Overview

We’re here to support you!

This guide is designed for faculty and staff to understand the support structure available to them.

The ePortfolio team is committed to guiding faculty in the implementation of ePortfolio pedagogy, and its alignment with course and programmatic goals that advance student learning. We put students at the center of the ePortfolio practice by providing ongoing support via workshops for students and one-on-one sessions for faculty. To achieve this, we have revised our menu of workshops available to students and we have revised the support available to all faculty who are new to the ePortfolio pedagogy and are looking for ways to adopt it in their classroom practice.
Meet the team

The ePortfolio team at LaGuardia is comprised of seven skillful, energetic, fun, and focused professionals. We are all LaGuardia graduates and we support all ePortfolio developments and projects at the College. We all support students, faculty, and staff to help them better understand, adopt, and implement the ePortfolio pedagogy.

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The Next Generation ePortfolio—a new ePortfolio interface, with a new learning and visual architecture—became available to all LaGuardia students in 2017. Since then, thousands of students have created an ePortfolio in this new environment. The First Year Seminar introduces students to a core ePortfolio template that they can use throughout their LaGuardia journey. The Next Generation ePortfolio has effectively leveraged the power of the portfolio to connect different parts of the student learning experience on one dynamic platform.
A Core ePortfolio
The Core ePortfolio supports sustained, integrative engagement with learning. Our students now have a primary ePortfolio they can use to document, reflect on, and deepen their learning in multiple courses and co-curricular experiences. Launched in the FYS, this approach also strengthens advisement, inviting students to revisit educational and career plans as they approach graduation and transfer. The Core ePortfolio provides a common touch point for faculty, staff, and peer mentors to support students’ progress along a Guided Pathway.

Use and Engagement
Students who start building a Next Generation ePortfolio in the First Year Seminar course can use the same ePortfolio as they progress in their major or program, adding to it at key junctures to meet programmatic goals and advisement milestones for career and transfer.

What about my course?
Faculty have asked how to use the new ePortfolio in individual courses. The answer lies in a key feature of the new platform: the development of ePortfolio “modules.” This feature allows individual faculty to design their own assignments in the ePortfolio environment. These modules can be added to the new ePortfolio template. Students can seamlessly link course-specific portfolios or modules to their Core ePortfolio. Supporting innovation and continuity, this feature makes ePortfolio practice easier for faculty who can’t focus much class time on it.

How can faculty introduce ePortfolio to students?
When introducing ePortfolio to students, faculty can mention the following:

“An ePortfolio is your personal website that allows you to document, deepen, and reflect on your learning experiences during your time at LaGuardia. Using the ePortfolio allows you to connect your past and your future, your challenges and your growth, and your learning and your life. Overall, ePortfolio is a process to help you tell your story.”

Additionally, you can share this handout with your students when introducing ePortfolio to them.

How can faculty help students get started?
Once students create their ePortfolio in their First Year Seminar course, here are a few tips to share with them:

1. Customize your About Me page: Add content, customize your background, add images, and insert a quote.

2. Learn about the privacy settings so that you understand who has access to view your ePortfolio.

3. Publish your content so that viewers can see the most current version of your work.
The ePortfolio team provides ongoing training and support to students, faculty, and staff at the College. We work hard to make this available at the request of faculty with a focus on their needs and those of their students. All sessions are offered remotely by an ePortfolio staff member unless otherwise noted.

**Faculty Workshops**

These workshops are available to all faculty and staff and can be arranged for an individual faculty member or a group. While each session has a suggested outline, the workshops can be tailored to different levels of familiarity with Digication. To request a workshop for faculty, please follow [this link.](#)
(1) Assignment & Template Development - 1 hr
This workshop will be a hands-on session designed for faculty who are interested in creating an assignment or a single page template in the ePortfolio interface. Participants are encouraged to bring a draft of the content they’d like to work on to get started. The session will cover how to create a template in the ePortfolio interface.
Recommended for: All faculty with or without ePortfolio experience

(2) Teaching with ePortfolio - 1 hr
This session is designed for faculty who are teaching with ePortfolio. Whether it is a First Year Seminar, a Capstone course, or any other discipline-based course, faculty will learn the basics about using the ePortfolio interface, reviewing students’ ePortfolios, using the CMS portion of the Digication platform, reviewing student assessment deposits, and any other feature(s) the faculty may request.
Recommended for: All faculty with or without ePortfolio experience

(3) Course ePortfolio Development - 1 hr
This session will be hands-on and will offer faculty an overview of using the ePortfolio for a course. Participants will create a “course ePortfolio” ePortfolio for their course and organize materials for students to access. The session will also cover how to share this course ePortfolio with students and how to update it from semester to semester. Among the specifics, the session will cover how to upload multiple file formats, media, images, and how to enable the conversation feature for students to comment and interact with one another.
Recommended for: All faculty
**Student Workshops that faculty can request for their classes**

The workshops listed on the next page are available to students at the request of faculty. It is recommended that faculty request these workshops a week in advance and provide all necessary information so that the workshop can meet the goals of the class. To request a workshop for students, please follow [this link](#).
(1) ePortfolio Introduction - 1 hr
This session will show students how to create an ePortfolio using the appropriate template and start uploading assignments under the faculty’s guidance. This workshop will provide an overview of the new interface, its different features, the basics of the interface such as sections and modules and adding new pages or modules at the request of faculty. The session will also include sharing an ePortfolio with a course. This session can also be tailored to include customization and how to use the design features of the ePortfolio interface to transform its look and view.

(2) ePortfolio Continuation - 1 hr
This session will offer students an opportunity to add additional content to their existing ePortfolios. The session can cover adding new sections or pages at the request of faculty. It is recommended that the faculty specify the assignments students need to complete.

(3) Assessment Depositing - 30 min
Depositing is only required in the Fall semester. In the Spring semester, depositing is required if the course only runs in the Spring semester or if requested by program directors or faculty. This session will show students how to upload an assignment into the assessment area on Digication. It is recommended that the faculty indicate both the competency and ability along with the assignment(s) that students will be depositing prior to workshop. If the faculty has any questions regarding this, they can contact Rejitha Nair in Academic Affairs via email at rnair@lagcc.cuny.edu.

ONGOING TRAINING AND SUPPORT

Victoria Lung’s ePortfolio (Biology Major Student)
OPEN LABS & ONGOING SUPPORT

ePortfolio Open Labs

The ePortfolio team offers open workshops for students throughout the semester. Students need to register and can join at any time. The workshops will include a range of things including, but not limited to: customize the top navigation bar in your ePortfolio, learn about privacy and sharing options, and other features to customize your ePortfolio.

To see the schedule, visit www.laguardia.edu/eportfolio.

Assessment Depositing Open Labs

Students will receive support when depositing assessment artifacts towards the end of the semester. The ePortfolio team will communicate open sessions on multiple dates and times for students to come and complete the assessment process under the guidance of an ePortfolio staff member. Faculty are encouraged to share these dates with students in advance to ensure that the assessment process is completed in a timely manner and with the right support.
ON-CAMPUS HELP

While the college adjusts to the return to campus, the ePortfolio team will offer support to students via the ePortfolio Helpdesk located in MB-57. Students, faculty, and staff can also get support by sending an email to eportfolio@lagcc.cuny.edu.

Area: ePortfolio Program

Contact Information: eportfolio@lagcc.cuny.edu

Hours: For in-person support, visit the ePortfolio HelpDesk in MB-57 from Mondays to Fridays from 10:00AM to 3:00PM. For general inquiries and online support, email the ePortfolio program at eportfolio@lagcc.cuny.edu. For information about remote support, visit the schedule at www.laguardia.edu/eportfolio.

Phone number: (718) 482-5407

Have more questions? Contact the ePortfolio Program: