



Create a New Portfolio from Scratch

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 at a later time 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

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

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

Title of your e-Portfolio

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

e-Portfolio Web Address

https://bhcc.digication.com/sociology_tracia [Edit](#)

Step 3: The next section is titled *Choose A Template*. A template works as a premade starting point for your portfolio. In this tutorial we will be creating an e-Portfolio from scratch, so no changes need to be made to templates. Move on to the next section, **Permissions**.

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

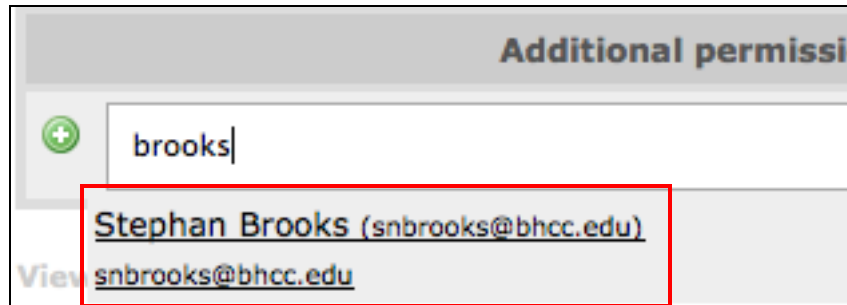
Permissions

- Private to me** Viewable by you.
- Private within Bunker Hill Community College**
- Public** Viewable by anyone and searchable by google a

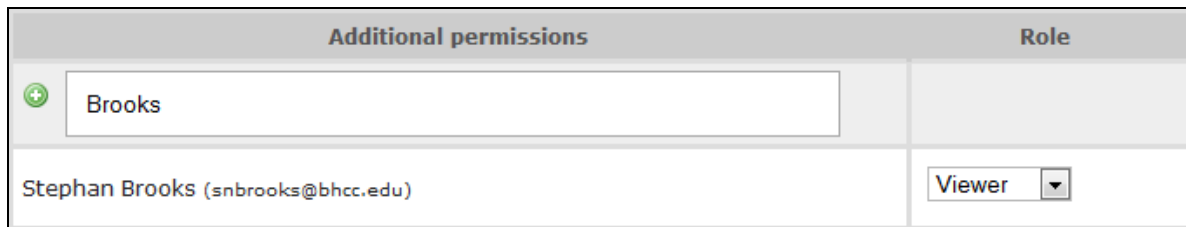
Step 5: If this portfolio is for a course, you can give your instructor special permission to view your portfolio. **Click** the **custom permissions** link.

[Custom Permissions →](#)

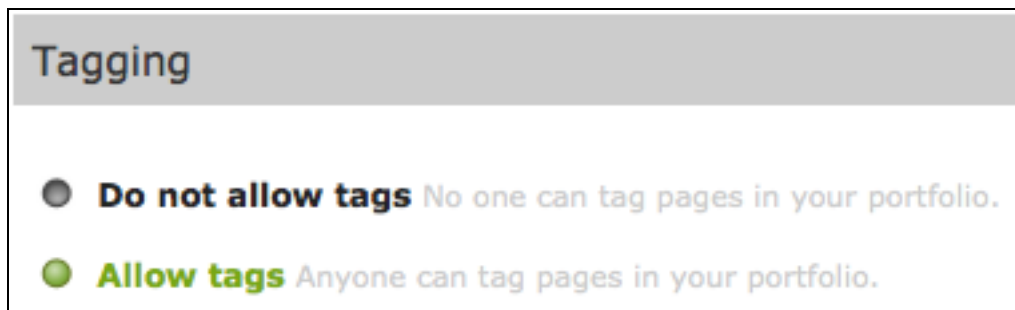
Scroll down to the **additional permissions** section and search for your instructor. **Click** on the instructor's **name** to add them to your additional permissions list.



Your instructor will now be listed under additional permissions as a "Viewer" for your portfolio.



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.



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