Creating Your Learning Portfolio

To set-up your Learning Portfolio and accessing the New Schhool template point your browser to “http://portfolio.newschool.edu”. By default a blog using your university email account already exists BUT you’ll need to create a NEW site to properly load the template and begin building your portfolio.

Step 1

Click “Get A Portfolio” button to sign-in using your university account.

Step 2

Sign-in using your university account.
Step 3

After logging in, the system takes you to your “Dashboard”. From here, you’ll be able to “Create a New Site” by clicking the link.

Step 4

You will need to create a unique path different from your username.

Site Name:
portfolio.newschool.edu/

Site Title:

Your name will go in the “Site Title” field.

Language: English

Select a template

This is the Learning Portfolio template. To activate it, click the thumbnail. A gray border should appear. Click “Create Site”.
Step 5

Under “My Sites” your Learning Portfolio will appear. Hover over the name and you’ll have the option to navigate to the “Dashboard” or “Visit Site”.

This is your Learning Portfolio ready for you to create!