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, 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
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.
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.
   “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.

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

7. Click the Create New e-Portfolio button.

**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 a. And when Digication finds that person and displays his/her name, click on it.
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.

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). 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.

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**EXERCISE 1: 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.

**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?
TO 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 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.

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