

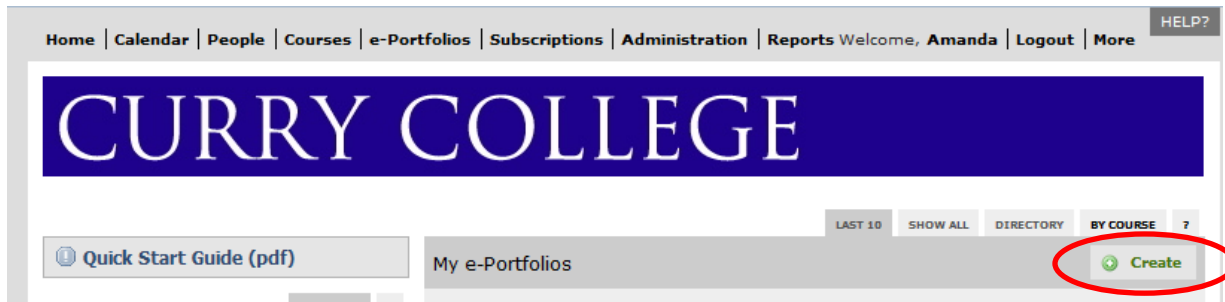
## Create an e-Portfolio from a template

**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 RN-BS Portfolio, for example: Christine Sacco RN-BS Portfolio.

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. It will show up at the top of your portfolio.

**e-Portfolio Web Address**

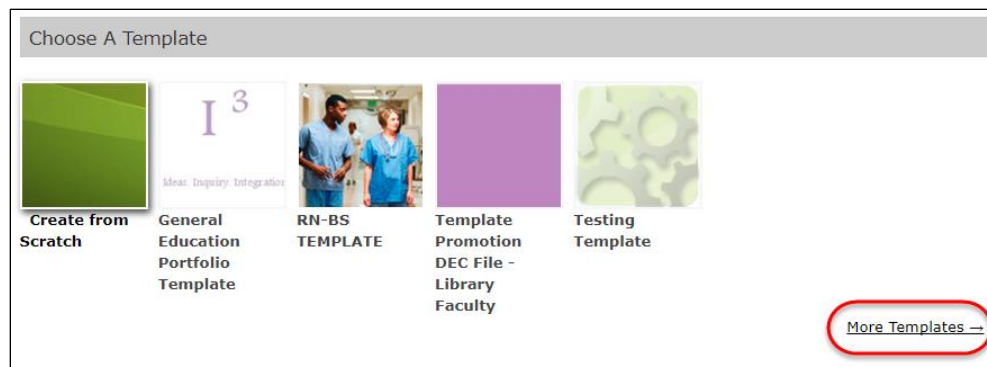
[https://curry.digication.com/your\\_portfolio\\_name](https://curry.digication.com/your_portfolio_name) [Edit](#)

**Step 5:** Click on the chosen template. The RN-BS Template icon looks like this:

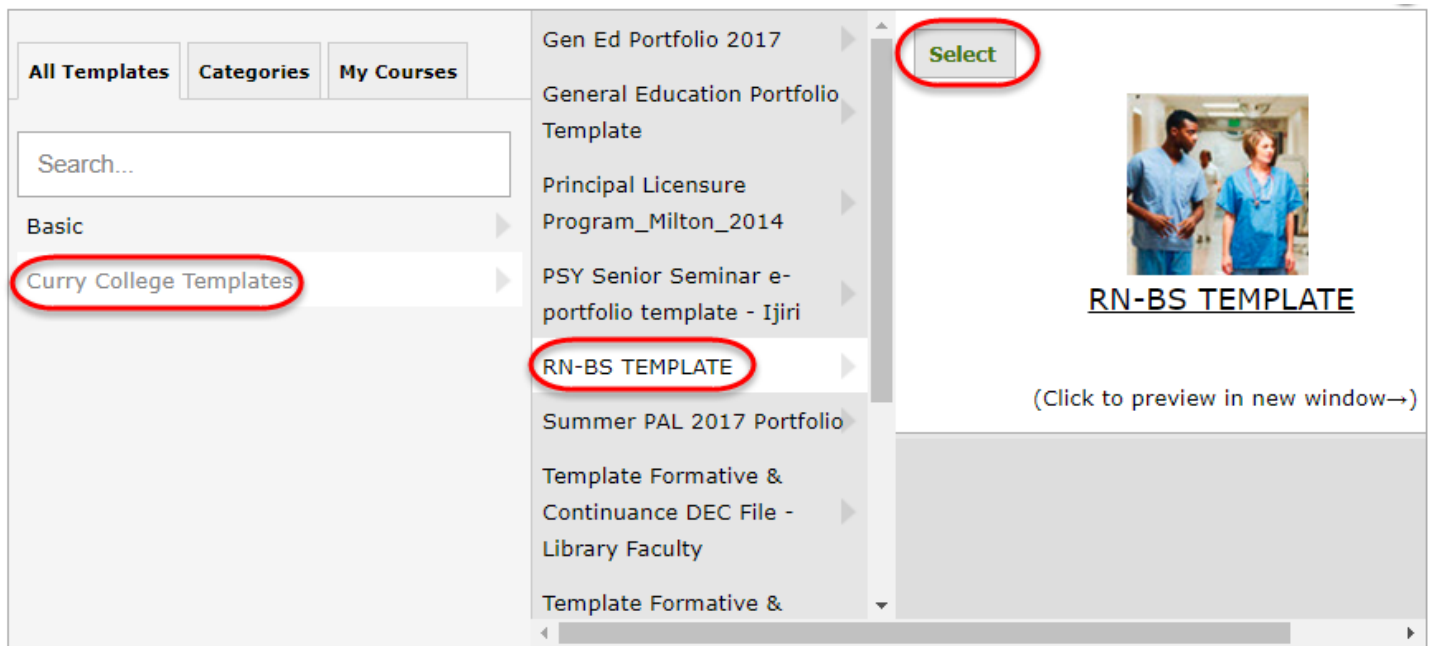


**RN-BS TEMPLATE**

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



Click on **Curry College Templates/RN-BS Template** and click on **Select**:



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

Choose A Theme

☒ **Use selected template's theme**

**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> <input type="text" value="Search for User, Group, or Course"/></div>		

**Viewer:** can view your e-Portfolio

**Editor:** can edit your e-Portfolio but not publish

**Publisher:** can edit and publish your e-Portfolio

**Admin:** 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

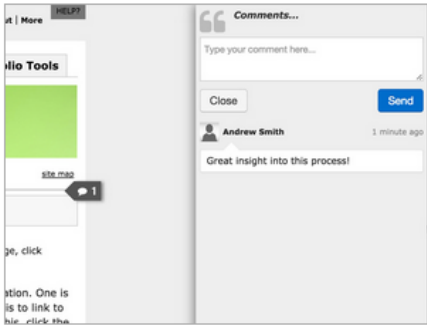
**Step 10:** Leave **Enable Conversations** off.

### 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**



The screenshot shows a user interface for ePortfolios. On the left, there's a sidebar with 'Portfolio Tools' and a 'site map' link. A green box highlights a portion of text. A conversation bubble with a speech icon and the number '1' is shown. On the right, a 'Comments...' section is visible, with a text input field, 'Close' and 'Send' buttons, and a comment from 'Andrew Smith' saying 'Great insight into this process!'.

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

Create New e-Portfolio

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

[Edit](#) [Preview](#) [Published](#)

Portfolio Tools

# CURRY COLLEGE

## Christine Sacco RN-BS Portfolio

[site map](#)

[View Sections](#) [Add/Edit](#)

[ABOUT ME](#) | [NSG 2000 Level Courses](#) | [NSG 3000 Level Courses](#)

[View Pages](#) [Add/Edit](#)

[Add A Module](#)

### ABOUT ME

- [My Work](#)
- [My Goals](#)
- [Resume](#)
- [Contact](#)
- [Personal Statement](#)

[View Text](#) [Edit](#) [Publish](#) [Delete](#)

[Drag to reorder](#)

**This is a sample of what the text module looks like:**

E-Portfolios - online spaces for teachers and students to communicate, share, reflect and collaborate in and outside of the classroom - have created exciting opportunities for teaching and learning world-wide. The popularity and wide adoption of e-Portfolios is due to three key factors: easy access, low cost, high impact on teaching and learning.

In the classroom, we see technology being used for different types of communication. Communication is used for presentation, for class interaction and collaboration. All three types of classroom communication are important motivators for teachers and students. Presentation begins with a simple sharing of ideas or information. Interaction expands upon this sharing of ideas, adding feedback. Collaboration engages groups of people in not only sending and receiving feedback, but also in working together to create, build, and edit. [read more](#)