

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":

The screenshot shows a project page titled "Project: ECE E-Portfolio Template" with a status of "ACTIVE 3 MINUTES AGO". On the left is a project image with a "CLONE" button. Below the image are two buttons: "Request Membership" and "Clone this Project", with the latter highlighted by a red box and a red arrow. To the right is a metadata table:

| | |
|--|---|
| <i>This Project is PRIVATE, but all logged-in OpenLab members may view the corresponding Site.</i> | |
| Department | Teacher Education |
| Academic Program | Child Care/Early Childhood Education, A.S. |
| Project Contact | Jen Longley |
| Category | Student Coursework |
| Description | This is the master copy of the Early Childhood Education major e-Portfolio template |
| <i>May be cloned by logged-in community members.</i> | |

On the far right, there are buttons for "Visit Project Site" and "Project Profile". At the bottom of the page are sections for "Recent Posts" and "Recent Comments".

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

The "Create Project" page is titled "Step One: Project Creation". It instructs users to "Set up the name, URL, avatar, and other settings and permissions for your project. These settings affect the project home, discussion, docs, and files." The "Create New or Clone Existing?" section has "Clone Existing" selected, with a dropdown menu showing "ECE E-Portfolio Template". A note states: "Note: Cloning copies the project home, site set-up, and all documents, files, discussions and posts you've created. Posts will be set to 'draft' mode. The clone will not copy membership or member-created documents, files, discussions, comments or posts." Below this is a "Name (required)" field with a text input box and a note: "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."

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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:

Project: **Test Faculty's ECE Portfolio** Admin ACTIVE 5 MINUTES AGO

This Project is PRIVATE, but all logged-in OpenLab members may view the corresponding Site.

| | |
|-----------------|---|
| Department | Teacher Education |
| Project Contact | Test Faculty |
| Category | Student Coursework |
| Description | This is the master copy of the Early Childhood Education major e-Portfolio template |
| Credits | Project — Jen Langley |

Recent Discussions 0 Sorry, there were no discussion topics found.

Recent Docs 0 No Recent Docs

Visit Project Site 0 [Site Dashboard](#)

Project Profile

Discussion

Calendar

Membership 1

Docs

Files

Settings

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

Project: **Test Faculty's ECE Portfolio** Admin ACTIVE 8 MINUTES AGO

Settings: [Project Details](#) | **Site** | [Settings](#) | [Clone](#) | [Delete](#)

Associated Site Details

This group is currently associated with the site "**Test Faculty's ECE Portfolio**"

- <https://openlab.bmcc.cuny.edu/test-facultys-ece-portfolio-test/> [Unlink](#)

Associated Site Privacy Settings

These settings affect how others view your associated site.

Public

Allow search engines to index this site. The site will show up in web search results.

Ask search engines not to index this site. The site should not show up in web search results.

Note: This option will NOT block access to the site. It is up to search engines to honor your request.

Private

Visit Project Site 0 [Site Dashboard](#)

Project Profile

Discussion

Calendar

Membership

Docs

Files

Settings

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

Create Project

Step Two: Associated Site Creation

Each project can also have an optional associated site. This is a WordPress site that all members of your project can access and contribute to.

Associated Site Details

Set up a site?

Take a moment to consider an address for the site associated with your project. You will not be able to change it once you've created it.

14. Scroll down and click Save Changes:

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Project: **Test Faculty's ECE Portfolio** Admin

Settings: [Project Details](#) | [Site](#) | [Settings](#) | [Clone](#) | [Delete](#) ACTIVE 23 MINUTES AGO

Associated Site Details

Set up a site?

Save Changes

- Project Profile
- Discussion
- Calendar
- Membership
- Docs
- Files
- Settings

Step 4: Create your OpenLab Portfolio Profile and attach your site

15. Click on 'My Profile' (circled in yellow)

The screenshot shows the OpenLab homepage for Jen Longley. The top navigation bar includes 'Members', 'Courses', 'Portfolios', 'Communities', 'Projects', 'Calendar', 'About', and 'Help'. The 'My Profile' dropdown menu is circled in yellow. The main content area features a welcome message, a 'Need Help?' section, and a 'Teach On! Project' announcement. Below this are sections for 'Courses', 'Portfolios', 'Communities', and 'Projects'.

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

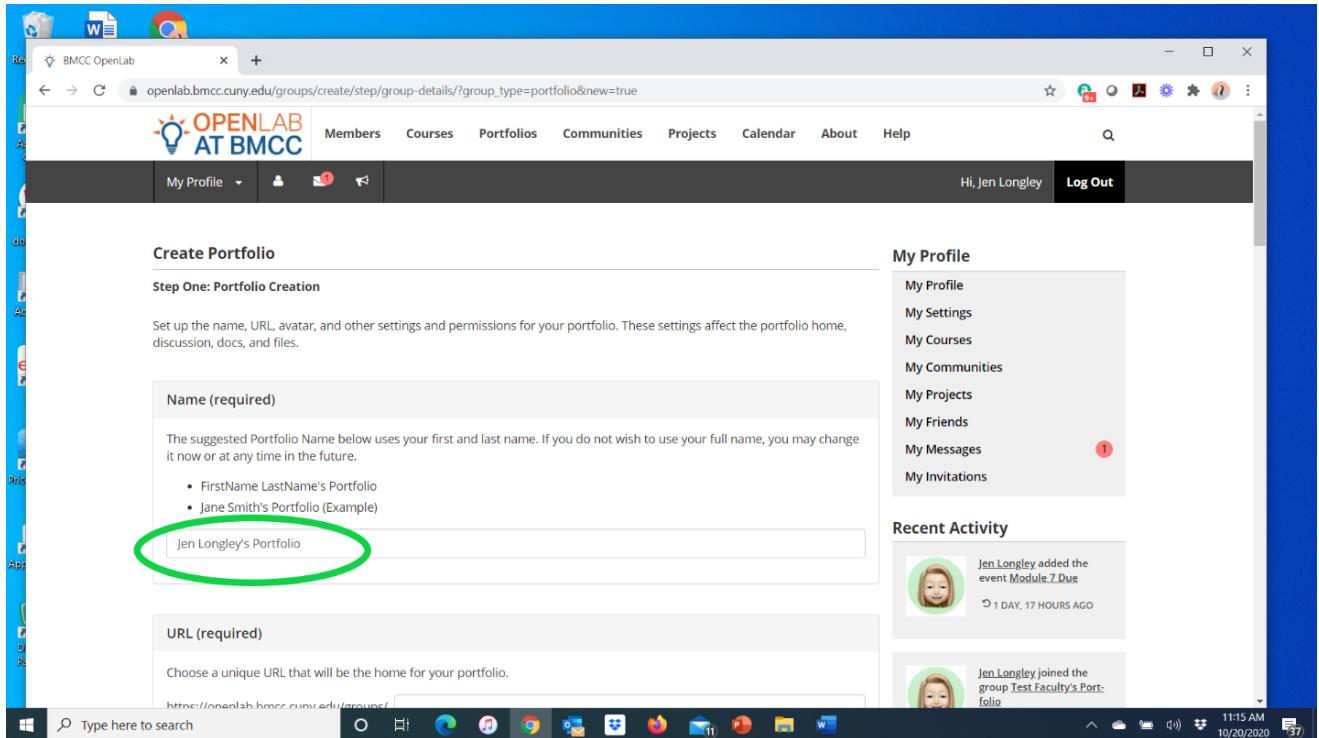
The screenshot shows the profile page for Jen Longley. The profile information is displayed in a table:

| | |
|------------------|--|
| Title | Faculty |
| Pronouns | she, her, hers |
| Email | jlongley@bmcc.cuny.edu |
| Office Location | S-616C |
| Department | Teacher Education |
| Academic Program | Child Care/Early Childhood Education, A.S. |

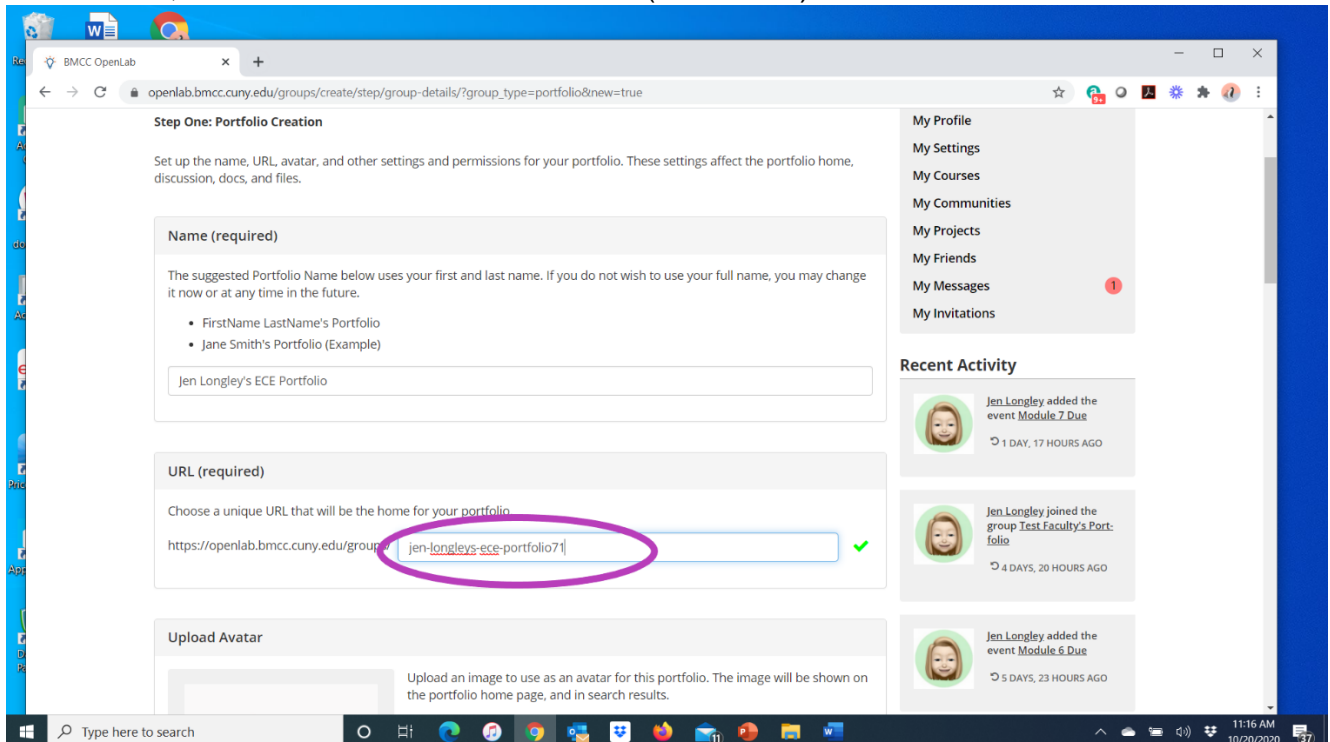
The 'My Profile' sidebar on the right contains a '+ Create Portfolio' button circled in red, along with links for 'My Profile', 'My Settings', 'My Courses', 'My Communities', 'My Projects', 'My Friends', 'My Messages', and 'My Invitations'. Below the sidebar is a 'Recent Activity' section.

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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"



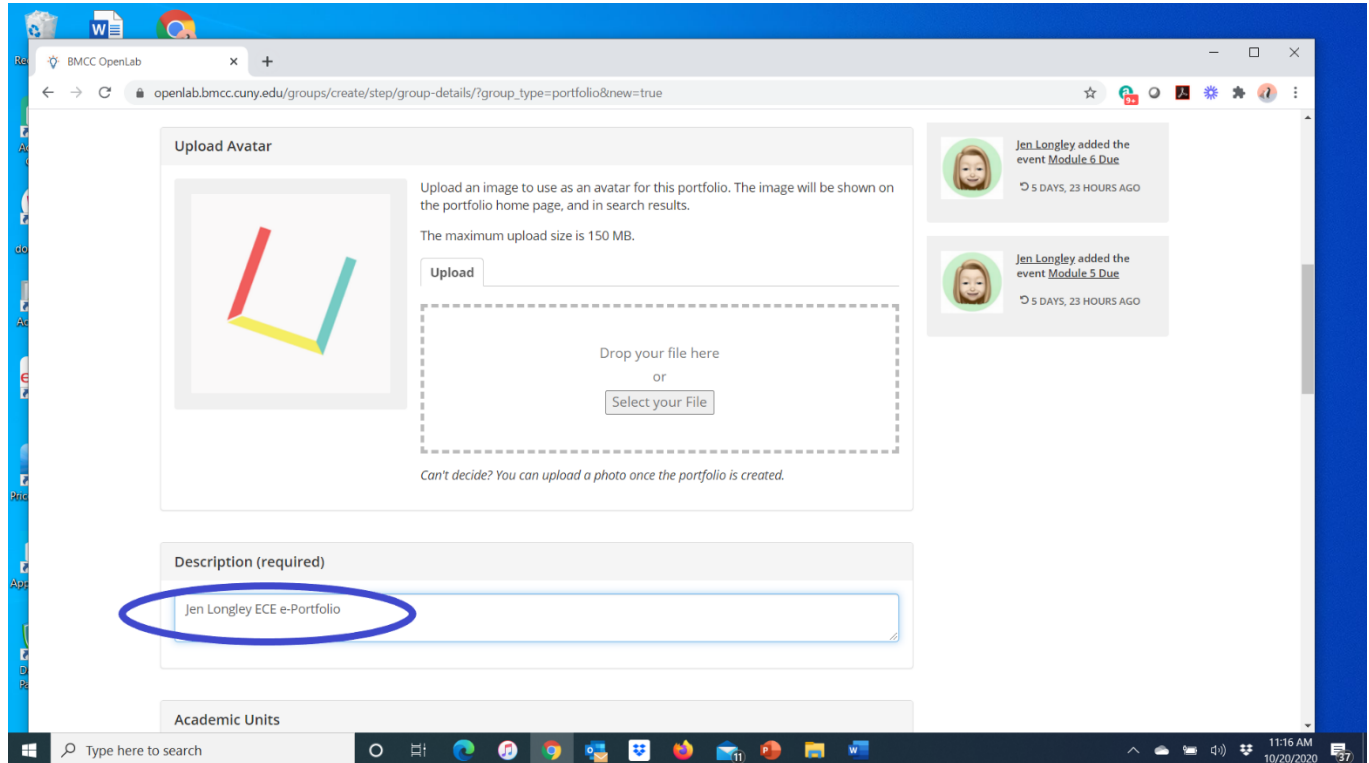
18. Go to the URL (required) box and click your cursor in the box. The box will auto populate with the URL for your e-Portfolio. Add 2 numbers after the word "Portfolio"; you can add any 2 numbers. If the URL does not automatically populate, type your name-ece-eportfolio, in lower case letters, with a dash between each word (see below) then add 2 numbers at the end



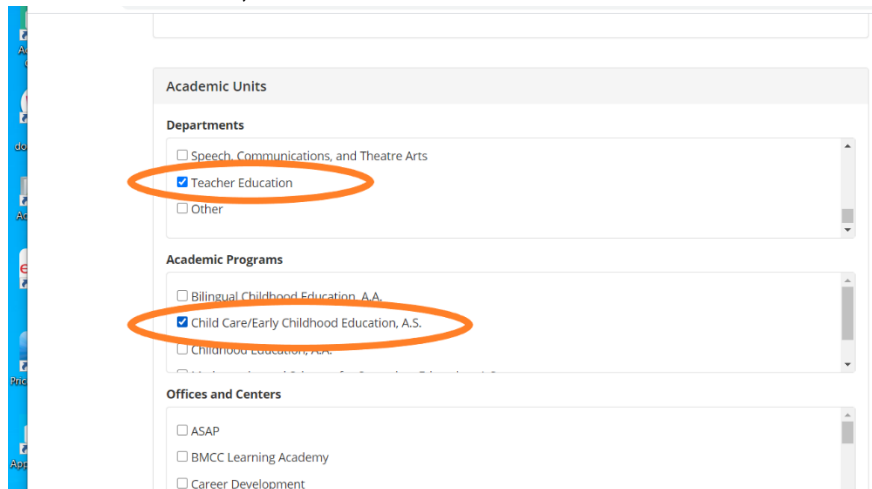
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19. Scroll down to Avatar, upload an image or picture (optional).

20. Scroll to Description and type "Your First & Last Name's ECE e-Portfolio"

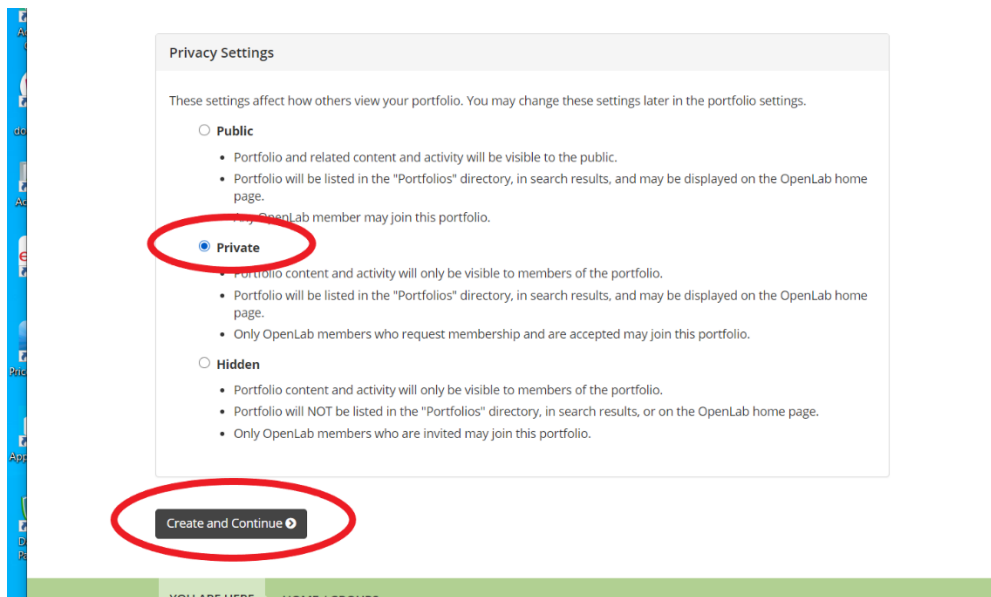


21. Scroll down to Academic Units. Under Departments, scroll to and select 'Teacher Education'. After you click Teacher Education, the Academic Programs section will populate. Select 'Child Care/ Early Childhood Education, A.S.'



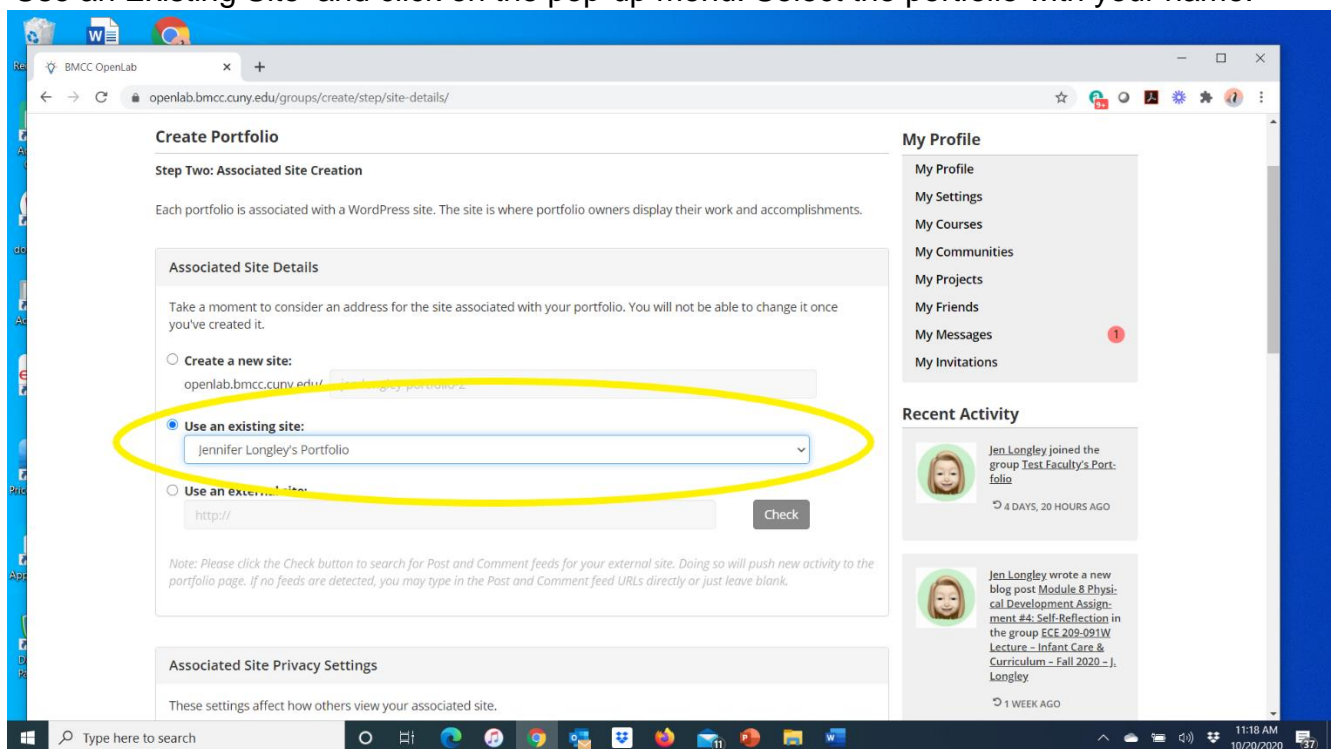
22. Scroll to Privacy Settings and select 'Private'.

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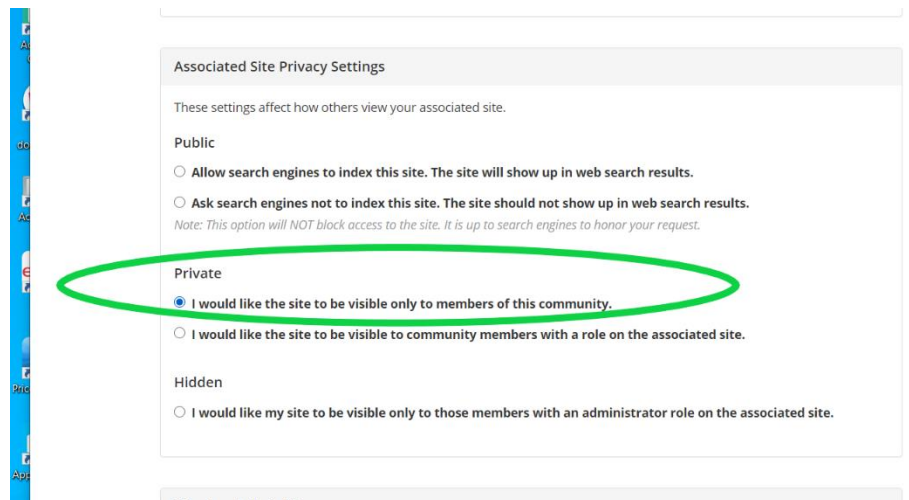
23. Click 'Create and Continue'.

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.

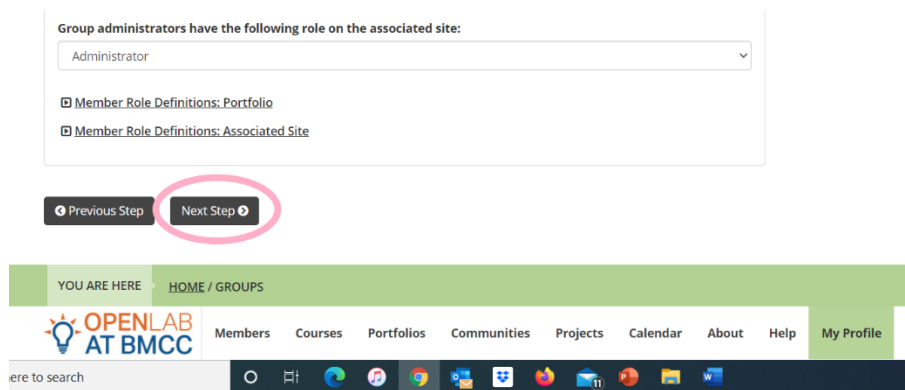


25. Scroll down to Associated Privacy Settings and select 'Private "I would like this site to be visible only to members of this community."'

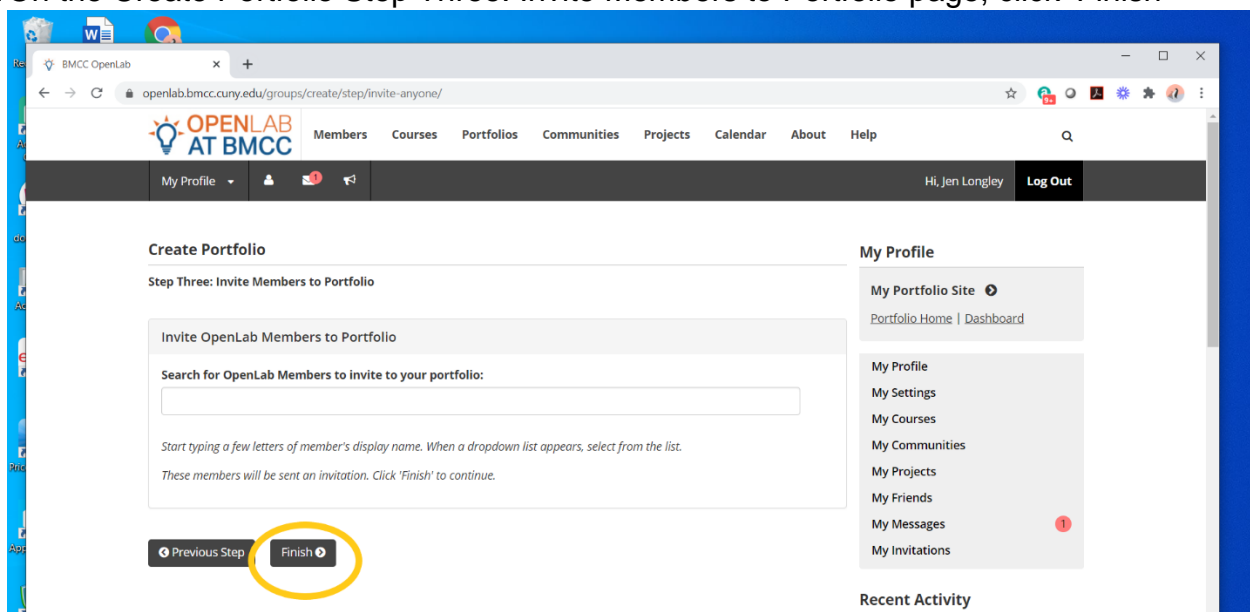
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26. Scroll to the bottom of the page and click on 'Next Step'

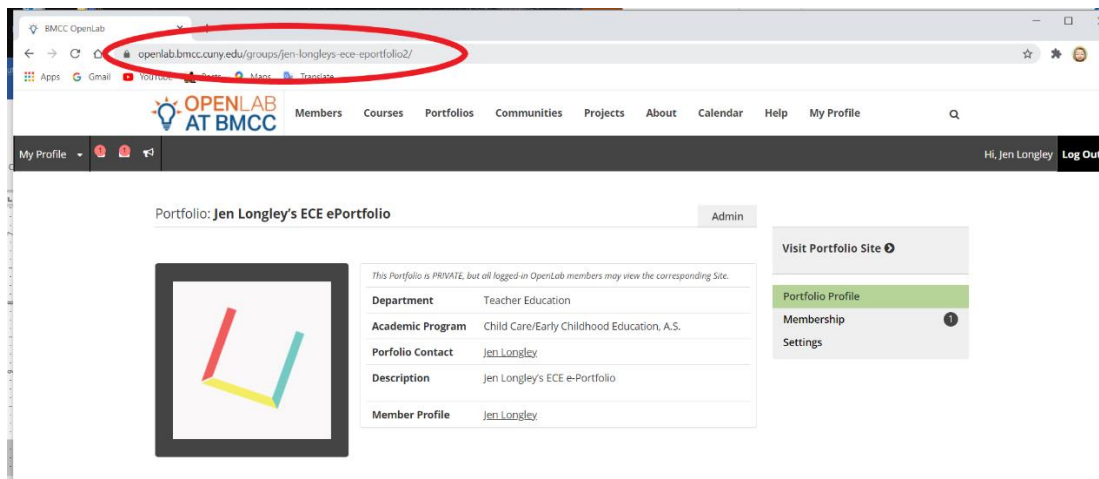


27. On the Create Portfolio Step Three: Invite Members to Portfolio page, click 'Finish'

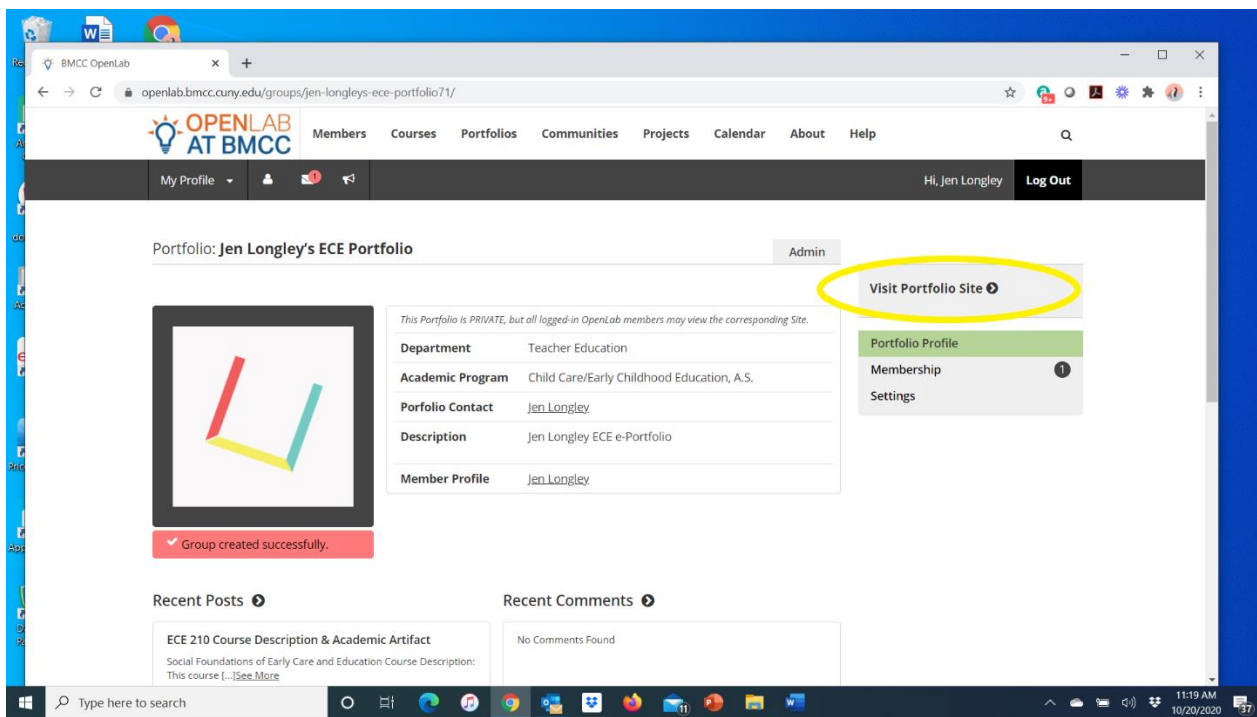


28. Go to the address bar at the top of your screen, and copy the URL

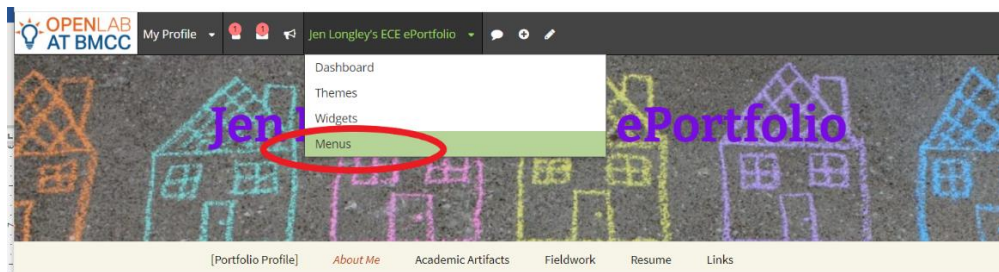
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29. On your ECE Portfolio page, click 'Visit Portfolio Site'



30. Go to the top of the page, hover over your name's ECE Portfolio and a dropdown menu will appear. Click 'Menu'

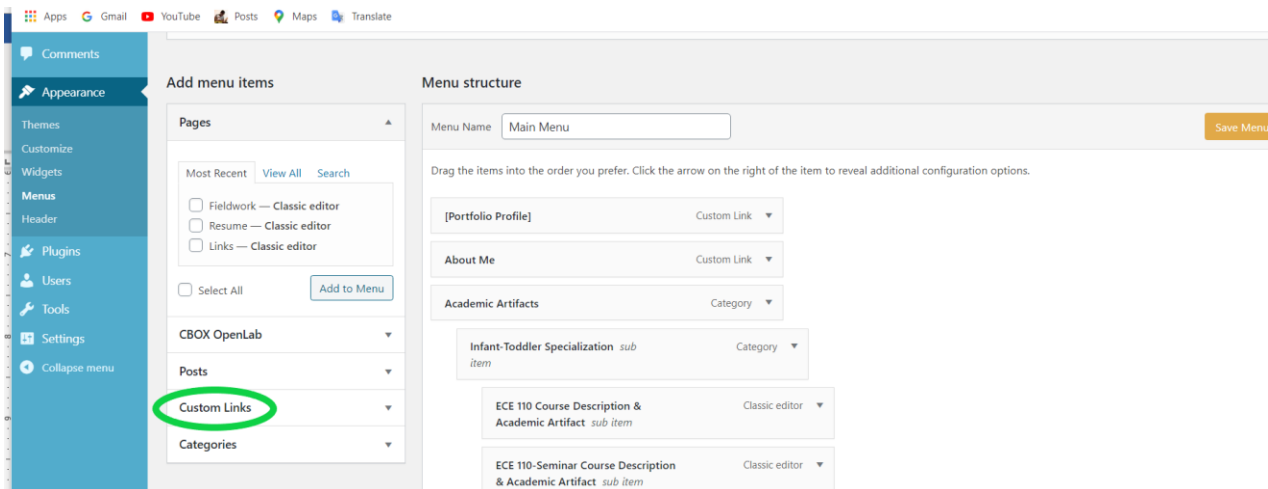


About Me

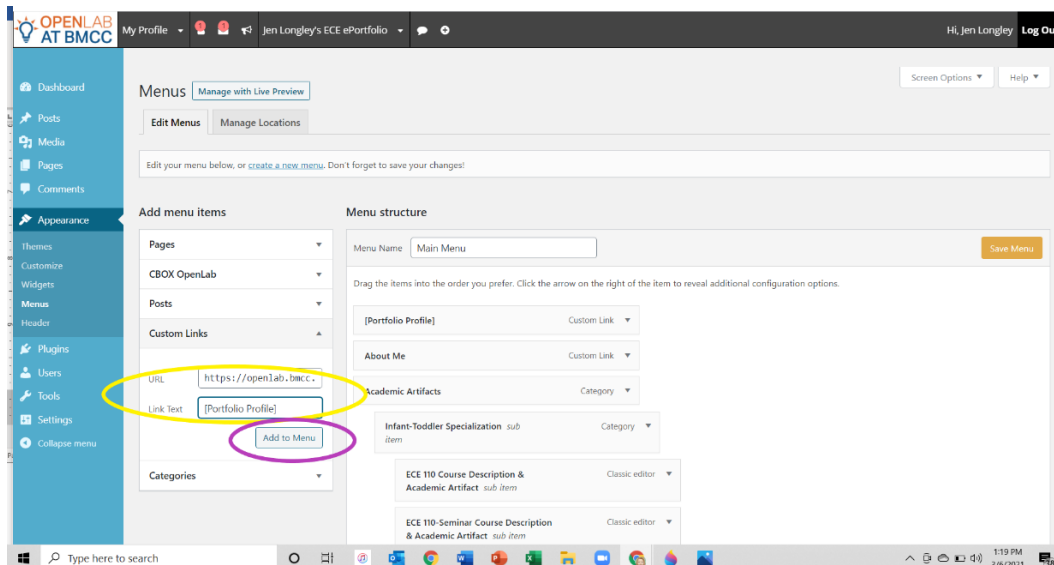
I am Jen Longley and I am a student in the Early Childhood Education (ECE) program in the Teacher Education Department at Borough of Manhattan Community College (BMCC). In

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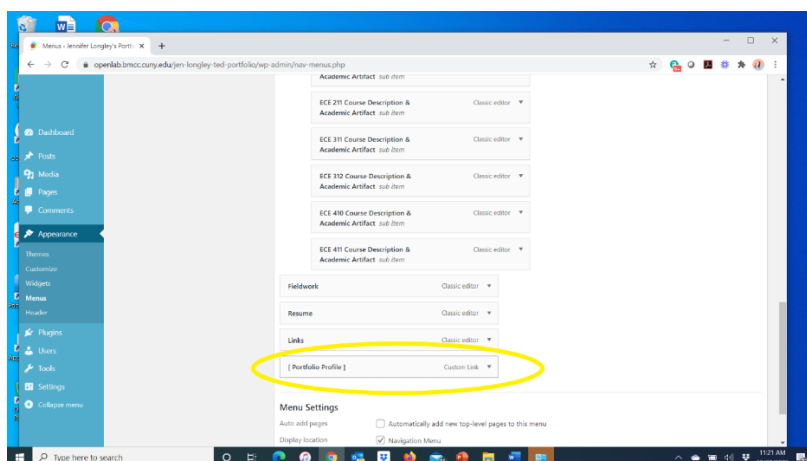
31. On the right side of the screen, under 'Add menu items' click 'Custom Links'



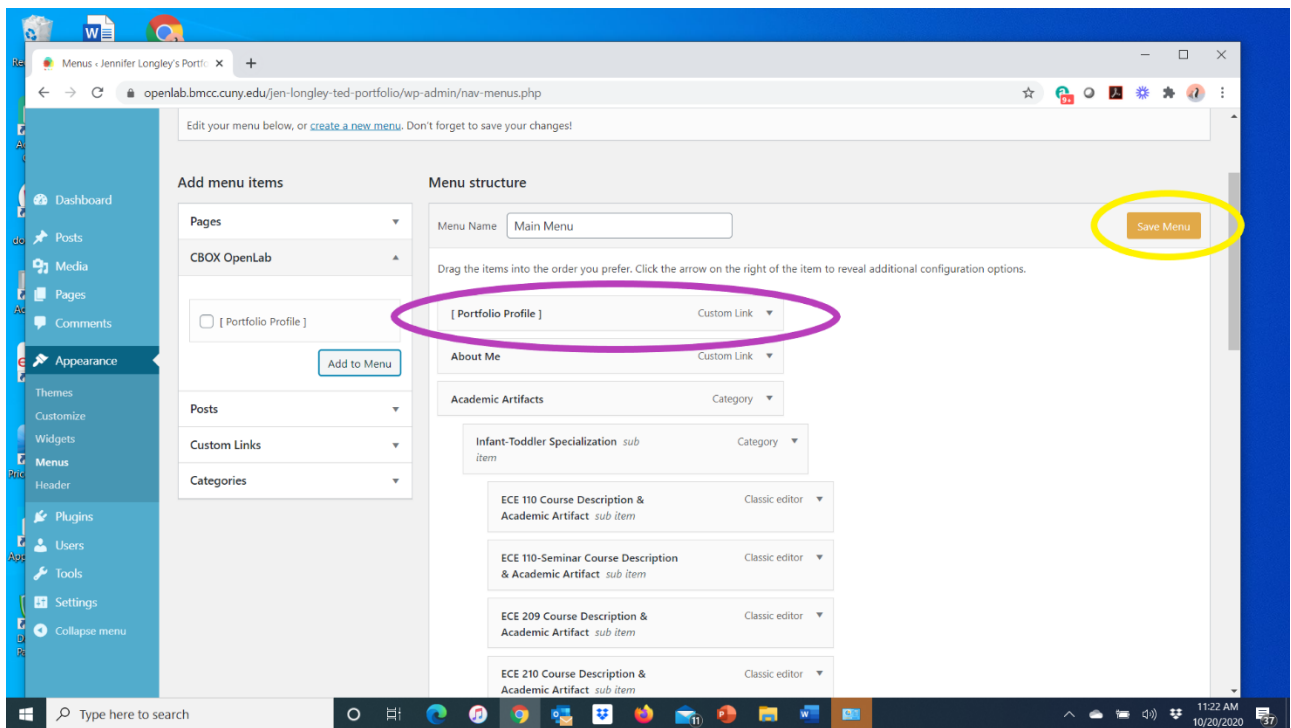
32. In 'URL' paste the website address you copied and in 'Link Text' type in "[Portfolio Profile]". Click 'Add to Menu'.



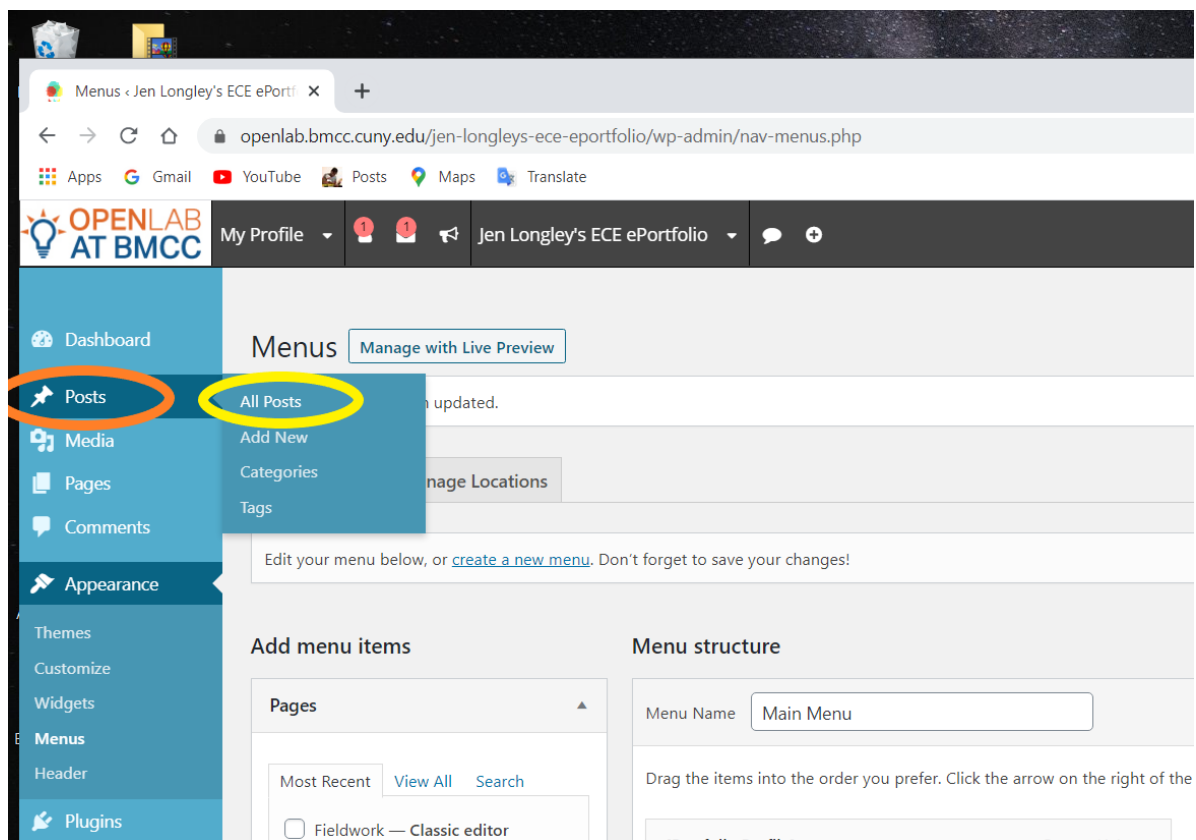
33. Scroll to the bottom of the 'Menu structure' items and find "[Portfolio Profile]" hover over it then drag it to the top of the 'Menu structure', so it is above 'About Me'. Click 'Save Menu'.



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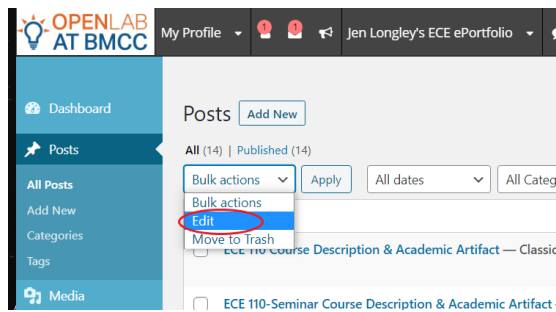


34. On the right go to 'Posts', hover over so 'All Posts' appears and click on 'All Posts'

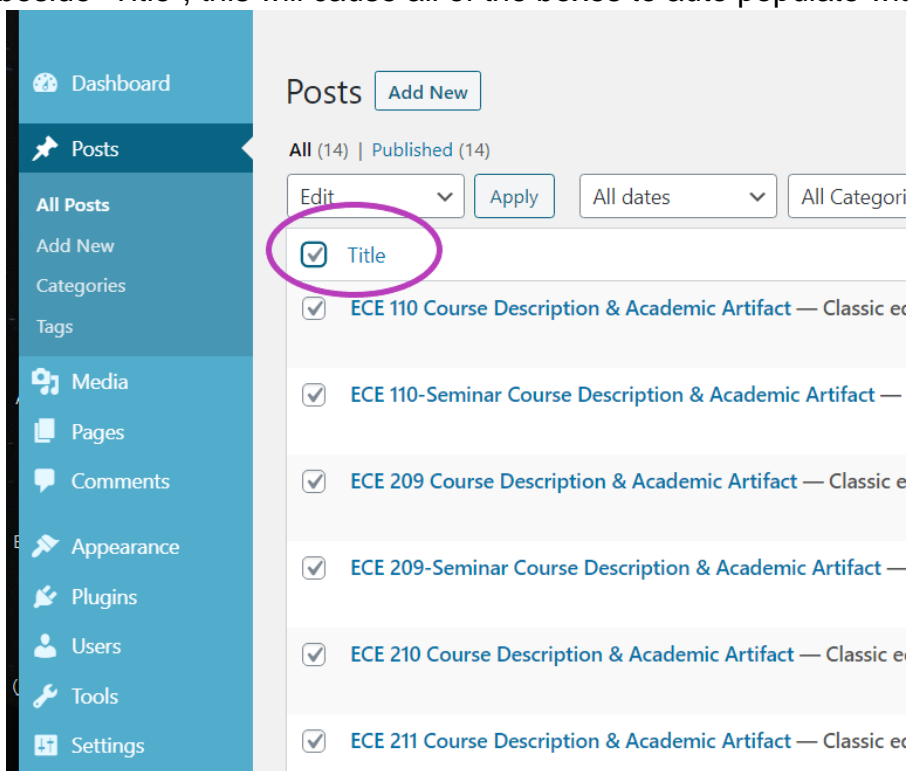


35. Go to 'Bulk Actions' and select 'Edit' from the drop down menu

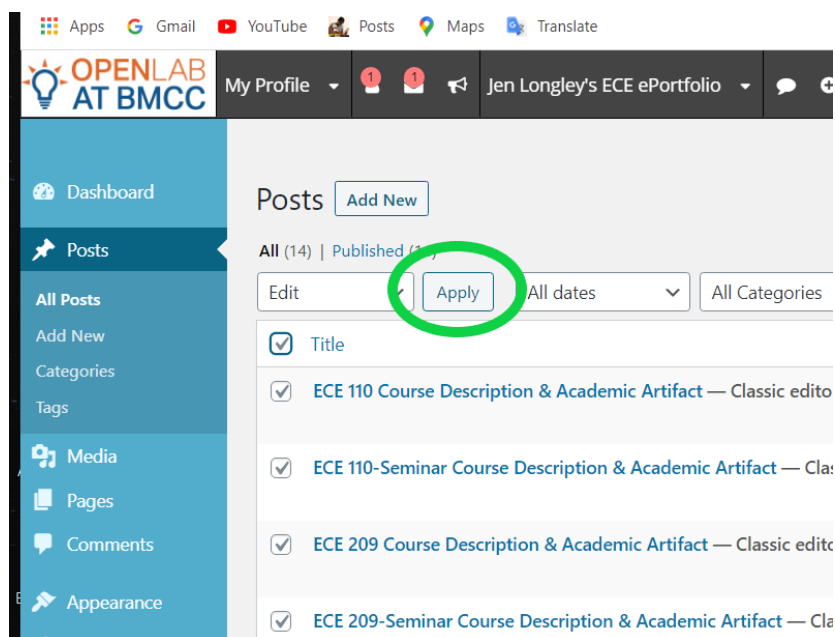
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36. Check the box beside “Title”, this will cause all of the boxes to auto populate with check marks



37. Click “Apply”



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

The screenshot shows the WordPress 'Posts' management interface. At the top, there are buttons for 'Add New', 'Screen Options', and 'Help'. Below that, it shows 'All (14) | Published (14)' and a search bar. A table of posts is visible with columns for Title, Author, Categories, Tags, and Date. A 'BULK EDIT' sidebar is open on the left. In the center, a dropdown menu for 'Status' is open, with 'Published' selected and highlighted in blue. Other options include 'No Change', 'Private', 'Pending Review', and 'Draft'. The 'Update' button is highlighted in blue in the bottom right corner.

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

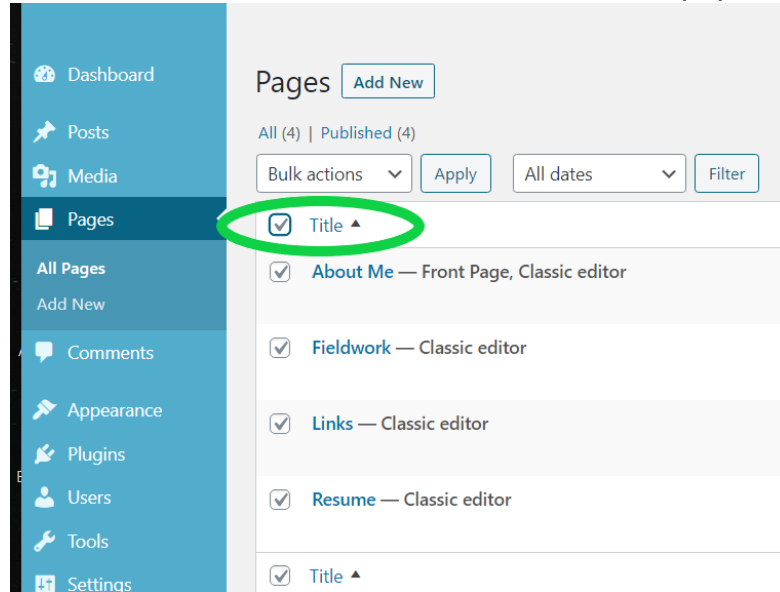
The screenshot shows the WordPress dashboard. The top navigation bar includes 'My Profile', notification icons, and 'Jen Longley's ECE ePortfolio'. The left sidebar menu has 'Pages' highlighted in yellow. A sub-menu is open for 'Pages', with 'All Pages' highlighted in red. The main content area shows a 'Welcome to WordPress!' message and a 'Get Started' section.

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

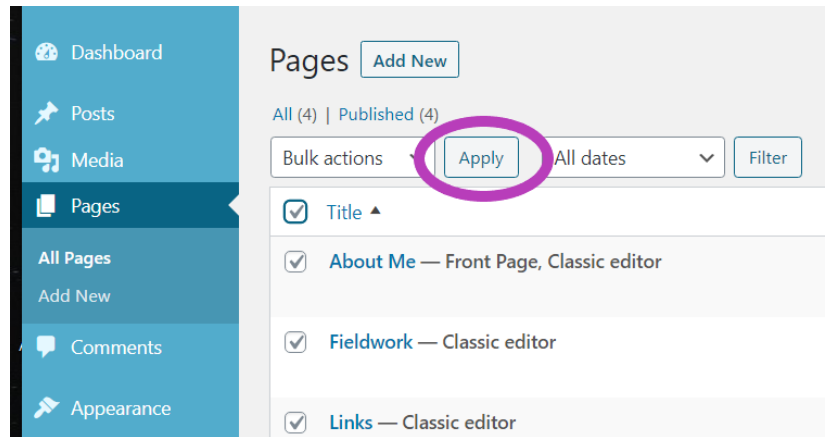
The screenshot shows the WordPress 'Pages' management interface. At the top, there are buttons for 'Add New', 'Apply', and 'All dates'. Below that, it shows 'All (4) | Published (4)'. A table of pages is visible with columns for Title, Author, and Date. A 'BULK EDIT' sidebar is open on the left. In the center, a dropdown menu for 'Bulk actions' is open, with 'Edit' selected and highlighted in blue. Other options include 'Bulk actions', 'Move to Trash', and 'ABORTED'. The 'All Pages' sub-menu item from the previous step is also visible in the sidebar.

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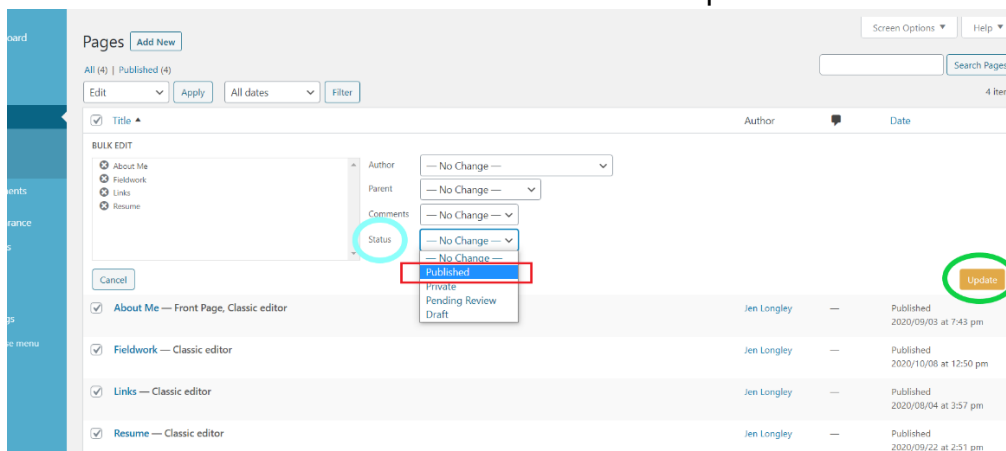
41. Check the box beside “Title”, this will cause all of the boxes to auto populate with check marks



42. Click ‘Apply’

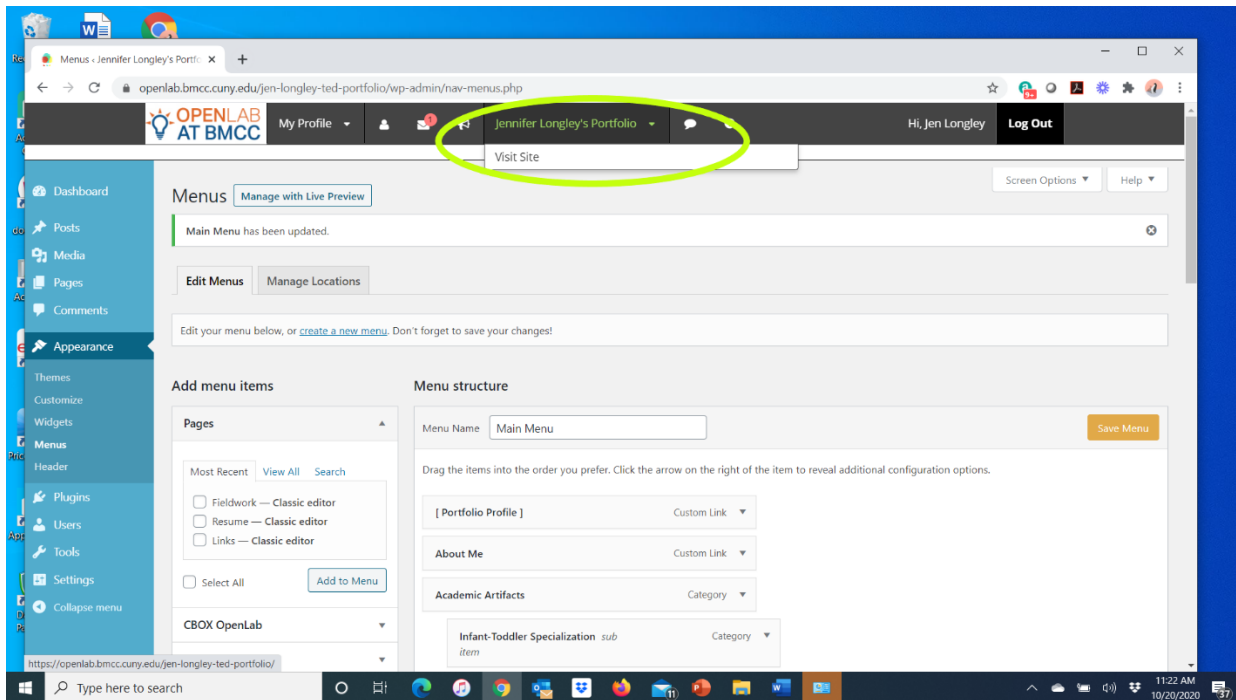


43. Go to ‘Status’ and select “Published” from the drop-down menu. Then click ‘Update’



44. Go to the top of the page, where 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