ePortfolio Primer for Queensborough Students

Your Online Accounts

1. You need to:
    - Activate your Tiger Mail account (like: JDoe89@tigermail.qcc.cuny.edu)
    - Then use your Tiger Mail address to create an Epsilen ePortfolio account
    - And then, Create a CUNY Portal Account to access Blackboard

We strongly recommend that you use your Tiger Mail username & password for your ePortfolio and CUNY Portal accounts.

Access to your online accounts

Queensborough homepage: http://www.qcc.cuny.edu
To read your Tiger Mail: https://tigermail.qcc.cuny.edu
Your Tiger Mail address is like: JDoe89@tigermail.qcc.cuny.edu
ePortfolio: http://www.epsilen.com/*username*
CUNY Portal: http://www.cuny.edu

The Epsilen Environment

2. Students beware - everything you make "Public" is viewable and copy-able by everyone on the Internet worldwide.
3. Why "Public" display can be BAD!
    - **Copyright** issues - you may NOT post "fair-use" items in "publicly" viewable folders or artifacts
    - **Privacy** cannot be maintained in "publicly" viewable folders or artifacts
    - **Plagiarism** - anyone can copy what you have created and post it as their own

Assignments & Artifacts

- Both Students and Teachers have ePortfolios
- Often Teachers create Groups and then invite you to join
- Teachers might post your assignments in Blackboard, their own ePortfolio, or an Epsilen Group. They will tell where to find them.
- Depending on format and size (see next page) you will your upload completed assignments (a.k.a. artifacts) to Epsilen (small) or an appropriate College Server (large)
- After uploading artifacts you must create at least one ***view*** so that others can see them. Views are created using one these Epsilen tools:
    - Group Drop Boxes
    - Showcase
    - Files/Folders = Shared Objects on your homepage
    - ShareIt items

  Important Note: Views can be controlled using Access Keys, or they can be open to the Public (NOT Recommended!) Create the Access Key first, and then create the view.

Submitting ePortfolio Assignments

- Your teacher may require "ePortfolio Assignments" with some or all of the following:
  - Write a short summary of the assignment in your own words to place the assignment in a context
  - Complete the assignment tasks as required
  - Add a visual or aural component
  - Write a ***reflection*** based on a set of questions
- Your teacher may ask you to write a ***reflection*** on the assignment by answering a few questions such as:
  - What factors / prior knowledge enabled you to do well on this assignment?
  - What actions did you take, what choices did you make, and what resources did you use to complete this assignment?
  - What have you learned from this assignment?
  - How is what you learned relevant to: this course, your education, your life, the world?

- Your teacher will give you clear ***artifact* submission instructions** – you need know:
  - the consequences of submitting someone else's work
  - to include their name, course, section, teacher as part of the submitted artifact;
  - that the submitted artifact should include an summary (abstract) of the original assignment to provide context for all those who view it
  - to use a word processor to write the abstract
  - to use a word processor to write your reflection
  - how to name each artifact.
    Use names like: "EN101D4-SP08-JDoe-Assignment3"
  - that it's safer to convert artifacts to Adobe .PDF format where possible
  - where and when to get assistance from an ePortfolio student Mentor
  - where to post artifacts - name the Folder, or the Group Drop Box, etc
  - not to post class assignment artifacts to "public" spaces
  - which tool to use when uploading your artifact – Group Drop Box, or Protected (Access Key) Folder

File Types and Formats:

- Artifacts can be text, spreadsheets, PowerPoint presentations, Websites, graphics, audio, or video. Both teachers and students need to know which **file (*artifact*) formats** Queensborough supports and where those files get posted (remember the Epsilen limit of 8MB per file, 125 MB per account):
  - Text - .PDF,.TXT, .DOC & .DOCX (not recommended) - post directly to Epsilen
  - Spreadsheet - .XLS - post directly to Epsilen
  - Presentation - .PPT (PowerPoint) - post directly to Epsilen
  - Website - .HTML, .ASP, .ASPX - post to College Web server via ACC
  - Graphics - .JPG, .GIF (sized properly for the Web) - post directly to Epsilen
  - Animations - .SWF, .GIF - post directly to Epsilen
  - Audio - .MP3 - post directly to Epsilen
  - Audio streamed - .FLA, .WMA - post to College Web server via ACC
  - Video Embedded - .FLV - post to College Web server via ACC
  - Video non-Embedded - .MOV - post to College Web server via ACC
  - Video streamed - .WMV - post to College Web server via ACC
  - Video YouTube - .FLV - pointer to video stored on YouTube