

Instructions For Creating Psychology E-Portfolios

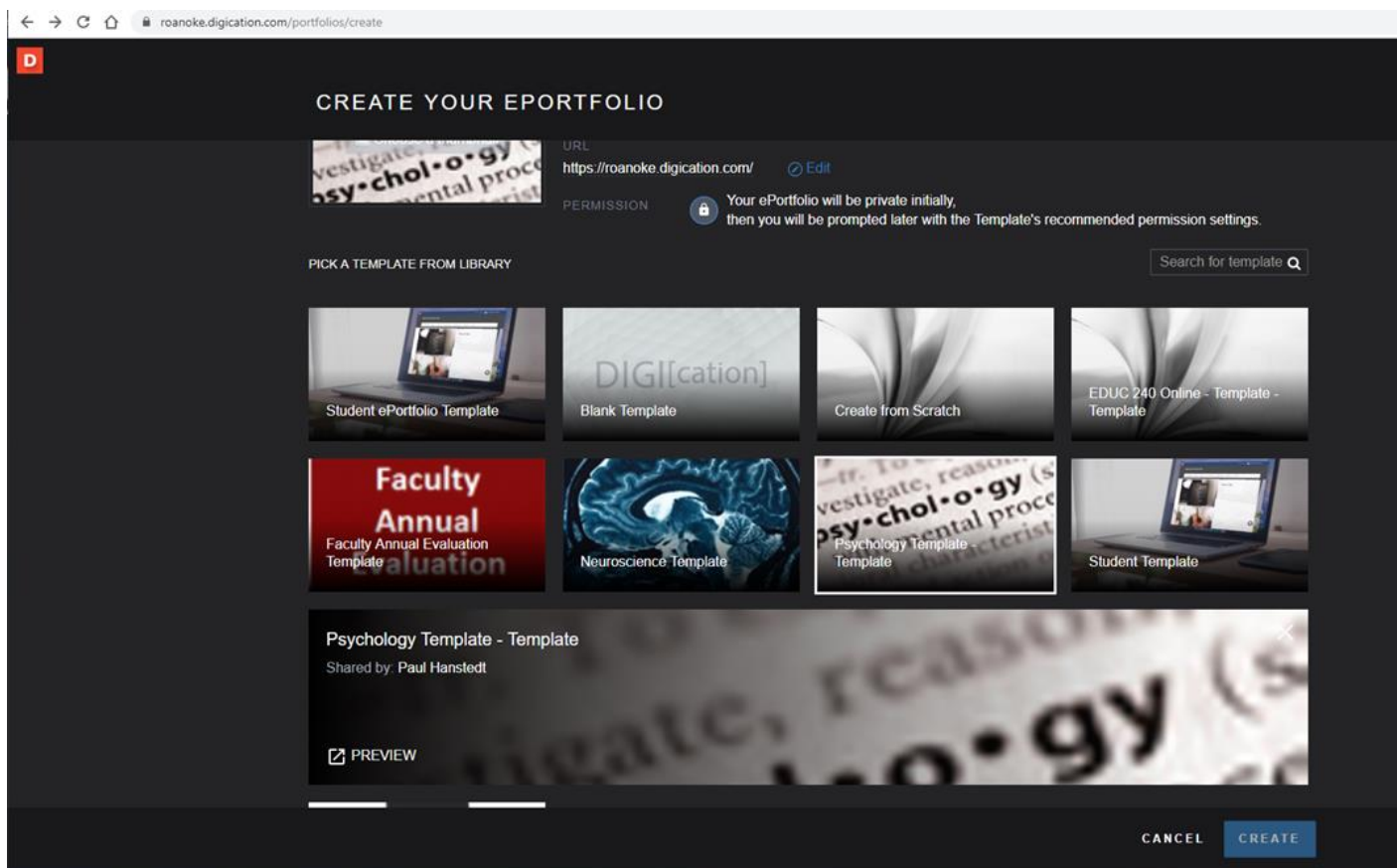
Link to the department page about e-Portfolios (contains link to the e-Portfolio website, example e-Portfolio, and the information sheet):

http://www.roanoke.edu/inside/a-z_index/psychology/students/e-portfolio

Minimum and suggested submission requirements as well as benefits of keeping up with and completing your e-Portfolio can be found in the information sheet.

To create an e-Portfolio:

If you do not already have a psychology e-Portfolio, log into Digication using your Roanoke login and choose or search for the “Psychology Template” to use. Click on the ‘Create’ button at the bottom of the page, and get started! You can title your portfolio what you want, but most people go with some combination of their name and “Psychology” (e.g., “Stephanie Shields - Psychology BS”).



The screenshot shows the Digication 'CREATE YOUR EPORTFOLIO' interface. At the top, there is a navigation bar with a 'D' logo and the title 'CREATE YOUR EPORTFOLIO'. Below this, there is a section for 'URL' with the address 'https://roanoke.digication.com/' and an 'Edit' button. A 'PERMISSION' section indicates that the ePortfolio will be private initially. A search bar labeled 'PICK A TEMPLATE FROM LIBRARY' is present, with a search input field containing 'Search for template'. Below the search bar, there is a grid of template thumbnails: 'Student ePortfolio Template', 'Blank Template', 'Create from Scratch', 'EDUC 240 Online - Template - Template', 'Faculty Annual Evaluation Template', 'Neuroscience Template', 'Psychology Template - Template', and 'Student Template'. A larger preview of the 'Psychology Template - Template' is shown at the bottom, with a 'PREVIEW' button. At the very bottom right, there are 'CANCEL' and 'CREATE' buttons.

To make sure the content of your e-Portfolio is viewable to your professor:

To see who is able to view your portfolio, open your portfolio, click on “Portfolio Actions Menu” in the top right of the page, and click “Settings.” On the “Settings” page, scroll down to “Permissions & Share.” You can select “Private to me,” “Private within Roanoke College,” or “Public.” In order to ensure that your professor can access your e-portfolio (e.g., to grade it), you need to ensure that your permissions will allow them to see it. Make sure that between the general “Permissions” settings and the “Additional permissions,” the people you want to be able to see your portfolio are included. It generally works best to use “Private within Roanoke College” and to have it show in the directory.

Note that you have the ability to hide specific pages, so that they are only visible to you. See the “To add/edit a section or page/subpage” instructions below for more information.



To see what content of your portfolio is viewable, open your portfolio and click the “Published View” tab near the top of the screen. This view option will show you what other people see when they look at your portfolio. If there is content missing that you have added or altered that you want to be shown, go back to the “Edit” tab and publish the missing content. This can be done module-by-module or page-by-page using the “Publish Changes” buttons.

To change the appearance (theme) of your e-Portfolio:

To alter your portfolio’s appearance, open your portfolio, click on header slide lock near the top right of the page, and click “Slide Settings.”

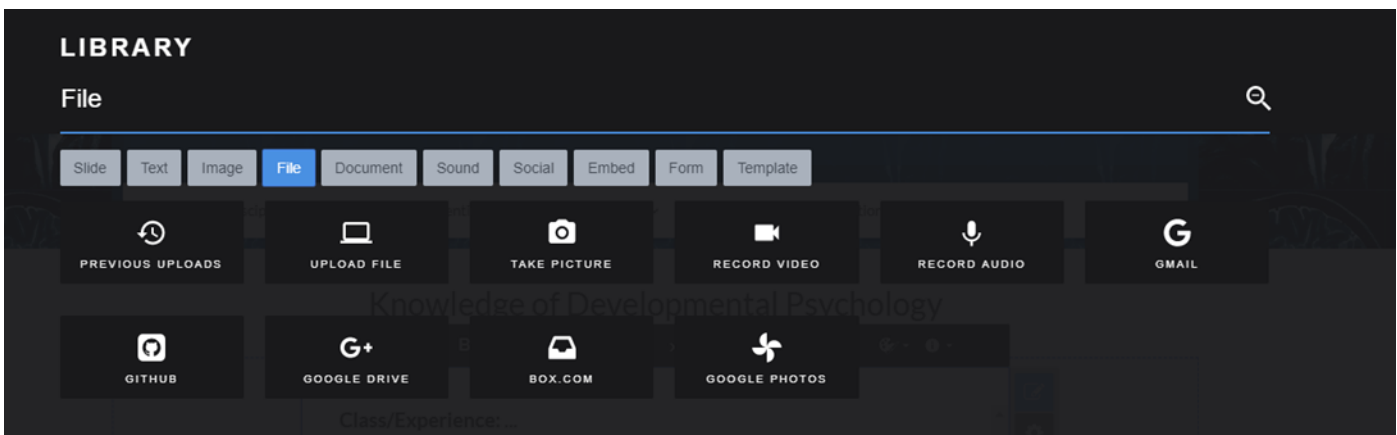
To create a hyperlink:

Buttons: Insert/Edit Link  Unlink 

Select the text that you want to serve as a link. Click the “Insert/Edit Link” button, which looks like a connected chain. Paste the URL that you want the text to link to in the “Link URL” field. You can set the target to change whether the link will automatically open in the same or a new browser tab (“Open in New Window”). To remove a hyperlink, select or click the hyperlink while editing and delete the name of the URL.

To add media or a file (e.g., an image or a PDF) to your e-Portfolio:

To create a library item, highlight text in the location that you want to insert the media and then choose how you wish to add it (e.g., File>Upload File or Sound>Record Audio).



To add/edit a section or page/subpage:

Click the plus button in the bottom right hand corner of the page. To reorder sections or pages, click on the section/page you would like to move, select the move icon (four arrows), and drag it.