

# 2.5 Portfolio Layouts Tool Help

## Portfolio Layouts: Overview

Portfolio layouts determine the arrangement of items on portfolio pages created by site participants. Each participant can design a portfolio by choosing an available layout and using it to display selected items from Resources.

Sakai contains a default portfolio layout that is available to all site participants. If you are a site organizer or otherwise have appropriate permission, you may use the Portfolio Layouts tool to add more portfolio layouts to the site for use by all participants. After creating a layout, you can change and delete it, as needed. You may also use this tool to add preview images to help participants choose appropriate layouts for their portfolios and to change the usage permissions of all users in any given role.

All portfolio layouts are generated by XHTML files, and all layout previews are .jpg files. You must store these files in Resources before using the Portfolio Layouts tool to access them.

The Portfolio Layout tool does not allow you to change portfolio templates.

The Portfolio Layouts tool is usually located in the Design & Publish category. To access the tool, click the Launch button for Portfolio Layouts. Sakai displays the Portfolio Layouts home page.

This page contains a list of all portfolio layouts on the site. If the list is longer than one page, use the buttons under the Portfolio Layouts menu bar to display other pages in the list.

- To display the first page of the list, click First.
- To display the previous page of the list, click Previous.
- To display the next page of the list, click Next.
- To display the last page of the list, click Last.

## Adding a Layout

If you are a system administrator, be advised that any layout that you add to the PortfolioAdmin site automatically becomes available to all sites on your Sakai instance.

To add a portfolio layout to the site, follow these steps:

1. Add the files for this layout to Resources.
2. Access the Portfolio Layouts tool.
3. If the Portfolio Layouts home page is not displayed, click the Reset button.
4. In the Portfolio Layouts menu bar near the top of the screen, click the Add button. Sakai displays the Add Layout screen.
5. In the Display Name box, enter a meaningful name for the layout. This is the name that will display to site participants when they create portfolios. This entry is required. If desired, enter a description of this layout in the Description box.
6. Click the Select File link for the XHTML Layout File box. Sakai displays the Select Item screen.
7. Select the XHTML file you need by following the instructions for selecting an item. After you click Finish, Sakai displays the Add Layout screen again. The name of the file you selected is shown in the box.
8. To make a preview of the layout available, click the Select File link for the Preview Image box. Sakai displays the Select Item screen. Proceed as in step 7, above.
9. To add this layout to the site, click the Add Layout button. Sakai displays the Portfolio Layouts home page. The new layout is shown in the list. Or, to return to this page without adding the new layout, click Cancel.

## Changing a Layout

You may change the title and description for a layout. You may also attach different files.

To change a layout, access the Portfolio Layouts tool and follow these steps:

1. If the Portfolio Layouts home page is not displayed, click the Reset button.
2. Click the Revise link below the name of the layout you want to change. Sakai displays the Revise Layout screen.
3. Change entries in the Display Name and Description boxes, as needed.
4. To change the layout or preview file, click the Select File link for the appropriate box. When Sakai displays the Select Item screen, select the file you need by following the instructions for selecting an item. After you click Finish, Sakai displays the Add Layout screen again. The name of the file you selected is shown in the box.
5. Select the XHTML file you need by following the instructions for selecting an item. After you click Finish, Sakai displays the Add Layout screen again. The name of the file you selected is shown in the box.
6. Click the Save Changes button. Sakai makes the changes and displays the list on the Portfolio Layouts home page. Or, to return to the home page without changing the layout, click Cancel.

## Deleting a Layout

You may delete a portfolio layout only if it is not being used in any portfolios on the site. If a layout is in use, you must delete all portfolios that use it before deleting the layout, itself.

To delete a portfolio layout, access the Portfolio Layouts tool and follow these steps:

1. If the Portfolio Layouts home page is not displayed, click the Reset button.
2. Find the layout you want to remove and click the Delete link below its name. Sakai displays a delete confirmation window.
3. To delete the layout, click OK. Sakai deletes the layout and displays the Portfolio Layouts home page. Or, to return to the home page without deleting this layout, click Cancel.

### Requesting that a Layout Be Published Globally

If you have created a layout that has general applicability, you may want to make it available for use in all sites in your instance of Sakai. However, only Sakai system administrator(s) can publish a layout globally (that is, across all sites in Sakai).

To request that a layout be published globally, access the Portfolio Layouts tool and follow these steps:

1. If the Portfolio Layouts home page is not displayed, click the Reset button.
2. Find the layout you want to suggest for global publication.
3. Click the Suggest for Global Publish link below the name of the layout. Sakai submits the layout for consideration for global publication and displays the Portfolio Layouts home page again.

### Publishing a Layout Globally

If you are a system administrator, you may publish a layout globally (that is, for all sites in a Sakai instance). To do so, log in and follow these steps:

1. Click the Administration folder at the top of the screen.
2. Select the Portfolio Admin site.
3. Access the Portfolio Layouts tool. Sakai displays the Portfolio Layouts home page.
4. Find the layout you want to publish and click the Publish link beneath its name. Sakai makes the layout available to all sites.

### Changing Permissions

To change permissions for users in one or more roles, access the Portfolio Layouts tool and follow these steps:

1. If the Portfolio Layouts menu bar is not displayed, click the Reset button.
2. Click the Permissions button on the menu bar. Sakai displays the Permissions screen.
3. Referring to the table below, check boxes to select the appropriate permissions for all users in each role.

Permission	Description
Publish	Users in this role may publish portfolio layouts for use by site participants.
Delete	Users in this role may delete portfolio layouts.
Create	Users in this role may add new portfolio layouts.
Edit	Users in this role may change portfolio layouts.
Suggest Global Publish	Users in this role may suggest a portfolio layout for global publication (that is, throughout all sites on Sakai). Only the system administrator can globally publish layouts.

4. To save the permissions settings, click Save. Sakai saves the settings and displays the Portfolio Layouts home page. Or, to return to the home page without saving your changes, click Cancel.