

What is MyBit ?

MyBit is an ePortfolio, it is a space where you can create and share pages about your achievements and development while at City College.

Steps to Creating and Sharing a MyBit Page

There are 3 steps involved in using the MyBit Portfolio.

1. **Create and gather together content;** for example you can upload photos, video and documents, you can also create a diary (journal), a CV and add personal profile information.
2. **Content can then be organised onto a page.** A Mybit page is a type of web page. It can contain images, text, links and attached documents and external content such as a YouTube video. You can gather pages together to make a collection of pages.
3. **You can then share your pages and collections of pages.** You can share them with other users and groups in college or, by creating a URL link, you can share your pages with people outside the college.



1 Create and Collect Content and Join a Group.

Edit your profile

- Update your **profile** and import a picture



Check settings

- Check your **Settings** – are you happy with who can message and friend you?,

Journal

- Create a journal if you need to keep a log of an activity, for example a work experience placement, your participation in a group activity or even a personal blog.



Create Work Experience+ Passport

- Create a new Work Experience + Passport and add any activities that you have completed as part of your Work Experience+ hours. This passport will add up all the hours you do and you will need to submit it as evidence for your course.



Upload some files

- Upload any content you will need in MyBit to your files area - for example, photos or videos of work you have completed and document you want to attach. You must make sure you have permission to use any images, sound or film clips.
- Create folders to hold your files so that they stay organised
- You can also access files from the group area of any group you are a member of. If you have photos that your whole group will need you can upload them to the group file area.



Create an electronic CV

- Start adding some information to your electronic **CV** about your education, employment achievements and skills. You can also add goals to the goals section.



Join a Group

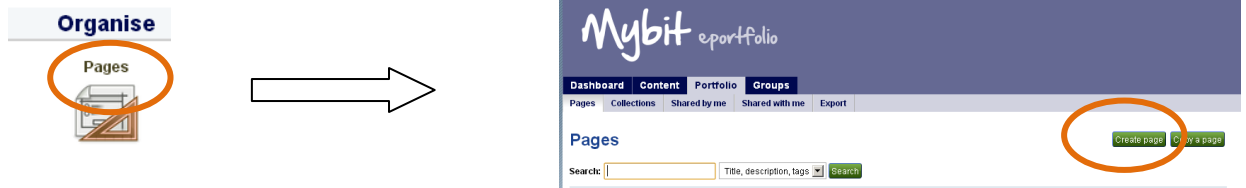
- Ask your tutor to create a group for your course. Find the **group** for your course and join it. This will allow you to share files and pages, join discussions and work on pages with other members of your group. You can also leave feedback on group members' shared pages. If you are working on a joint project with other students, you can set up your own group.



2 Create a page and add content

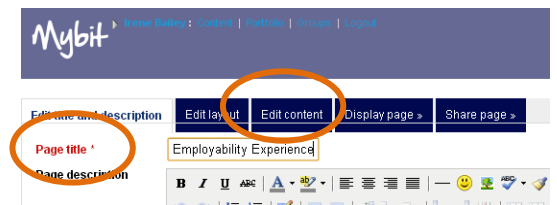
Create a page

From the **dashboard** click the **pages icon** and **create a page**



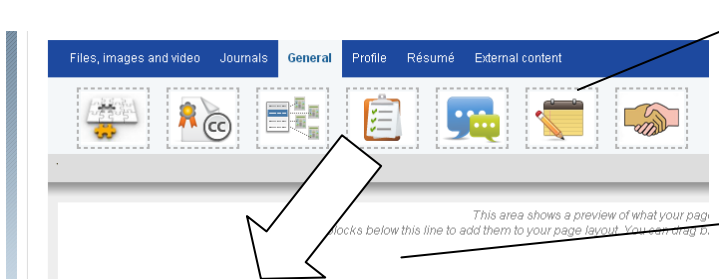
Name the page and choose a layout

Give the page a **title** and choose a **layout**



Add Content to a page

You can add any content you have collected in MyBit, as well as external content, to a page by dragging the relevant content icon onto your page layout area. Follow the onscreen instructions to add a title, choose and edit the content block.



These icons represent different types of content you can add to a portfolio page.

Drag the content icon onto the page layout area. Here you can edit and arrange your content.

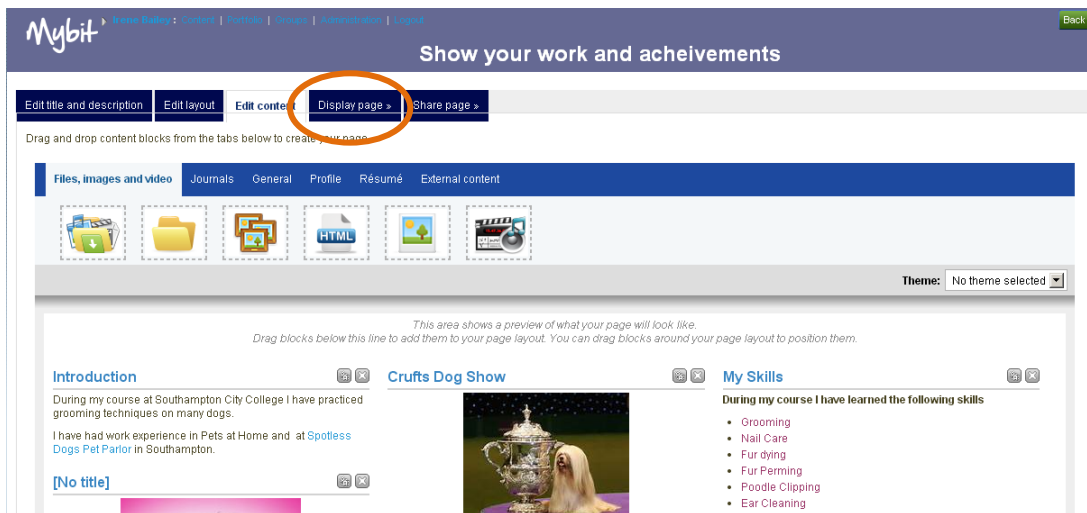
What type of content can you add?

Hover over an icon to see a description of the type of content it will enable you to add for example:

	A gallery of images from a folder in your files area		Add and type into a text box
	Insert an individual image from your files area		Add your Work Experience + passport
	Add audio and video files		Add your CV
	Add a link to external content such as a YouTube video.		

Display your finished page

You can arrange the content blocks by dragging them around the screen. When you are happy with the layout, click **display page** to view the finished page.



The screenshot shows the Mybit editor interface. At the top, there is a navigation bar with the Mybit logo and a 'Back' button. Below this is a header area with the text 'Show your work and achievements'. A secondary navigation bar contains buttons for 'Edit title and description', 'Edit layout', 'Edit content', 'Display page >', and 'Share page >'. The 'Display page >' button is circled in orange. Below the navigation bar, there are tabs for 'Files, images and video', 'Journals', 'General', 'Profile', 'Résumé', and 'External content'. A toolbar contains icons for adding content blocks. Below the toolbar, there is a preview area with the text 'This area shows a preview of what your page will look like. Drag blocks below this line to add them to your page layout. You can drag blocks around your page layout to position them.' The preview area contains three content blocks: 'Introduction', 'Crufts Dog Show' (with an image of a dog and a trophy), and 'My Skills' (with a list of skills).

Select **Edit Page** to finish editing and share the page



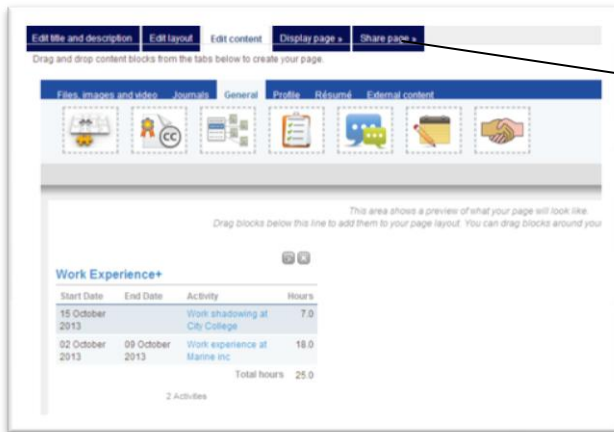
The screenshot shows the Mybit 'Irene's Demonstration Portfolio' page. At the top, there is a navigation bar with the Mybit logo and a 'Back' button. Below this is a header area with the text 'Irene's Demonstration Portfolio'. A secondary navigation bar contains buttons for 'My CV', 'Dog Grooming', and 'Employability Experience'. The 'Employability Experience' button is circled in orange. Below the navigation bar, there is a section for 'Employability Experience log' with a table of experiences. To the right of the table is a 'Work Experience' section with text and an image of a dog and a trophy. At the bottom, there is a form to submit the collection to 'e-Learning @ Southampton City College Group' for assessment, with a 'Submit' button.

Start Date	End Date	Activity	Hours
08 October 2013		CV planning at college	1.0
02 October 2013		Visit to exhibition/show at Crufts Dog Show Olympia	7.0
01 October 2013		Work experience at Pets at Home	6.0
Total hours			14.0

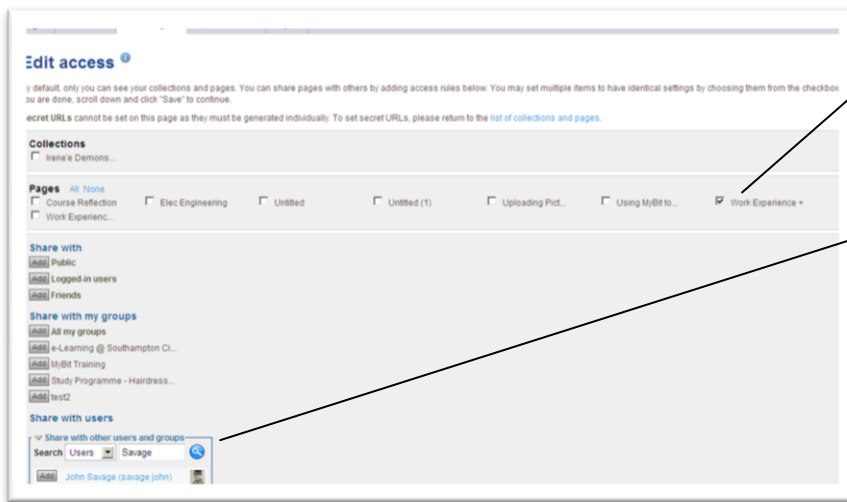
3 Share your page

You can share a page with other MyBit users in the college or with someone outside the college by sending a URL link to the page.

When you share a page with someone they can view the page and give feedback. The page will update automatically as you add new content.



1. When you have finished adding content to the page select **Share**



2. Choose the page you want to share.

3. To share with an individual user of MyBit, for example you tutor, search for their name under **users** of MyBit. When you find their name select **Add**

View and edit your pages

To view and edit your portfolio pages follow the pages icon on the MyBit Dashboard

Pages: View and edit your pages and create new pages

Collections: Group pages together to make collections of pages to share.

Shared by Me: Edit who you share your pages with and create URL links to your pages

Shared with me: See pages that other users have shared with you, and leave feedback.

