

# Logging in and Initial Setup

Logging in and setting up your ePortfolio is an easy process. In this tutorial we will walk you through that process. Once setup, you can always come back into the settings and make changes as you see fit.

1. Go to the LAGCC Digication site to login (<https://wp.laguardia.edu/eportfoliosso/>). Enter your login information. For Student it will be their **“My LaGuardia”** or **“LaGuardia student email”** credentials, for Faculty it will be their **“Faculty email”** (MS Outlook) credentials. (See image 1.1)

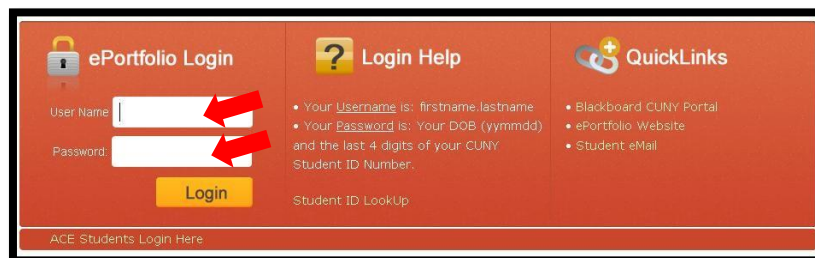


Image 1.1

2. Logged in for the first time, you will be prompted to agree to the terms of service. Check the **“I accept the Digication Terms and Conditions”** option, and then click the **“I Agree”** button. (See image 1.2)

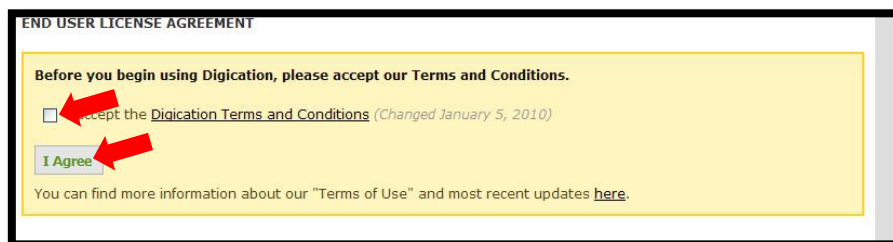


Image 1.2

3. Here you will be in the **“Dashboard”** (Home page) area. You will have access to other areas of the Digication system. For this tutorial, we will focus on the **“My e-Portfolios”** section. (See image 1.3)

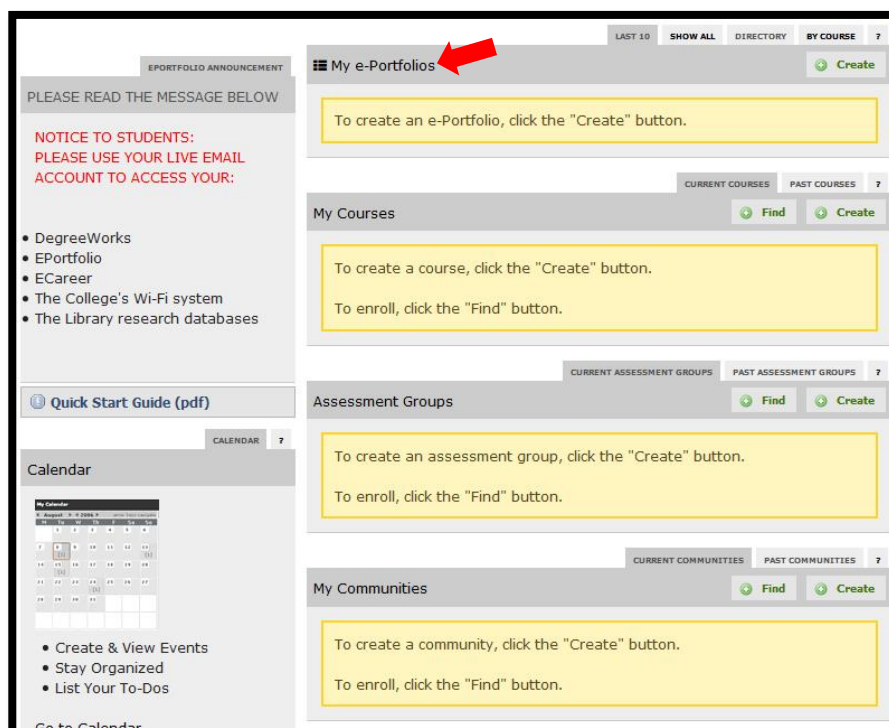


Image 1.3

- On the right hand side of the **“My ePortfolios”** section you will see the **“Create”** button, click it. (See image 1.4)



Image 1.4

- After you click on the **“Create”** button, you will be brought to the **“Portfolio Settings”** page. First, you will be asked to fill out the **“Create an e-Portfolio”** section: ePortfolio title and web address. (See image 1.5)

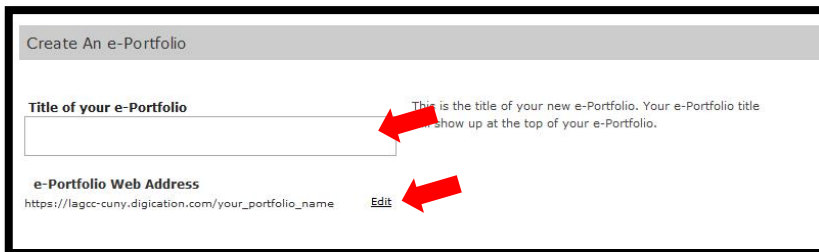


Image 1.5

- The URL will automatically be generated for you as you type in the title, but if you want to change the URL you can click on the **“edit”** link and type in your own address. You will be notified if the URL is available or not (See image 1.6 and 1.7)



Image 1.6

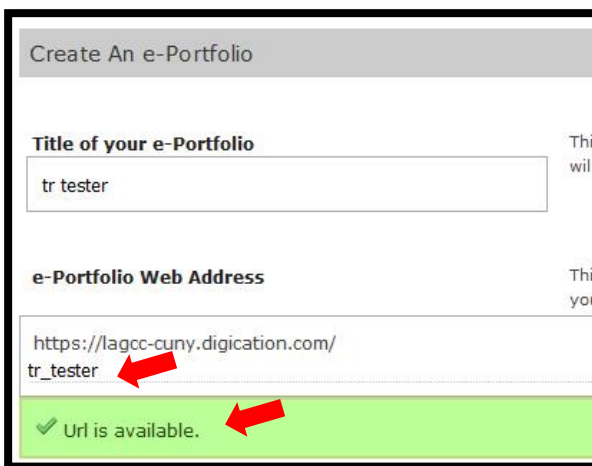


Image 1.7

- In the **“Choose a Template”** section, you will select a template from the template library. If you do not see the one you want listed, click on the **“More Templates”** link. (See image 1.8)

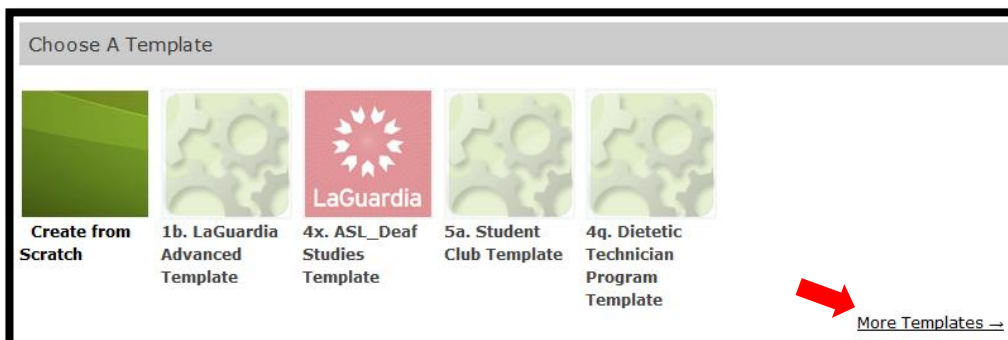


Image 1.8

- From here you will select the **“CUNY LaGuardia Community College Templates”** link and a list of templates will appear. Choose the template that your instructor has indicated you to use and click the **“Select”** button. (See image 1.9)

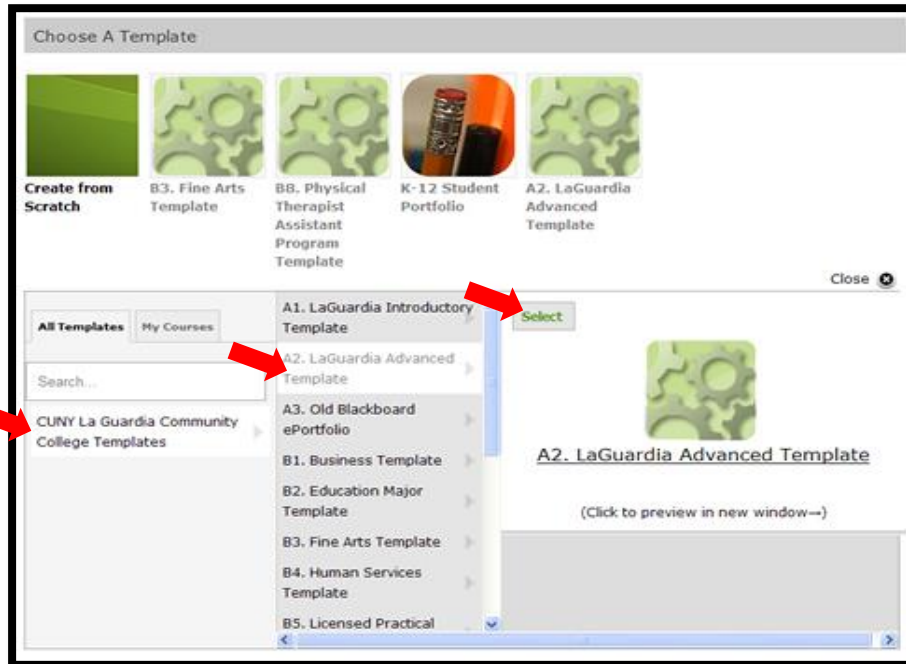


Image 1.9

- In the **“Choose a Theme”** section, you will be able to choose a theme for you e-Portfolio. First, click the link for **“Use selected template’s theme”**. (See image 1.10)



Image 1.10

- You can choose either the **“Default style”** or choose one of the pre-designed LaGuardia Themes by clicking on the **“More Themes”** link. These options can be customized by clicking the **“Customize”** button for that theme, and then editing the available options or editing the CSS (*Editing the available options and CSS is covered in the “Customizing The Theme and Editing the CSS of Your ePortfolio” tutorial, please refer to the “Customizing Your ePortfolio” section on the tutorials page of our website*) (See image 1.11)

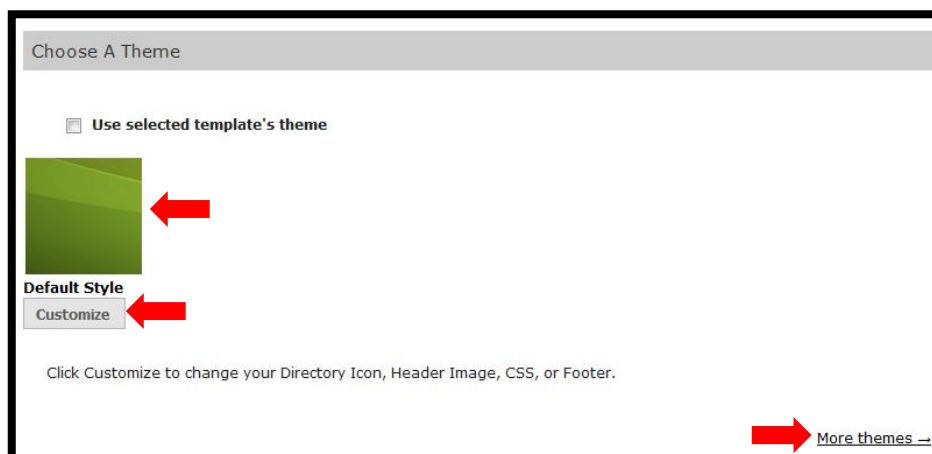


Image 1.11

11. Choosing the “Default” theme will give you a theme that has no style applied to it (See image 1.12)

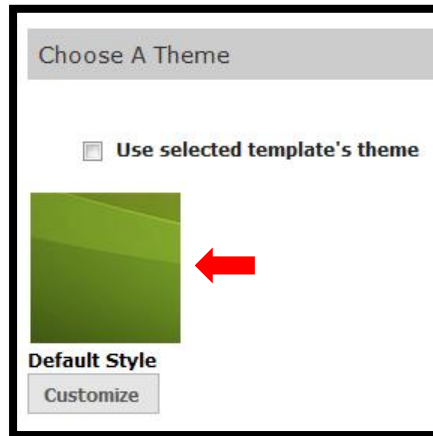


Image 1.12

12. Choosing the “More Themes” option will allow you to apply various visual styles. From here you will select the “LaGuardia” link, and then select the theme that corresponds to the template you chose. Next, select the style you want and finally, click the “Select” button next to the thumbnail of your theme. **Note:** There are two categories of the themes: by **major**, e.g., Business, Education, etc., and **Standard**, which are themes that do not correspond to any specific major. (See image 1.13)

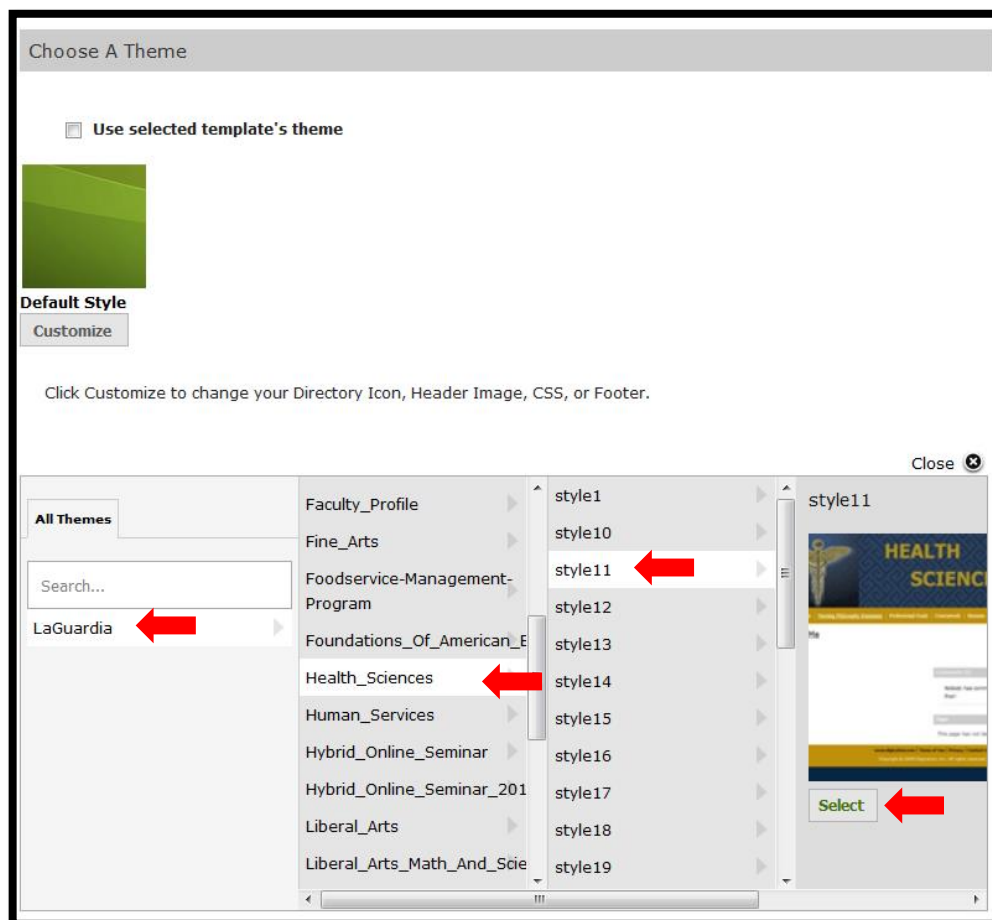


Image 1.13

13. In the “Permissions” section, you will decide who will be able to view your ePortfolio. You must choose one of the following options: “Private to me,” “Private within CUNY LaGuardia Community College” or “Public.” For additional permissions click on the “Custom Permissions” link. Depending on which option you choose, you will also be able to password protect your ePortfolio. (Password protecting your ePortfolio is covered in the “How To Password Protect Your ePortfolio” tutorial, please refer to the “Creating/Setting Up Your ePortfolio” section on the tutorials page of our website) See image 1.14)

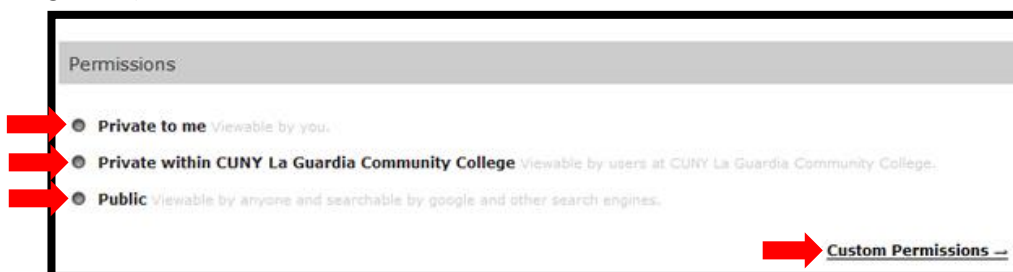


Image 1.14

**Note:** To make an e-Portfolio available to an external viewer, you should set the e-Portfolio to “Public”, but turn off “Show in Directory”. You can then email the link to your portfolio to the external viewer, and they will not need a password to view the portfolio. At the same time, since the portfolio will not be part of the LaGuardia directory (<http://lagcc-cuny.digication.com/portfolio/directory.digi>), Google will not find it or index it, and the public will not find it either.

14. In the “Custom Permissions” section, you have the option to show your e-portfolio in the directory or not. (See image 1.15)

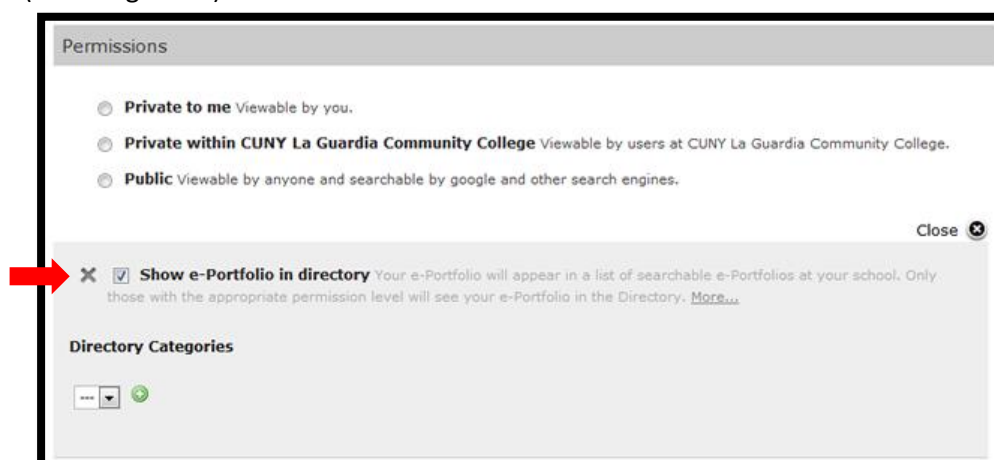


Image 1.15

15. In the Custom permissions section, you can give access to individual Users, Groups or Courses. (See image 1.16)

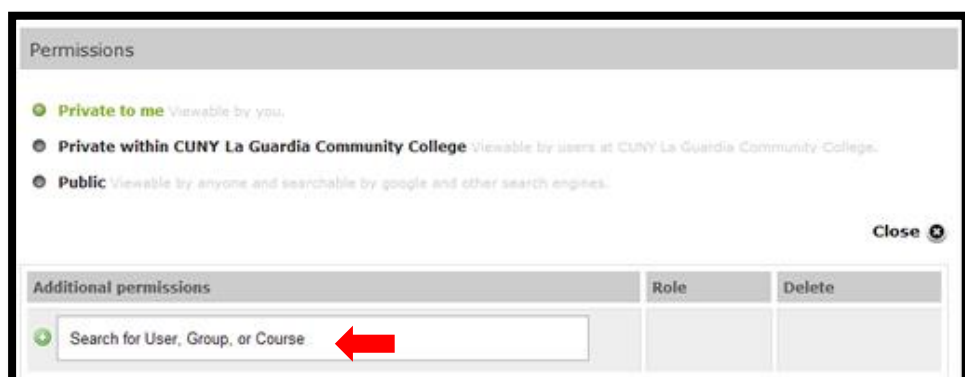


Image 1.16

16. You can type in the name of the **User, Course (using the CUNYFirst code) or Group** you want to share with as long as the user has an account within the system, you are enrolled in the course or been added to the group. You can then select the option that appears. (See image 1.17)



Image 1.17

17. After you have made your selection, you can then change the role for a given user; if you choose, you can also remove anyone as a user. (See image 1.20)

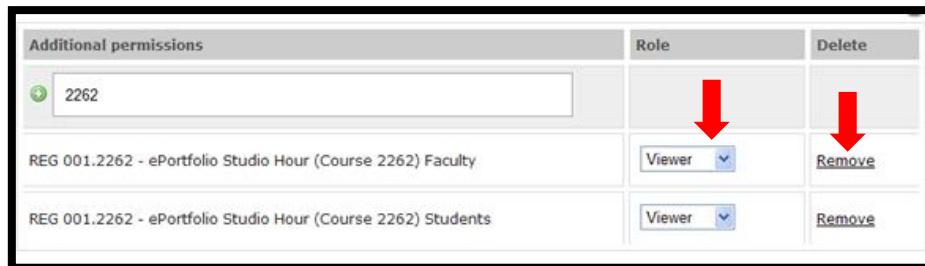


Image 1.18

18. In the **“Tagging”** section, here you will decide to either allow tags or not. Tags are ways of identifying or locating e-Portfolios or pages in a particular e-Portfolio in the directory. (See image 1.19)

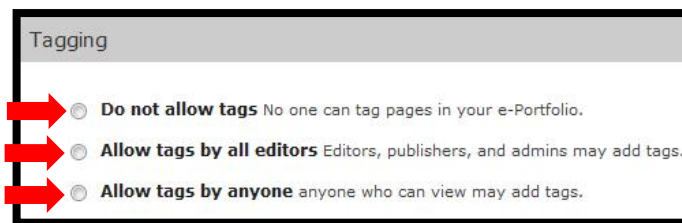


Image 1.19

19. The **“Comments”** section will allow you to decide on who can comment on your e-Portfolio and how the comments will appear on the pages in your e-Portfolio. You can apply these setting to every page in your eportfolio by checking off the **“Apply comment setting to existing pages of this e-Portfolio”** option. (See image 1.22)

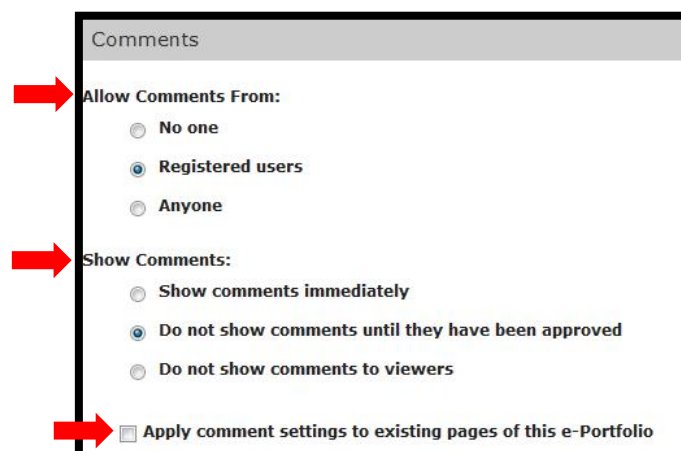


Image 1.20

**Note:** Each page in the e-Portfolio can have its own settings and can be modified directly on the page itself.

20. The Conversations Tool can also be activated for your e-Portfolio by checking the **“Yes, Enable Conversations”** option. (See image 1.23)

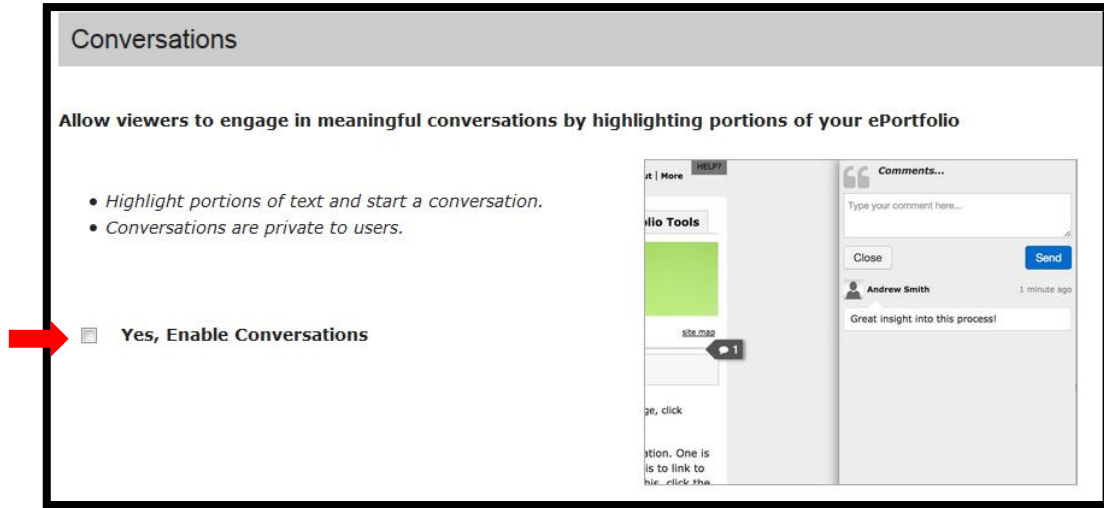


Image 1.23

21. Once you have finished with these settings click on **“Create New e-Portfolio”** to start editing your e-Portfolio. (See image 1.23)

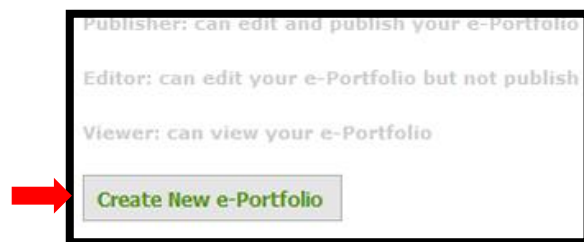


Image 1.23