



# Folio

**COLLABORATIVE**

myFolio Release Notes  
Winter 2021

## Introduction

As part of a winter platform update, the Folio Collaborative released the following improvements and new features to myFolio. If you have any questions, please contact us at [support@foliocollaborative.org](mailto:support@foliocollaborative.org), or by phone at (800) 452-5078 Ext. 1.

## Improvements to Themes

- You can now [order the Themes](#) list on the Homepage.
- [An icon you associate](#) with the Theme will now appear next to the Theme on the Homepage.
- [School Themes](#) are more clearly separated from myFolio Categories in the Themes/Categories drop-down list.

## Improvements to Notes

- Conversation and Observation Notes can now be [“Self-reflective.”](#)
- Collaborators and Workspace Collaborators now Appear in [“Met-With” Drop-down.](#)

## Community Posts Email Digest

- You can now subscribe to an email digest of your school's [Community Posts!](#)

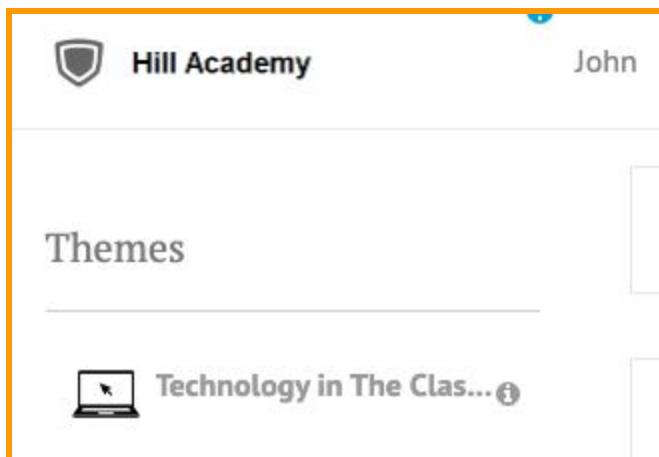
## Themes

Themes can now be ordered, and that order will be reflected on the Homepage and wherever Themes are listed. A Theme with the rank of 1 will be listed at the top.

The screenshot shows the 'New theme' form in the Hill Academy system. The form includes the following fields and annotations:

- Name:** 'Online Learning and Teaching' (47 characters remaining).
- Upload media:** A 'Choose File' button with 'laptop-icon.png' selected. An annotation states: 'The image you add here will be displayed in the Themes list on the Homepage.'
- Description:** 'Given the new reality of teaching and learning during recent times, it is essential that we continue to build our capacities in virtual teaching.' (155 characters remaining).
- Category:** 'Distance Learning'.
- Rank:** '1'. An annotation states: 'You can order the Themes by selecting a numerical rank. A rank of 1 would place the Theme at the top.'
- Buttons:** 'Create Theme' and 'or Cancel'.

The image you specify with the Theme now shows on the Homepage.



School Themes and myFolio Categories are more clearly delineated in the Themes drop-down.




## Notes

Conversation and Observation Notes can now be “self-reflective”, meaning you do not have to select someone from the “Met with” drop-down.

A screenshot of the 'New Conversation Note' form. The title 'New Conversation Note' is at the top. Below it are several fields: 'Meeting date' with a calendar icon, 'Met with' with a dropdown menu labeled 'Select a person', and 'Self reflection?' with a toggle switch currently set to 'ON'. A blue callout box with white text is overlaid on the 'Met with' field, stating: 'For a self-reflective Note, turn the switch to “On.” No “Met with” selection is necessary.' Below these fields is a 'Completes:' dropdown menu labeled 'Select a waypoint this note meets, if any.'. At the bottom is a rich text editor with icons for bold, italic, heading, link, list, code, and quote, and a 'Preview' button.

## New Classroom Observation

**Observation date**  

**Met with**

**Self reflection?**  ON

**Completion**

DEFAULT OBSERVATION FORM

**Lesson Summary**


Observation Notes can also be self-reflective, perhaps after reviewing a video.

Workspace Collaborators and Members are now listed in the “Met with” drop-down when you are creating a Note.

## New Conversation Note

**Workspace:** DEI Project Pilot

**Completing Waypoint:** Synthesis, Ideation, 3 Prototypes

**Meeting date**  

**Conversation**

**Met with**

When creating any Note, the “Met with” drop-down now includes Workspace Collaborators.

Select a person

JONATHAN BROWN

Akiko Saga

David Jackson

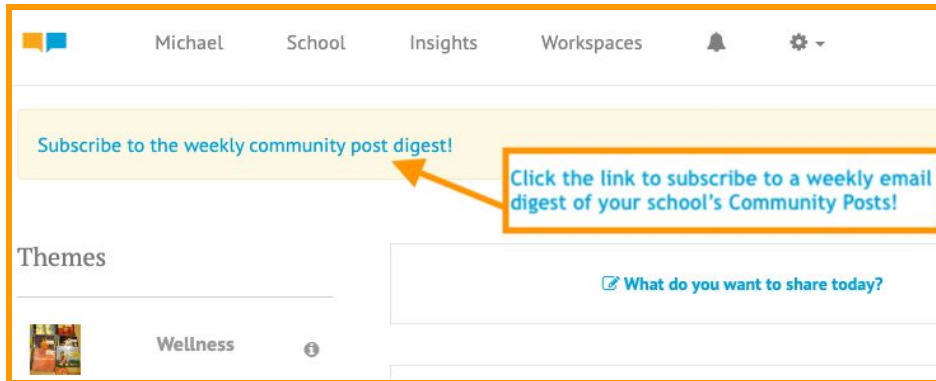
Aaliyah Wilson

Charles Sullivan

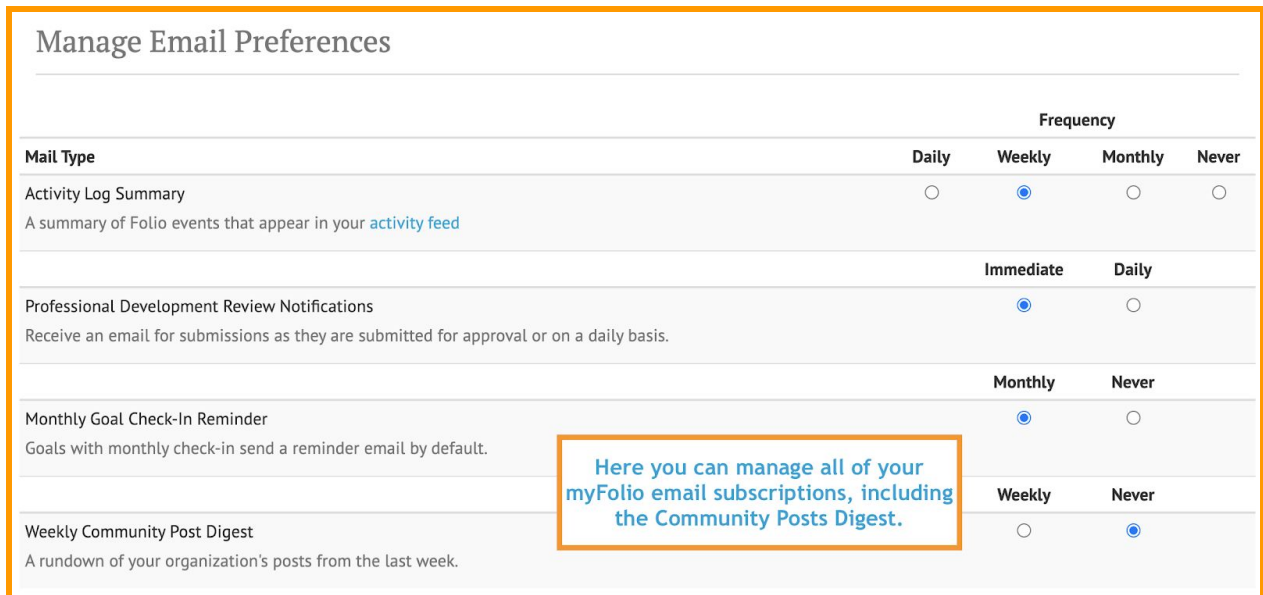
Howard Zinn

## Community Posts

When you sign into myFolio, you will see a message about the new Community Posts Email Digest.



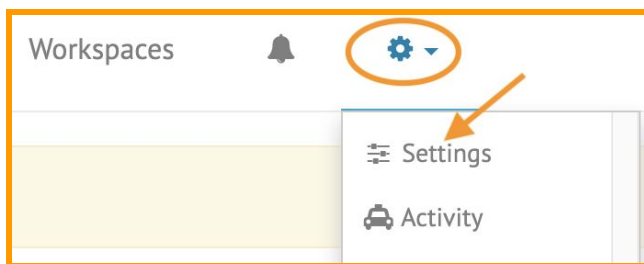
Click the link and you will be taken to the Manage Email Preferences page. Select "Weekly" and you will start receiving a weekly digest of Community Posts at your school late every Friday. If there were no new community posts that week you will not receive an email.



Here is what the digest email looks like. It will have a count of posts per theme, as well as a list of the topics of posts for the week.



If you have dismissed the banner and would like to subscribe to the digest, you can do that from the Manage Email Preferences page. To reach the page, click the gear icon in the top menu.



Then click Email Preferences to reach the Manage Email Preferences page.