

SETTING UP YOUR EPORTFOLIO

STEP 1

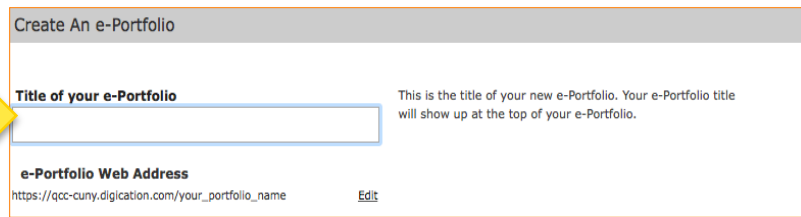
Navigate to the **My ePortfolio** module, click **Create**.



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.



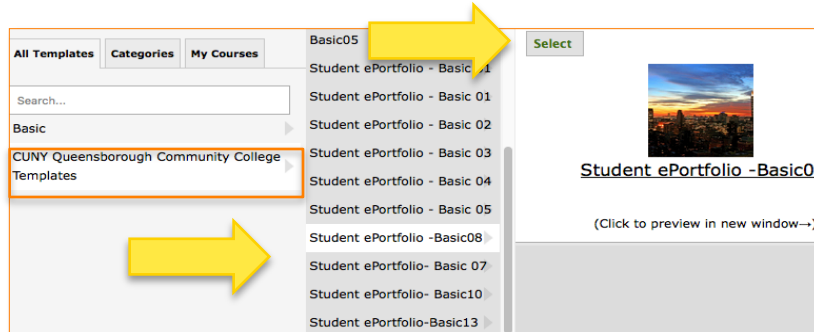
STEP 3

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



STEP 4

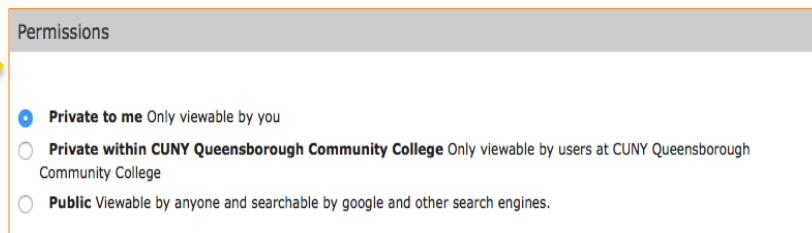
Click **CUNY Queensborough Community College Templates** and select a student template from the library. Click **Select** to apply a template to your portfolio.



STEP 5

In the **Permissions** sections, 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**.

Private to me Only viewable by you

Private within CUNY Queensborough Community College Only viewable by users at CUNY Queensborough Community College

Public Viewable by anyone and searchable by google and other search engines.

[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.

Additional permissions	Role	Delete
<input type="text" value="00010"/>		
Training Course -00010 (Course 00010)		

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.

Additional permissions	Role	Delete
<input type="text" value="00010"/>		
Training Course -00010 (Course 00010) Faculty	Viewer	Remove
Training Course -00010 (Course 00010) Students	Viewer	Remove

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.

Tagging

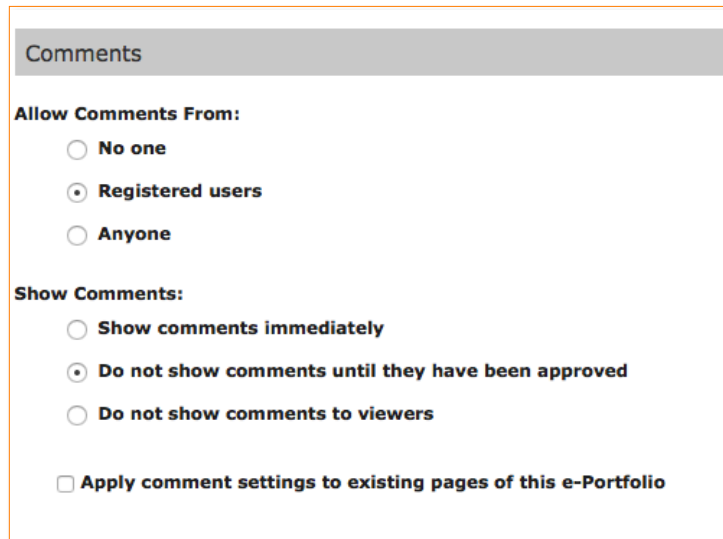
Do not allow tags No one can tag pages in your e-Portfolio.

Allow tags by all editors Editors, publishers, and admins may add tags.

Allow tags by anyone anyone who can view may add tags.

STEP 10

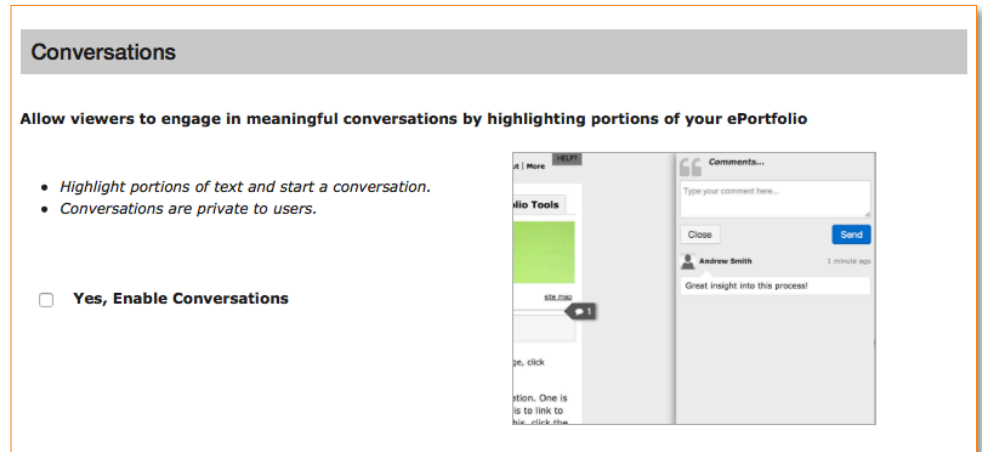
The **Comments** feature allows you to control who is allowed to make comments on your ePortfolio, and how soon these comments will appear.



The screenshot shows the 'Comments' settings panel. It has a title bar 'Comments' and two sections: 'Allow Comments From:' and 'Show Comments:'. Under 'Allow Comments From:', there are three radio buttons: 'No one', 'Registered users' (which is selected), and 'Anyone'. Under 'Show Comments:', there are three radio buttons: 'Show comments immediately', 'Do not show comments until they have been approved' (which is selected), and 'Do not show comments to viewers'. At the bottom, there is a checkbox labeled 'Apply comment settings to existing pages of this e-Portfolio' which is currently unchecked.

STEP 11

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



The screenshot shows the 'Conversations' settings panel. It has a title bar 'Conversations' and a sub-header: 'Allow viewers to engage in meaningful conversations by highlighting portions of your ePortfolio'. Below this, there are two bullet points: 'Highlight portions of text and start a conversation.' and 'Conversations are private to users.' At the bottom, there is a checkbox labeled 'Yes, Enable Conversations' which is currently unchecked. To the right of the text is a small preview image showing a text editor with a highlighted section and a 'Comments...' dialog box open over it.

STEP 12

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

[Create New e-Portfolio](#)

STEP 13

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

