

PATHBRITE GUIDE

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You will need to fully complete steps A, B, C, D, E, and F as soon as you start your studies

A. Create your account and profile

1. Go to the [Pathbrite official page](#) and click on **Create Account**.
2. Type in your email and a password of your choice and click on **Sign Up**.
3. Click on the round image at the top of the next page to edit your profile. Add your **name**, **surname**, and a **photo** of yourself – ideally the same photo as on your Moodle VLE profile.

B. Create and name your portfolios

You will need to create two portfolios.

1. Upon creating an account, Pathbrite will have automatically created a portfolio for you, called *Showcase of My Work*. Click on it, and on the next page click **Edit** (button at top right).
2. Edit the **title** according to the table below.
3. Click on **Create Portfolio** on the top right to add your second portfolio, and repeat the above steps to title it according to the table below.

COURSE	PORTFOLIO no1	PORTFOLIO no2
EYE	Personal Development Portfolio	Professional Placement Portfolio
FdA L4 and Cert/HE	Personal Development Portfolio	PSPP1
FdA L5	Personal Development Portfolio	Practitioner Placement Portfolio



C. Add these settings to your portfolios

1. Click and enter your portfolio. On the menu on the right, click on **Edit**, then **Style & Settings**.
2. Click on **Layout** and select **Bricks**.
3. Click on **Theme** and select **Dark**.
4. Click on **Portfolio Settings** and make sure it is set to **Private**, **Portfolio Industry** is set to **Education**, the **Allow Comments** box is set to **Yes**, and the **Show Download Links** box is **ticked**.
5. Finally click on **Done Editing** at the bottom right. Don't forget to do this, otherwise your changes will not be saved!

Go back to your Profile and repeat the above steps to set up your second portfolio.

Once you've set up both your portfolios, go back to your Profile. Both your portfolios should be listed below your profile picture. Make sure that when you hover over a portfolio, **the padlock icon** at the top left of each portfolio ('Toggle Visibility') looks **locked**. This means that the portfolio is private. Always make sure that this padlock looks locked!

D. Share your profile and portfolios

You will need to share your **Profile** and **both your Portfolios** with your tutor(s). Here's how:

- **SHARE YOUR PROFILE:** Go to **My Account > My Profile**. Click on the **Share icon** on the right of your profile image. Enter your tutor's email in the next pop-up window, and click **Share**.
- **SHARE YOUR PORTFOLIO:** Hover over your portfolio and click **Share**, or click and enter your portfolio and click **Share**. In the next pop-up window, click on the **SHARE small button (it's got an envelope to its left)**. Enter your tutor's email in the next pop-up window, and click **Share**.
- See the table below to find out what to share, who with, and when.
- **Please note:** *only* share your Profile and your Portfolios with tutors. There's no need to share with them each individual document you upload!

item to share	who with?	when?
your profile	your tutor or the group address (as instructed during induction)	straight away!
your personal development portfolio	your tutor or the group address (as instructed during induction)	straight away!
your placement portfolio	EYE: your placement tutor FdA/CertHE: group address	EYE: when placement starts FdA/CertHE: straight away!



E. Create Categories

Categories are like colourful post-it notes that you can attach to your uploaded items. They help organise your work. You can apply multiple categories on each document if you wish.

! Please refer to your course on the Moodle VLE to find out exactly what categories to create in each of your two portfolios.

! Please create ALL categories in BOTH your portfolios as soon as you've created the portfolios.

To create categories:

- Hover over a portfolio and click on the **Edit** icon, or click and enter a portfolio and then click on the Edit button at the top right.
- Click on the **Style & Settings** tab on the right.
- Click on **Categories**, then on **Edit Categories**.
- In the pop-up window, rename the existing default categories according to your course list on Moodle. If you need less than the default 4, **delete them by clicking on the bin icon**. If you need more, simply **type its name in the blank box** at the bottom.

F. Upload your documents

Please complete and upload now on your Personal Development Portfolio the following document:

Learner Agreement

You'll find it in the **Resources** section of your course on the Moodle VLE. You will of course keep adding documents to your portfolios throughout your studies, however the above document needs to be completed and uploaded onto Pathbrite at the very beginning of your course.

How to upload documents on Pathbrite:

- Click and enter a portfolio and then click on the **Edit** button at the top right.
- Either **drag and drop** files from your computer into the central upload box, or click on **Add Work** on the menu on the right and select what type of document you'd like to upload.
- If you don't like the way a document appears on your portfolio 'wall': click and enter your portfolio, then click on Edit. Find your document, hover over it, and click on **Adjust Image**. Then follow the instructions to add your own 'cover' of the item.



G. Work with categories

Categories are like colourful post-it notes. You can apply them on your documents so as to categorise them and find them easily. Here's how to apply one (or more) categories to a document, how to remove a category from a document, plus some tips:

- Go into your portfolio.
 - Click **Edit**, then **Style & Settings**, then **Categories**.
 - **Left-click once first on the Category** you'd like to assign. Then look at your documents on the left: they will each have a + sign on them, the same colour as the category you're working with right now. **Left-click once on the + plus sign on the document**. That means that this document now belongs to this category. Repeat till you have classified your documents.
 - If a document has a coloured - minus sign, then that means that it already belongs to this category. Click on the minus sign if you want to **remove that category** from that file.
 - Once you've finished assigning/removing categories, click at **Done Editing** at bottom right.
- **Tip:** you can assign multiple categories to the same one document.
- **Tip:** in the main view of your portfolio, all assigned categories appear as a **colourful dot-list** at the top of your portfolio. Categories which contain no items will not be displayed there though.

H. View likes and feedback comments

Here's how to see if your tutor has liked your documents and/or has commented on them:

- Click on the **notifications bell icon** at the top right of the screen. This will show you all recent likes and comments.
- Click on any item in a portfolio and scroll down. See if the **heart icon** (Liked) is highlighted, and see if there are any **comments** at the bottom of the page.