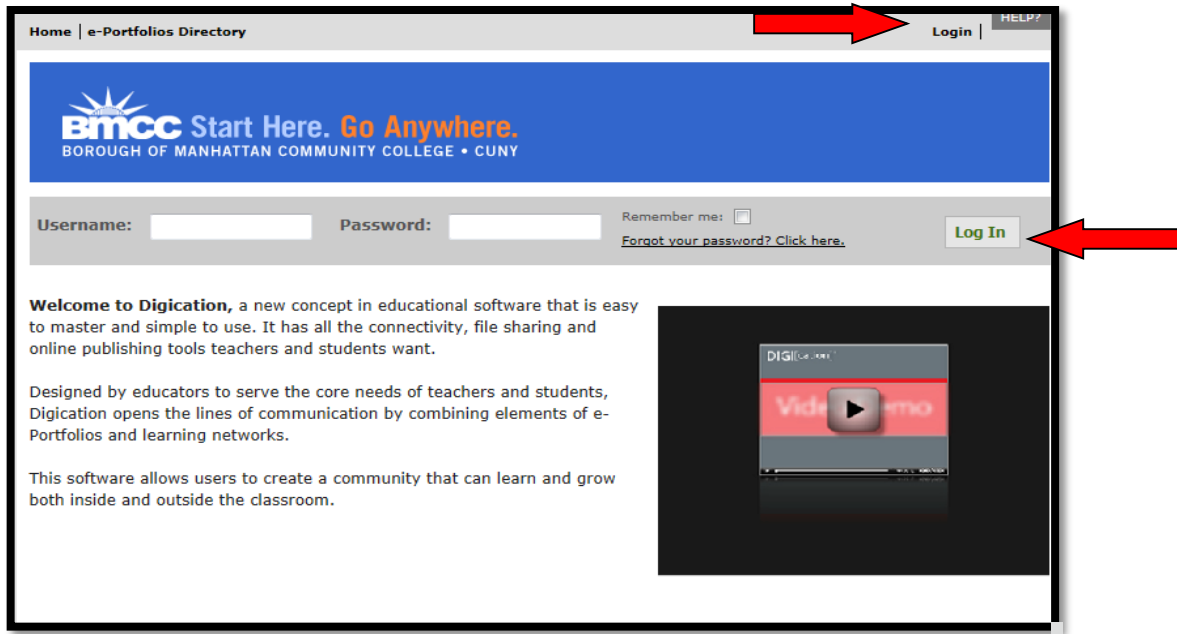


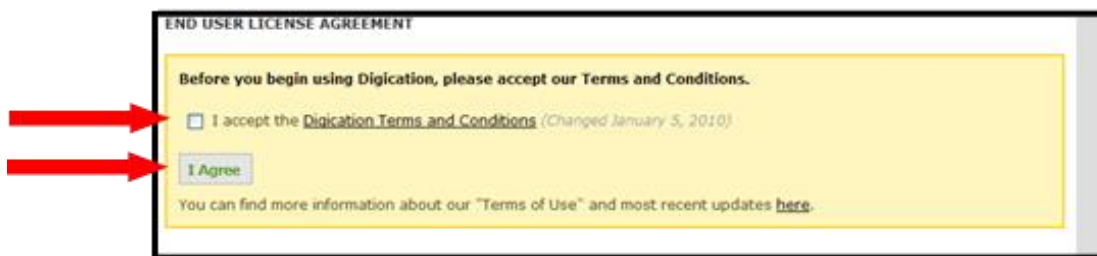
# E-Portfolio – Create from general template

## Initial Set up

1. Go to the BMCC Digication site to log in ( <http://www.bmcc-cuny.digication.com> ). Enter your login information. Use your BMCC username and password (the one you use to log into BMCC computers and email).



2. The first time you log in you will be prompted to agree to the terms of service. Check the “**I accept the Digication Terms and Conditions**” option, and then click the “**I Agree**” button.




3. Once logged in, you will be in the “**Workspace**” (Home page) area, indicated by the “**My e-Portfolios**” tab. On the right hand side of the page you will see “**Create.**” Click on it.



- After you click on the **“Create”** button, you will be brought to the **“Portfolio Settings”** page. Here, you will be asked to fill out the **“Create an e-Portfolio”** section: ePortfolio title and web address.

For the Title, please create a title as suggested by your program or group. The web address will automatically be generated for you.




**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**

[https://bmcc-cuny.digication.com/ece\\_maria\\_alvarez\\_76](https://bmcc-cuny.digication.com/ece_maria_alvarez_76) [Edit](#)

- In the **“Choose a Template”** section, you will select the general template for your program/group.

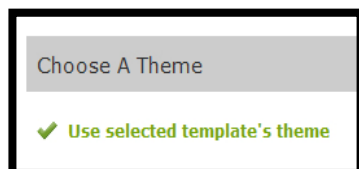


Choose A Template

|  |  |  |  |   |  |
|--|--|--|--|---|--|
|  |  |  |  |  |  |
| Create from Scratch  | ASAP Template  | Early Childhood Education E-Portfolio Template                                     | Out In Two   | MECA  | BMCC Learning Academy Template   |

A red arrow points to the 'BMCC Learning Academy Template'.

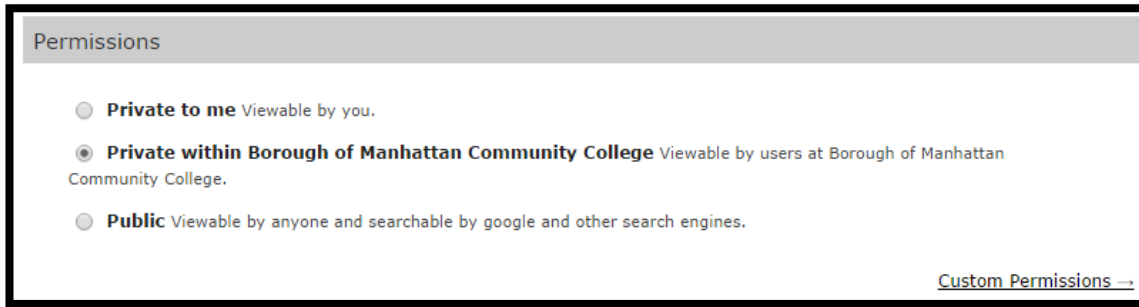
- In the **“Choose a Theme”** section, click the link for **“Use selected template’s theme”**.



Choose A Theme

✔ Use selected template's theme

7. In the “**Permissions**” section, you will decide who will be able to view your ePortfolio. Choose “**Private within CUNY Borough of Manhattan Community College**” to start.



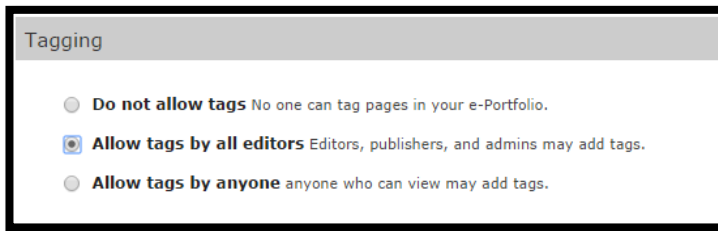
The screenshot shows a 'Permissions' section with three radio button options. The second option, 'Private within Borough of Manhattan Community College', is selected. A 'Custom Permissions' link is visible at the bottom right.

Permissions

- Private to me** Viewable by you.
- Private within Borough of Manhattan Community College** Viewable by users at Borough of Manhattan Community College.
- Public** Viewable by anyone and searchable by google and other search engines.

[Custom Permissions](#) →

8. In the “**Tagging**” section, you can choose “**Allow tags by all editors.**”

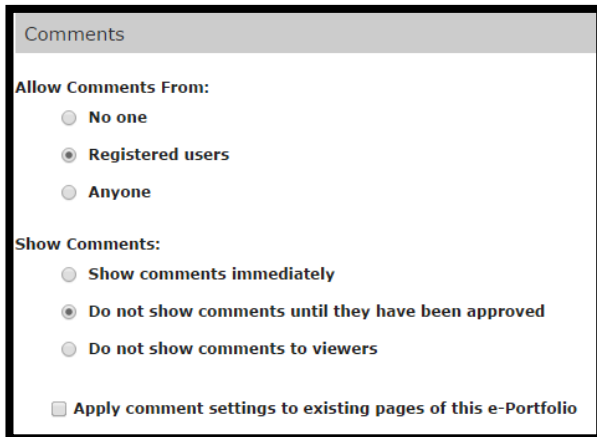


The screenshot shows a 'Tagging' section with three radio button options. The second option, 'Allow tags by all editors', is selected.

Tagging

- Do not allow tags** No one can tag pages in your e-Portfolio.
- Allow tags by all editors** Editors, publishers, and admins may add tags.
- Allow tags by anyone** anyone who can view may add tags.

9. In the “**Comments**” section, you can leave the defaults “**Registered Users**” and “**Do not show comments until they have been approved.**”



The screenshot shows a 'Comments' section with two sections: 'Allow Comments From:' and 'Show Comments:'. The 'Registered users' option is selected under 'Allow Comments From:', and the 'Do not show comments until they have been approved' option is selected under 'Show Comments:'. There is also a checkbox for 'Apply comment settings to existing pages of this e-Portfolio'.

Comments

Allow Comments From:


- No one
- Registered users
- Anyone

Show Comments:

- Show comments immediately
- Do not show comments until they have been approved
- Do not show comments to viewers

Apply comment settings to existing pages of this e-Portfolio

10. Once you have finished with these settings click on “**Create New e-Portfolio**” to start editing your e- Portfolio.



A rectangular button with a light green background and a dark border, containing the text 'Create New e-Portfolio' in a bold, green font.

**Create New e-Portfolio**