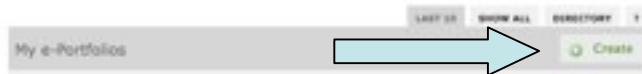


# Create a Portfolio

ePortfolio  
Guide 2 of 8

1. After logging in, click **Create**.



2. Under **Basic Information**, enter the following:

**Title:** First name + space + last name.

**Web address:** Division of Education Users: first name + last name + program code + year of entry in program. Other Lehman users: follow directions given by your instructor.

## Create e-Portfolio

### Portfolio Settings

#### Basic Information (click to open)

e-Portfolio Title

John Smith

e-Portfolio Web Address

http://lehman-cuny.digication.com/ johnsmithed12008

Contact Email

john.smith@lc.cuny.edu

**Contact e-mail:** This must be your Lehman address (do not change).

3. Under **Permissions, Settings & Tagging**, select the following:

**Yes, show in directory**



Directory Listing

- Yes, show in directory
- No, do not show in directory

**Yes, allow them to tag my pages**



Tags

- Yes, Allow them to tag my pages
- No, do not allow them to tag my pages

**More options**



Permission Settings

- Anybody (public) can view, only I can edit.
- Anybody at my school can view, only I can edit.
- Only I can view, only I can edit.
- More Options

When you select **More Options**, the following box will appear:

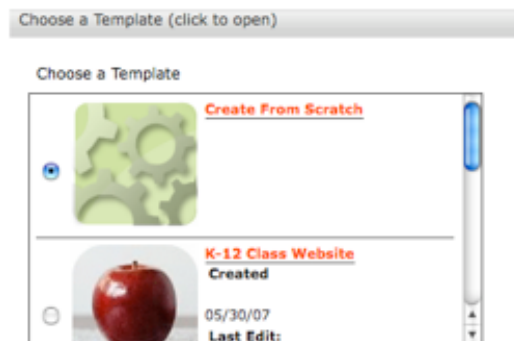
The screenshot shows the 'Choose Who Can View or Edit Your e-Portfolio' settings. At the top, there are three radio buttons: 'Anybody (public)', 'My School', and 'Members Only (define below)'. The 'Members Only' option is selected. Below this, there are two tabs: 'Search for People' and 'Groups of People'. The 'Groups of People' tab is active, showing a 'Group Name:' field with the placeholder text '[Ask instructor for group name]' and a 'Search' button. Below the search field, there is a table of system groups:

Name	Add User
Leadership Cohort 2007 (group)	Add
Leadership Cohort 2008 (group)	Add

Four callout boxes provide instructions: 1. 'First, select **Members Only**.' points to the selected radio button. 2. 'Second, click on **Groups of People** tab.' points to the 'Groups of People' tab. 3. 'Search for your group, following your instructor's directions.' points to the search field. 4. 'Finally, click **Add** next to the appropriate group.' points to the 'Add' button in the table.

In the future, when you are ready for your portfolio to be viewable by the larger public, you can return to **Portfolio Settings**, and select **Anybody (public)** or **My School**.

4. Your instructor may ask you to use a specific template for your portfolio. If so, select it under **Choose a Template**. Otherwise, you may skip this step. *Make sure you select the correct template, as you cannot change this later.*



5. Click **Submit**.