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# Logging in

## 1. Go to Digication.

**Division of Education users:** type [www.lehmanedu.digication.com](http://www.lehmanedu.digication.com) into the address bar of your browser, or click on the **ePortfolio** link at bottom of Division of Education page: [www.lehman.cuny.edu/education](http://www.lehman.cuny.edu/education)

**All other Lehman users:** type [www.lehman-cuny.digication.com](http://www.lehman-cuny.digication.com) into the address bar of your browser.

A screenshot of the login interface for Lehman College's ePortfolio. It features a blue header with the Lehman College logo and the text "LEHMAN COLLEGE | ePortfolio". Below the header is a grey box containing two input fields: "Username:" followed by a text box, and "Password:" followed by a text box.

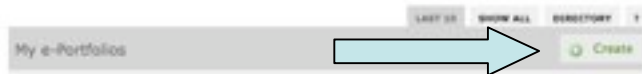
**2. Log in.** Your username is your full Lehman email address. Your initial password will be provided by your instructor.

**3. Change your password.** Click on your name in the upper-right-hand corner of the screen, type your new password twice, and click Save.

# Create a Portfolio

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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:

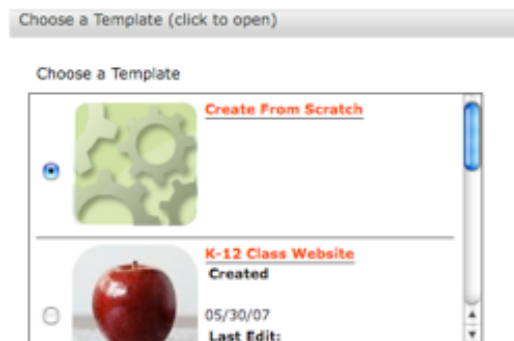
The screenshot shows the 'Choose Who Can View or Edit Your e-Portfolio' settings page. At the top, there are three radio buttons: 'Anybody (public)', 'My School', and 'Members Only (define below)'. The 'Members Only' option is selected. Below this, there are two tabs: 'Search for People' and 'Groups 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      |

Callouts provide instructions: 'First, select **Members Only**.', 'Second, click on **Groups of People** tab.', 'Search for your group, following your instructor's directions.', and 'Finally, click **Add** next to the appropriate group.'

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**.

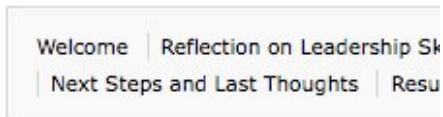
4. Your instructor may ask you to use a specific template for your portfolio. If so, select it under **Choose a Template**. Otherwise, you may skip this step. *Make sure you select the correct template, as you cannot change this later.*



5. Click **Submit**.

# Add Sections and Pages

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Your ePortfolio  
can have  
sections, and  
pages within  
those sections.

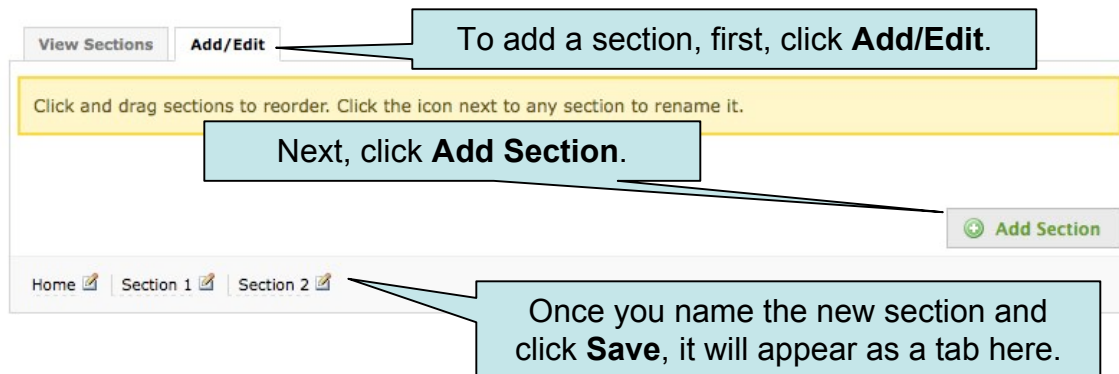
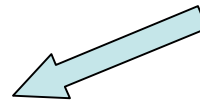
## ELCC Standards

### Standard 1

Vision Project  
Vision PowerPoint  
Reflection

### Standard 2

Clinical Supervision Project  
Diverse Populations Professional  
Development Plan  
Professional Development  
Schedule and Handouts  
Inquiry Team  
Plan/Comprehensive  
Educational Plan



**View Sections** | **Add/Edit** | To add a section, first, click **Add/Edit**.

Click and drag sections to reorder. Click the icon next to any section to rename it.




Next, click **Add Section**.

**Add Section**

Home | Section 1 | Section 2 | Once you name the new section and click **Save**, it will appear as a tab here.

The screenshot shows a user interface for managing pages. At the top, there are two tabs: "View Pages" and "Add/Edit". A yellow callout box points to the "Add/Edit" tab and contains the text: "Click and drag pages to reorder. Click the icon next to any pages to rename it. Pages in italics are hidden from your viewers." A larger light blue callout box points to the "Add/Edit" tab and says: "To add a page, go click on the section where you want to add it (If you haven't created any new sections yet, you'll be in 'Home' by default). Then click **Add/Edit**." Below the tabs, there is a green "Add Page" button with a plus icon. A light blue callout box points to this button and says: "Next, click **Add Page**." Below the button, the "Home" section is visible, containing a list of pages: "Welcome", "Page 1", and "Page 2". Each page name has a small edit icon to its right. A light blue callout box points to the "Page 1" entry and says: "Once you name the new page and click **Save**, it will appear in this list."

To rename an existing section or page, go to that section or page, click on the **Add/Edit** tab, and then click on the **Edit** icon that will appear next to the section or page name.

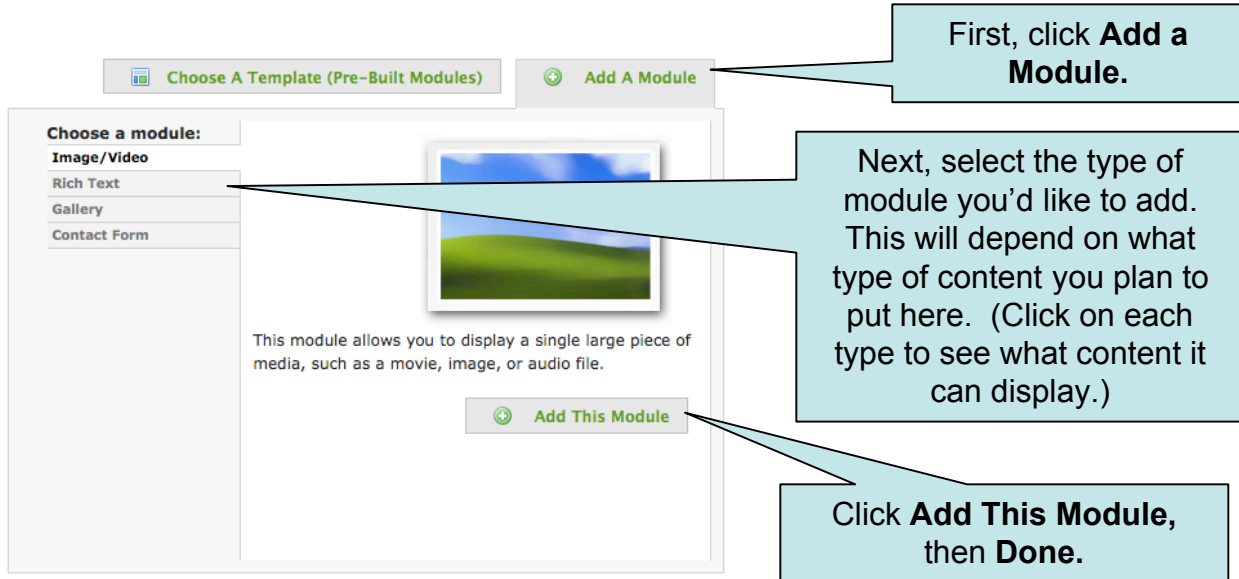
Home  | Section 1  | Section 2 

To delete a page or section, click the **Edit** tab, then on the **Edit** icon next to the page or section name. Then click **Delete this section** or **Delete this page**. Deleting a section deletes all pages under it.

# Add a Module

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A page within your ePortfolio can contain one or more modules. These are the areas in which you place your content.



The screenshot shows the 'Add A Module' interface. At the top, there are two buttons: 'Choose A Template (Pre-Built Modules)' and 'Add A Module'. A callout points to the 'Add A Module' button with the text: 'First, click **Add a Module**.' Below this, a sidebar titled 'Choose a module:' lists options: 'Image/Video', 'Rich Text', 'Gallery', and 'Contact Form'. A callout points to the 'Image/Video' option with the text: 'Next, select the type of module you'd like to add. This will depend on what type of content you plan to put here. (Click on each type to see what content it can display.)' The main area shows a preview of an 'Image/Video' module with a landscape image and the text: 'This module allows you to display a single large piece of media, such as a movie, image, or audio file.' Below the preview is an 'Add This Module' button. A callout points to this button with the text: 'Click **Add This Module**, then **Done**.'

Once you add the module, you'll be in **View** mode. Click the **Edit** tab to add text or media. When adding text, remember to click **Save** when you're done.

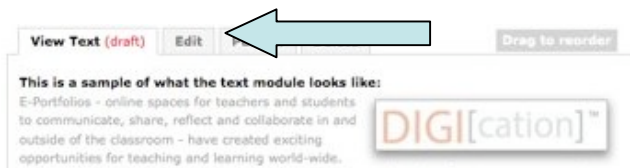


The screenshot shows the 'View Media (draft)' interface. At the top, there are two buttons: 'Add A Module' and 'Publish All'. Below these are tabs: 'View Media (draft)', 'Edit', 'Publish', and 'Delete'. A 'Drag to reorder' button is also visible. A yellow warning box states: 'You have unpublished changes. When you are done editing this module, publish your changes to make them available to your viewers.' Below this, there is a 'Publish Changes' button. The text below the warning box reads: 'This module was created on Nov 03, 2008 at 10:45 PM by Oliver Smith. This draft was last edited on Nov 04, 2008 at 9:40 AM by Oliver Smith. Changes were last published never.'

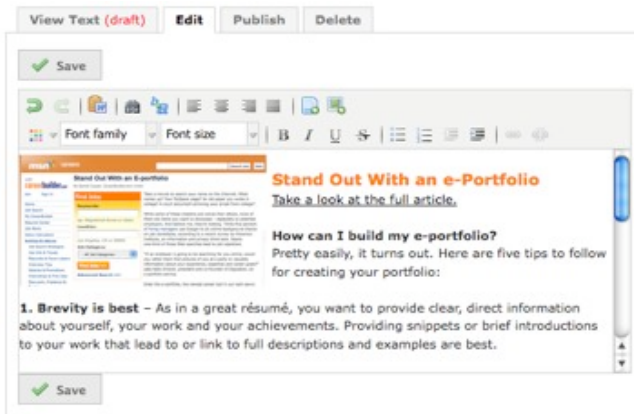
To make your changes visible to users, go to the **Publish** tab and click **Publish Changes**. If you have multiple modules, a **Publish All** button will appear on the upper right-hand side of the page.

# Add Text

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After you've created a Rich Text Module, it will appear with sample content. Click the **Edit** tab to begin adding your own content.



Use the rich text editor to enter text.



If you're copying text from a Word document, don't paste it directly into your portfolio. Instead, copy it in Word, and then click the **Paste from Word icon**. You will need to reformat the text once you have pasted it into your portfolio.

You can also...



Add links to Word documents and other files, using the **Insert File** icon.



Add images, using the **Insert Media** icon.



Add hyperlinks. Type the URL, highlight it, then click the **Insert/Edit link** icon.



Inset long quotations or other text, using the **Indent** icon.

When you're done editing, click **Save**. The module will be saved as a draft.


To make your changes available to viewers, click on the **Publish** tab, and then the **Publish Changes** button.

# Add Media

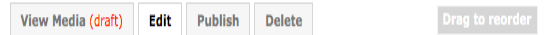
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(Audio, video and images)

To add media to a **Rich Text** module:

1. Click on the **Edit** tab.
2. Click the **Insert Media** icon. 
3. To upload media from your computer or portable drive, click **From My Computer**, then **Browse for Media**. To link to media on web, click **Media from Web**, choose service (YouTube, etc.), then enter the URL.
4. Click **Insert**, then **Save**.
5. To make changes available to viewers, click on **Publish** tab, then **Publish Changes**.

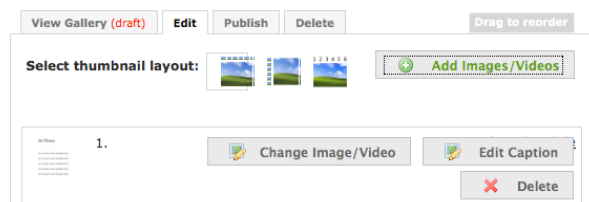
To add media to an **Image/Video** module:



1. Click on the **Edit** tab.
2. Click **Replace This Image/Video**. 
3. To upload media from your computer or portable drive, click **From My Computer**, then **Browse for Media**. To link to media on the web, click **Media from Web**, choose service (YouTube, etc.), then enter the URL.
4. Click **Done**.
5. To make available to viewers, click on **Publish** tab, then **Publish Changes**.

To add media to a **Gallery** module:


1. Click on the **Edit** tab.
2. Click the **Add Images/Videos**.
3. To upload media from your computer or portable drive, click **From My Computer**, then **Browse for Media**. If you're uploading a series of files, click on the first file, then, holding down the shift key, click on the last one. This will select them all. Or use ctrl + click to select only certain files. (See also **Guide 7 of 7, Insert a Powerpoint**).

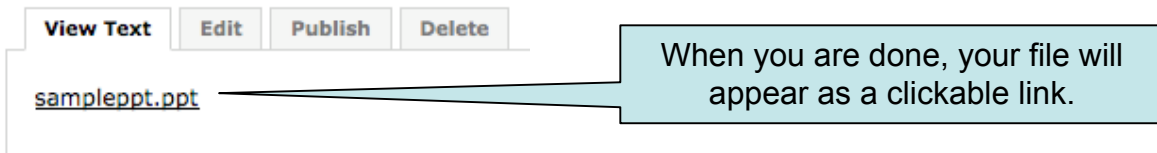


4. Click **Done**.
5. To make available to viewers, click on **Publish** tab, then **Publish Changes**.

# Add a PowerPoint Presentation

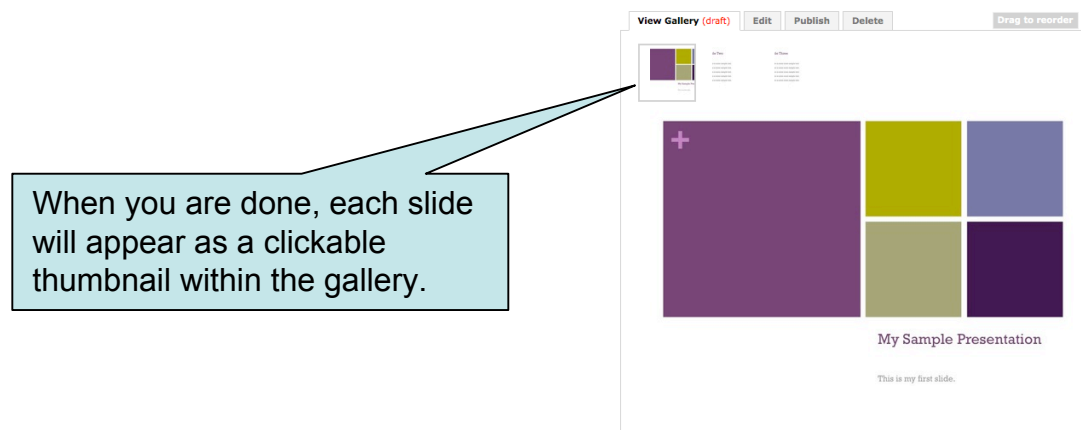
**Option 1:** Insert as a link to a downloadable file. Click on the **Edit** tab of a **Rich Text** module. Then do the following:

1. Click the **Insert File** icon. 
2. **Click, Browse for File**, and select your .ppt file.
3. Click **Insert, Save**.



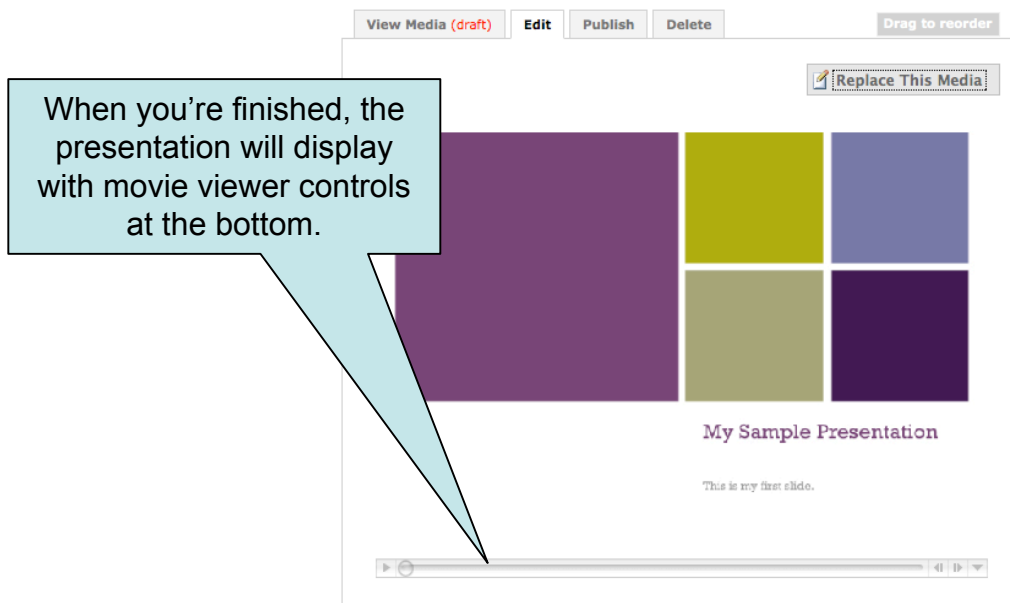
**Option 2:** View presentation as individual slides. You'll do this within a **Gallery** module.

1. Open your presentation in PowerPoint. and select File->Save As, and choose JPEG as the file type. This will save each slide as a separate image.
2. Follow the instructions in Guide 6, **Add Media**, for instructions on uploading these images to your gallery module.



**Option 3:** View presentation as movie. You'll do this within an **Image/Video** module. (Note that the quality of the presentation will be lower when viewed as a video.)

1. First, open your presentation in PowerPoint. and select File->Save As, and choose Movie (.mov) as the file type.
2. Follow the instructions in Guide 6, **Add Media**, for instructions on adding this movie to your **Image/Video** module.



# Working with Images

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For the basics of how to add images to your portfolio, see **Guide 6 "Add Media."** This document contains some additional considerations related to working with images.

## Change your directory icon and/or header image

Go to Portfolio Settings > Visual Styles to upload these images. The directory icon image will be automatically re-sized to 100x100 pixels. Your header image will be automatically resized to an approximate width of 779 pixels wide and will be automatically cropped to the maximum header height of 200 pixels. For best results, before uploading your image, crop and resize it to a width of 779 pixels and a height between 60 and 100 pixels (See **Editing Images** below).

## Re-sizing an image

If you want the ability to manipulate the size of an image in your portfolio, add it to a Rich Text Module (the Video/Image module will only display an image at fixed dimensions). When inserting the image, change the width and height to the desired size. In order avoid distorting your image, enter only width or height, deleting the other value; when you click Insert, the system will automatically calculate whichever dimension you omit. Be aware that increasing the height or width may compromise the quality of your image. If you are reducing the dimensions of a large image, you might consider resizing the image before uploading it to your portfolio, as this will reduce the file size (the number of kilobytes) and, consequently, the amount of time your page will take to load (See **Editing Images** below).

## Editing images

Before adding images to your portfolio, you can crop, edit or re-size them using photo editing software such as Photoshop. Two free, downloadable alternatives to Photoshop are Paint.net ([www.getpaint.net](http://www.getpaint.net)) and the GIMP ([www.gimp.org](http://www.gimp.org)). You can also edit and resize images using the functionality offered by free photo websites like Flickr and Photobucket.

## **Making text flow around image**

If you want your text to flow around an image in a Rich Text Module, you must set the alignment when inserting the image. The options are "Left" or "Right" ("No Alignment" is the default).

## **Extracting images from a Word file**

You may find that you have images in Word documents that you want to include in your portfolio. You can't right-click on them and select "Save image as," like you can in most browsers. Here are two ways you can extract the image:

1. If you're working on a PC, select the image in the Word document, copy it, then open Paint (All Programs>Accessories), and paste the image. Save this file to your desktop or USB drive from within Paint. Now you can upload it into your portfolio.
2. Save your Word document as a web page (File>Save As Web Page). This will break the page into its component parts. You will find the image file in the folder where Word saves the web page files. Upload this file to your portfolio.