e-Portfolios: Permissions

DePaul University
SCHOOL OF EDUCATION
Center for Educational Technology

What are Permissions?

Permissions allow you to select who can view your e-Portfolio. It is important to understand that when working in Digication, you need to make choices in the Permissions for each e-Portfolio.

This guide will show you all of your options for controlling the privacy of your e-Portfolios in Digication.

What information is included in this guide?

- How do I set the Permissions for my e-Portfolio when I create it?
- How do I hide content in my e-Portfolio?
- How can I use the "Edit/Preview/Publish" options to manage the availability of my e-Portfolio content?

## What do I need to know before I establish my Permissions?

Before you actually look at your Permissions, decide who the audience should be for your e-Portfolio.

If you are building an e-Portfolio as part of a class, for example, you'll need to make sure that your work is accessible to your instructor and to your classmates. To do this, you can make your e-Portfolio public within the DePaul community, and you can also add individual viewers or your class to your e-Portfolio.

If you are creating an e-Portfolio to use on the job market, your e-Portfolio will need to be Public so that the link you send potential employers will work.

Why are Permissions important?

Permissions determine who can access your e-Portfolio. Digication is a platform that allows you to make your e-Portfolio available to a variety of audiences, so it's important to consider your audience and to make choices about what will work best for you to control access to your content.

Permissions
- Private to me
- Private within DePaul University
- Public
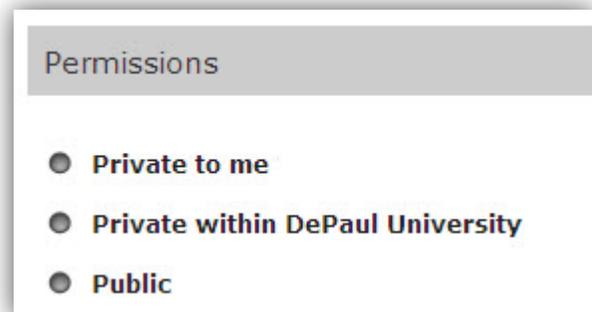
What are my options for making my content accessible?

Permissions

Permissions allow you to choose the audiences who can view your e-Portfolio. You can keep your e-Portfolios private, or you can make them available to the DePaul community as a whole or to individuals at DePaul. To make your content available to people outside of DePaul, you can make your e-Portfolios public.

Hide

You can also hide materials in your e-Portfolio. This is useful if you have made your e-Portfolio available to audiences but you'd still like to work on particular content within that e-Portfolio that should not be available.

Edit/Preview/Publish

When you are creating content in your e-Portfolio, you are in the Edit screen, and your content will not be available until you choose to Publish it. So, you can restrict access to content in your e-Portfolio by not publishing it until you are ready to do so.

e-Portfolios: Permissions

How do I set the Permissions for my e-Portfolio when I create it?

1. Log in to http://depaul.digication.com.
2. Under "e-Portfolios," click **Create**.
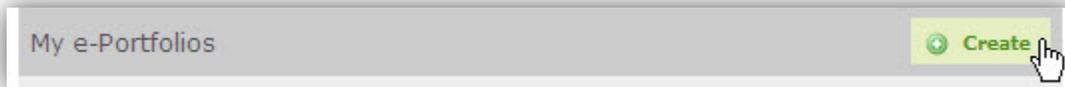
3. Under "Permissions," select the appropriate options to set the availability of your e-Portfolio:

- *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.
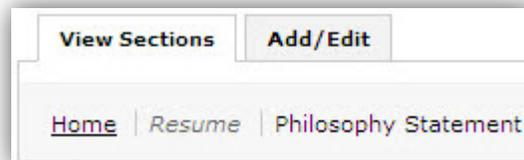
How do I hide content in my e-Portfolio?

4. Click **Add/Edit** in the Section or Page area in your e-Portfolio
5. Click **Show Advanced**.
6. Select the checkbox next to the "Hide this page" option.

7. Any content that is hidden will be displayed in italics in your e-Portfolio. This content will not be visible in the Published version of your e-Portfolio.

How can I use the "Edit/Preview/Publish" options to manage the availability of my e-Portfolio content?

When you are building your e-Portfolio, you can view your content in three main areas:

Edit: In the Edit area, you can make changes to your e-Portfolio and add Sections, Pages, and Modules.

Preview: In the Preview area, you can view any content you've added to the Edit area.

Publish: In the Publish area, you can see the content that has been published and made available to your viewers. Here's how you can publish your changes:
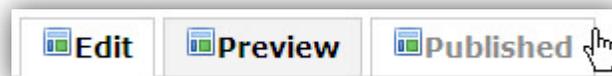
1. Go to the page where you'd like to publish your content.
2. Click **Publish All**.

3. Click **Publish All Changes**.

4. You will get a confirmation message that says "All modules have been published." To view your published information, click the **Published** tab.

Important: If someone viewing your e-Portfolio cannot see your content, the first place you should check is the "Published" tab. If your content is not visible here, then it is not visible to your audience.