

How to Navigate the Educational Leadership E-Portfolio Templates

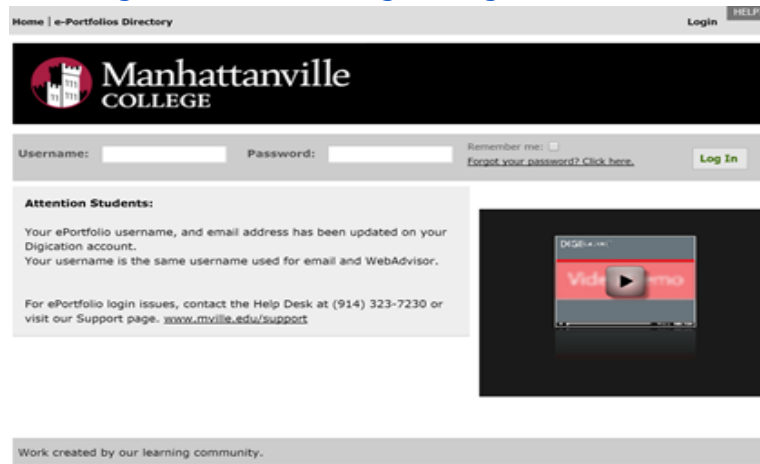
Instructions on how to navigate the three Educational Leadership Templates and save them appropriately are listed below.

Educational Leadership Template Names:

1. Educational Leadership School Building Internship Portfolio Template
2. Educational Leadership District Internship Portfolio Template
3. Community Internship Portfolio Template

How to Navigate the E-Portfolio Educational Leadership Templates:

- Log on to Manhattanville's E-Portfolio system using your school username and password.
 - https://mville.digication.com/home_guest.digi?sid=3848&cid=0&tid=0&pid=0&



- Once you are logged into the system click on the green "Create" button.



- Next, title your E-Portfolio (example: John Smith - Building Internship)


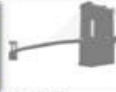
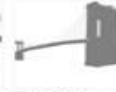



Create An e-Portfolio

Title of your e-Portfolio

This is the title of your new e-Portfolio. Your e-Portfolio title will show up at the top of your e-Portfolio.

e-Portfolio Web Address
https://myfile.digication.com/your_portfolio_name [Edit](#)

Choose A Template

[More Templates -->](#)

Choose A Theme

- Scroll down the page and select "More Templates"
 - In the search box, type in the internship name you are currently working to complete
 - Example: Educational Leadership School Building Internship Portfolio Template
 - Once you locate the correct template, click on the green "select" button.

All Templates **Categories** **My Courses**

educational


Basic

Manhattanville College Templates

Educational Leadership Exit Portfolio Template [Select](#)

Educational Leadership School Building Internship Portfolio Template

Educational Leadership School District Internship Portfolio Template



Educational Leadership School Building...

(Click to preview in new window-->)

Choose A Theme

- Now that you have chosen a template, modify the permission settings.
 - Under permissions check "private to only me"
 - You will need to give your Manhattanville Adviser permission to access your portfolio (example: Dr. Boehlert)
 - To do this select "custom permissions" and type in their name. Give viewing rights only.
 - Next, select "do not allow tags"
 - Allow comments from "no one"
 - Do not show comments to viewers

Choose A Theme

Use selected template's theme

Permissions

Private to me Only viewable by you

Private within Manhattanville College Only viewable by users at Manhattanville College

Public Viewable by anyone and searchable by google and other search engines.

[Custom Permissions →](#)

Tagging

Do not allow tags No one can tag pages in your e-Portfolio.

Allow tags by all editors Editors, publishers, and admins may add tags.

Allow tags by anyone anyone who can view may add tags.

Comments

- Next, select "create New e-Portfolio"

Allow tags by all editors Editors, publishers, and admins may add tags.

Allow tags by anyone anyone who can view may add tags.

Comments

Allow Comments From:

No one

Registered users

Anyone

Show Comments:

Show comments immediately

Do not show comments until they have been approved

Do not show comments to viewers

Apply comment settings to existing pages of this e-Portfolio

[Create New e-Portfolio](#)

- On the main home page, you should see your E-Portfolio under "My E-Portfolio's"

Home | Calendar | People | Courses | e-Portfolios | Subscriptions Welcome, Kaitlyn | Logout | More

Attention Students:


Your ePortfolio username, and email address has been updated on your Digication account. Your username is the same username used for email and WebAdvisor.

Attention all Digication Users: When working on your Digication ePortfolios, please be sure to use Google Chrome as your internet browser. Internet Explorer 8 is an outdated internet browser and Digication no longer supports it and will not work on Internet Explorer 8.

LAST 10 SHOW ALL DIRECTORY BY COURSE Create

My e-Portfolios

What am I seeing in this current list?

 Kaitlyn Sassone - Building Internship <small>Updated 2 days ago. Hits: 448</small>	 Kaitlyn Sassone - Community Internship <small>Updated 2 days ago. Hits: 39</small>
 Kaitlyn Sassone - District Internship <small>Updated 2 days ago. Hits: 394</small>	 Kaitlyn Sassone - Exit Portfolio <small>Updated 5 days ago. Hits: 138</small>

CURRENT COURSES FAST COURSES Find

My Courses