

EPS (Electronic Portfolio System)

Getting Started Guide for Trainees

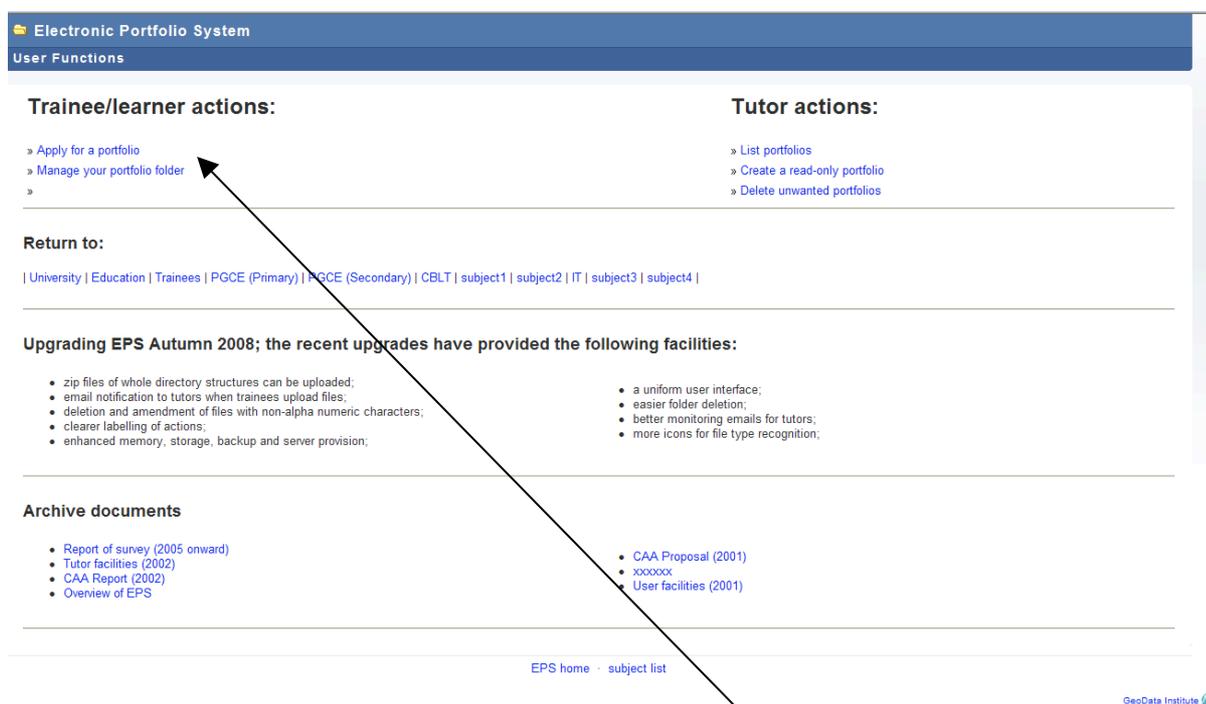
To access EPS:

Application for an Electronic Portfolio is through:

<http://www.pgce.soton.ac.uk/eps>

or you can find it from the Secondary PGCE Notice board.

This is the screen you will see:



To apply for a new EPS

Underneath Trainee/learner actions click 'Apply for a portfolio'.

You will then find the following screen.

On 'application' supply the following information: first name, surname, e-mail address (in full), a username, a password and an answer to this security question 'What is building 34 the home of? It is recommended that the University User ID is used, but any username may be used. It is NOT recommended that you use your University password.

Electronic Portfolio System
Apply for a new Portfolio / Wiki account

First name:

Surname:

E-mail: *University or personal*

Username: *Choose your own - can be your University username*

Password: *Choose your own - advisable not to use the same password for your different accounts*

Subject:

What is building 32 the home of?

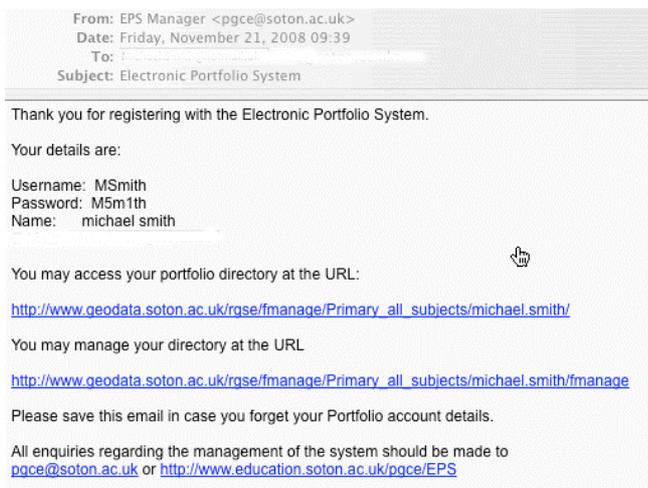
EPS home · subject list

GeoData Institute

Enter your details here.

Building 32 is the home of SOE

You will then receive an e-mail confirming your details and quoting the location of your portfolio. It is **MOST IMPORTANT** that the e-mail address is entered accurately. If it is entered incorrectly then you will not receive a confirmation e-mail. In the worst case, someone else may receive confirmation of your username and password.

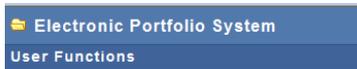


Once you enter EPS for the first time you will find the following screen. It will advise you on the location of your portfolio and where to manage your directory.



Manage your portfolio

You can then manage your portfolio by clicking on 'Manage your portfolio folder' underneath Trainee/learner actions.



Trainee/learner actions:

- » [Apply for a portfolio](#)
- » [Manage your portfolio folder](#)

You will be asked to enter your user name and password. Then choose your subject from the list.



Click a folder to access a subject directory:

- Primary all subjects
- English
- Mathematics
- Science
- Information Technology
- Geography
- History
- Modern Foreign Languages
- Music
- Physical Education
- Religious Education
- CBLT
- MAEd
- PCP SCITT
- Working with Children

Then find your named portfolio (firstname.surname). Click on Manage folder



Main Actions within 'manage folder'

For most users, the portfolio allows these main actions:

Upload a resource
(including zipped
directories)

Rename a
resource using
the Rename
button

Remove a
resource using
the Delete
button

Create new directory
(folders)



Managing directory: /rgse /fmanage /Information_Technology /louise.lenton

Upload file: Browse... Upload

New directory: Create

Filename	Size	Last change	Operations
SKU at KS3	-	05-Sep-2008 17:47	rename · delete
SKU at KS4	-	05-Sep-2008 17:47	rename · delete
Individual Presentation KS3	-	02-Sep-2008 17:57	rename · delete
Paired Presentation	-	02-Sep-2008 17:57	rename · delete
SKU Tasks	-	05-Sep-2008 17:48	rename · delete
Nature of Evidence	-	05-Sep-2008 17:48	rename · delete

subject: Information Technology · [view portfolio web page](#) · [manage portfolio folder](#)

FManage 3.0.1 - 2008
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Upload a file

To upload a file click on 'Browse' and identify the file needed - it could be on the hard drive of the computer, perhaps in My Documents, on a memory stick or on the desktop. Then click on Upload. In the University this takes a few seconds, whereas at home it may take a minute for a large file.

Uploading Zip files of whole directory structures

If you upload a zip file you will also have these options:



Rename

To rename a directory or file click on Rename; enter the new name in the dialogue box that appears and then tap enter.

A confirmation screen appears.



Delete

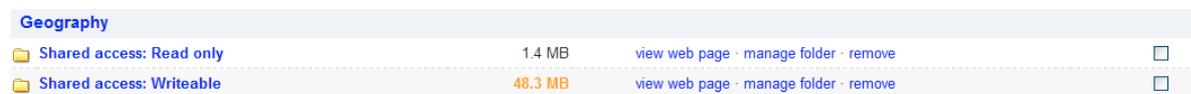
To delete a directory or file, click on the Delete opposite the file/directory. There is no undo; once deleted it has gone forever.

A confirmation screen appears.



Read Access

There are a number of 'readonly.access' portfolios accessed. This is located at the top of your subject list.



Geography			
 Shared access: Read only	1.4 MB	view web page · manage folder · remove	<input type="checkbox"/>
 Shared access: Writeable	48.3 MB	view web page · manage folder · remove	<input type="checkbox"/>

Tutors can place in these portfolios materials that are useful for everyone.



Write access

There are a number of 'write.access' portfolios accessed. This is also located at the top of your subject list.

Geography			
Shared access: Read only	1.4 MB	view web page · manage folder · remove	<input type="checkbox"/>
Shared access: Writeable	48.3 MB	view web page · manage folder · remove	<input type="checkbox"/>

All users can place in these portfolios materials that are useful and they wish to share with the rest of the group.

Managing directory: /rgse/fmanage/Information_Technology/write.access

Upload file: New directory:

Filename	Size	Last change	Operations
MSW_LOGO.exe	1777227	07-Jan-2003 13:35	rename · delete
Unit7.2.ppt	271360	14-Sep-2008 09:43	rename · delete
FunctionalSkills.ppt	393216	14-Sep-2008 09:45	rename · delete
stu8.1.ppt	101888	14-Sep-2008 14:17	rename · delete
stu8.1.xls	28160	14-Sep-2008 14:17	rename · delete
Unit7.4.ppt	1679872	14-Sep-2008 17:18	rename · delete
Unit7.4example.xls	26112	14-Sep-2008 17:23	rename · delete
8.4_Presentation.ppt	18432	23-Sep-2008 22:21	rename · delete

subject: Information Technology · [view portfolio web page](#) · [manage portfolio folder](#)

Unauthorised Actions

Certain actions are unauthorised e.g. deleting a read only folder, managing other users' portfolios. In these circumstances it will firstly ask you for a user name and password. If you click cancel or OK this screen will appear:

Authorization Required

This server could not verify that you are authorized to access the document requested. Either you supplied the wrong credentials (e.g., bad password), or your browser doesn't understand how to supply the credentials required.

Apache/2.0.52 (Red Hat) Server at www.geodata.soton.ac.uk Port 80

Just click the back button on your web browser.

Tutor monitoring

Log emails are collected and sent one per tutor per day notifying tutors when you have uploaded files.

