

Why should I create an e-Portfolio?

If you haven't had a chance to build the materials that would be included in a professional teaching e-Portfolio, you can still create an e-Portfolio that reflects your current education or work situation.

Additionally, you can work on building individual elements of your e-Portfolio. For example, if you have a work or volunteer experience that could eventually be included in a complete teaching e-Portfolio, you can work on building that Page or Section now. It's very easy to transfer material from one e-Portfolio to another, and you can build as many e-Portfolios as you want.

What information is included in this guide?

- How do I log in to my Digication account?
- How do I create an e-Portfolio?

What do I need to know before I create my e-Portfolio?

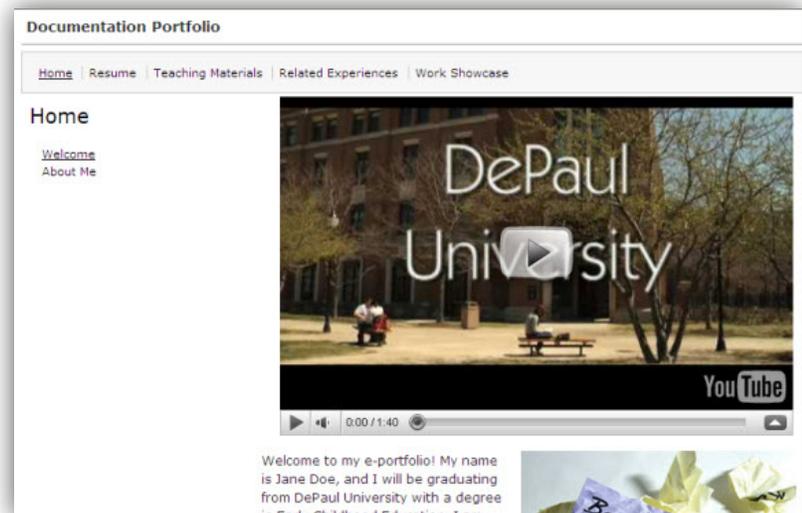
Since you have the ability to create multiple e-Portfolios, you can build e-Portfolios for several purposes: personal, professional, educational, etc. You can also copy existing e-Portfolios to repurpose the content you've already build in a new e-Portfolio.

Also, you have to choose to publish information that you place in your e-Portfolio before it can be viewed by an outside audience, so you can build pages and experiment in building your content without worrying about others seeing your work.

What types of materials should I upload to my e-Portfolio?

You can upload many types of material to your e-Portfolio. You can use text and images together to convey who you are as a teacher, and you can also link to videos that are relevant to presenting your teaching.

The Digication platform allows you to integrate all of these media in one location:



How long will I have access to my Digication e-Portfolio?

You will have access to your Digication e-Portfolio after you graduate from DePaul, and you can continue to develop your e-Portfolios and to create new ones as you begin your post-graduation career.

SOE also recommend backing up the materials your e-Portfolio wherever you typically store digital files. For example, if you use the text module feature in the e-Portfolio platform for composing, it's a good idea to copy that material and paste it into a text file, such as a Microsoft Word document that you save with your other digital files.

e-Portfolios: Getting Started

How do I log in to my Digication account?

Your log-in information for Digication is the same as your Campus Connection username and password. If your log-in information isn't working, contact the faculty member who collected the information for your account.

1. Go to <http://depaul.digication.com/>.
2. Click **Log In**.



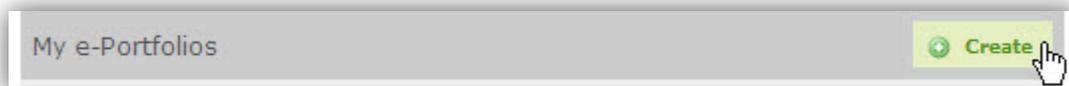
3. Enter your Campus Connection username and password.

Note: If this is your first time logging in to Digication, you may be asked to read some information about the privacy settings available in this tool and to agree to DePaul's terms of service for Digication.

4. You will now see your Digication homepage, where you can access all of the Digication tools.

How do I create an e-Portfolio?

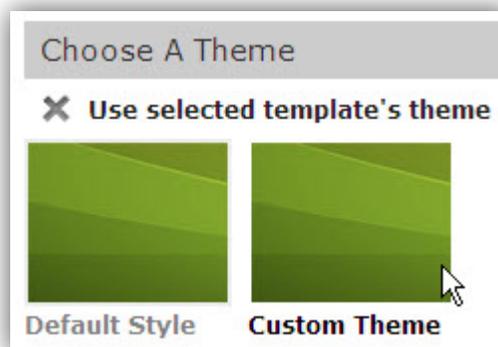
1. In the e-Portfolio tool, click **Create**.



2. Enter a Title for your e-Portfolio.

Note: The title you choose here will appear in the directory of DePaul e-Portfolios. The title will also become part of your e-Portfolio's web address. For example, if you title your e-Portfolio "Teaching Portfolio," this will be your web address: <http://depaul.digication.com/teachingportfolio>.

3. Under "Choose a Template," leave "Create from Scratch" selected by default, unless your instructor tells you that you need to select a specific template for your e-Portfolio.
4. Under "Choose a Theme," click **Use selected template's theme**.
5. Click **Custom Theme**.

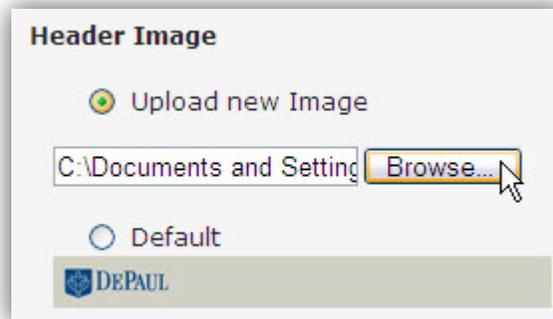


e-Portfolios: Getting Started

6. Under “Directory Icon,” click **Browse** to select an image that will represent your e-Portfolio in the DePaul directory.



7. Under “Header Image,” select **Upload new Image** and click **Browse** to select an image that will serve as a banner for your e-Portfolio. For more information on this topic, see the “Creating a Banner” documentation.



8. 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.
9. 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/>.

10. 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.

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

