Manual e-portfolio
Manual for PhD students and their supervisors on how to make, use and approve the e-portfolio

3-3-2016
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Creating your e-portfolio (at the start of your doctoral training)

1. Log on to Toledo with your student account
2. Go to the tab “Files and Portfolio” and click “Blackboard portfolio: use template”.
3. The page you see now is called: “Add Template based portfolio”.
   a. Template: choose “Doctoral portfolio – Template”.
   b. Title: please give the following name “Doctoral portfolio: first name last name”. You do not have to change the last field.
4. Click “Submit”
5. Now you can fill out your summary (works best with Mozilla Firefox, but Internet Explorer 8 is good too). Remark: You can find the different dates on which your provisional plan, your progress report and your final plan were approved in your PhD progress application in KU Loket. Remark: If you have filled out all your data in a Word-document, please do not copy/paste this to the summary. Select the content of your Word-document, go to http://word2cleanhtml.com/ and then copy/paste the cleaned version into your summary!
6. When you are done with editing: click “Done Editing”

Making adjustments to your portfolio

1. Log on to Toledo with your student account
2. Go to the tab “Files and Portfolio” and click “Blackboard portfolios”.
3. Click “Edit” in the box of your created portfolio
4. Click the double arrows next to the item you want to adjust
5. Make your adjustments
6. Scroll up to the top and click “Save”, “Done Editing” when you are done and want to save an item.

Sharing your e-portfolio

1. Log on to Toledo with your student account
2. Go to the tab “Files and Portfolio” and click “Blackboard portfolios”.
3. In the box of your portfolio click “More and click “Share””
4. The screen you are in now, is called “Share portfolio: Doctoral portfolio: first name last name”
5. Slide your mouse over the button “Share a snapshot with”
6. Click “Users”.
7. Choose users by browsing their username. Click “Browse”
8. In the dialog that opens, you can enter the name of one the persons you need to share your portfolio with (your supervisor, one of the coordinators of your doctoral school program (if you are affiliated to one), professor Rik Lories (Chair of the Doctoral Committee, depends on your faculty, see further) and your file manager.). Select the person you searched for and search for the other persons. When you selected everyone, close the pop-up screen.
Remark:

a. **Pharmaceutical Sciences**: browse for professor Baes instead of professor Lories,
b. **Kinesiology and Rehabilitation Sciences**: browse for professor Lefevre instead of professor Lories.
c. If you are not sure who the coordinators of your doctoral school program are, please look at: [http://gbiomed.kuleuven.be/phd/programmes/index.html](http://gbiomed.kuleuven.be/phd/programmes/index.html).

9. Tick the box “Send E-mail”, this way, the people you have shared your portfolio with, will receive an e-mail notification that you have shared your portfolio with them. Instead of the notification that is in the text box, you fill out the following:

   Dear professor

   I have completed my doctoral training in accordance with the regulations of the doctoral school biomedical sciences. The e-portfolio which is now shared with you, documents the different training activities I have attended.

   Would you be so kind as to have a look at my e-portfolio and approve it afterwards? You can find a manual in order to approve my e-portfolio on [http://gbiomed.kuleuven.be/english/phd/PhD_Researchers/manual-e-portfolio](http://gbiomed.kuleuven.be/english/phd/PhD_Researchers/manual-e-portfolio)

   Thank you in advance.

   Kind regards

10. Click “Submit”

11. The e-mail is on its way to the people you have shared your portfolio with.

12. Check regularly to see if you have received comments by clicking on “More” and “View Comments” in the box of your portfolio

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**Approving an e-portfolio (for supervisors, program coordinators...)**

1. When your PhD-student has shared his e-portfolio with you, you will be informed by an automatic e-mail: “X has shared a Portfolio with you”.
2. Go to “Toledo” and click the “log in”-button and log in with your personnel number
3. Go to the tab “Files and Portfolio” and click “Blackboard portfolios”.
4. A new page will open. At the left side you can click on “Shared with Me”
5. Click on the title of the portfolio you want to open.
6. After reviewing, click “Comments” in the navigation bar
7. Click “Add Comment”
8. Write your comment
9. Click “Submit” and your comment is posted.