SETTING UP YOUR ePORTFOLIO

STEP 1
Navigate to the My ePortfolio module, click Create.

STEP 2
In the Create an ePortfolio section, enter a title for your new ePortfolio.
Note: We recommend that you include your name in the title.

STEP 3
Scroll down to the Choose a Template section. Click More templates.

STEP 4
Click CUNY Queensborough Community College Templates and select a student template from the library. Click Select to apply a template to your portfolio.

STEP 5
In the Permissions section, decide who will be able to view your ePortfolios.
Note: We recommend the first option Private to me, unless your ePortfolio is ready to be shared with other users.
If you are sharing the ePortfolio with your instructor, follow Step 6 through Step 8. If not skip to Step 9 to continue.

**STEP 6**
Click Custom Permissions.

**STEP 7**
In the search text field, enter the **course code** of the course you would like to share with. The course code consists of 5 digits numbers and could be provided by your instructors. Alternatively you can search the course by typing the course title. **You must be enrolled in the course in order to complete this step.**

**STEP 8**
Click on the **course name**. This process will automatically share the ePortfolio with students and instructors enrolled in this course. **Note: If you don’t want to share your ePortfolio with your classmates, remove the students from the permission list.**

**STEP 9**
Tag are keywords that you or other who have access to your ePortfolio can assign to its pages. Tags makes it easier to find groups of related pages during searches. You can turn tagging on or off at any time.
STEP 10
The Comments feature allows you to control who is allowed to make comments on your ePortfolio, shod how soon these comments will appear.

STEP 11
The Conversations feature is optional. You may allow conversations by checking the Conversation box.

STEP 12
Once you completed all the required sections, click Create New ePortfolio.

STEP 13
You can modify these settings at any time. The setting page is available in the Portfolio Tools menu.