Create a New Portfolio – Using a Template

Introduction

Use this guide to assist you in creating a new e-Portfolio. This tutorial will guide you through selecting all your initial portfolio settings. Nearly all of these settings can be changed later by returning to the Portfolio Settings page, but you must make initial selections in order to create the portfolio.

Create a New Portfolio

**Step 1:** To begin, click **Create** from the *My e-Portfolios* section of your home page.

The *Create an e-Portfolio* page will appear.

<table>
<thead>
<tr>
<th>Create An e-Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title of your e-Portfolio</strong></td>
</tr>
<tr>
<td>This is the title of your new e-Portfolio. Your e-Portfolio title will show up at the top of your e-Portfolio.</td>
</tr>
<tr>
<td><strong>e-Portfolio Web Address</strong></td>
</tr>
<tr>
<td>This is the unique URL of your new e-Portfolio. Simply add your desired URL to the end of your school’s domain.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Choose A Template</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="Crossing_Borders_Fall_2011" alt="Create from Scratch" /> Crossing Borders, Fall 2011</td>
</tr>
<tr>
<td><img src="Nada_Jecmenica_ENG_111" alt="Nada Jecmenica ENG 111" /> Exploring Boston Fall 2011</td>
</tr>
<tr>
<td><img src="IT_Problem_Solving_Template_Fall_2010" alt="IT Problem Solving Template Fall 2010" /></td>
</tr>
</tbody>
</table>

Make Templates →
Step 2: Enter a title of your e-Portfolio in the field provided.

```
Title of your e-Portfolio
Sociology - Tracia
```

A bhcc.digication.com web address will be generated automatically. To customize this address click the Edit button on the right.

Step 3: The next section is titled Choose A Template. A template works as a premade starting point for your portfolio. If your instructor has prepared a template for you to use, click the More Templates link.

Click the My Courses tab to find templates for any Digication courses you’re enrolled in, or click the “Bunker Hill Community College Templates” link to browse all the available course templates.

When you find the template for your course, click its title, then click the select button.
Step 4: In the **Permission** section you can control who can view your portfolio. In this example, we choose to make our portfolio private.

![Permissions](image)

Step 5: If this portfolio is for a course, you can give your instructor special permission to view your portfolio. **Click** the **custom permissions** link.

![Custom Permissions](image)

Scroll down to the **additional permissions** section and search for your instructor.

![Additional permissions](image)

**Click** on the instructor’s name to add them to your additional permissions list. Your instructor will now be listed under Additional permissions as a "Viewer" for your portfolio.
**Step 6:** Make a selection in the **Tagging** section. Tagging gives visitors the ability to post comments and add search terms to pages in your portfolio.

![Tagging options](image)

**Step 7:** Finally, **Click** the create button to finish the process and create your e-Portfolio.

![Create New e-Portfolio button](image)

**Conclusion**

We hope this guide was helpful.

For more information about your e-Portfolio, please visit the Digication website at [http://www.digication.com](http://www.digication.com) or use the Help section within the program.