



# 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

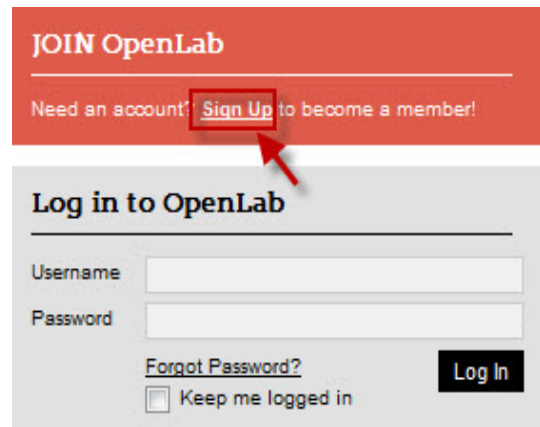
**Contact Information:** 718-260-5243 [itec@citytech.cuny.edu](mailto:itec@citytech.cuny.edu)

## 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

**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)**

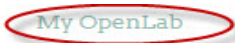
**Account Type (required)**

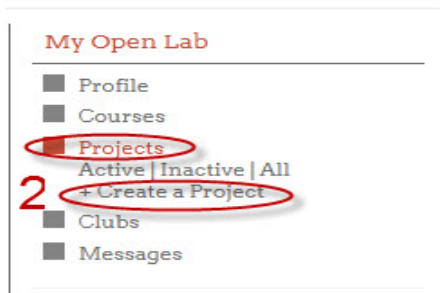
# ePortfolio for Students

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 **Last 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**".

1 



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.

# ePortfolio for Students

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

Create a Project

Enable discussion

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Privacy Options

This is a public project

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.

This is a private project

Only users who request membership and are accepted can join the project.  
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.

This is a hidden project

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.

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Email Subscription Defaults  
When new users join this project, their default email notification settings will be:

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

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

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

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

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

### 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**”

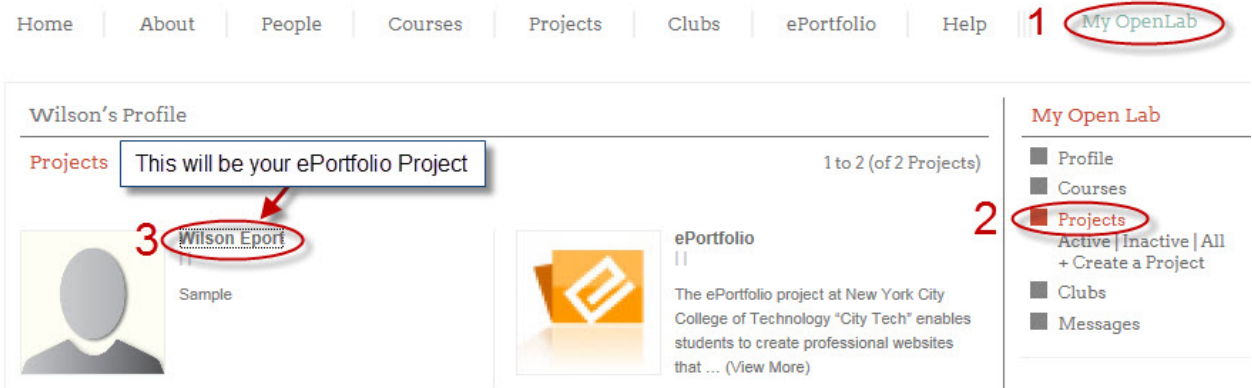
You may enable BuddyPress Docs for the group.

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.

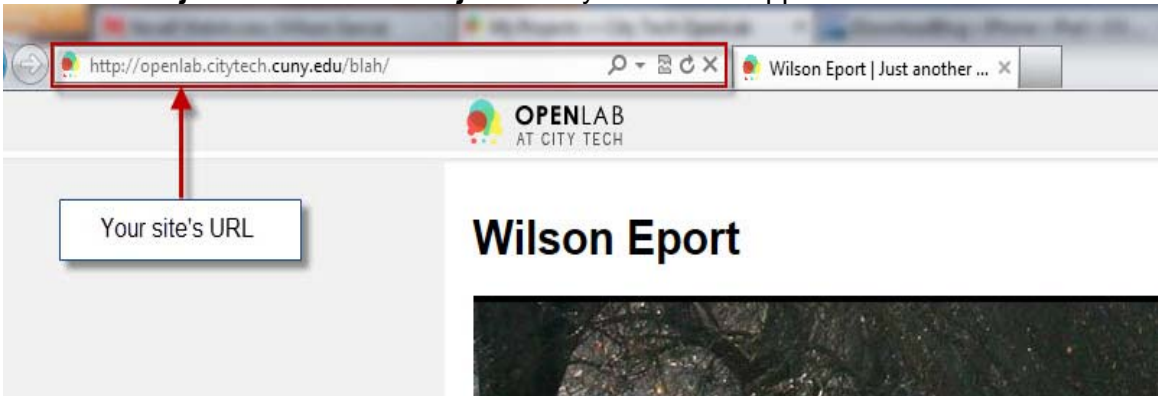
# ePortfolio for Students

## How do I locate my ePortfolio URL?

1. Click on “My OpenLab”, “Projects” and click on your ePortfolio Project.

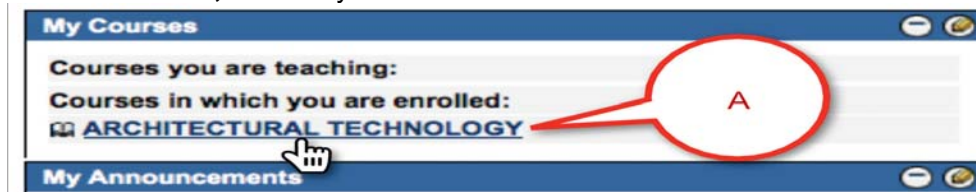


2. Click on “Project Site” under “Project” and your site will appear.



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.

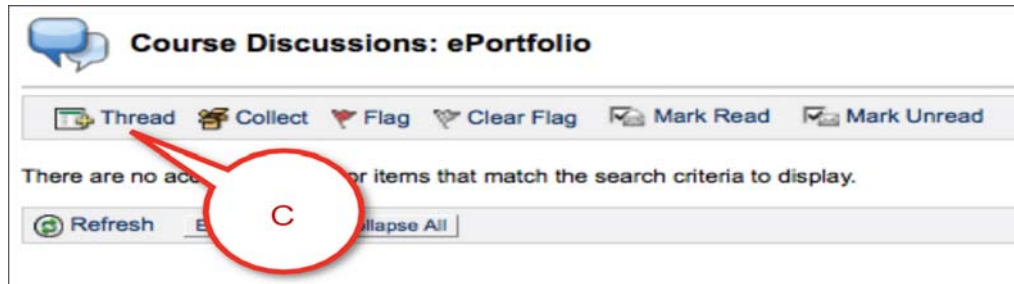


- B) Click on **Discussion Board** and click on the **Forum “ePortfolio”**.

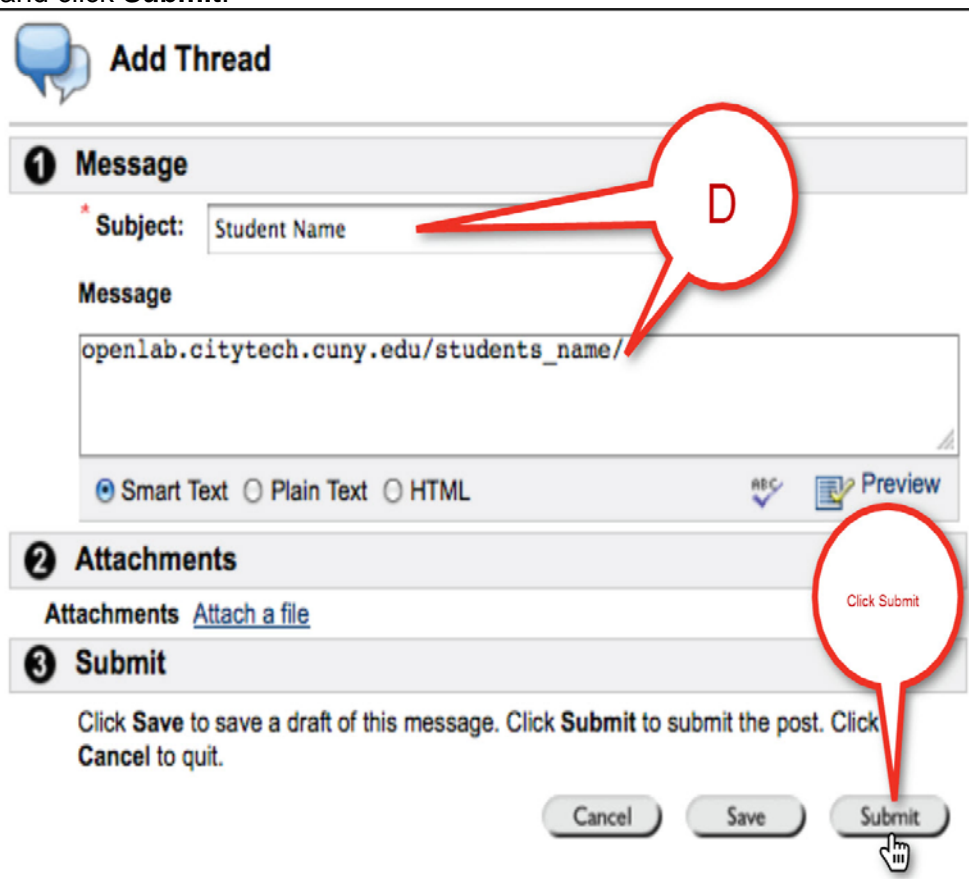


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C) Click on the **Thread** button.

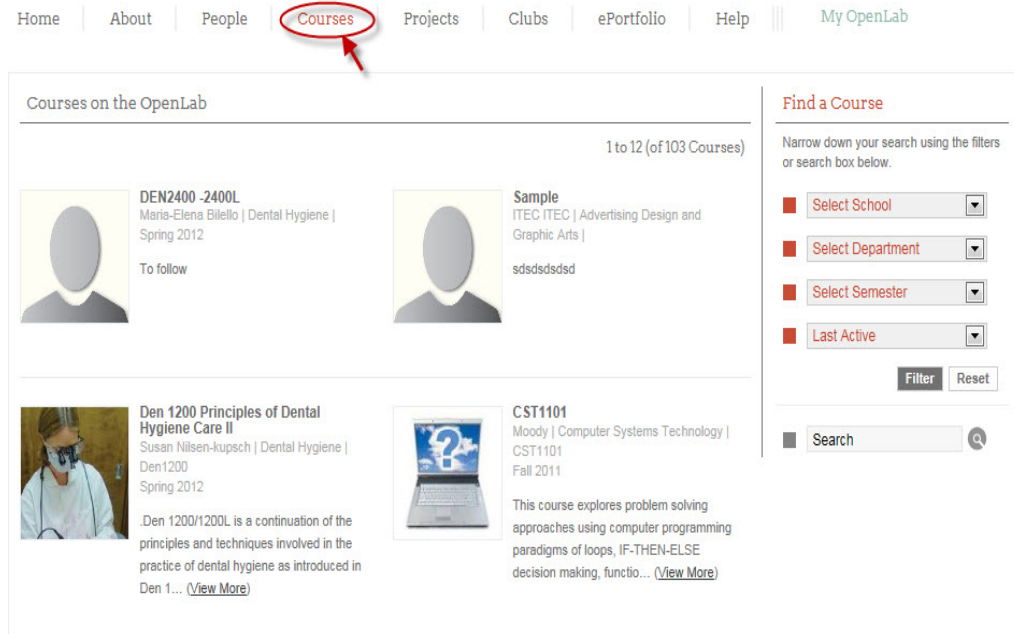


D) On the subject type in your full name, on the **Message** paste your ePortfolio **URL** and click **Submit**.



# ePortfolio for Students

2) Second method, would be by joining the course created by your Professor and it can be found under **Courses** in the top menu.



Home | About | People | **Courses** | Projects | Clubs | ePortfolio | Help ||| My OpenLab

Courses on the OpenLab 1 to 12 (of 103 Courses)

**DEN2400 -2400L**  
Maria-Elena Bilello | Dental Hygiene | Spring 2012  
To follow

**Sample**  
ITEC ITEC | Advertising Design and Graphic Arts | sdsdsdsds

**Den 1200 Principles of Dental Hygiene Care II**  
Susan Nilsen-kupsch | Dental Hygiene | Den1200 Spring 2012  
Den 1200/1200L is a continuation of the principles and techniques involved in the practice of dental hygiene as introduced in Den 1... [View More](#)

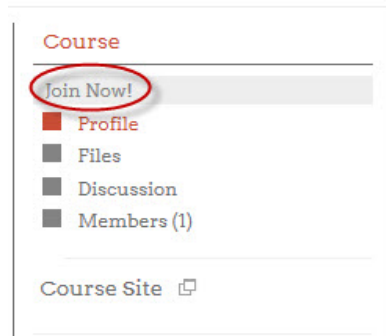
**CST1101**  
Moody | Computer Systems Technology | CST1101 Fall 2011  
This course explores problem solving approaches using computer programming paradigms of loops, IF-THEN-ELSE decision making, functio... [View More](#)

**Find a Course**

Narrow down your search using the filters or search box below.

- Select School
- Select Department
- Select Semester
- Last Active

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

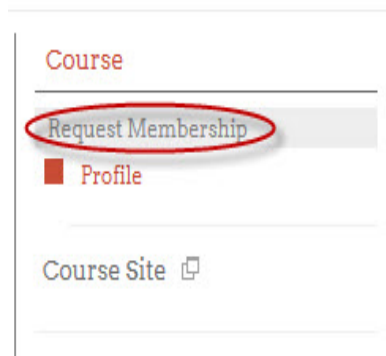


Course

- Join Now!**
- Profile
- Files
- Discussion
- Members (1)

Course Site

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



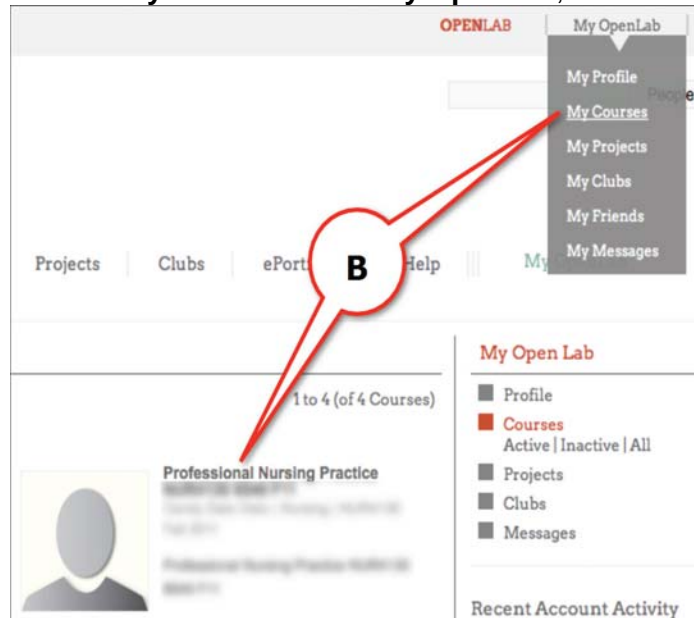
Course

- Request Membership**
- Profile

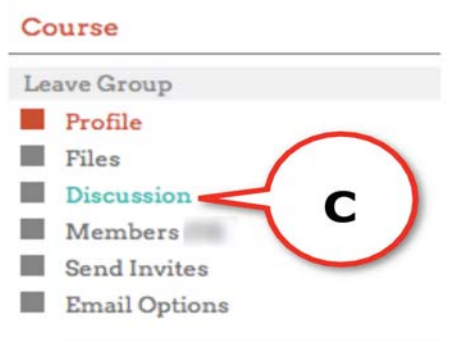
Course Site

# ePortfolio for Students

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



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

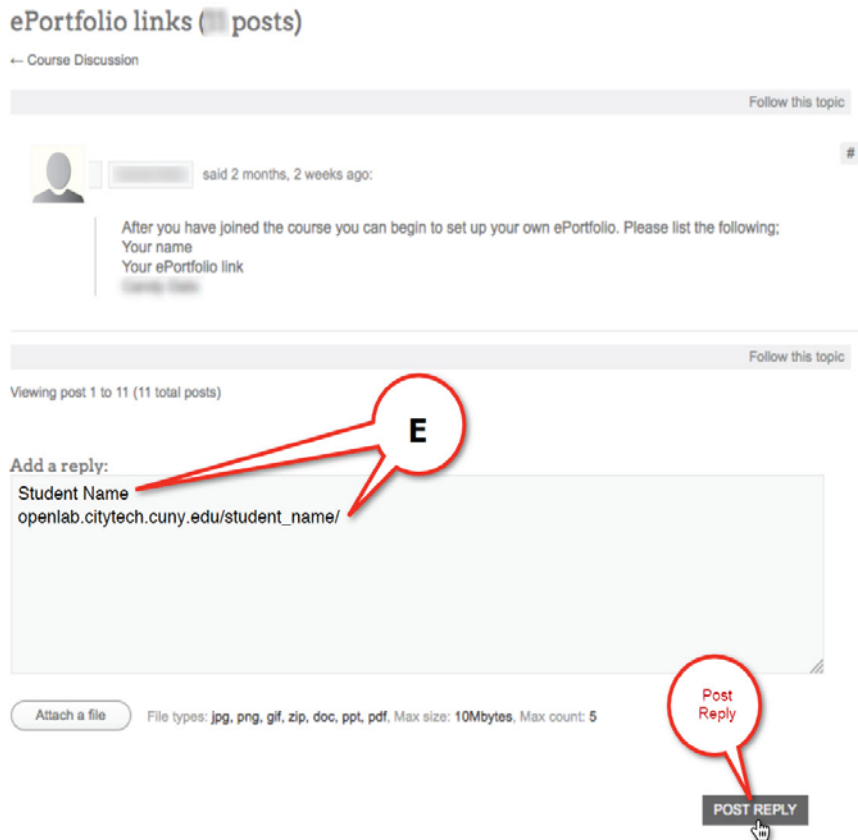


D) The professor will have a **Topic** telling you to send them your ePortfolio URLs.



# ePortfolio for Students

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



ePortfolio links (11 posts)

← Course Discussion

Follow this topic

#

said 2 months, 2 weeks ago:

After you have joined the course you can begin to set up your own ePortfolio. Please list the following:  
Your name  
Your ePortfolio link

Follow this topic

Viewing post 1 to 11 (11 total posts)

Add a reply:

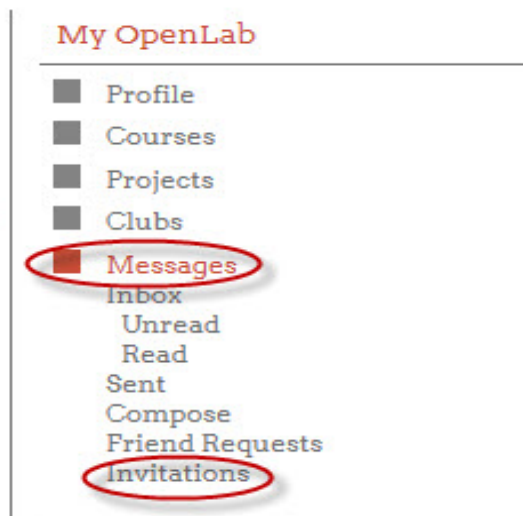
Student Name  
openlab.citytech.cuny.edu/student\_name/

Attach a file File types: jpg, png, gif, zip, doc, ppt, pdf, Max size: 10Mbytes, Max count: 5

Post Reply

POST REPLY

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**".



My OpenLab

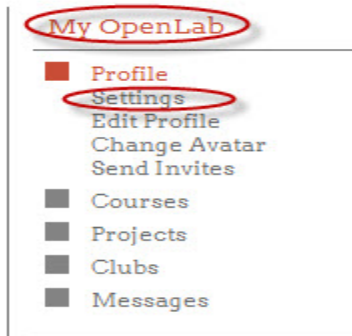
- Profile
- Courses
- Projects
- Clubs
- Messages
- Inbox
- Unread
- Read
- Sent
- Compose
- Friend Requests
- Invitations



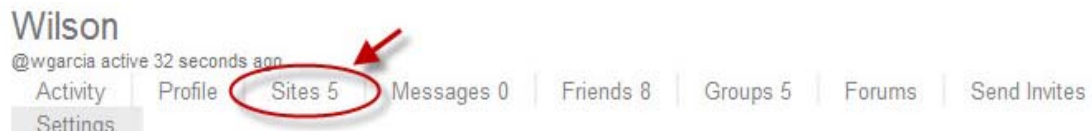
# ePortfolio for Students

## How do I access all of my sites?

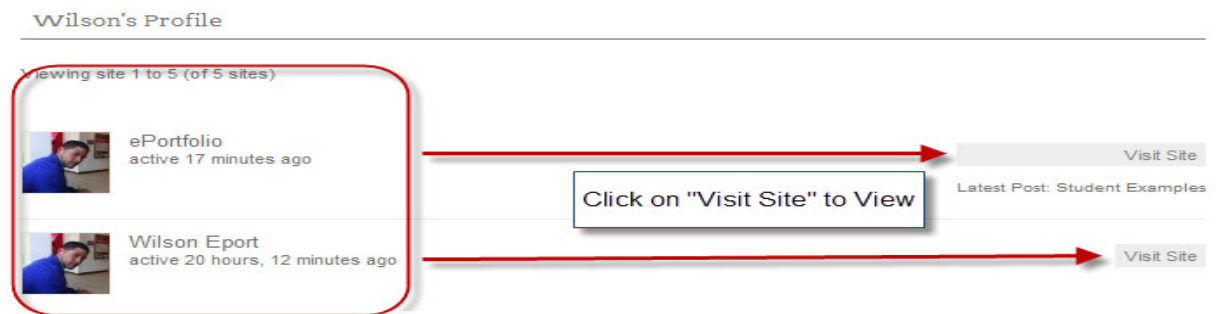
1. Click on “My OpenLab”, and then click on “Settings”.



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.





# ePortfolio for Students

## **\*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](mailto:Studenthelpdesk@citytech.cuny.edu)