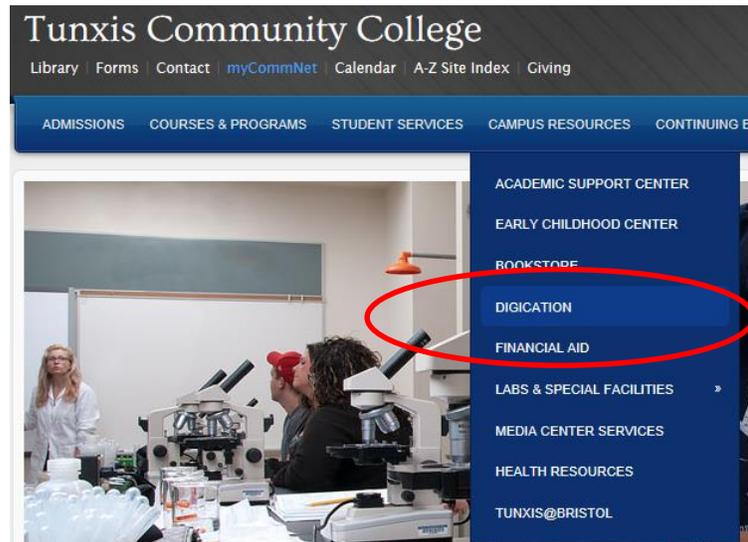


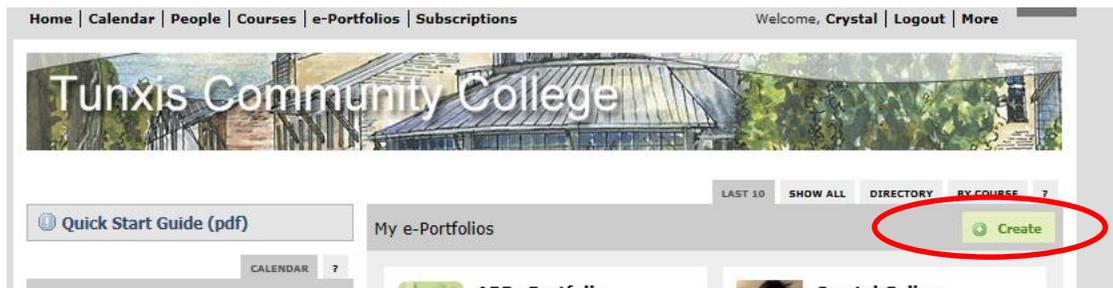
Creating an e-Portfolio

These steps must be completed in EXACT order. If not done correctly, it may hinder my ability to assess your e-Portfolio.

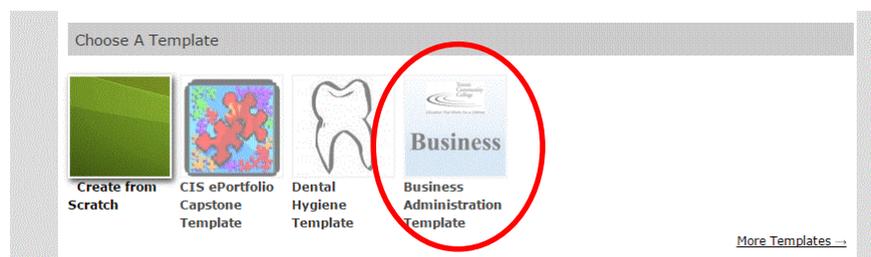
1. Go to www.tunxis.edu
2. Click “Campus Resources”
3. From the drop-down menu, select “Digication”



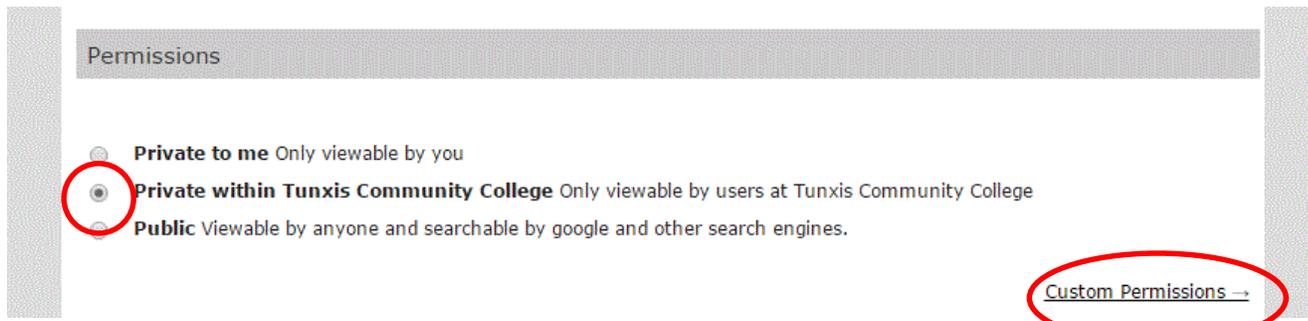
4. Login using your Tunxis logon information
5. In the upper-right hand corner, click “Create”



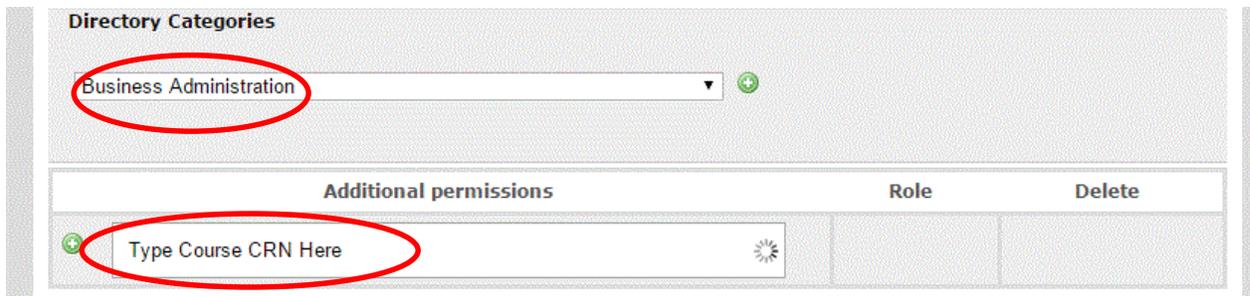
6. Title your e-Portfolio with your name – for example “Jane Smith”
*Note – the web address will be shown below
7. Under “Choose a Template,” select “Business Administration Template”



8. Under “Permissions,” select “Private within Tunxis Community College” (Only viewable by students and faculty with valid Tunxis ID’s.) You can always make it private or public later.
9. Click on “Custom Permission”



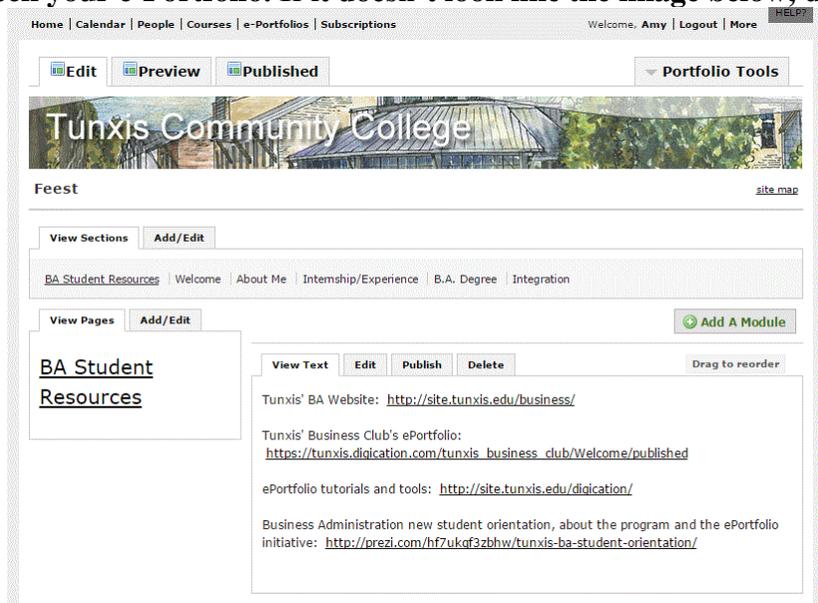
10. Under “Directory Categories” select Business Administration
11. Under “Additional Permissions,” type your Course CRN, scroll down to find your course and click on it.
12. Click "Remove" for the students, but keep the instructor



13. Under “Tagging,” select “Allow Tags by anyone.” These tags act as search terms in the main portfolio directory
14. Under “Comments,” leave default choices (“Allow comments from registered users” and “Do not show comments until they have been approved”)
15. Click “Create New e-Portfolio” button on the bottom of the page



Before moving on, check your e-Portfolio. If it doesn't look like the image below, delete and start over.



Adding Modules, Saving, and Publishing

1. Go to Tunxis.edu
2. Click “Campus Resources”
3. Select “Digication”
4. Log in and open your e-Portfolio
5. Select the B.A. Degree tab
6. Pick the left menu page for the class you working on
7. Click “+Add A Module” on the upper right
8. Choose “Rich Text” on the menu
9. Click “Add this Module” on the lower right

The screenshot displays the Digication e-Portfolio interface. At the top, there are navigation tabs: "View Sections" and "Add/Edit". Below this is a horizontal menu with items: "BA Student Resources", "Welcome", "About Me", "Internship/Experience", "B.A. Degree" (circled in red), and "Integration".

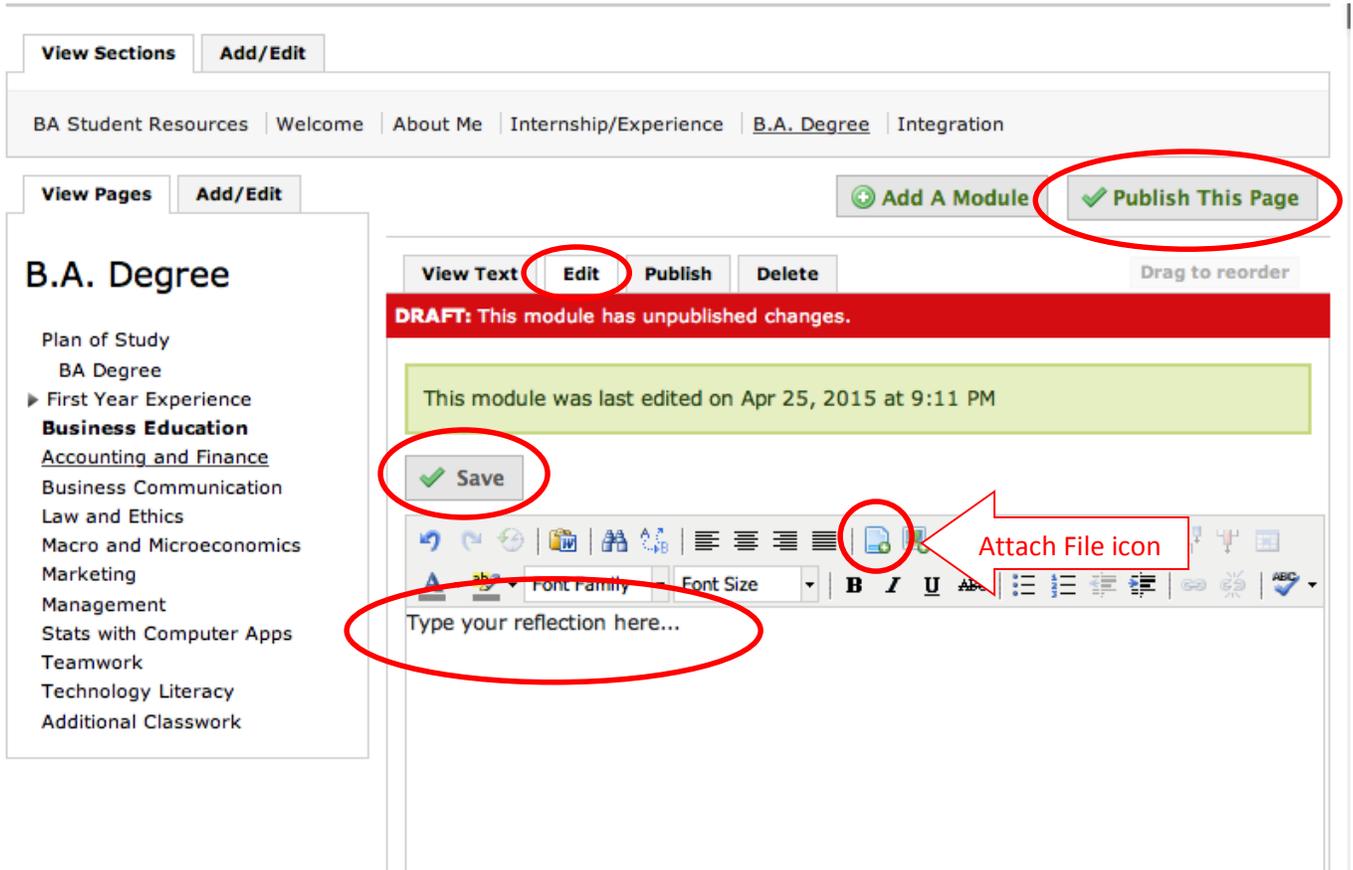
On the left side, there is a "View Pages" section with "Add/Edit" and a list of pages under the "B.A. Degree" heading. The "Business Education" category is circled in red, and its sub-items are: "Accounting and Finance", "Business Communication", "Law and Ethics", "Macro and Microeconomics", "Marketing", "Management", "Stats with Computer Apps", "Teamwork", "Technology Literacy", and "Additional Classwork".

In the center, there is a "Basic" menu with options: "Image/Video/Audio", "Rich Text" (circled in red), "Gallery", "Contact Form", and "Equation". Below this is a "Social" menu.

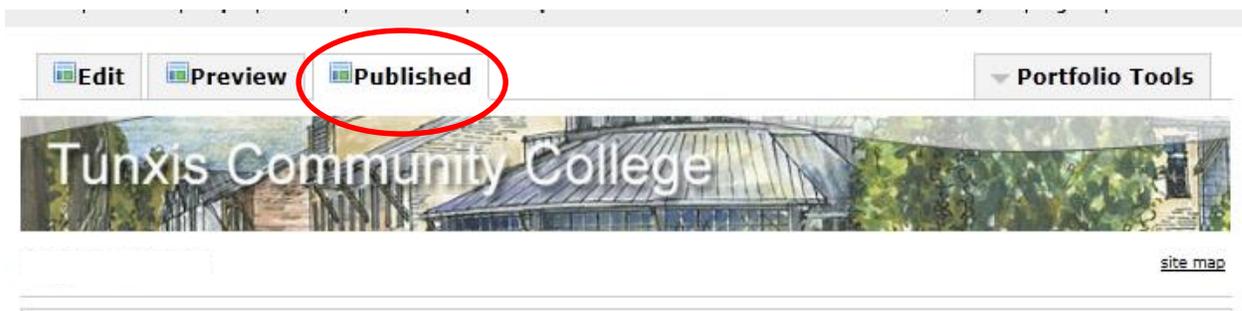
On the right side, there is a "Rich Text" module preview. It features a green header "All About E-Portfolios" and a sample text block. Above the preview is a red circle containing a green plus sign and the text "Add A Module". Below the preview is a red circle containing a green plus sign and the text "Add This Module".

Below the "Rich Text" preview, there is a descriptive text: "This module provides a rich text area that can contain formatted text and display links, files, and images inline."

10. In the new module, choose “Edit” from the top menu bar
11. Answer the following reflection prompts in the text box
 - *The name and brief description of the work*
 - *What course the work is from*
 - *Why you chose this particular piece of work*
12. Click on the icon to “Attach File” and attach your assignment
13. Click “Save”
14. Click “Publish This Page”, and “Publish All Changes.” (**IMPORTANT:** If you do not PUBLISH your changes, your teacher will not be able to see your work!!)



15. Click “Published” to make sure your file and reflection are showing. If you do not publish the changes, your teacher will not be able to see what you did.



If your teacher required you to link your ePortfolio to Digication, directions can be found here: <http://site.tunxis.edu/digication/students-2/submitting-assignments/>

Additional resources on ePortfolio can be found at: <http://site.tunxis.edu/digication/>