LOGGING IN

Log in to your ePortfolio account through the Digication website.

Your firstname.lastname is your username and your temporary password is emailed to you.

CREATING YOUR ePORTFOLIO

Now that you have an account set up you can create up to 25 different ePortfolios, which may include a Course ePortfolio, capstone, Academic, Showcase or general ePortfolio. Account information will be emailed upon request or automatically if it is a course requirement.

Creating a Course ePortfolio:

After logging into Digication (on your home page) scroll down to My Courses. There you will see the courses which you are currently enrolled in. Select the course for which you wish to create your ePortfolio.

Click on the e-Portfolios tab

I would like to receive email notifications from this course.

There are currently no notifications.
Navigate to your instructor's template and click on the Create e-Portfolio From Template button

After selecting Create e-Portfolio From Template, you will be directed to enter a title for your ePortfolio. The web address for your ePortfolio will be automatically generated based on what you enter for the title, but you can change the URL by clicking on the edit link to the right of the web address.

For Course ePortfolios title should be: First Name Last Name Course Section Term (e.g. Jane Doe CC401.02 Sp12)
Templates
Next you will see Choose a Template. SKIP THIS STEP, as it has already been set by your professor through the template. The Template designed by your professor has the layout, instructions, and due dates for assignments. WARNING: Alterations of this section will make such important information unavailable to you and result in having selected an incorrect template.

Choose a Theme
The template you select will have its own theme, which includes a header image (banner) and directory icon. You can either leave the Default Style or customize it if you want to upload your own banner and directory icon. If you don’t want to customize your theme or would like to replace these images later on in the semester, please proceed to the Permissions section on the next page.

To customize your theme, click on Use selected template’s theme to deselect it, and then click the CUSTOMIZE BUTTON.

Customize Theme
Through the customize theme settings you will be able to change your banner as well as your directory icon and footer. You can also modify the look and layout of your ePortfolio thought custom CSS, though we don’t recommend that students do this unless they are familiar with CSS.

To learn how to customize your theme, please visit the “Customize Your Theme” section of the ePortfolio Resource Website: https://cunyonline.digication.com/studentresource/Banners2
Permissions

This section will allow you to select who can view, edit, or publish your ePortfolio.

There are three options for permission settings:
1. **Private to me** will make your ePortfolio completely private.
2. **Private within CUNY Online** will only allow those from your school to view your ePortfolio when they are logged into Digication.
3. **Public** will make your ePortfolio visible to the general public. By selecting this option your ePortfolio will appear in search engines such as Google.

*The ePortfolio Team recommends that students select “Private within CUNY Online.”

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**CUSTOM PERMISSIONS**

In the custom permissions section, you can give additional access to individual Users, Groups, or Courses. Type in the name of the User, Course, or Group you want to share with.

**IMPORTANT:** If you are enrolled in a course and have selected the course template, your instructor and students from your course will automatically be listed.

<table>
<thead>
<tr>
<th>Additional permissions</th>
<th>Role</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for User, Group, or Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 101.01 Spring 2012 {Course PHIL 101.01 } Students</td>
<td>Viewer</td>
<td>Remove</td>
</tr>
<tr>
<td>PHIL 101.01 Spring 2012 {Course PHIL 101.01 } Faculty</td>
<td>Admin</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Once you have made your selection, you can then change the **Role** for any given user, group, or course. Options for roles are Admin, Publisher, Editor and View Only.

- **Admin:** Will allow the person to edit, view and publish changes to the ePortfolio.
- **Publisher:** Will allow the person to publish and view only. They will not be allowed to make edits to the ePortfolio other than publishing the edits you have saved.
- **Editor:** Allows the person to make changes but not publish. Only you will be allowed to publish the changes.
- **Viewer:** allows the person to view your ePortfolio.
Please Note:
For some courses your instructor may want to be listed as an admin of your ePortfolio. This is only for the purpose of grading and tracking peer reviews (being an admin enables them to see unpublished changes and view comments made by other students before you have approved the comment for viewing by others). It is recommended that you change this role in the settings after completion of the course.

Tagging
Tags allow one to assign a keyword to a page or pages on an ePortfolio.

Tagging

- Do not allow tags: No one can tag pages in your portfolio.
- Allow tags: Anyone can tag pages in your portfolio.

IMPORTANT: Once you have completed all of the required sections, select the CREATE NEW EPORTFOLIO BUTTON to create your ePortfolio.

Once your ePortfolio has been created, you will be directed to your new ePortfolio!