

Student Share It Instructions – Spring 2009

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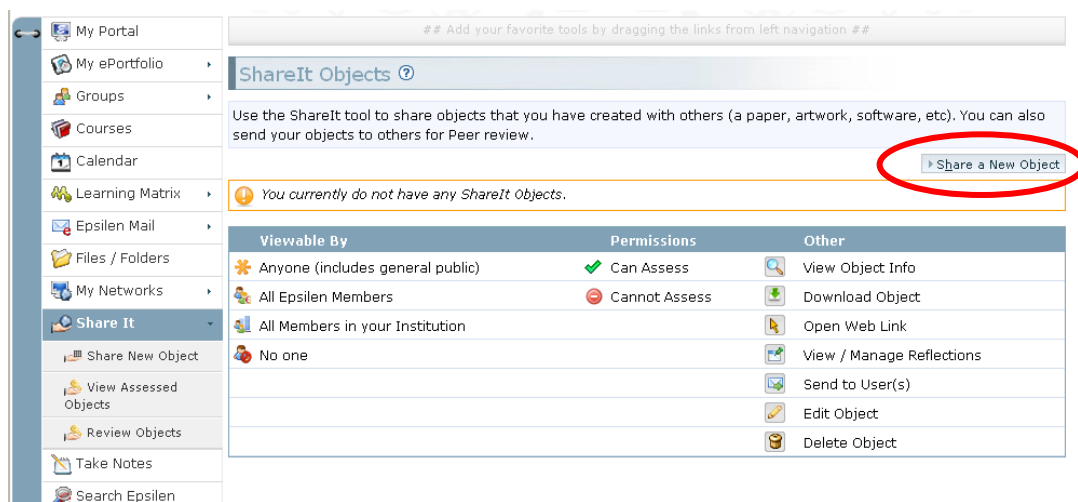
Student Instructions for Posting an ePortfolio Share It Assignment

ShareIt is an ePortfolio function that allows you to post an assignment with reflections on what you learned in doing the assignment, and allows your instructor (or other visitors to your ePortfolio) to make an assessment of your work.

Before you begin you should have:

- Your final assignment fully corrected and in a non-revisable data format.
- Your reflection on having done the assignment. Consider the following the questions in forming your reflection:
 - What factors or 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 while completing the assignment?
 - What have you learned about _____ from this assignment?
 - How is what you learned relevant in this course, your education, your life, or your future?
 - What *General Education Objective(s)* has this assignment demonstrated?
- A description of the assignment provided by your instructor.

To begin, log onto your ePortfolio and select the **Share It** option from the left hand menu. Then click on **Share a New Object** link at the top of the page



The screenshot shows the ePortfolio interface. On the left is a navigation menu with items like My Portal, My ePortfolio, Groups, Courses, Calendar, Learning Matrix, Epsilon Mail, Files / Folders, My Networks, Share It, Share New Object, View Assessed Objects, Review Objects, Take Notes, and Search Epsilon. The 'Share It' menu is expanded, showing 'Share New Object', 'View Assessed Objects', and 'Review Objects'. The main content area is titled 'ShareIt Objects' and contains a message: 'Use the ShareIt tool to share objects that you have created with others (a paper, artwork, software, etc). You can also send your objects to others for Peer review.' Below this is a warning: 'You currently do not have any ShareIt Objects.' At the bottom of the main content area is a table with three columns: 'Viewable By', 'Permissions', and 'Other'. The 'Share a New Object' button is circled in red.

Viewable By	Permissions	Other
Anyone (includes general public)	Can Assess	View Object Info
All Epsilon Members	Cannot Assess	Download Object
All Members in your Institution		Open Web Link
No one		View / Manage Reflections
		Send to User(s)
		Edit Object
		Delete Object

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Enter the **Title** and **Description** for the assignment. *Use the assignment description provided by your instructor.*

Click the box for **Learning Object** and enter the Course Number and Title.

Select the Button to upload the file.

Share New Object : Step 1 of 2

Title: *

Author: John Student *

Description:

Keywords: ?

Learning Object: This is a learning object ?

Specify Object:

- I want to enter a Web address (URL)
- I want to Upload a file
- I want to Transfer a file from My Epsilon files

ShareIt Object Policy: By checking this box, I certify that I have created this object, own the intellectual property of this object, or have permission from the object owner to share this object with the general public or all Epsilon members. I also certify that if I am not the author of this object or I shared authorship of this object that I have correctly identified the author or authors of this object.

Follow the dialogue box which appear to select the file for the assignment. Make sure you click the **Upload** button after you have selected the file.

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Upload File

» [Close Window](#)

The file you upload will be put in your **"My Files\ShareIt Objects\"** folder in your personal Epsilon files. To change this folder: [Click here](#)

Select File:

Replace file if it already exists

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Who Can Download/View/Review this Object? ?

ShareIt object

Please select which group of people can download/view this ShareIt Object and whether or not people who can download/view this object can assess this object. Please note that the general public cannot assess objects.

- Anyone (The general public included)
- All Epsilon Members
- All Members of my Institution
- No one for now, hide until later

[Allow Assessments? ?](#)

Allow logged in Epsilon members who can view this object to also assess this object

ReviewIt object

Save/Send

Cancel

When you have finished uploading the file you will see a display like the one below. Click on the **push pin** icon to add your reflection

ShareIt Objects ?

Use the ShareIt tool to share objects that you have created with others (a paper, artwork, software, etc). You can also send your objects to others for Peer review.

[Share a New Object](#)

Object	Title	Log/Entries	Rating	Share Object	Review Object	Action
wd04_BeanAdventure-Traveler-1.pdf	This is a sample	Entries	0 Ratings		Send 0 Members	

Viewable By	Permissions	Other
Anyone (includes general public)	Can Assess	View Object Info
All Epsilon Members	Cannot Assess	Download Object
All Members in your Institution		Open Web Link
No one		View / Manage Reflections
		Send to User(s)
		Edit Object
		Delete Object


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Enter your **Reflection** statement in the text box provided, and then select the **Save Reflection** button. Select **Save**.



Reflections » [Close Window](#)

Object:  wd04_BeanAdventureTraveler-1.pdf

New Reflection: *

 *Currently there is no reflection for this object.*

Your Shared Object will now appear both at the Bottom of your ePortfolio main page and at the bottom of the page when visitors look up your name and visit your Corner.

Your instructor and visitors may elect at an Assessment comment by clicking on the **check mark**  icon. They can also view your Reflection by clicking on the  icon next to the shared object.

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John Student's Corner

[John Student](#)

[» Close Window](#)

[▶ What is MyCorner?](#)

Last time I visited: Feb 04, 2009



<http://www.epsilon.com/jstudent99>

Name: John Student

Affiliation: Queensborough Community College

Primary Email: jstudent99@tigermail.qcc.cuny.edu



John has not yet added you to any of his/her networks. [Send John a message](#)



You have not yet added John to any of your networks. [Add John to my networks](#)




John has shared the following files/folders.

 Public



John has shared following ShareIt Objects.

Title	Description	Rating	Action
 This is	This assignment met the General Education objectiv... Read more about This is..	☆☆☆☆☆ 0 Ratings	