PEPPERDINE UNIVERSITY
ePortfolio and Assessment

Quick Start Guide
DIGI[cation]

Why use ePortfolios?

The benefits of ePortfolios are rich and multi-layered. For students, ePortfolios allow them to collect their work in one place, establish a unified showcase of their work, and reflect upon their strengths and weaknesses. This is beneficial both during college as a quality improvement tool (that could potentially span their tenure at a university), and after college as an online career tool for prospective employers.

For faculty, ePortfolios can be equally beneficial in terms of data collection, student achievement documentation, and examples of direct student learning. This data can be used for reflecting upon and fine tuning curriculum and teaching methods, in order to gain clearer insights into student learning. In addition, ePortfolios are priceless in terms of collecting ongoing electronic documentation of assessment and provide universities with the ability to evaluate data, both qualitatively and quantitatively, at an institutional level.

1. Log into your ePortfolio

Go to https://pepperdine.digication.com and click 'Log In'. Enter your Pepperdine ID and password and click 'Login'.

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

LAST 10   SHOW ALL   DIRECTORY   BY COURSE   ?

Quick Start Guide (pdf)   My e-Portfolios   Create

Jane Doe's ePortfolio
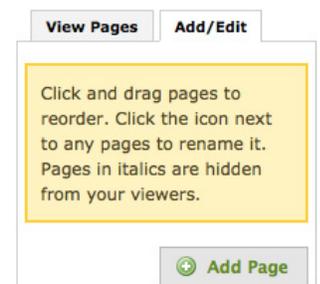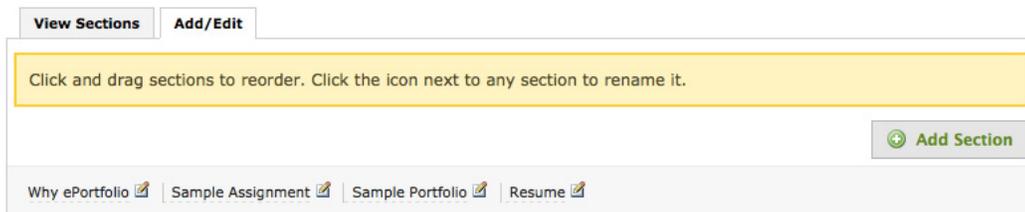Updated 1 week ago.

2. Create Your ePortfolio

Once logged in, you will come to your Dashboard, a page that lists everything you have on Digication – ePortfolios, Courses, and Communities. To create a new ePortfolio, under 'My e-Portfolios' click the 'Create' button. Choose an ePortfolio Title and web address.

Edit   **Preview**   **Published**   **Portfolio Tools**

3. Edit Your ePortfolio

When you are logged in and viewing your portfolio, you first see it in Edit Mode. The tabs along the top of the page let you switch viewing modes. The 'Preview' tab lets you preview your changes as you are editing. The 'Published' tab shows you the published version of your portfolio – what your ePortfolio visitors see.

To read more detailed instructions about your portfolio settings go to
http://community.pepperdine.edu/bi/eportfolio/eportfolio_guide.htm

View Sections   Add/Edit

Click and drag sections to reorder. Click the icon next to any section to rename it.

Add Section

Why ePortfolio ✎ | Sample Assignment ✎ | Sample Portfolio ✎ | Resume ✎

View Pages   Add/Edit

Click and drag pages to reorder. Click the icon next to any pages to rename it. Pages in italics are hidden from your viewers.

Add Page

Add Sections and Pages

1. To **add sections**, click on the 'Add/Edit' tab in the 'View Sections' area. Click on the 'Add Section' button on the right side.
2. Type in the section name and then click 'Save'.
3. To reorder sections, make sure you are in the 'Add/Edit' tab, simply drag and drop the section.

1. To **add pages**, click on 'Add/Edit' tab next to 'View Pages' area. Click on the 'Add Page' button on the right side.
2. Type in the page name and then click 'Save'.
3. To reorder pages, make sure you are in the 'Add/Edit' tab, simply drag and drop the page.
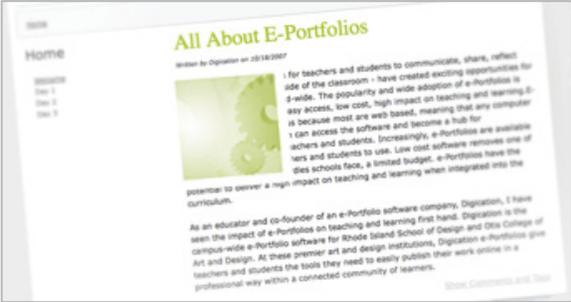
Add Content

To add or edit content within your ePortfolio, highlight a section and a page within your ePortfolio where you want to add or edit content. Click on the button 'Add A Module' to add content.

You can create multiple modules on the same page. Take a minute to look at the variety of layouts that are possible and choose the one that will represent your work the best.

Upon clicking 'Done', the page will automatically scroll to the module that you just created. You can add more by clicking on 'Add A Module' again.

Each module has tabs across the top:

View (Media or Text) is a preview of what your viewers will see including your unpublished changes.

Edit is where you can add/edit content, upload files, and create links.

Publish is where you can publish a specific module to your viewers. If you have multiple modules in a page that needs to be published at the same time, you can use 'Publish All' above all modules.

Delete allows you to delete the module from the page.

Drag to reorder allow you to reorder modules on a page.

Modules

You can use built in modules to build content rich pages easily.

Rich media support

You can upload images in almost any format, and it is automatically put it into a web friendly format and resized appropriately for you.

Upload multiple files at once

You can upload multiple files in one click.

Create links easily

You can create links easily just by pasting in a web address.

Integrate with other services

You can embed videos from Youtube, Google Video, TeacherTube, SchoolTube, Photobucket, Brightcove directly into your page. Your viewers will not need to leave your page to play back videos.

System Requirements

- Internet Access
- Internet Explorer 7+
- Firefox 2+
- Safari 3+
- Latest Adobe Flash player