

How to Create an ePortfolio



An Instructional Guide provided by
Ithaca College's Office of Student Engagement

About This Guide

This guide is produced by the Office of Student Engagement for your use. If you have any specific questions that cannot be answered by this guide, please contact Kelly Stevens, Associate Director for the Ithaca Center for Student Leadership & Involvement, at kestevens@ithaca.edu or 607-274-3222. You can also visit the office at 319 Egbert Hall. Kristen Leising '07, Student Leadership Consultant for the Office of Student Engagement, authored this guide.

What is an ePortfolio and why is it important?

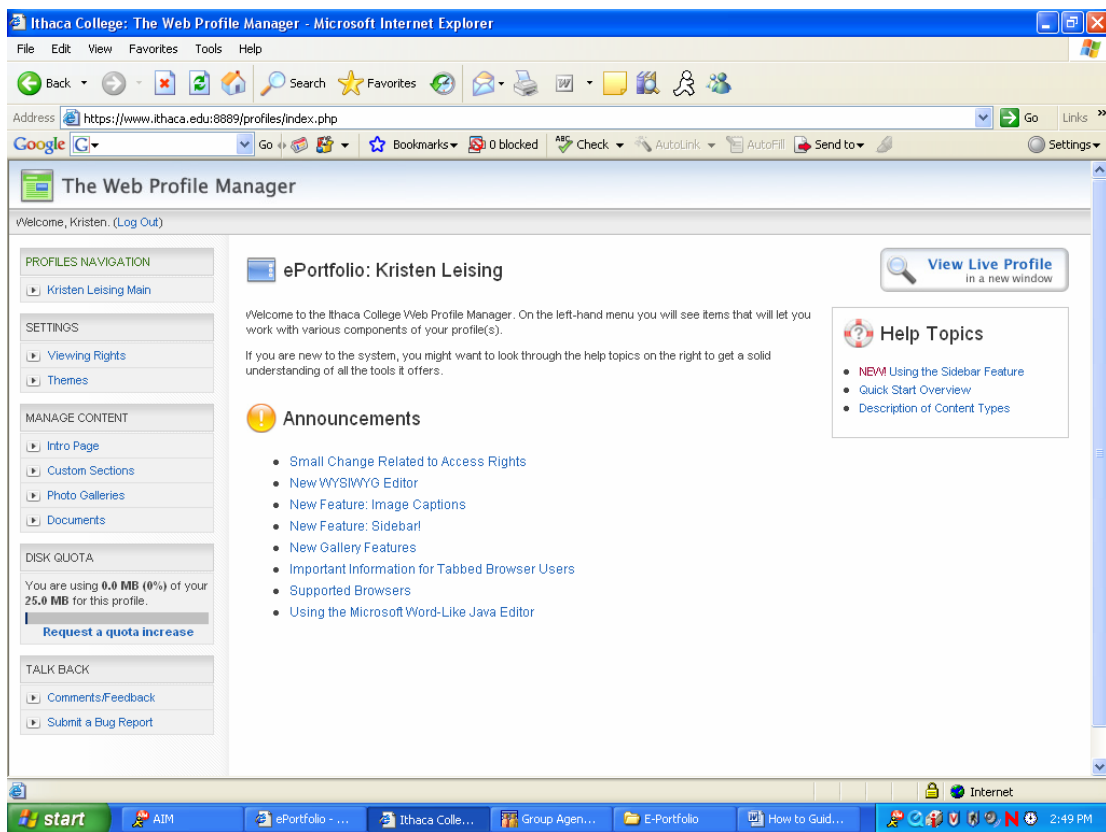
- Program available to IC students
- Allows you to professionally represent yourself on the world wide web
- Provides the opportunity to represent yourself to people with whom you are not co-located
- Valuable resource when applying for internships and jobs
- Provides as space to articulate experiences you have had
- Awesome opportunity that should be taken advantage of!
- More information on the uses of ePortfolio and what to put into your ePortfolio to best represent yourself can be found at <http://www.ithaca.edu/computing/eportfolio/>

An Item of Note

The ePortfolio program is a template that asks you to input and upload information. It will place that information on a page in a pre-determined location. You cannot control where photos are placed on the page or the location of sidebars. You can upload photos within a sidebar and within an additional page, but you cannot determine the location of the photo within that page or sidebar.

Getting Started

- Go to: www.ithaca.edu/computing/eportfolio/
- Click the “Create” tab
- Click the link: “Go to the Ithaca College Web Profile Manager at www.ithaca.edu:8888/profiles/”
- Log in to the web profile manager using your Ithaca College email username and password
- Your log in screen will look like Example A
- This log in process can also be used to access your ePortfolio after it has been created. Or you can directly connect by clicking the link listed in the third bullet.



Example A: Log-In Screen

Choosing a Theme

The left sidebar on the ePortfolio creation homepage will help you create your site. This side bar looks like Example B.

Select a template or theme for your ePortfolio

- Go to “Settings”
- Click “Themes”
- Choose a theme – these are the only theme options provided by ePortfolio
- Save your settings!

View your ePortfolio with theme

Themes will not show up in your regular preview window listed on the homepage. To preview your ePortfolio with the chosen theme choose “View Live Profile in a New Window” at the top right hand corner of your screen.

A vertical sidebar navigation menu with several sections. Each section has a title bar and a list of items with right-pointing arrow icons. The sections are: PROFILES NAVIGATION (with item "Kristen Leising Main"), SETTINGS (with items "Viewing Rights" and "Themes"), MANAGE CONTENT (with items "Intro Page", "Custom Sections", "Photo Galleries", and "Documents"), DISK QUOTA (with a progress bar and a "Request a quota increase" link), and TALK BACK (with items "Comments/Feedback" and "Submit a Bug Report").

PROFILES NAVIGATION

- ▶ Kristen Leising Main

SETTINGS

- ▶ Viewing Rights
- ▶ Themes

MANAGE CONTENT

- ▶ Intro Page
- ▶ Custom Sections
- ▶ Photo Galleries
- ▶ Documents

DISK QUOTA

You are using **0.0 MB (0%)** of your **25.0 MB** for this profile.

[Request a quota increase](#)

TALK BACK

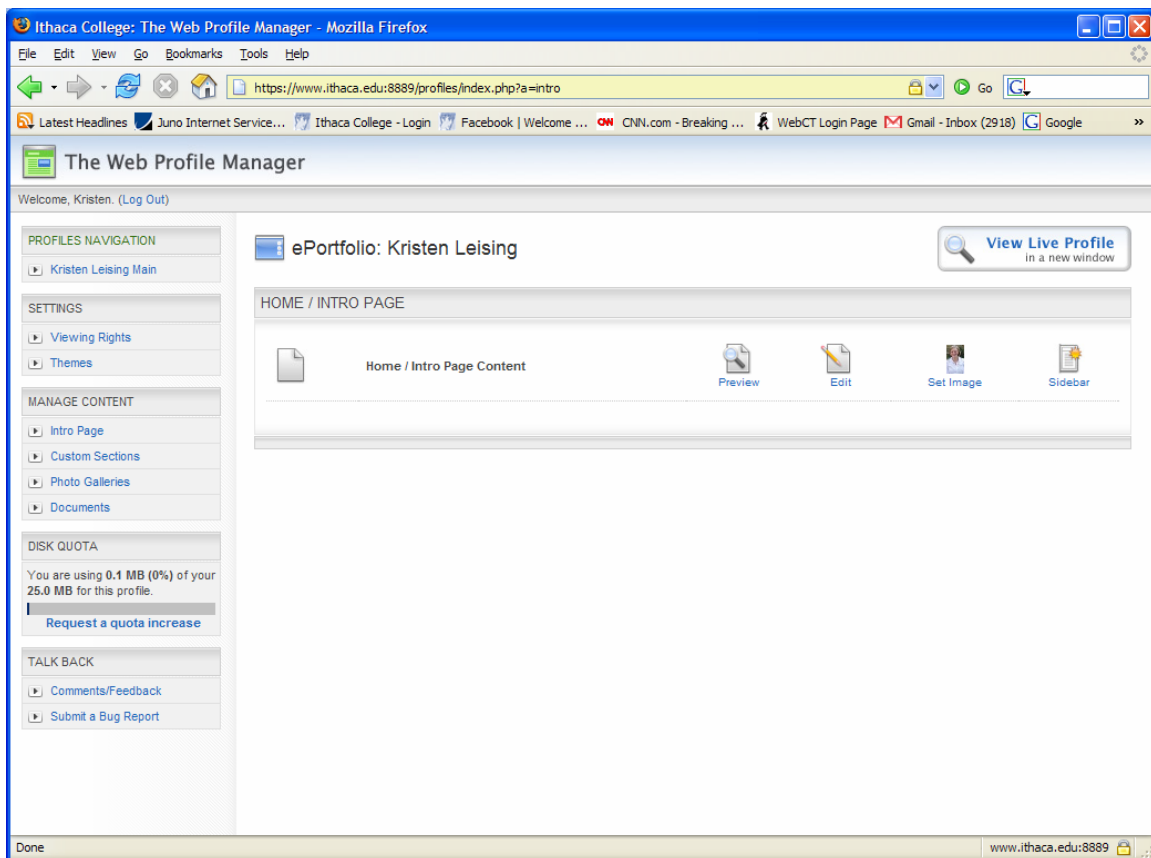
- ▶ Comments/Feedback
- ▶ Submit a Bug Report

Example B:
Left sidebar

Intro Page

Your intro page is basically the homepage for your ePortfolio. To edit it go to:

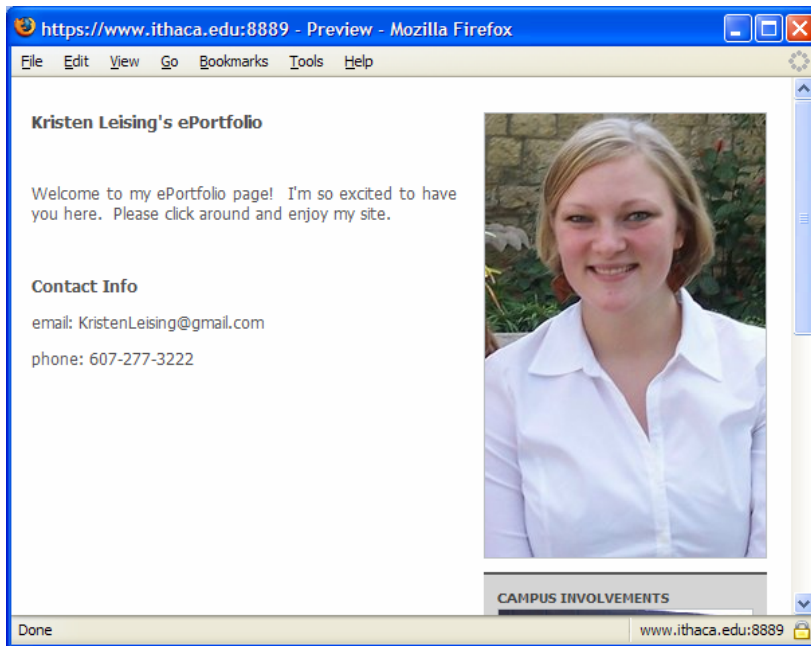
- “Manage Content”
- “Intro Page”
- Once you click this link, you are given four choices for altering the intro page. They are:
 - Preview
 - Edit
 - Set image
 - Sidebar
- Each choice offers a different function which will be explained next.



Example C: Manage Content: Intro Page

Preview

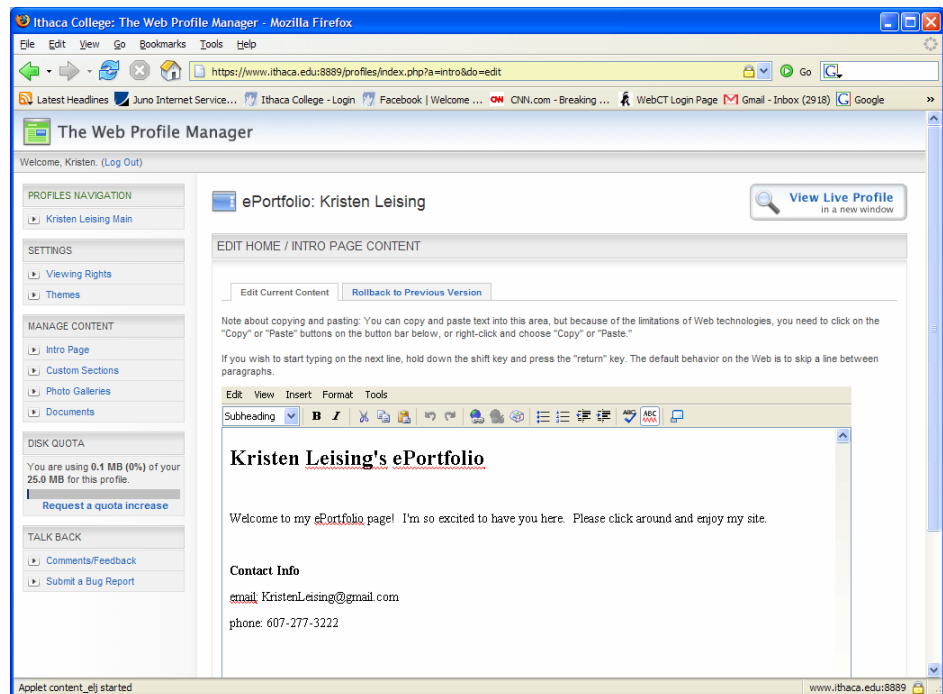
The preview function allows you to see your ePortfolio as a viewer would. This opens in a separate window and allows you to see what you've completed thus far. Please see Example C.



Example C:
Preview mode

Edit

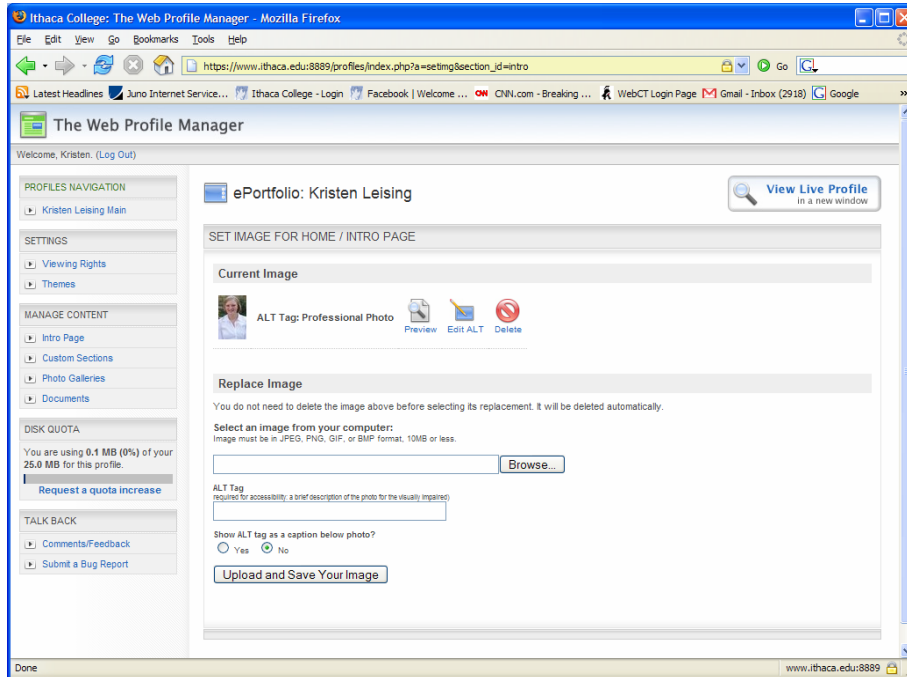
This function allows you to alter the information on your intro page. It is set up like a word document. Type and format the information you'd like to display and be sure to save your work. You can preview the changes you've made in the preview mode previously mentioned. In the edit mode you can only type plain text – no photos or sidebars can be added here. See Example D.



Example D:
Edit mode

Set image

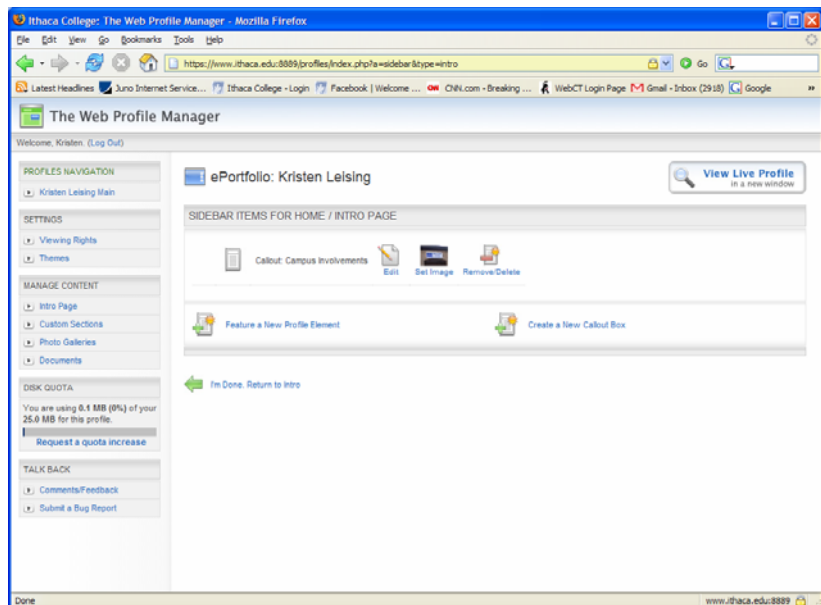
This function allows you to upload a photo or image to the intro page. Simply choose the photos you'd like to share by browsing and opening the file. You can write a short description that will be displayed when the image is rolled over. (This is helpful to viewers whose Internet may not be able to download the full photo due to capacity). See Example D.



Example E:
Set Image mode

Sidebar

This function allows you to create a sidebar on your intro page. To do so, click “Create a New Call Out Box” (a callout box is also known as a sidebar). After you create a sidebar you can edit it, upload an image inside the sidebar, and remove or delete it if you’ve changed your mind. See Example F.

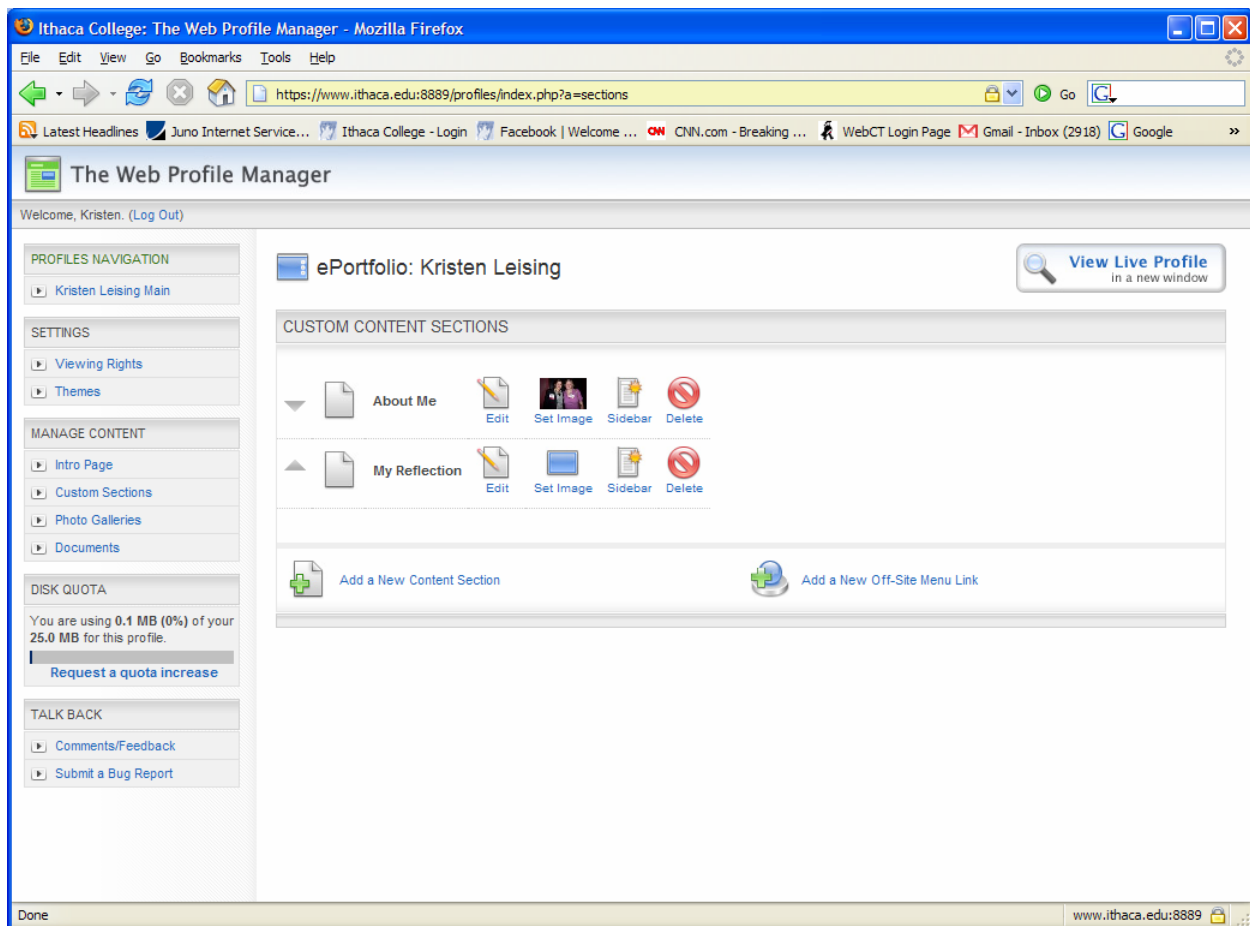


Example F:
Sidebar mode

Custom Sections

This section allows you to create pages that branch off of your main intro page. To access this section go to:

- “Manage Content”
- “Custom Sections”
- Any photo uploads, side bars, or information you enter in this area will be contained on a page separate from your intro page
- Pages will be grouped by specific “Custom Content Sections” so that you can group information when you enter it (see Example G)



The screenshot displays the 'The Web Profile Manager' interface in a Mozilla Firefox browser window. The address bar shows the URL: <https://www.ithaca.edu:8889/profiles/index.php?a=sections>. The page title is 'The Web Profile Manager'. A navigation sidebar on the left includes sections for 'PROFILES NAVIGATION', 'SETTINGS', 'MANAGE CONTENT', 'DISK QUOTA', and 'TALK BACK'. The main content area is titled 'ePortfolio: Kristen Leising' and features a 'View Live Profile' button. Below this, the 'CUSTOM CONTENT SECTIONS' area lists two sections: 'About Me' and 'My Reflection'. Each section has icons for 'Edit', 'Set Image', 'Sidebar', and 'Delete'. At the bottom of the main area, there are buttons for 'Add a New Content Section' and 'Add a New Off-Site Menu Link'. The status bar at the bottom of the browser window shows 'Done' and the address 'www.ithaca.edu:8889'.

Example G:
Custom Content Sections

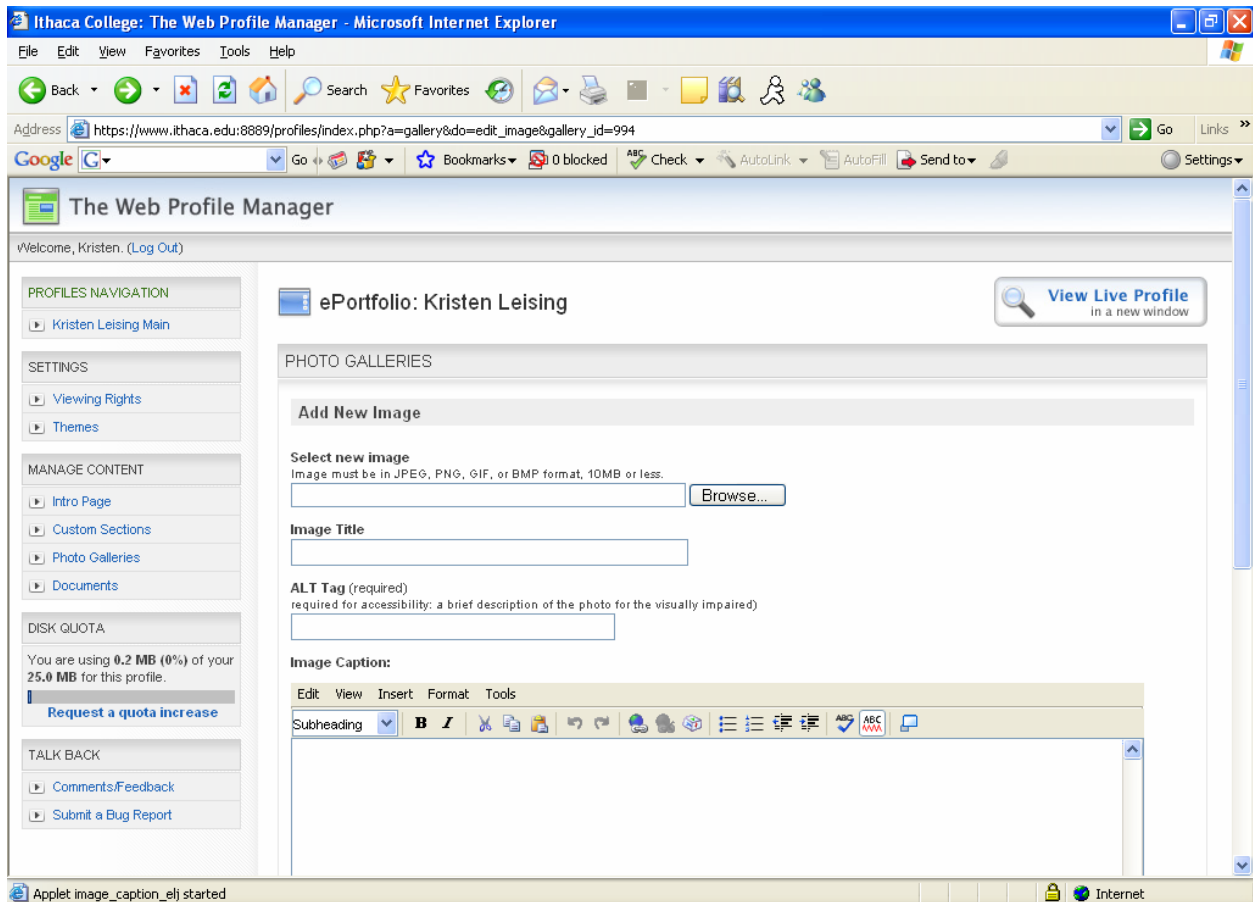
Photo Galleries

This function is for uploading a group of photos – not an individual photo. To upload an individual photo, go to:

- “Set Image”
- “Intro Page” or “Custom Sections”

All galleries will be linked off your main page and will be grouped together on one page. To upload a gallery, go to:

- “Manage Content”
- “Photo Galleries” (see Example H)
- This will allow you to
 - Select an image
 - Title the image
 - Provide a caption
 - Save and upload
 - Repeat to create a gallery



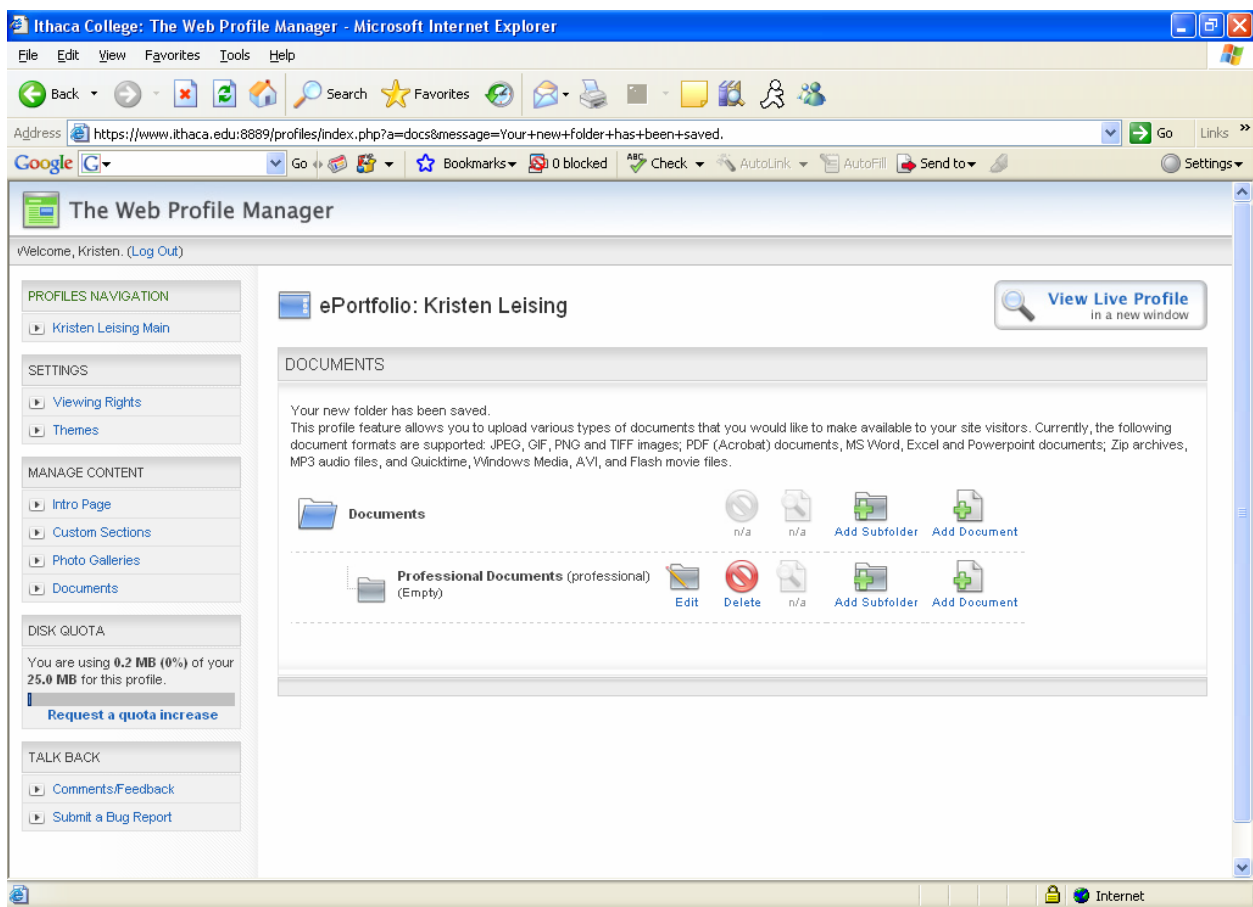
Example H:
Photo Galleries

Documents

This is where you would upload a resume if you wanted it to appear as a separate document, not on the intro or custom content pages. All documents will be linked off your main page and will be grouped together on one page titled “Documents.” Go to:

- “Manage Content”
- “Documents”

First you must create a folder for your documents. After a folder is created, you can upload documents to that folder (see Example I: Documents). You can create multiple folders to group your documents by choosing “Add Document.”



Example I:
Documents

Sharing your ePortfolio

Your ePortfolio is considered private until you grant rights for others to access it. If you do not specifically provide access to others, only you will be able to view it. To grant or deny access go to:

- “Settings”
- “Viewing Rights” See Example J
- Choose the appropriate boxes
- It will save automatically

Remember that if you do not make your ePortfolio public you will have to add people as you share your ePortfolio. If the person you’d like to share with is not a member of the Ithaca College community, you can create a username and password for that person.

The screenshot shows a web browser window titled "Ithaca College: The Web Profile Manager - Mozilla Firefox". The address bar shows the URL "https://www.ithaca.edu:8889/profiles/index.php?a=rights". The page content includes a navigation sidebar on the left with sections for "PROFILES NAVIGATION", "SETTINGS", "MANAGE CONTENT", "DISK QUOTA", and "TALK BACK". The main content area is titled "ePortfolio: Kristen Leising" and "VIEW EPORTFOLIO RIGHTS". It features three radio button options: "No Access - only I can see my ePortfolio", "Limited Access - the following groups and individuals can view my ePortfolio" (which is selected), and "Public - allow anyone in the world to view my full ePortfolio". Under "Limited Access", there are sections for "Ithaca College Groups" (Faculty, Students, Administrative Staff) and "Individuals" (Kelly Stevens, Linda). A "View Live Profile" button is visible in the top right.

Example J: Granting Access

Frequently Asked Questions (FAQs)

So How Do I...

- **Insert an image?**
 - See “Set Image” on page 7.
- **Add my resume as text within the site?**
 - To add on your intro page, see “Intro Page” on page 5.
 - To add to a separate page see “Custom Section” on page 8.
- **Add my resume as a separate document?**
 - See “Documents” on page 10.
- **Add photos?**
 - To add photos to your intro page see “Intro Page – Set Image” on page 7.
 - To add photos to a side bar on your intro page, see “Intro Page – Sidebar” on page 7.
 - To add photos to a side page, see “Custom Section” on page 8.
 - To add a photo gallery, see “Photo Galleries” on page 9.
- **Upload MP3 or video files?**
 - Upload MP3 or video files as if they were documents. See “Documents” on page 10.
- **Share my ePortfolio with others?**
 - See “Sharing Your ePortfolio” on page 11.
- **Scan photos?**
 - Come to the Center for Student Leadership at 319 Egbert Hall and the Administrative Assistant will help you.