CREATING CUSTOM LINKS IN PORTFOLIOS

You can create links to parts of WOIS, other websites and documents. These custom links serve as a custom menu for the portfolios. The links appear on the right side of the portfolio main menu.

1. Log in to your Portfolio Administration.

2. Click on Links under Site Setup on portfolio left-side menu or the menu bar at the top of the administrative page.
3. Type the name of a link (for example, Career Assessment).

4. Type the link URL (or copy and paste it from the appropriate web page).

5. Choose the grade level you want the link to show up for.

6. Check the box(es) to choose whether the link will appear on the students’ main portfolio menu or the Culminating Project page.

7. Click Add Link.

8. Set the order of the links by numbering the links in the “Order” column

9. Repeat steps 3-6 for additional links.

You will also want to choose if the links appear across the top of the Portfolio Menu page or Vertically in the Links box on the right of the page.

WE DEFINITELY THINK THE VERTICAL DISPLAY IS BEST!