

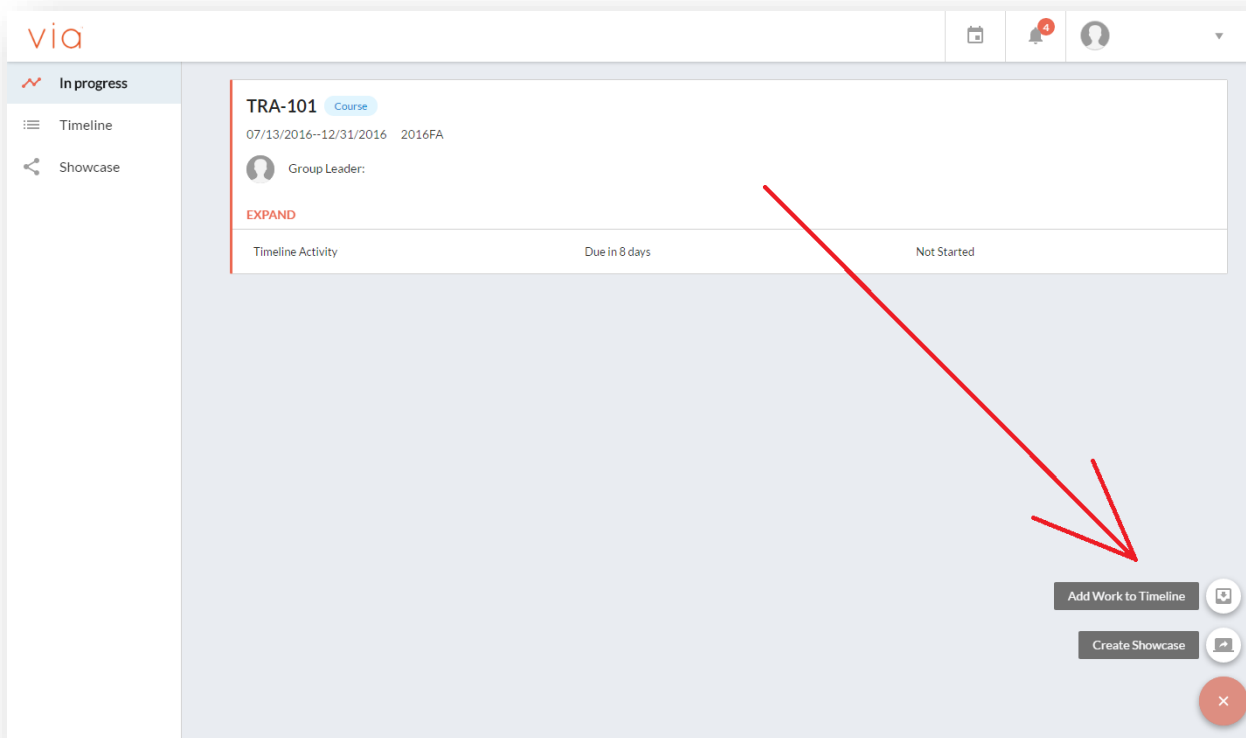


Creating a Showcase/Portfolio

This tutorial is to help guide students on how to create a Showcase/Portfolio in VIA.

The first step is logging into VIA at <http://www.vialivetext.com>. You will then be taken to the VIA Dashboard with “In progress” already selected.

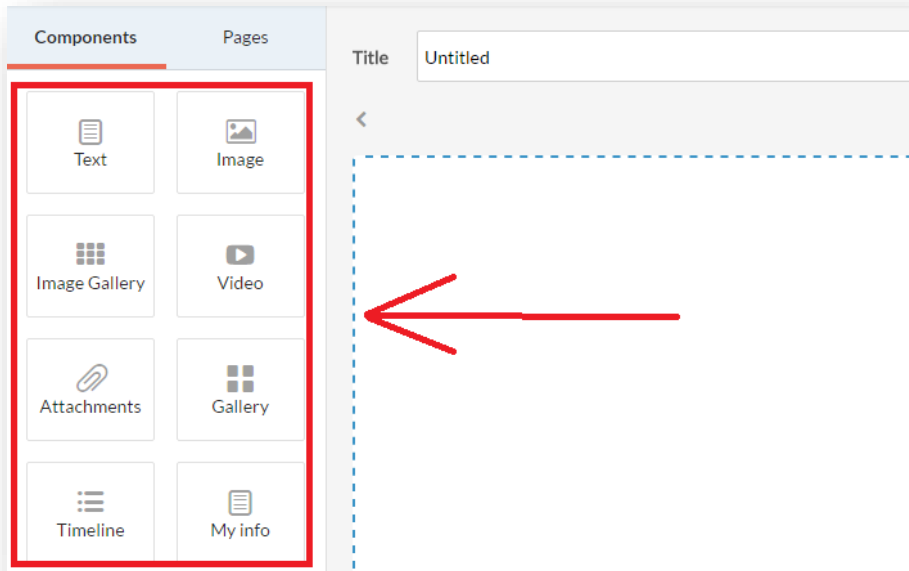
At the bottom-right of the screen, you will see a circle with an addition sign in the middle.



When you hover over the circle, it will display “Add Work to Timeline” and “Create Showcase”. Select “Create Showcase”.

You will be taken to a screen where you can add in content.

On the left side of this new page, you will see a component area.



By clicking on any of the components, you may add the desired area to your showcase.

Text – This component will allow you to add text content to your showcase. You may type into the field this component creates, or you can copy and paste content from another source.

Image – This component will allow you to attach an image to your showcase. Once selected, click on the field this component creates, and it will allow you to query your computer for the image file you would like to place within your showcase.

Image Gallery – This component is similar to the **Image** component, but you can add multiple images to create a gallery within your showcase.

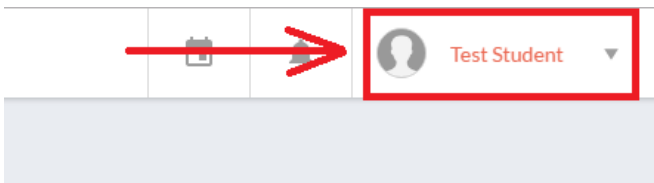
Video – This component will allow you to embed a YouTube video directly into your showcase by adding a YouTube link once you select the field that the component creates.

Attachments – This component adds an attachment field. Once selected, you may upload documents directly from your computer, timeline, Google Drive, or Dropbox.

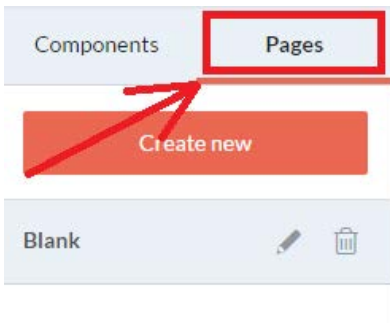
Gallery – This component will allow you to choose multiple activities that you have completed and embed them within your showcase.

Timeline – This component lets you select an activity from your timeline and embed it within your showcase.

My info – This component pulls in the information you have added about yourself in the settings area. To edit this information, select “Settings” from the dropdown on your name at the top-right of the screen when on your home dashboard.



If you want to create multiple pages or sections within your showcase, select the “Pages” tab to the right of the “Components” tab.



This will allow you to create a new page for your showcase.

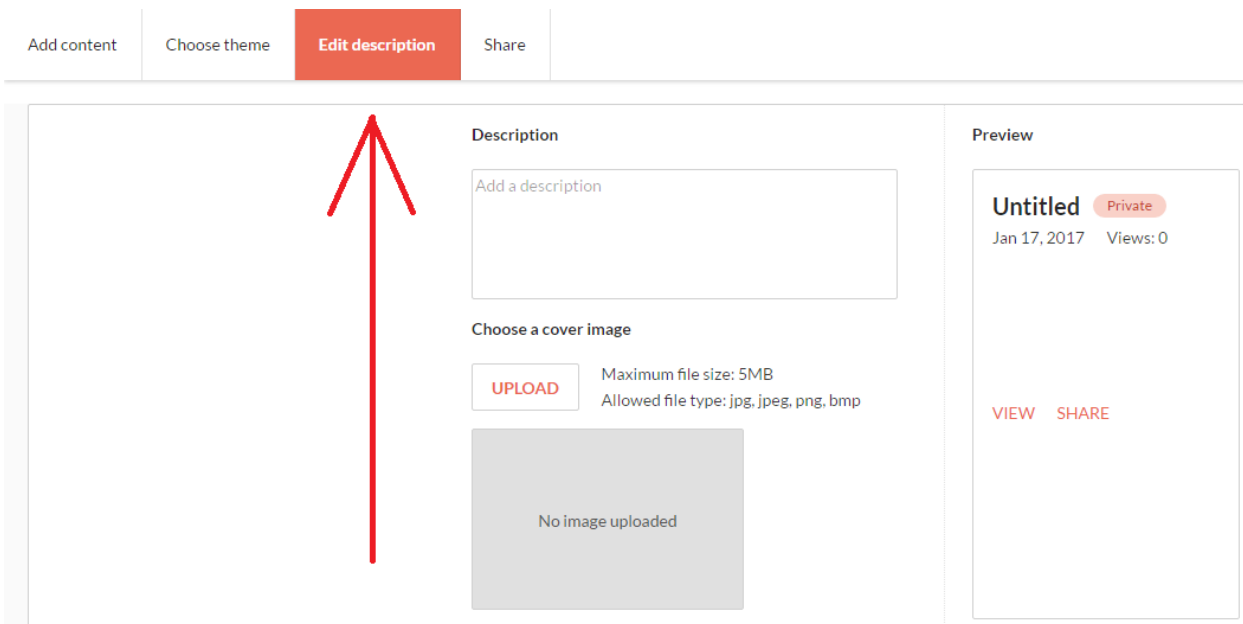
If you select the pencil icon to the right of the page name, you will be able to edit the page title.



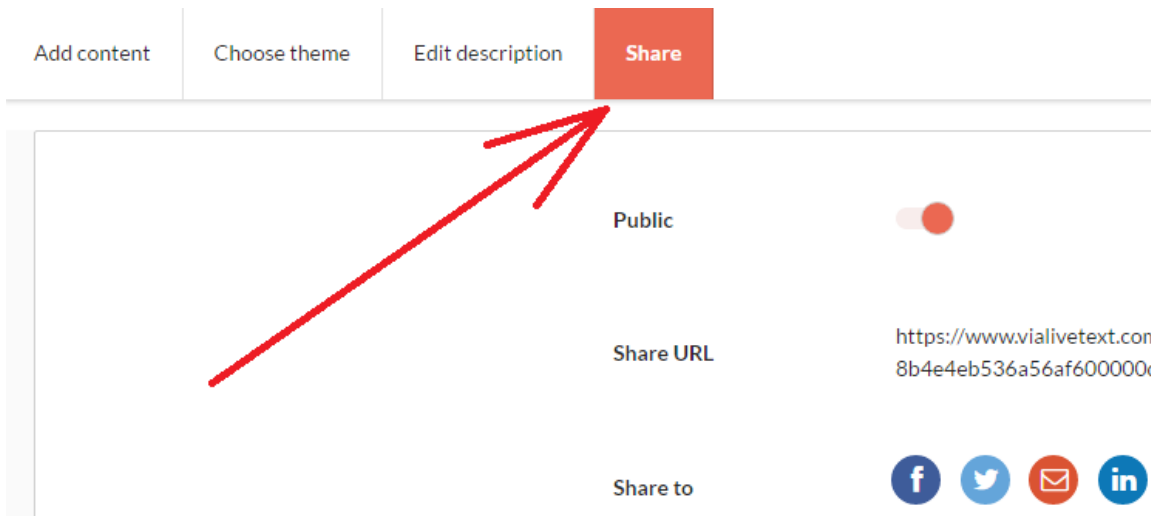
If you select the trashcan icon to the right of the pencil, you can delete the page.

If you delete a page, you will lose any work done within that page.

If you select the “Edit description” tab at the top-left of the page, you will be given options to add a description to your showcase and upload a cover image for your showcase.

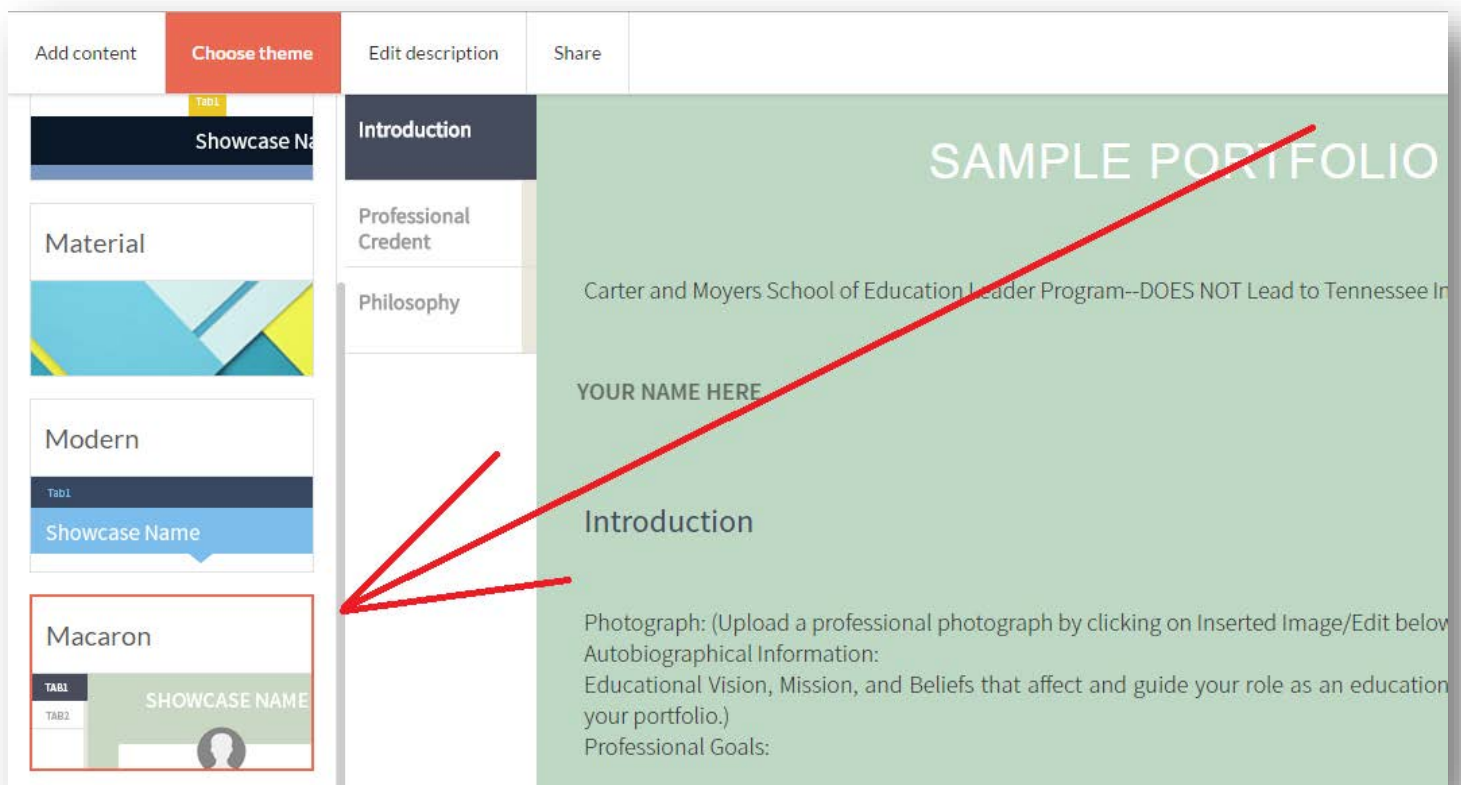


Selecting the “Share” tab on the right of the “Edit description” tab will allow you to make the showcase public if you want to send out your finished showcase outside of a VIA submission.



Toggle the switch to make it public. It will give you a link, and will allow you to share via social media or email.

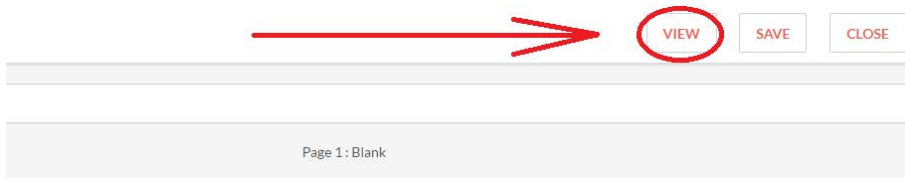
There are some visual options that will change the look of your Showcase. Select “Choose Theme” on the top-left of the screen to see different available theme choices.



*Macaron is the preferred theme.

After you choose your theme, select “SAVE” on the top-right.

You can see how your Showcase/Portfolio page will look before you save it by selecting “View” on the top-right of the page.



Once you are finished building your showcase/Portfolio, you can select “SAVE” at the top-right of the page, and it will be available to view under your Showcase page. You will also be able to attach any finished Showcase/Portfolio on any assignment that request it.

Below is a link to an IL Portfolio Example created through the Showcase and **Portfolio Content Instructions**.

[IL Portfolio Example](#)

[IL Portfolio Content Instruction](#)

[EL Portfolio Content Instruction](#)

[CI Portfolio Content Instruction](#)