



**ePortfolio Lab Hours:**

Mon: 9:00am – 1:00pm  
Tues: 2:00pm – 7:00pm  
Wed: 12:00pm – 5:00pm  
Thurs.: 2:00pm – 7:00pm  
Fri: 12:00pm – 5:00pm  
Sat: 1:00pm – 5:00pm

**Lab Location:** G606

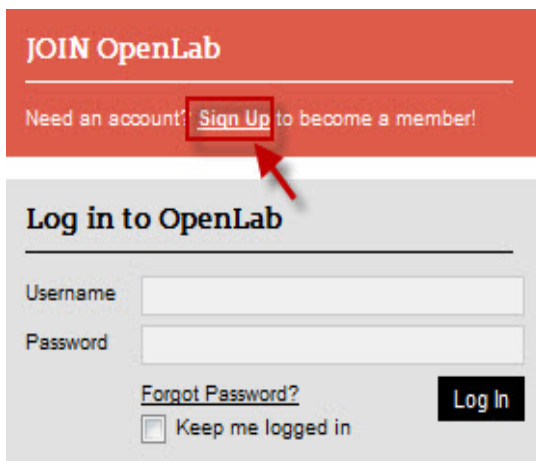
**Contact Information:** 718-260-5243 [itec@citytech.cuny.edu](mailto:itec@citytech.cuny.edu)

**How do I get started?**

You will need access to your **CityTech Groupwise Email account** to sign up for the OpenLab. See the last page of this handout if you need help with your City Tech email account.

To create an account on the OpenLab:

1. Go to <http://openlab.citytech.cuny.edu>  
Click **Sign Up**.





## The Create an Account page will be displayed:

### Create an Account

Registering for the City Tech OpenLab is easy. Just fill in the fields below and we'll get a new account set up for you in no time.

Because the OpenLab is a space for collaboration between members of the City Tech community, a City Tech email address is required to use the site. **Please use your City Tech email address to register.** You may change your preferred email address after registering if you'd like.

#### Account Details

**Username (required)** (lowercase & no special characters)

**Email Address (required)**

Please use your City Tech email address to register

**Choose a Password (required)**

**Confirm Password (required)**

#### Public Profile Details

Your responses in the form fields below will be displayed on your profile page, which is open to the public. You can always add, edit, or remove information at a later date.

**Display Name (required)**

**First Name (required, but not displayed on Public Profile)**

**Last Name (required, but not displayed on Public Profile)**

**Account Type (required)**

**Title**

**Department**

  
 Advertising Design and Graphic Arts  
 African American Studies  
 Architectural Technology  
 Biological Sciences  
 Business  
 Career and Technology Teacher Education  
 Chemistry  
 Computer Engineering Technology  
 Computer Systems Technology  
 Construction Management and Civil Engineering Technology  
 Dental Hygiene  
 Electrical and Telecommunications Engineering Technology  
 English  
 Entertainment Technology  
 Environmental Control Technology  
 Health Services Administration  
 Hospitality Management  
 Human Services  
 Humanities  
 Law and Paralegal Studies  
 Library  
 Mathematics  
 Mechanical Engineering Technology  
 Nursing  
 Physics  
 Radiologic Technology and Medical Imaging  
 Restorative Dentistry  
 Social Science  
 Vision Care Technology

1. Enter your account and profile information.

You will need to provide the following:

- A username and password (choose your **username** carefully, as you will not be able to change it)
- Your CityTech email address (you can change this email address after you log in)
- Your **Display Name**
- Your **First** and **Last** names (will not be displayed on your public profile page)
- On Account type select “**Faculty**”
- Provide your **Title** and **Department**

2. Once you're done, click on “**Complete Signup**”. Check your CityTech email to activate your account. Click on the **link** to get started.

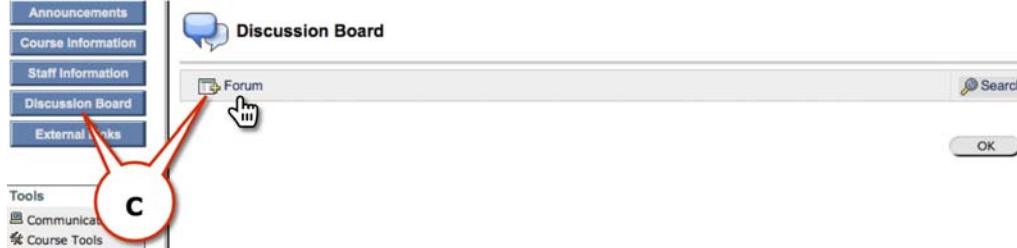
You have two options for ePortfolio; one is to create a **Discussion Forum using Blackboard**. The other option is to create a **Course**, which is a bit harder but gives many more abilities.

## Option 1 – Using Blackboard

- Log on to your Blackboard account.
- Click on the course that you wish to create a discussion forum in.



- Click on the Discussion Board button and then click on the Forum button.

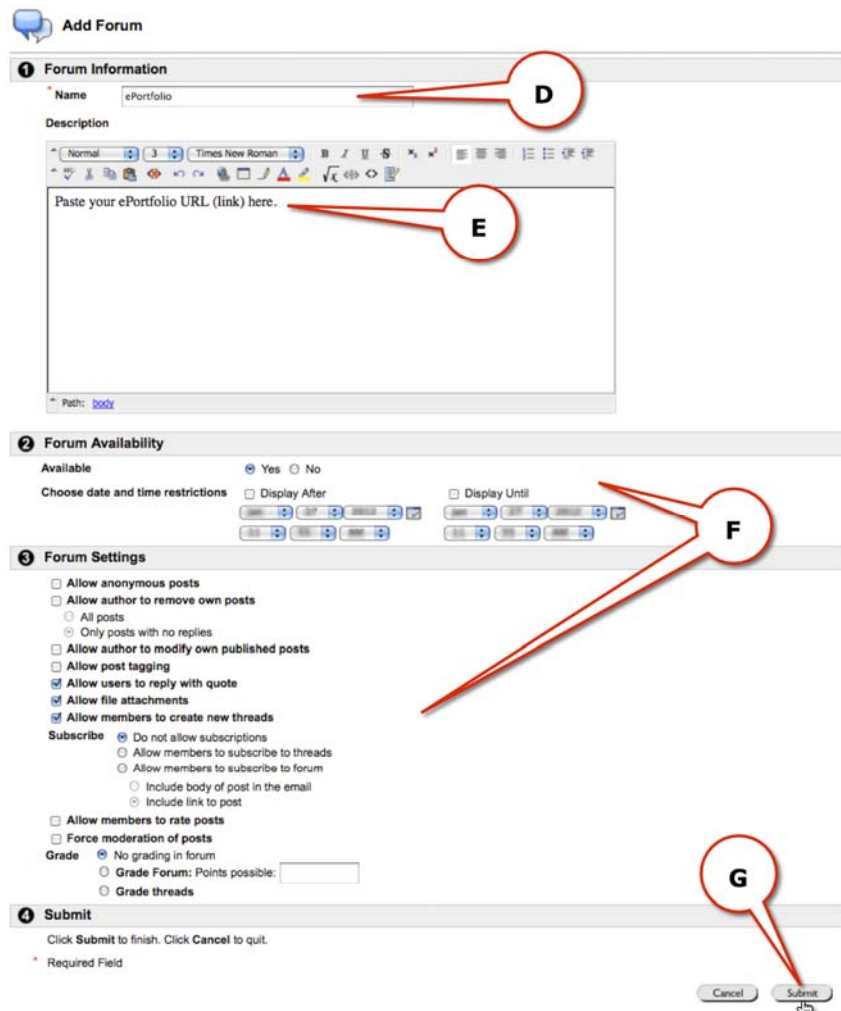


- Name the forum "ePortfolio".
- In the **Description box**, instruct your students to paste their ePortfolio link here on the discussion board.

### Example:

Please add your name and a link to your ePortfolio sites here:  
Full Name  
<http://openlab.cunytech.cuny.edu/MySiteURL>

- Select options in the **Forum Availability** section and **Forum Settings** section.
- When finished, click the **Submit** button.



**Add Forum**

**1 Forum Information**

Name: ePortfolio

Description: Paste your ePortfolio URL (link) here.

**2 Forum Availability**

Available:  Yes  No

Choose date and time restrictions:  Display After  Display Until

**3 Forum Settings**

Allow anonymous posts

Allow author to remove own posts

All posts

Only posts with no replies

Allow author to modify own published posts

Allow post tagging

Allow users to reply with quote

Allow file attachments

Allow members to create new threads

Subscribe:  Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

Allow members to rate posts

Force moderation of posts

Grade:  No grading in forum

Grade Forum: Points possible:

Grade threads

**4 Submit**

Click Submit to finish. Click Cancel to quit.

\* Required Field

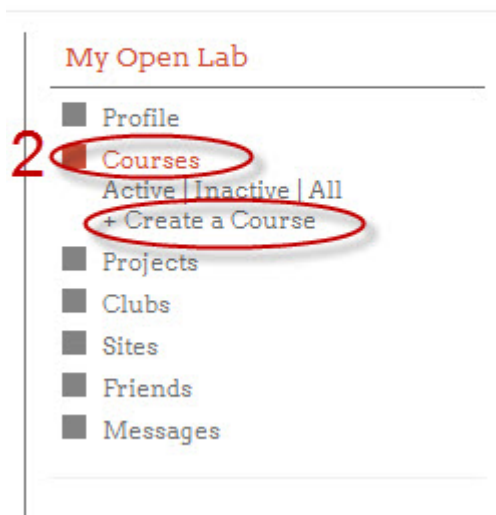
Cancel Submit

## Option 2 – Create a Course and Privacy Options

### Section 1

1. Click on “**My OpenLab**” and click on “**Courses**”.
2. Click on “**+ Create a Course**” under “**Courses**”

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The Create Course page will be displayed:

3. Enter your course information. You will need to provide:
  - ▲ Course Name
  - ▲ Course Description
  - ▲ Select if the course will be Active or Inactive.
  - ▲ Course Code, Section Number, Semester and Year.
  - ▲ The Course URL

Next select your privacy option between **Public** and **Private** for your site.

**Note:** This privacy option is only for search engines, whether you want your site to appear in Google or any other search engine is your choice.



After you are done click on “**Create Course and Continue**”.

You will get the privacy options page:



The course can be **Public**, **Private** or **Hidden**:

Create a Course

Enable discussion

Privacy Options

**This is a public course**

Any site member can join this course.  
This course will be listed in the courses directory and in search results.  
Course content and activity will be visible to any site member.

**This is a private course**

Only users who request membership and are accepted can join the course.  
This course will be listed in the courses directory and in search results.  
Course content and activity will only be visible to members of the course.

**This is a hidden course**

Only users who are invited can join the course.  
This course will not be listed in the courses directory or search results.  
Course content and activity will only be visible to members of the course.

Email Subscription Defaults

When new users join this course, their default email notification settings will be:

No Email (users will read this course on the web - good for any course - the default)

Weekly Summary Email (the week's topics - good for large courses)

Daily Digest Email (all daily activity bundles in one email - good for medium-size courses)

New Topics Email (new topics are sent as they arrive, but not replies - good for small courses)

All Email (send emails about everything - recommended only for working courses)

A. **Public:** (Recommended, Easiest)

- ⤴ Any site member can join this course.
- ⤴ This course will be listed in the courses directory and in search results.
- ⤴ Course content and activity will be visible to any site member.

Things to keep in mind:

- ⤴ Students will look up your course under **“Courses”** and they will be able to join your course with no need of accepting or rejecting.
- ⤴ You will not receive any notifications.

B. **Private:** (Not Preferred, Medium difficulty)

- ⤴ Only users who request membership and are accepted can join the course.
- ⤴ This course will be listed in the courses directory and in search results.
- ⤴ Course content and activity will only be visible to members of the course.

Things to keep in mind:

- ⤴ Students will look up your course under **“Courses”** and they will request membership.
- ⤴ After they request membership, you will receive a notification under **“My Messages” / “Notifications”**
- ⤴ You have the option to **“Accept”** or **“Reject”** membership

C. **Hidden:** (Not recommended, Difficult)

- ⤴ Only users who are invited can join the course.
- ⤴ This course will not be listed in the courses directory or search results.
- ⤴ Course content and activity will only be visible to members of the course.

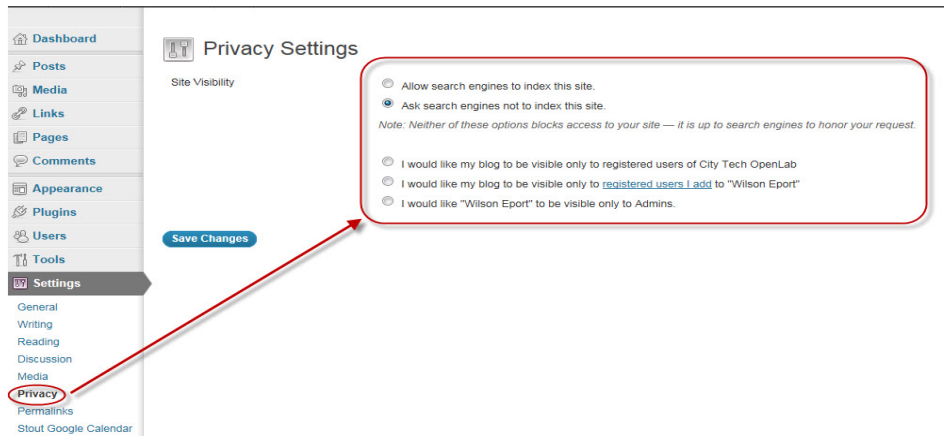
Things to keep in mind:

- ⤴ You will have to invite each individual student, it's time consuming.
- ⤴ To invite students, click on **“Send Invites”** under **“Courses”**
- ⤴ Search for the students you want and click on **“Send Invites”**

Make sure you enable BuddyPress Docs for the group and set **“Group Admin”** to create **Docs**. By doing this, you will be the only one able to create, modify, and delete **Docs** (not your students).

## Site Privacy Settings:

1. Go to the **Dashboard** on the site, then **Settings**, then select **Privacy**.
2. Select the **Privacy Setting** you wish to use.  
(Keep in mind this setting is independent from the **Project page**.)



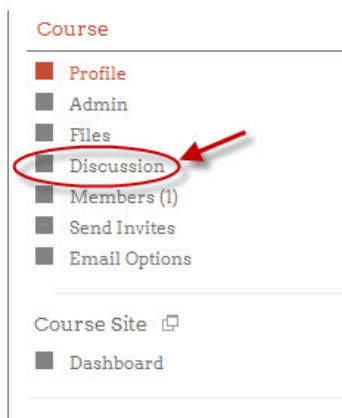
## Section 2

How do I get the students ePortfolio links?

Students need to give professors their ePortfolio (Website) links. Professors can have a discussion or create a doc for this.

1. Creating a Discussion:  
Click on **"My OpenLab"**, click on **"Courses"**, and then click on the name of your course.

The course homepage will appear, Click on **"Discussion"** under **"Course"**.



Post a new Topic. You will need to provide:

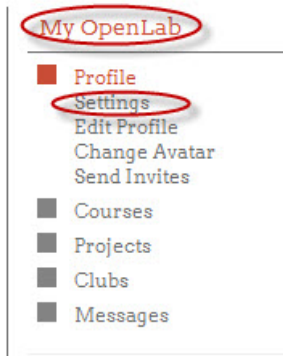
- ⌘ The topic title and content
- ⌘ You can post the title as **"Post your ePortfolio links here"**

Things to keep in mind:

- ⌘ Students select the Topic and create a post to reply with their links

## How do I access all of my sites?

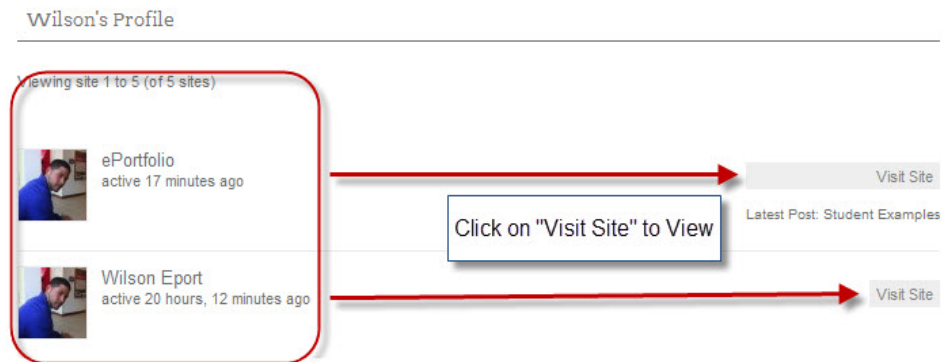
1. Click on **"My OpenLab"**, and then click on **"Settings"**.



2. Click on the **Sites** tab.



3. Click on the site that you want to view.



## Setting up Your Students CityTech Email

All students must have/ know their City Tech email address before they attend their workshops, students will not be able to create their accounts if they don't have this.

This process can be very time consuming and it is best if the professor encourage their students on using their City Tech emails.

**If they know their email login information**, simply tell them to log in at:

<https://mail.citytech.cuny.edu/index1.html>

They can always access their email from the *Quick Links* menu on the City Tech homepage:

<http://www.citytech.cuny.edu>.

**If they do not know their email login information**, they will need to visit:

<http://cis.citytech.cuny.edu/student/getmyemaillogin.aspx>

From there they can retrieve their login information and log into their account.

They can also call the **Student Helpdesk** at **(718) 260-4900**