

## Showcase

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### Description

The **Showcase** tool is used to customize a display of your files, images, or links you wish to be highlighted on your Epsilon ePortfolio.

### Purpose

By displaying Showcase items, you can offer proof of your abilities and accomplishments, or you can share personal files. Select Access Keys to grant visibility of your Showcase items to designated visitors to your ePortfolio site.

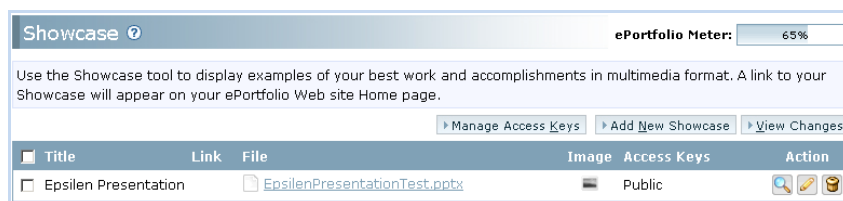


Figure 1

### Definitions

**Manage Access Keys** opens the “Manage Access Key” popup page which allows you to quickly assign Access Key permissions for multiple or all of your Showcase items.

**Add New Showcase** allows you to add a new showcase item to your Public ePortfolio.

**View Changes** allows you to view the display of your Showcase for each Access Key.

**Download File:** Clicking the file name link for a Showcase item with a file included allows you to download and open/save the file on your computer.

**Download Picture:** Clicking the button for a Showcase item with a picture included allows you to download and open/save the picture on your computer.

**View:** Clicking the button allows you to view a Showcase item as it will display on your Public ePortfolio.

**Edit:** Clicking the button allows you to edit a Showcase item.

**Delete:** Clicking the button allows you to delete a Showcase item.

## Adding a New Showcase Item

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To Add a New Showcase Item

1. Click the **Add New Showcase** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter a title for your new Showcase item.
Description/Reflection	Describe what the new Showcase item is and reflect on what you learned as you created it, why you chose it as a Showcase item, or what it means to you.
Type	Enter the media type; e.g., a Word document, a picture, etc.
Instructions	If necessary, provide instructions on how to open or view the Showcase item.
Web Address	Provide the Web address (URL) for the Showcase item.
Date	Enter today's date.
Add a Picture	Upload a new picture or select an existing picture from your Files/Folders.
Add a File	Upload a new file or select an existing file from your Files/Folders.
Viewable By	Select Access Keys to grant permission to designated visitors to your site to access and view the Showcase item.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Showcase** page where you will see a new entry for your showcase item.

Figure 2 displays the **Add Showcase** screen.

**Add Showcase** ?
**ePortfolio Meter:** 65%

Enter information about this Showcase item. You can choose to enter the date when the item was created/published, as well as provide instructions on how to use the item and a link to a support website or file.

**Title:**  \*

**Description/Reflection:**

**Type:**  (Website, Document, Picture, ...) ?

**Instructions:**  ?

**Web Address:**   ?

**Date:**

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**Add a Picture** ?

Use the "Upload Picture" button or "Select Existing" button below to add a picture that will graphically represent this Showcase item. Generally the picture is a logo, book cover, or artwork that relates to this item. Adding a picture is a great way to help visitors visually understand the meaning or purpose.

**Picture File:**  Upload new picture  
 Select existing picture

?

Note: Don't forget to save at the bottom of the page

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**Add a File** ?

Use the "Upload File" button or "Select Existing" button below to add a file to this item that can be downloaded by your visitors. The file could be the object that you are showcasing or a supporting document. Please note that anyone who has access to this item will be able to download any associated file.

**File:**  Upload new file  
 Select a file

?

Note: Don't forget to save at the bottom of the page

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**Viewable By** ?

Please select which Access Keys are allowed to see this information. By selecting Access Keys, you decide who can and cannot see this information. If you do not select any Access Keys, this information will be "Private" and not displayed to anyone.


Select All  
  Faculty  
  Institution  
 Public  
  Advisor  
 Employer  
  Epsilen

**Figure 2**

## Editing a New Showcase Item

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To Edit a New Showcase Item

1. Click the  button for a Showcase item.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Edit the title for your Showcase item.
Description/Reflection	Edit what the Showcase item is and reflect on what you learned as you created it, why you chose it as a Showcase item, or what it means to you.
Type	Edit the media type; e.g., a Word document, a picture, etc.
Instructions	If necessary, edit the instructions on how to open or view the Showcase item.
Web Address	Edit the Web address (URL) for the Showcase item.
Date	Edit the date for this Showcase item.
Add a Picture	Upload a new picture or select an existing picture from your Files/Folders.
Add a File	Upload a new file or select an existing file from your Files/Folders.
Viewable By	Select or edit Access Keys to grant permission to designated visitors to your site to access and view the Showcase item.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Showcase** page where you will see a modified entry for your showcase item.

Figure 3 displays the **Edit Showcase** screen.

**Edit Showcase** ?
**ePortfolio Meter:** 65%

Enter information about this Showcase item. You can choose to enter the date when the item was created/published, as well as provide instructions on how to use the item and a link to a support website or file.

**Title:**  \*

**Description/Reflection:**

This is the presentation that I created for marketing the Epsilen Environment.

**Type:**  (Website, Document, Picture, ...) ?

**Instructions:**  ?

**Web Address:**  ?

**Date:**

**Add a Picture** ?

Use the "Upload Picture" button or "Select Existing" button below to add a picture that will graphically represent this Showcase item. Generally the picture is a logo, book cover, or artwork that relates to this item. Adding a picture is a great way to help visitors visually understand the meaning or purpose.

**Picture File:**  Upload new picture  
 Select existing picture

Select Existing

 ?
 

Remove Picture

Note: Don't forget to save at the bottom of the page

**Add a File** ?

Use the "Upload File" button or "Select Existing" button below to add a file to this item that can be downloaded by your visitors. The file could be the object that you are showcasing or a supporting document. Please note that anyone who has access to this item will be able to download any associated file.

**File:**  Upload new file  
 Select a file

Select Existing

 ?
 

Remove File

Note: Don't forget to save at the bottom of the page

**Viewable By** ?

Please select which Access Keys are allowed to see this information. By selecting Access Keys, you decide who can and cannot see this information. If you do not select any Access Keys, this information will be "Private" and not displayed to anyone.

Select All

Faculty

Institution

Public

Advisor

Employer

Epsilen

Update

Cancel

**Figure 3**

## Managing Access Keys

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To assign Access Keys for multiple Showcase items

1. Check the box next to one or more Showcase item.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page.
3. Check the Access Keys to assign for the selected Showcase items.
4. Click the **Assign** button. You will be returned to the **Showcase** page where you will see modified entries for your showcase items.

To remove Access Keys for multiple Showcase items

1. Check the box next to one or more Showcase items.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page.
3. Check the Access Keys to remove for the selected Showcase items.
4. Click the **Remove** button. You will be returned to the **Showcase** page where you will see modified entries for your Showcase items.

Figure 4 displays the **Manage Access Key** screen.

Manage Access Key [» Close Window](#)

Please select which access keys are allowed to see the chosen items. By selecting Access Keys, you decide who can and cannot see these items. If you do not select any Access Keys, the items will be taken "Private" and not displayed to anyone.

Select All  Faculty  Institution

Public  Advisor

Employer  Epsilen

**Figure 4**

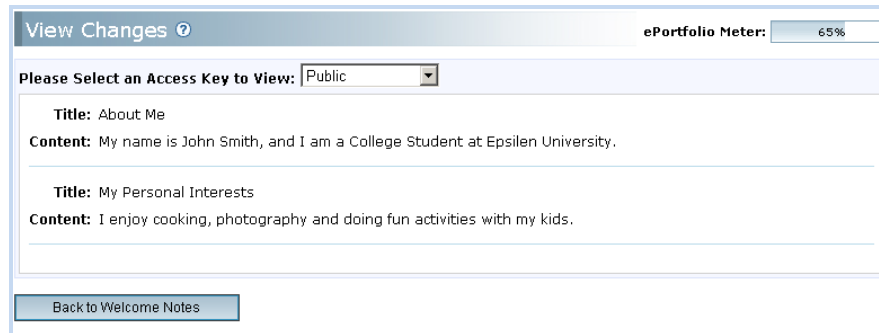
## Viewing Changes

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To View Changes

1. Click the **View Changes** button.
2. Select an Access Key from the list of your Access Keys. You will see your Showcase items which have been assigned permission for that Access Key.

Figure 5 displays the **View Changes** screen.



**Figure 5**