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## Portflow Quick Start Guide

In this Quick Start Guide we show you how to use the basic functionalities of Portflow. You can find detailed instructions on how to use Portflow in the [Student course on Brightspace](#).

Go straight to

[Getting started with Portflow](#)

[Setting up your Portfolio](#)

[Filling and organising your Portfolio](#)

[Sharing your portfolio and asking for feedback](#)

[Progress reviews and assessment](#)

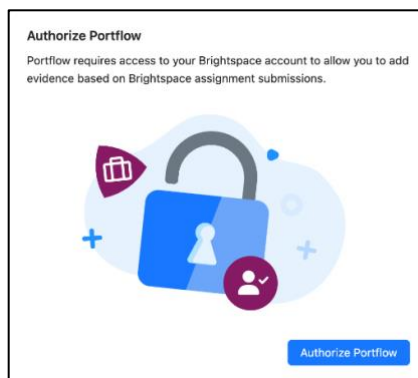
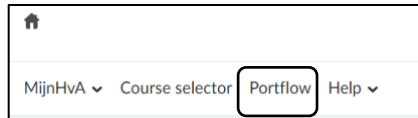
[Create and submit portfolio snapshot in Brightspace](#)



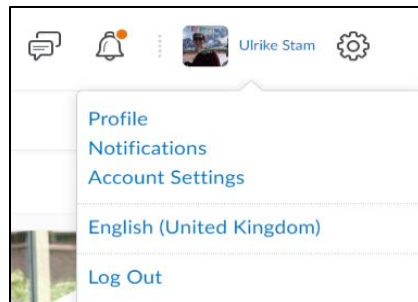
## Getting started with Portflow

1. Go to Brightspace
2. Click on **Portflow** in the main navigation to start Portflow.
3. *The first time you start it, you have to activate the connection between Brightspace and Portflow.*  
Click on **Authorize Portflow**.

<https://dlo.mijnhva.nl>

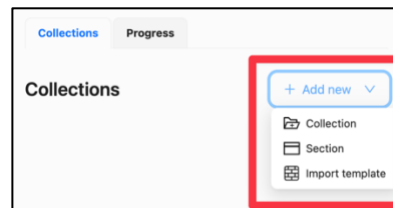


4. *Where appropriate, modify your language setting.*  
Click on **your name** at the top of your screen  
Click on **English** to change languages.



5. Add a template provided by your degree programme.
6. Click on **Add New** on the right-hand side of the screen.  
Select **Import Template**.  
Enter your ID and click on **Import**.

Your lecturer will give you the code for the template.





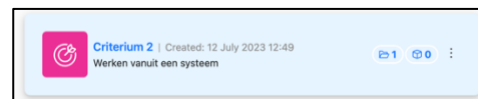
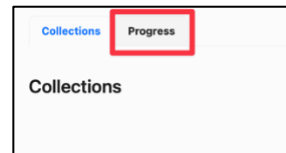
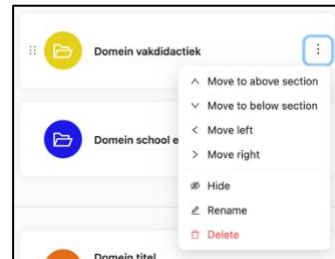
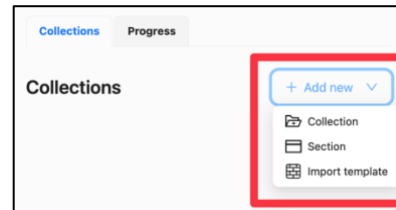
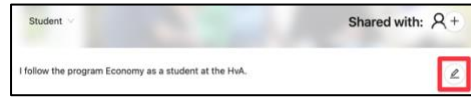


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## Set up your Portfolio

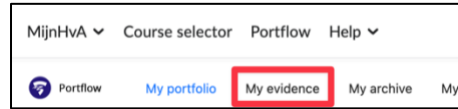
1. Click on the pencil icon  on the right-hand side to add a description of yourself to your portfolio.
2. *You can add Collections and Sections yourself if necessary.* Click on **Add New** on the right-hand side of the screen.
3. *You can modify or remove Sections yourself.* Place your mouse on the section that you want to modify. You will then see a number of icons for modifying the section on the right.
4. *You can modify or remove Collections.* Click on the three dots  after the collection.
5. *Where appropriate, you can add your own goals, if this is required within the degree programme.*
  - Go to the **Progress** tab.
  - Click on **+ Add goal**.
  - Enter the details of the goal and click on **Save**.
  - Your goal has been added.





## Fill and organise your Portfolio

1. You can find an overview of your evidence in My Evidence  
Click on **My evidence**, top left, in the Portflow menu.



2. Collections are intended to demonstrate goals. In some templates, these goals are linked to collections.

- Click on **My Portfolio**, top left, in the Portflow menu.
- Click on the folder of the collection to which you want to add a goal.



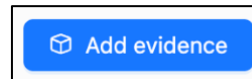
3. Click on **Add goal**  
Select one or more Existing goals from the dropdown menu



4. You organise your evidence by adding it to collections.

- Click on the folder of the collection to which you want to add your evidence.


5. Click on **Add evidence**  
Select the type of evidence that you want to add.



6. Click on the arrow to the left to navigate back to the collection.

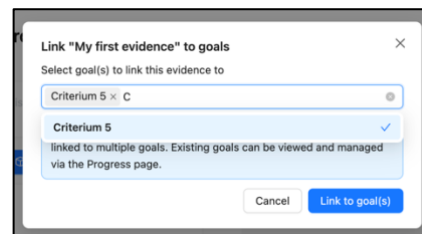


7. The evidence has not yet automatically been linked to the goal of the collection.

- Click on the three dots  after the evidence.
- Click on **Link to goal(s)**



8. Select one or more goal(s) from the dropdown menu  
Click on **Link to goal(s)**





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## Share your portfolio and ask for feedback

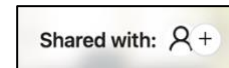
1. You can share your evidence to request feedback on your development.

- Click on **My portfolio**, top left, in the Portflow menu.



2. You can share your entire portfolio.

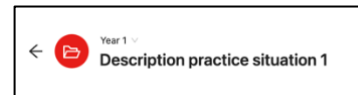
- Click on the plus sign  next to Shared with:
- Type the name of the person you want to invite.
- Click on **Share**.



NB You are sharing your entire portfolio, i.e. all evidence and feedback.

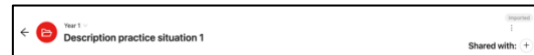
3. You can also share collections.

Click the folder of the collection that you want to share.



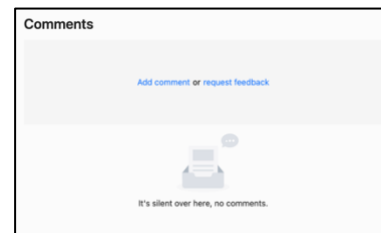
4. Click on the plus sign  next to Shared with:

Type the name of the person you want to invite. Click on **Share**.



5. You can request feedback at different levels. In principle, this always works in the same way.

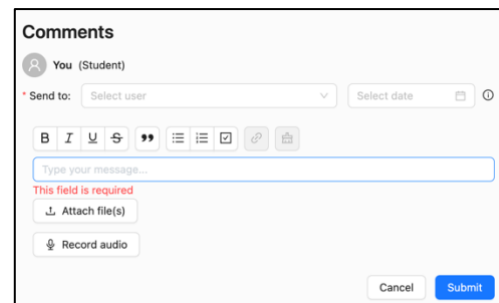
- You will find Comments on the right-hand side of the screen. Click on **Request feedback**



6. Under 'Request feedback from', select the user(s) from the dropdown menu.

- Write a message or record an audio message which makes it clear what you want feedback on.
- Click on **Submit**

NB You can only request feedback if you have already shared the collection or portfolio.



7. You will find feedback requests from others in Notifications.

Click on the bell icon on the right-hand side of the

Portflow menu  to open notifications.





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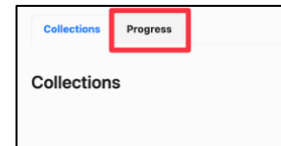
## Progress reviews and assessment

1. You can have the progress in your development reviewed in Portflow by lecturers, peers or external parties.

Click on **My portfolio**, top left, in the Portflow menu.

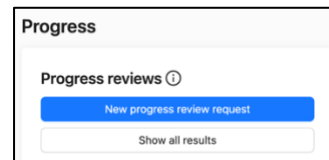


2. Go to the **Progress** tab.



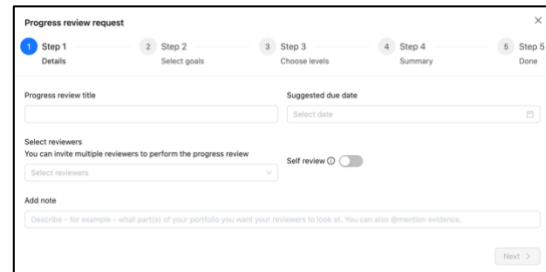
3. Click on **New review request**.

Give your progress review a name, so you can identify easily which progress review it is at later date.



4. Select **Self review** or otherwise, depending on the nature of the assignment. Invite the people you want to review your progress.

NB You can only request a progress review from people with whom you have shared your portfolio. They must have accepted the request. Reviewers can only provide feedback on the goals and evidence that you have shared with them. It's easiest to share your entire portfolio.



5. Select one or more goals for which you want to establish your progress. Your lecturer will tell you whether the progress review is to be based on Levels or comments only. Select the correct option. Click on **Next**.



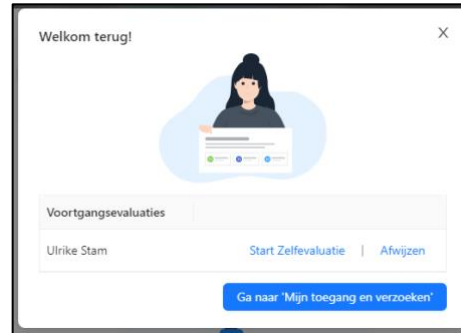
6. Check the summary. Click on **Save and submit**. Click on **Close**





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7. If you have selected a self review, you will also receive an invitation to the progress review. Click on **Start Self Review**

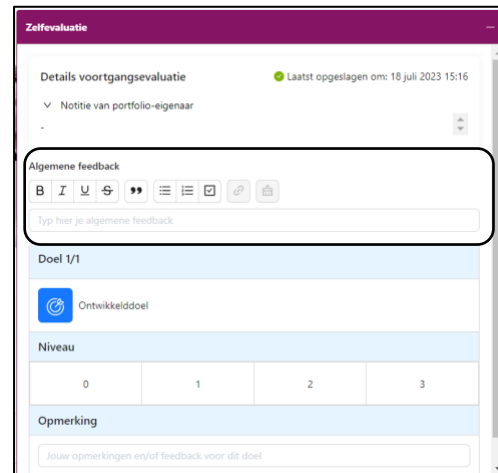


8. You will enter the review environment of Portflow, which you will recognise from the purple boxes.

Provide general feedback in text form.

Then rate your progress against the various goals. Explain why you have given these ratings in the Comments field.

When you are done with your self review, click on **Submit review**.

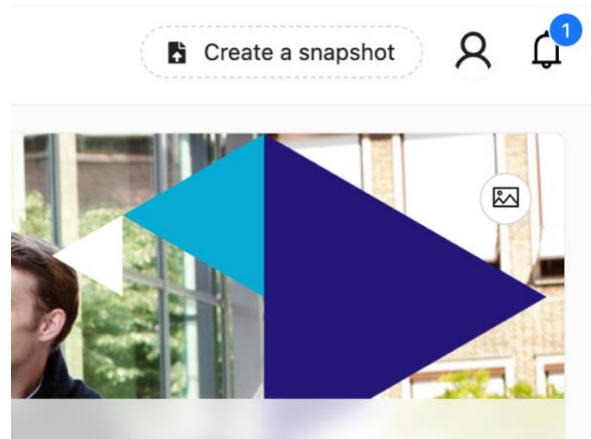




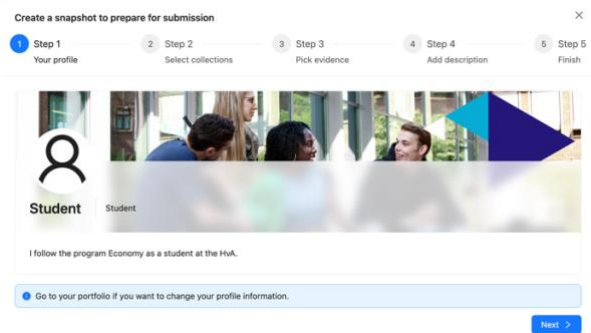
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## Create and submit portfolio snapshot in Brightspace

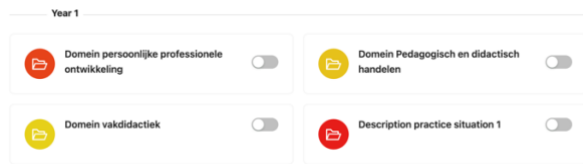
1. To create a snapshot for the first time, click on "Create a snapshot" in the top right corner of the Portflow menu.



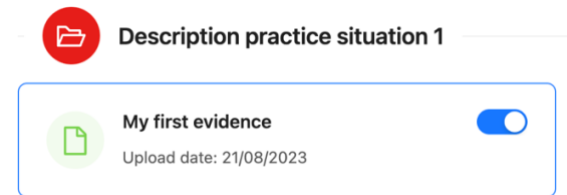
2. Follow the steps.



3. Select the **collections** you want to include in the snapshot.




4. Select the pieces of **evidence** you want to include in the snapshot.







5. Give your snapshot a *name* and a *description* so that you will know later for which assignment or period you created the snapshot. Once created, you cannot modify a snapshot.
6. You can find a snapshot in your archive. Click on "My archive" in the Portflow menu.
7. To submit it, go to the **Brightspace course** where the submission assignment is located.
8. Go to the text submission field and click on "Insert Content." 
9. Click on **Portflow** and select the appropriate snapshot.
10. To submit your snapshot, click on "Submit".

Version name  
Give your snapshot a name to easily locate it later on the 'My archive' page. This name will be visible to you and the viewers of your snapshot.

Version #4

Description  
This description will be visible to the viewer(s) of the snapshot and will be added to your portfolio homepage below your profile.

Add a description or reflection to the snapshot

