

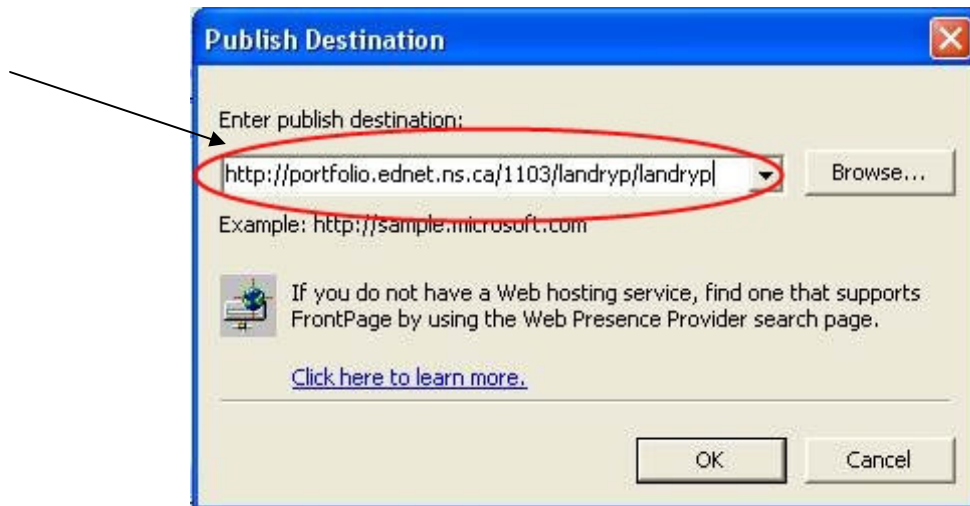
Publish the Lifework Portfolio Template to a Student Portfolio Site

This procedure can be applied after your students have logged into the Lifework website and the students have chosen their Teacher Advisor. If your students have not selected their teacher advisor, have them go to <http://portfolio.ednet.ns.ca> log in, using their email username and password to select their school and teacher advisor. Once done, you can now publish the template to their portfolio

- 1) Open the Lifework Portfolio template in Internet Explorer.

<http://hrsbstaff.ednet.ns.ca/lifework>

- 2) Click on the FrontPage icon to open the template in FrontPage. Use the log in information you received at the Lifework Portfolio in service. If you need the username and password to access the template, please contact tilt@hrsb.ns.ca
- 3) Go to the **File>Publish Web** menu and the following window will appear for the first time you access this menu. In the address bar, type the address for the student portfolio to where you want the template published.



The portfolio address should look like the following.....

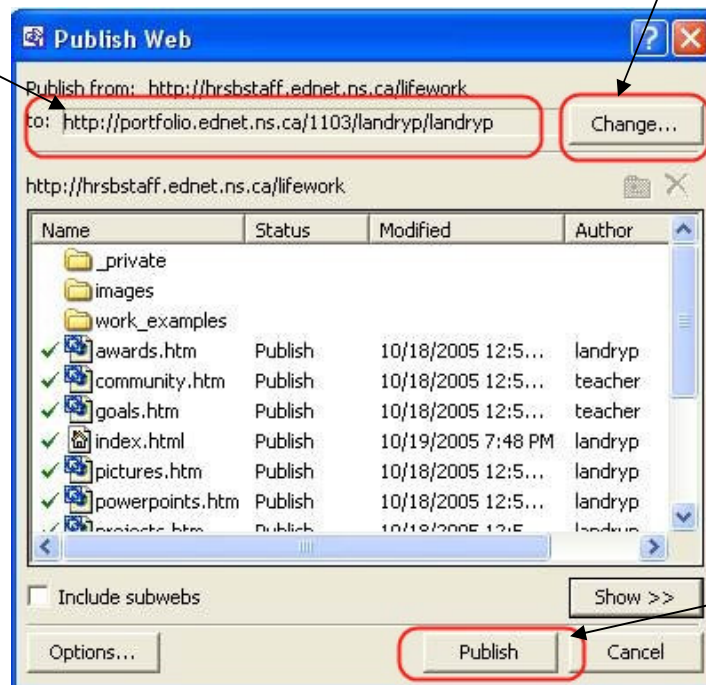
http://portfolio.ednet.ns.ca/1103/landryp/landryp
School prov. number/mentor username/student username

- 4) When you press the OK button you will be asked for your username and password, the first time only, to access the Lifework Portfolio secure area.



Then press OK again.

- 5) You will be presented with the following window. Check to make sure the destination address is correct. If the address is correct, press the **Publish** button. On subsequent portfolio addresses, you can specify a new address by using the **Change** button and typing the new username at the end of the website address.



- 6) FrontPage will publish the template to the destination address and when complete, press the **Done** button and you are finished. Now you can repeat the steps **File > Publish Web** to publish the template to other student folders.