What staff must do to create and make a webfolio available to students

When might this be useful?

Sometimes it is useful to give students a blank page so they can be creative and use the webfolio function to design their own project.

However it is also useful, in particular in early years, to guide or scaffold their learning. This is possible if the lecturer designs the original webfolio template indicating the key components the students need to complete.

The latter does not necessarily hamper creativity; the students can still produce a variety of levels of quality in their work, and should be encouraged to be creative and to indicate engagement and understanding albeit in a guided fashion

How do I do it?

If you want the students to be able to use the webfolio template you created and further develop the webfolio based on your original guided template please do the following:

1. Create a webfolio, it will be in your 'assets store' in the 'By me' section
2. When you are happy with it and want to place it as a resource in Atlas so that students can copy and use it, i.e. they can complete required sections and add to it, please do the following
3. Go to the workspace in atlas that you want to place the resource in
4. Click on resources
5. Click on add resource, it will give you the option of where you want to add the resource from (**for a webfolio it will be in your assets store – so choose assets store**)
6. Complete the questions – allow '**copy and submit only'**, here it will ask if you want it to submit to a specific assignment. Note, if you do want it to be submitted to a specific assignment, then you will need to have added that assignment to the workspace before this step. (Please see the guide on 'How to create a New Assignment in Atlas')
7. If you have it set up on 'auto submit' in Atlas (Please see guide on 'How to put assignment on auto submit in Atlas'), as students work with the webfolio, created in this way, it will be live submitted to the pre-determined assignment in the workspace.