



CELTICS ePortfolio

User Guide

(for School of Arts and Social Sciences)

Version 1.5

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Empowered by ALTO

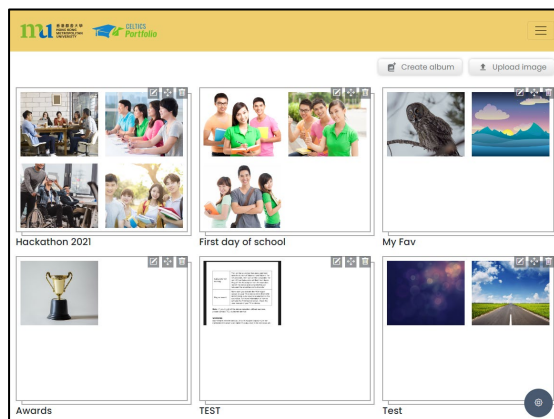
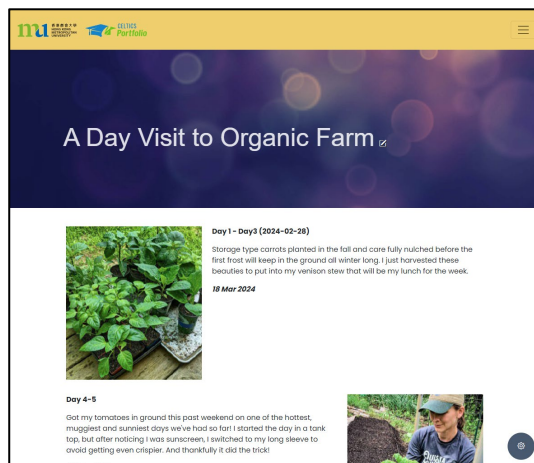
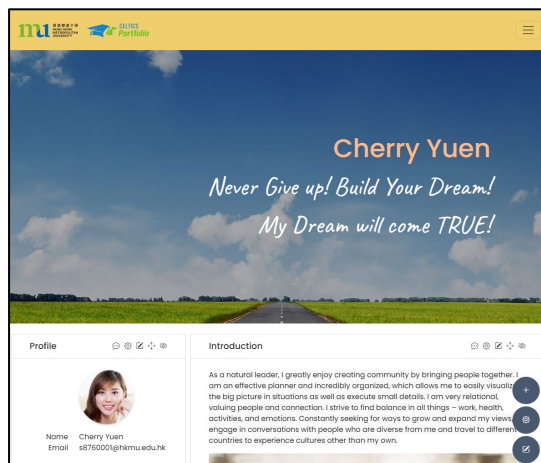
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1. Overview

The CELTICS ePortfolio is a web-based platform designed to help students create and showcase their unique portfolios, highlighting their experiences, talents, and achievements. Through this platform, students can easily build their profiles, craft professional resumes, and write engaging blogs to document their learning journey. Over the course of their university studies, students can develop a comprehensive and diverse portfolio that reflects their personal growth and accomplishments.

This document provides a step-by-step guide on how to use the CELTICS ePortfolio effectively to create a standout portfolio.



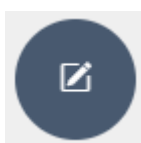
2. Home

To access the CELTICS ePortfolio, visit the website <https://celtics.hkmu.edu.hk/> and log in using your OLE account.

On your first visit, you will be prompted to enter basic information to set up your profile. Once this step is complete, you will be redirected to the CELTICS ePortfolio homepage.

Configuring the style of ePortfolio website








1. Click the “Edit” button in the lower right corner.



2. The editing panel will appear on the right-hand side of the screen.
3. Make the updates to the settings, and you will immediately see the changes reflected in the user interface. Remember to save the changes for them to take effect.
4. Discover hidden blocks within the "Available Widgets" section that can be dragged onto the home page.
5. Click “Save” button to confirm the changes.

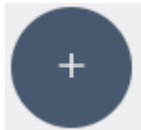
Managing the blocks

Under the banner, several blocks display different types of information. Each block contains buttons that allow for customization.

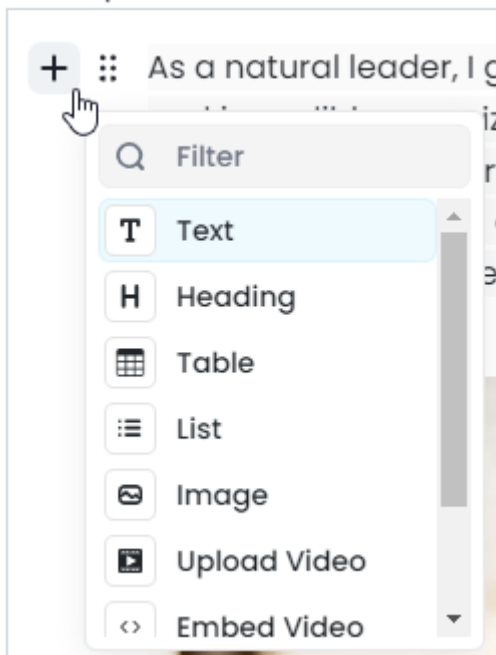
	Customize the look and feel of the block.
	Drag the block to relocate it
	Hide the block
	Open the comment panel
	Edit the information of this block
	Add new record to this block
	Delete the block (only available for custom block)

Adding a custom block







1. Click the "Add" button



2. The editing panel is displayed, featuring elements like the 'Introduction' block. This block enables editing of lengthy content with multimedia support, including images and videos. To view additional supported elements, simply press the '+' button.



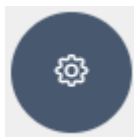
3. Several multimedia types are supported as follows:

 Image	Embed an image file with maximum size of 10MB
 Select Stock Image	Insert stock image provided
 Upload Video	Embed a video file with a maximum length of two minutes. System will reduce its resolution if the width is greater than 1280 pixels.
 Embed Video	Embed a video link (eg. Youtube)
 Attachment	Embed an attachment file with maximum size of 10MB
 Audio	Embed an audio file with maximum size of 10MB

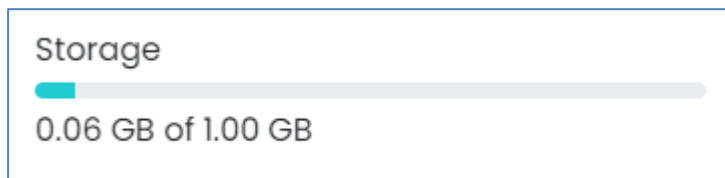
4. Click "Save" button to confirm the changes.

Checking used storage

1. Click the “Settings” button in the lower right corner.

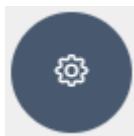


2. The used and total storage are displayed.



Signing out

1. Click the “Settings” button in the lower right corner.



2. Click “Sign Out” button.

3. Resume

The “Resume” section offers an overview of your educational journey at the University. It summarizes your academic background, co-curricular activities, and extracurricular involvements, providing prospective employers with insights into your achievements and personality traits. This section helps employers evaluate your suitability for desired opportunities.

The interface mirrors the “Home” section, featuring a similar layout with distinct content blocks.

Downloading as PDF

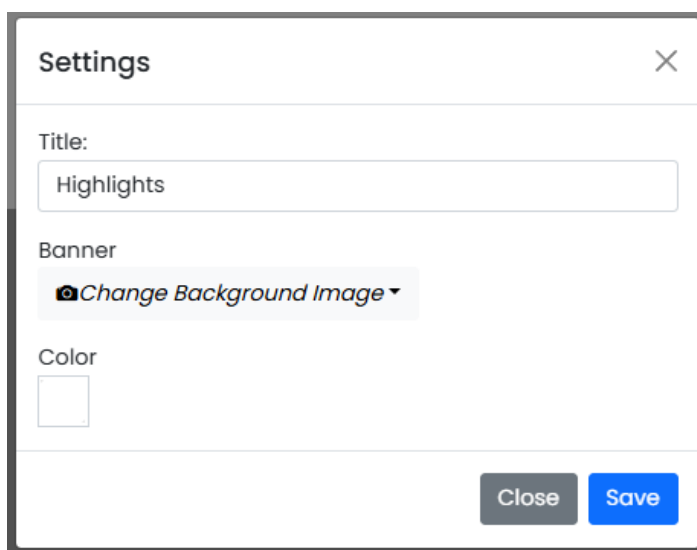
To export your resume, click the “Download PDF” button.

4. Highlights

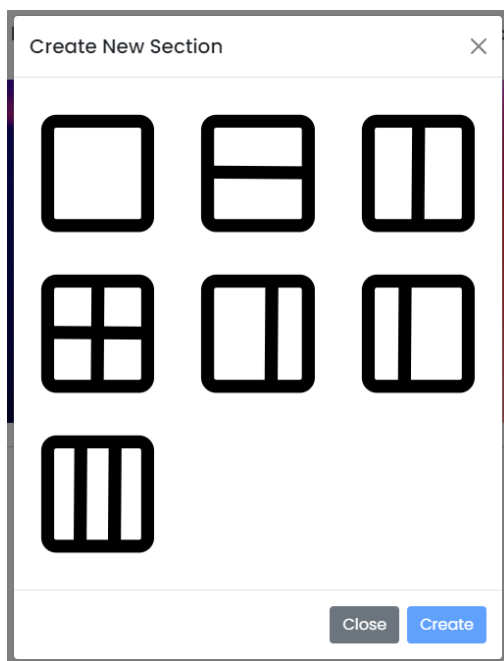
The **Highlights** section allows you to showcase notable achievements, awards, recognitions, and significant milestones. Examples include film productions and art exhibitions for Creative Arts students; competitions and published works for Humanities, Language, and Translation students; and fieldwork projects and community involvement initiatives for Social Sciences students.

Visiting to the “Highlights” section initially

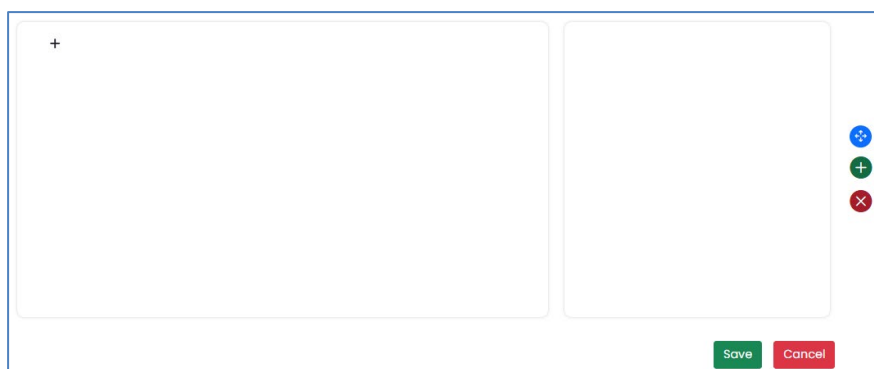
1. Enter the title and select a banner



2. Choose a layout for the first section. You may add more sections while editing the content later.

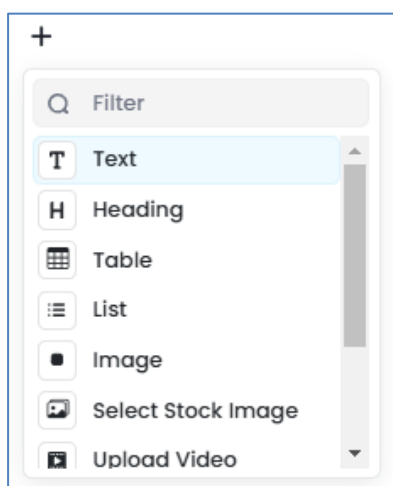


3. An empty section has been added for you to edit.









Editing the content

1. Click on the “+” to insert content to the block.



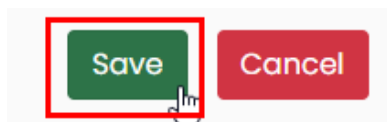
2. Several multimedia types are supported as follows:

 Image	Embed an image file with maximum size of 10MB
 Select Stock Image	Insert stock image provided
 Upload Video	Embed a video file with a maximum length of two minutes. System will reduce its resolution if the width is greater than 1280 pixels.
 Embed Video	Embed a video link (eg. Youtube)
 Attachment	Embed an attachment file with maximum size of 10MB
 Audio	Embed an audio file with maximum size of 10MB

3. Move/ add/ delete the section by clicking the buttons on the right-hand side.



4. Click "Save" to confirm the changes.

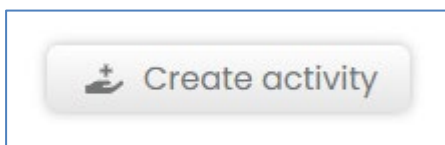


5. Service Leadership

The “Service Leadership” section allows you to showcase detailed experiences and projects related to service learning, emphasising community involvement and personal growth.

Creating activity

1. Click the “Create activity”.



2. Enter the activity details.

Create Activity
✕

Event Title

Category

Self assessment and learning
▼

Date

Duration

⊕ Details

Reflection(optional)

Image/Video

📷 Upload Image/Video
▼

Thumbnail

📷 Upload Image

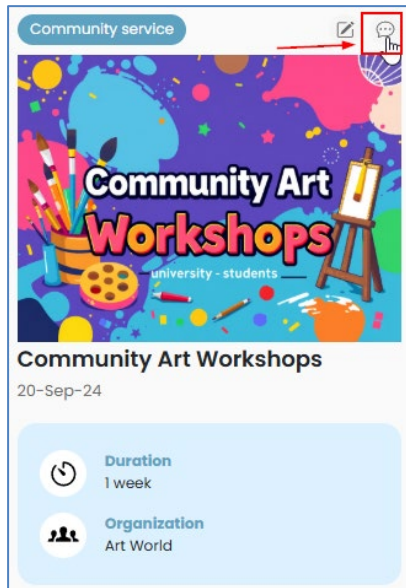
Close

Save

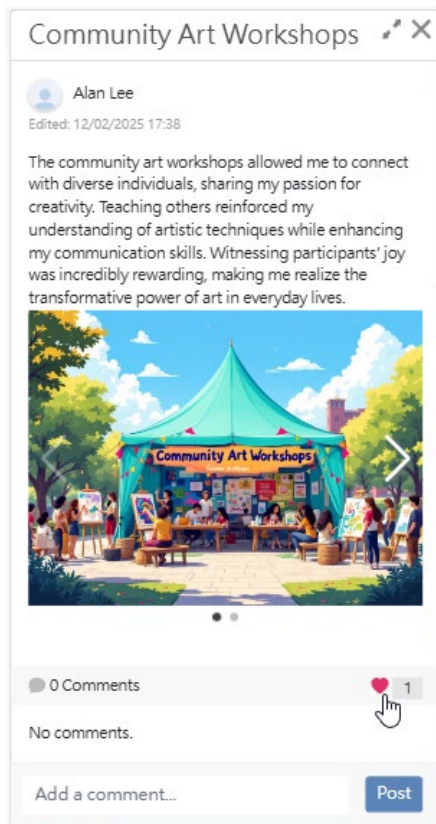
3. Click “Save” to confirm.

Comment Section

1. After the activity is saved, it appears on the list. Students will see the “Comment” button in the top right corner.



2. The reflection, along with the uploaded images and video files will be displayed in the Comment Section. Visitors can 'Like' the post and leave comments below.



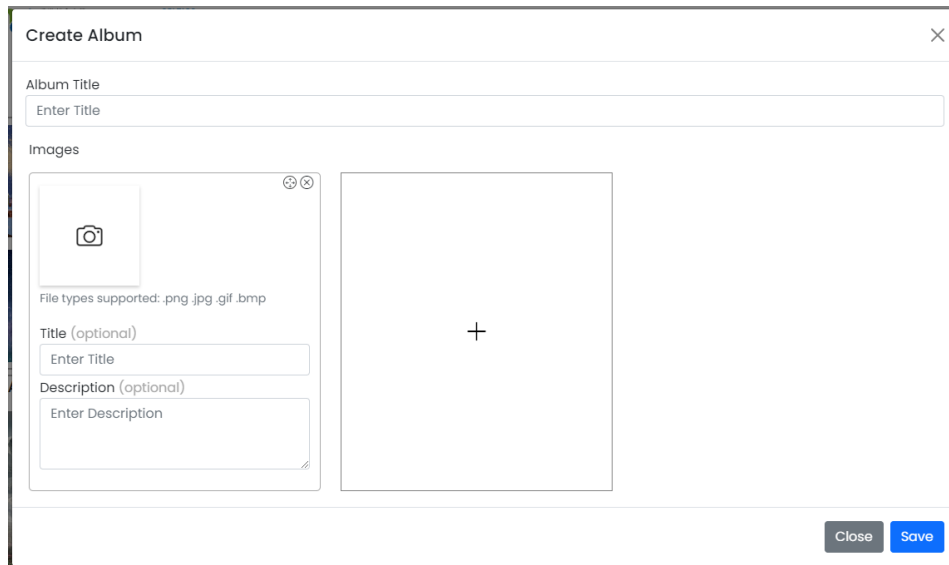
6. Gallery

Creating a new album

1. Click the “Create album” button.



2. Enter the album title and add new images.



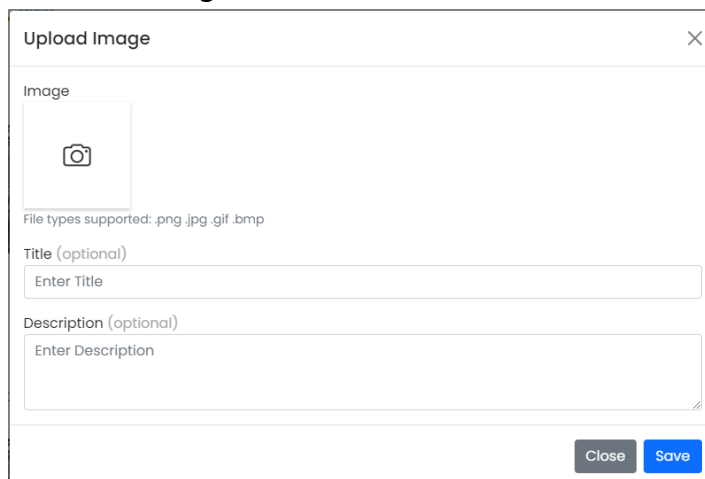
3. Click “Save” button to create the album.

Uploading an image without an album

1. Click the “Upload image” button.






2. Choose an image.



3. Add a title and description (optional)
4. Click the “Save” button to upload the image.

Managing your gallery

There are buttons on each gallery and image for management.

	Edit the gallery or image
	Drag the gallery or image to relocate it
	Delete the gallery or image

7. Technical Support

For enquiries, please contact OLE support via email or phone:

Email: olemaster@hkmu.edu.hk

Hotline: 2768 6454