

# Student Workshop

## ePortfolios with Epsilen - Introduction

### Login to your ePortfolio

To make changes to your ePortfolio you must login

- 1) If you are not already there, open a Web Browser such as Internet Explorer or Firefox, and enter the address (URL) [www.epsilen.com](http://www.epsilen.com)
- 2) At the upper right, enter your username and password  
Type your **Tiger Mail Username** (like JDOE89) and your Epsilen ePortfolio **password**
- 3) Click "Log In"

The screenshot shows the Epsilen website homepage. At the top left is the Epsilen logo with the tagline "AHEAD OF THE eLEARNING CURVE." In the top right corner, there are three input fields: "Username", "Password", and a "LOG IN" button with a question mark icon. These three elements are circled in red. Below the logo is a navigation menu with sections for "Epsilen Environment", "Epsilen Enterprise ePortfolio", "Key Features", "Services", and "About Us". The main content area features several promotional cards: "Global learning management system, lifelong ePortfolios, and fully integrated collaborative networking", "Epsilen Environment" (Move seamlessly between courses, ePortfolios, and Web 2.0 collaborative tools), "Epsilen Enterprise ePortfolio" (Showcase progress and collaborate worldwide), "Request a demo", "Create your account", "Case study" (NYU School of Continuing & Professional Studies), and "What's new" (Expanded access to NYT content For K-12 schools). A central image shows a teacher pointing at a whiteboard and students working on a laptop, with a yellow circle overlaid containing the text "CREATE COLLABORATE ACHIEVE". A search bar is located below the main content area.

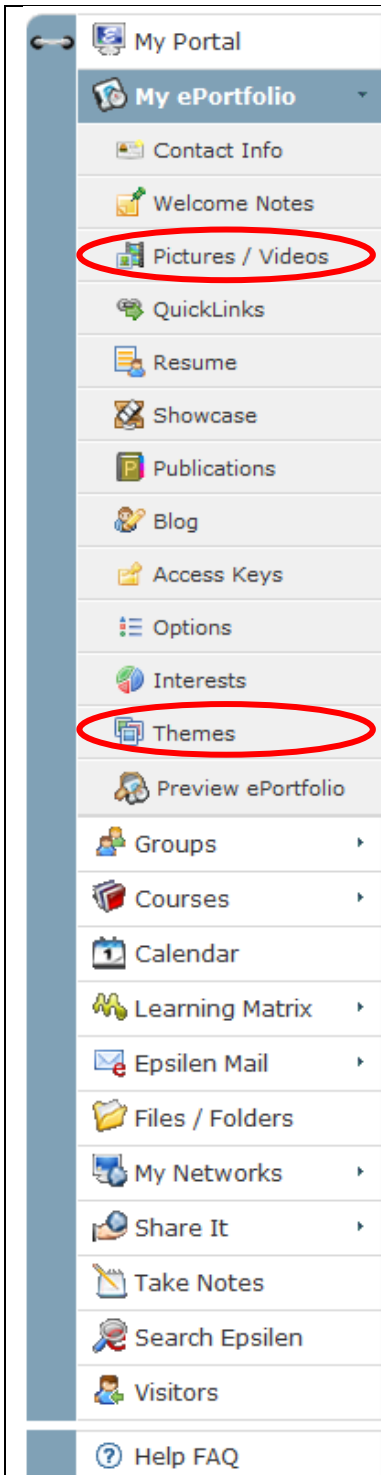
- 4) If this is your first Login you will see the Welcome greeting

---

**IMPORTANT NOTE:** Your ePortfolio has TWO homepages, a PUBLIC page that everyone sees (address like [www.epsilen.com/JDOE89](http://www.epsilen.com/JDOE89)), and a private one that only you see **after you login**. In the following exercises you should choose a color scheme (theme) for each, but your Avatar displays only on the PUBLIC homepage.

---

# Student Workshop



## Building-out your Epsilon ePortfolio site

As you can see from these choices there is much you can do to change and add to your ePortfolio site.

<a href="#">Contact Info</a>	Use <b>Contact Info</b> to input your contact information as you wish it to appear on your ePortfolio Website. You may restrict access to your contact information by using Access Keys
<a href="#">Welcome Notes</a>	Use <b>Welcome Notes</b> to create and display custom content to visitors your ePortfolio Web site Home page. Welcome Notes may also be used to display announcements and messages.
<a href="#">Pictures / Videos</a>	Use this <b>My Pictures</b> toolset to upload and display pictures on your ePortfolio Web site. Make a quick "pictorial portfolio" to illustrate your achievements, projects, or activities in a series of pictures to be displayed as a photo album slide show. You may restrict access to selected pictures by using your Access Keys.
<a href="#">QuickLinks</a>	Use <b>QuickLinks</b> to create and manage hyperlinks to display on your ePortfolio Web site Home page.
<a href="#">Resume</a>	Use this <b>Resume</b> toolset to upload existing resumes, or use the Epsilon Resume Wizard to generate multiple resumes. Then assign access to your resumes with Access Keys.
<a href="#">Showcase</a>	Use this <b>Showcase</b> toolset to display examples of your best works to showcase your accomplishments in multimedia format. A student may use the Showcase to highlight accomplishments which substantiate qualifications for potential career opportunities. You may restrict access to Showcase items by using Access Keys.
<a href="#">Certifications</a>	Use this <b>Certifications</b> toolset to post your earned credentials, such as degrees or certificates. You may restrict access to your Certifications by using Access Keys.
<a href="#">Publications</a>	Use this <b>Publications</b> toolset to list your published works on your ePortfolio Web site, such as journal articles, conference proceedings, books, etc. You may restrict access to your Publications with Access Keys.
<a href="#">News</a>	Use this <b>News</b> toolset to post your news information on your personal ePortfolio Web site, with RSS feed.
<a href="#">Blog</a>	Use this <b>Blog</b> toolset to carry on a dialogue, journal, or diary of any subject of interest, including your political, scientific, or academic views, with RSS feed. A preview of your Blog will automatically appear on your ePortfolio Web site.
<a href="#">Access Keys</a>	Use this <b>Access Keys</b> toolset with other Epsilon tools to manage content and control permissions for your ePortfolio Web site, contact information, and file collections. You may create a different Access Key for each of your collaborative groups, or even for an individual viewer.
<a href="#">Options</a>	Use this <b>Options</b> toolset to configure and manage your ePortfolio menu, including renaming and/or hiding features for standard tools. You can also create custom links to external Web sites, or display your own HTML content.
<a href="#">Interests</a>	Use <b>Interests</b> to add or edit your professional interests, such as career, research, teaching, etc. Epsilon uses this information to connect you with other community members with similar interests.
<a href="#">Themes</a>	Use this tool to manage themes, that will be used for applying styles, user interface design etc.
<a href="#">Preview ePortfolio</a>	Use this <b>Preview ePortfolio</b> tool to view the public page of your ePortfolio.

Let's begin by changing the color scheme of your ePortfolio site, adding an avatar, and writing a welcome message.

### Changing the colors and adding an image

Begin by changing the theme (color scheme) –

- 5) Click "My ePortfolio" to expand the menu
- 6) Click "Themes"
- 7) Select one of the other **ePortfolio Themes**
- 8) Don't forget to "Save"

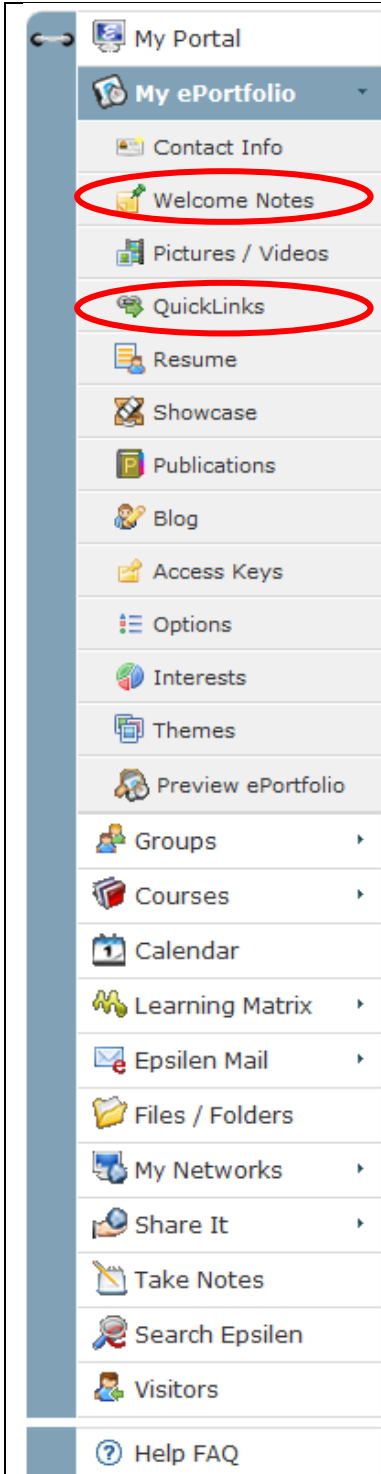
NOTE: At any point you can click the "Preview ePortfolio" link to see the results

- 9) Let's add an avatar – click "Pictures / Videos"

Use one of Epsilon's images

- 10) Click the "Select Avatar" button
- 11) Don't click yet, just mouse over each image to view it larger – then click the one you want
- 12) You could also add pictures directly from Facebook or Flickr

# Student Workshop



## Write a greeting or welcome message for the visitors to your site

13) Read the SAMPLE welcome messages. As you write your message you should concentrate on introducing yourself. Talk about your degree plans, your interests, etc.

**REMEMBER, everyone on the Internet sees this!**

14) Under “My ePortfolio” Click “Welcome Notes”

15) Click “Add New Welcome Note”

16) Type a Title like “Welcome to John Doe’s ePortfolio” (use your name)

The 'Add Welcome Note' form includes a title input field (circled in red), a 'Show Title' checkbox, and an 'About Me/Bio' checkbox. The content field contains a rich text editor with a toolbar (circled in red) and a warning message: 'Please Note: Epsilon does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.'

17) Click in the content field and then type your message

18) Format the message as desired

19) Scroll down and note that your welcome message will be “Viewable by” the **Public** – leave that setting

20) Click the “Save” button

## Adding QuickLinks

Now you will add some QuickLinks - they will appear at the upper right on your homepage

21) On the left under “My ePortfolio” click “QuickLinks”

The QuickLinks management interface shows a table with columns: Title, URL, Access Keys, and Action. The table contains four entries: Queensborough, CUNY, Google, and QCC YouTube.

Title	URL	Access Keys	Action
<input type="checkbox"/> Queensborough	<a href="http://www.qcc.cuny.edu">http://www.qcc.cuny.edu</a>	Public	
<input type="checkbox"/> CUNY	<a href="http://www.cuny.edu">http://www.cuny.edu</a>	Public	
<input type="checkbox"/> Google	<a href="http://www.google.com">http://www.google.com</a>	Public	
<input type="checkbox"/> QCC YouTube	<a href="http://www.youtube.com/CUNYQ-ueensborough">http://www.youtube.com/CUNYQ-ueensborough</a>	Public	

22) Click the “Edit” button and change the “My School” info to **Queensborough** - both name and link

23) Add a few more links to your favorite sites

24) Click the “Preview ePortfolio” link to preview your links

25) Your links appear on the right under the QuickLinks heading

26) When you are finished, close the preview window

# Student Workshop

My Portal

My ePortfolio

- Contact Info
- Welcome Notes
- Pictures / Videos
- QuickLinks
- Resume
- Showcase
- Publications
- Blog
- Access Keys**
- Options
- Interests
- Themes
- Preview ePortfolio
- Groups
- Courses
- Calendar
- Learning Matrix
- Epsilon Mail
- Files / Folders
- My Networks
- Share It
- Take Notes
- Search Epsilon
- Visitors
- Help FAQ

## 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.**

27) In the Epsilon Environment, under “My ePortfolio” click “Access Keys”

Use Access Keys to create groups (keys) that define who can and cannot see information on your ePortfolio Web site and inside Epsilon. Some default keys such as “Public” have been created for you.

Key Name	Key Code	Action
Public		
Employer		
Department		
Epsilon		
Institution		
Advisor		

- 28) Click “Add New Access Key”
- 29) Type “**Family Key**” as the Key Name
- 30) Type “98765” as the Key Code
- 31) Click “Add”

### Add Access Key

Enter the Access Key’s name and key code. Provide the key code to visitors that you want to have access to information protected by this key.

Key Name:

Key Code:

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

Access Keys ? ePortfolio Meter: 76%

Use Access Keys to create groups (keys) that define who can and cannot see information on your ePortfolio Web site and inside Epsilon. Some default keys such as “Public” have been created for you.

Key Name	Key Code	Action
ACC	55555	
Advisor		
Department		
Employer		
EN-101 Key	98765	

# Student Workshop

My Portal

My ePortfolio

- Contact Info
- Welcome Notes
- Pictures / Videos
- QuickLinks
- Resume
- Showcase
- Publications
- Blog
- Access Keys
- Options
- Interests
- Themes
- Preview ePortfolio
- Groups
- Courses
- Calendar
- Learning Matrix
- Epsilon Mail
- Files / Folders**
- My Networks
- Share It
- Take Notes
- Search Epsilon
- Visitors
- Help FAQ

## Creating a Controlled Access Folder

32) Go to Files / Folders

File Manager Disk Space: 2% of 125 MB

**My Files**

This is your file and folder manager. From here you can upload new files, create and edit folders, and share your files and folders with others.

To work with your files, start by selecting a folder from the list of folders on the left or create a folder by clicking **Create Folder**.

[Create Folder](#)

33) 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  Department  Epsilon  Institution

Advisor  BRN  **FamilyKey**

34) Type the name "Family Files"

35) Type a Description

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

37) UNCHECK "Public"

38) Check **Family Key**

39) Click the "Add Folder" button

File Manager Disk Space: 2% of 125 MB

**EN-101 Assignments**

There are no files associated with this folder.

[Create Folder](#)

Next you will upload a file to the "Family Files" folder




## Student Workshop

You will now create a document and then upload it to your newly protected folder. The document could be for any topic, but for now it will be a first-draft of your resume. *If you already have a resume, open it in Microsoft Word and then skip to step 44 where you will save it in the My Documents folder.* REMEMBER, it is a best-practice to upload PDF files rather than original Word documents, so just before uploading you will convert it to a PDF.

40) Minimize (DO NOT CLOSE) your ePortfolio in the Browser

### CREATE DOCUMENT

41) Open Microsoft Word

42) Click the "Office Button"  and then "New"

43) Scroll down and click "Resumes and CVs"

44) Select "Basic"

45) Scroll down, look at the following themes, and double-click the **ONE** you like best:


- a. "Resume – Oriel Theme"
- b. "Resume – Origin Theme"
- c. "Resume – Median Theme"
- d. "Resume – Equity Theme"

46) Fill out the resume form with **your** information

47) Save the resume in the "My Documents" folder using **your name** like: "John-Doe-Resume"

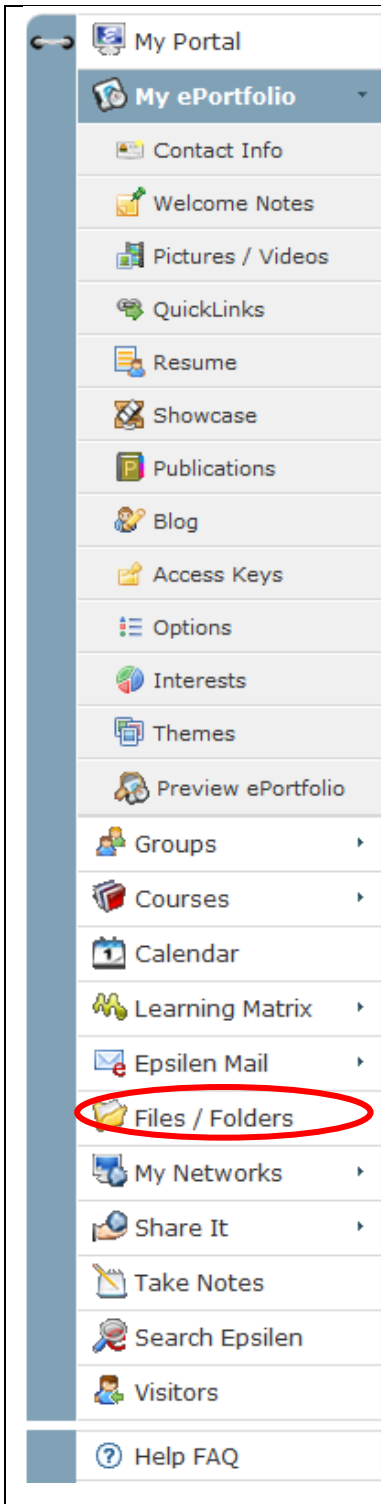
### CONVERT TO PDF

48) Now save the document as a PDF as follows

- a. Click the "Office Button" 
- b. DO NOT CLICK – but point the mouse to "Save As"
- c. Now select PDF
- d. Check to see – it should have the same name as the DOC, and it should be saving in the "My Documents" folder
- e. Click "Publish"

49) Close Microsoft Word

# Student Workshop



## Uploading a File

- 50) Switch back to your ePortfolio in the Browser
- 51) On the main-menu click "Files / Folders"
- 52) Click the "Family Files" Folder

- 53) Click the "Upload File to Folder" button



### Upload Files

Use the form below to select up to three files to upload to your Epsilen folders. Please note that 50 Mb is the limit per file.

Upload to: My Files\ET-714 Files

#### Select a File

Select a file by clicking Add File button

Add File

Description:

Reflection:

- 54) On the Upload dialog click "Browse" and click the file "Dangers of the Internet.pdf" or the resume you created "John-Doe-Resume" from your My Documents folder
- 55) Click "Open"
- 56) Back on the Upload dialog type this **Description**:  
"This is the first draft of my resume."
- 57) 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?

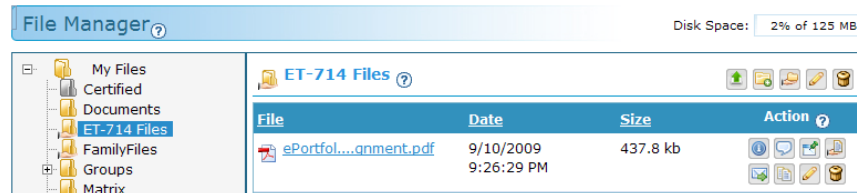
- 58) Click "Upload" and wait a moment

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

- 59) Click the View All Info button

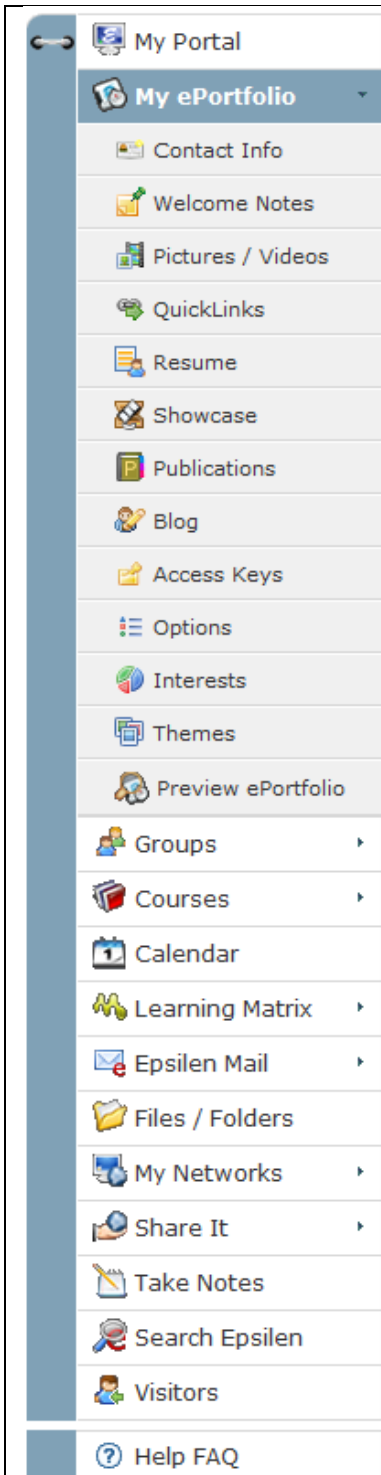


Note that the Title, Description, URL, File, Reflections & Comments are all on the same page



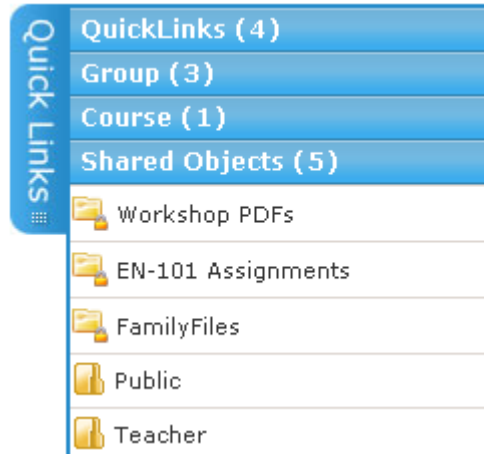
- 60) Close the Information window

# Student Workshop



## Testing your Access Key protected folder

- 61) At the top of your screen you will see your ePortfolio homepage address – it looks like “<http://www.epsilen.com/your-user-name>”
- 62) Click the link and your ePortfolio homepage will open in a new window
- 63) On the right side of your homepage locate the “**Shared Objects**” button – click to open it



- 64) Note that there is no lock on the “**Public**” folder, but there is a lock on the “**Family Files**” folder
- 65) Click the “**Public**” folder and the screen pops up showing you its files
- 66) Close the popup window
- 67) Click the “**Family Files**” folder and you will be asked for the Access Key
- 68) Type the key – “**98765**” and press enter
- 69) Now a window pops up to show you its files.
- 70) You can now view the artifact and its reflection. You can also leave a comment if you wish.
- 71) When you are finished, close the popup window

- 72) Demonstrate to your instructor how “**Family Files**” works