

How to Deposit Your Work in ePortfolio

I. Getting Started

A. To enter the ePortfolio work area, go to LaGuardia's home page: <http://www.laguardia.edu> or <http://www.lagcc.cuny.edu>. Click the **Blackboard** link on the bottom right. ❶

B. The next page asks which Blackboard you want to log in to. Select the red **e-Portfolio** button on the left. ❷

C. On the ePortfolio page, click  on the left.

D. On the login page, type in your user name. For students, it's your `firstname.lastname`. Remember to put a dot (.) between your first and last names. For example, Sandy Miller's user name is `sandy.miller`. ❸

E. The student password for credit students is the first five digits of your social security number, so if Sandy's number is 123-45-6789, her password is 12345. ❹




For ACE students, the password is the students' first name.

F. You'll be taken to the page with a list of your Blackboard courses. Click the **ePortfolio** tab ❺ near the top.

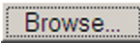
G. You'll be taken to the ePortfolio Welcome page. Click on Enter your Portfolio. ❻

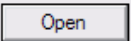
II. Depositing Work in My Courses

A. By default, you will be on the **My Collection** page. Click on My Courses. A list of your courses opens. Click on the course where you're depositing your class work. ❻

B. There are three icons next to the course folder: Edit , Add New Folder , and Add New Item .

C. Click on **Add New Item** .


D. On the **My Collection** page, click  on the right to go to the file you want to deposit. ❼

E. Click on your file once to select it. Click . The document name appears by default in the **Title** field. You can give it a brief but more descriptive title if you prefer. ❼

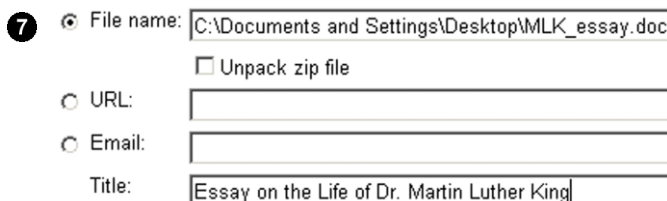
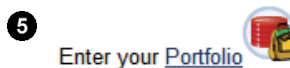
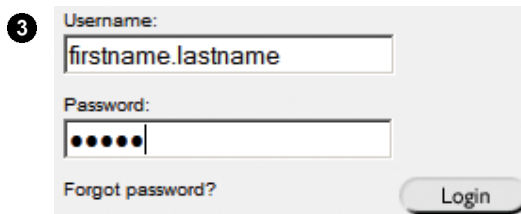
Then click  below.

F. Your file's title appears as a link ❽ under the name of your course. You can click on it to see the document.

Congratulations! You have successfully deposited work in your ePortfolio My Courses folder!

G. To delete a document, click the small "i" icon  on its left, then Delete under **Operations**. ❾ You'll be asked if you're sure you want to delete it.

❶ [Blackboard](#) | [Groupwise](#) | [Student E-Mail](#)



III. Sharing Your My Courses Files

A. Your instructor may need to view the work you deposit. To share documents that have been deposited in your My Courses folder so your instructor can view them, click the **Tools & Settings** link 10 on the left.


B. On the Tools & Settings page, click the Preferences link under **Settings** on the right. 11

C. Make sure the **Yes** button is selected to share your course materials with instructors. 12 Click **Submit** .


E. To deposit additional files, click **My Collection** under **Storage Area** on the left and start from **Section II** above.

IV. Depositing into My Files

My Files is the storage space where you can organize your work across semesters and courses. Making folders will help you keep images, documents, or project files together and make it easier to find them when you build your ePortfolio.

A. To make a folder, click on the **Add New Folder**  icon to the right of My Files. 13

B. Name the new folder according to what you'll keep in it (e.g., images, documents, group project, etc.) 13 Click **Create** .

C. Click on your folder to open it then, click the **Add New Item icon**  next to your folder to deposit documents, multimedia files, or images into it. 14

D. Click **Browse...** to go to the file. Select it and click **Open** .
Change the title if you like 7 and click **Upload** .


E. The document title appears as a link 15 in your folder.

V. Heads-up: Revising Documents

A. When you click on the link to your document, you'll be asked if you want to view in Original Format or Save to Disk options. 16 Either one is fine, but if you want to make changes to your document, please follow the instructions below.

B. VERY IMPORTANT: If you want to edit or change the document, click **Save** **not Open**. If you click **Open** 17 , it LOOKS like you can edit it in this window, and you will be able to make changes - BUT you will NOT be able to save them into your ePortfolio collection!

C. To make changes, you must save the document on a local drive or desktop, open it in a word processor or graphics program (depending on the type of file it is), then make the changes and save the document.

D. Go back to where your document appears as a link in **My Collection**. Click the small "i" icon  to its left, then click **Replace** under **Operations**. 9

E. Click **Browse...** to go to the edited file. Click **Submit** . The new file is now in your **My Collection**.

