

Next COPY A PAGE for your group.

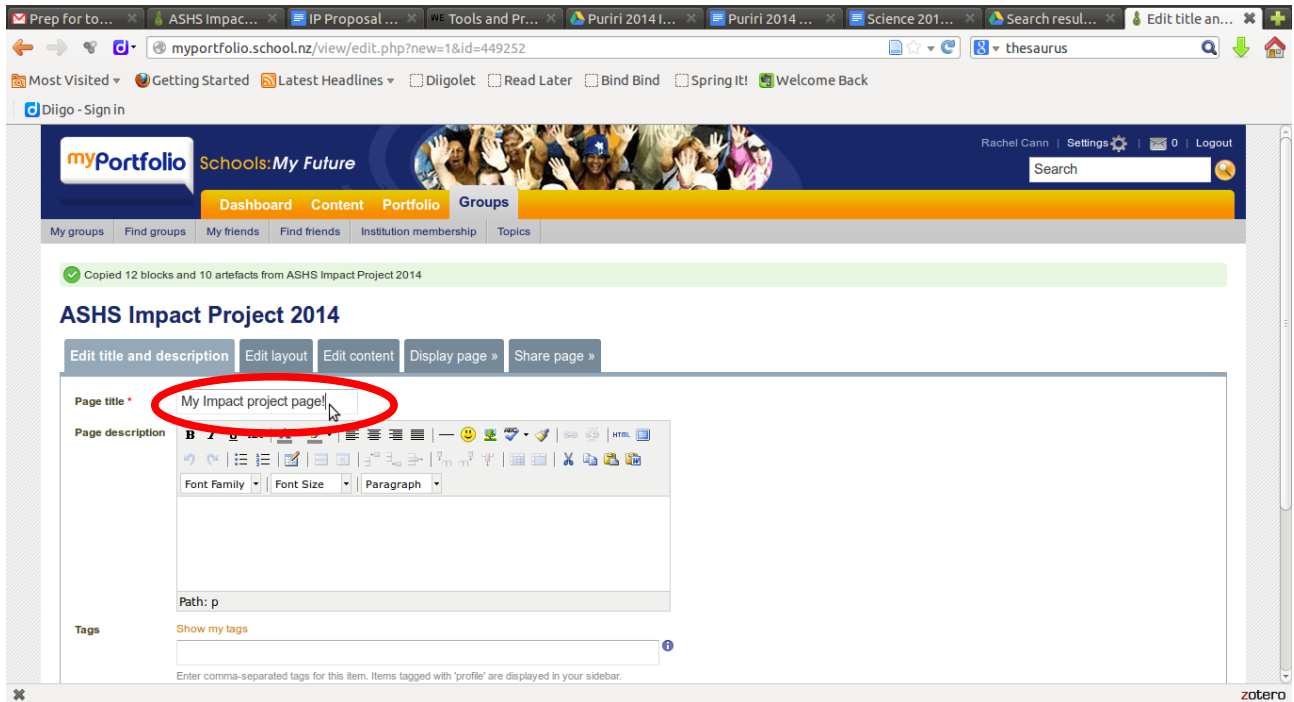
The screenshot shows the myPortfolio website interface for the '2014 Test Group'. The browser address bar displays 'myportfolio.school.nz/view/groupviews.php?group=16965'. The page features a navigation menu with 'Dashboard', 'Content', 'Portfolio', and 'Groups'. Below the navigation, there are tabs for 'About', 'Members', 'Forums', 'Pages', 'Collections', 'Share', and 'Files'. The 'Pages' tab is active, showing a search bar and a 'Group homepage' section. A red circle highlights the 'Copy a page' button in the top right corner of the page content area. The right sidebar shows the user profile for Rachel Cann and a list of group members.

Type in "ASHS Impact Project 2014" and click GO, then copy page

The screenshot shows the 'Copy a page or collection' search results page on myPortfolio. The browser address bar displays 'myportfolio.school.nz/view/choosetemplate.php'. The page features a search bar with the text 'ASHS Impact Project 2014' entered, which is circled in red. Below the search bar, there is a table of search results. The first result is 'ASHS Impact Project 2014' by Virginia Sadler. A red circle highlights the 'Copy page' button in the bottom right corner of the table. The right sidebar shows the user profile for Rachel Cann and a list of group members.

| Collection title | Page name | Owner |
|------------------|--------------------------|-----------------|
| | ASHS Impact Project 2014 | Virginia Sadler |

Make sure you rename it for your group. Then scroll to the bottom of the page and save.



You've now got your own group page and are ready to add you info!! Click on the cog symbol to edit a section.



Generating a secret URL

Click on the "Share" tab and select Secret URL

The screenshot shows the myPortfolio website interface. The user is logged in as Rachel Cann. The page title is "2014 Test Group". The navigation tabs include "About", "Members", "Forums", "Pages", "Collection", "Share", and "File". The "Share" tab is highlighted with a red circle. Below the tabs, there is a "Pages" section with "My Impact project page!". To the right, there is an "Access list" for "2014 Test Group" and a "Secret URLs" section. The "Secret URLs" section has a red circle around it, and a tooltip "Edit secret URL access" is visible over a gear icon. The footer shows "powered by mahara" and "zotero".

Click on add to generate the URL (you just need to do this the first time you get the secret URL)

The screenshot shows the myPortfolio website interface for "Secret URLs: My Impact project page!". The user is logged in as Rachel Cann. The navigation tabs include "About", "Members", "Forums", "Pages", "Collections", "Share", and "Files". The "Add" button next to "New secret URL" is highlighted with a red circle. Below the button, there is a text input field and a "Generate" button. The footer shows "powered by mahara" and "zotero".

To copy the secret URL so you can paste it into an email highlight it and right click then select copy.

