ePortfolio for Students

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

How do I get started?

*You will need access to your **City Tech Student** 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**.
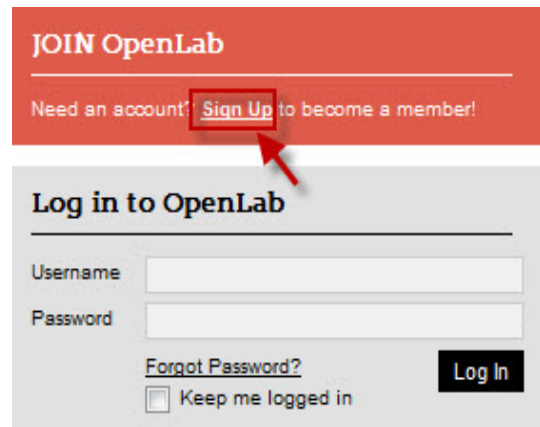
The Create an Account page will be displayed (fill out all **required** information):

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
firstname.lastname@mail.citytech.cuny.edu

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)
Firstname Lastname

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

Last Name (required, but not displayed on Public Profile)
Lastname
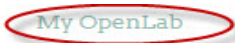
Account Type (required)
Student

2. Enter your account and profile information. You will need to provide:
   - ⚐ A **Username** and **Password** (choose your **username** carefully, as you will not be able to change it)
   - ⚐ Your **City Tech email address** (you can change this email address after you log in)
   - ⚐ Your **Display Name**
   - ⚐ Your **First** and L**ast names** (will not be displayed on your public profile page)
   - ⚐ On Account type select "**Student**"
   - ⚐ You may also enter additional information about yourself at the moment or at a later time.

3. Check your **Student City Tech email** to activate your account. Click on the link to get started.

How to create my ePortfolio site?

1. Click on "**My OpenLab**" and click on "**Projects**".
2. Click on "**+ Create a Project**" under "**Projects**".
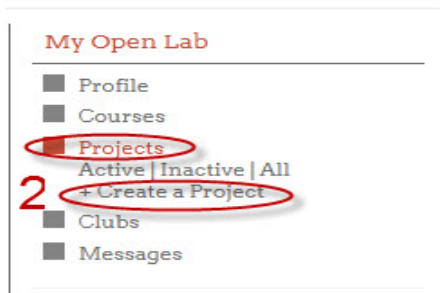
3. The **Create a Project** page will appear, enter a **Project Name** and **Project Description.** Select **Active** to currently use the Project and select the school that your Project is associated with.

4. Click the "**Set up a site"** checkbox to create a site and enter a **Blog Name** and **Blog Title**.

   Blog Name and Blog Title should contain the following naming convention:
   - ⚐ First Initial + Last Name + ePortfolio
   - ⚐ If the blog name is already taken, add a number you can remember to the above.

5. 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.

6. Click next and select your privacy option for your project

A. **Public**: (Recommended, Easiest)
   ⚔ Any site member can join this project.
   ⚔ This project will be listed in the projects directory and in search results.
   ⚔ Project content and activity will be visible to any site member.
   Things to keep in mind:
   ⚔ Instructors will look up your project under "**Projects**" and they will be able to join your project with no need of accepting or rejecting.
   ⚔ You will not receive any notifications.
B. **Private**: (Ask your professor if they want this method)
   ⚔ Only users who request membership and are accepted can join the course.
   ⚔ This project will be listed in the projects directory and in search results.
   ⚔ Project content and activity will only be visible to members of the project.
   Things to keep in mind:
   ⚔ Instructors will look up your project under "**Projects**" 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**: (Ask your professor if they want this method)
   ⚔ Only users who are invited can join the project.
   ⚔ This project will not be listed in the projects directory or search results.
   ⚔ Project content and activity will only be visible to members of the project.
   Things to keep in mind:
   ⚔ To invite an instructor, click on "**Send Invites**" under "**Project**"
   ⚔ Search for the instructor you want and click on "**Send Invites**"
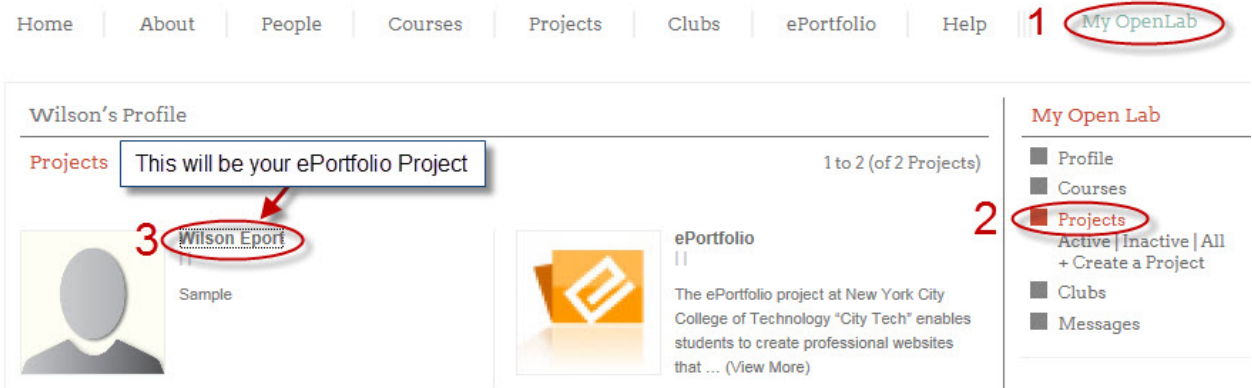
   You may enable BuddyPress Docs for the group.

   After your site is created you need to submit the **URL** of your site for your Professor.
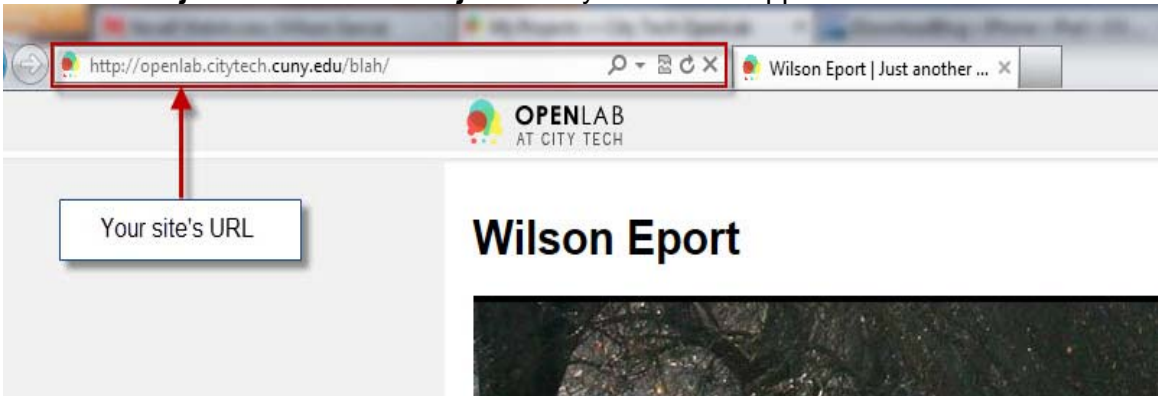   First you must locate your URL and **COPY** it in the clipboard.

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How do I locate my ePortfolio URL?

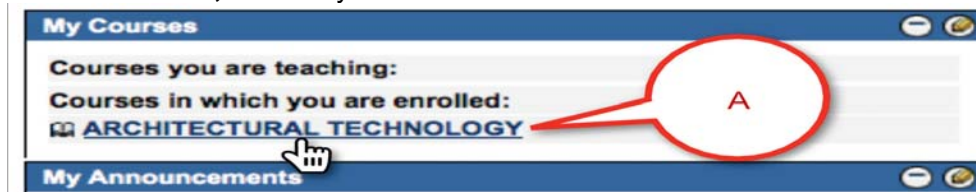1. Click on **"My OpenLab"**, **"Projects"** and click on your ePortfolio Project.

2. Click on **"Project Site"** under "**Project**" and your site will appear.

How do I submit my ePortfolio URL to my professor? There's three different ways to be associated your Professor's course:

1) First method would be if your professor said they are using **Blackboard**.
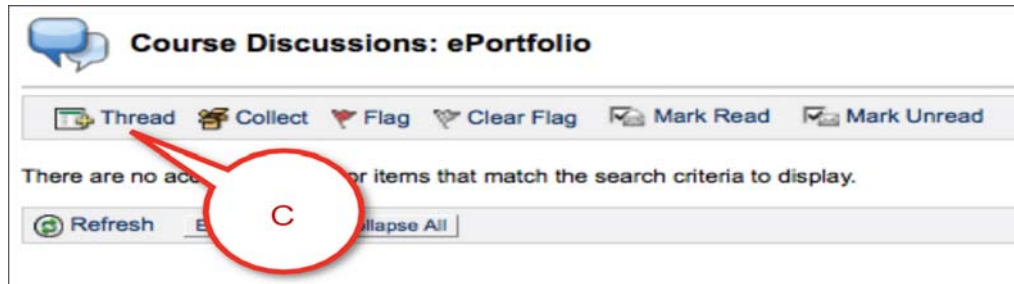   A) On **Blackboard,** click on your course.

   B) Click on **Discussion Board** and click on the **Forum** "**ePortfolio**".

C) Click on the **Thread** button.
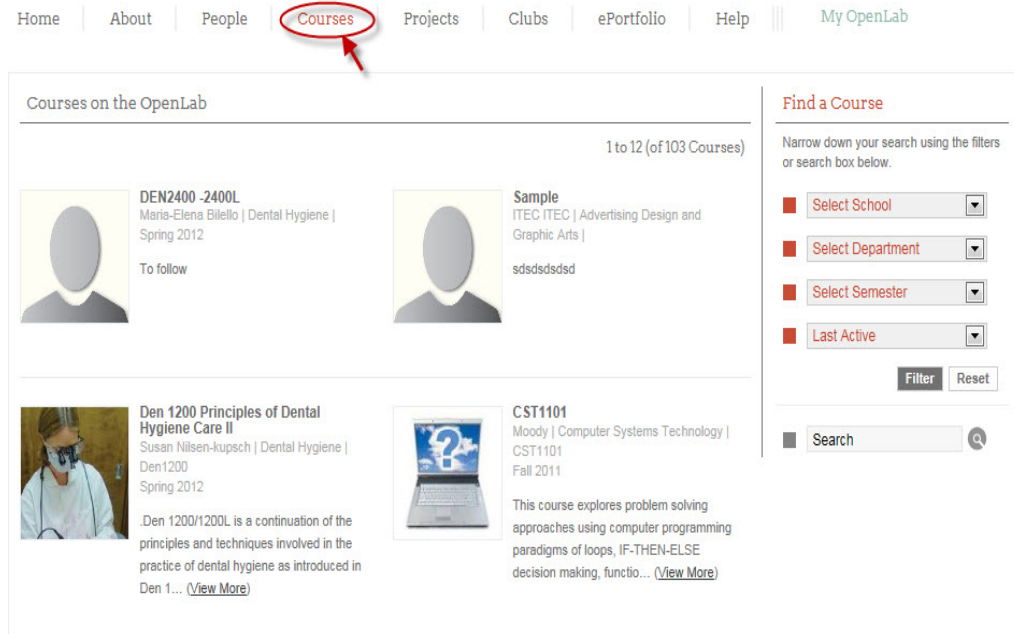
D) On the subject type in your full name, on the **Message** paste your ePortfolio **URL** and click **Submit**.
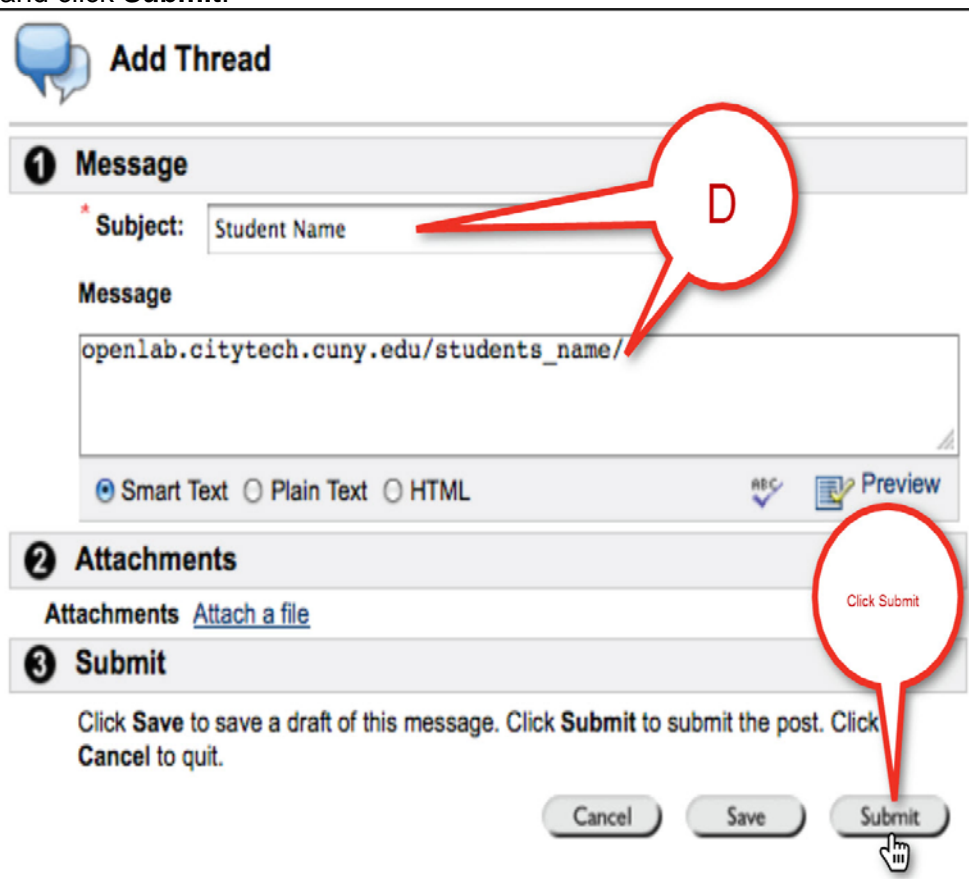
2) Second method, would be by joining the course created by your Professor and it can be found under **Courses** in the top menu.

A) Once you found your **Course** page click *Join Now!* on the *Course* menu.
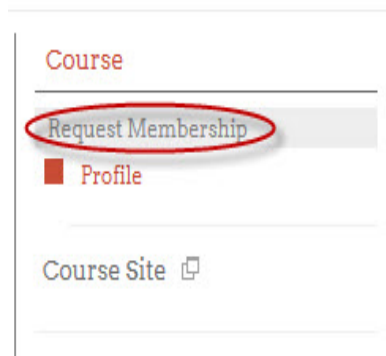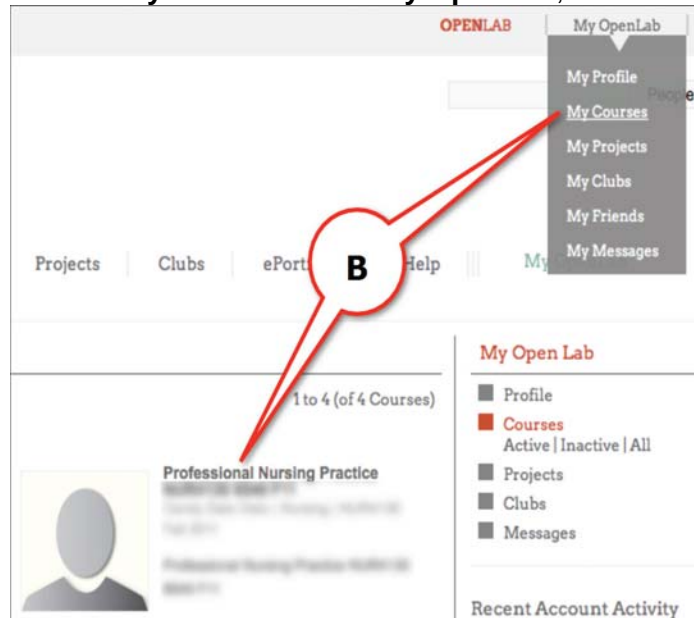

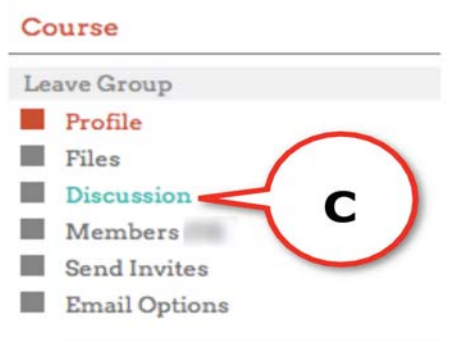(The course may be private. In that case, simply *Request Membership* on the *Course* menu.)

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B) Click on **My Courses** under **My OpenLab**, and click on your **course**
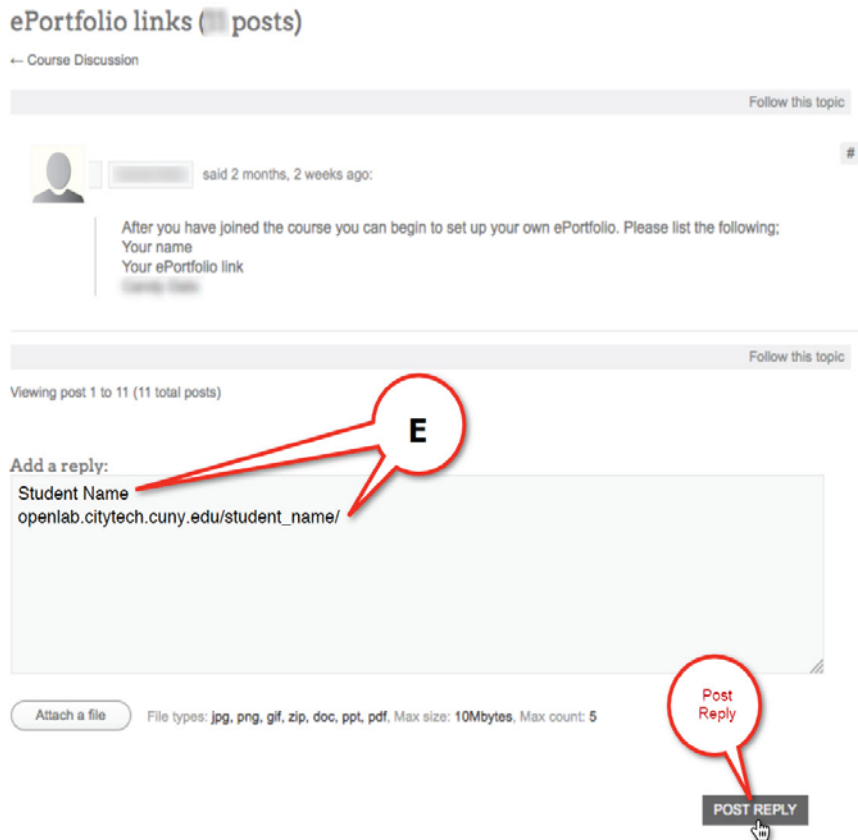

C) Click on **Discussion** within the course.

D) The professor will have a **Topic** telling you to send them your ePortfolio URLs.

E) Click on the **Topic** and reply with your **full name** and **URL** at the bottom of the page.

3) The third method, would via an invitation, since they made the course to be **Hidden** and won't appear under the **Courses** menu. The invitation will appear in *Messages*, *invitations* under "**My OpenLab**".
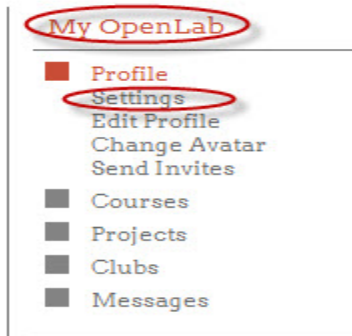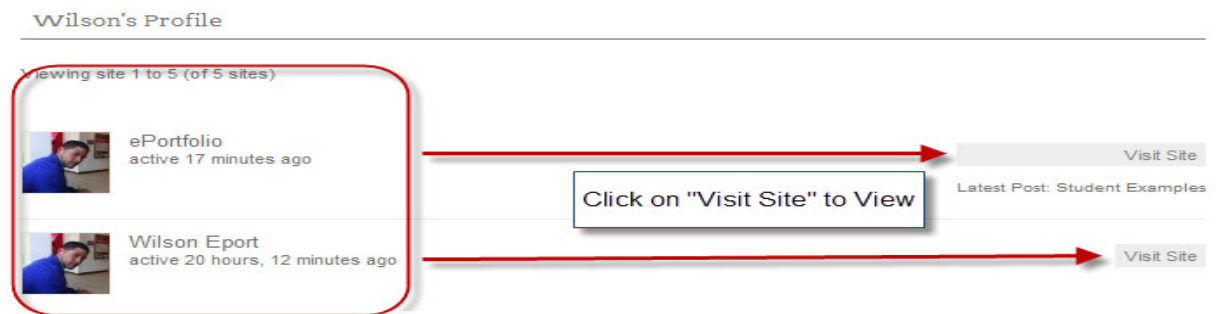
How do I access all of my sites?

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

2. Click on the **Sites** tab.
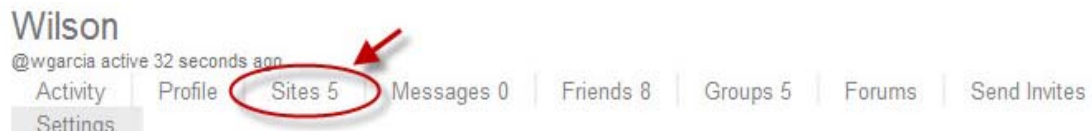
3. You will get the full list of sites you have created. Click on the site that you want to view.

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*Setting up Your Students City Tech 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 you know your email login information, simply log in at:
https://mail.citytech.cuny.edu/index1.html

You can always access your email from the *Quick Links* menu on the City Tech homepage:
http://www.citytech.cuny.edu.

If you do not know your email login information, you will need to visit:
http://cis.citytech.cuny.edu/student/getmyemaillogin.aspx

From there you can retrieve your login information and log into your account.

If you need additional help with eMail or do not have an account, please contact the City Tech Help Desk at:
Location: Namm First Floor (N-124)
Phone: 718.260.4900
E-mail: Studenthelpdesk@citytech.cuny.edu