



edufolio.com

Edufolio User Manual



Instructor Manual

For help, contact Joy Gayler, jgayler@sherman.edu

Table Of Contents

Table Of Contents

Introduction to Edufolio	1
Login	3
Courses.....	5
For Students	5
Getting started with Courses (students).....	5
Community	5
Course pages.....	21
Tools	22
For Teachers	40
Announcements	40
Assessments.....	43
Calendar.....	51
Conference.....	54
Course Site Settings	54
Edufolio Live.....	62
Enrollment.....	62
Files.....	63
Forums	66
Grades	69
Modules.....	72
Privileges.....	83
Slideshows	84
Tracking	91
Getting started with Courses (teachers)	92
My Edufolio portal	95
Getting started with the My Edufolio portal.....	95
'Announcements' Panel (My Edufolio).....	98

Table Of Contents

'Calendar' Panel (My Edufolio)	99
'Files' Panel (My Edufolio)	100
'Forums' Panel (My Edufolio).....	100
'Google Search' Panel (My Edufolio).....	101
'Messenger' Panel (My Edufolio)	101
'My Classes' Panel (My Edufolio)	102
'My Favorites' Panel (My Edufolio)	102
Create new My Favorites.....	103
Edit favorites.....	103
Changing the order of your favorite web-sites.....	103
You can also edit and move favorites to other categories from this screen	103
Manage favorite categories	103
'Support' Panel (My Edufolio)	104
Calendar	104
Getting started with My Edufolio Calendar.....	104
Add calendar entry (My Edufolio).....	105
Community	106
My Edufolio Community	106
Grades.....	108
My Edufolio Grades.....	108
Settings.....	109
Getting started with My Edufolio Settings	109
Choose your accessibility options (My Edufolio).....	109
Change content arrangement (My Edufolio)	110
Choose your content (My Edufolio).....	111
Customize your site layout (My Edufolio).....	111
Change user account information (My Edufolio).....	111

Due to Edufolio copyright issues, the internal pages of the manual cannot be displayed.