

# ePortfolio-izing an Assignment

We recommend that you add the following three sections, or derivatives thereof, to each assignment whose outcome is designed to be placed within a student's ePortfolio.

## I. IMPORTANT GUIDELINES

- **ePortfolios with Epsilon**
  - a. Obtain an ePortfolio account if you do not already have one
  - b. Complete an ePortfolio training session. These sessions are one-hour long. See the attached ePortfolio Lab Schedule for times and locations.
- **Plagiarism:** Submitting someone's work as your own—is a serious violation of academic integrity. You must properly cite your sources and correctly use a Reference or Works Cited page.
- **Saving your artifact file:** Use a word processor to prepare your paper. If possible save your file as a .pdf file. Otherwise save it as a .doc or .txt file. Do not save it as a .docx file. You must give your file a unique name. Here's an example of an acceptable file name:  
"BU402H124-F08-MidTerm-YourName"
- **Do not post sloppy work:** Revise your work after it has been graded. Use the spelling and grammar checker. Get help from the Campus Writing Center.
- **Tech Support:** If you need technical support, the ePortfolio student mentors can help you. You will meet student mentors during your ePortfolio training session.

## II. THE ASSIGNMENT DESCRIPTION

Your instructor will provide a brief description of the assignment that may include reference to it being part of a Writing Intensive course and the College's General Education Objectives met by the this assignment. You will need this description to complete the posting. This description may also help you complete your reflection.

## III. THE REFLECTION

Reflections entail writing about what you have learned while completing this assignment. Here are some topics you should consider as you write your reflection:

1. What factors or prior knowledge enabled you to do well on this assignment?
2. What actions did you take, what choices did you make, and what resources did you use while completing the assignment?
3. What have you learned about \_\_\_\_\_ from this assignment?
4. How is what you learned relevant in this course, your education, your life, or your future?
5. What *General Education Objective(s)* has this assignment demonstrated?

## IV. POSTING YOUR COMPLETED ASSIGNMENT TO YOUR EPSILON ePORTFOLIO

**Post your assignment to your ePortfolio website.** This posting is called an *artifact*. You should not post your work until it has been graded and you have made any necessary changes based on your grade. Consider getting help revising your paper from the Campus Writing Center. The Campus Writing Center is located in the first floor of the Library Building.

- A. If you have not already done so, create an Access Key and a Folder to hold your completed assignments for this course

### Creating an Access Key

IMPORTANT NOTE: Except for "Public", none of the existing Epsilon Access Keys work. Epsilon tells us that they will be activated in a future system revision. However, **Access Keys that you create do function properly.**

- 1) In the Epsilon Environment, under "My ePortfolio" click "Access Keys"

The screenshot shows the "My Portal" interface for a user named John Student. The left navigation menu includes "My ePortfolio" with sub-items like "Contact Info", "Welcome Notes", "Pictures / Videos", "QuickLinks", "Resume", "Showcase", "Certifications", "Blog", "Access Keys", "Options", "Themes", and "Interests". The "Access Keys" item is circled in red. The main content area is titled "Access Keys" and includes an "ePortfolio Meter" at 44%. A table lists existing keys: Public, Employer, Faculty, Advisor, Epsilon, and Institution. An "Add New Access Key" button is circled in red in the top right of the table area.

- 2) Click "Add New Key"  
3) Type "FamilyKey" as the Key Name  
4) Type "98765" as the Key Code  
5) Click "Add"

The "Add Access Key" dialog box prompts the user to enter the key's name and code. It features a "Key Name" field, a "Key Code" field with a "Random" button, and "Add" and "Cancel" buttons at the bottom.

Your new key is now in the list of Access Keys. Later you will apply the key using its name "FamilyKey". To view the folder or file, visitors will need the Code "98765"

- My Portal
- My ePortfolio**
  - Contact Info
  - Welcome Notes
  - Pictures / Videos
  - QuickLinks
  - Resume
  - Showcase
  - Certifications
  - Blog
  - Access Keys
  - Options
  - Themes
  - Interests
  - Preview ePortfolio
  - Groups
  - Courses
  - Calendar
  - Learning Matrix
  - Epsilon Mail
  - Files / Folders**
  - My Networks
  - Share It
  - Take Notes
  - Search Epsilon
  - Visitors
- Help FAQ
- Change Password
- Show/Hide Tools
- Epsilon Points
- Invite New Members
- Disable Menu Tips
- Log Out of Epsilon

## Creating a Controlled Access Folder

6) Go to Files / Folders



7) Click "Create Folder"

**Add Folder**

Use the below form to create a new folder. Enter a folder name, description, and choose whether or not to share this folder on your ePortfolio Web site Home page.

Create in: **My Files**

Folder Name:

Description:

Sharing:  Share and display this folder on my ePortfolio Web site Home page

Please select which Access Key(s) can access this folder. Once this folder is created, you can ShareIt with individuals or groups of Epsilon members.

Public
  Employer
  Faculty
  Advisor
  Epsilon
  Institution
  FamilyKey

8) Type the name "FamilyFiles"

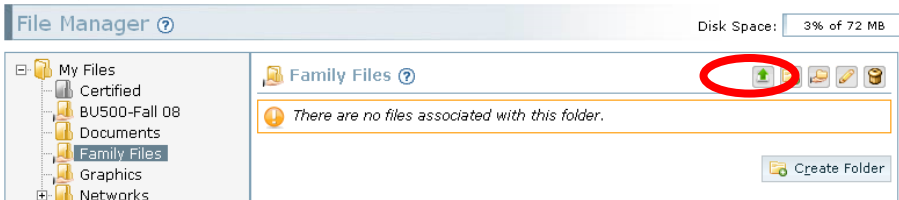
9) Type a Description

10) Check "Share and display this folder on my ePortfolio homepage"

11) UNCHECK "Public"

12) Check FamilyKey

13) Click the "Add" icon.



Next you will upload a file to the FamilyFiles folder



B. Upload your completed assignment to the course folder

My Portal

**My ePortfolio**

- Contact Info
- Welcome Notes
- Pictures / Videos
- QuickLinks
- Resume
- Showcase
- Certifications
- Blog
- Access Keys
- Options
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- Interests
- Preview ePortfolio
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- Epsilon Mail
- Files / Folders**
- My Networks
- Share It
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- Help FAQ
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Log Out of Epsilon

### Uploading a File

- 1) Switch back to your ePortfolio in the Browser
- 2) On the main-menu click “Files / Folders”
- 3) Click the “FamilyFiles” Folder
- 4) Click the “Upload File to Folder” button or the link

**Upload to: My Files\Family Files**

File 1:

Description:  Reflection:

File 2:

Description:  Reflection:

File 3:

Description:  Reflection:

- 5) On the Upload dialog click “Browse” and locate and click the assignment file
- 6) Click “Open”
- 7) Copy and paste the Assignment **Description** provided by your instructor.
- 8) Type a **Reflection** by answering the following questions:
  - a. This resume makes me sound like a weak/good/strong candidate of a job?
  - b. In the next draft I will add \_\_\_\_\_ which will make the resume stronger?
- 9) Click “Upload” and wait a moment

Let’s look at a summary of what you’ve done

- 10) Click the View All Info button

Note that the Title, Description, URL, File, Reflections & Comments are all on the same page

**File Information** » Close Window

**File:** jefferies.pdf

**Description:** This assignment was in partial completion of BU 509 and satisfies the Gen Ed objective of effective writing.

**Shared:** No

**Type:** application/pdf

**Size:** 872.1 kb

**Created:** 2/6/2009

**Direct Link:** [http://www.epsilon.com/linker.aspx?ptn=MTU5Nw==\\_OTk3ODE2\\_file](http://www.epsilon.com/linker.aspx?ptn=MTU5Nw==_OTk3ODE2_file)

**File Reflections**

Reflection	Date
In this assignment I learned the importance for systems analysts to being able write effectively.	2/6/2009

**File Comments**

There are no comments on this file.

- 11) Close the Information window

C. Give your teacher the Access Key, and let him/her know where to view the completed assignment.