

How to Create your Early Childhood Education Major E-Portfolio on the BMCC OpenLab

Please follow these steps to create your ECE e-Portfolio, using the designated ECE template

Contents

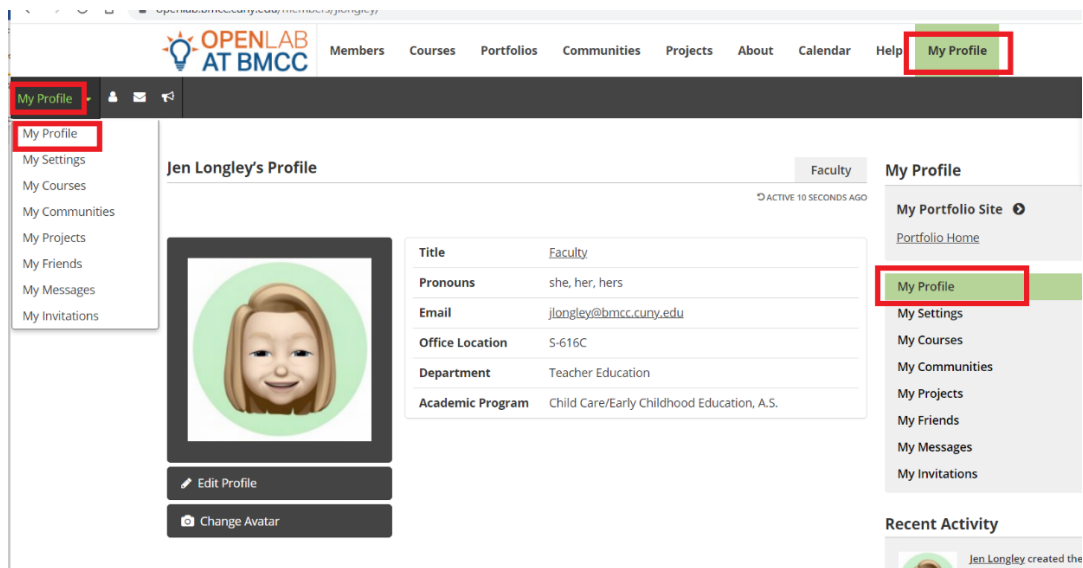
Part I Sign up (first time) or Log in to the BMCC OpenLab.....	1
Part II Create your portfolio with the designated ECE e-Portfolio Template	1
Part III Set up and Personalize your ECE e-Portfolio	8
Part IV Upload your Materials to Your ECE e-Portfolio	12

Part I | Sign up (first time) or Log in to the BMCC OpenLab

- 1) Navigate to the BMCC OpenLab <https://openlab.bmcc.cuny.edu/>, and follow these instructions: <https://openlab.bmcc.cuny.edu/blog/help/how-to-sign-up-and-log-in-to-bmcc-openlab-students-staff-faculty/>

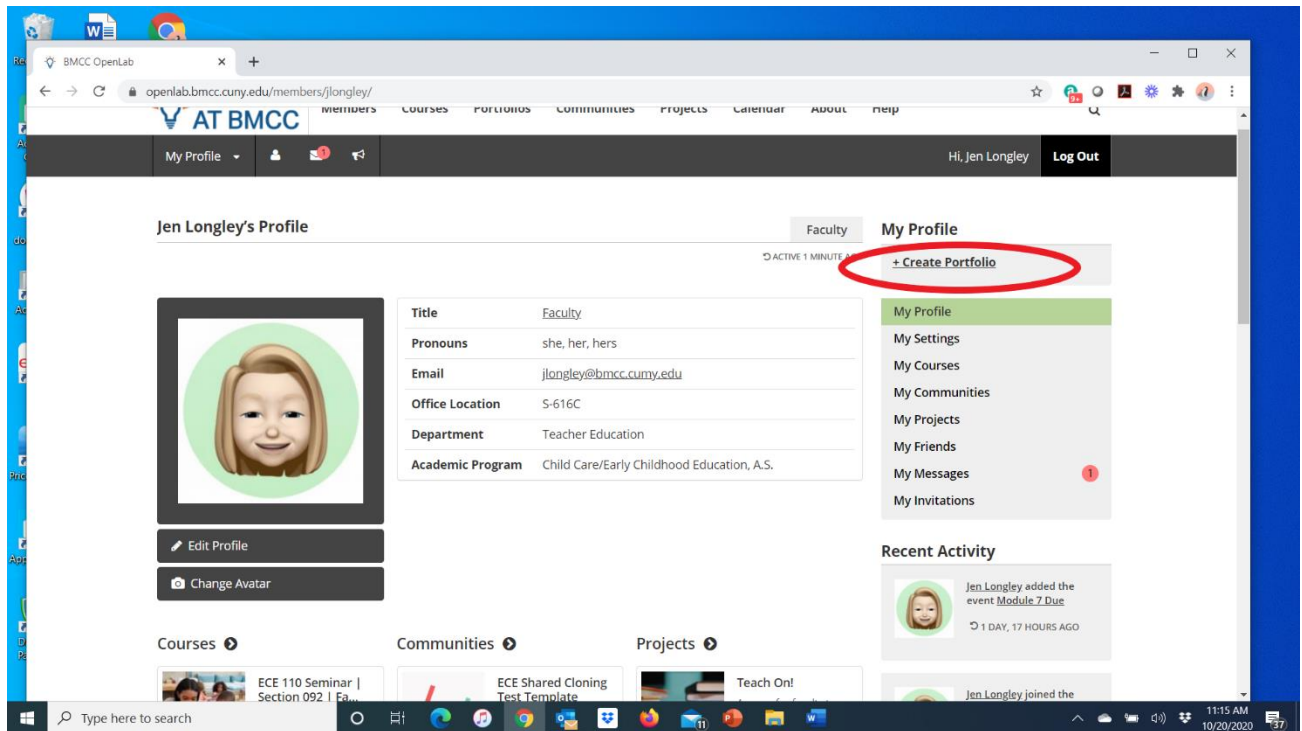
Part II | Create your portfolio with the designated ECE e-Portfolio Template

- 2) Navigate to **My Profile**. You can use several paths to get there:

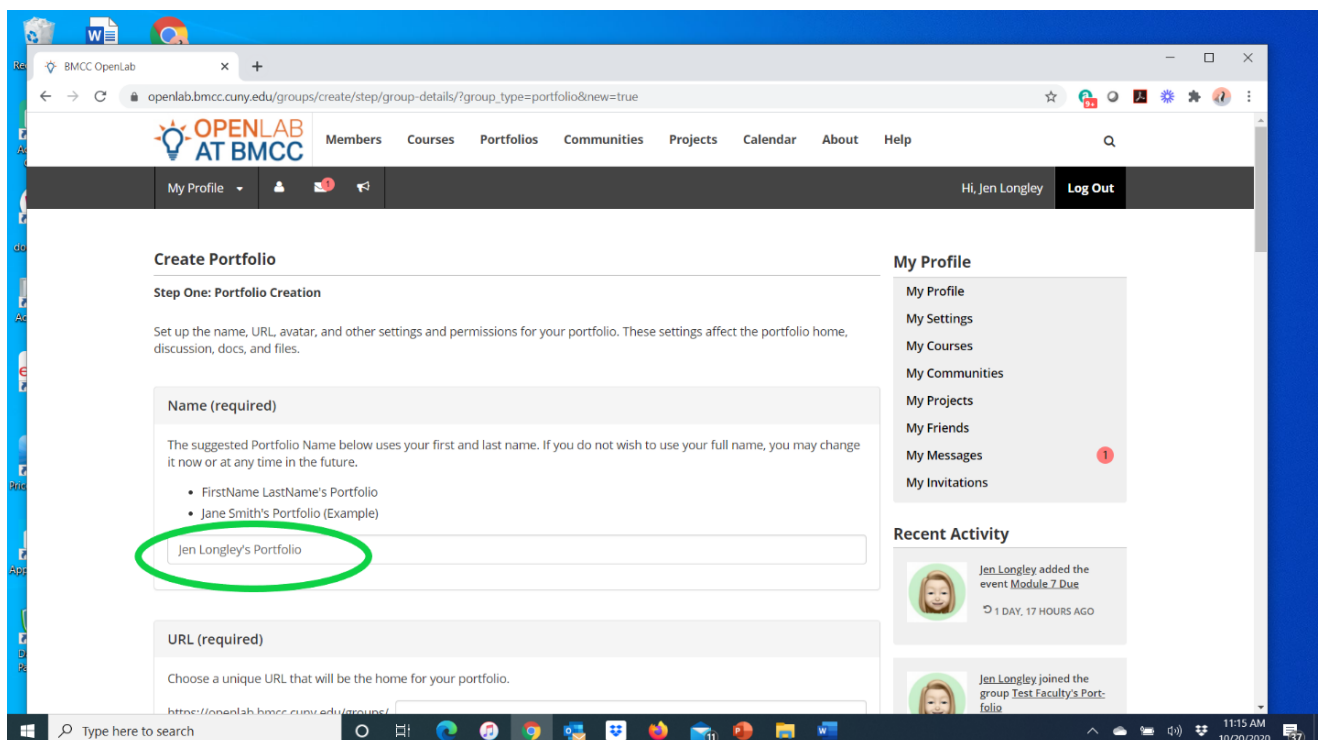


Creating your ECE e-Portfolio on the OpenLab

3) On your **My Profile** page, click on **+Create Portfolio**:

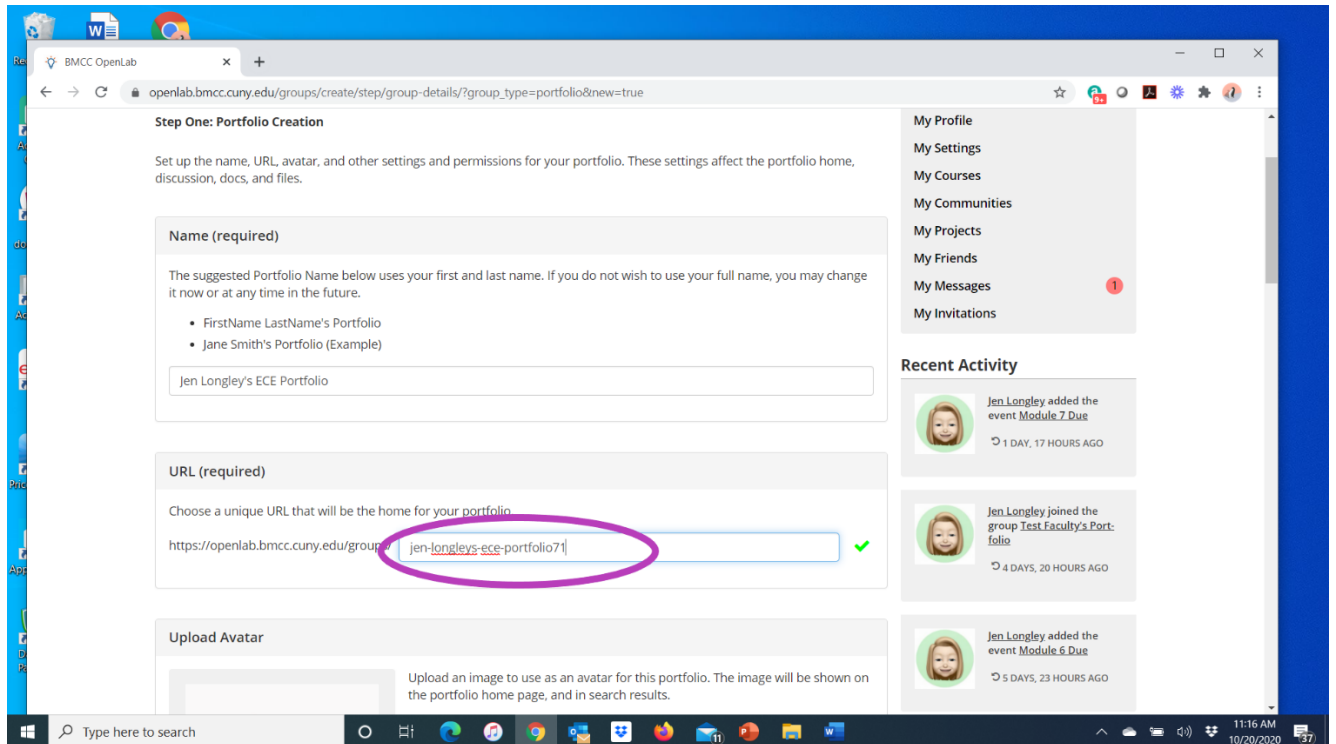


4) You will see **Create Portfolio | Step One: Portfolio Creation**. Scroll down to Name (required); you will see a box auto-populated with Firstname Lastname's Portfolio. Click on the text box, after your last name and before **Portfolio** type "ECE", so the name reads "Your Firstname Lastname's ECE Portfolio":



Creating your ECE e-Portfolio on the OpenLab

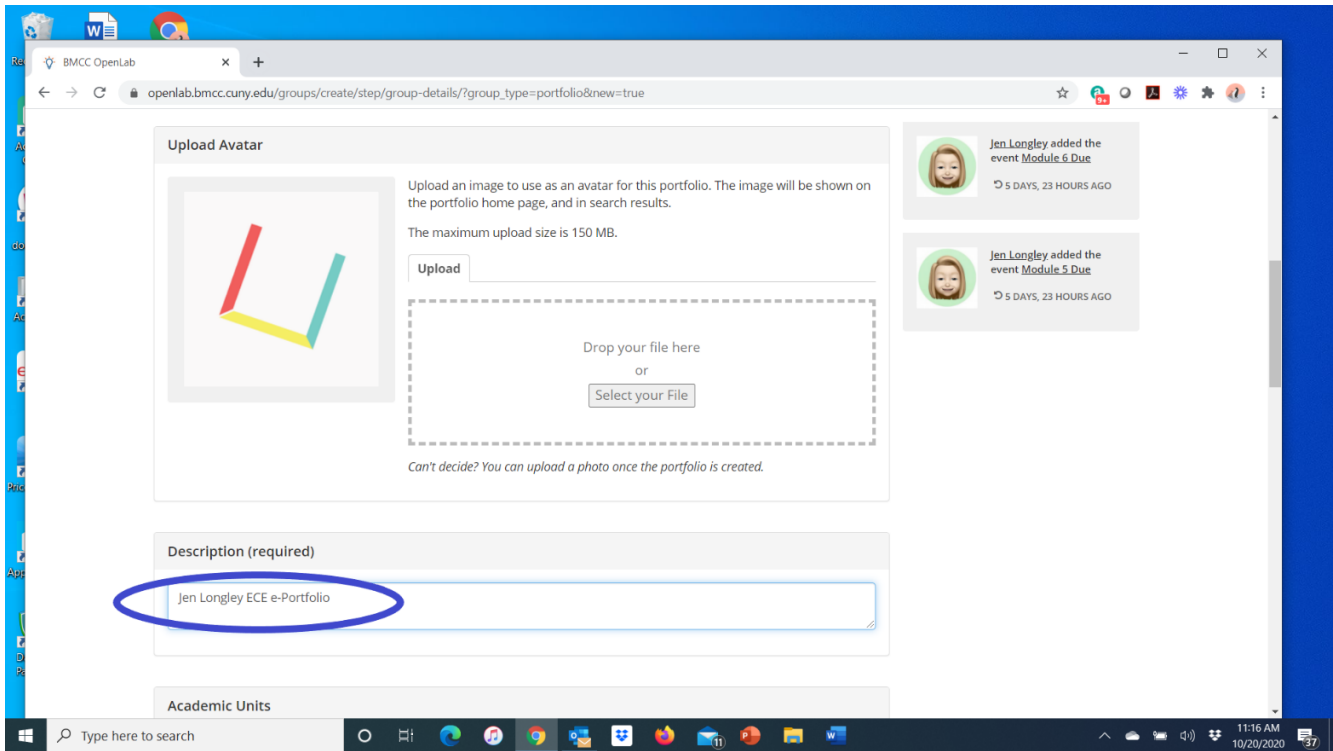
- 5) Go to the URL (required) box and click your cursor in the box. The box should auto-populate with the URL for your e-Portfolio. If you see a red X at the end, add any two numbers after the word "portfolio." If the URL does not automatically populate, type your-name-ece-eportfolio, in lower case letters, with a dash between each word. Be careful! This URL cannot be changed:



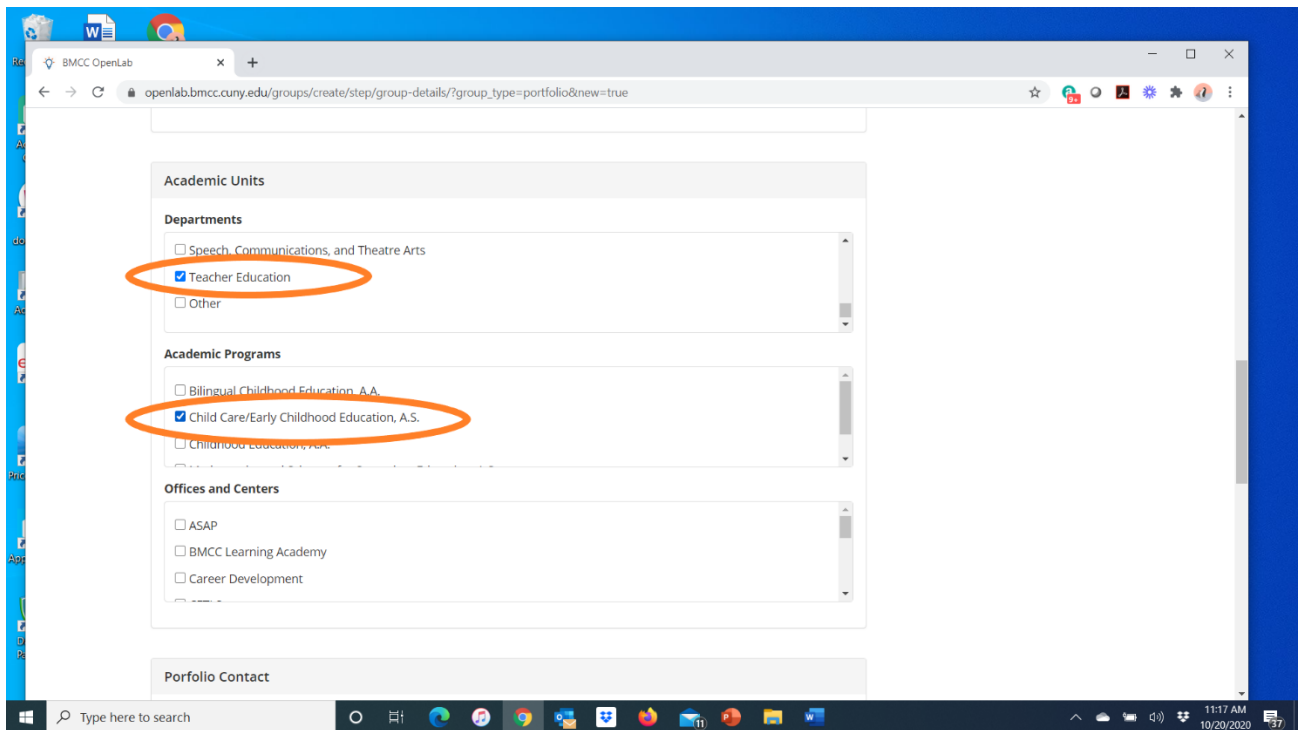
- 6) Optional: Scroll down to **Avatar**, and upload an image if you would like.

Creating your ECE e-Portfolio on the OpenLab

7) Scroll to **Description** > type “Your Firstname Lastname’s ECE e-Portfolio”:

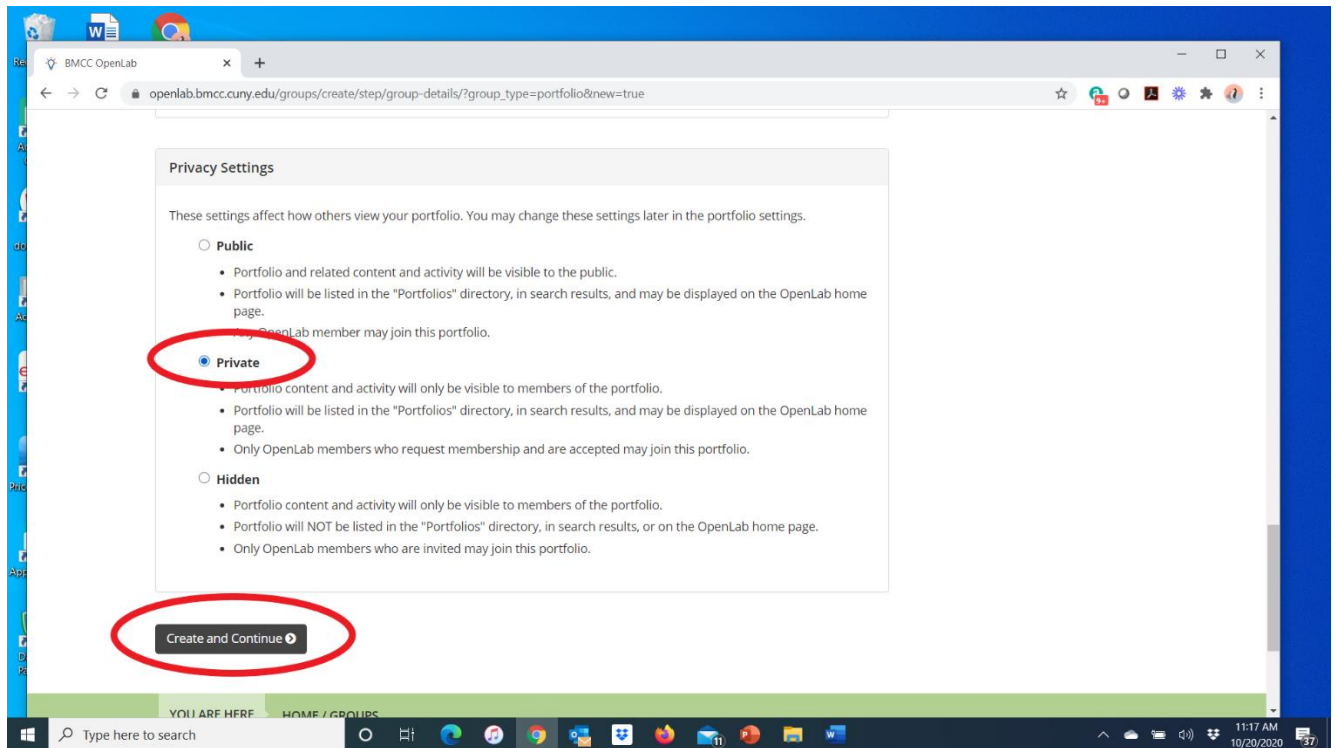


8) Scroll down to Academic Units. Under Departments, scroll to and select Teacher Education. After you click Teacher Education, the Academic Programs section will populate. Select Child Care/ Early Childhood Education, A.S.:



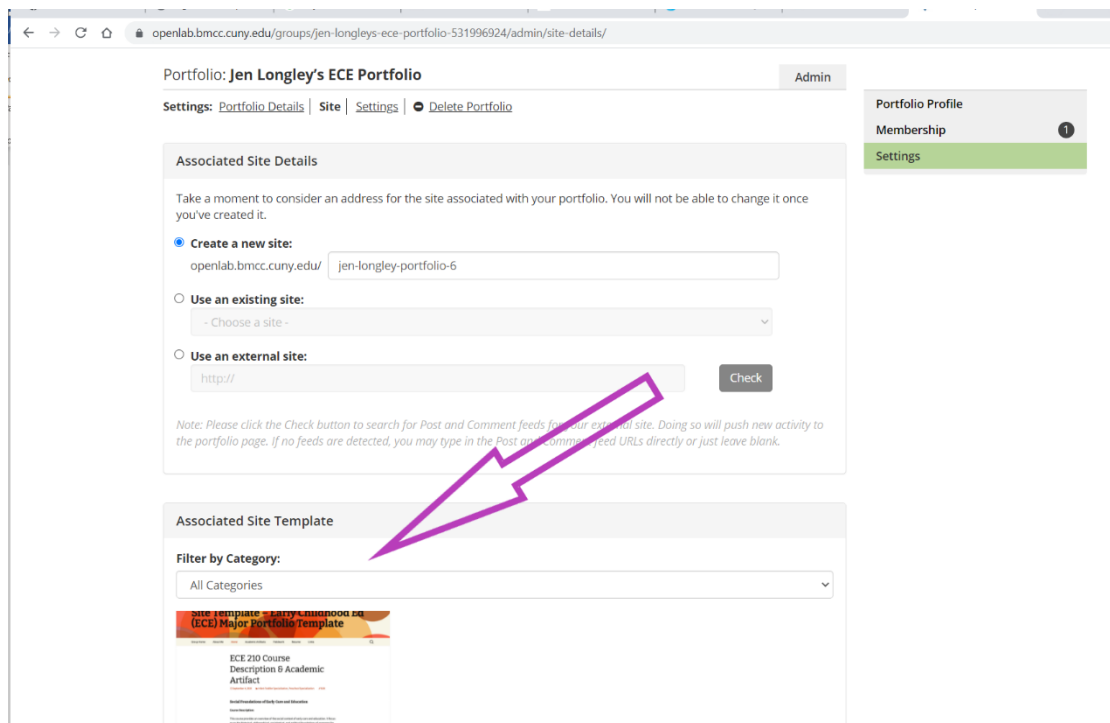
Creating your ECE e-Portfolio on the OpenLab

9) Scroll to **Privacy Settings** and select **Private**:



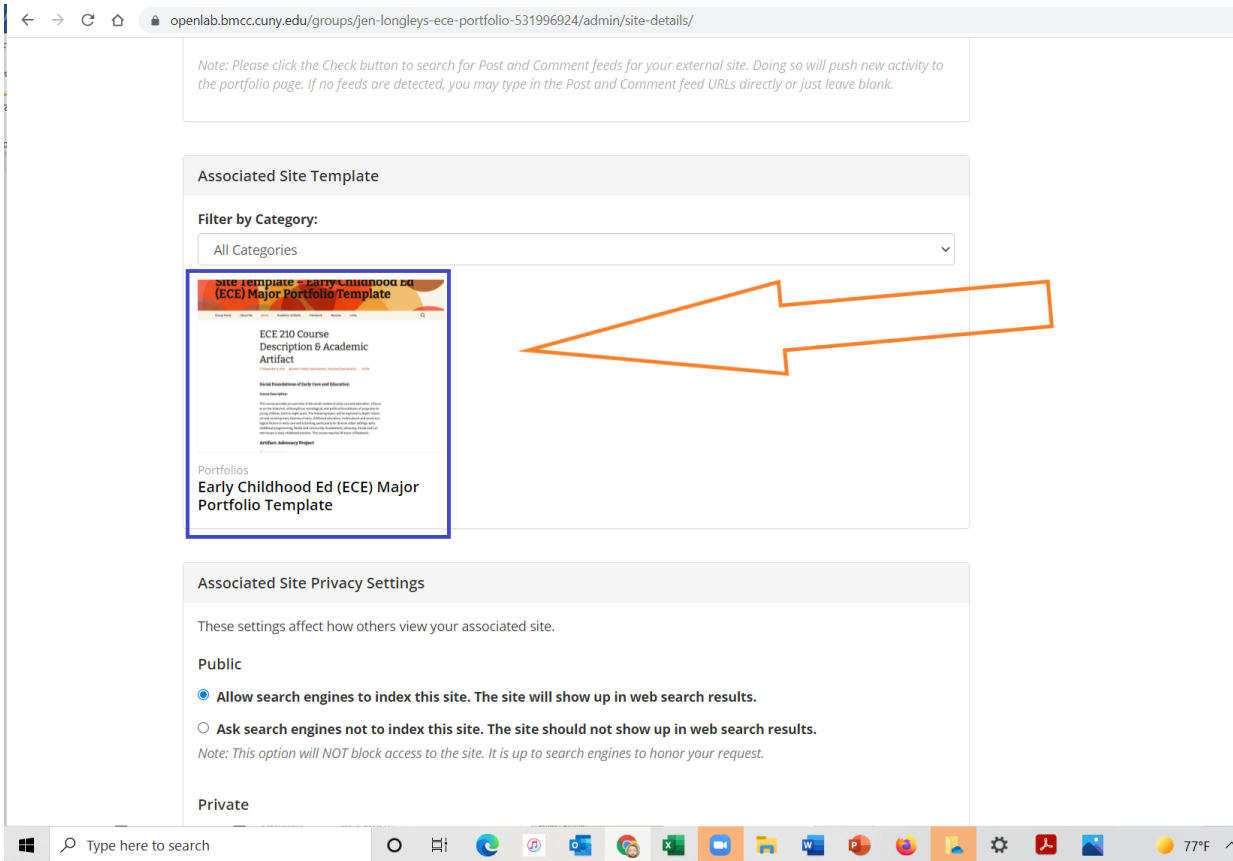
10) Click **Create and Continue**.

11) On the **Create Portfolio | Step Two: Associated Site Creation** page, scroll down to **Associated Site Template**:



Creating your ECE e-Portfolio on the OpenLab

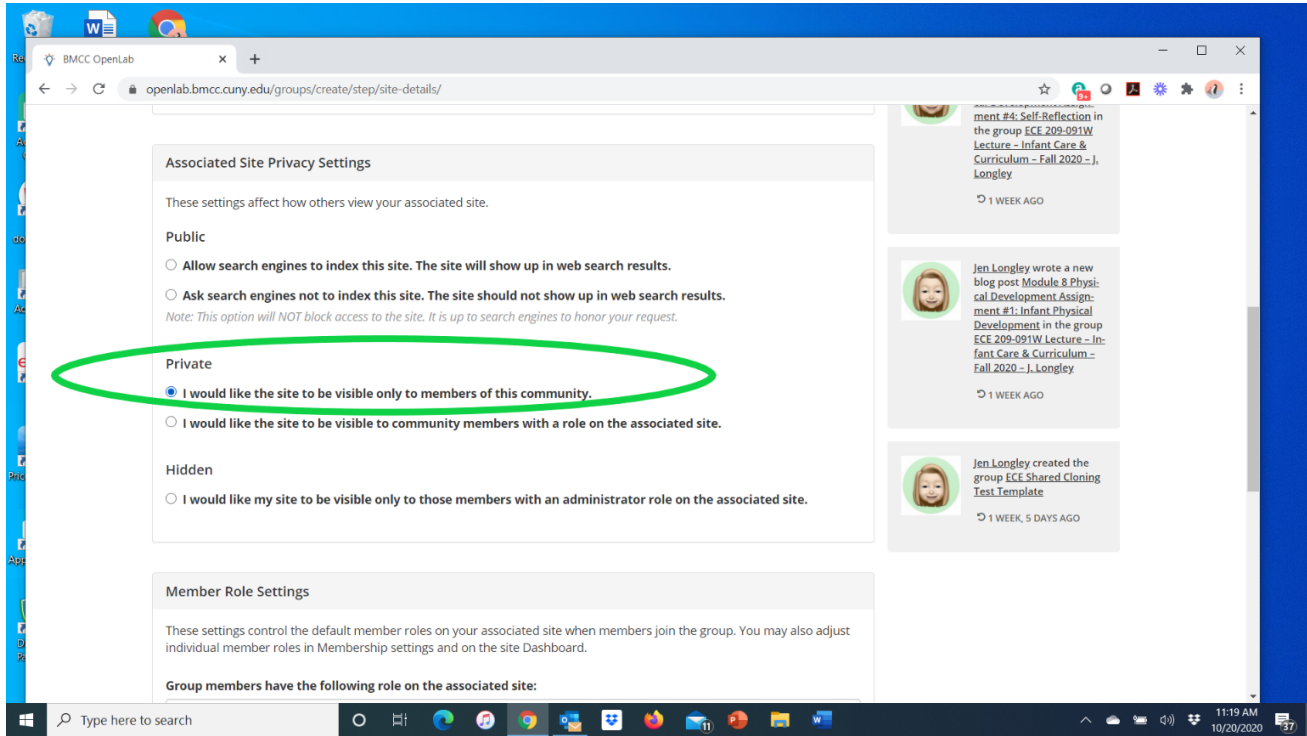
12) Click on Early Childhood Ed (ECE) Major Portfolio Template so the edges turn blue:



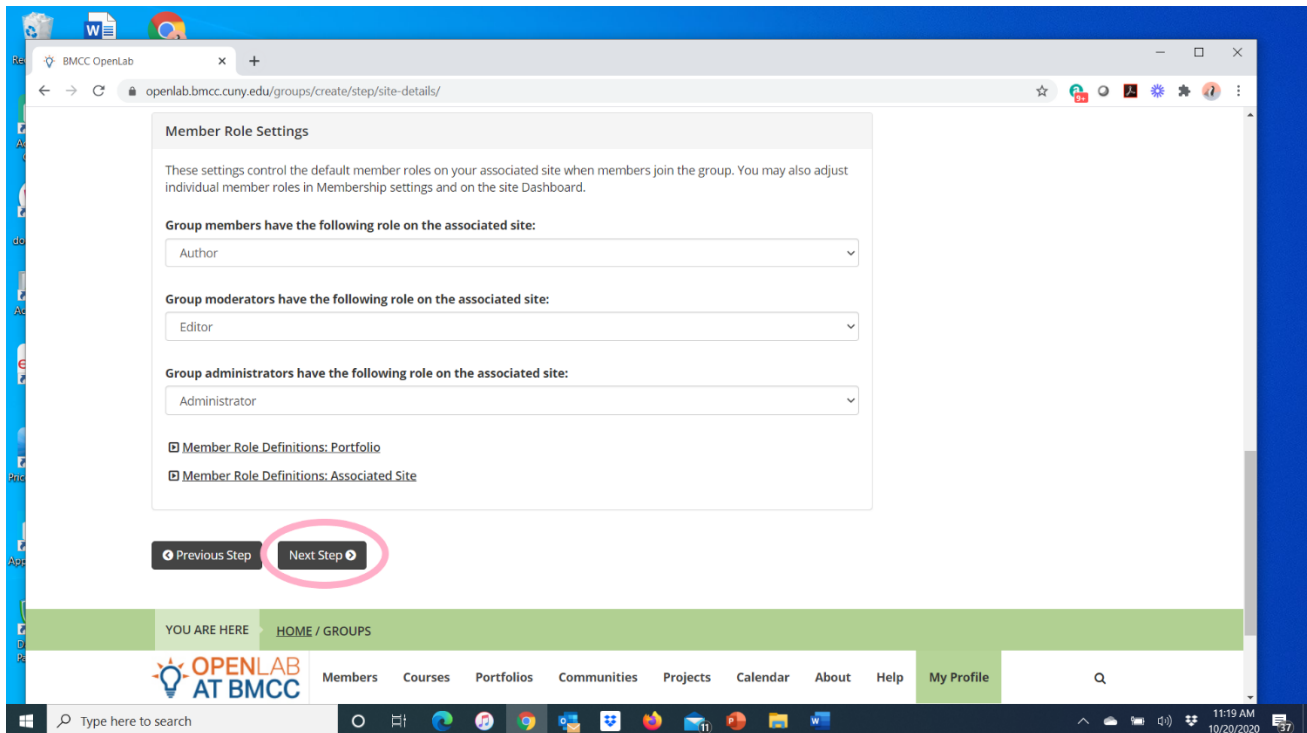
The screenshot shows the OpenLab admin interface for site details. At the top, there is a note: "Note: Please click the Check button to search for Post and Comment feeds for your external site. Doing so will push new activity to the portfolio page. If no feeds are detected, you may type in the Post and Comment feed URLs directly or just leave blank." Below this is the "Associated Site Template" section. It features a "Filter by Category:" dropdown menu set to "All Categories". A list of templates is displayed, with the "Early Childhood Ed (ECE) Major Portfolio Template" highlighted by a blue border. An orange arrow points to this template. Below the templates is the "Associated Site Privacy Settings" section, which includes a "Public" section with two radio button options: "Allow search engines to index this site. The site will show up in web search results." (selected) and "Ask search engines not to index this site. The site should not show up in web search results." A note below states: "Note: This option will NOT block access to the site. It is up to search engines to honor your request." The "Private" section is also visible but not selected. The Windows taskbar is visible at the bottom of the screen.

Creating your ECE e-Portfolio on the OpenLab

- 13) Scroll down to Associated Privacy Settings and select **Private | I would like this site to be visible only to members of this community:**

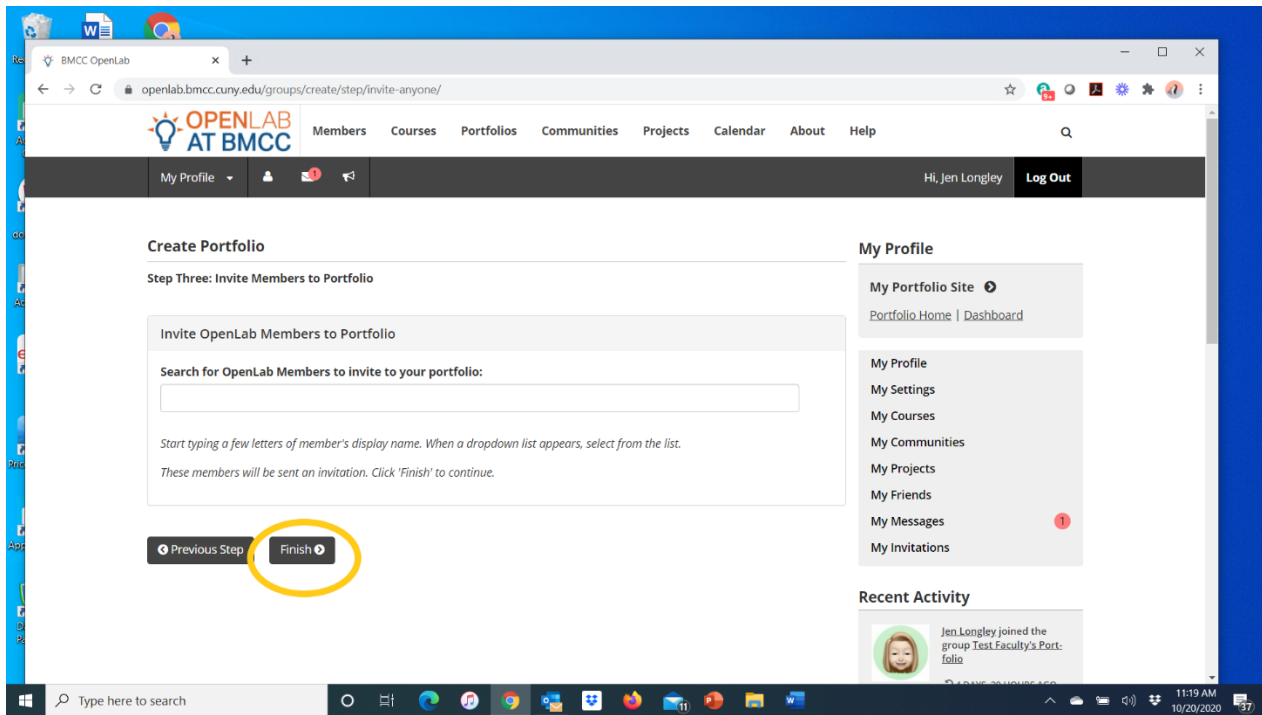


- 14) Click **Next Step:**



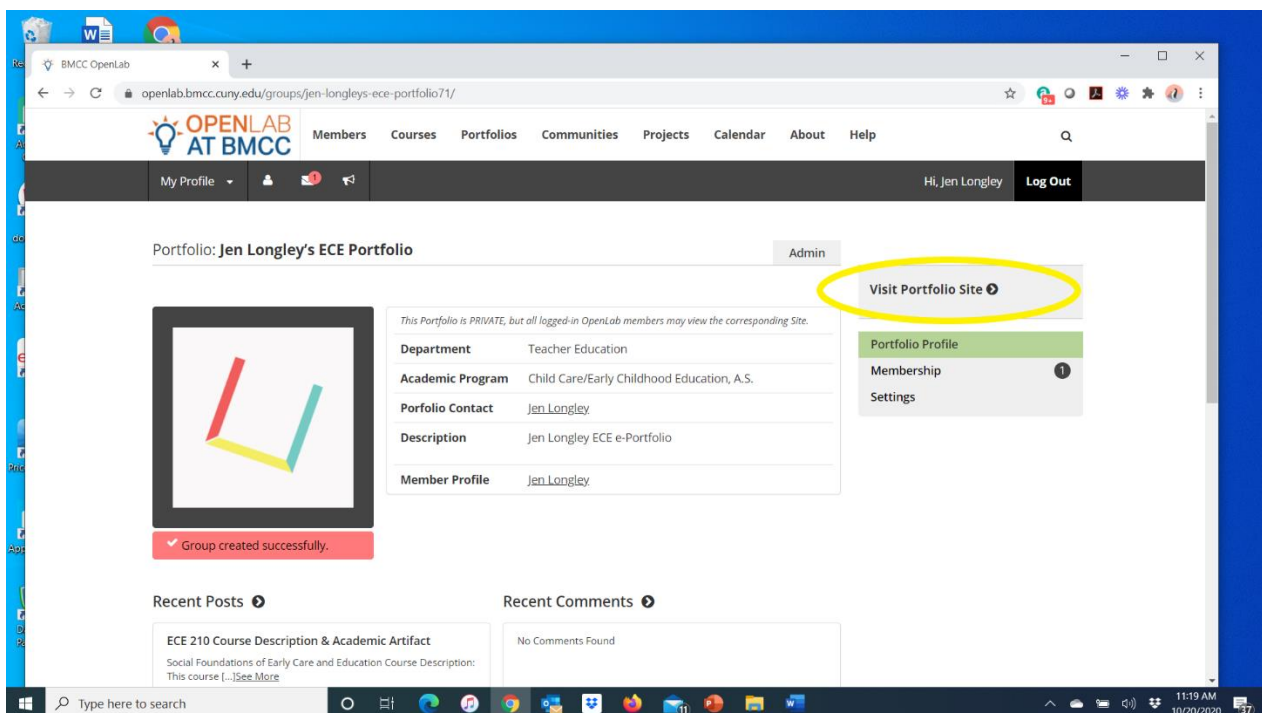
Creating your ECE e-Portfolio on the OpenLab

15) Click **Finish**:



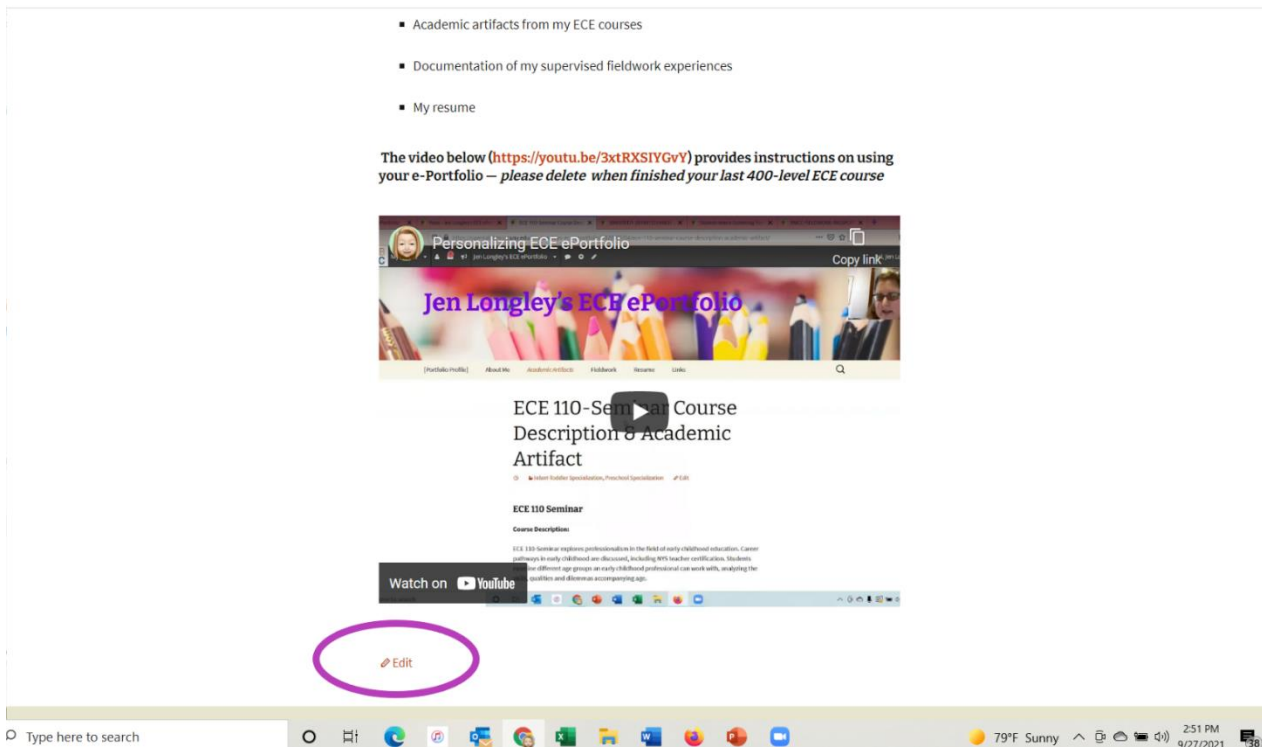
Part III | Set up and Personalize your ECE e-Portfolio

16) From your ECE Portfolio Profile, click **Visit Portfolio Site**:



Creating your ECE e-Portfolio on the OpenLab

17) On your ECE e-Portfolio **About Me** site page, scroll down to **Edit**:



The screenshot shows a web browser displaying an e-Portfolio page. At the top, there is a list of items:

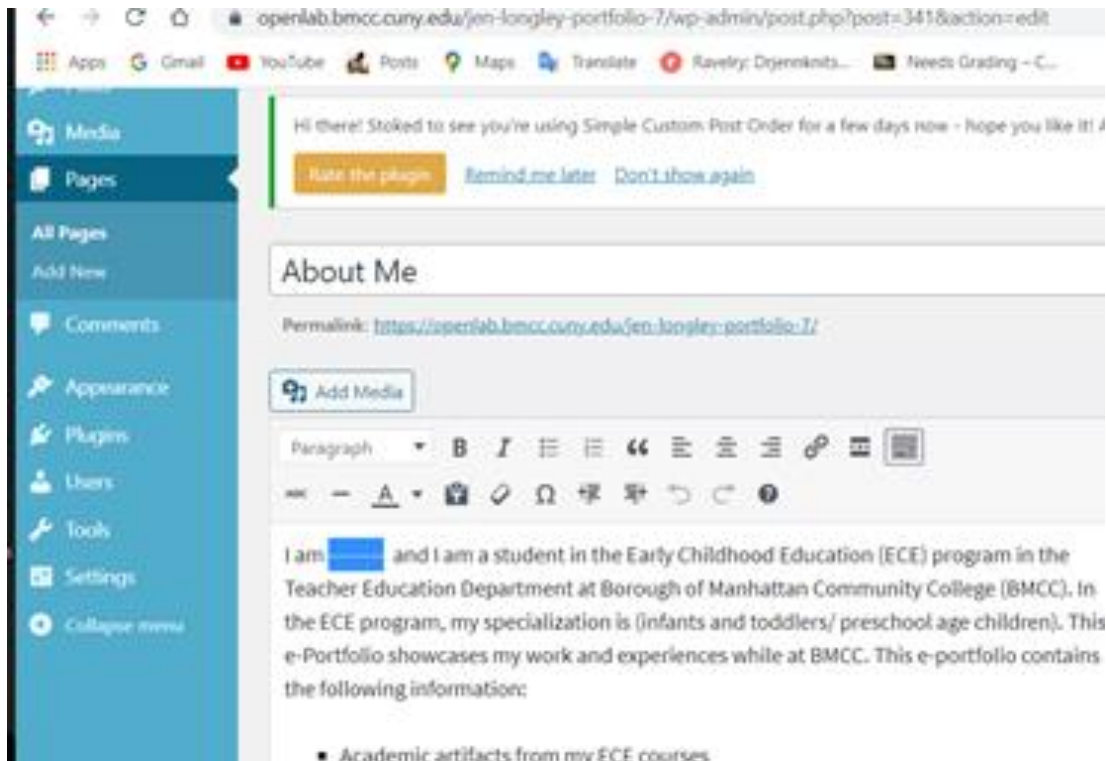
- Academic artifacts from my ECE courses
- Documentation of my supervised fieldwork experiences
- My resume

Below the list, a text block reads: "The video below (<https://youtu.be/3xtRXSIYGvY>) provides instructions on using your e-Portfolio – please delete when finished your last 400-level ECE course".

The video player shows a thumbnail for "Personalizing ECE ePortfolio" with the title "Jen Longley's ECE ePortfolio". Below the video, the text "ECE 110-Seminar Course Description & Academic Artifact" is visible. At the bottom of the page, an "Edit" button is circled in purple.

The browser's taskbar at the bottom shows the search bar, various application icons, and system tray information including "79°F Sunny" and the date "8/27/2021".

18) A text box will appear, allowing you to edit the text on the page. Replace the dashes in the first line with your name:



The screenshot shows the WordPress editor interface for the "About Me" page. The left sidebar contains navigation options: Media, Pages, All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu.

The main content area shows the "About Me" title and a permalink: <https://openlab.bmcc.cuny.edu/jen-longley-portfolio-7/>. Below the title is an "Add Media" button and a rich text editor toolbar.

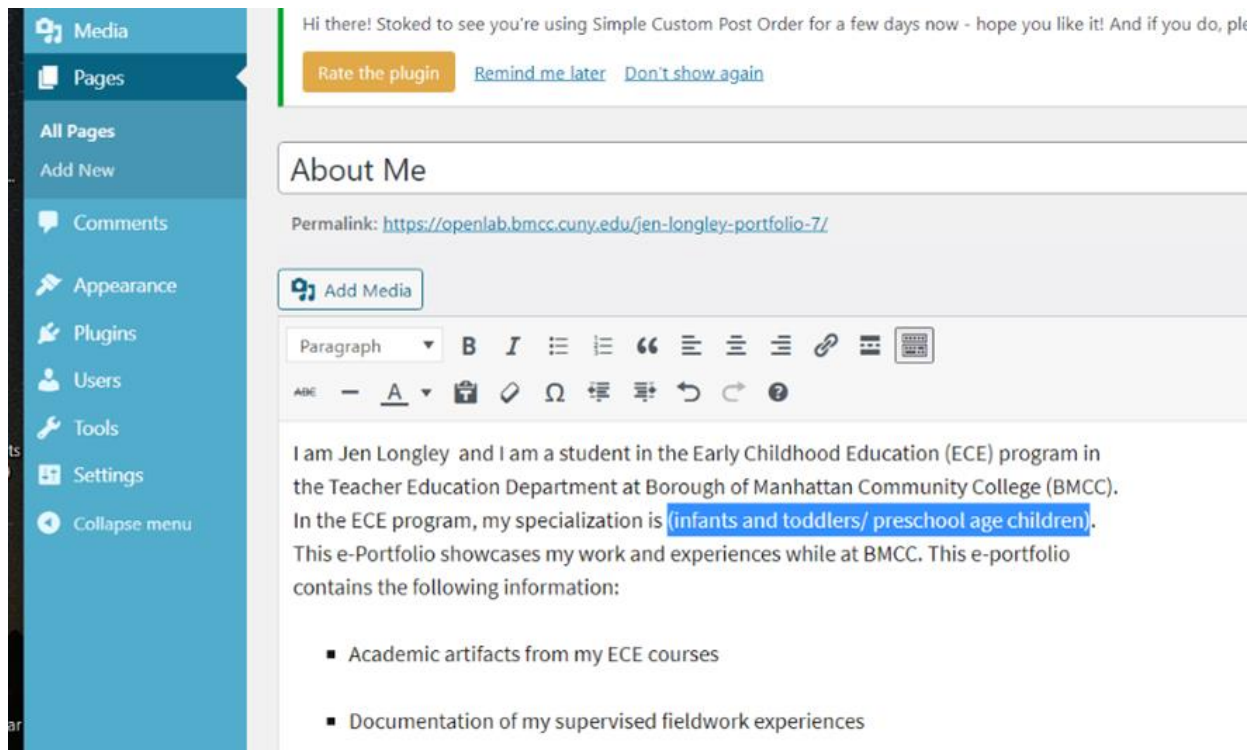
The text in the editor reads: "I am [redacted] and I am a student in the Early Childhood Education (ECE) program in the Teacher Education Department at Borough of Manhattan Community College (BMCC). In the ECE program, my specialization is (infants and toddlers/ preschool age children). This e-Portfolio showcases my work and experiences while at BMCC. This e-portfolio contains the following information:"

Below the text, a list of items is visible:

- Academic artifacts from my ECE courses

Creating your ECE e-Portfolio on the OpenLab

- 19) On the third line, identify your specialization—infants and toddlers or preschool-age children. Delete the text that is NOT your specialization, including the parentheses and slash (/). Keep the text that is your specialization:



Hi there! Stoked to see you're using Simple Custom Post Order for a few days now - hope you like it! And if you do, pl

[Rate the plugin](#) [Remind me later](#) [Don't show again](#)

About Me

Permalink: <https://openlab.bmcc.cuny.edu/jen-longley-portfolio-7/>

[Add Media](#)

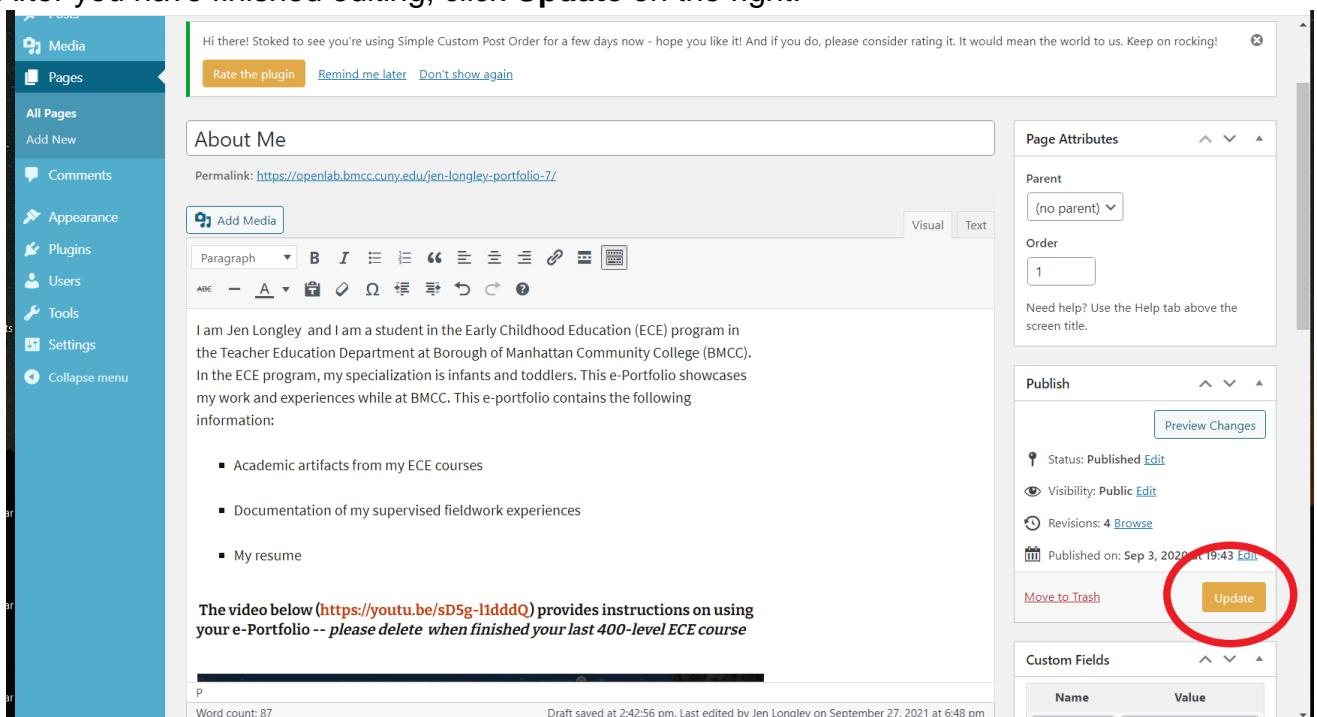
Paragraph **B** *I*

ABC

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 the ECE program, my specialization is **infants and toddlers/ preschool age children**. This e-Portfolio showcases my work and experiences while at BMCC. This e-portfolio contains the following information:

- Academic artifacts from my ECE courses
- Documentation of my supervised fieldwork experiences

- 20) After you have finished editing, click **Update** on the right:



Hi there! Stoked to see you're using Simple Custom Post Order for a few days now - hope you like it! And if you do, please consider rating it. It would mean the world to us. Keep on rocking!

[Rate the plugin](#) [Remind me later](#) [Don't show again](#)

About Me

Permalink: <https://openlab.bmcc.cuny.edu/jen-longley-portfolio-7/>

[Add Media](#) Visual Text

Paragraph **B** *I*

ABC

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 the ECE program, my specialization is infants and toddlers. This e-Portfolio showcases my work and experiences while at BMCC. This e-portfolio contains the following information:

- Academic artifacts from my ECE courses
- Documentation of my supervised fieldwork experiences
- My resume

The video below (<https://youtu.be/sD5g-l1dddQ>) provides instructions on using your e-Portfolio -- please delete when finished your last 400-level ECE course

Word count: 87

Draft saved at 2:42:56 pm. Last edited by Jen Longley on September 27, 2021 at 6:48 pm

Page Attributes

Parent: (no parent)

Order: 1

Need help? Use the Help tab above the screen title.

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: 4 [Browse](#)

Published on: Sep 3, 2020 at 19:43 [Edit](#)

[Move to Trash](#) [Update](#)

Custom Fields

Name	Value
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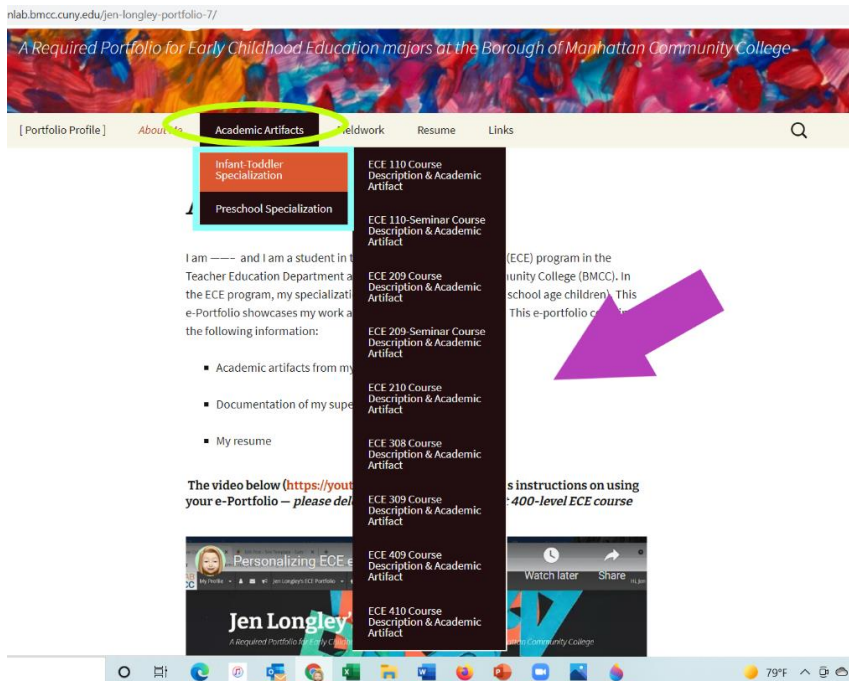
Creating your ECE e-Portfolio on the OpenLab

- 21) Find the black horizontal bar at the top of the page, hover over the title of your site, Yourname's ECE e-Portfolio (yellow rectangle below), so that **Visit Site** appears (purple rectangle below). This will take you to the home page (**About Me**) of your ECE e-Portfolio site:

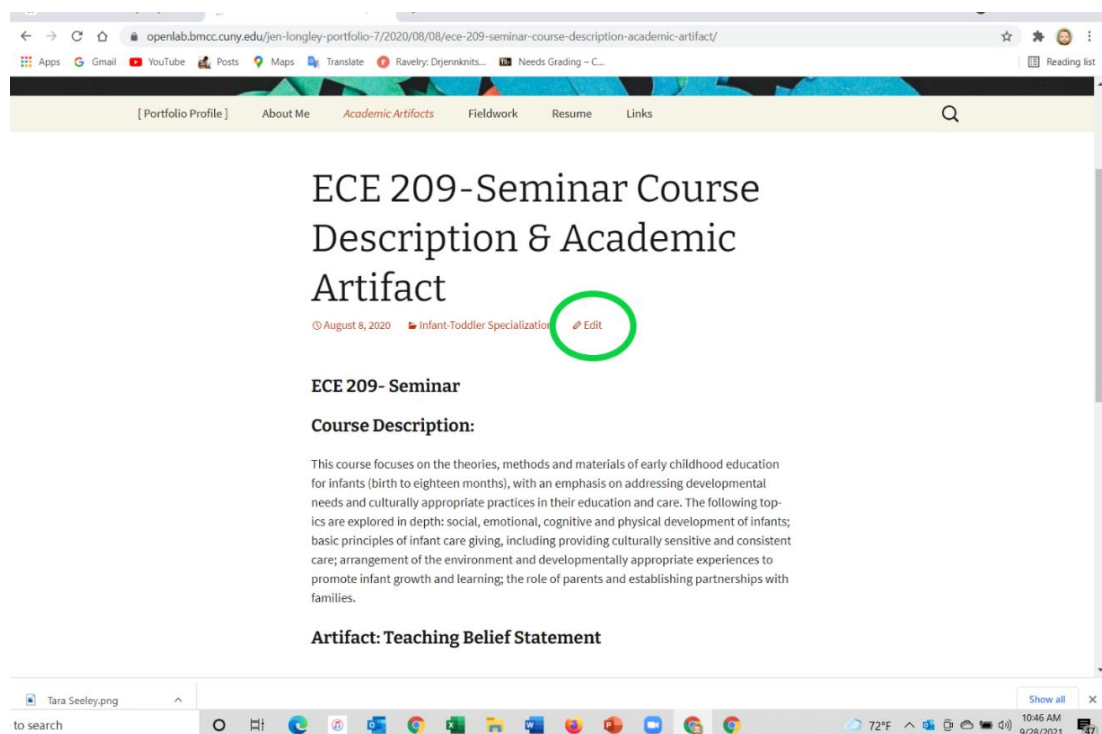
The screenshot displays the WordPress admin interface for an OpenLab site. The browser address bar shows the URL: openlab.bmcc.cuny.edu/jen-longley-portfolio-7/wp-admin/post.php?post=341&action=edit. The top navigation bar includes a dropdown menu for "Jen Longley's ECE Portfolio" (highlighted with a yellow rectangle) and a "Visit Site" button (highlighted with a purple rectangle). The main content area shows the "Edit Page" interface for a page titled "About Me". The page content includes a greeting, a "Rate the plugin" button, and a paragraph of text about the user's role as a student in the Early Childhood Education (ECE) program at BMCC. A list of two items is shown: "Academic artifacts from my ECE courses" and "Documentation of my supervised fieldwork experiences". The footer indicates the page was last edited by Jen Longley on September 28, 2021 at 2:44 pm.

Part IV | Upload your Materials to Your ECE e-Portfolio

22) In your site menu, click on **Academic Artifacts** (yellow circle below) > your specialization—**Infant-Toddler Specialization** or **Preschool Specialization**—(turquoise square below) > click on the class to which you would like to upload materials (purple arrow below):

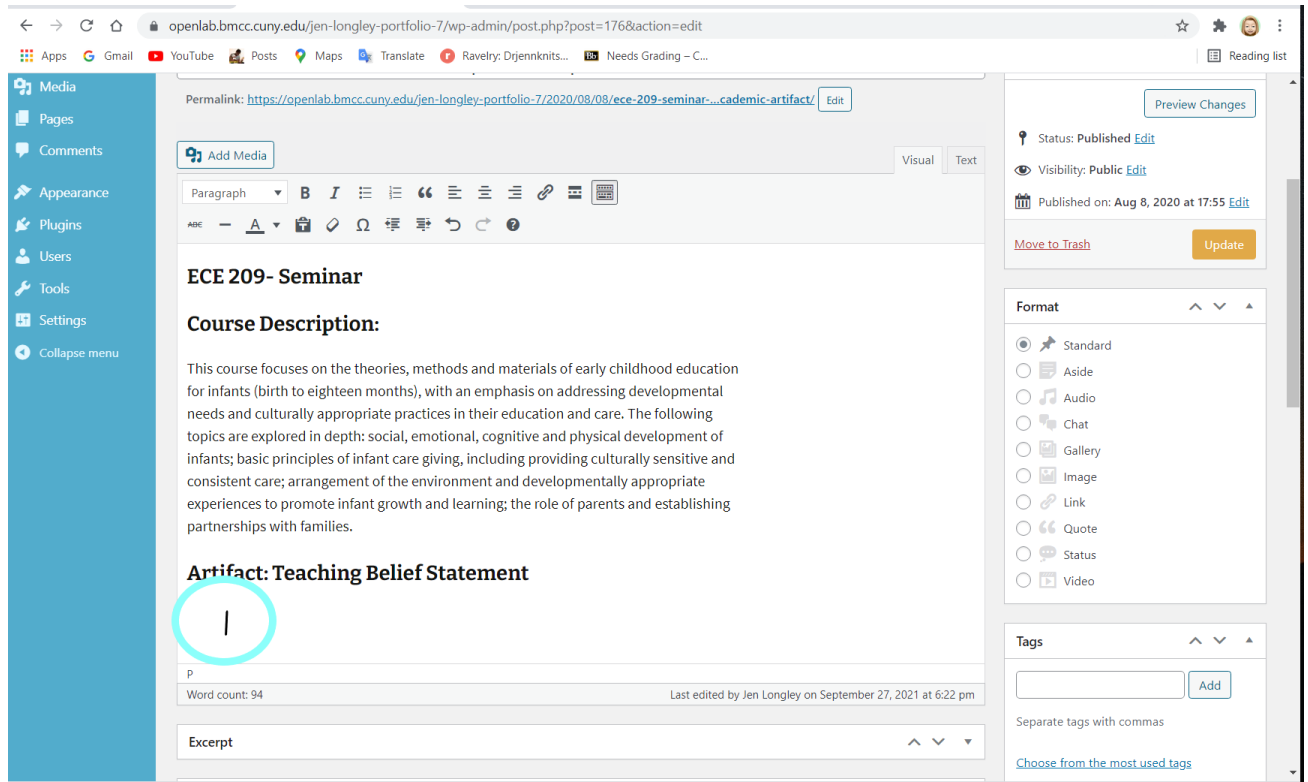


23) Click **Edit**:



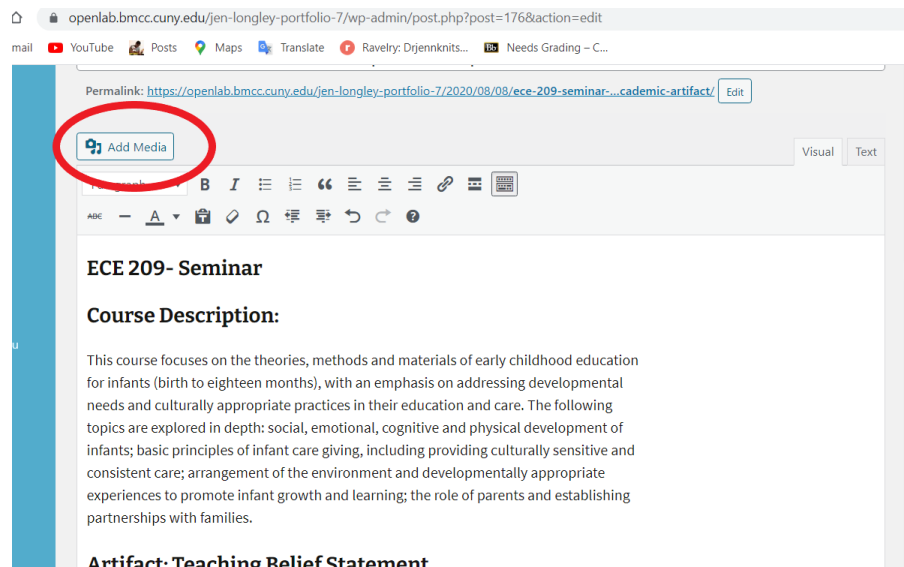
Creating your ECE e-Portfolio on the OpenLab

- 24) The text box will appear. Put your cursor under **Artifact: Name of Artifact** > press the Enter/Return key so the cursor is flashing. This tells the program where you want the document to appear:



The screenshot shows the WordPress editor interface for a post titled "ECE 209- Seminar". The main content area contains a "Course Description:" section followed by a paragraph of text. Below this is the "Artifact: Teaching Belief Statement" section, which has a text box containing a single vertical bar cursor. The right sidebar shows the "Format" dropdown menu set to "Standard" and the "Tags" section with an "Add" button. The top of the editor shows the "Add Media" button and various text formatting options.

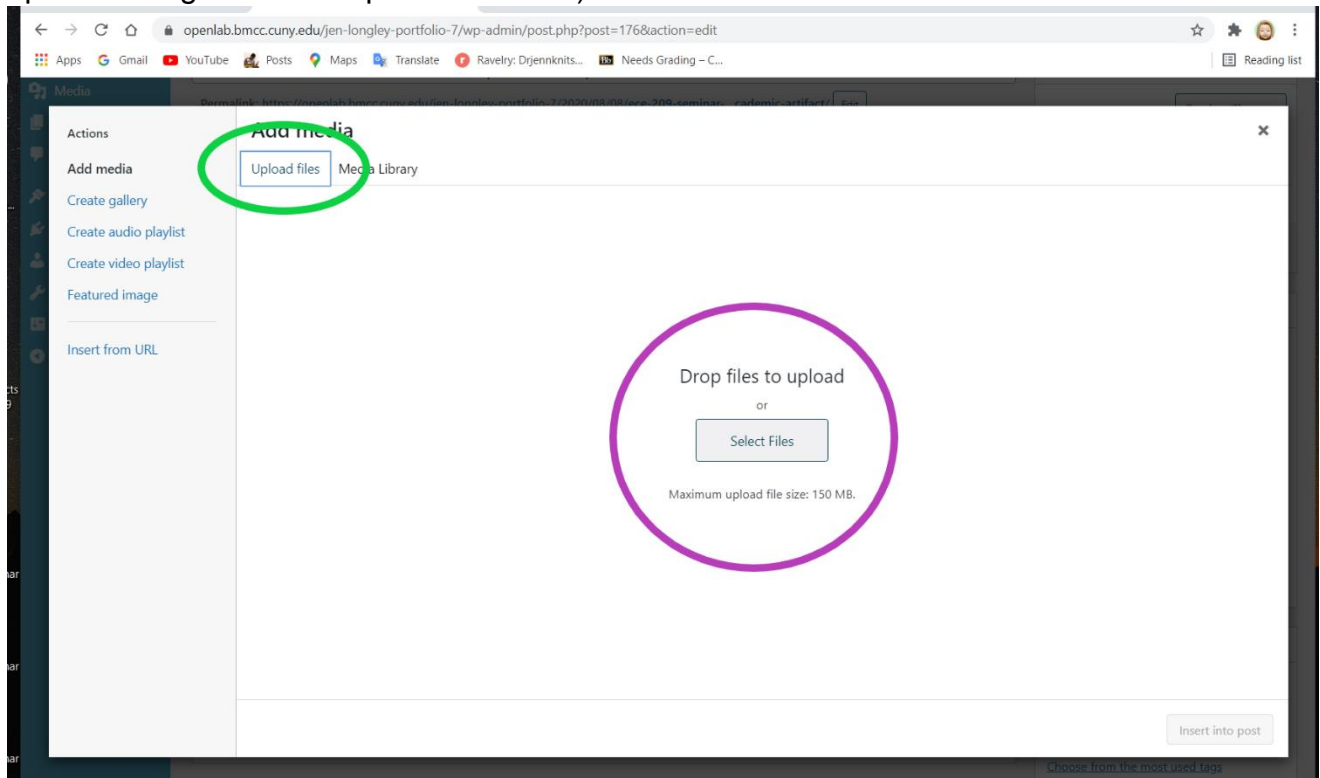
- 25) Click **Add Media**:



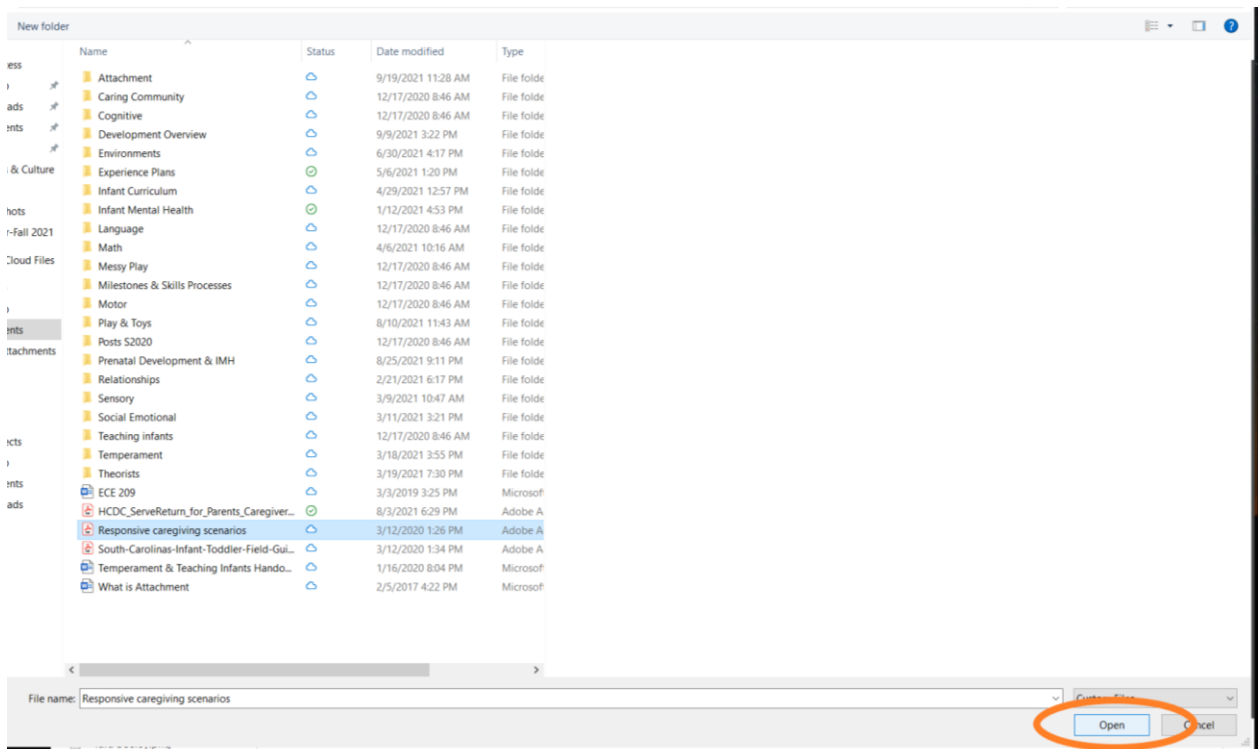
This screenshot is similar to the previous one, but the "Add Media" button in the top left of the editor is circled in red. The rest of the page content, including the "Course Description:" and "Artifact: Teaching Relief Statement" sections, remains the same.

Creating your ECE e-Portfolio on the OpenLab

- 26) Click **Upload Files > Select Files** (PDFs only). (To convert a Word document to a PDF, open the Word document, go to File > Export > Create PDF. To convert a Google document to a PDF, open the Google doc > File > Download > PDF. To convert a Pages document to a PDF, open the Pages doc > Export To > PDF.)

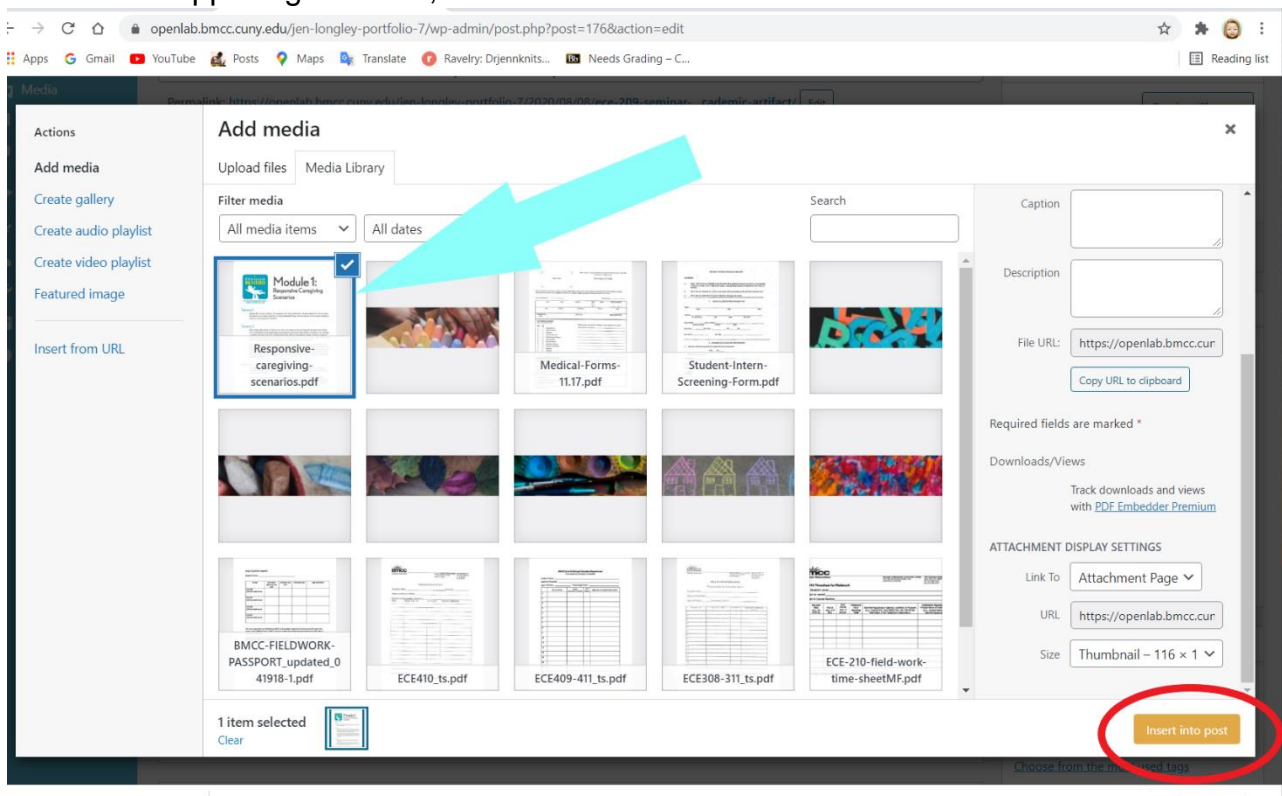


- 27) Drag or select the file you would like to upload. If you select the file, click **Open** at the bottom-right corner of the screen:



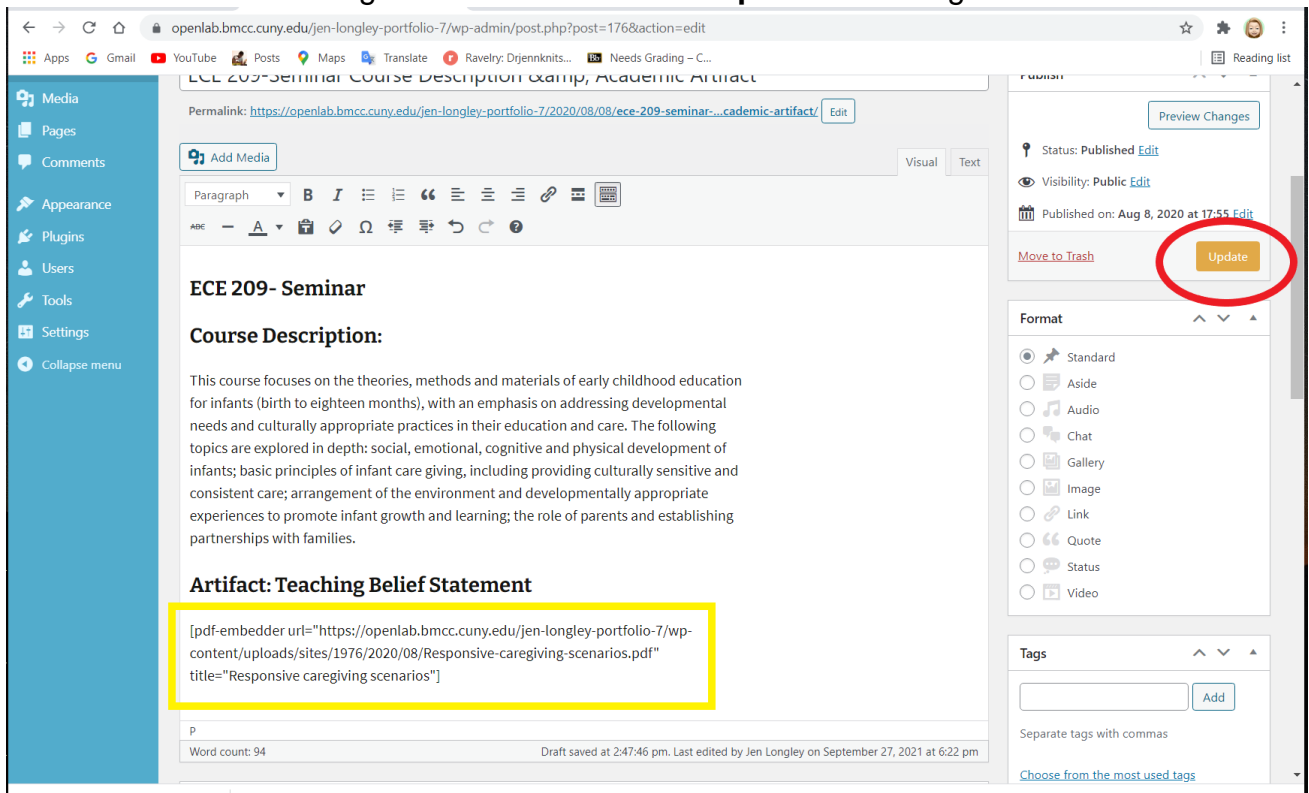
Creating your ECE e-Portfolio on the OpenLab

28) Check that the correct document is ready to insert—that is, it is outlined in blue box with a check-mark in the upper-right corner, and that it is a PDF. Click **Insert into Post**:



The screenshot shows the WordPress Media Library interface. The 'Add media' window is open, displaying a grid of media items. The first item, 'Responsive-caregiving-scenarios.pdf', is highlighted with a blue border and a checkmark in its top-right corner. A large cyan arrow points to this item. The 'Insert into post' button at the bottom right is circled in red.

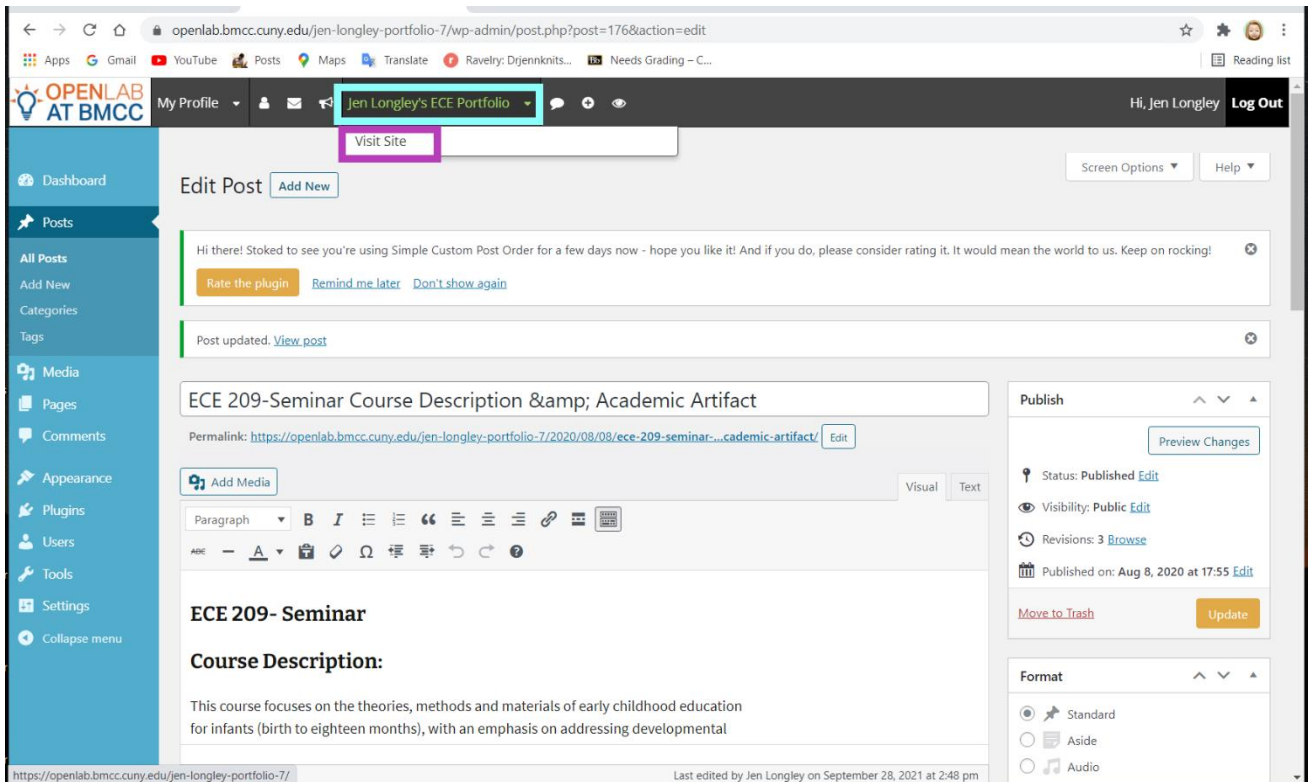
29) You will see an embedding code in brackets. Click **Update** on the right:



The screenshot shows the WordPress post editor interface. The post title is 'ECE 209- Seminar'. The content area shows a paragraph of text followed by an artifact titled 'Teaching Belief Statement'. The artifact content is enclosed in a yellow box and contains an embedding code: [pdf-embedder url='https://openlab.bmcc.cuny.edu/jen-longley-portfolio-7/wp-content/uploads/sites/1976/2020/08/Responsive-caregiving-scenarios.pdf' title='Responsive caregiving scenarios']. The 'Update' button in the right-hand sidebar is circled in red.

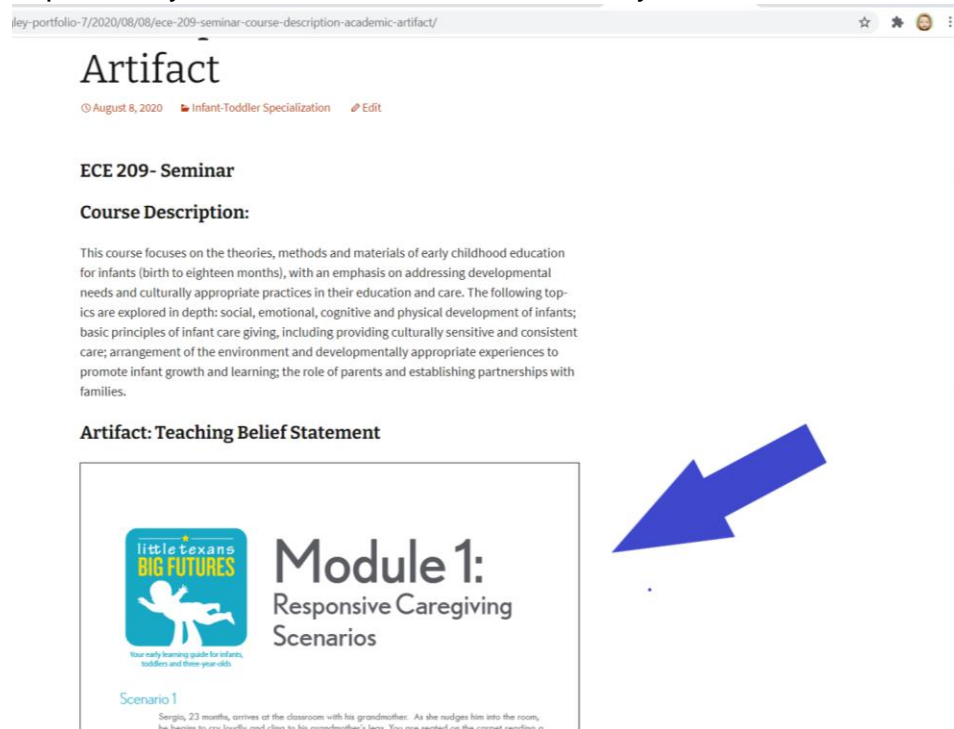
Creating your ECE e-Portfolio on the OpenLab

- 30) Go to the horizontal black bar at the top of the dashboard, hover over your portfolio site title until you see **Visit Site**:



The screenshot shows the OpenLab dashboard interface. At the top, there is a horizontal black bar with the user's profile information and a dropdown menu for the portfolio site. The dropdown menu is open, and the 'Visit Site' option is highlighted with a purple box. The main content area shows the 'Edit Post' interface for a post titled 'ECE 209-Seminar Course Description & Academic Artifact'. The post content includes a course description for ECE 209-Seminar. The right sidebar contains the 'Publish' and 'Format' sections.

- 31) Navigate to the Academic Artifact you just added by clicking on **Academic Artifacts** > your specialization (Infant-Toddler Specialization or Preschool Specialization) > click on the class in which you just uploaded your artifact. Scroll down to view your artifact PDF:



The screenshot shows the artifact page for 'ECE 209- Seminar'. The page title is 'Artifact' and it includes the date 'August 8, 2020' and the specialization 'Infant-Toddler Specialization'. The course description is: 'This course focuses on the theories, methods and materials of early childhood education for infants (birth to eighteen months), with an emphasis on addressing developmental needs and culturally appropriate practices in their education and care. The following topics are explored in depth: social, emotional, cognitive and physical development of infants; basic principles of infant care giving, including providing culturally sensitive and consistent care; arrangement of the environment and developmentally appropriate experiences to promote infant growth and learning; the role of parents and establishing partnerships with families.' The artifact is titled 'Artifact: Teaching Belief Statement' and is a PDF document. The PDF content includes a logo for 'little texans BIG FUTURES' and the title 'Module 1: Responsive Caregiving Scenarios'. A blue arrow points to the PDF content.