e-Portfolios: Multiple Versions

Why should I consider making multiple versions of my e-Portfolios?

In Digication, it's easy to copy an entire e-Portfolio to create a new version. This is helpful because you can repurpose content you have already built in Digication for several different audiences.

For example, you might create an e-Portfolio as part of a capstone course. You can then create another e-Portfolio for a different purpose that utilizes elements of that original e-Portfolio. You might leave some of the elements of the capstone e-Portfolio in place, but you can create new pieces that would be specific to the purpose of the new e-Portfolio.

Also, you can create a unique web address for each new e-Portfolio. For example, if you were applying for a job at DePaul, the web address for that e-Portfolio might look like this:

http://depaul.digication.com/janedoedepaulportfolio

What information is included in this guide?

- How do I copy an e-Portfolio?
- What settings should I use when I copy my e-Portfolio?

What do I need to know before I copy an e-Portfolio?

When you copy an e-Portfolio, the settings of the original e-Portfolio are copied to the new one. You may want to change the new copy's Permissions to "Private." That way, your copied e-Portfolio won't be immediately available to any audiences, and you can make changes to it. This guide will show you how to do this.

How should I manage the multiple versions of my e-Portfolios?

When you copy an e-Portfolio, you have these options:

When you make a copy of an e-Portfolio, it's a good idea to give it a unique web address and a unique title.

With the web address, you can show your audience that you have created an e-Portfolio specifically tailored to them. This adds an important extra touch of personalization and professionalism.

It's also important that you give the copy of your original e-Portfolio a new title. The title is the Directory Icon that displays with your e-Portfolio in your Digication homepage. If you don't rename your e-Portfolio, you will have several copies of e-Portfolios with the same name.

Here's an example of how several copies of an e-Portfolio might be organized:
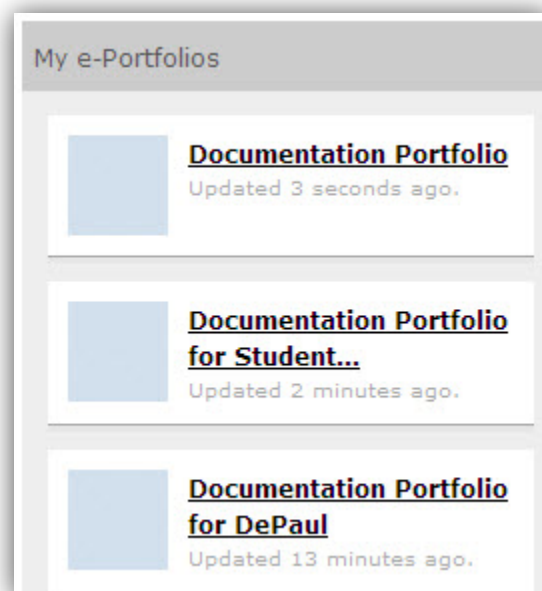
How do I copy an e-Portfolio?

1. Go to the e-Portfolio you'd like to copy.
2. Click **Portfolio Tools** in the upper-right corner.
3. Select **Make a Copy**.
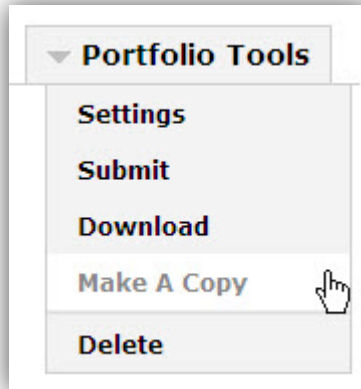
4. Choose a new Title and Web Address.

Note: As mentioned on the first page of this guide, it is important to choose Titles and Web Addresses that are specifically tailored to the new version of the e-Portfolio you are copying. If you don't change the title, you will have an identical copy of your e-Portfolio on your Digication Home page, and it can be confusing to determine the differences between the e-Portfolios at first glance. You also must enter new information in the Web Address – it will not update automatically.

5. Click **Go**.
6. You will be directed to the copy of your e-Portfolio.

e-Portfolios: Multiple Versions

## What settings should I use when I copy my e-Portfolio?

Changing the Title and Web Address for your e-Portfolio is an important first step in organizing your Digication account. You can also change the Directory Icon and Banner for your e-Portfolios, which will help you stay organized because you will see a distinctive visual element for each of your e-Portfolios.

When you create a copy of an e-Portfolio, you can change your Permissions so that you can make changes to the e-Portfolio before it is available to any audiences.

1. In your copied e-Portfolio, click **Portfolio Tools** in the upper-right corner.
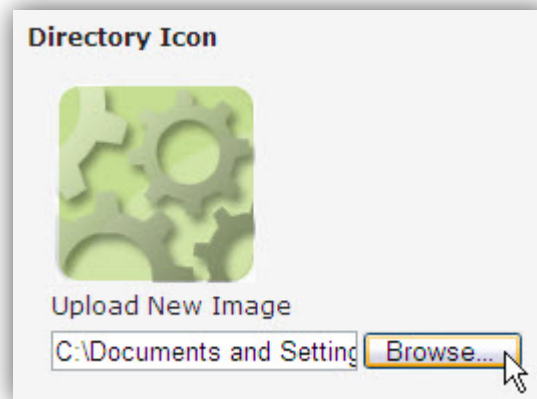2. Select **Settings**.
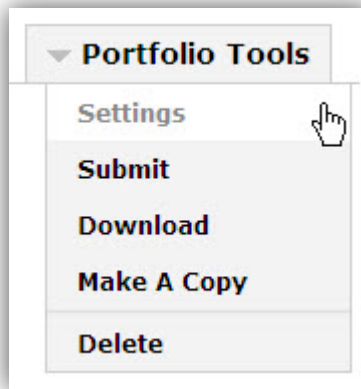
3. Under "Choose a Theme," click **Use selected template's theme**.
4. Click **Custom Theme**.
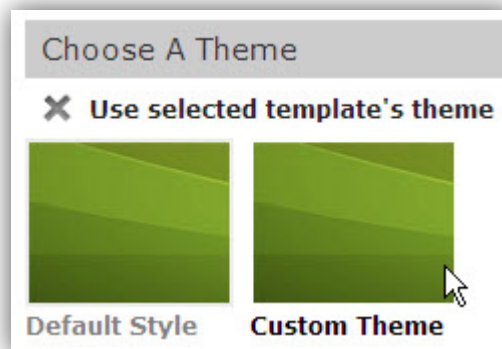
5. Under "Directory Icon," click **Browse** to select an image that will represent this new e-Portfolio and that will differentiate it from the e-Portfolio that you are copying from.

6. Under "Header Image," select **Upload new Image** and click **Browse** to select an image that will serve as a banner for your new e-Portfolio. For more information on this topic, see the "Creating a Banner" documentation.
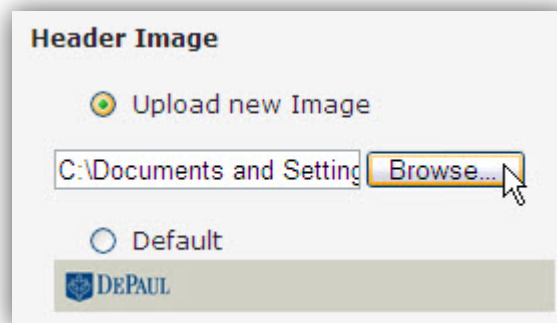
7. You can edit the CSS of your e-Portfolio for a more customized look, but you do not have to do so. For more information on editing the CSS of your e-Portfolio, see the "Editing the CSS" documentation.
8. Enter a Portfolio Footer.

> Note: The information you place in the footer will be visible on every page of your e-Portfolio, though this footer will only be applied in the e-Portfolio in which you have added it. As noted in this section, you may place a quote or copyright information here. SOE recommend that you do create a Creative Commons license for your e-Portfolio and place this licensing information in the footer are.
> For more information on Creative Commons, go to http://creativecommons.org/.

9. Under "Permissions," select the appropriate options to set the availability of your e-Portfolio:

- *Private* to me means that only you will see your e-Portfolio.
- *Private within DePaul University* means that people who can log in to DePaul's Digication site will see your e-Portfolio listed in the directory.
- *Public* means that your e-Portfolio is available to anyone who has the web address of your e-Portfolio and can be located by Internet search engines.

- *Custom Permissions* allows you to give access to your e-Portfolio to your instructor, your classmates, or your entire class. You must search for your course or for individual people in order to give them access to your e-Portfolio.

  > **Note:** You can only add people within the DePaul community to your e-Portfolio using Custom Permissions. You cannot give access to your e-Portfolio to anyone outside of DePaul using this option. If you want to share your e-Portfolio with someone outside of DePaul, you need to set your permissions to Public and then share your e-Portfolio link.

  Within the Custom Permissions, there are four roles that you can give to others:

  - An *Admin* can edit your e-Portfolio and access your permissions.
  - A *Publisher* can edit and publish your e-Portfolio.
  - An *Editor* can edit your e-Portfolio but cannot publish any changes.
  - A *Viewer* can only view your e-Portfolio.

  > **Note:** We recommend these permissions for your e-Portfolio while you are creating it:
  >
  > Option 1: Private within DePaul University – This will allow your instructor and your classmates to access your e-Portfolio for coursework purposes, but anyone else with a DePaul Digication account will be able to see your e-Portfolio as well.
  >
  > Option 2: Private to Me with Custom Permissions adding my Instructor and Classmates: This will make your e-Portfolio available to only you and the people in your class.
  >
  > Once you have completed your e-Portfolio and are ready to make it available to additional audiences, you'll need to change your Permissions to "Public." Then, you will be able to share the web address of your e-Portfolio with any outside source, such as a prospective employer.

10. Click **Create New e-Portfolio**.