



Portfolios: Create and Edit

Portfolios and Folders

Portfolios are included with all Davis Digital teacher and student accounts. Create custom Portfolios to demonstrate learning, student progress, or advocate for the arts. Share Portfolios with parents and community members. Use this guide to help you get started using Portfolios on Davis Digital. Please email Support@DavisArt.com if you have any questions or concerns.

Contents:

Create a Portfolio

Portfolio & Folder Table of Contents

Save a Portfolio

Portfolio Menu

Create a New Folder

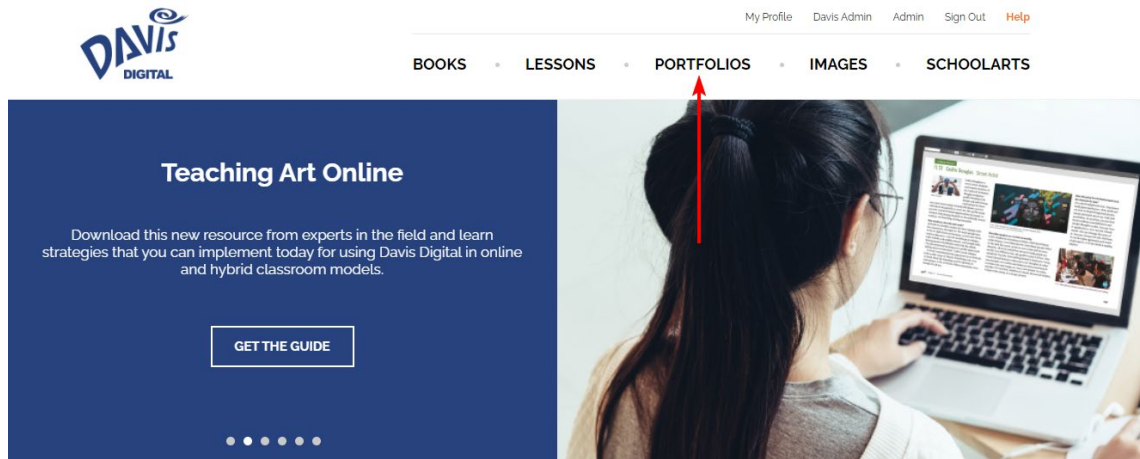
Folder Menu

View and Edit a Portfolio

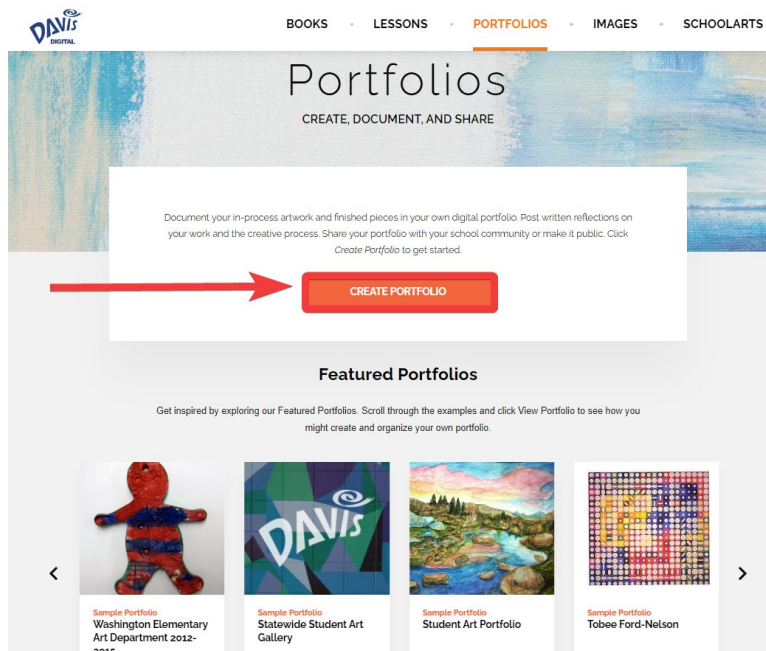


Create a Portfolio

1. Click the **Portfolios** link or icon to go to the Portfolios page.

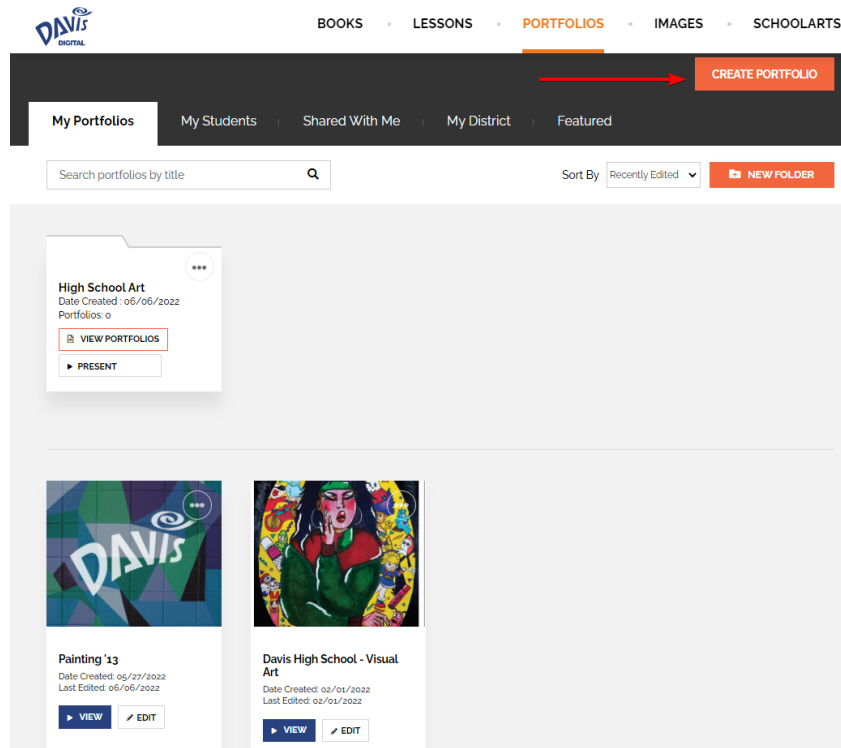


2. Users that have not created Portfolios yet or have not had Portfolios shared with them will have the option to **Create Portfolio** or view **Featured Portfolios** from the Portfolios landing page. Click either button to get started.

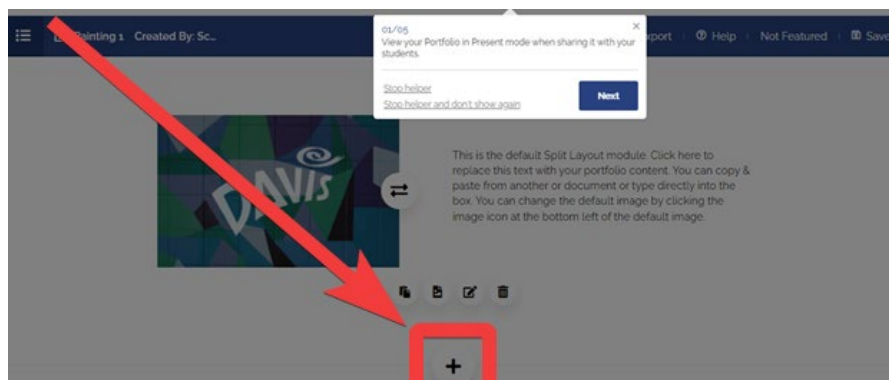




3. Users that have created Portfolios or have had Portfolios shared with them will go directly to the **My Portfolios** listing page. Click the **Create Portfolio** button to start building a new Portfolio.



4. By default, the Portfolio will open with a Split Layout module. Start by adding content to the Split Layout or click on the "+" icon to add other content to the Portfolio. This will open the **Add Content** menu. For more information on adding content to a Portfolio, see the **Adding Content to Lessons and Portfolios Guide**.





5. To add additional **Pages** to your Portfolio, open the Table of Contents menu.

6. Click the **Add Page** button at the bottom of the Table of Contents menu to add pages to your Portfolio. Consider adding your biography or a page for each class that you teach. Many teachers include pages for their own artwork and extracurricular activities such as after school clubs. Note: you must be in Edit mode to add Pages. By default, you will be in Edit mode when you first create a Portfolio.



7. Give the Page a name and click Save.

Add Portfolio Page ✕

Title
Additional|

CLOSE SAVE

8. The Page will now appear in the Table of Contents menu. Click on the Page name to start adding content to that Page.

✕✎ Statewide Student Art Gallery

Statewide Student Art Gallery

<i>Welcome</i>	✎ 🗑️ ☰ ▼
📄 <i>Split Layout</i>	✎ ☰
<i>Student Research</i>	✎ 🗑️ ☰ <
<i>Gallery</i>	✎ 🗑️ ☰ <
<i>Links</i>	✎ 🗑️ ☰ <
<i>Additional</i>	✎ 🗑️ ☰ <

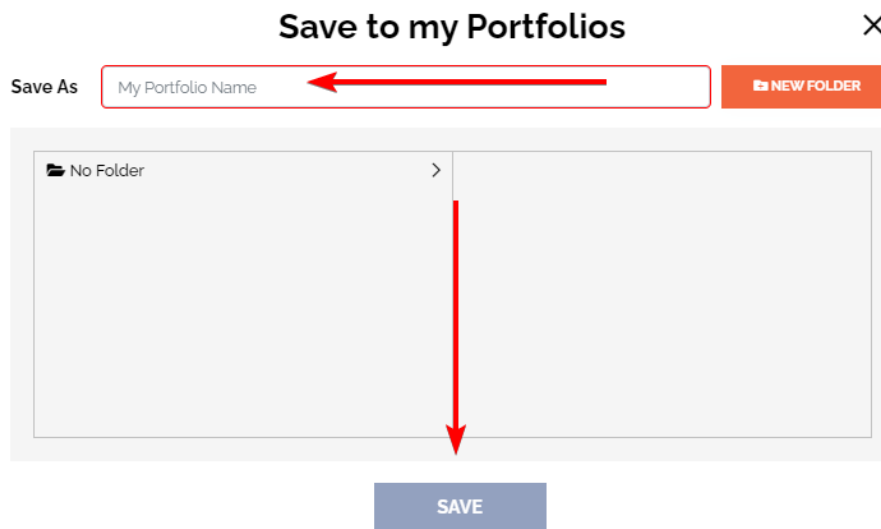
☰ Click and Drag to re-order

+ ADD PAGE

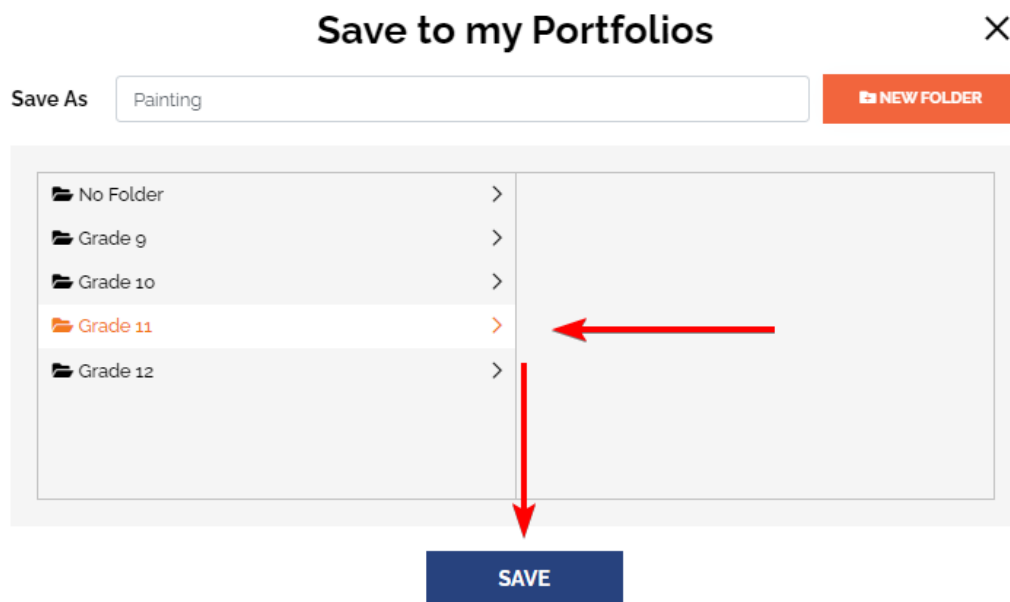


Save a Portfolio

9. Users will be prompted to save the Portfolio once the first content module has been added. Enter a name for the Portfolio and click **Save**.

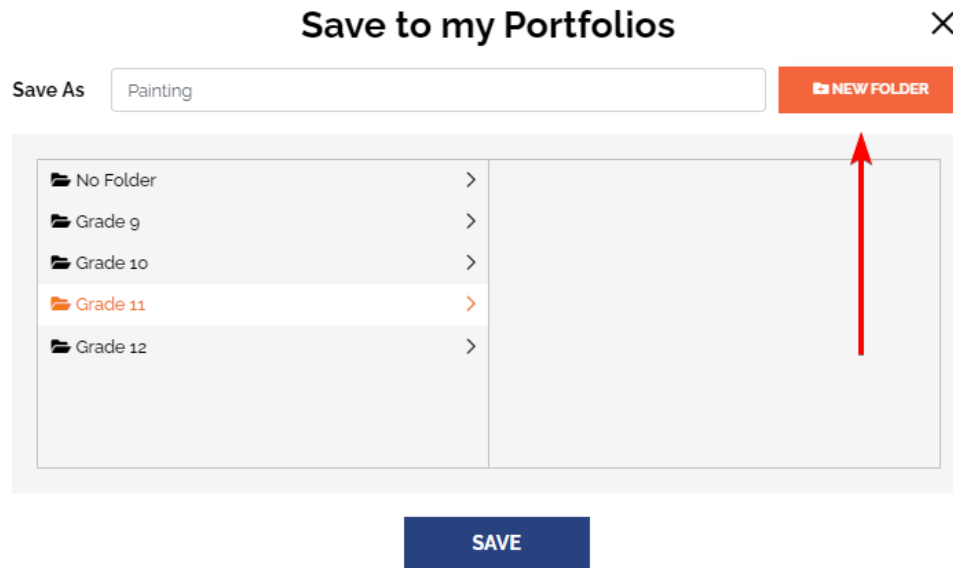


10. To save a Portfolio to an existing **Folder**, enter a name for the Portfolio and select a Folder from the list. Once a Folder has been selected, click Save.

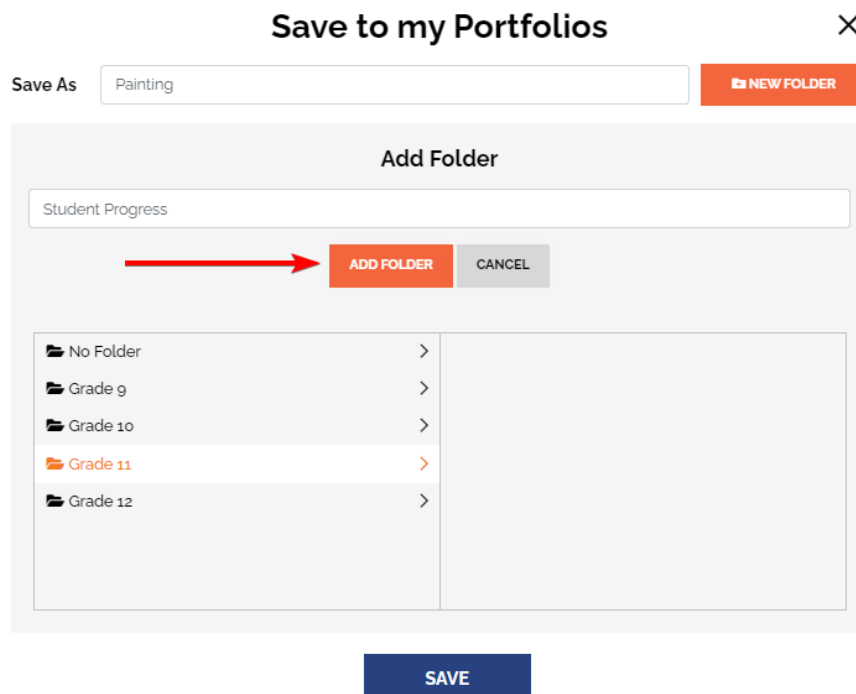




11. To save a Portfolio to a new Folder, enter a name for the Portfolio and click the **New Folder** button.

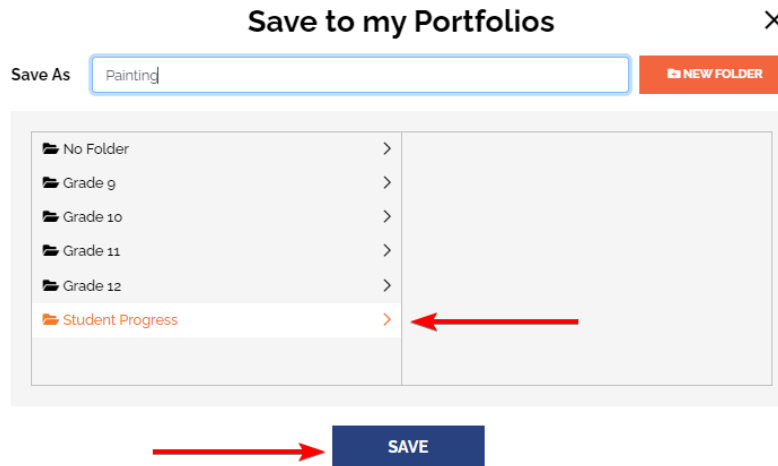


12. Enter a name for the Folder and click the **Add Folder** button.





13. Select the newly created **Folder** from the list and click Save.

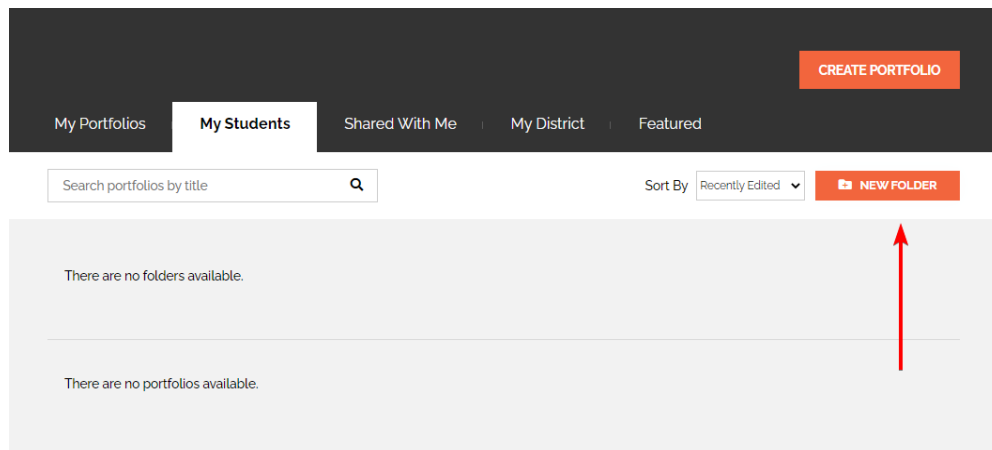


Note: Individual Portfolios can be moved into Folders at any time. For more information on moving Portfolios into Folders, see Steps 16-18.

Create a New Folder

Individual Portfolios on the My Portfolios, My Students, and Shared with Me listing pages can be moved into Folders at any time. Folders are especially useful on the **My Students** page. If you are teaching multiple classes, you can group student portfolios into separate folders for each class.

14. To create a new Folder, click the **New Folder** button.





15. Enter a name for the Folder and click **Save**.

✕

Create Folder

Folder Name:

16. Find the Portfolio that will be moved into the Folder and click the **3-dot menu**.



Painting 1

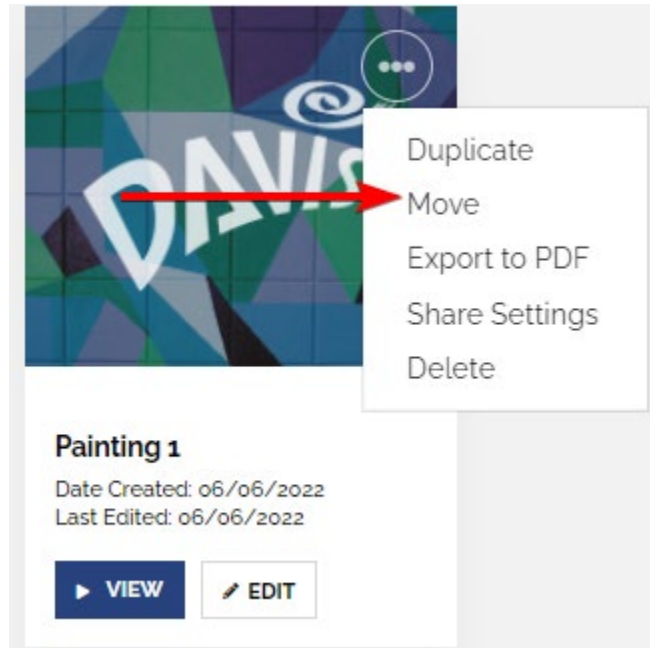
Date Created: 06/06/2022

Last Edited: 06/06/2022

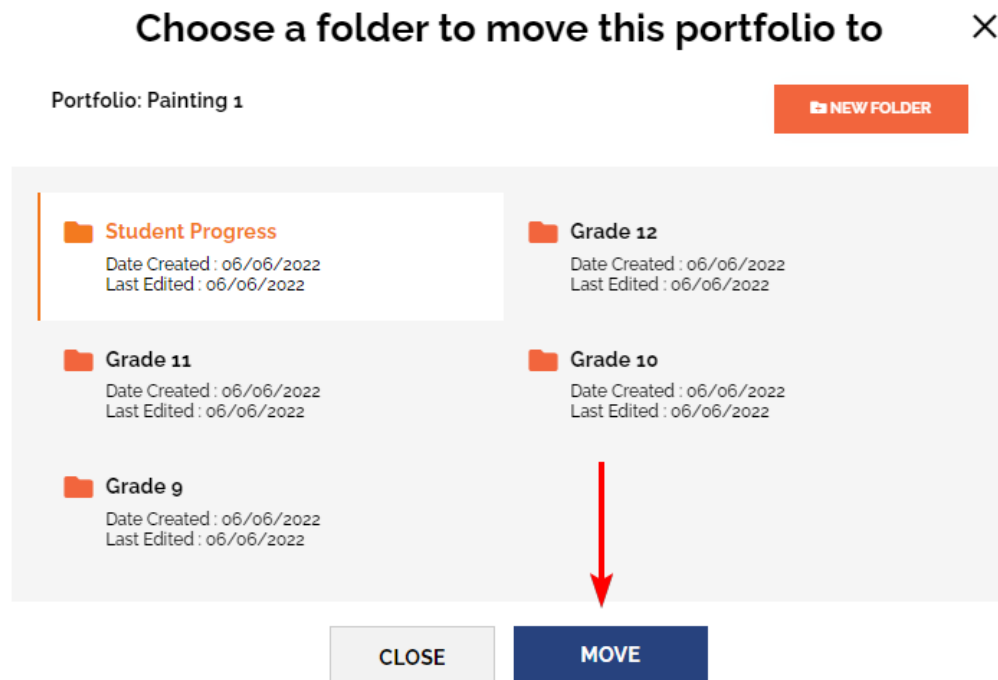




17. Click the **Move** button from the list.

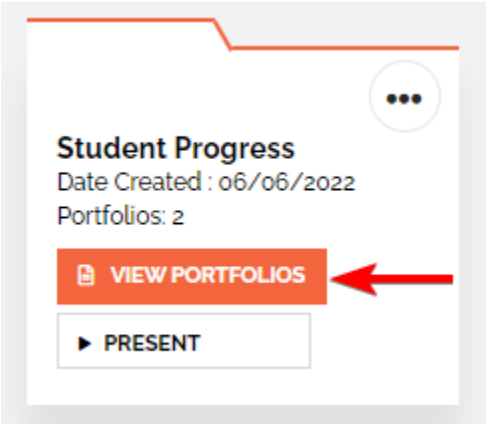


18. Select the appropriate Folder from the list and click **Move**.



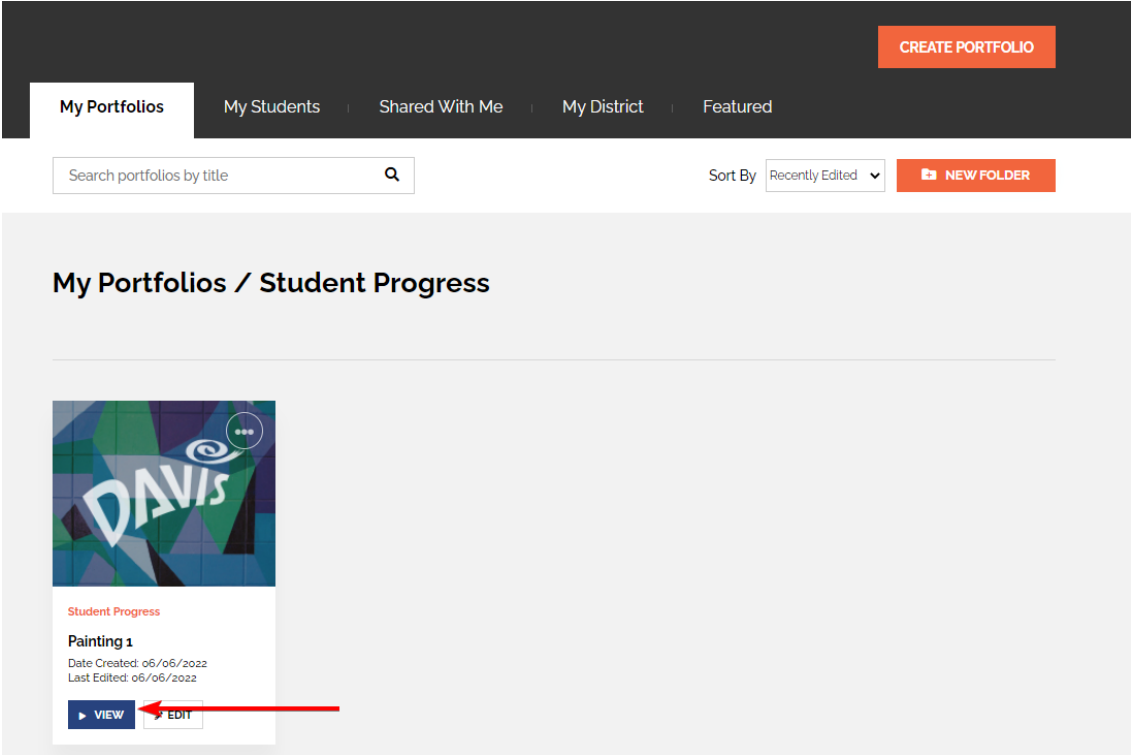


19. To view the Portfolios that have been added to a Folder, click the **View Portfolios** button on the Folder tile.



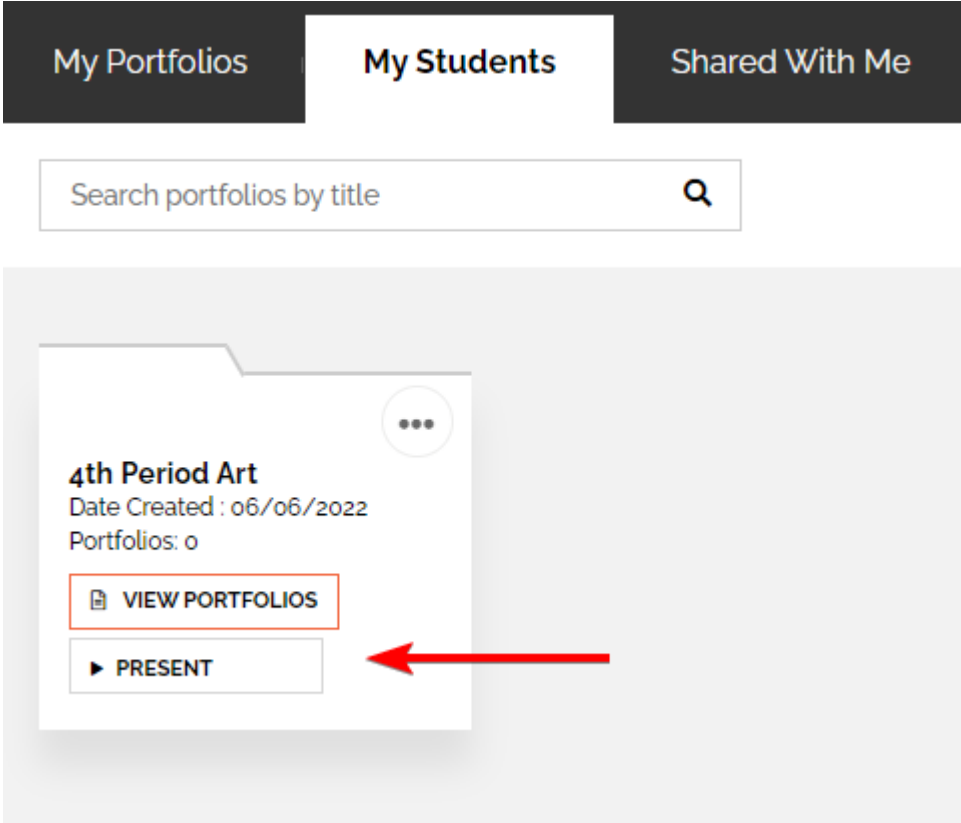
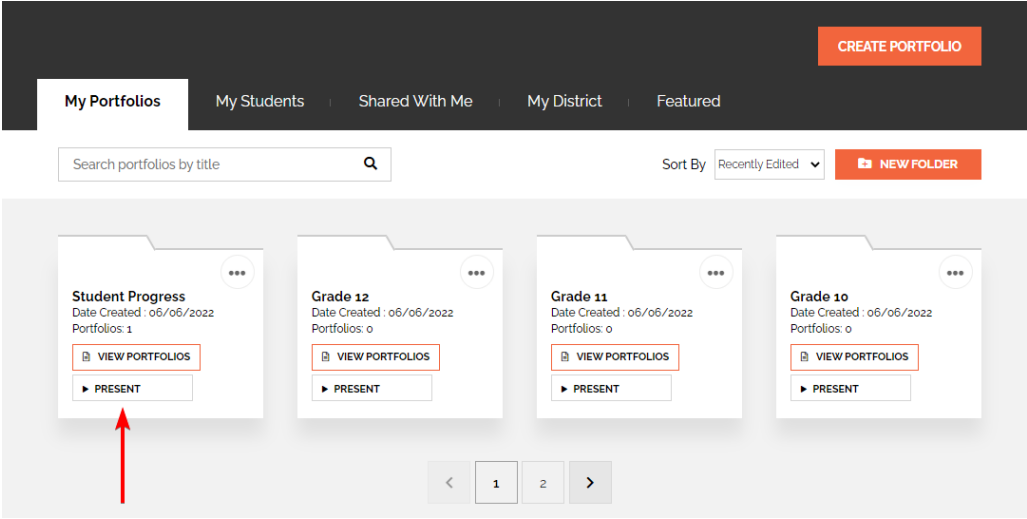
View and Edit a Portfolio

20. To **View** an Individual Portfolio, click the **View** button on the Portfolio tile to view the Portfolio in Present Mode.





21. To **View** Portfolios within a Folder on the My Portfolios, My Students, or Shared with Me listing pages, click the **Present** button on the Portfolio tile to view the Portfolios in Present Mode.





22. To **Edit** an Individual Portfolio that you created, or a Portfolio that has been shared with you as an Editor or an Administrator, click the **Edit** button on the Portfolio Tile to view the Portfolio in Edit Mode.

The screenshot shows the Davis Digital interface. At the top, there are tabs for 'My Portfolios', 'My Students', and 'Shared With Me'. Below the tabs is a search bar labeled 'Search portfolios by title' and a 'Share' button. The main content area displays two portfolio tiles. The left tile is titled 'Student Progress' and 'Painting 1', with 'Date Created: 06/06/2022' and 'Last Edited: 06/06/2022'. It has a 'VIEW' button and an 'EDIT' button, with a red arrow pointing to the 'EDIT' button. The right tile is titled 'Statewide Student Art Gallery', with 'Date Created: 09/10/2010' and 'Last Edited: 01/14/2022'. It has a 'VIEW' button and an 'EDIT' button. Above the 'EDIT' button on the right tile, there is a red arrow pointing to the text 'Can Edit', which is part of the sharing information: 'Can Edit', 'Shared By: Robb Sandagata, Admin', and 'Featured Portfolio'.

Note: On the **Shared with Me** page, the Lesson tile will indicate if the Portfolio has been shared with you as an Administrator, Editor, or Viewer (any student portfolios on the My Students page have been shared with you as an Administrator). If a Portfolio has been shared with you as a Viewer only, you will not be able to Edit or duplicate it. You will only be able to View the Portfolio's contents.



23. To edit Portfolios that are in a Folder, click the **View Portfolios** button on the Folder tile. On the View Portfolios page, click the **Edit** button to edit an individual Portfolio in the folder.

Note: On the **Shared with Me** page, the Folder tile will indicate if the Folder has been shared with you as an Editor or Viewer. If the Folder tile indicates “Can Edit”, follow Step 22 to edit the Portfolios in the Folder. If you are a Viewer only, you will not be able to edit any Portfolios in the Folder.

The screenshot displays the Davis Digital interface. At the top, there are three navigation tabs: "My Portfolios", "My Students", and "Shared With Me". Below the tabs is a search bar labeled "Search portfolios by title" with a magnifying glass icon. The main content area is titled "My Portfolios / Student Progress". A folder tile for "Student Progress" is shown, with details: "Date Created : 06/06/2022" and "Portfolios: 1". The folder tile has two buttons: "VIEW PORTFOLIOS" (highlighted with a red box and a red arrow) and "PRESENT". A detailed view of the "Student Progress" folder is shown below, featuring a portfolio titled "Painting 1" with "Date Created: 06/06/2022" and "Last Edited: 06/06/2022". The portfolio tile has two buttons: "VIEW" and "EDIT" (highlighted with a red arrow).



24. When viewing a Portfolio in Present Mode, or presenting Portfolios in a Folder, click **Edit this Portfolio** to switch to Edit Mode.



Creative Minds Statewide Art Gallery

This portfolio features artwork created by children participating in Creative Minds Out of School programs across the state of Massachusetts. Click on the Table of Contents at the top left and select Gallery to view the artwork.

MCC and MAP will work with you to select pieces to appear here to share with the general public.

25. When viewing a Portfolio in Edit Mode, click **View** to switch to Present Mode. Switch between **View** and **Edit Mode** at any time.



Creative Minds Statewide Art Gallery

This portfolio features artwork created by children participating in Creative Minds Out of School programs across the state of Massachusetts. Click on the Table of Contents at the top left and select Gallery to view the artwork.

MCC and MAP will work with you to select pieces to appear here to share with the general public.



26. When in Edit Mode, click the **pencil icon** to edit the Portfolio name.



Creative Minds Statewide Art Gallery

This portfolio features artwork created by children participating in Creative Minds Out of School programs across the state of Massachusetts. Click on the Table of Contents at the top left and select Gallery to view the artwork.

MCC and MAP will work with you to select pieces to appear here to share with the general public.





Portfolio and Folder Table of Contents

27. Use the **Table of Contents** to navigate between content modules in a Portfolio, different pages in a Portfolio, and from one Portfolio to another when viewing Portfolios in a Folder. Click the icon to open the Portfolio's Table of Contents menu.

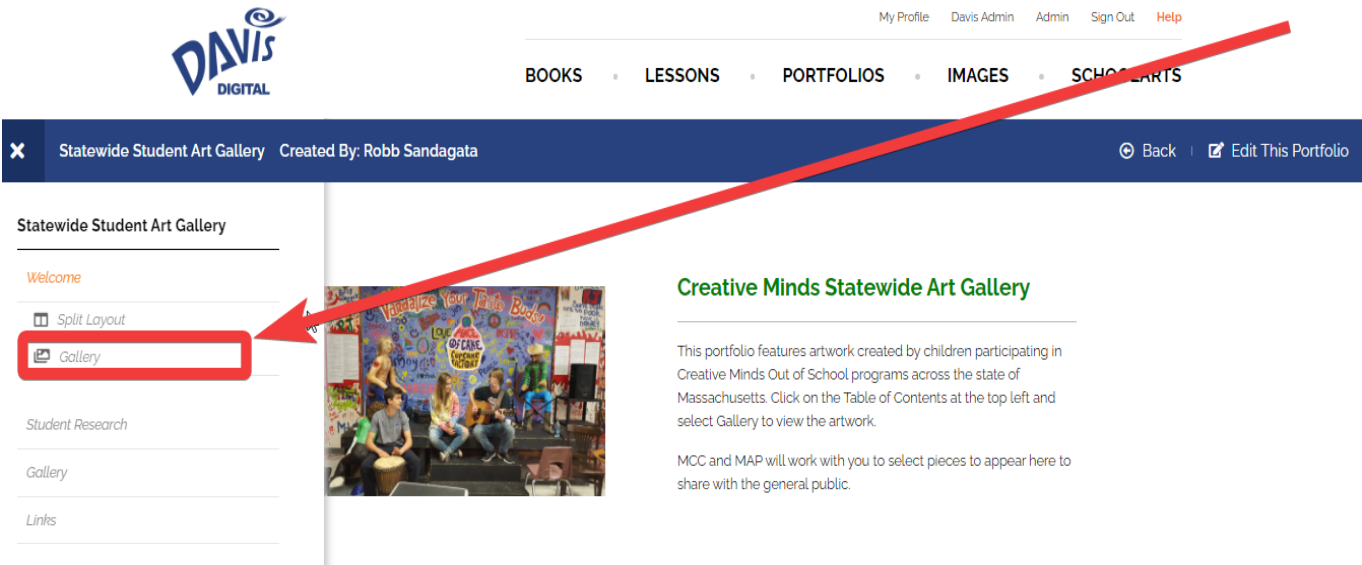


Creative Minds Statewide Art Gallery

This portfolio features artwork created by children participating in Creative Minds Out of School programs across the state of Massachusetts. Click on the Table of Contents at the top left and select Gallery to view the artwork.

MCC and MAP will work with you to select pieces to appear here to share with the general public.

28. Click on one of the content module links to go directly to that part of the Portfolio.





29. Click on one of the **Page** links to go directly to that page of the Portfolio.

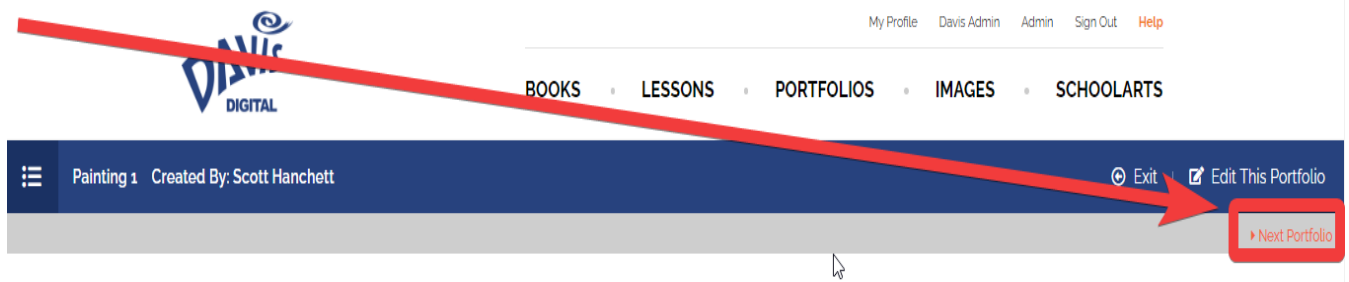
The screenshot shows a portfolio interface. At the top, a dark blue header contains a close button (X), the text 'Statewide Stu...' and 'Created By: R...', and navigation links for 'Back' and 'Edit This Portfolio'. Below the header is a sidebar with a title 'Statewide Student Art Gallery' and a 'Welcome' section. The sidebar contains a 'Split Layout' icon and a list of links: 'Student Research', 'Gallery' (highlighted with a red arrow), and 'Links'. The main content area features a central image of children's artwork and a section titled 'Creative Minds Statewide Art Gallery' with descriptive text.

30. If you are viewing Portfolios in a Folder, click the **View** link to navigate to different Portfolios in the Folder.

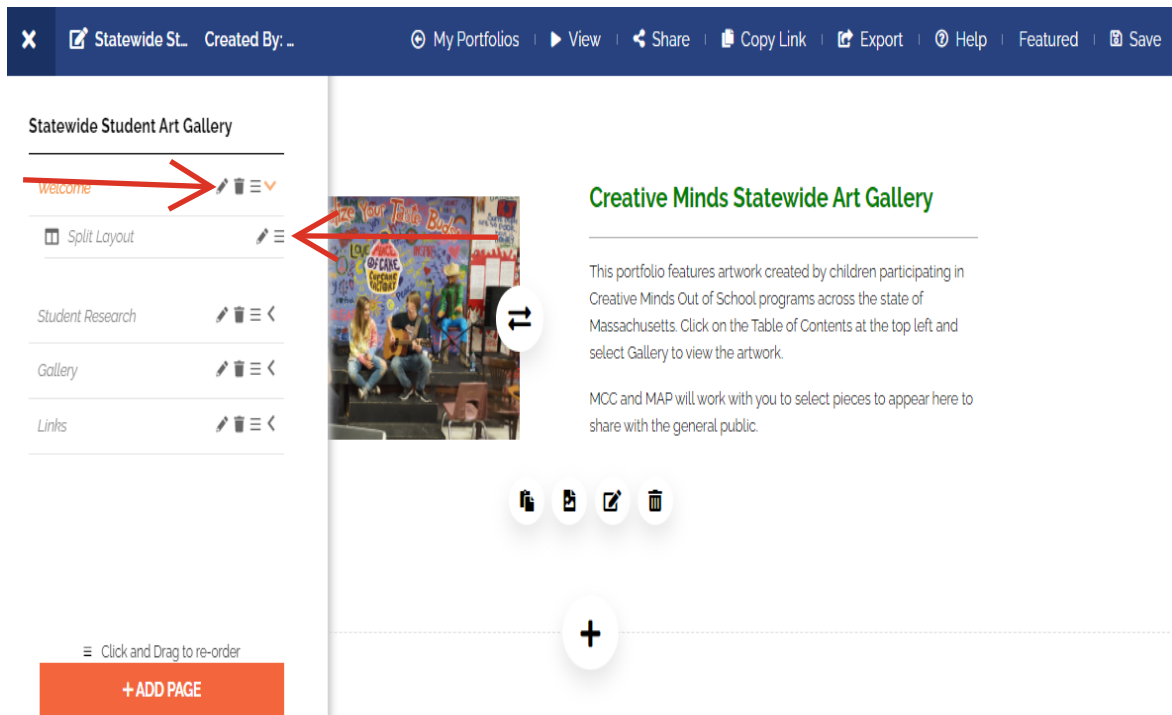
The screenshot shows a portfolio page for 'Painting 1' by Scott Hanchett. The header includes a close button (X), the text 'Painting 1' and 'Created By: Scott Hanchett', and navigation links for 'Exit' and 'Edit This Portfolio'. The sidebar on the left lists various content items like 'Welcome', 'Split Layout', 'Text', 'Teacher Content 1: Description - Theme', 'Teacher Content 2: Objective - Resources', 'Studio Process', 'Student Content', 'Teacher Book Header', 'Text', 'Lesson Title', 'Student Work', 'Student Book Header', and 'Contact'. At the bottom of the sidebar, there is a 'View' link highlighted with a red box and a red arrow pointing to it. The main content area shows the beginning of a 'Studio Process' section, including sub-sections like 'Where You Begin', 'Listed Materials', and 'Do It'.



Note: you can also move between Portfolios by clicking the Next Portfolio and Previous Portfolio links.

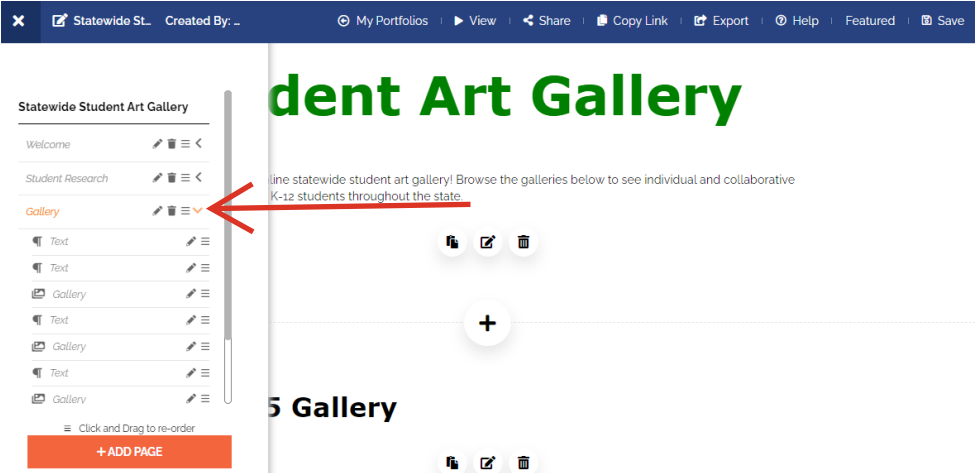


31. When in Edit Mode, open the Table of Contents menu to rename and re-order any of the content modules or Pages in the Portfolio. Click the pencil icon to rename the module or Page and the hamburger menu to re-order them.



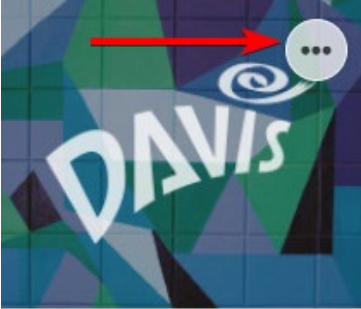


32. Click the arrow to open a dropdown and view all content modules on each Page. Rename and reorganize any content modules on any of the Pages.



Portfolio Menu

33. Click the 3-dot menu on any Portfolio tile on the My Portfolios, My Students, and Shared with Me pages to open the **Portfolio Menu**.

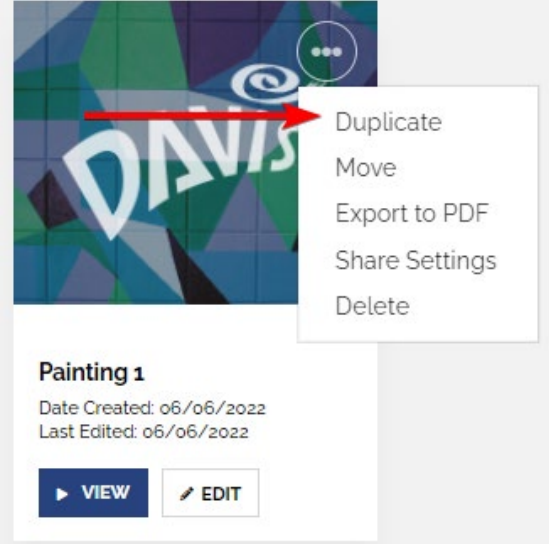


Painting 1
Date Created: 06/06/2022
Last Edited: 06/06/2022

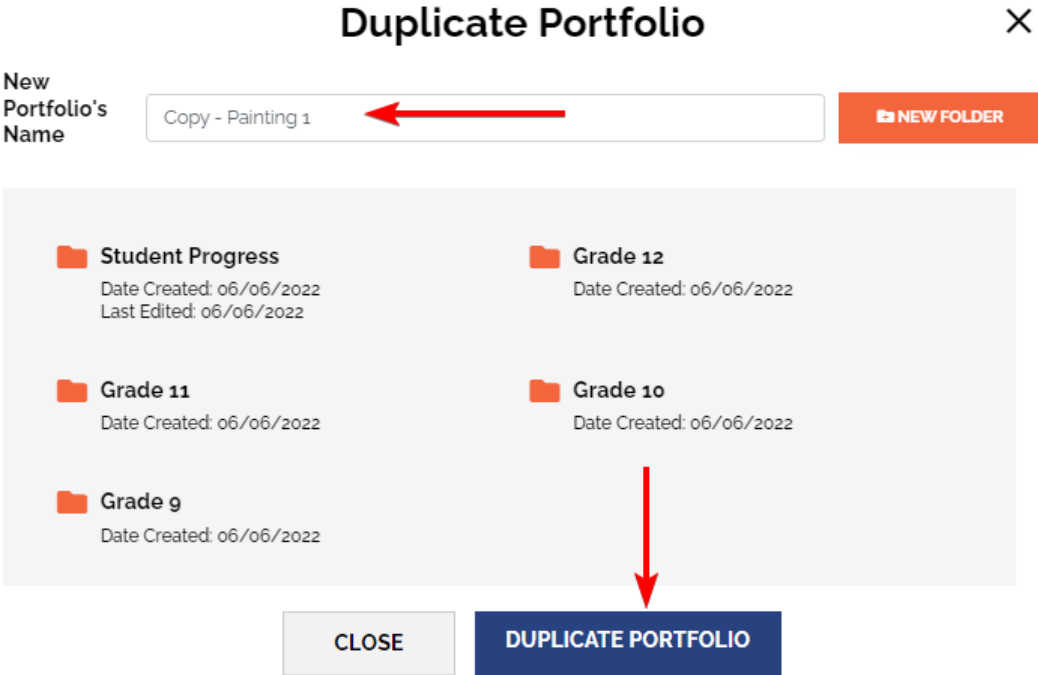
[▶ VIEW](#) [✎ EDIT](#)



34. Click **Duplicate** to make a copy of any Portfolio that you created or any Portfolios that have been shared with you as an Administrator or Editor. Note: you cannot duplicate Portfolios that have been shared with you as a Viewer.



35. Enter a new Portfolio Name and click the **Duplicate Portfolio** button.





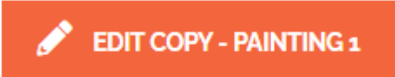
36. Click the **Confirm** button to make a copy of the Portfolio.

Save Portfolio Painting 1 as Copy - Painting 1 ? ✕



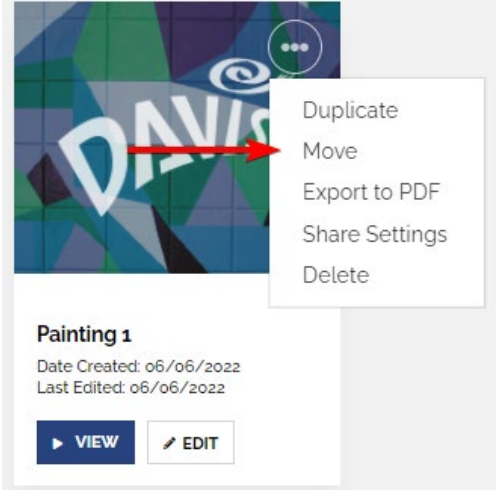
37. Click the **Edit Copy** button to go directly to the duplicated Portfolio in Edit Mode. Click the X to stay on the page.

Portfolio Copy - Painting 1 has been successfully saved ✕



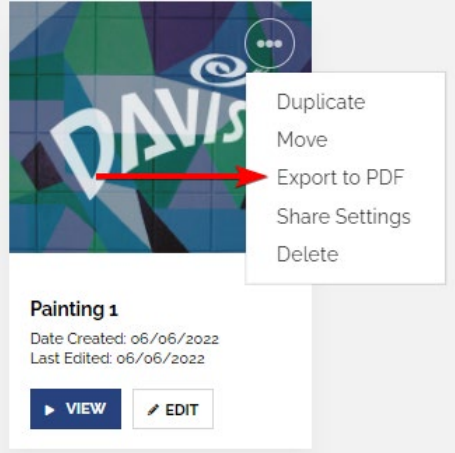
Note: Any Portfolio that is duplicated will appear on the My Portfolios page.

38. Click **Move** to move the Portfolio into a Folder. See Steps 18-19 for more information on moving Portfolios into a Folder.



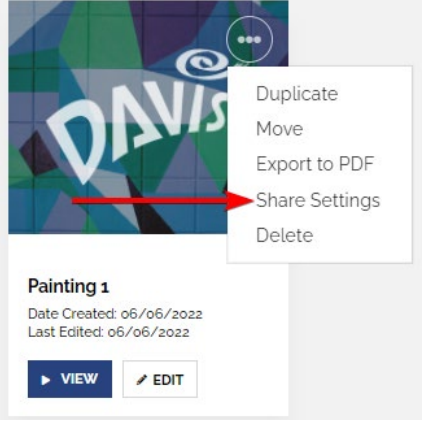


39. Click **Export to PDF** to export the Portfolio as a PDF. Note: you can also Export a Portfolio when viewing it in Edit Mode.



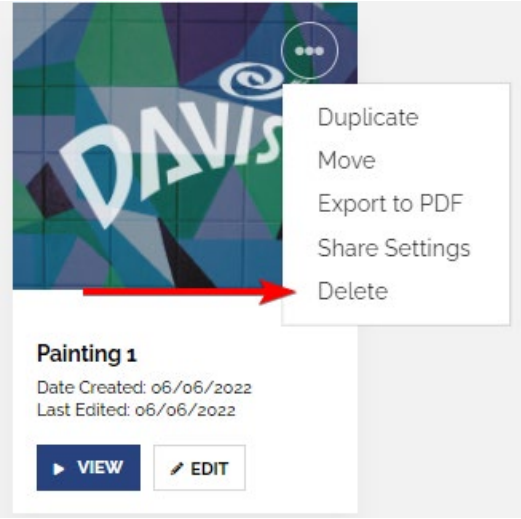
40. Click **Share Settings** to share your Portfolio with students or colleagues with Davis Digital accounts, share it with your district, or make it Public so people outside of Davis Digital can access the Portfolio. Note: you can share Portfolios that you created or Portfolios that have been shared with you as an Administrator or Editor. You cannot share Portfolios that have been shared with you as a Viewer.

For more information on sharing a Portfolio, see the **Share Lessons and Portfolios Guide**.

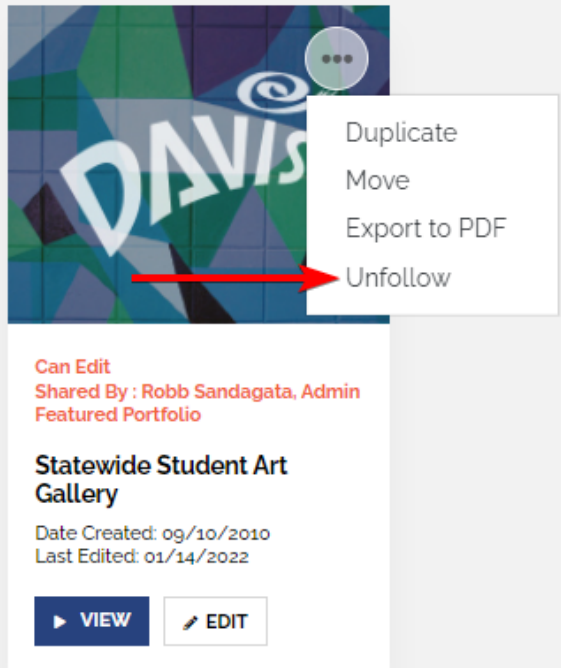




41. Click **Delete** to delete the Portfolio. Note: you can only Delete Portfolios that you have created (these will be any Portfolios on the My Portfolios page). You cannot delete Portfolios that have been shared with you.



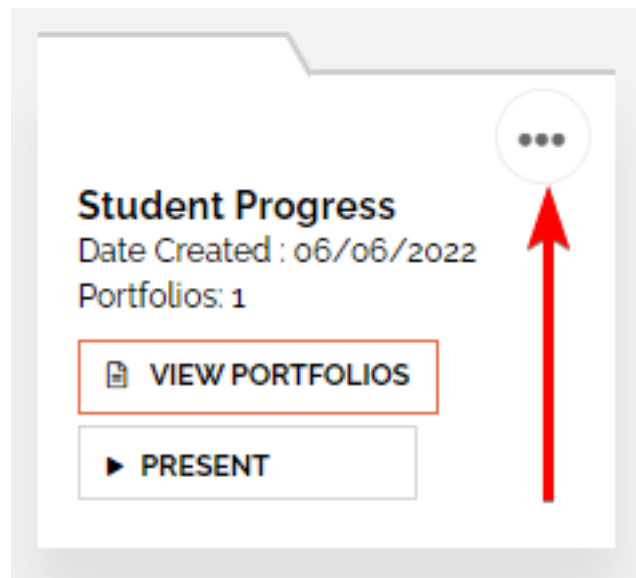
42. On the My Students and Shared with Me pages, click **Unfollow** to remove a shared Portfolio from your listing page. Once you Unfollow a Portfolio, it will be removed from your listing and will only be visible if it is shared with you again.



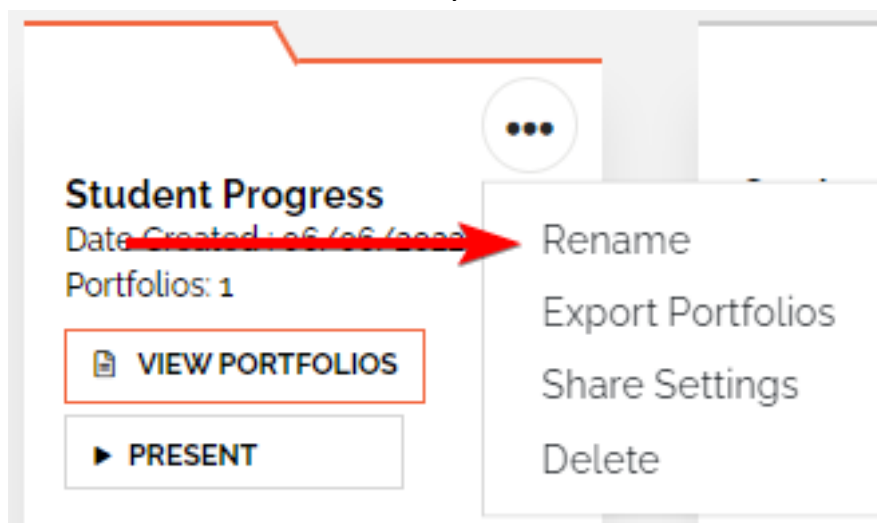


Folder Menu

43. Click the 3-dot menu on any Folder tile on the My Portfolios, My Students, and Shared with Me pages to open the **Folder Menu**.

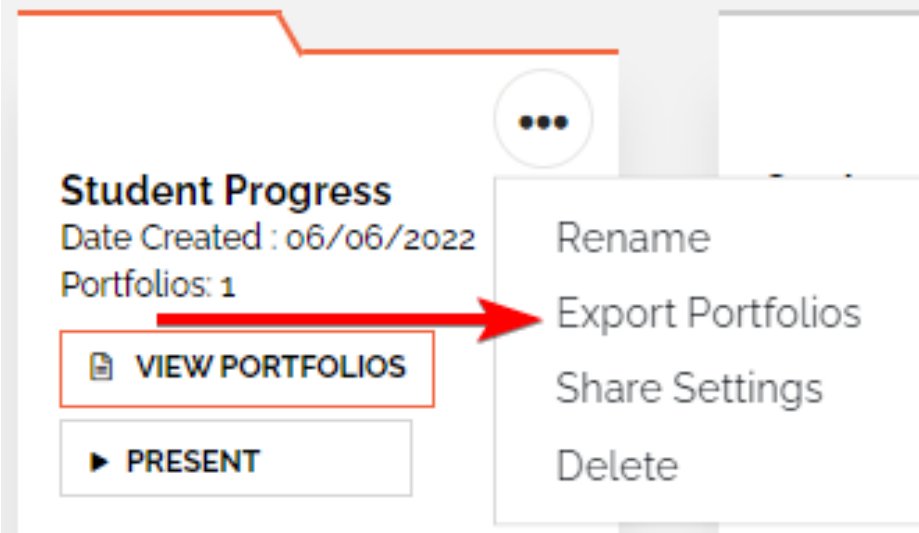


44. Click **Rename** to edit the Folder's name. Note: you can only rename Folders that you have created or that have been shared with you as an Editor. You cannot rename Folders that have been shared with you as a Viewer.

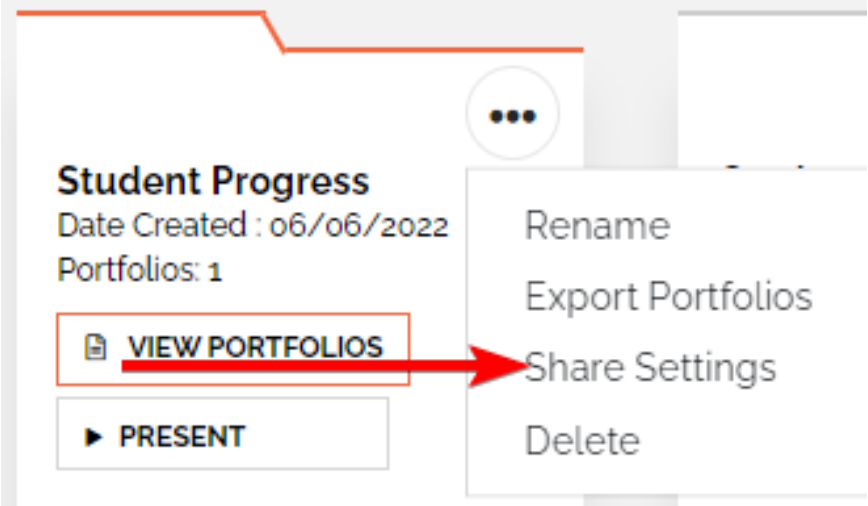




45. Click **Export Portfolios** to export the Portfolios in the Folder as a PDF. Select Individual Portfolios or All Portfolios in the Folder and export them as a single PDF or individual PDFs.

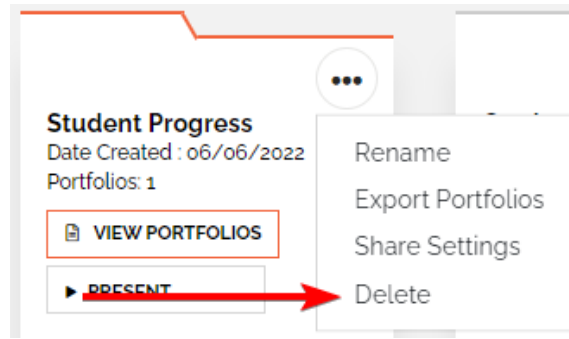


46. Click **Share Settings** to share the entire Folder with students or colleagues with Davis Digital accounts. This will give them access to all Portfolios in the Folder. For more information on sharing a Folder, see the **Share Lessons and Portfolios Guide**.





47. Click **Delete** to delete the Folder.



- a. When deleting a Folder on the My Portfolios page, all Portfolios in the Folder will be deleted. Duplicate or move any Portfolios that you want to keep before deleting the Folder.
- b. When deleting a Folder on the My Students or Shared with Me pages that was created to group shared Portfolios, deleting the Folder will not delete the individual Portfolios. The Folder itself will be deleted, but the Portfolios will appear as individual Portfolios again.

48. On the My Students and Shared with Me pages, click **Unfollow** to remove a shared Folder from your listing page. Once you Unfollow a Folder, it will be removed from your listing and will only be visible if it is shared with you again.

