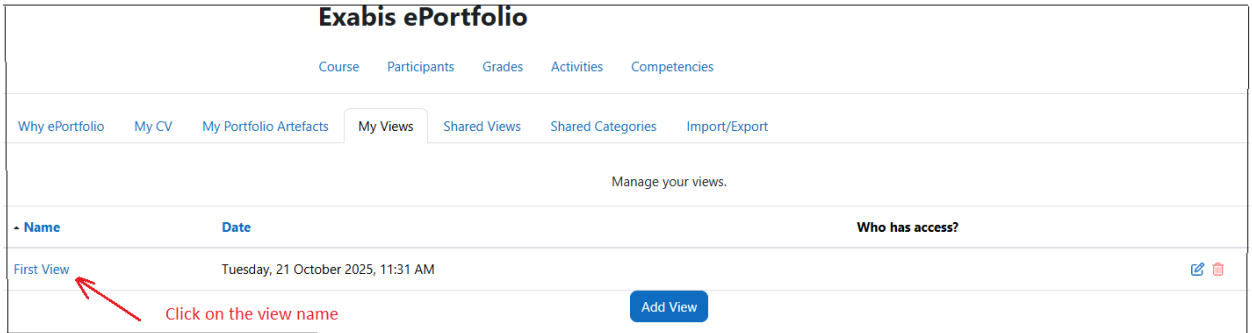
14. You will return to “**My Views**” screen Again, click on “**Save changes**” in the bottom of this screen as well. Then, Exit to the course by clicking on the “**Course**” item in the main menu in the top of the screen.



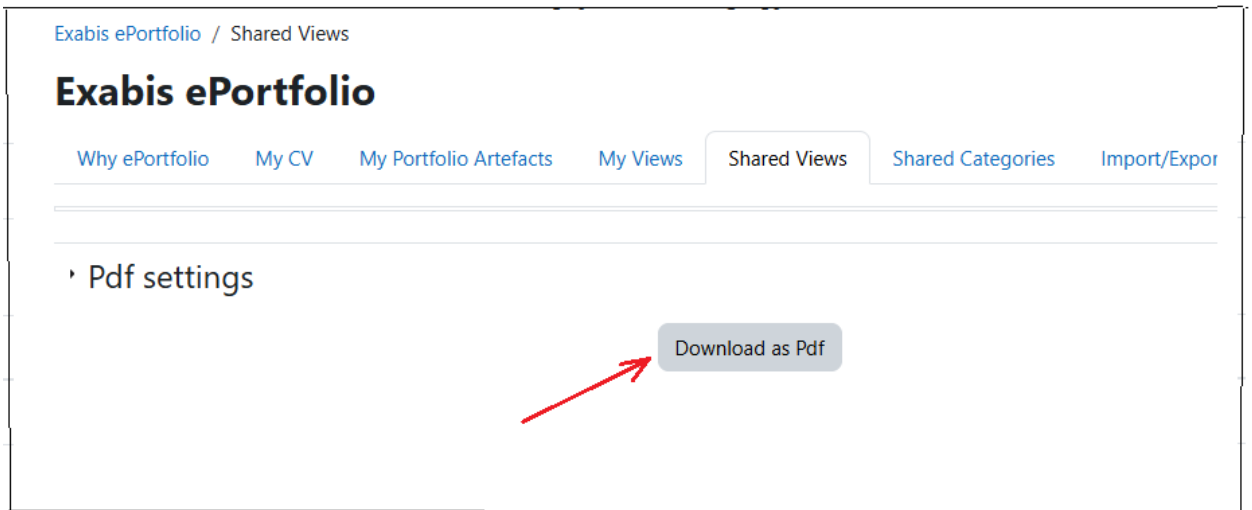
15. Click on “**My Views**” in the “**Exabis ePortfolio**” block.



16. Then click “**the name**” of the View you have just created. This will open a new window containing the artefacts you have added before.



17. Click “**Download as Pdf**” in the bottom of the screen. The file you downloaded will be saved in your “Download directory”. This file needs to be uploaded in the Assignment named “Portfolio-assignment”



How to upload the portfolio as pdf in the assignment?

1. Click on “Portfolio-assignment” in main course page:

▼ General

Collapse all

Announcements

Portfolio-assignment

Opened: Wednesday, 1 October 2025, 12:00 AM Due: Thursday, 8 January 2026, 12:00 AM

To do ▼

Upload the exported .pdf file you have made in the e-Portfolio block.

The following items should be fulfilled in the e-portfolio before exporting it:

- CV
- Cases list
- Brainstorming Objectives

2. Click on “Add submission”

Portfolio-assignment

To do: Make a submission

Opened: Wednesday, 1 October 2025, 12:00 AM
Due: Thursday, 8 January 2026, 12:00 AM

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The following items should be fulfilled in the e-portfolio before exporting it:

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- Formative exams
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- Points of weakness
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- Staff meeting
- Alex & Spectra table visit
- Team-based learning
- Sports & activities

Add submission

Submission status

Submission status

No submissions have been made yet

3. Select the .pdf file you have been downloaded & click “**save changes**”. The uploaded file will saved as draft.

▼ Add submission

File submissions

Maximum file size: 5 MB, maximum number of files: 1





Files



You can drag and drop files here to add them.

Accepted file types:

Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf

PDF document .pdf

Save changes

Cancel

▼ Add submission

File submissions

Maximum file size: 5 MB, maximum number of files: 1





Files



Portfolio-Stu...

Accepted file types:

Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf

PDF document .pdf

Save changes

Cancel

4. Click “**submit assignment**” to convert the draft submission into final submission.

Portfolio-assignment

To do: Make a submission

Opened: Wednesday, 1 October 2025, 12:00 AM
Due: Thursday, 8 January 2026, 12:00 AM

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Submit assignment  Edit submission Remove submission

Submission status

Submission status	Draft (not submitted)
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5. Click “**continue**” to confirm submission.

Confirm submission

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue Cancel

You should see **Done**.

Portfolio-assignment

✓ Done: Make a submission