

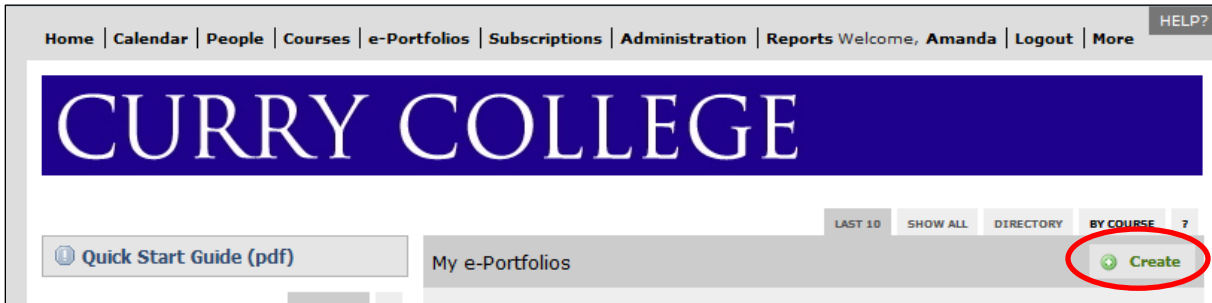
## Create an e-Portfolio from a template - DEC

**Step 1:** Log into the portal, <https://my.curry.edu>



**Step 2:** Once you are logged into the portal click on the Digication icon under Quick Launch.

**Step 3:** The Digication page opens to the main dashboard. To create a portfolio click on **Create**.



**Step 4:** Type in a **Title** for your portfolio as First Name Last Name Type of Evaluation DEC File, for example:  
Christine Sacco Formative Evaluation DEC File

The e-Portfolio Web Address will automatically fill in.

Create An e-Portfolio

Title of your e-Portfolio

This is the title of your new e-Portfolio. Your e-Portfolio title will show up at the top of your e-Portfolio.

e-Portfolio Web Address

https://curry.digication.com/your\_portfolio\_name

Edit

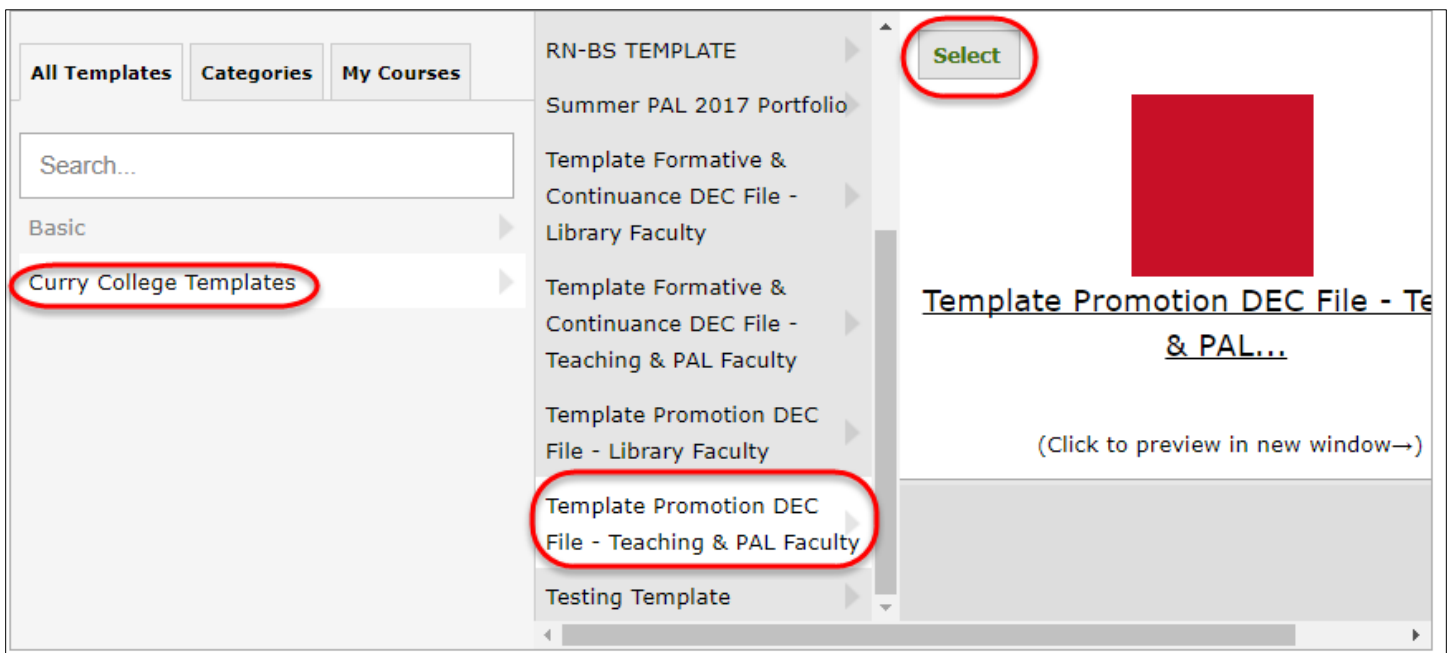
**Step 5:** Click on the chosen template. There are four templates:

| Formative and Continuance                      | Promotion                                       | Formative and Continuance                      | Promotion                                     |
|--|---|--|---|
| Teaching Faculty and PAL Faculty               | Teaching Faculty and PAL Faculty                | Library Faculty                                | Library Faculty                               |
|  |   |  |   |
| Template Formative & Continuance DEC File -... | Template Promotion DEC File - Teaching & PAL... | Template Formative & Continuance DEC File -... | Template Promotion DEC File - Library Faculty |

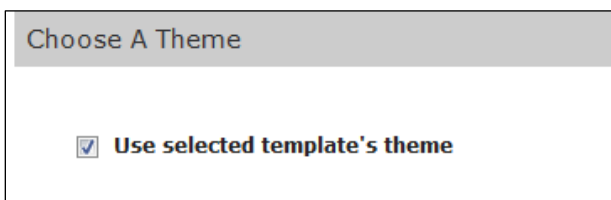
If you do not see the template, click on **More Templates**:



Click on **Curry College Templates**, then click on the appropriate **Template** and click on **Select**:



**Step 6:** Leave **Use selected template's theme** checked.



**Step 7:** Choose your **Permissions**. There are four options. Choose **Private to me**.

1. Private to me – Only you can see the portfolio
2. Private within Curry College – Anyone with a Curry account can view
3. Public – Anyone can view
4. Custom Permissions – Allows you to give access to specific individuals

To give access to specific individuals click on **Custom Permissions**.

Permissions

☒ **Private to me** Only viewable by you  
☐ **Private within Curry College** Only viewable by users at Curry College  
☐ **Public** Viewable by anyone and searchable by google and other search engines.

[Custom Permissions →](#)

Type in the person's name. Then choose which role they should have.

| Additional permissions  | Role | Delete |
|---|------|--------|
| <div> <div>+</div> <input type="text" value="Search for User, Group, or Course"/> </div>  |      |        |
| <b>Viewer:</b> can view your e-Portfolio<br><b>Editor:</b> can edit your e-Portfolio but not publish<br><b>Publisher:</b> can edit and publish your e-Portfolio<br><b>Admin:</b> can edit e-Portfolio settings including adding and removing users edit and publish your e-Portfolio. |      |        |

**Step 8:** Choose if you would like to allow **Tagging**. Tags are keywords that you can assign to portfolio pages. Tags make it easier to find individual pages of the portfolio in searches. Suggest choosing **Do not allow tags**.

Tagging

☒ **Do not allow tags** No one can tag pages in your e-Portfolio.  
☐ **Allow tags by all editors** Editors, publishers, and admins may add tags.  
☐ **Allow tags by anyone** anyone who can view may add tags.

**Step 9:** Choose your **Comments** options. Leave the system defaults which are: **Registered users** and **Do not show comments until they have been approved**.

Comments

**Allow Comments From:**

- ☐ No one
- ☒ Registered users
- ☐ Anyone

**Show Comments:**

- ☐ Show comments immediately
- ☒ Do not show comments until they have been approved
- ☐ Do not show comments to viewers

☐ Apply comment settings to existing pages of this e-Portfolio

**Step 10:** Leave **Enable Conversations** off.

Conversations

Allow viewers to engage in meaningful conversations by highlighting portions of your ePortfolio

- Highlight portions of text and start a conversation.
- Conversations are private to users.

☐ Yes, Enable Conversations

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

Create New e-Portfolio

You should now see your e-Portfolio in your list with the DEC Template. It looks like this:

Edit

Preview

Published

Portfolio Tools

CURRY COLLEGE

CAS DEC Portfolio [site map](#)

View Sections

Add/Edit

[Home](#) | [Looking Back/Looking Forward](#) | [Department Chair Letter](#) | [Updated C.V.](#) | [Teaching & Course Materials](#) | [Advising Materials](#) | [Professional & Service Activities](#) | [Letters from Colleagues](#) | [Additional Materials](#)

View Pages

Add/Edit

Add A Module

Home

[Welcome](#)

View Text

Edit

Publish

Delete

Drag to reorder

This is the DEC Template for Teaching and PAL faculty who are seeking promotion.

Promotion evaluations include a discussion on whether the file meets the relevant criteria for promotion followed by a vote and need not have any formative content.

The DEC file for a promotion must include all materials from the period since the last DEC evaluation. Additionally the candidate for promotion may include other materials if they are relevant to the criteria in the Same Standards document, but only from the period since the application for promotion to the current rank, or from the date of the original offer of employment if this is the first application for promotion at Curry (Article XV.K).

When uploading content to your portfolio please be sure that all documents are in a pdf format for ease of opening and viewing by your DEC and the Provost.

*DEC members should use the comment feature at the bottom of this page to digitally sign that they have read the DEC file. The comment can be as simple as your name and the date that you read the file.*