



## 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.

#### Create An e-Portfolio

**Title of your e-Portfolio** This is the title of your new e-Portfolio. Your e-Portfolio title will show up at the top of your e-Portfolio.

**e-Portfolio Web Address** This is the unique URL of your new e-Portfolio. Simply add your desired URL to the end of your school's domain.

#### Choose A Template

 <b>Create from Scratch</b>	 <b>Crossing Borders, Fall 2011</b>	 <b>Nada Jecmenica ENG 111</b>	 <b>Exploring Boston Fall 2011</b>	 <b>IT Problem Solving Template Fall 2010</b>
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[More Templates →](#)

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

<b>Title of your e-Portfolio</b> <input type="text" value="Sociology - Tracia"/>
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A *bhcc.digication.com* web address will be generated automatically. To customize this address **click** the **Edit** button on the right.

<b>e-Portfolio Web Address</b> <a href="https://bhcc.digication.com/sociology_tracia">https://bhcc.digication.com/sociology_tracia</a> <a href="#">Edit</a>
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**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.

[More Templates →](#)

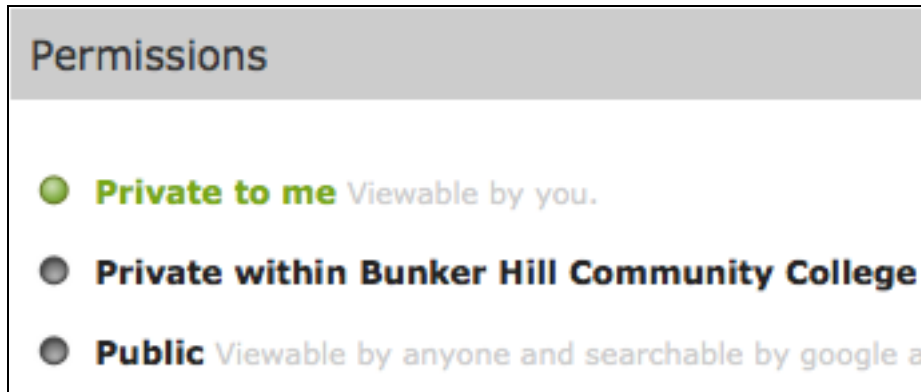
Click the **My Courses** tab to find templates for any Digication courses you're enrolled in, *or* **click** the "**Bunker Hill Community College Templates**" link to browse all the available course templates.

The screenshot shows a web interface for selecting templates. On the left, there are two tabs: 'All Templates' and 'My Courses'. The 'My Courses' tab is highlighted with a red box. Below the tabs is a search bar with the text 'Search...'. Underneath the search bar, there are two categories: 'Basic' and 'Bunker Hill Community College Templates'. The 'Bunker Hill Community College Templates' category is highlighted with a red box. To the right of these categories is a list of templates, each with a right-pointing arrow: 'Cultural Anthro Template', 'Bautista', 'Demo portfolio for Ethics', 'Demo Student Speaks!', 'Exploring Boston Fall 2011', 'IT Problem Solving Template', and 'Fall 2010'.

When you find the template for your course, **click** its **title**, then **click** the **select** button.

[Select](#)

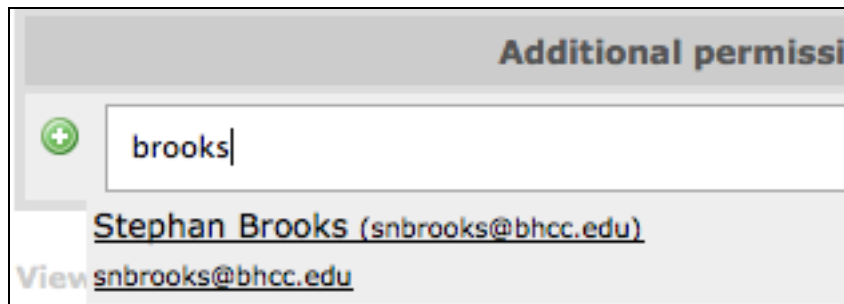
**Step 4:** In the **Permission** section you can control who can view your portfolio. In this example, we choose to make our portfolio private.



**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 →](#)

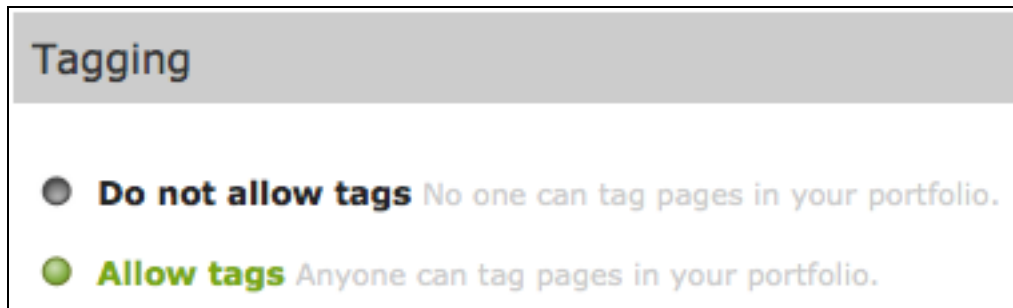
Scroll down to the **additional permissions** section and search for your instructor.



**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.

Additional permissions		Role
<input type="text" value="Brooks"/>		
Stephan Brooks (snbrooks@bhcc.edu)		Viewer ▾

**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**

**Do not allow tags** No one can tag pages in your portfolio.

**Allow tags** Anyone can tag pages in your portfolio.

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

**Create New e-Portfolio**

## Conclusion

We hope this guide was helpful.

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