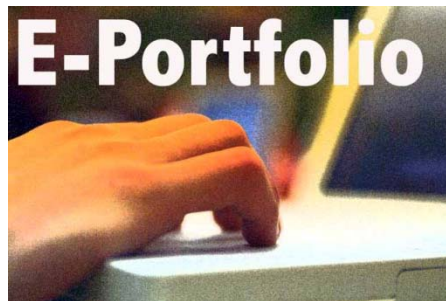


Getting Started with ePortfolio: First Year Experience



Start at *Campus Connection*.

1. Go to Campus Connection (<http://campus.mcla.edu/>).

The screenshot shows a web browser window with the address bar containing <http://campus.mcla.edu/>. The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page title is "Campus Connection Campus Home".

The main content area is divided into three columns:

- Left Column (Navigation Menu):** Contains five buttons: "FREEL LIBRARY", "BLS VISTA ONLINE CLASSROOM", "BANNER SELF SERVICE", "LEARNING PORTFOLIO" (highlighted with a red triangle), and "TECHHELP".
- Middle Column:**
 - Video Series:** "Meet some of our exceptional faculty, travel with our students to Belize for their Alternative Spring Break, and get to know a couple of our stellar students. [see the videos](#)"
 - Featured Story:**
 - Managing Galleries:** "Some MCLA students majoring in art and arts management are getting real-world experience this summer as they run downtown art galleries."
 - Commuter Connections:** "A commuter student, Sara Grimaldi '12 of Adams, Mass., is one of the most connected students on campus. Her many activities include the Student Activities Council, Student Government Association and Cheer Club."
- Right Column:**
 - People Finder:** "Enter name or department" with a search box and buttons for "Faculty/Staff" and "Students".
 - Student Mailboxes:** "For on-campus use only. [Student Mailbox Directories.](#)"
 - First Class:** "Away from your primary computer and still need access to First Class? [Try this web portal.](#)"
 - Office Finder:** "Use our quick link shortcut selector or [search the site](#) for more refined"

At the bottom right of the middle column, there is a link for [More News...](#)

2. Click on **Learning Portfolio**.


Log in.


1. Enter your student MCLANet Account (**your A#**).
2. Enter your **password** (the same one you use for FirstClass).
3. Click **Log In**.


MCLA

Portfolio Login

Use your MCLA Username & Password

① 

② 

③ 

Fill in the information boxes.

MCLA

Portfolio Settings

Basic Information

Fill out some basic information about your e-Portfolio

e-Portfolio Title

First Name + Last Name + “Whole Student Experience”
e.g. *John Student Whole Student Experience*

This is the title of your e-Portfolio.

e-Portfolio Web Address

https://mcla.digication.com/

Web Address

Choose the address at which you want your e-

First Initial + Last Name + “WSE”
e.g. *jstudentwse*

Contact Email

Mary.Kavanaugh@mcla.edu

If you have any contact forms on your e-Portfolio, this is the address to which contact emails will be sent.

Categories

Categories

Structure Your ePortfolio.

Scroll down.

Leave *Categories* blank.

Skip (for now) *Visual Styles* and
Permission Settings.

Click on **Choose a Template**.

Categories

[Visual Styles](#)

[Permission Settings & Tagging](#)

[Choose a Template](#)



Choose the WSE Template.

Choose a Template

<input checked="" type="radio"/>		<u>Create From Scratch</u>
<input type="radio"/>		<u>A Whole Student Experience</u> Created 01/14/11 Last Edit:

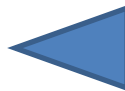
Click the radio button next to **A Whole Student Experience**.

1

Save.

2

Save



Navigating the Whole Student Portfolio.

The screenshot shows a Mozilla Firefox browser window with the address bar displaying `https://mcla.digication.com/jstudentwise/Welcome/`. The page title is "Digication :: John Student's Whole Student Experience :: Biography". The browser's address bar also shows a search for "italian consulate boston".

The website header includes navigation links: Home | Calendar | People | Courses | e-Portfolios | Subscriptions. A user greeting "Welcome, John" is visible, along with "Logout" and "More" links, and a "HELP?" button.

The main content area features a dark blue header with the "MCLA" logo. Below this, the page title "John Student's Whole Student Experience" is displayed, with a "site map" link. A "Portfolio Tools" dropdown menu is visible in the top right.

The page is organized into sections:

- View Sections:** Add/Edit
- Home:** Core Curriculum and the Liberal Arts | Experiential Learning | Student Involvement | Academic Major | Goals
- View Pages:** Add/Edit
- Home Page:** Biography, Why ePortfolio?, Submission Map, Résumé, Your ePortfolio Compass, Liberal Arts at MCLA
- About Me Section:** View Text, Edit, Publish, Delete, Drag to reorder

The "About Me" section contains a placeholder image for a profile picture with the text "MCLA" and "HI!". Below the image, the text reads: "This page is your introduction to the world: we want to know who you are! In addition to the basics, consider including brief reflections on **one or more** of the following: a **moment** that defined you; an **achievement** of which you are especially proud; an **activity** that gives you great satisfaction."

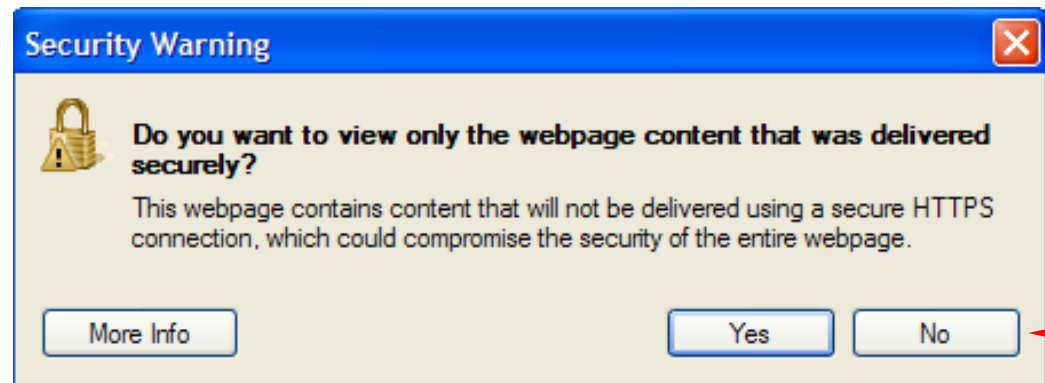
At the bottom of the "About Me" section, it says: "Please **upload** an image (replacing the one above) or include some other form of visual media that you believe accurately depicts who you are. If you're adventurous, you can..."

Task 1: Editing Your Biography.

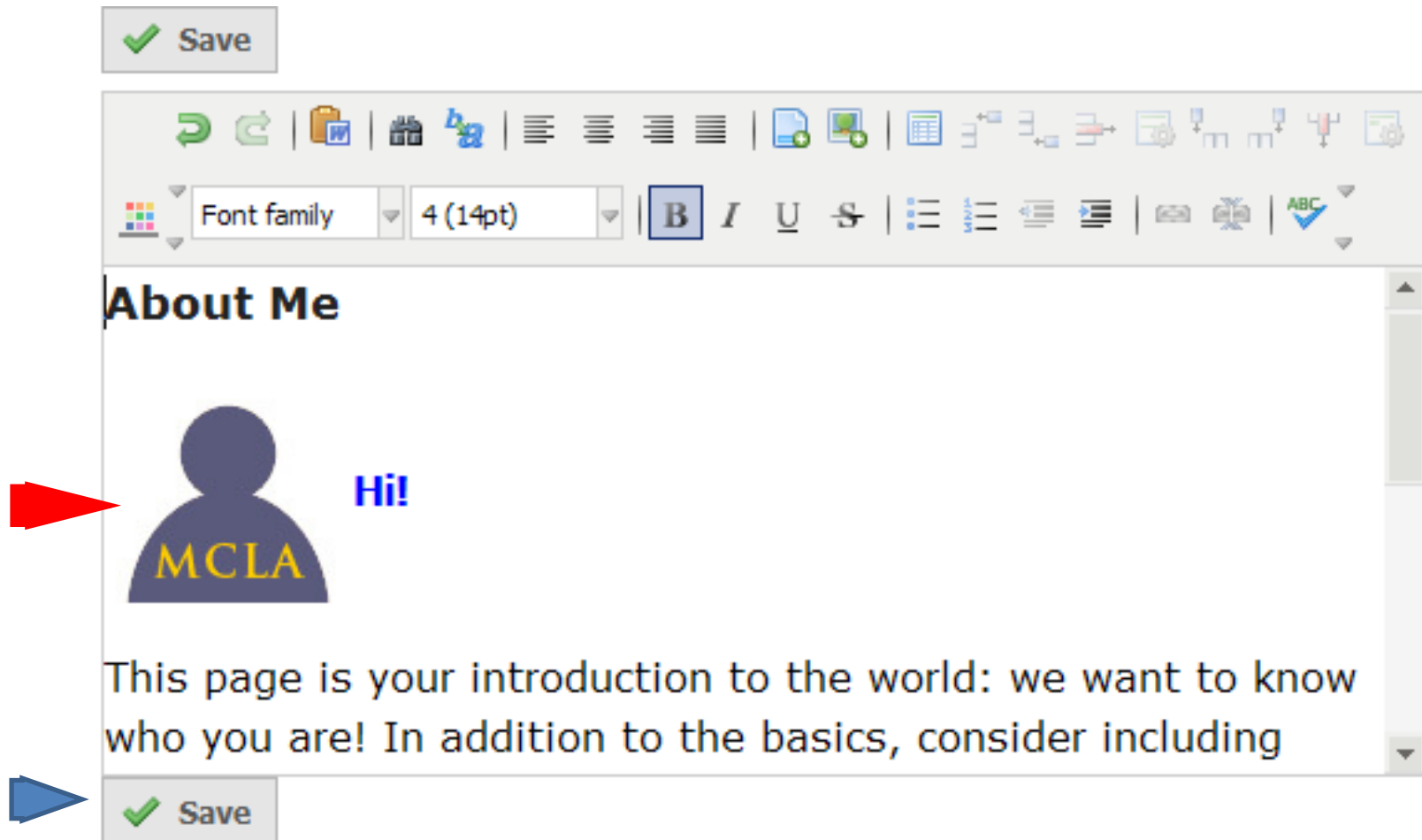
Click the **Edit** tab.



(If you get a security warning, click **No**.)



Editing Your Biography, cont'd.



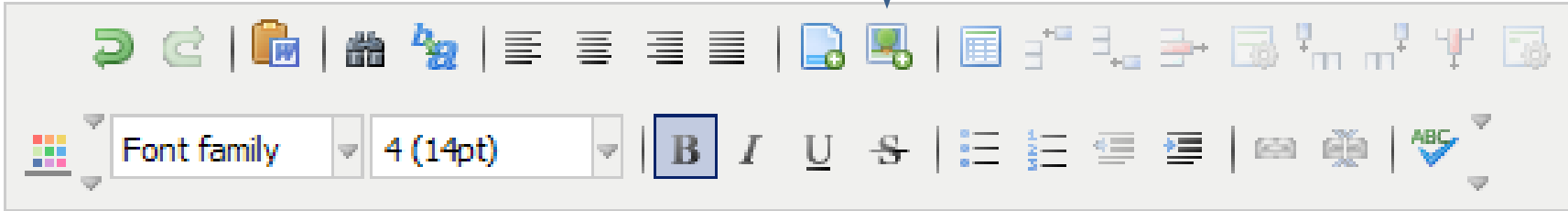
The screenshot shows a web editor interface for editing a biography. At the top left is a 'Save' button with a green checkmark. Below it is a rich text editor toolbar with various icons for undo, redo, insert, and formatting. The main editing area has a title 'About Me' and a profile picture placeholder with the text 'MCLA' in yellow. To the right of the picture is the text 'Hi!'. Below this is a paragraph of sample text: 'This page is your introduction to the world: we want to know who you are! In addition to the basics, consider including'. At the bottom left of the editing area is another 'Save' button with a green checkmark. A red arrow points to the profile picture, and a blue arrow points to the bottom 'Save' button.

Delete the sample text and picture, then add your biography and picture.

Always be sure to **Save** your changes!

Upload A Picture.

1. Click on the **Insert Media** icon.

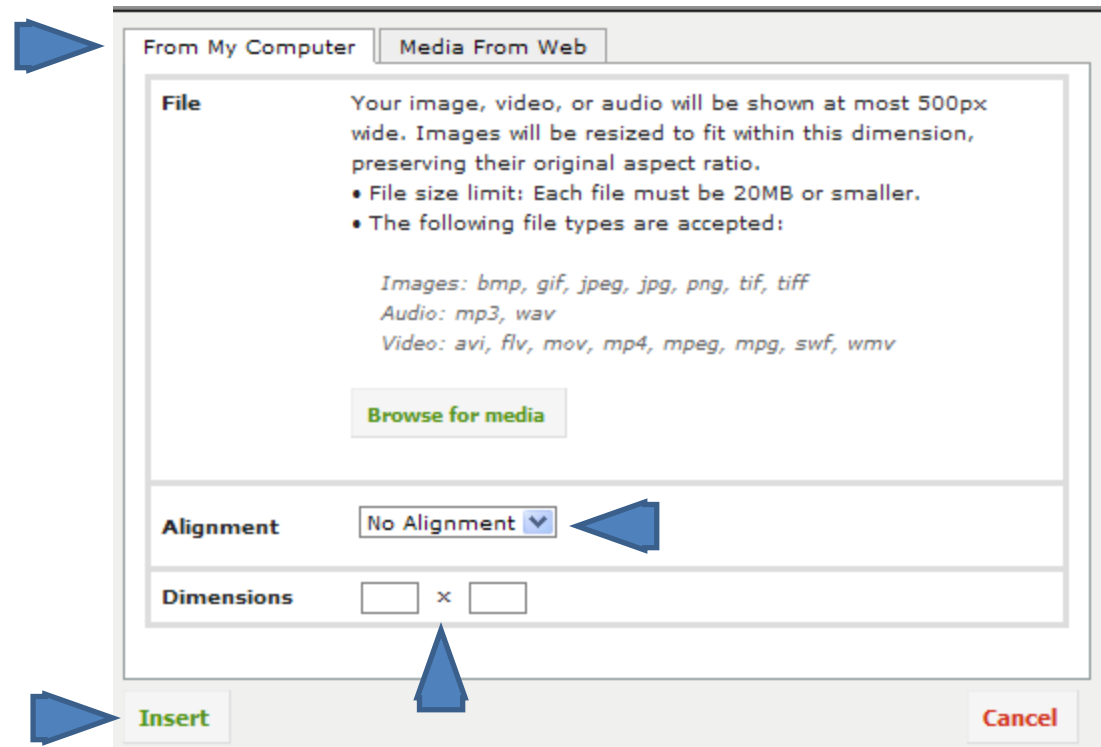


2. Choose the location tab (Computer or Web) where your picture resides.

3. Choose Alignment.

4. Make the picture about 100 X 100 pixels (if square).

5. Click **Insert**.



Save Your Work.

After editing,
always be sure
to **save** your
work.

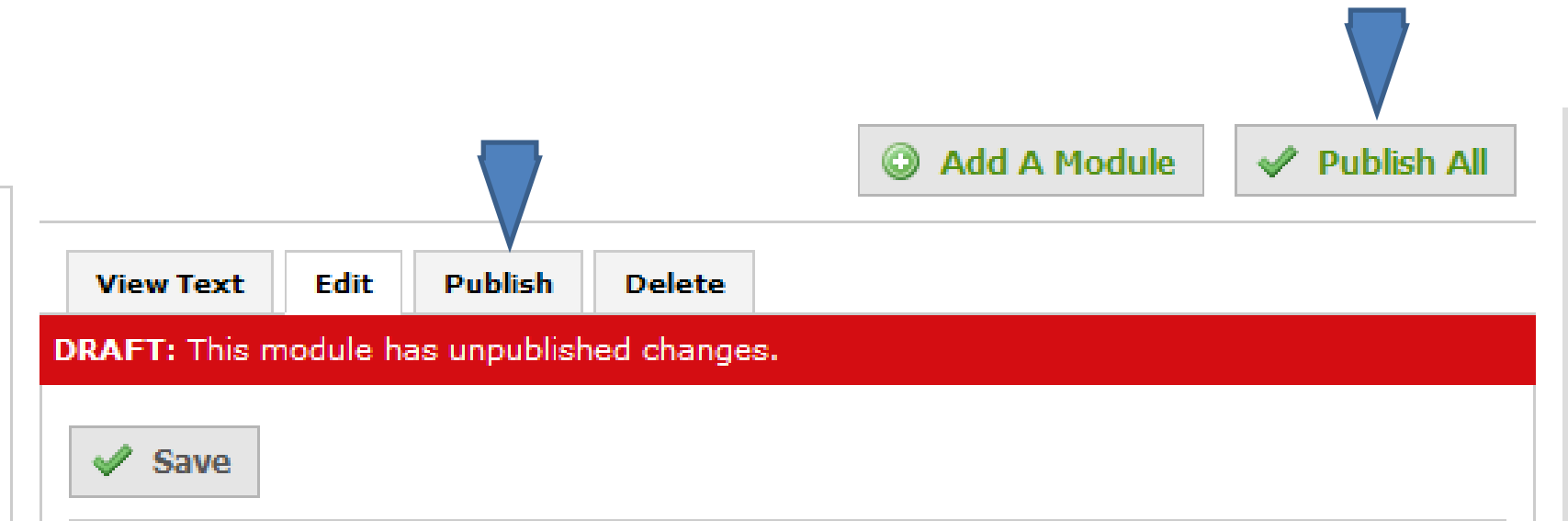
The screenshot shows a web browser window with the URL <https://mcla.digication.com/jstudentwse/Welcome/>. The page title is "John Student's Whole Student Experience". The interface includes a navigation menu with options like "Home", "Core Curriculum and the Liberal Arts", "Experiential Learning", "Student Involvement", "Academic Major", and "Goals". A "View Sections" and "Add/Edit" button is visible. Below the navigation, there's a "View Pages" and "Add/Edit" button, and a "Home" section with links to "Biography", "Why ePortfolio?", "Submission Map", "Résumé", "Your ePortfolio Compass", and "Liberal Arts at MCLA". A "View Text" button is present, and a "Save" button with a green checkmark is highlighted. Below the "Save" button, there's a "Save" confirmation message: "Save". At the bottom, there are "View" and "Delete" buttons, and a "Share This:" section with social media icons.

DRAFT: This module has unpublished changes.

A warning box will appear to remind you that the changes are not yet **published**, and so they cannot be viewed by anyone but you.

Publish Your ePortfolio.

You can publish just the section you are working on or, if you have worked on multiple sections, you can click **Publish All**.



The screenshot displays a user interface for managing ePortfolio content. At the top, a horizontal toolbar contains four buttons: 'View Text', 'Edit', 'Publish', and 'Delete'. A blue arrow points to the 'Publish' button. To the right of this toolbar are two larger buttons: 'Add A Module' (with a green plus icon) and 'Publish All' (with a green checkmark icon). A second blue arrow points to the 'Publish All' button. Below the toolbar is a red banner with the text 'DRAFT: This module has unpublished changes.' At the bottom left, there is a 'Save' button with a green checkmark icon.

What's Next?

The ePortfolio is a work that will grow with you throughout your entire time at MCLA. To see what's next, check out the **Submission Map** link on your ePortfolio's Home page for a semester-by-semester view.

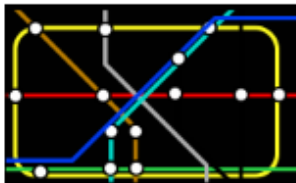
[Home](#) | [Core Curriculum and the Liberal Arts](#) | [Experiential Learning](#) | [Student Involvement](#) | [Academic Major](#) | [Goals](#)

[View Pages](#) [Add/Edit](#) [+ Add A Module](#)

Home

- Biography
- Why ePortfolio?
- [Submission Map](#)
- Résumé
- Your ePortfolio Compass
- Liberal Arts at MCLA

[View Text](#) [Edit](#) [Publish](#) [Delete](#) [Drag to reorder](#)



This page is your guide to completing **each step** of your ePortfolio, from your first semester through graduation.

First Semester	Biography Goals (Academic, Co-curricular, Personal) FYE Common Reading Assignment Reflection On First Semester Goals
Second Semester	End of Year Liberal Arts Reflection Goals For Second Year (Academic, Co-curricular, Personal)
Third Semester	Personal & Social Responsibility Reflection