SETTING UP YOUR PROFESSIONAL ePORTFOLIO

1. After logging into Digication, scroll down to My e-Portfolios module. Click “Create”

2. The “Create an e-Portfolio” page will appear. Enter a title of your new e-Portfolio.
   
   Note: Because this will be your own personal ePortfolio, we recommend you include your name in the title.

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

4. Click on “CUNY Queensborough Community College Templates” and select a template from the Library. Select one of the Faculty ePortfolio templates.
5. Set initial permissions, but know that these may be changed at any time.
In the “Permissions” section, decide who will be able to view your ePortfolios. There are three options:

Note: We recommend the first option “Private to me”, unless your ePortfolio is ready to be shared with other users.

Giving Permissions to others...
Alternatively, you may use the “Custom Permissions”. In the custom permissions section, you may give additional access to individual Users, Groups, or Courses. Type in the name of the User, Course, or Group you want to share with.

Note: If you are sharing with a user, the user needs to have a Digication account. If you are sharing the ePortfolio with a course or group, you need to be enrolled in the respective course or group.

6. Tags are keywords that you or others who have access to your e-Portfolio can assign to its pages. Tags make it easier to find groups of related pages during searches. You can turn tagging on or off at any time.
7. The **Comments** feature allows you control who is allowed to make comments on your ePortfolio, and how soon those comments will appear.

![Comments Feature Image]

8. Once you complete all the required sections, click “Create New ePortfolio”

![Create New e-Portfolio Button Image]

You can always modify the settings of your ePortfolio at any time. The “Settings” page is available in the “Portfolio Tools” menu.

![Portfolio Tools Image]