

2013

USM ePortfolio Basics

University of Southern Maine

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Recommended Citation

University of Southern Maine, "USM ePortfolio Basics" (2013). *Women ADVANCE at USM Initiative*. 8.
https://digitalcommons.usm.maine.edu/women_advance/8

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USM ePortfolio

USM is in a second year of electronic portfolio utilization. With the support of funds from the Davis Educational Foundation Grant we are able to offer a second year of **subscription access to e-portfolio** through Digication, Inc.

As those of you who participated in last year's pilot know, e-portfolio is a technology that can enhance both your teaching and your students' learning. Faculty feedback from last year's pilot has allowed us to work with Digication to improve the training and support process to better meet USM faculty and student's specific needs. By extending the pilot a second year, we hope to give last year's participants a chance to further develop their e-portfolio pedagogy, and invite new users to join the project.

This document provides basic, introductory information on getting started with ePortfolio, and links to more in-depth information sources. Welcome to USM's ePortfolio pilot!

The Basics:

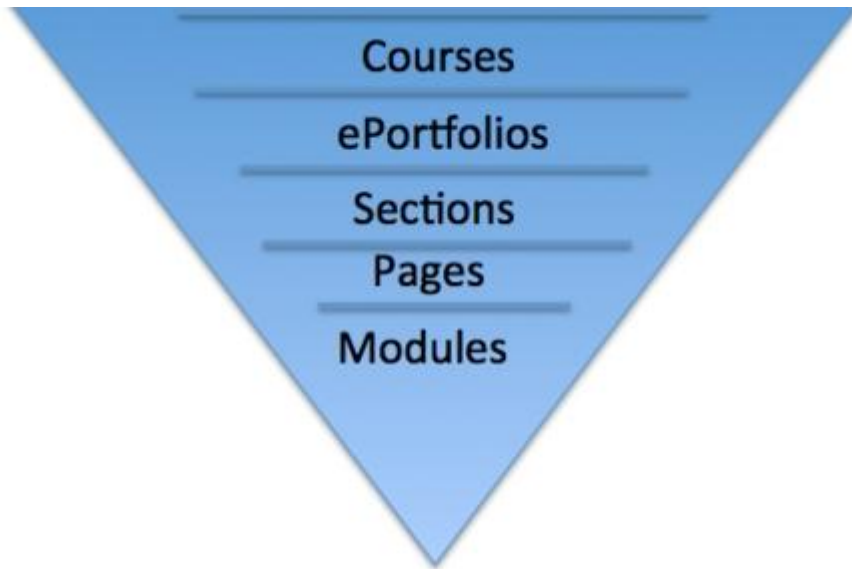
The best **step-by-step guide to getting started with Digication, Inc ePortfolio is Boston University's ePortfolio website.**

https://bu.digication.com/portfolio_about_portfolios/Creating_an_ePortfolio

You can follow all of the step-by-step directions at the BU site with the obvious exception that you can't use BU-specific log-in information, etc. If you're new to e-Portfolio, or just need a refresher, review the step-by-step instructions at the link above, and at the BU creating courses link

https://bu.digication.com/portfolio_about_portfolios/Courses_in_Digication

New users of Digication should first understand how ePortfolio is organized in Digication. Understanding this structure will help you build your own e-portfolio, and help you help your students build theirs.



Digication ePortfolios are organized hierarchically, like an outline. The basic building block of each ePortfolio is the **module**. A module is a self-contained unit in which you can place content, such as pictures, text or uploaded files. As you create an ePortfolio, you'll create many modules. This can be confusing at first to people who've worked in online learning or other fields where a "learning module" often means a much larger unit. Don't let that faze you - it's just a different way of using the term.

Modules are collected in pages. A page is just an ordinary webpage, of the kind you'd find anywhere on the web.

Pages are grouped in sections. Sections are like the folders or directories on your hard drive, or like file folders in a cabinet: they're places where you can store related pages together.

Finally, **individual portfolios are grouped in courses.** If you create a course in Digication you will create a grouping or container of the e-portfolios of the students enrolled in the course. While you don't need to utilize the course function to review student work, it makes it easier to do so, and to allow students to see each other's work.

For help using Digication ePortfolio, **do not contact the USM help desk**. Staff at the helpdesk are not familiar with ePortfolio. The support staff at Digication are, and you can reach them at support@digication.com

If you would like to request an individual or group training session, contact smcwilms@usm.maine.edu or edowling@usm.maine.edu