Cloning & Claiming your ECE E-Portfolio

Please follow these steps to clone and claim your ECE e-Portfolio

Part 1: Sign-Up or Log-on BMCC's OpenLab

1. Navigate to BMCC's Open Lab https://openlab.bmcc.cuny.edu/ sign-up or log-in
2. Follow these instructions to sign up for the OpenLab for the first time, or, to log in: https://openlab.bmcc.cuny.edu/blog/help/how-to-sign-up-and-log-in-to-bmcc-openlab-students-staff-faculty/

Part II: Cloning the ECE e-Portfolio Project site:

3. Navigate to the project template that you will clone in order to create your portfolio: https://openlab.bmcc.cuny.edu/groups/ece-e-portfolio-template/
4. Click "Clone this Project":

5. This takes you to a temporary "Create Project" page.

6. Look for the 'Name (required)', which you should fill in with "[Your Name]'s ECE Portfolio," then click in the 'URL box', which will auto populate with an URL address.

Name (required)

Please choose your project name carefully. A clear name will make it easier for others to find your project. We recommend keeping the name under 50 characters.

Jennifer Longley ECE E-Portfolio

URL (required)

Choose a unique URL that will be the home for your project.

https://openlab.bmcc.cuny.edu/groups/ jennifer-longley-ece-e-portfolio ✔

7. In the 'Description' box, delete the text "This is a master" and replace it with "[Your names]'s" copy of the Early Childhood Education major e-Portfolio template.

Description (required)

Jennifer Longley's copy of the Early Childhood Education major e-Portfolio template

8. Scroll down to the bottom of the page and click 'Create and Continue'.

Create and Continue ❯

YOU ARE HERE   HOME / GROUPS

OPENLAB AT BMCC   Members   Courses

9. On the next page, scroll all the way down to the bottom of the page and click 'Next Step'.

❮ Previous Step   Next Step ❯

YOU ARE HERE   HOME / GROUPS

OPENLAB AT BMCC   Members   Courses

10. On the next page, click 'Finish'.

❮ Previous Step   Finish ❯

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Step 3: Separating your Project site from its Project Profile – in order to create your Portfolio
11. Go to 'Settings' at the bottom of the gray box on the right:

12. Go to 'Site' at the top, and click 'Unlink':

13. Next, uncheck the box 'Set up a site?'

14. Scroll down and click Save Changes:

Step 4: Create your OpenLab Portfolio Profile and attach your site
15. Click on 'My Profile' (circled in yellow)

16. On your Profile Page, click on '+Create Profile' (circled in red)

17. On the Create Portfolio Step One: Portfolio Creation page scroll down to 'Name (required)'; you will see a box filled with 'Your name's Portfolio'. Click on the text box, after your last name and before Portfolio add "ECE", so it reads "Your Name's ECE Portfolio"
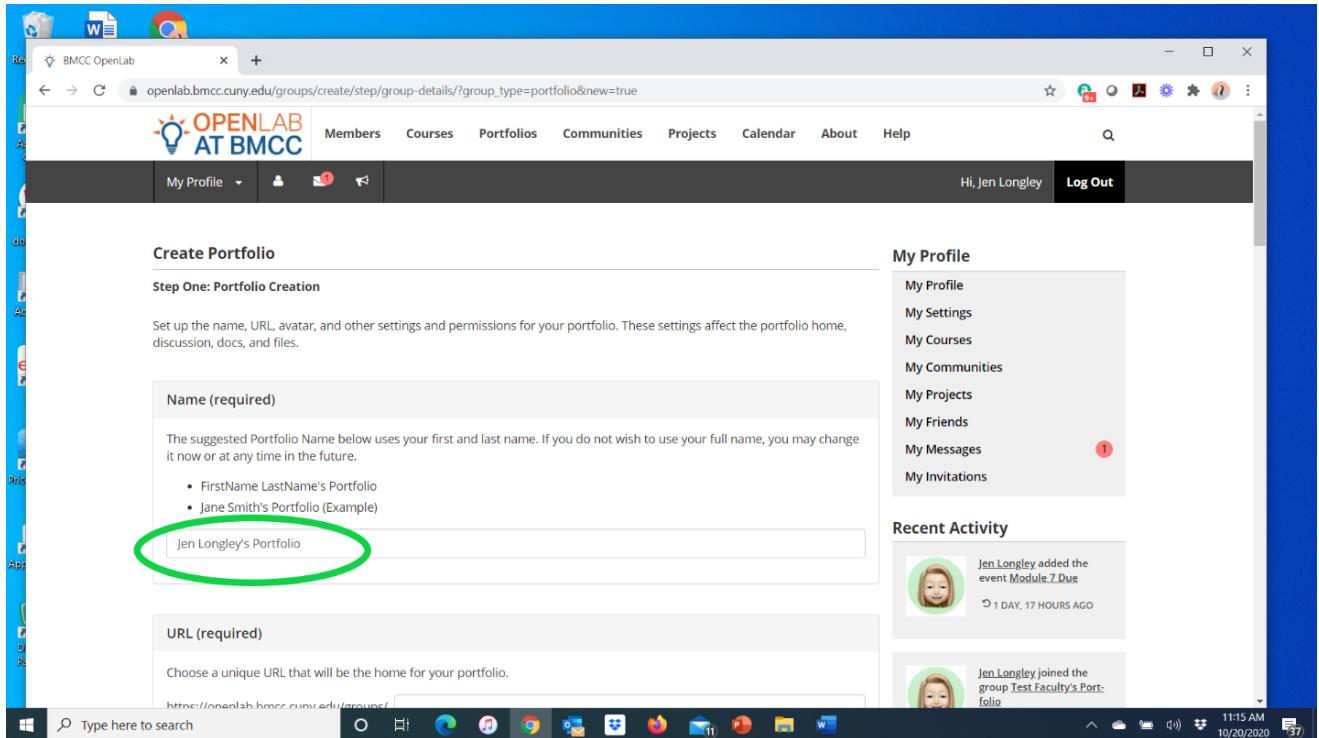

18. Go to the URL (required) box and click your cursor in the box. The box will auto populate with the URL for your e-Portfolio. Add 2 numbers after the word "Portfolio"; you can add any 2 numbers. If the URL does not automatically populate, type your name-ece-eportfolio, in lower case letters, with a dash between each word (see below) then add 2 numbers at the end
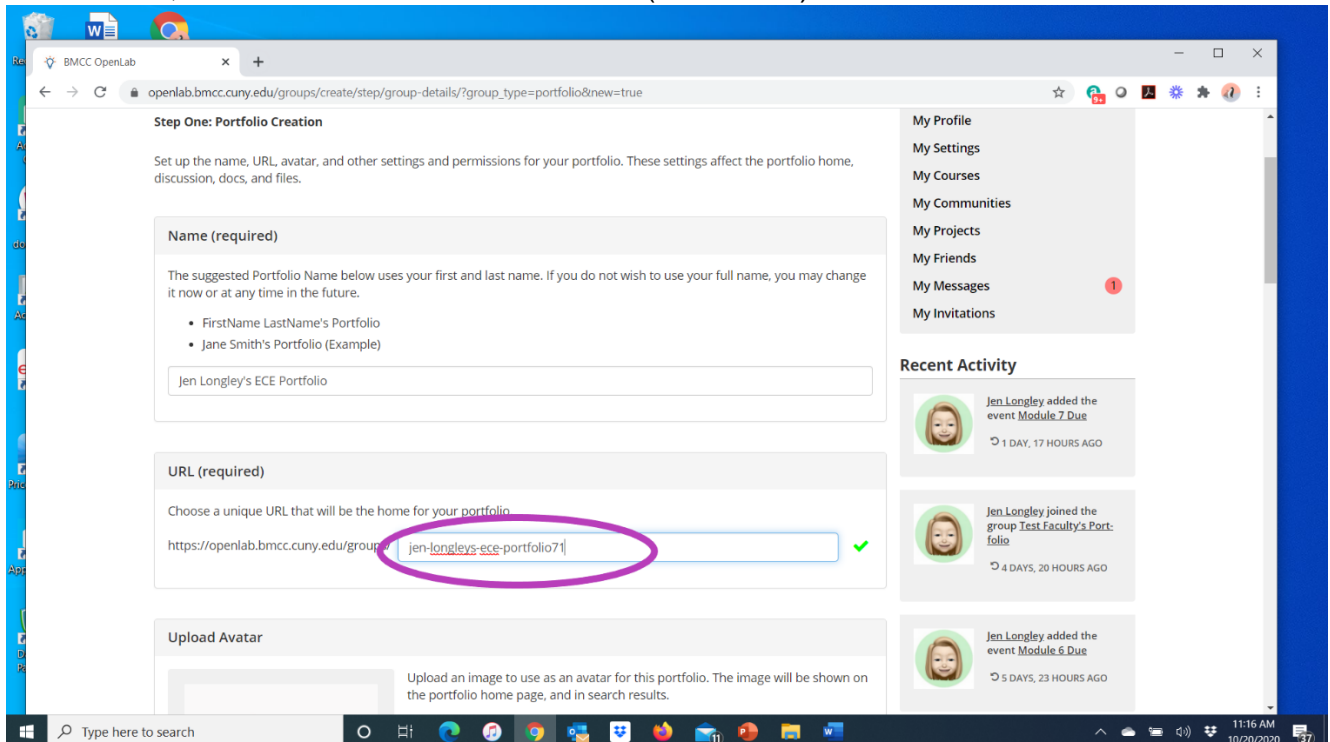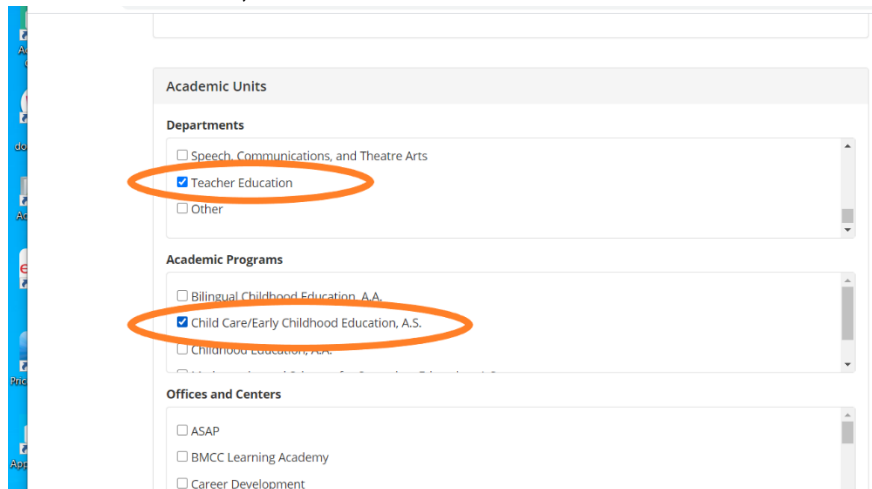
19. Scroll down to Avatar, upload an image or picture (optional).
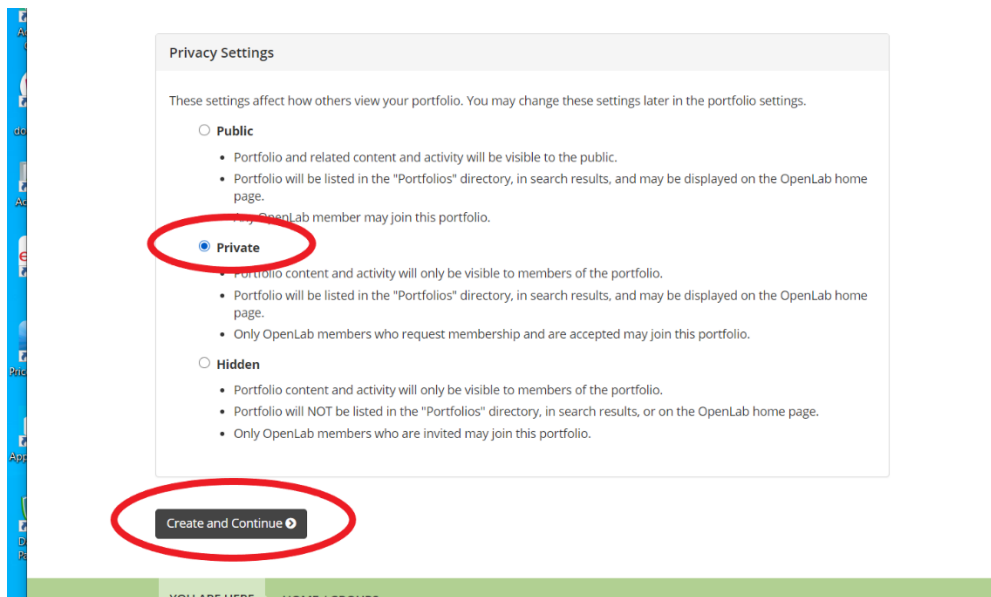20. Scroll to Description and type "Your First & Last Name's ECE e-Portfolio"
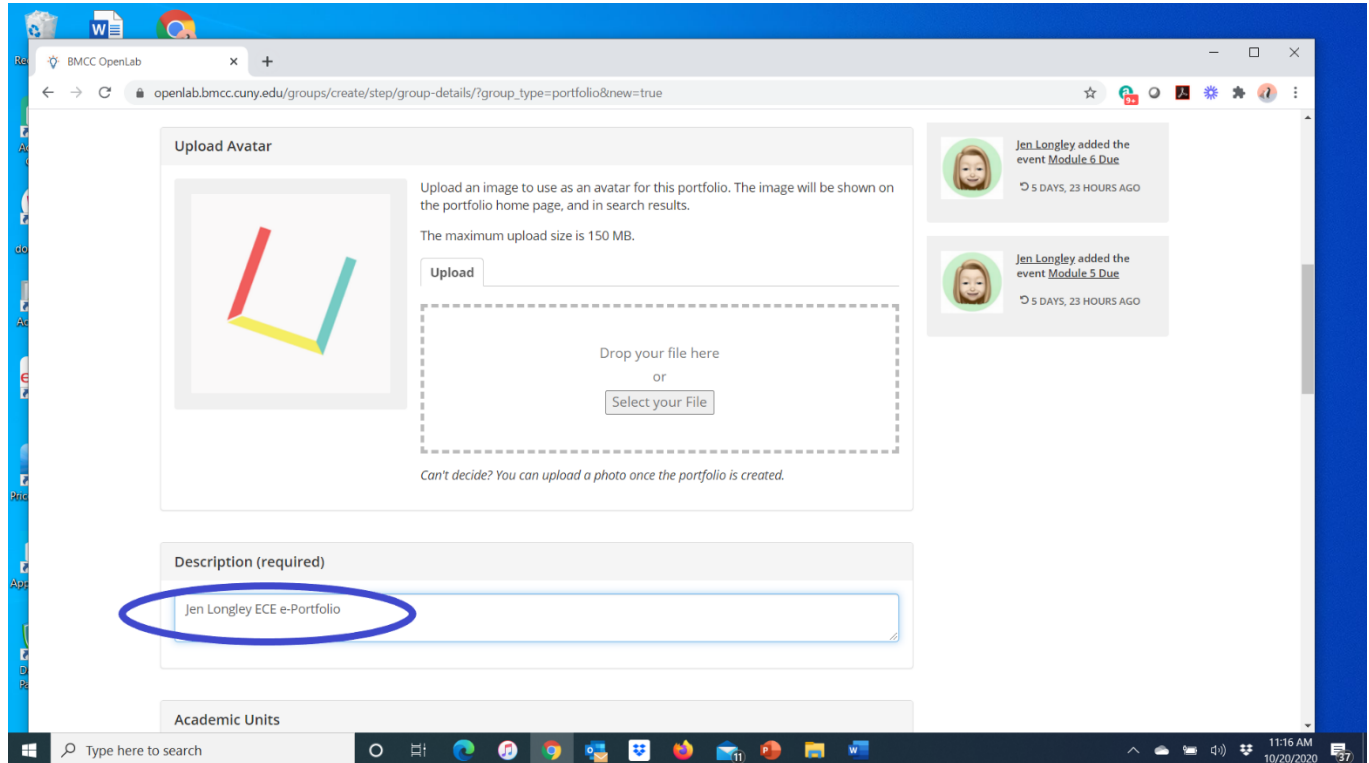
21. Scroll down to Academic Units. Under Departments, scroll to and select 'Teacher Education'. After you click Teacher Education, the Academic Programs section will populate. Select 'Child Care/ Early Childhood Education, A.S.'
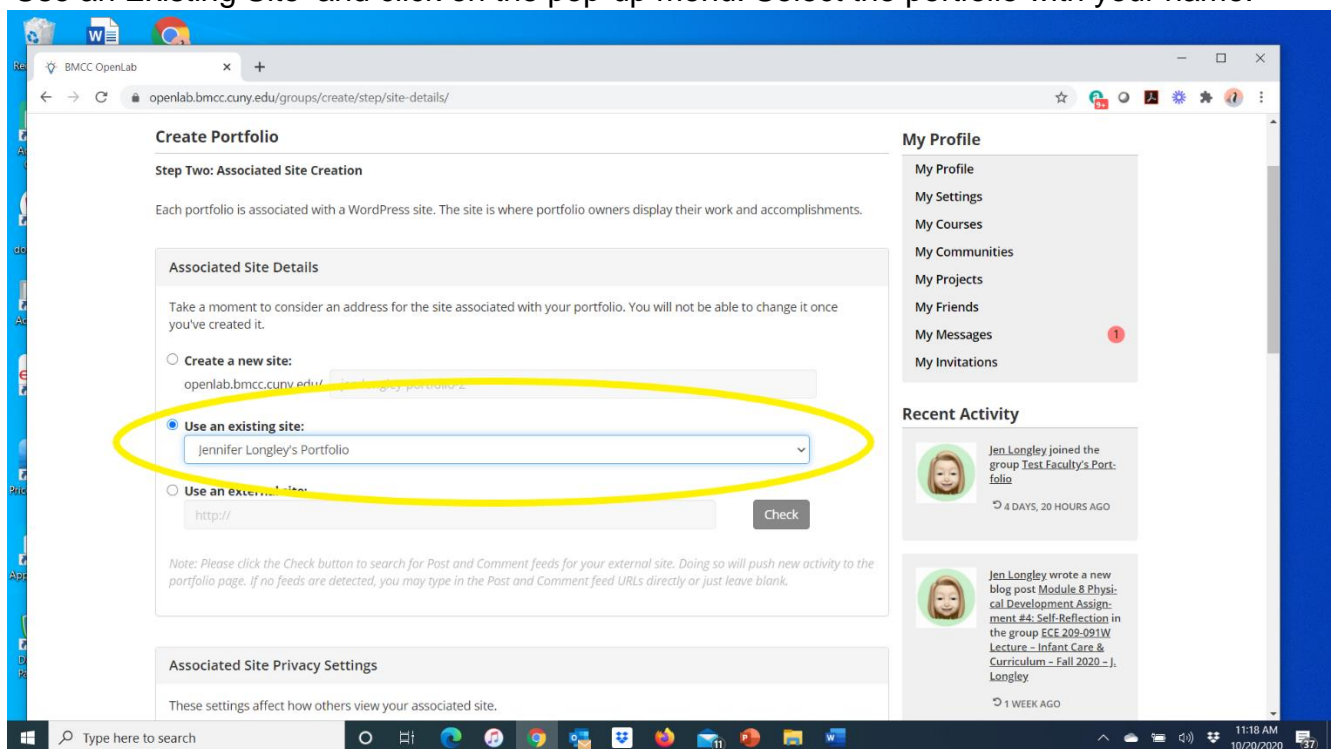

22. Scroll to Privacy Settings and select 'Private'.

23. Click 'Create and Continue'.
24. On Create Portfolio Step Two: Associated Site Creation, go to Associated Site Details. Select 'Use an Existing Site' and click on the pop-up menu. Select the portfolio with your name.
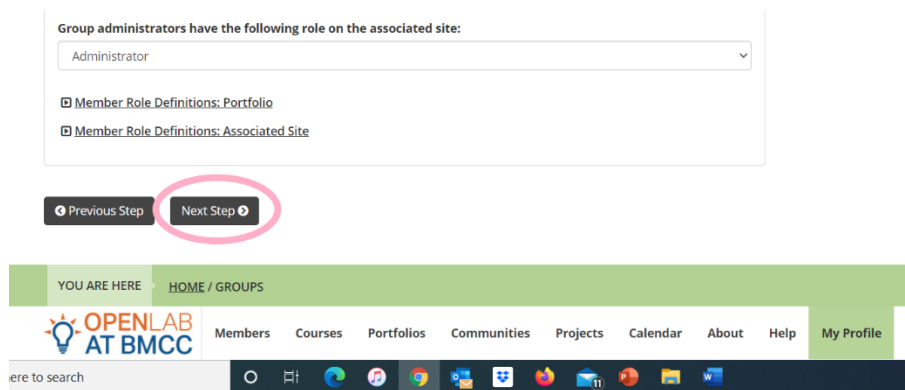

25. Scroll down to Associated Privacy Settings and select 'Private "I would like this site to be visible only to members of this community."'
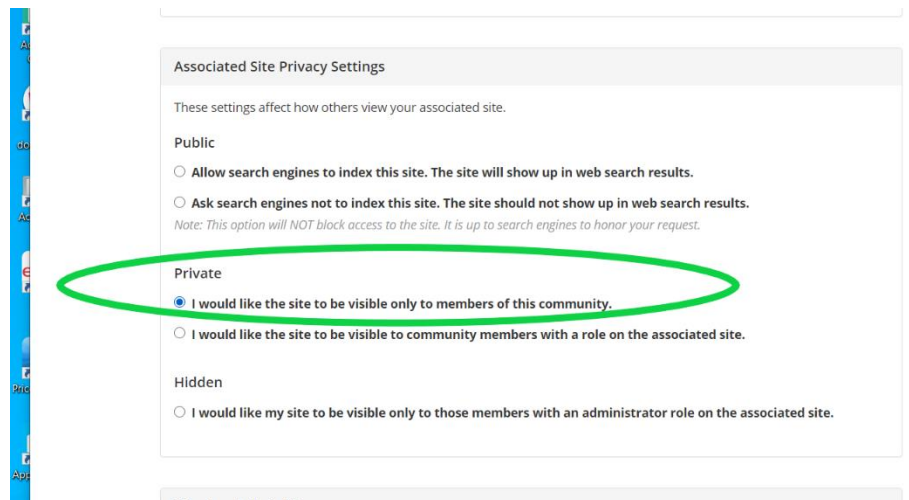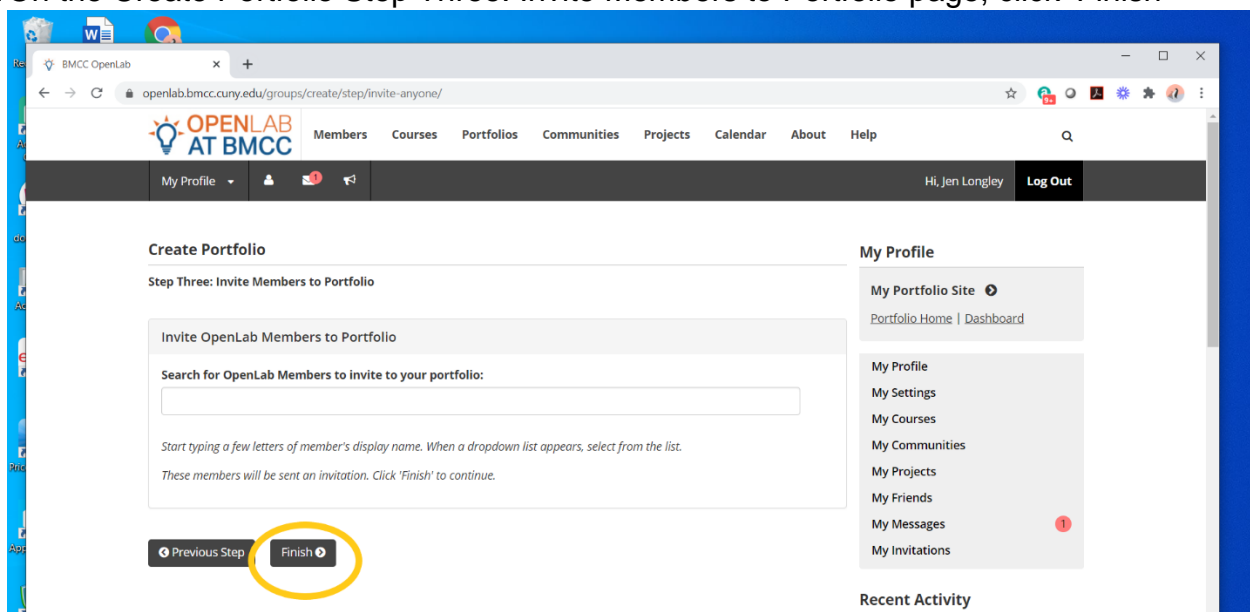
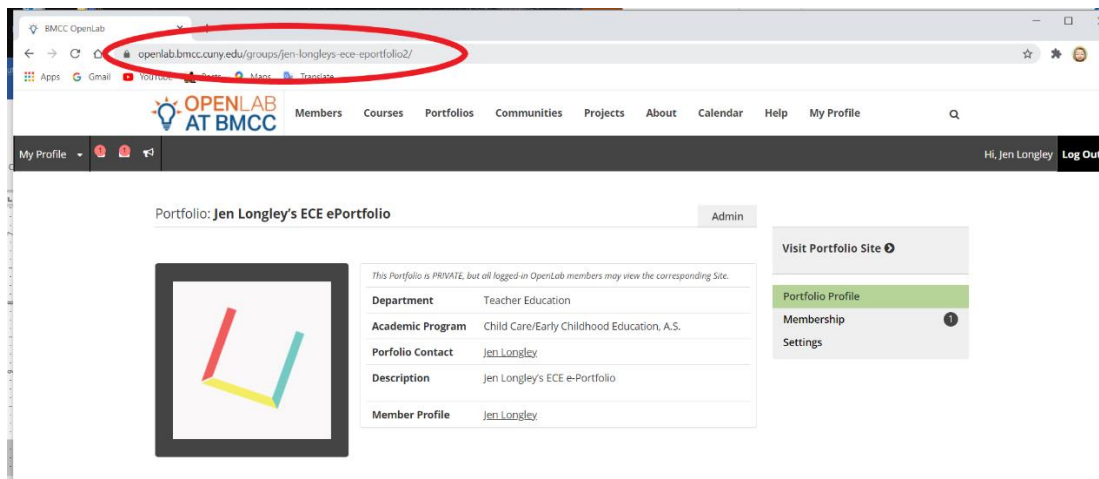26. Scroll to the bottom of the page and click on 'Next Step'

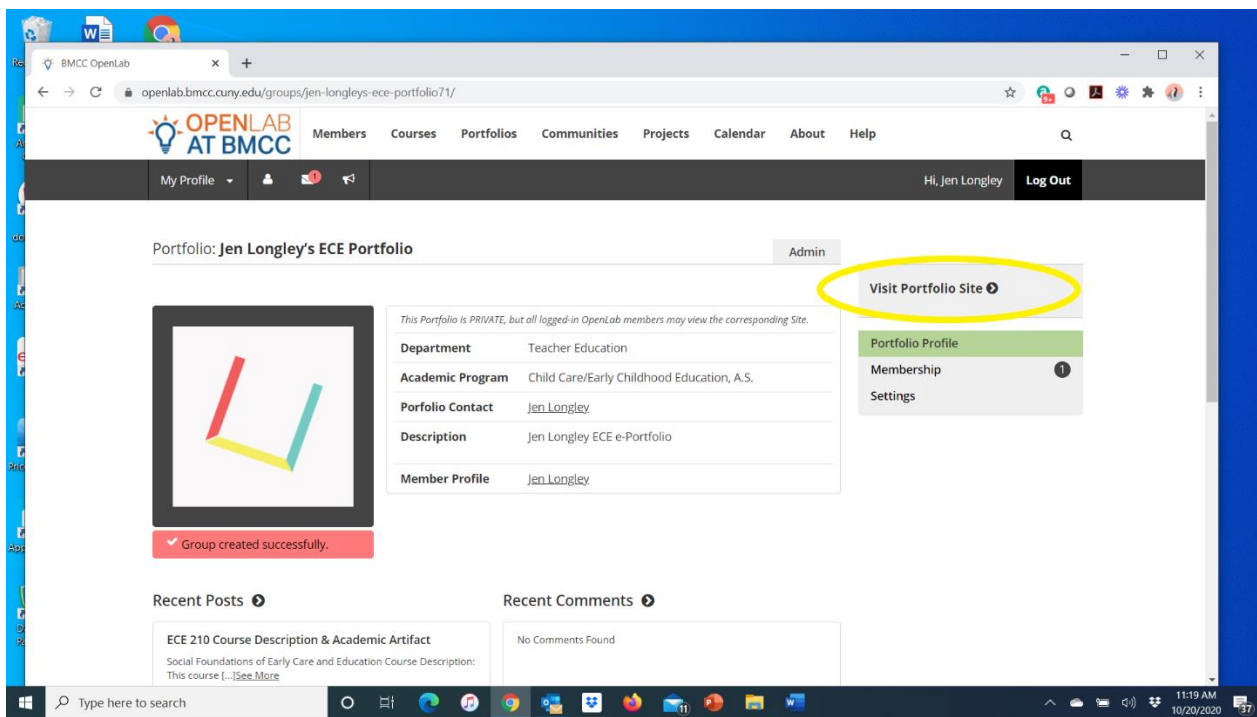27. On the Create Portfolio Step Three: Invite Members to Portfolio page, click 'Finish'

28. Go to the address bar at the top of your screen, and copy the URL
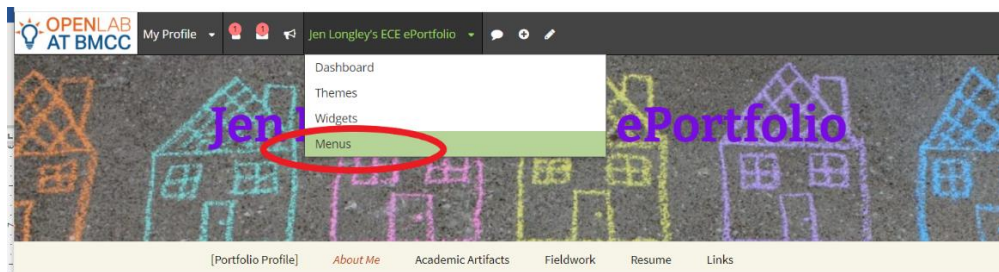
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29. On your ECE Portfolio page, click 'Visit Portfolio Site'

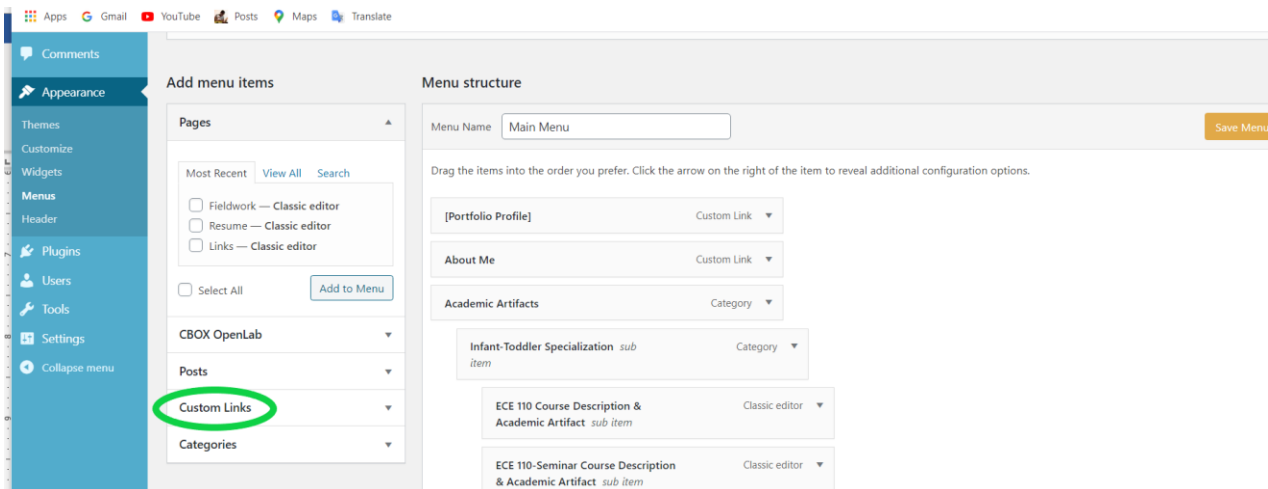30. Go to the top of the page, hover over your name's ECE Portfolio and a dropdown menu will appear. Click 'Menu'
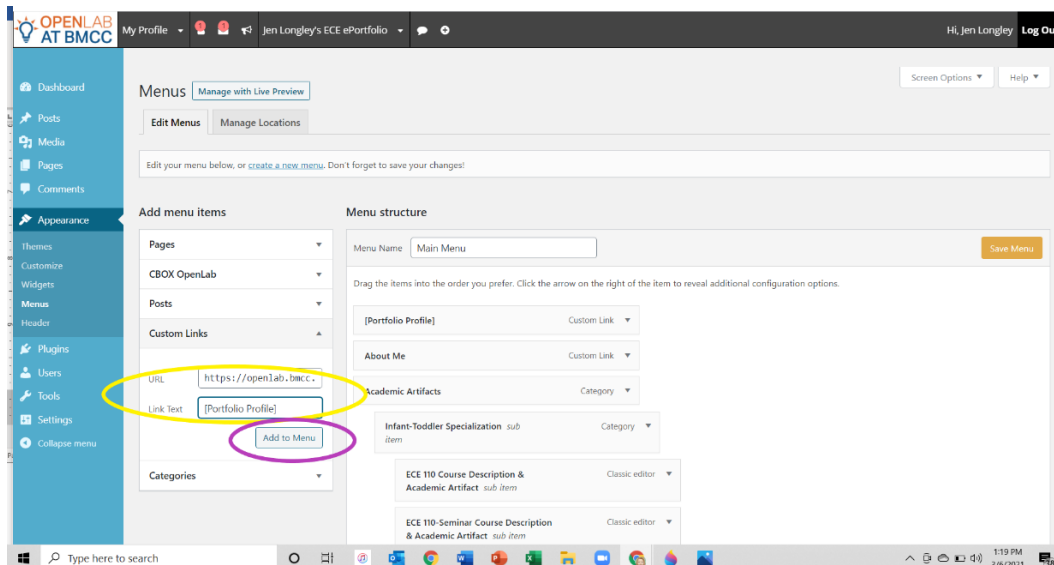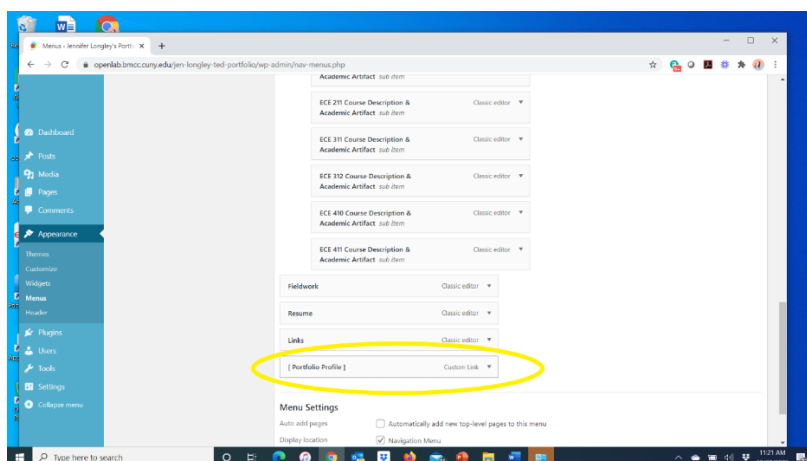
31. On the right side of the screen, under 'Add menu items' click 'Custom Links"
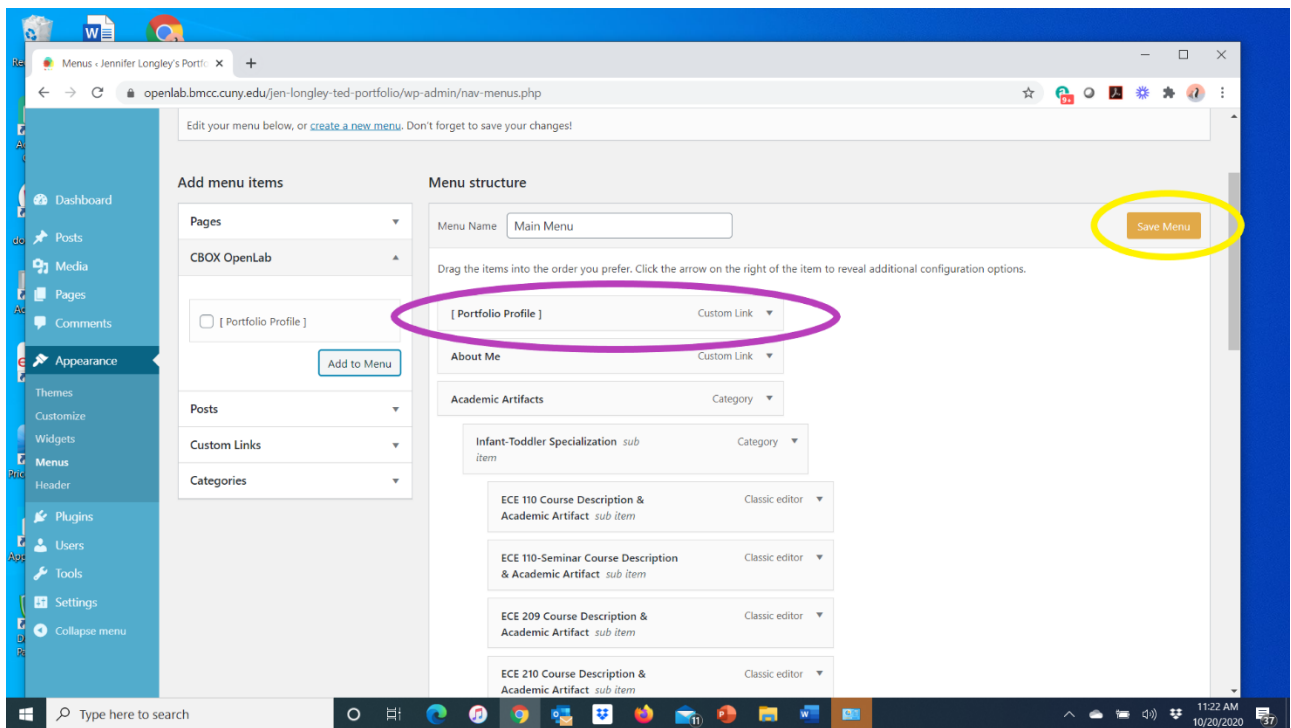

32. In 'URL' paste the website address you copied and in 'Link Text' type in "[Portfolio Profile]". Click 'Add to Menu'.
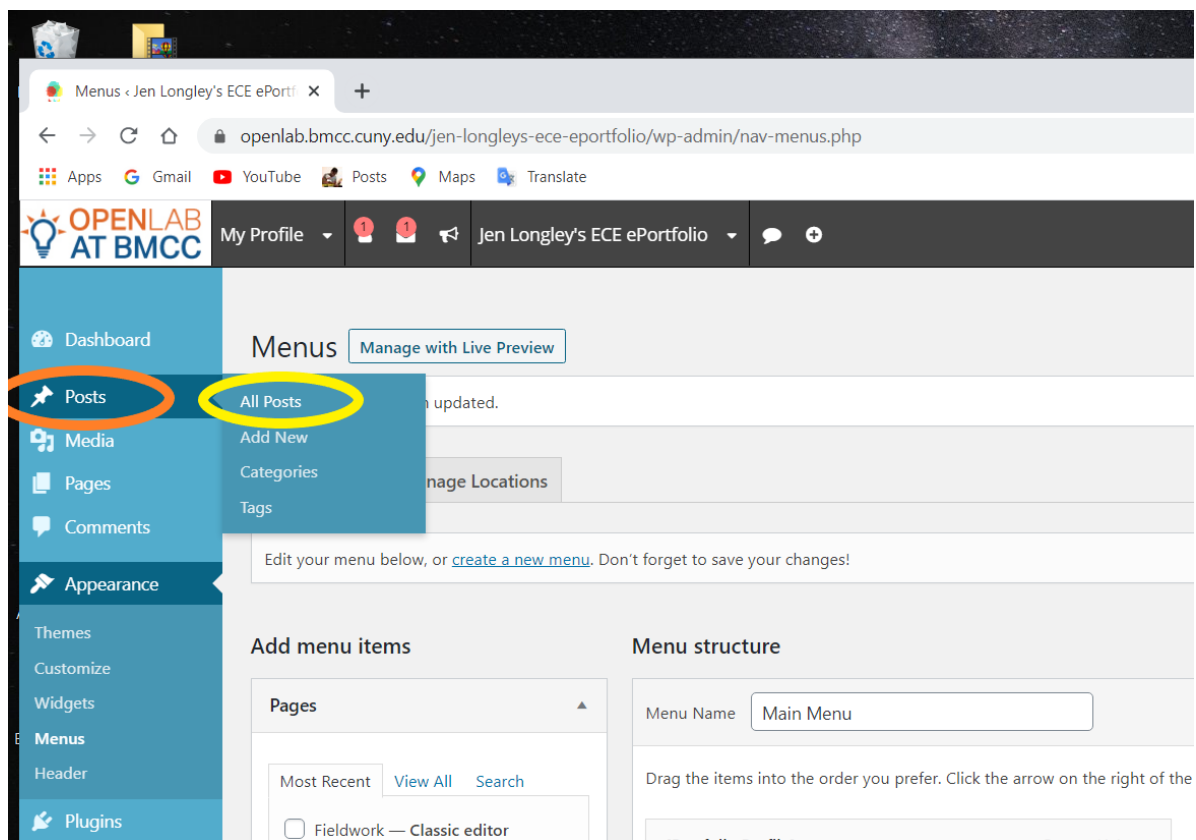

33. Scroll to the bottom of the 'Menu structure' items and find "[Portfolio Prolfile]" hover over it then drag it to the top of the 'Menu structure', so it is above 'About Me'. Click 'Save Menu'.
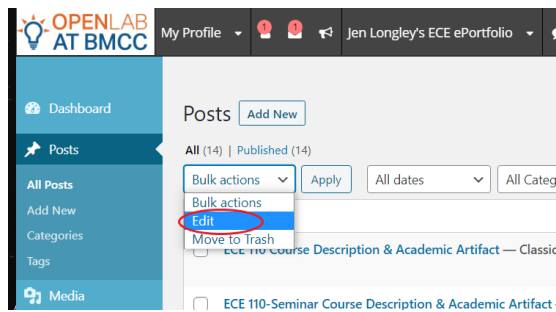
34. On the right go to 'Posts', hover over so 'All Posts' appears and click on 'All Posts'
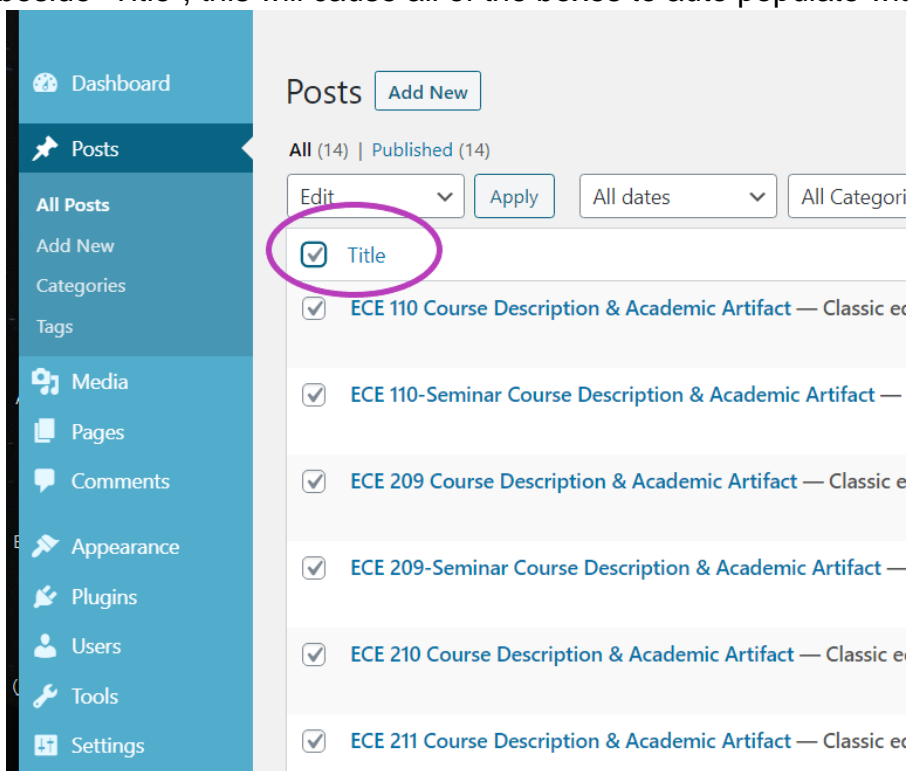

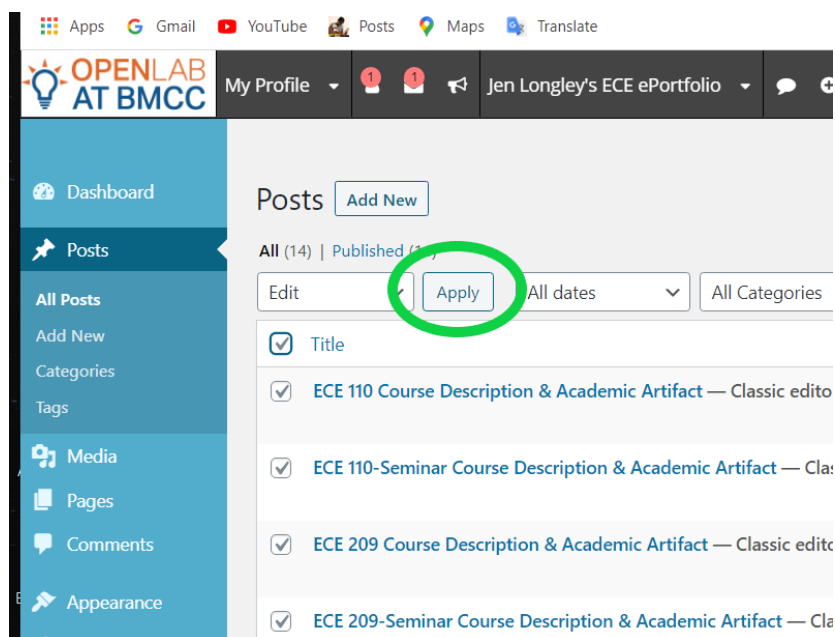35. Go to 'Bulk Actions' and select 'Edit' from the drop down menu

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36. Check the box beside "Title", this will cause all of the boxes to auto populate with check marks

37. Click "Apply"

38. Go to 'Status" and select "Published' from the drop-down menu. Then click 'Update'

39. On the right go to 'Pages', hover over so 'All Pages' appears and click on 'All Pages'.

40. Go to 'Bulk Actions' and select 'Edit' from the drop down menu

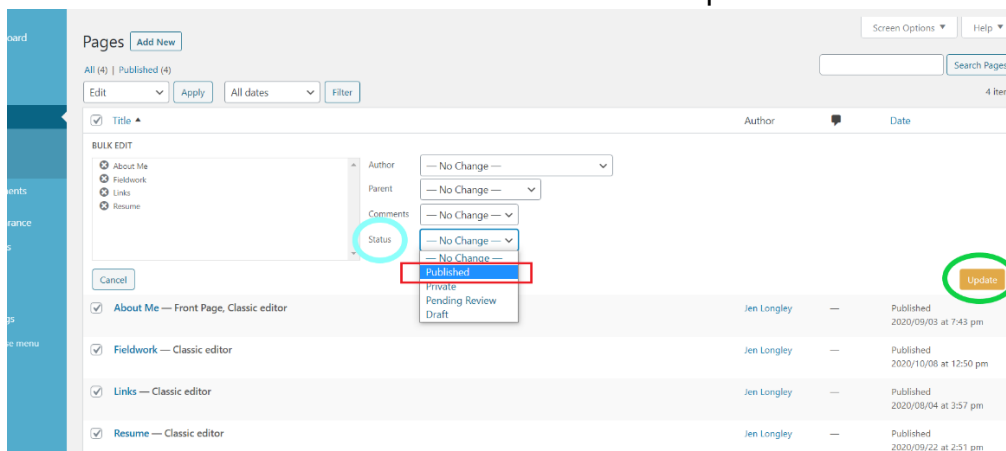41. Check the box beside "Title", this will cause all of the boxes to auto populate with check marks
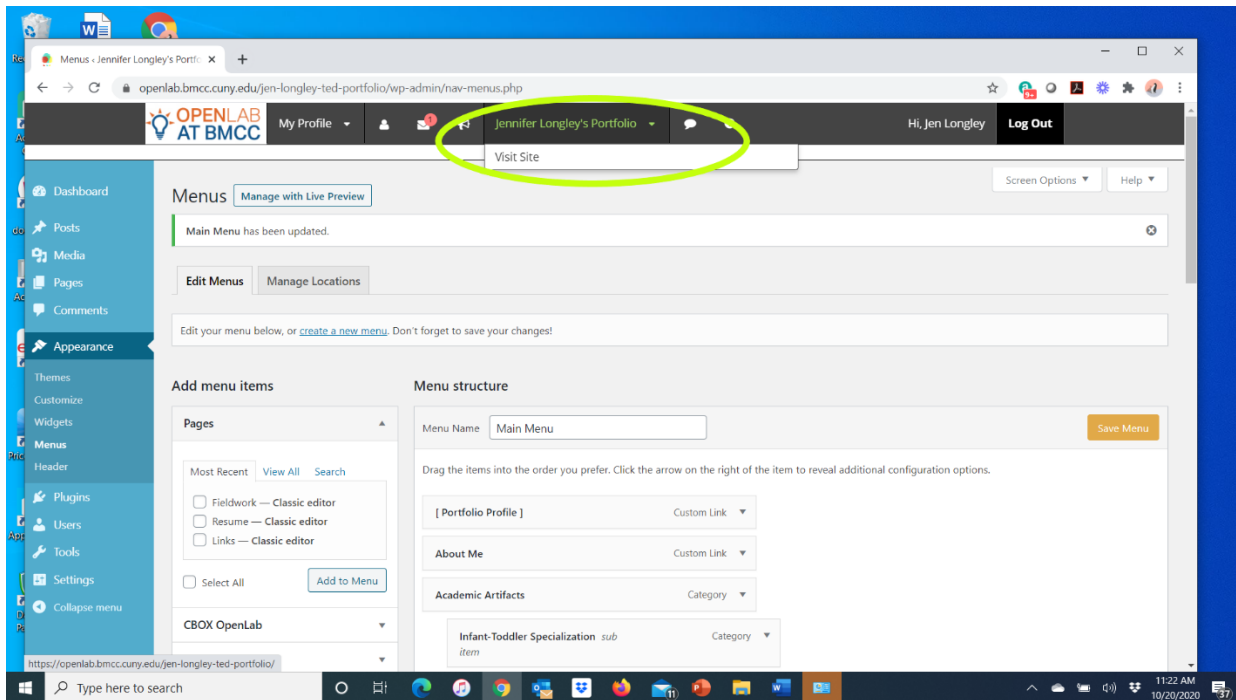
42. Click 'Apply'
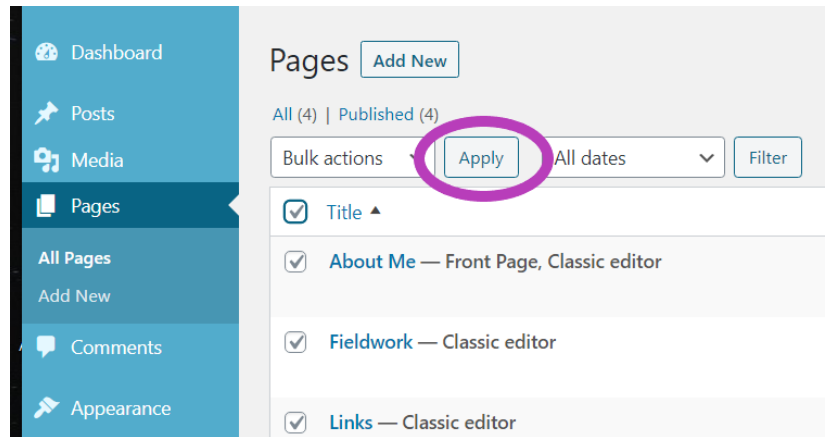
43. Go to 'Status" and select "Published' from the drop-down menu. Then click 'Update'

44. Go to the top of the page, where is it says '[Your Name]'s Portfolio]', hover over your name and click 'Visit Site'.

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45. Return to your ECE e-Portfolio