

**Cornell University**  
**Learning Strategies Center**

## **Getting Started with your LSC Integrative Knowledge e-Portfolio**

These directions will guide you through logging into the e-Portfolio and beginning to add content to it.

# Getting Started With Your Integrative Knowledge e-Portfolio



Before you continue and follow the instructions below, please be sure that you have contacted Academic Technologies to request a Digication ePortfolio account, and requested to join the LSC Portfolio Community, and have received a confirmation email.

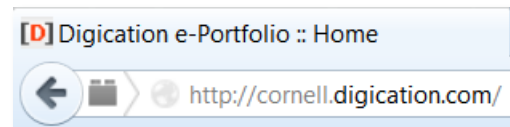
If you have not received this confirmation, please contact Academic Technologies at [acadtech@cornell.edu](mailto:acadtech@cornell.edu), request a Digication account and to be added to the LSC Portfolio Community.

Once you have received your confirmation, read the following instructions:

You can follow these print-instructions or visit the following website (for these same instructions with instructional videos): <http://blogs.cornell.edu/lsc/>

## Logging In

1. Use an Internet web browser to navigate to the Cornell University Digication site at: <http://cornell.digication.com>



2. Log in by typing in the **Username and Password** provided to you

3. Click **Log In**



### Note to Pre-existing Digication Users

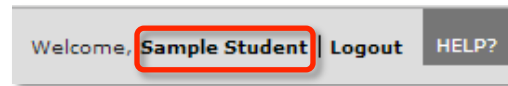
If you have an existing Cornell Digication account, you will continue to use your Username and Password.

Your Username in Digication is always your Cornell NETID. Your starting password is your Cornell NETID twice, no spaces, all lowercase (e.g. sse54sse54).

## Changing Your Password

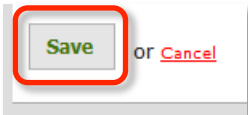
After signing into Digication for the first time, you should change your password to something you can easily remember.

1. Once you have logged into Digication, click on your Username at the top of the page



2. Enter a new password and update any additional personal information (such as contact and academic information)

3. Click **Save** at the bottom of the page to save all changes



**My Account**

**Username:**  
samplestudent2014

**Login Page:**  
You can log in at: <https://cornell.digication.com/>

**First:**  
Sample Student

**Last:**  
Account

**Password:**

**Retype Password:**

**Notification Email:**  
 This is where we will send all your Digication related emails

**Digication Support Email:**  
 This can be the same as your notification email. It is the address you will use when interacting with support tickets and our community support forums

**SMS Notification Address:**  
Currently we only support US phone numbers. Please enter your 10 digit phone number. This is for cellphones/pagers to receive notification about events/class changes from faculty.

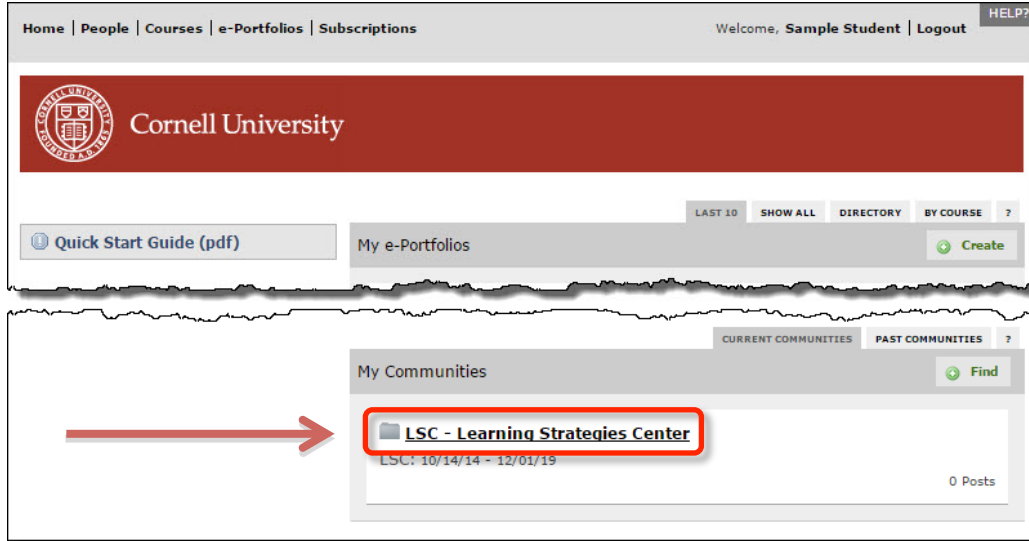
**Email:**

**Phone:**

-- Select a Carrier --

## Finding Your Community

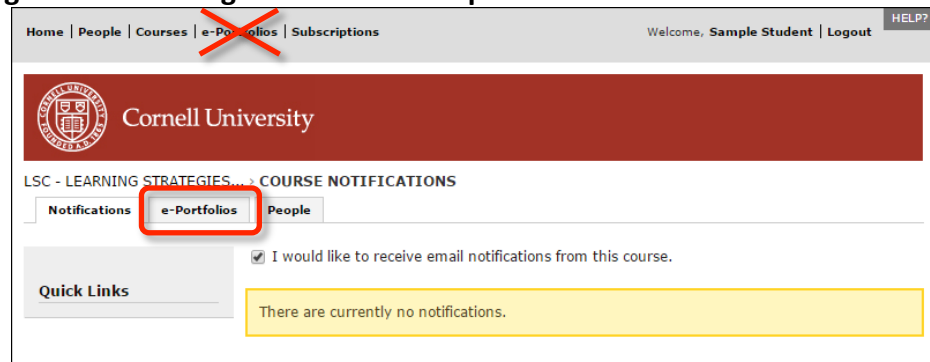
After logging in, scroll down on your Home page to the **My Communities** section and click on **LSC – Learning Strategies Center**. This is your first Digication Community.



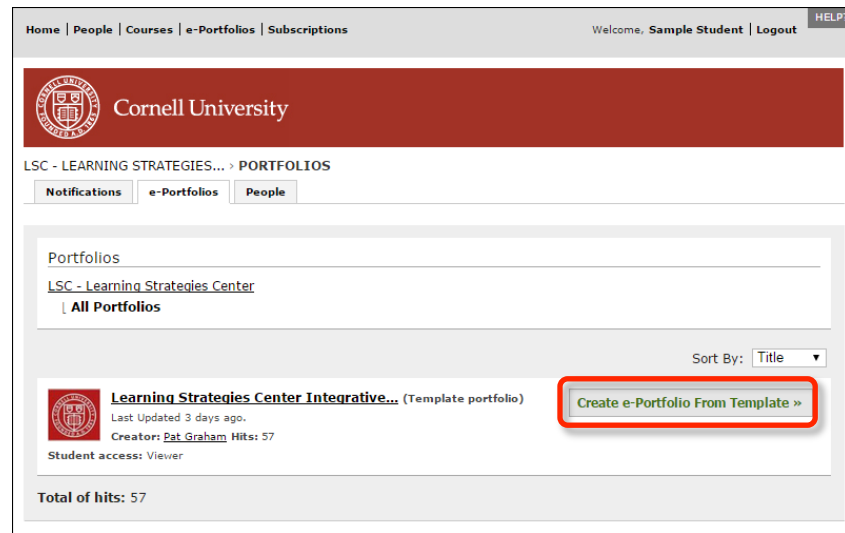
## Selecting the LSC Integrative Knowledge e-Portfolio Template

1. From the LSC Community page, click **e-Portfolios** at the top of the **LSC – LEARNING STRATEGIES CENTER** Community box.

**NOTE:** Do not click the e-Portfolios link at the very top of the page.



2. Find the **Learning Strategies Center Integrative Knowledge... (Template portfolio)** and click the **Create e-Portfolio From Template** button.



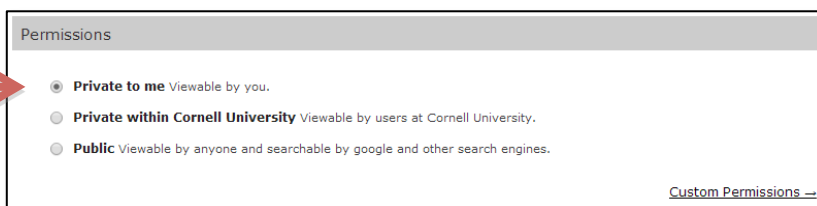
Adapted from Integrative Knowledge Portfolio Process Student Handbook Copyright © 2012  
Stacey M. Fenton and Melissa Peet ALL RIGHTS RESERVED

3. Name your LSC e-Portfolio in the **Title of your e-Portfolio** box. Notice how your title becomes part of the URL for your e-Portfolio automatically.

**Note:** Please add your name and “LSC e-Portfolio.” For example, “Pat Graham’s LSC e-Portfolio”

4. Choose **Private to Me** under **Permissions**.

This ensures that your e-Portfolio is private until it is completed and ready for public viewing.



Permissions

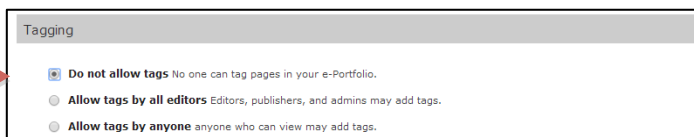
- Private to me** Viewable by you.
- Private within Cornell University** Viewable by users at Cornell University.
- Public** Viewable by anyone and searchable by google and other search engines.

[Custom Permissions →](#)

“Private to me” means that when you “publish” any part of your e-Portfolio only you and those who you have added as users of your e-Portfolio will be able to see it and send you comments on it – in addition to the technical staff and LSC administrator.

Later, you can change access to anyone you’d like.

5. Choose **Do Not Allow Tags** under **Tagging**.



Tagging

- Do not allow tags** No one can tag pages in your e-Portfolio.
- Allow tags by all editors** Editors, publishers, and admins may add tags.
- Allow tags by anyone** anyone who can view may add tags.

6. For the Comments settings, choose **Show comments immediately**.



Show Comments:

- Show comments immediately**
- Do not show comments until they have been approved**
- Do not show comments to viewers**

7. Click the **Create New e-Portfolio** button.



Create New e-Portfolio

## To Add Access to your e-Portfolio to anyone else in the Cornell community:

1. Login to Digication and access your e-Portfolio
2. Click on the **Portfolio Tools** menu in the upper-right corner of your e-Portfolio and choose **Settings**.
3. Click on the **Custom Permissions** link on the right-side of the **Permissions** section.
4. In the search box ... start typing the NETID or full name of **anyone else in the Cornell community you’d like to add**
5. Assign them the **Viewer** role. This allows them to view and make comments on your e-Portfolio.
6. When you are finished adding individuals to access your e-Portfolio, click on the **Save** button at the bottom-left of the settings page.
7. You may want to send them an email indicating that you have added them to your e-Portfolio.

## TO ADD CONTENT

### TO BEGIN

Click on **Exercise I: Creating Your Initial Statement of Purpose** in the list on the left under the title **STATEMENT OF PURPOSE**.

The screenshot shows a web interface for a student's LSC e-Portfolio. At the top, there are navigation buttons for 'Edit', 'Preview', and 'Published', along with a 'Portfolio Tools' dropdown. Below this is a red banner featuring the Cornell University logo and a photo of students. The main content area is titled 'Sample Student's LSC e-Portfolio' and includes a 'site\_map' link. A navigation bar contains links for 'WELCOME', 'STATEMENT OF PURPOSE', 'PHILOSOPHY STATEMENT', 'WORK SHOWCASE', and 'CURRICULUM VITAE/RESUME'. Below the navigation bar, there are buttons for 'View Sections' and 'Add/Edit'. The 'STATEMENT OF PURPOSE' section is active, showing a list of pages on the left: 'Statement of Purpose Overview', 'Exercise I: Creating Your Initial Statement of Purpose' (highlighted with a red box), 'Exercise II: Connecting Your Statement of Purpose to the Knowledge Synthesis Pages', and 'Add A Module'. The main content area for 'Exercise I' is titled 'EXERCISE I: Developing a Statement of Purpose' and contains the following text:

*Becoming an intentional learner requires you to think and learn about how to articulate your short, long term, and lifelong learning goals as often as possible. Although you will not likely create an "official" Statement of Purpose page for your portfolio until the last phase of the portfolio process, articulating a set of statements of purpose early will help you to better identify the kinds of experiences you would like to document for your Work Showcase and Philosophy Statement pages.*

**Instructions:** You can use the ideas you shared at the Active Listening session of **PSP Orientation** to help answer the questions below to create your Statement of Purpose. Please include relevant images/visual elements.

1. When you think about your first year at Cornell how would you describe your expectations? What are some things that you want to be sure to experience?
  1. Consider these ideas:
    1. Accomplish, read, create, do, complete ...
    2. Change, new ...
    3. Reinforce, enhance ...
  2. What do you see as necessary in order for that to happen? Which of your strengths, capacities, core characteristics, and gifts will you need to put into action?

NOTE: If you would like to complete a Generative Knowledge Interview to help you explore your goals, your strengths, etc., please email Dr. West ([ejw3@cornell.edu](mailto:ejw3@cornell.edu)). The interview takes less than 30 minutes.

## TO ADD YOUR INFORMATION:

Click on the **Edit** tab.

Answer the questions by typing directly onto the page. You can use the ideas you generated during your Generative Knowledge Interview.

Then delete any unwanted text.

Add images.

You can use the toolbar to change the font, check the spelling, etc.

The screenshot displays a web interface for a student's LSC e-Portfolio. At the top, there are navigation tabs for 'Edit', 'Preview', and 'Published', along with a 'Portfolio Tools' dropdown menu. Below this is a red banner featuring the Cornell University logo and a photograph of students. The main content area is titled 'Sample Student's LSC e-Portfolio' with a 'site map' link. A secondary navigation bar includes 'View Sections' and 'Add/Edit' buttons, with a list of sections: 'WELCOME', 'STATEMENT OF PURPOSE', 'PHILOSOPHY STATEMENT', 'WORK SHOWCASE', and 'CURRICULUM VITAE/RESUME'. Below this, there are 'View Pages' and 'Add/Edit' buttons, and an 'Add A Module' button. The 'STATEMENT OF PURPOSE' section is highlighted, showing a sidebar with a 'STATEMENT OF PURPOSE' heading and a list of links: 'Statement of Purpose Overview', 'Exercise I: Creating Your Initial Statement of Purpose', and 'Exercise II: Connecting Your Statement of Purpose to the Knowledge Synthesis Pages'. The main content area for 'STATEMENT OF PURPOSE' has a toolbar with 'View Text', 'Edit', 'Publish', and 'Delete' buttons, and a 'Drag to reorder' button. The 'Edit' button is circled in red. The content includes the heading 'EXERCISE I: Developing a Statement of Purpose', a paragraph of text, instructions, and a numbered list of questions.

Sample Student's LSC e-Portfolio [site map](#)

View Sections Add/Edit

WELCOME | [STATEMENT OF PURPOSE](#) | PHILOSOPHY STATEMENT | WORK SHOWCASE | CURRICULUM VITAE/RESUME  
Portfolio Completion and Course Planning Resources

View Pages Add/Edit Add A Module

STATEMENT OF PURPOSE

Statement of Purpose Overview  
[Exercise I: Creating Your Initial Statement of Purpose](#)  
Exercise II: Connecting Your Statement of Purpose to the Knowledge Synthesis Pages

View Text Edit Publish Delete Drag to reorder

**EXERCISE I: Developing a Statement of Purpose**

*Becoming an intentional learner requires you to think and learn about how to articulate your short, long term, and lifelong learning goals as often as possible. Although you will not likely create an "official" Statement of Purpose page for your portfolio until the last phase of the portfolio process, articulating a set of statements of purpose early will help you to better identify the kinds of experiences you would like to document for your Work Showcase and Philosophy Statement pages.*

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1. When you think about your first year at Cornell how would you describe your expectations? What are some things that you want to be sure to experience?
  1. Consider these ideas:
    1. Accomplish, read, create, do, complete ...
    2. Change, new ...
    3. Reinforce, enhance ...
  2. What do you see as necessary in order for that to happen? Which of your strengths, capacities, core characteristics, and gifts will you need to put into action?

## TO SAVE YOUR WORK

1. Click on the **Save** button

The screenshot shows the top navigation bar with 'Edit', 'Preview', and 'Published' tabs, and a 'Portfolio Tools' dropdown. Below is a red banner with the Cornell University logo and a photo of students. The main content area is titled 'Sample Student's LSC e-Portfolio' and includes a 'View Sections' menu with options like 'WELCOME', 'STATEMENT OF PURPOSE', 'PHILOSOPHY STATEMENT', 'WORK SHOWCASE', and 'CURRICULUM VITAE/RESUME'. A 'View Pages' menu is also visible. The 'STATEMENT OF PURPOSE' section is active, showing a 'View Text', 'Edit', 'Publish', and 'Delete' menu. A green bar indicates the module was last edited on Oct 20, 2014 at 3:44 PM. A red box highlights the 'Save' button with a green checkmark. Below the 'Save' button is a rich text editor with a toolbar and the text: 'EXERCISE I: Developing a Statement of Purpose' and 'Becoming an intentional learner requires you to think and learn about how to articulate your short, long term, and lifelong learning goals as often as'.

2. Click on the **Publish** tab above the red bar stating:  
**Draft: This module has unpublished pages.**
3. Click on the **Publish Changes** button.

The screenshot shows the 'Edit' tab selected in the top navigation bar. A red bar at the top of the content area reads 'DRAFT: This module has unpublished changes.' Below this is a yellow box with the text: 'You have unpublished changes. When you are done editing this module, publish your changes to make them available to your viewers.' Below the yellow box, there is a history section: 'This module was created on May 22, 2014 at 10:13 AM EDT by Pat Graham', 'This draft was last edited on Jun 05, 2014 at 09:56 AM EDT by Pat Graham', and 'Changes were last published on May 22, 2014 at 10:13 AM EDT by Pat Graham'. At the bottom, a red box highlights the 'Publish Changes' button with a green checkmark, and a 'Revert Changes' button with a red X is also visible.



## TO VIEW YOUR SAVED WORK

Click on the **View Text** tab

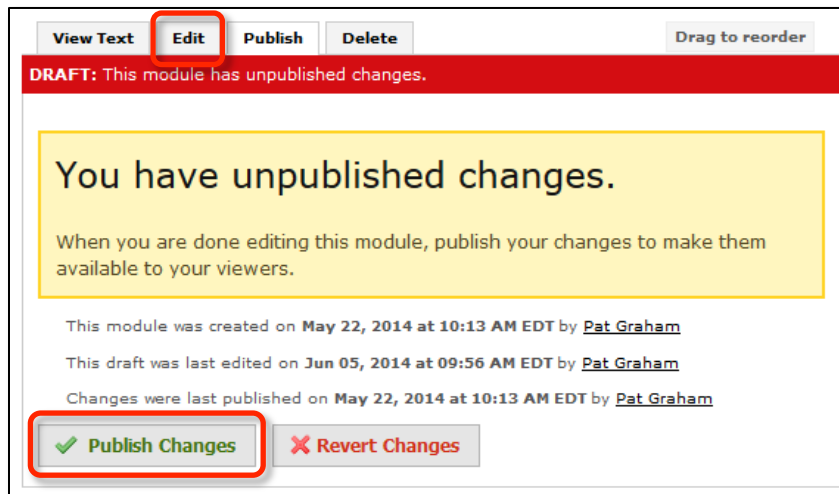


## TO ADD CONTENT TO OTHER PARTS OF YOUR e-Portfolio

1. Click on the topic name in the grey bar at the top of your e-Portfolio main page, for example "Philosophy Statement"
2. Click on "Exercise I" in the list on the left, or schedule a Generative Knowledge Interview
3. Click on the Edit tab
4. Place your cursor at the end of the first question and begin typing your response
5. When you have answered the questions you should **SAVE YOUR WORK**

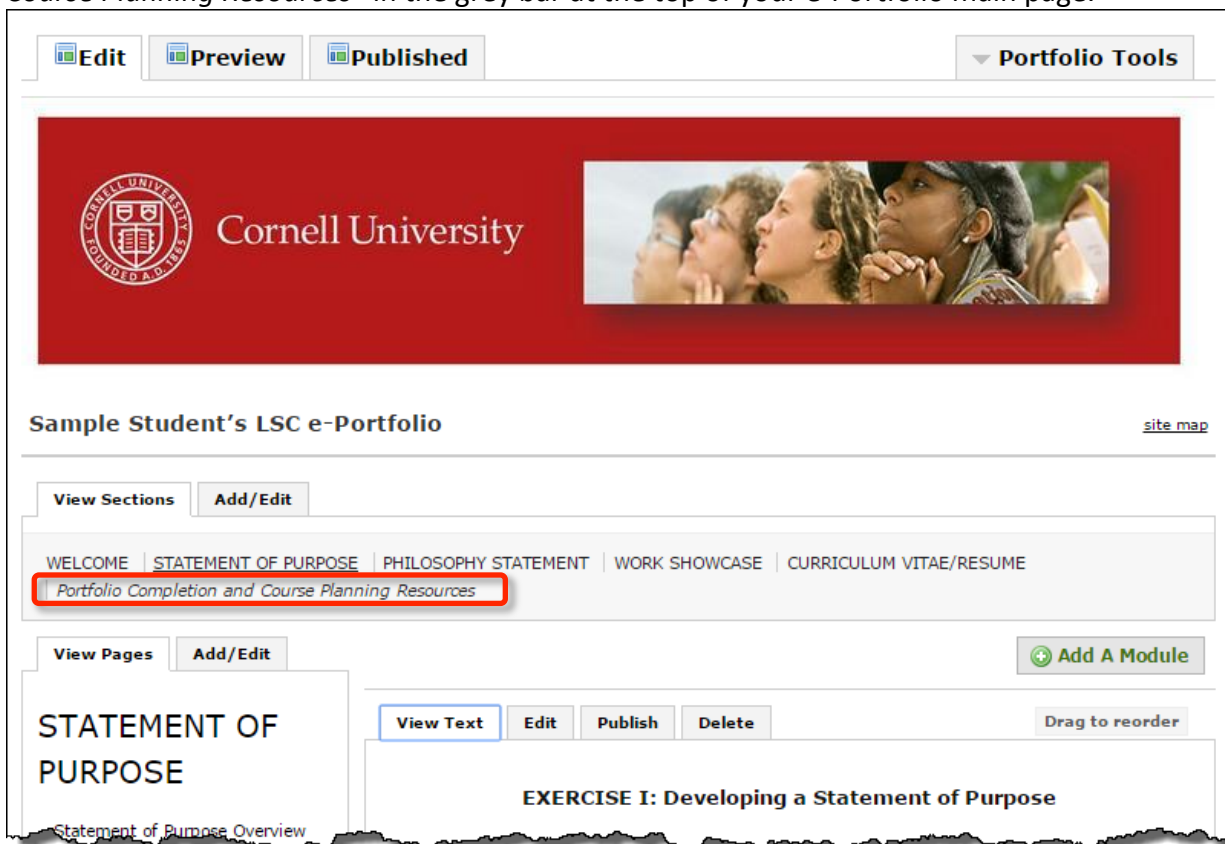
## REMEMBER..... ALWAYS SAVE YOUR WORK

1. Click on the **Save** button
2. Click on the **Publish** tab above the red bar stating **Draft: This module has unpublished pages**
3. Click on the **Publish Changes** button



## To learn more about how to complete your Integrative Knowledge e-Portfolio:

1. The complete Student Handbook is available by clicking on "*Portfolio Completion and Course Planning Resources*" in the grey bar at the top of your e-Portfolio main page.



The screenshot displays the top navigation bar of an e-Portfolio with buttons for 'Edit', 'Preview', 'Published', and 'Portfolio Tools'. Below this is a red banner featuring the Cornell University logo and a photograph of students. The main content area is titled 'Sample Student's LSC e-Portfolio' and includes a 'View Sections' button. A horizontal menu contains the following items: 'WELCOME', 'STATEMENT OF PURPOSE', 'PHILOSOPHY STATEMENT', 'WORK SHOWCASE', and 'CURRICULUM VITAE/RESUME'. The 'STATEMENT OF PURPOSE' item is highlighted with a red box, and a sub-menu is visible below it containing the link 'Portfolio Completion and Course Planning Resources'. Other interface elements include 'View Pages', 'Add/Edit', 'Add A Module', and a 'View Text' button for the selected section.

2. In the box labeled Integrative Knowledge Portfolio Process Handbook and Manual you can click on *2012 Student Handbook* to download a PDF copy.

## To Access Full Instructions on How to Use Digication

1. While logged into Digication ... click on the **HELP?** link in the upper-right corner of your screen
2. You will then see Digication's online Help system/manual. You can then navigate between help documentation