The Center for Teaching, Learning, & Technology

Instructional Technology Workshops



Albert Robinson / Delwar Sayeed

Faculty and Staff Development Programs

Colston Hall Room 226
718-289-5100 ext. 3142

GETTING STARTED: HOW TO LOG IN

1. To log in to your ePortfolio account, go to the BCC ePortfolio Program landing page: **https://bcc-cuny.digication.com/ep** and click on the "Log In" button. You can also access the login page directly: **http://wa01.bcc.cuny.edu/SSOLogin**
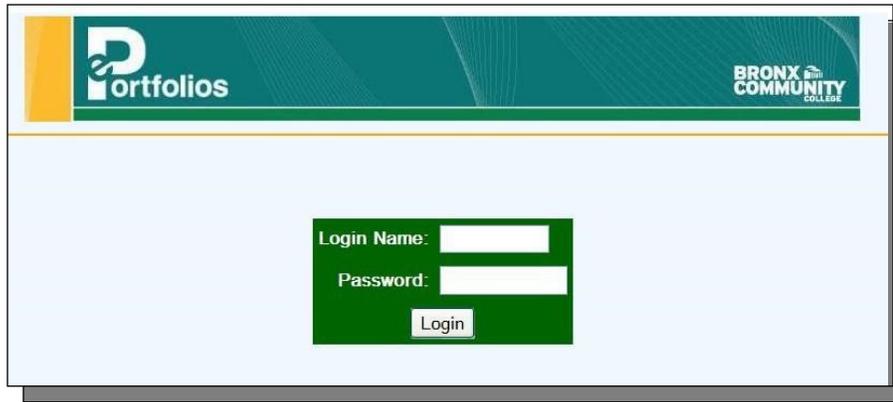
2. **LOG IN**. Your username and Password are the same you use to log in to OSSES.

3. **Read and Accept the Terms and Conditions of Use** (first time users only). You will only have to do this once, but be sure to read the terms and conditions carefully. After you check 'Accept' you will be directed to your ePortfolio home page.
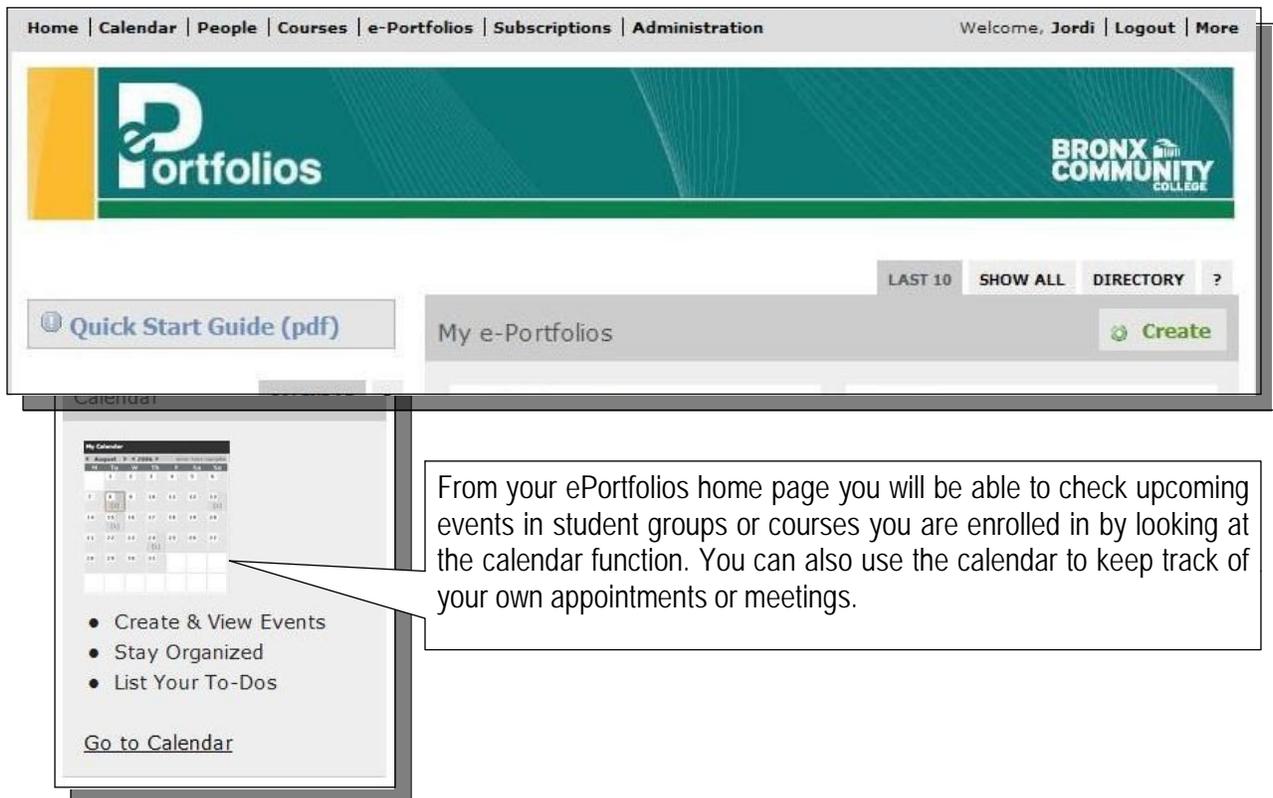
From your ePortfolios home page you will be able to check upcoming events in student groups or courses you are enrolled in by looking at the calendar function. You can also use the calendar to keep track of your own appointments or meetings.

CREATING AN ePORTFOLIO

1. From your home page, click **Create**

2. Under **Create An e-Portfolio**, enter the following:

Title: You can choose any name for your ePortfolio. The title will show up in the header of your ePortfolio.

Web Address: You will automatically be given a web address. You can edit the address by clicking on "Edit." Pick a name that is easy to remember and descriptive of your ePortfolio.

Create An e-Portfolio

Title of your e-Portfolio

e-Portfolio Web Address
https://bcc-cuny.digication.com/your_portfolio_name   Edit

3. Under **Choose a Template,** select the following:

Choose A Template

Create from Scratch

Bronx Community College ePortfolio Template

ASAP Template

More Templates →

For your main BCC ePortfolio, select the **Bronx Community College ePortfolio Template.** This will be your showcase ePortfolio, where you can gather all of your best work and a resume.

For other templates—used in specific courses—choose the template recommended by your Instructor from the "More Templates" section.

Important: you can only choose your **template** once—when you are creating your ePortfolio–so make sure you choose the right template. Once created, you will not be able to edit the template. All other settings, including your title and web address, can be edited later.

CREATING AN ePORTFOLIO (II)

4. Under **Choose a Theme,** select the following:

Choose A Theme

✔ Use selected template's theme

Theme: To use the theme included in the template, leave this section alone and proceed to the **Permissions** section below. If you want to change the theme, click on the check mark here.

Choose A Theme

✗ Use selected template's theme

Default Style
[Customize]

Customize: Click here to change the Theme's settings, including the banner, directory icon and color schemes.

Customize Theme

Directory Icon

Upload New Image
[_____] [Browse...]
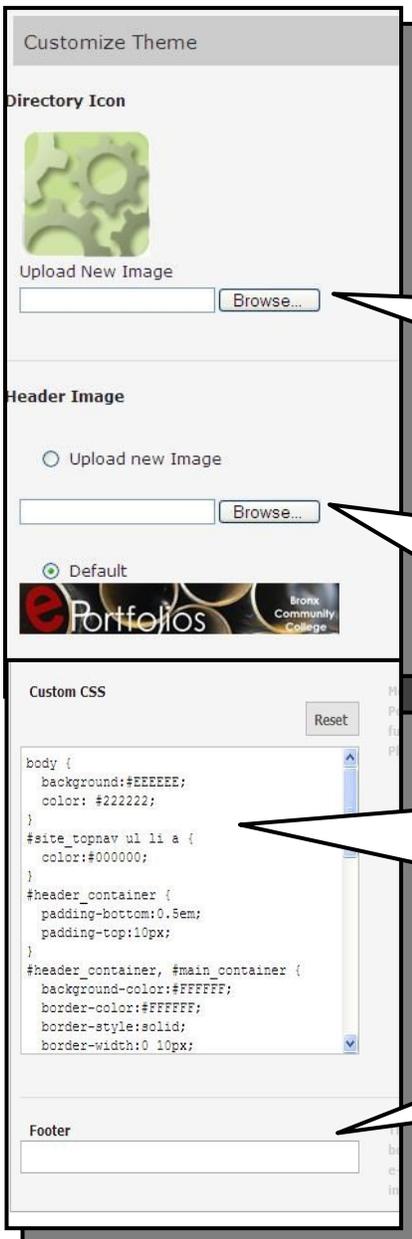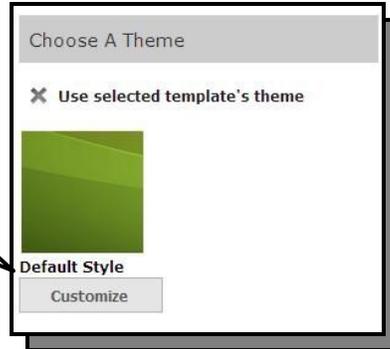
Directory Icon: You can upload a picture of yourself or an image that represents your ePortfolio. This will appear in the BCC ePortfolio main directory.

Header Image

○ Upload new Image
[_____] [Browse...]

⦿ Default

ePortfolios Bronx Community College

Header Image: This setting allows you to change the header (the banner across the top of your ePortfolio). You can create your own or choose from a series of banners on the BCC ePortfolio webpage. Click on "Upload new image" and browse for banners you've saved to your computer.

Custom CSS
[Reset]

```
body {
  background:#EEEEEE;
  color: #222222;
}
#site_topnav ul li a {
  color:#000000;
}
#header_container {
  padding-bottom:0.5em;
  padding-top:10px;
}
#header_container, #main_container {
  background-color:#FFFFFF;
  border-color:#FFFFFF;
  border-style:solid;
  border-width:0 10px;
}
```

Custom CSS: You can also change the CSS, which controls colors and fonts on your ePortfolio. **It is not recommended you adjust the CSS unless you have previous experience as it can damage the look of your ePortfolio.** If this should happen, go back to this "Settings" page and click the "Reset" button to return to the original CSS codes.

Footer
[_____]

Footer: Filling this section will add a footer for your ePortfolio. The footer appears on all pages of your ePortfolio.

CREATING AN ePORTFOLIO (III)

5. Under **Permissions** select the following:
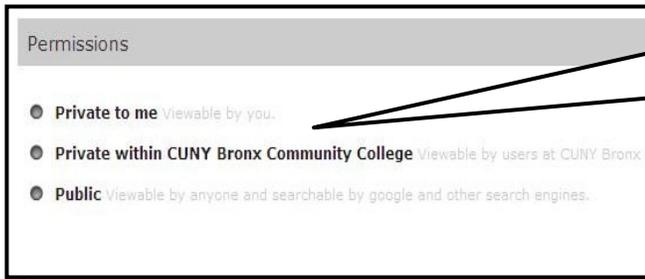
Permissions: Determine who can see your ePortfolio. You can specify if you want the ePortfolio to be public to all on the web, limited to those who have ePortfolio accounts at BCC, or simply private to you.
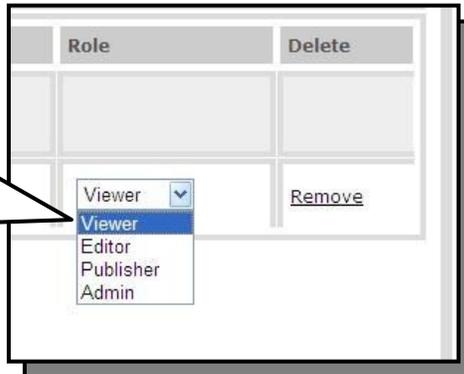
Permissions

- Private to me *Viewable by you.*
- Private within CUNY Bronx Community College *Viewable by users at CUNY Bronx Community College.*
- Public *Viewable by anyone and searchable by google and other search engines.*

Custom Permissions

By selecting **Custom Permissions**, you can further fine tune the availability of your ePortfolio.
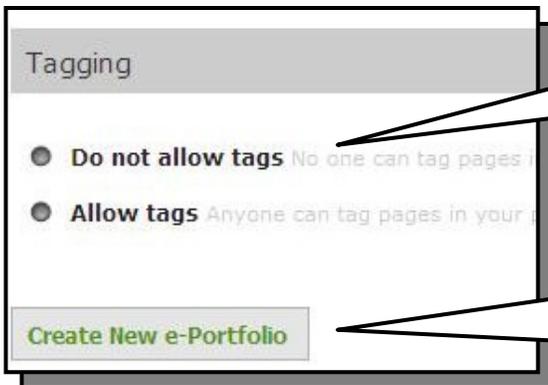
✔ **Show e-Portfolio in directory** *Your e-Por*
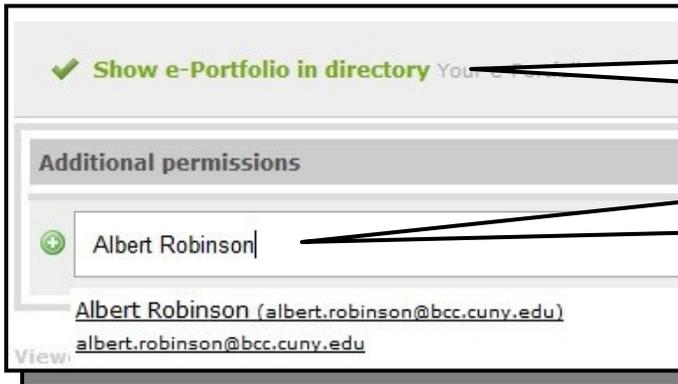
Show in Directory: Click here if you do not want your ePortfolio to appear in the BCC ePortfolio Directory.

Additional permissions

⊕ Albert Robinson

Albert Robinson (albert.robinson@bcc.cuny.edu)
albert.robinson@bcc.cuny.edu

Additional Permissions: Type in and select the names of faculty or students you want to add as members of your ePortfolio.

Role	Delete
Viewer ▼	Remove
Viewer	
Editor	
Publisher	
Admin	

Additional Permissions Roles: Click on the **Role** drop-down menu to select the role of each of the persons you add to your ePortfolio. They can 1) only view, 2) edit content, 3) edit and publish content, and 4) be administrators (giving them power to change settings on the ePortfolio).

6. Under **Tagging,** select the following:

Tagging

- Do not allow tags *No one can tag pages i*
- Allow tags *Anyone can tag pages in your p*

Create New e-Portfolio

Tagging: By clicking here, you decide whether people looking at your ePortfolio can tag your pages. The default setting is **Allow Tags.**

Once you've made all your selections, click **Create New e-Portfolio.** You should receive a confirmation that your ePortfolio has been created. You are now ready to add content!

THE ePORTFOLIO MAIN PAGE

Select **Edit** to change the look and content of your ePortfolio, **Preview** to see what the ePortfolio would look like if published, and **Published** to see the public state of the ePortfolio.

Shortcut Menu: Allows you to move be- tween ePortfolio sections. Available in all pages.

Portfolio Settings. Click here to adjust the title, banner and security settings.
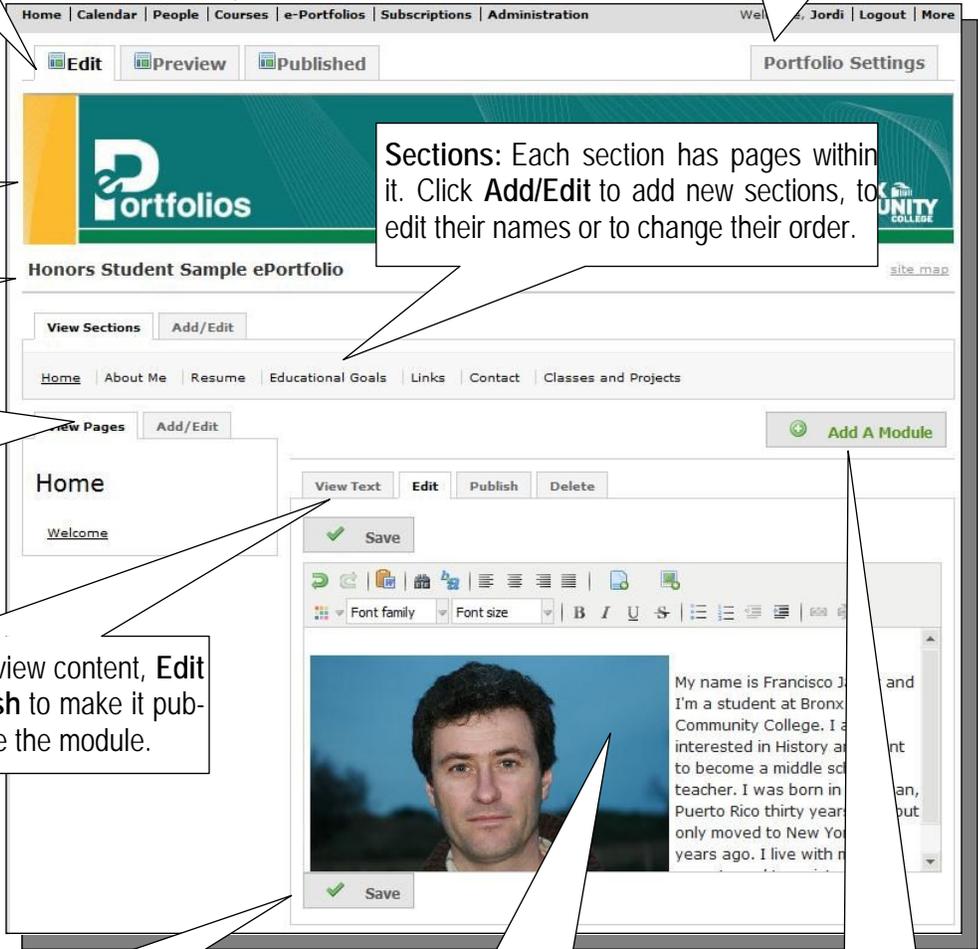
Sections: Each section has pages within it. Click **Add/Edit** to add new sections, to edit their names or to change their order.

Banner

Title

Navbar editing pane: click **Add/Edit** to add pages, edit their names, or change their order.

Module Settings: Click **View** to preview content, **Edit** to add or change the content, **Publish** to make it public and **Delete** to permanently remove the module.

Save: Click here once you have added content to the page. To make the content public, however, you will also have to **Publish Changes**.

Content Area: Type text, add images, video or file attach- ments. Hyperlinks can also be inserted. Remember to **Save** your content before changing to another page or logging out.

Add a Module: Click here to add additional content to the page.

ADDING PAGES

Within each **Section** you can add pages or edit their name by following these steps:

First, click **Add/Edit.**

To add a new page, click **Add Page**

Or, to edit the name of an existing page, click on the pencil and paper icon next to the page name.

View Pages | **Add/Edit**

Click and drag pages to reorder. Click the icon next to any pages to rename it. Pages in italics are hidden from your viewers.

⊕ **Add Page**

Welcome

View Pages | **Add/Edit**

Click and drag pages to reorder. Click the icon next to any pages to rename it. Pages in italics are hidden from your viewers.

Page name:

Show Advanced

✔ **Save**

✘ **Cancel**

Then, type in the page name and click **Save.**

⊕ **Add Page**

Chapter Outlines

Intro: Reading the Textbo
1 - The World in 1750
Outline 1
Map 1
Outline 2
2 - An Age of Revolution (drafts)

To move pages or change their order, simply **click and drag** their names to the preferred order.

Notice that you can set pages under other pages by indenting them under the page above. Please remember that if you delete a page all pages indented under is will also be deleted.

ADDING MODULES

Within each page you can add one or more **Modules.** These are the areas where you will add text and media content.
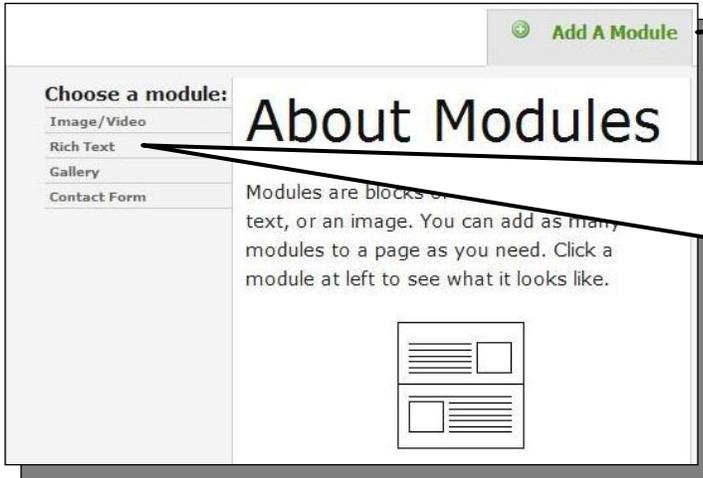
First, click **Add A Module**.

Then, choose the type of **Module** you want to add. **Image/Video** is for single images or videos. **Text** is mainly for text (although it also allows you to add media and hyperlinks). **Gallery** allows you to add collections of images or videos on one page. **Contact Form** is for viewers to send you comments which automatically will be redirected to your email address.

In the **Text Module**, you can **View Text** that has already been added.

Click **Edit** to add or change text or media.

Type text into the text box or paste text from your word processor program.

Remember to **Save** your changes.
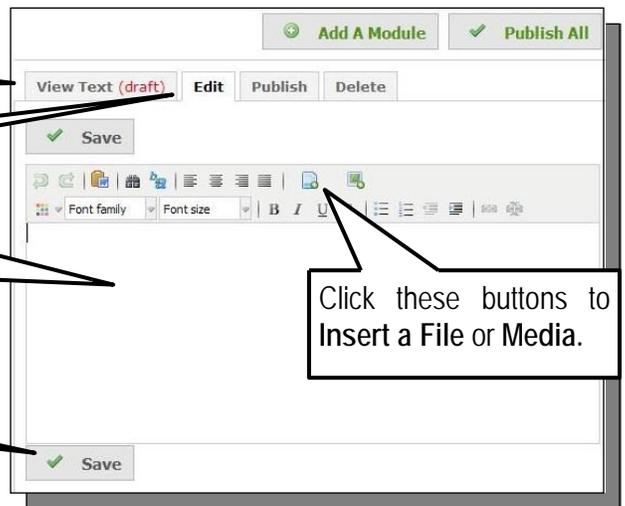
Click these buttons to **Insert a File** or **Media.**

To make the content visible to others, you have to **Publish** the module. First, click **Publish** in the Module Settings Bar.

Then, click **Publish Changes.**

ADDING MEDIA (Audio, Video and Images)

To add media to an **Image/Video/Audio** or **Gallery** Module:

First, click **Edit.**

Then, click **Replace this Media**

To upload media from your computer or USB key, first click the **From My Computer** tab.

Then click **Browse for media.**

To upload a media file from the web, click the **Media From Web** tab.

Choose the web media provider from the pull down list.

Lastly, type in the embed code of the media. You can cut and paste this directly from the media provider.

Each media provider has a different type of embed code. This window will tell you which you should copy into your ePortfolio.

Important Note: Remember to always **Save** any changes you make to your Modules and **Publish** the content to make it available.