

How to Make Your Profile Page Public

There are two possible share settings for your Profile Page in Workflow:

- Visible only to logged-in users
- Public (visible to whole web, and browsable on the front page of workflow.)

The screenshot shows the UAL Workflow interface. At the top, there are navigation tabs: Workflow, Content, Portfolio, Groups, and Administration. Below these, there are sub-tabs: Pages, Collections, Shared, Shared with me, Skins, Export, and Import. The 'Pages' sub-tab is highlighted in green. A red arrow points from the 'Portfolio' tab to the 'Pages' sub-tab, with a box labeled '1. Click Portfolio and Pages'. Below the navigation, the 'Pages' section is displayed with the UAL logo and the text 'Pages' followed by an information icon. There are two buttons: '+ Create page' and 'Copy a page'. Below this is a search bar with the text 'Search:' and a search button. Below the search bar, there is a dropdown menu with the text 'Title, description, tags' and a 'Search' button. Below the search bar, there is a 'Results' section. The first result is 'Profile page' with the description 'Your profile page is what others see when they click on your name or profile picture.' A red arrow points from a box labeled '2. Click Edit content and layout icon' to a pencil icon in the 'Profile page' result.

Workflow Content Portfolio Groups Administration Jane Russell

Pages Collections Shared Shared with me Skins Export Import

ual: university of the arts london

Jane Russell's Profile | Edit content

3. Click Share page

How to Guides

- Introduction to UoAarts
- How to Create a Page
- How to Share Pages and Collections
- How to Upload Content
- How to Edit Profile Pages
- How to Make a Collection
- How to Create a Group
- How to Setup a Course Group - Staff
- How to Create a Secret URL
- How to Create a Link to your Blog

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Share | Edit access

Profile

SHARED WITH	FROM	TO
Share with		

4. Select Share with Public

5. Click Save

Who do you want to share with?

Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at dlsupport@arts.ac.uk