

Assignment: Presenting Course Work on Your ePortfolio

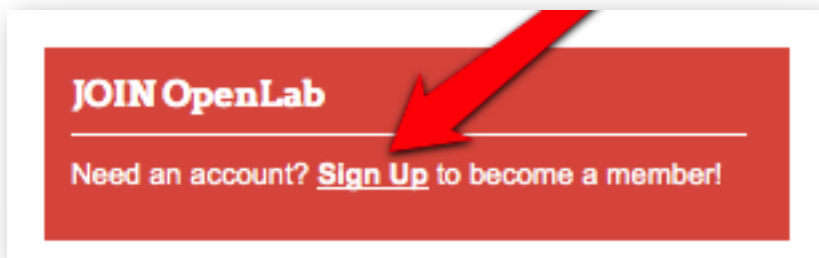
Your Goal

Post your (3) best works completed in this course and write a personal reflection about the work on a new page in the “Academics” section of your ePortfolio.

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. 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.

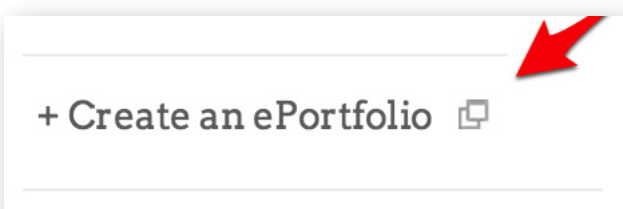


- 3. CONFIRM:** Access your City Tech email and confirm your OpenLab account. If you are unable to access your City Tech email, please contact the Help Desk at 718-260-4900 or studenthelpdesk@citytech.cuny.edu
- 4. HELP:** If you have other problems signing up (not related to City Tech email) contact: 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. Log in to 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.



- 4. HELP:** If you have trouble logging into OpenLab or creating your ePortfolio, contact openlab@citytech.cuny.edu or stop by G606.



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Step 3: Create a New Page

(For help with this step, go to OpenLab Help > Building your Site)

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. **NEW PAGE:** In the Dashboard navigation, click on Pages > “Add New”
4. **PARENT PAGE:** Locate the right-hand menu Page Attributes “Parent” and from the pull-down menu choose “Academics.”
 - Note: If you don’t have a parent page named “Academics,” contact openlab@citytech.cuny.edu or stop by G606 for guidance.
5. **TITLE:** In the Title area, type the name of your course or the course code.
 - Example: Graphic Design Principles 1 or ADV1100
6. **ADD MEDIA:** Click on the “Add Media” button. Upload (3) quality, web-ready files 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 or stop by G606 for guidance.
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. **DOUBLE CHECK:** Review Step 3 guidelines.
9. **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.

Help

Having trouble completing this Assignment? You can...

- Contact openlab@citytech.cuny.edu and clearly explain the problem you are having.
- Stop by G606 and ask for help.
- 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**