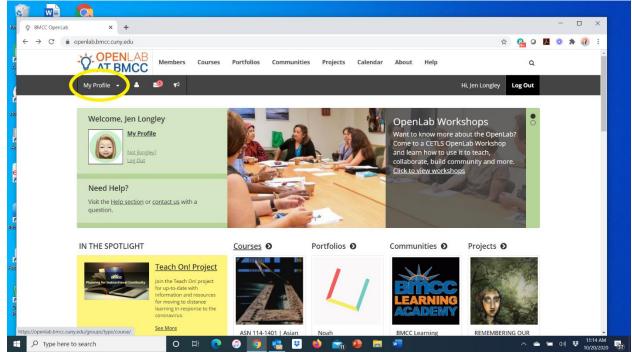
Steps to Claiming your ECE e-Portfolio on OpenLab Claiming your ECE E-Portfolio

Please follow these steps to claim your ECE e-Portfolio

- 1. Navigate to BMCC's Open Lab https://openlab.bmcc.cuny.edu/ and log-in
- 2. Click on 'My Profile' (circled in yellow)



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

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Jen Longley's Profile		Faculty	My Profile	
		SACTIVA C	+ Create Portfolio	
	Title	Faculty	My Profile	
	Pronouns	she, her, hers	My Settings	
	Email	jlongley@bmcc.cumy.edu	My Courses	
	Office Location	S-616C	My Communities	
	Department	Teacher Education	My Projects	
	Academic Program	Child Care/Early Childhood Education, A.S.	My Friends	
			My Messages 1 My Invitations	
🖋 Edit Profile	i		Recent Activity	
O Change Avatar			Jen Longley added the	
			event <u>Module 7 Due</u> © 1 DAY, 17 HOURS AGO	
Courses O	Communities O	Projects 📀	J 1 DAY, 17 HOURS AGO	

4. 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

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	Create Portfolio	My Profile
	Step One: Portfolio Creation	My Profile
	Set up the name, URL, avatar, and other settings and permissions for your portfolio. These settings affect the portfolio home,	My Settings
	discussion, docs, and files.	My Courses
		My Communities
	Name (required)	My Projects
	Name (required) The suggested Portfolio Name below uses your first and last name. If you do not wish to use your full name, you may change it now or at any time in the future.	
	The suggested Portfolio Name below uses your first and last name. If you do not wish to use your full name, you may change	My Projects My Friends
	The suggested Portfolio Name below uses your first and last name. If you do not wish to use your full name, you may change it now or at any time in the future.	My Projects My Friends My Messages 1 My Invitations
	The suggested Portfolio Name below uses your first and last name. If you do not wish to use your full name, you may change it now or at any time in the future. FirstName LastName's Portfolio 	My Projects My Friends My Messages 1 My Invitations Recent Activity
	The suggested Portfolio Name below uses your first and last name. If you do not wish to use your full name, you may change it now or at any time in the future. • FirstName LastName's Portfolio • Jane Smith's Portfolio (Example)	My Projects My Friends My Messages 1 My Invitations
	The suggested Portfolio Name below uses your first and last name. If you do not wish to use your full name, you may change it now or at any time in the future. • FirstName LastName's Portfolio • Jane Smith's Portfolio (Example)	My Projects My Friends My Messages My Invitations Recent Activity
	The suggested Portfolio Name below uses your first and last name. If you do not wish to use your full name, you may change it now or at any time in the future. • FirstName LastName's Portfolio • Jane Smith's Portfolio (Example)	My Projects My Friends My Messages My Invitations Recent Activity Jen Longley added the event Module Z Due

5. Go to the URL (required) box and click your cursor in the box. The box should 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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	Step One: Portfolio Creation Set up the name, URL, avatar, and other settings and permissions for your portfolio. These settings affect the portfolio home, discussion, docs, and files.	My Profile My Settings My Courses	613				
	Name (required) The suggested Portfolio Name below uses your first and last name. If you do not wish to use your full name, you may change it now or at any time in the future.	My Communities My Projects My Friends My Messages	1				
	FirstName LastName's Portfolio Jane Smith's Portfolio (Example) Jen Longley's ECE Portfolio	My Invitations Recent Activity Jen Longley add event Module 7	Due				
	URL (required) Choose a unique URL that will be the home for your portfolio. https://openlab.bmcc.cuny.edu/group. jen-longleys-ece-portfolio71	D 1 DAY, 17 HOL Jen Lengley join group Iest Facu folio D 4 DAYS, 20 HO	ed the It <u>y's Port-</u>				
	Upload Avatar Upload an image to use as an avatar for this portfolio. The image will be shown on the portfolio home page, and in search results.	Jen Longley add event <u>Module 6</u> D 5 DAYS, 23 HO	Due				

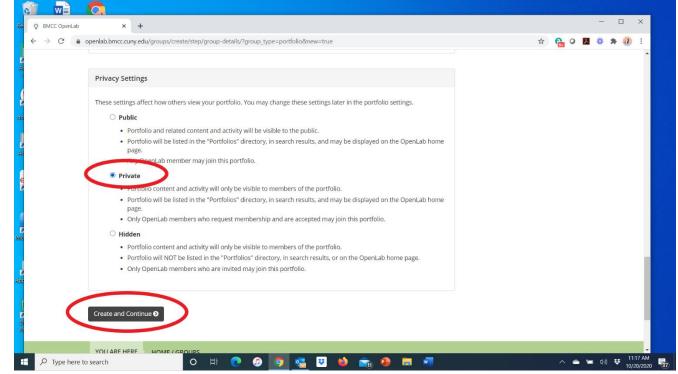
- 6. Scroll down to Avatar, upload an image or picture if you would like.
- 7. Scroll to Description and type "Your First & Last Name's ECE e-Portfolio"

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Upload Avatar	Upload an image to use as an avatar for this portfolio. The image will be shown on the portfolio home page, and in search results. The maximum upload size is 150 MB. Upload Drop your file here or Select your File Can't decide? You can upload a photo once the portfolio is created.	Jen Longley added the event Module 5 Due D s DAYS, 23 HOURS AGO Jen Longley added the event <u>Module 5 Due</u> D s DAYS, 23 HOURS AGO			
Description (required) Jen Longley ECE e-Portfolio Academic Units					

 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.'

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	Academic Units					
	Departments					
	Speech, Communications, and Theatre Arts	•				
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	□ Other	•				
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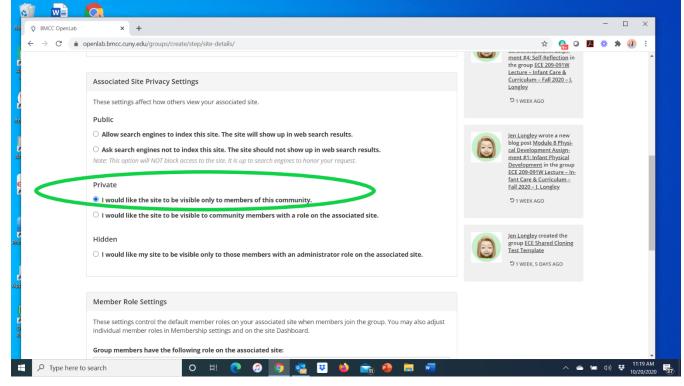
9. Scroll to Privacy Settings and select 'Private'.



- 10. Click 'Create and Continue'.
- 11. 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.

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	Create Portfolio	My Profile			
	Step Two: Associated Site Creation	My Profile			
	Each portfolio is associated with a WordPress site. The site is where portfolio owners display their work and accomplishments.	My Settings			
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	Associated Site Details	My Communities			
	Associated site Details	My Projects			
	Take a moment to consider an address for the site associated with your portfolio. You will not be able to change it once	My Friends			
	you've created it.	My Messages (1)			
	○ Create a new site:	My Invitations			
	openlab.bmcc.cunv.edu/				
2	Use an existing site:	Recent Activity			
	Jennifer Longley's Portfolio	Jen Longley joined the			
	Use an external start	group Test Faculty's Port- folio			
	http://	D 4 DAYS, 20 HOURS AGO			
	Note: Please click the Check button to search for Post and Comment feeds for your external site. Doing so will push new activity to the	Jen Longley wrote a new			
	portfolio page. If no feeds are detected, you may type in the Post and Comment feed URLs directly or just leave blank.	blog post <u>Module 8 Physi-</u> cal Development Assign-			
		ment #4: Self-Reflection in the group ECE 209-091W			
		Lecture – Infant Care & Curriculum – Fall 2020 – J.			
	Associated Site Privacy Settings	Longley			
	These settings affect how others view your associated site.	D 1 WEEK AGO			

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



13. Click on 'Next Step'

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		Member Role Settings					Î
		These settings control the default member roles on your associated site when members join the group. You may also adjust individual member roles in Membership settings and on the site Dashboard.	it				
de		Group members have the following role on the associated site:					
		Author	~				
a Ac		Group moderators have the following role on the associated site:					
		Editor	~				
e		Group administrators have the following role on the associated site:					
		Administrator	~				
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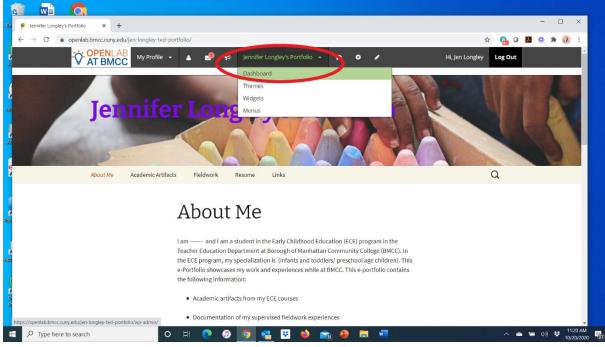
14. On the Create Portfolio Step Three: Invite Members to Portfolio page, click 'Finish'

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My Profile + 🔺 🔊 📢	Hi, Jen Longley Log Out	
Create Portfolio	My Profile	
Step Three: Invite Members to Portfolio	My Portfolio Site 🛛 🔊	
Invite OpenLab Members to Portfolio	Portfolio Home Dashboard	
Search for OpenLab Members to invite to your portfolio:	My Profile	
	My Settings	
Strate la se fan het met de state de state server titte en de se des state server estat fan et stat	My Courses My Communities	
Start typing a few letters of member's display name. When a dropdown list appears, select from the list. These members will be sent an invitation. Click 'Finish' to continue.	My Projects	
These members will be send of inviduori, click Prinsh to conditive.	My Friends	
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Previous Step Finish	My Invitations	
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15. On your ECE Portfolio page, click 'Visit Portfolio Site'

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		_	This Portfolio		all logged-in OpenLab		w the correspond	ling Site.					
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		-	Member I	Profile	Jen Longley								
	Group created s	uccessfully.											
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	ECE 210 Course De	scription & Academi	c Artifact	N	o Comments Found								
		Early Care and Education		tion:									

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



17. On the right side of the Dashboard, select 'Appearance' a pop-up will appear, then select 'Menus'

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Media	Get Started	Next Steps	More Actions
	Customize Your Site	Edit your front pageAdd additional pages	 Manage widgets Manage menus
Appearance	Themes Customize	View your site	Turn comments on or offLearn more about getting started
Users	Widgets Menus	∧ ∨ ▲ Quick Draft	~ ~ *
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18. On the Menu page, select 'CBOX OpenLab' to open the item

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A Dashboard Edit your menu below, or <u>create a new menu</u> . Do	on't forget to save your changes!	
9) Media ∦ ∥ Pages Add menu items	Menu structure	
Comments Pages	Menu Name Main Menu	Save Menu
Most Recent View All Search Themes Customize Widgets Menus	Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration of About Me Custom Link Academic Artifacts Category	options.
Header □ Select All Add to Menu ✓ Phugins CBOX OpenLab	Infant-Toddler Specialization sub item ECE 110 Course Description & Classic editor	
Tools Posts Custom Links Collapse menu	Academic Artifact sub item ECE 110-Seminar Course Description Classic editor	
Categories Categ	& Academic Artifact sub item ECE 209 Course Description & Classic editor Academic Attifact sub item O O S	へ 🛥 🛥 (小) 😍 11:21AM 10/20/2020 日

19. Select 'Project Profile' so it is checked, click "Add to Menu" then click "Save Menu"

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- conapse menu	Categories		Academic Artifact sub item			
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20. Scroll down to find 'Portfolio Profile' and use your cursor to drag it to the top of the menu. Click 'Save Menu' again.

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21. Go to the top of the page, where is it says "your name's e-Portfolio", hover over your name and click 'Visit Site'

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22. Return to your ECE e-Portfolio