

How to View Your Students' ePortfolio

A Guide for Faculty

Who is this for? This guide is for any faculty member who is teaching a course that requires students to develop ePortfolios and who wants to access these via Digication.

When your students create their ePortfolios, they can share them with your course so that you can view them all via your course page in Digication. You can view these ePortfolios by following these FIVE simple steps:

Step 1: Login to the Faculty & Staff portal. Go to the main LaGuardia website, hover over the 'My LaGuardia' menu at the top right corner of the screen and click on 'Faculty & Staff' and login using your Outlook credentials. (See image 1)

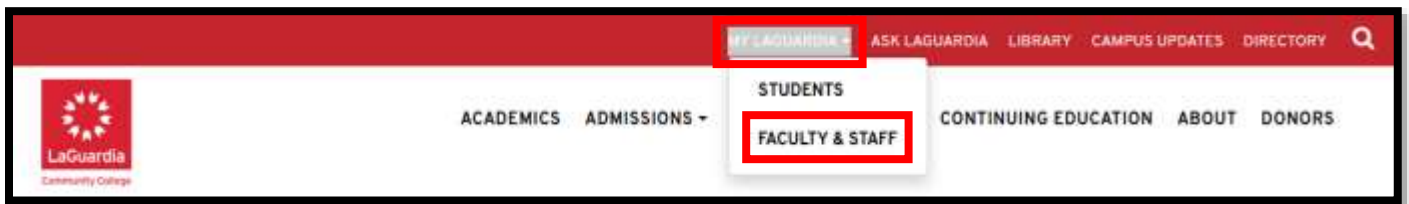


Image 1

Step 2: Access the Digication dashboard. Once logged into your MyLaGaurdia account, locate the 'eTools' section and select 'ePortfolio / Digication' to access the Digication dashboard. (See image 2)

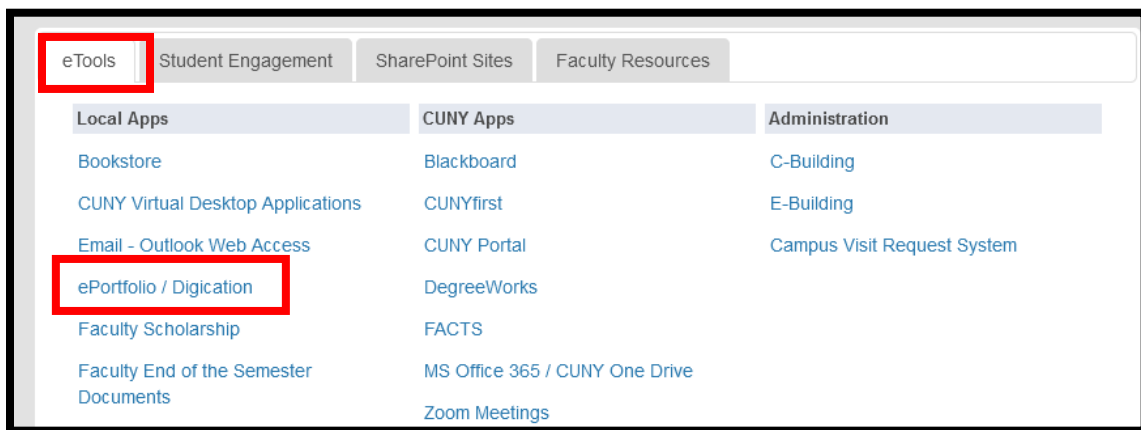


Image 2

Step 3: Find your course. Once in the Dashboard, scroll down to the 'My Courses' section on your Digication dashboard and click on your desired course. (See image 3)



Image 3

Step 4: Get to know your course page. Every course in Digication will look like this. Now, click on the 'e-Portfolios' tab to view your students' ePortfolios. (See image 4)

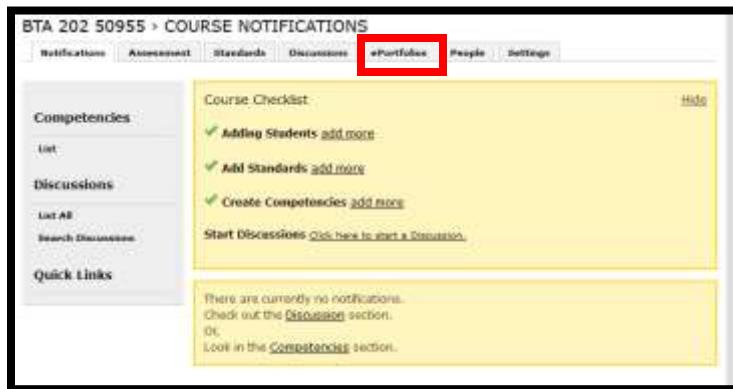


Image 4

Step 5: View your students' ePortfolios. Your students' ePortfolios will be listed here as long as they shared their ePortfolios using the 5 digit CUNY first code for the course in the permission settings of their eportfolios. (See image 5)

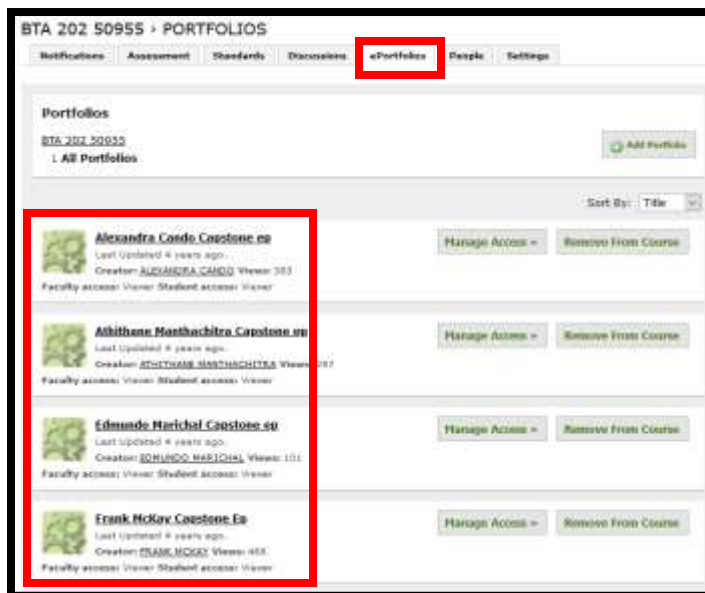


Image 5

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.