ePortfolio Introduction

Getting to the Gateway Page

The Kapi‘olani Community College ePortfolio is located at the following URL: http://eportfolio.kcc.hawaii.edu/portal. On a PC, use Internet Explorer 5.5 or newer, Netscape 7.1 or newer, or Mozilla Firefox as your Browser. On a Mac, use Netscape 7.1 or newer, or Mozilla Firefox.

By typing in the URL above, you will arrive at the ePortfolio Gateway. The Gateway is the public face of the ePortfolio system and is accessible to anyone with Internet access. From the Gateway, you can access information about the ePortfolio in the areas of Getting Started, Student Resources, Faculty Resources, and Help (FAQs).

Figure 1: The KCC Gateway Page
Logging In and Out

To enter the portfolio environment from the Gateway, click the Login button.

Figure 2: Logging In

When the Web Login Service screen appears, enter your UH Username and Password to continue.

Figure 3a: Authentication Screen

To log out of the portfolio, simply click the logout button located in the top right-hand corner of any portfolio page. The screen will refresh and you will once again be on Gateway page.
Common Interest Groups

Each portfolio user may be a member of any number of common interest groups (CIGs). KCC will assign users to CIGs via their User ID. Users can also use the Membership Tool to join or “unjoin” CIGs with open membership. CIGs may represent courses, programs, institutional goals, co-curricular activities, or student-created groups. CIGs are also known as sites or worksites.

Figure 3: KCC Common Interest Groups

Users enter and exit CIG environments through the tabs and/or the drop-down menu across the top of the ePortfolio environment. The first tab is labeled My Workspace. Tabs represent sites for common interest groups that the individual user has joined or has been given access. To navigate between CIGs, click on the tab or the drop-down item for the site you wish to enter; the browser will refresh to display the site selected. CIG tabs are generally listed in alphabetical order. It is not possible to change the order of the tabs.

Each CIG has a Home page which may display information explaining the purpose and/or activities of the CIG and listing recent announcements and discussion items.

Figure 4: Culinary Arts Home Page
ePortfolio Navigation

Along the vertical, left-hand frame of the ePortfolio environment, there are a series of buttons with labels such as Home, Announcements, Repository, etc. These buttons represent tools. Each tool has a given set of functionalities associated with it. To move from one tool to another, click the desired tool button. The screen will refresh to reveal the interface for the tool selected.

Figure 5: ePortfolio Tool Menubar

When you move between tools in any ePortfolio CIG, the tools will remain in a static state, meaning that the view in one tool will not change if you move to another and then return to the first. The purpose of this is to preserve a user’s work in progress. To quickly return to the top-level view of a tool, use the star-like icon, which appears next to the tool name.

Please use the navigation options within the ePortfolio system rather than relying on your browser’s Back and Forward buttons. Using the browser’s navigation can result in unexpected errors. Navigation options within tools are provided at the bottom of most tool pages.
**Tool Menubar**

The left-hand menubar for each site contains buttons for functions that have been chosen for each common interest group. Tools can be divided into three groups:

- ePortfolio tools
- Collaborative Learning Environment tools
- My Workspace tools.

Available ePortfolio and Collaborative Learning Environment tools include the following:

**ePortfolio Tools**

- **Repository**: This tool allows you to create customized folders for the items you add to your portfolio. It offers WebDAV functionality to allow you to drag and drop files from your desktop. It also features folders for each of your common interest groups to share resources with members of the group.

- **Matrix**: The Matrix allows common interest groups to present goals, standards, or other criteria to you in a format structured by time or specific activities. Your task is to supply authentic evidence of having met the goals, standards, or other criteria at each level of the Matrix and reflect upon that evidence through the use of the reflection process within each cell of the Matrix.

- **Presentations**: This tool offers Presentation Templates created by your institution or common interest group that allow you to share items from your Repository for specific purposes.

- **Review**: When the institution or common interest group assigns reviewers (faculty and/or peers) to cells in a Matrix, reviewers use this tool to provide an anonymous evaluation of each cell that has been submitted for review.

- **Glossary**: This tool offers definitions and guidance to assist you with other portfolio tools. Terms that have glossary definitions have dark grey instead of black font. Hovering over a term with the mouse reveals a pop-up definition. Clicking on a term brings up a pop-up window with more extensive guidance.

- **Presentation Templates**: This tool allows CIG Coordinators to create Presentation Templates for the use of CIG members.

- **Forms**: This tool allows CIG Coordinators to create forms for the use of CIG members.
• **CIG Information:** For most users, this tool offers read-only information about the site. CIG Coordinators use the tool to edit the particular site in which it appears.

**Collaborative Learning Environment Tools**

• **Home:** This button takes you to the CIG homepage. Homepages can contain a list of recent announcements, recent discussion items, and selected resources.

• **Schedule:** Viewable in a calendar or list format, the schedule can contain class session dates, deadlines, web assignments dates, special events, cancellations, and other items of interest.

• **Announcements:** CIG Coordinators may create announcements to reach out to others in the CIG with news items, questions, or comments.

• **Resources:** This function allows you to post documents, electronic files, or URLs for all members of a particular common interest group.

• **Discussion:** Use the discussion function to participate in asynchronous conversations by topic or category within a common interest group.

• **Assignments:** CIG coordinators can assign several kinds of work using this tool. Users can submit assignments electronically for grading and comments.

• **Drop Box:** CIG coordinators use this tool to create private drop boxes for each user's work.

• **Chat Room:** Use chat for real-time online discussion with other common interest group participants who are also logged into the workspace. Chat is faster and more convenient than waiting for information to post in the discussion area.

• **Email Archive:** This is a repository for email sent to the CIG email address.

• **News:** In the news section, you can read topical news from online news sources.

• **Help:** Answers to common questions about some Collaborative Learning Environment (but not ePortfolio) tools.
Creating a New Common Interest Group

Follow these steps to create a new CIG

1. Log in using a maintain role and as a member of the Administration Workspace.
2. Select the Worksite Set-Up Tool.
4. Select Project Website.
5. Enter basic information about the site.
6. Choose new tools to include in the site or reuse tools from another site. Be sure to include these portfolio tools: Home, Repository, Matrix, Presentations, Presentation Templates, Forms, and OSP Reviewer Tool.
7. Set access options for the CIG.
   a. Publishing the site makes it accessible to others.
   b. Making the site joinable allows other to join it (select a role for those who may join).
8. Confirm your settings for site set-up.
9. Create the CIG.
10. Import or create Forms, Matrices, Glossary terms, and Presentation Templates.
11. Set permissions for each tool according to role by clicking the Permissions button within the tool.
12. Add participants to the CIG and specify their roles.
13. The CIG may be revised with the Worksite Set-Up Tool or by going to the site and opening the CIG Information Tool.