

## COMD ePortfolio Guidelines for Students: Presenting Work

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### *Assignment*

Find the post for your course in your ePortfolio and post the (2 to 3) best works completed in this course. Include a personal reflection about each work that you post.

### *Step 1: Create an Account*

(If you already have an OpenLab Account proceed to Step 2.)

1. **CITY TECH EMAIL:** To create an account on the OpenLab you will need to access your City Tech email account. Contact the Help Desk at 718-260-4900 or visit the Welcome Center on the first floor of the Atrium Building to learn how to access your City Tech email.
2. **REGISTER:** Visit [openlab.citytech.cuny.edu](http://openlab.citytech.cuny.edu). Click on the **Sign Up** link in the red box on the upper left side of the home page. Follow the instructions or click on OpenLab Help > “Setting up an Account” for step-by-step instructions.
3. **CONFIRM:** Access your City Tech email and confirm your OpenLab account. If you are unable to access your City Tech email, please contact the Help Desk at 718-260-4900 or [studenthelpdesk@citytech.cuny.edu](mailto:studenthelpdesk@citytech.cuny.edu)
4. **HELP:** If you have other problems signing up (not related to City Tech email) contact: [openlab@citytech.cuny.edu](mailto:openlab@citytech.cuny.edu)

### *Step 2: Create an OpenLab ePortfolio*

(If you already have an OpenLab ePortfolio proceed to Step 3.)

1. **LOG IN:** Visit [openlab.citytech.cuny.edu](http://openlab.citytech.cuny.edu). Log in to the OpenLab by entering your username and password in the gray box.
2. **MY OPENLAB:** Navigate to My OpenLab in the main site navigation.
3. **CREATE EPORTFOLIO:** Click on the text in the sidebar “Create an ePortfolio” and follow the creation process or click on OpenLab Help > Student ePortfolios > Creating an ePortfolio for step-by-step instructions.

\***NOTE:** It is recommended that COMD students **do not** switch the theme of their ePortfolio site. The current default has been specifically designed for COMD students required to present at the Sophomore Portfolio Review.

4. **HELP:** If you have trouble logging into OpenLab or creating your ePortfolio, contact [openlab@citytech.cuny.edu](mailto:openlab@citytech.cuny.edu).

### *Step 3: Create a New Page*

1. **MY OPENLAB:** Navigate to My OpenLab in the main site navigation.
2. **DASHBOARD:** In the My OpenLab sidebar, click on the link “Dashboard” located below your ePortfolio link.
3. **POST:** In the Dashboard navigation, click on “All Posts” and select the course you are currently taking.
4. **EDIT POST:** Here you can begin to edit the content and upload your final work.
5. **PROJECT DESCRIPTION:** Provide a brief summary of the project requirements (this could be from the original assignment as assigned by your Professor.
6. **ADD MEDIA:** Click on the “Placeholder” image. Upload (3) quality, web-ready images of your best work from this course. Add a Caption to each image identifying the project title and semester/year. **\*Note:** If you need help creating and saving web-ready files, contact [openlab@citytech.cuny.edu](mailto:openlab@citytech.cuny.edu).
7. **WRITE A REFLECTION:** In the content area, write a 2-paragraph personal reflection about the work you are presenting. Identify your successes and your challenges.
8. **FEATURED IMAGE:** From panel on the righthand side of the post, select “document,” scroll down to “Featured Image,” and replace with the image you would like to appear on the main page of “Coursework.”
9. **CATEGORIES:** If you would like this project to be featured in the “Portfolio” section of your website, select the panel on the righthand side of the post, select “document,” scroll down to “Categories,” click on the arrow and select the “Portfolio” checkbox.
10. **SAVE OR PUBLISH:** If you have followed the above instructions successfully, click “Publish.” If you have questions or need to rework your page, click “Save Draft” and return later to publish your page. **\*Note:** Your work will not be visible to your professor unless you click “Publish” and you have set your site settings to “Public” or “Private > visible to City Tech members,” or have invited your professor to “Join” your ePortfolio. (For help with this step, go to OpenLab Help > Building your Site)

### *Help*

Having trouble completing this Assignment? You can...

- Contact [openlab@citytech.cuny.edu](mailto:openlab@citytech.cuny.edu) and clearly explain the problem you are having.
- Review the following instructions in OpenLab Help > Sites on the OpenLab> Building your Site > Creating pages on your Site> Using a Site > Adding images & other media