

## **iSCORE**

### How to Get Started

Welcome to your iSCORE portfolio!

Listed below are the basic steps to help you set up your portfolio.

- 1) Personalize your homepage. Go to “edit settings.” (top right corner) From here, you can:
  - Change your password
  - Give yourself a nickname
  - Upload a photo either from the selection given or from your own files
  - Enter the e-mail addresses you want to be contacted at for notifications
  - Choose your notification settings
  - Choose your banner or upload your own
  - Personalize your Labels for organizing your work: there are default labels and blank ones that you can modify to suit your needs.
- \* Don't forget to click “save” after you make changes.
- 2) After you have edited your settings, return to your homepage and add to your To-Do-List
  - Click on the “plus” icon to add items to your list
- 3) Set up your Calendar. Go to the Calendar tab to input events and create labels to organize your events.
- 4) View a model student portfolio to explore its contents and to get ideas on how you can expand your own portfolio. Go to the Sharing tab and click on “View portfolios shared with me” to see who has shared their portfolio and work with you. Click on “iSCORE Student” to view the model student portfolio.
- 5) To begin using your iSCORE portfolio to organize and plan your work, go to your Filing Cabinet by clicking on the Files Tab. Find the User Guide and click on it to download it. The user guide provides steps to help you become acquainted with the many features in iSCORE. The Filing Cabinet is also the area where teachers can download pedagogical support and where students can receive, store and share files as well.
- 6) When you are ready to share your portfolio with others, return to the Sharing page and click on “Share my entire portfolio with others.” A drop-down menu will appear that shows you the different classes and teachers you can share with. If you choose a class, you can choose to share with the whole class or just select certain students.

If you have technical problems you can e-mail: [iscore@rcmusic.ca](mailto:iscore@rcmusic.ca)  
Have fun!