Hello, Cynthia Putnam

If you need assistance, you can view a tour of Catalyst Portfolio or view the how-to guide. To start working, look for new portfolio invitations below, create a portfolio, or add an artifact. Returned portfolios and portfolios you've recently worked on will appear in the recent activity box. To receive email notification when you receive feedback on a portfolio, click Preferences.

New portfolio invitations

Instructors and advisors can create a portfolio project for you to work on as part of a class, advising session, or project. To start working on an invited portfolio project, click the title below.

TC 310 Portfolio Fall 2006 (Cynthia Putnam)

1. When you first log into Catalyst...you should see a "New portfolio invitation" in a green box.
Click on the link "TC 310 Portfolio Fall 2006"
2. You will then be asked to accept your portfolio.
3. You will then see this page - which will show a new assignment.

Note...although these instructions say to use the submit button...I have updated the instructions to use the Publish button. This will make your work available to the class and allow for others to make comments.
Use the “Attach Artifact” button to attach your work, and use the “Your reflection” space to write your design rationale.

Note...it is wise to write the design rationale in an external program (for example, Word) so that 1) you will have an external copy, and 2) in the case of a connection drop or browser crash you will not lose your work. Please format the rationale (by clicking the HTML button) with break tags (<br />) for readability (we will go over this in class).

When you are finished, you can preview or save. Once you click the Finished button, you will exit this screen.
5. This is the dialog you will see to attach the artifact.

From the first drop down choose:

Artifact type: A file from your hard drive

Then you can browse on your drive for your file. When you are done...click the “Create artifact” button.
6. Once you have attached the artifact, written your rationale and clicked the “Finished” button, you will see this screen.

Note...the yellow new burst is now gone.

Next click the “Publish” button to allow the class (including the instructor) to see and comment on your work.
The publishing dialog allows you to publish your work to your own space.

Set the web publishing security - I choose to restrict anyone with a UW Net ID, but you can choose what you want. However, if you choose the password option, I will need the password to view your work.

Click "Yes" to wanting feedback, then click "Save changes".
8. Next you will get this confirmation...click OK.
Your publish link now shows on your page.

Then post the link to the epost board by replying to the current week's thread.
10. Clicking on your publish URL will bring you to this page.
11. Clicking the leave feedback button pops up a window.
12. Once feedback has been left, you will see a link to the comment.
13. Once someone has left feedback, you will see their comments.