



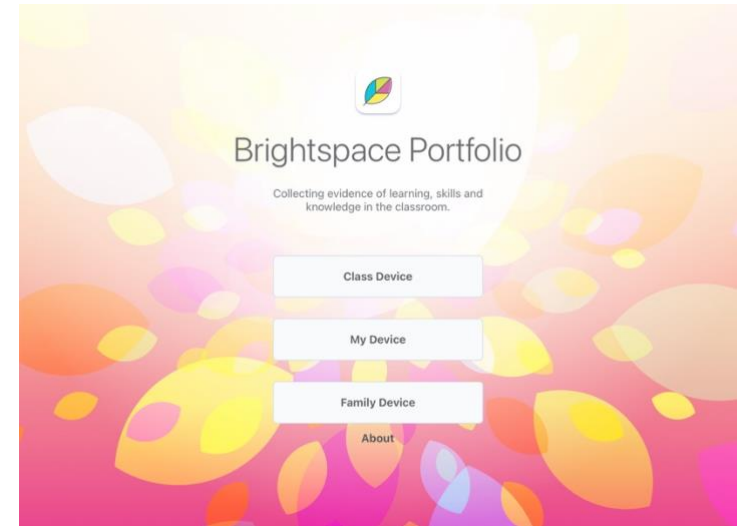
Using The Portfolio Tool in the HUB

Students can contribute to their Portfolio in the HUB in a number of different ways depending on the device they are using, and the access conditions of their environment.

Logging Into the Mobile Application

To collect evidence, learners or instructors can use the Portfolio app for iOS® or Android™. The Portfolio app is available for download from any global [Google Play™](#) store or [Apple App Store®](#).

Once you have downloaded the application, you can log into the application in two different ways:



Each Student Has Their Own Device	A Number of Students Are Sharing One Device
<p>Have the students log into the app using their username and password</p> <ol style="list-style-type: none"> 1. Once installed, launch the application 2. Select My Device 3. Enter the URL for the HUB in the <i>Connect to your school field</i>: hwdsb.elearningontario.ca 4. You will be redirected to an HWDSB login page. The teacher will have provided a username and password for HWDSB tools and resources. Enter that username and password on this screen 	<p>Provide the students with QR Codes to Allow Multiple Users to log in and out automatically</p> <ol style="list-style-type: none"> 1. Once installed, launch the application 2. Select Class Device or Family Device depending on whether the device is being used in a classroom, or at home 3. On the following screen, select between the normal mode, or the Funster mode. <i>Funster provides friendly guidance for younger learners.</i> 4. In Family Mode, the students will be prompted to scan a QR code provided by the teacher. In Class Mode, a class QR code must be scanned first, before students can scan their individual QR Codes



Troubleshooting

Note the QR Codes will only work within the Brightspace Portfolio applications. Using a normal QR Code reader will not provide access to the Portfolio Tool.

Teachers can download the QR Codes for their class by navigating to the Portfolio Tool and selecting Print Class Passcards

<p>Navigate to the Portfolio Tool in the HUB and select Print Class Passcards</p>	
<p>Print a class set of Passcards using the blue Print button in the top right corner. This set can be printed off and used within the classroom, or cut into individual passcards and send home.</p> <p>OR</p> <p>Print individual cards to attach to an email for each student using the cloud icon in the upper right corner of each card. This provides a PDF, which is easier to send home electronically.</p>	

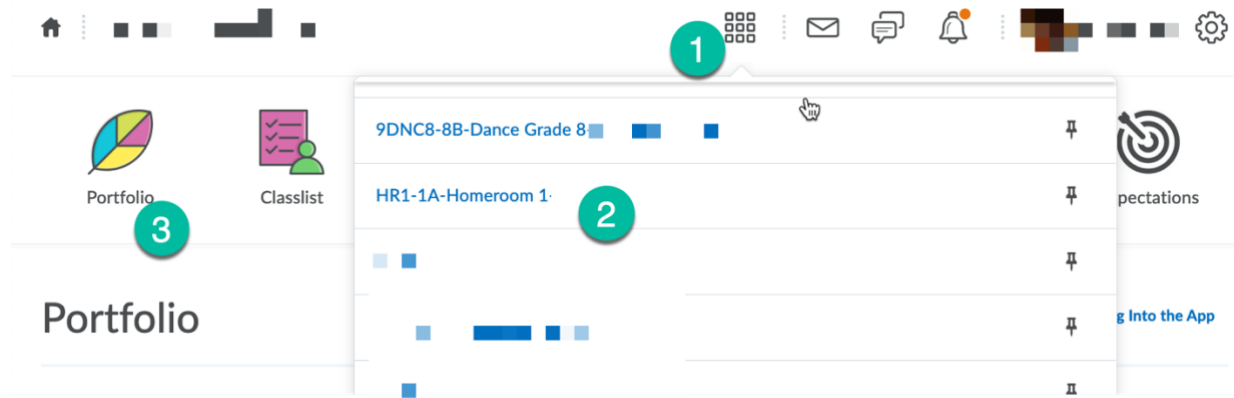


Logging Into the Browser Version of Portfolio

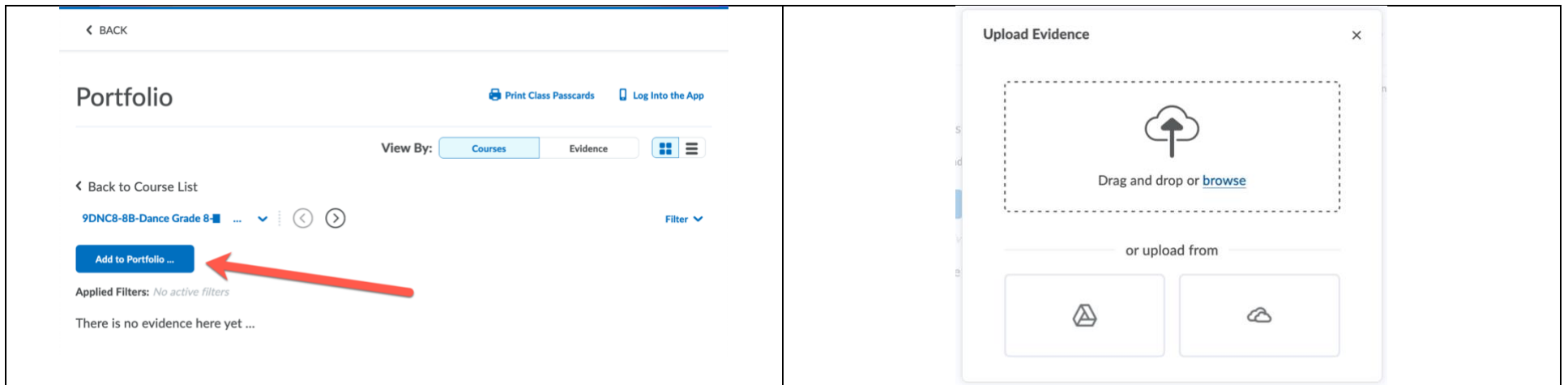
For students who do not have access to a mobile device, Portfolio can also be used through an internet browser.

Log into the HUB using the username and password your Teacher has provided.

Search for the course in the top drop down (1). You have a Portfolio for each class, so ensure you are selecting the correct course in the list (2). Select the Portfolio (colourful leaf icon) from the top menu (3).



Once you have launched the Portfolio Tool, you can use the Add Evidence button to upload pictures, videos, or other artifacts to your portfolio:





Adding Evidence and Reflections

The following video shows a student contributing evidence and reflections to their portfolio using the Mobile Application

<https://www.d2l.com/resources/videos/how-to-use-brightspace-portfolio-for-students/>

From the internet browser, you can click on the evidence once it's been uploaded and add additional audio or text reflections. You can also categorize your work and view Teacher feedback from this screen.

Regardless of how you upload content into your portfolio, you can view it easily through the browser version of Portfolio.

This link will take you directly to your Portfolio:

<https://hwdsb.elearningontario.ca/d2l/folio/main/Index>

Caregiver Access to Portfolio

The preceding instructions were intended for student use. Caregivers can view the contents of their child's portfolio through a link to the HUB in the HWDSB Parent Portal.

BACK TO CLASS PORTFOLIO EVIDENCE -



painting centre

Teacher Feedback

No teacher feedback yet ...

BACK TO CLASS PORTFOLIO EVIDENCE -

Say something about it

Upload an audio file

Write down some thoughts

Add a written reflection.

Type a reflection ...

Categorize your work

Pick the categories that will help you easily find this evidence later.

Add Category

Categories added by your teacher