



# Your Guide to Creating an **ECE Portfolio**

## **Section A**

creating your own ECE ePortfolio

## **Section B**

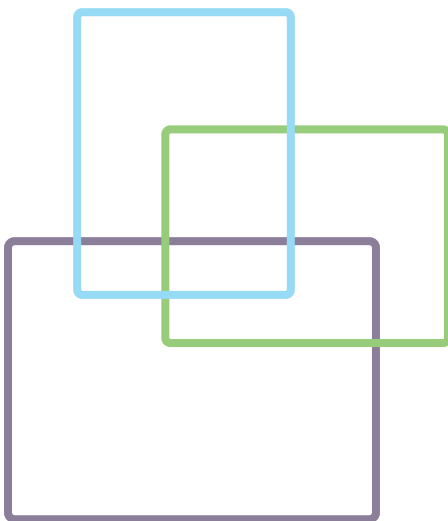
adding content to your ePortfolio

## **Section C**

joining your instructor's ePortfolio

## **Section D**

inviting others to your ePortfolio





# Creating Your Own ECE ePortfolio Section A

## Steps

1. Go to [www.rCampus.com](http://www.rCampus.com)
2. Select ePortfolios
3. Click [start now](#)

The screenshot shows the rCampus.com website interface. The top navigation bar includes links for home, directory, eCommunities, classroom, clubs, voices, and rubrics. Below this is a secondary navigation bar with security & privacy, contact us, site map, and about rCampus. The main content area is divided into several sections:

- for students**: Includes links for Student ePortfolio & websites, Club websites, Book Exchange, Tutor Finder, and join a class.
- for faculty**: Includes links for Faculty websites, Faculty groups, Course management, and Rubric exchange.
- for tutors**: Includes links for Build a profile, Tutor ads, and Tutor rooms.
- ePortfolios**: This section is highlighted with a red circle. It features the text: "Free student website / ePortfolios. Build one in minutes and keep it forever. 1. Become a member 2. Activate your website 3. Add content and images" followed by a [start now](#) link.
- Club Websites**: Promotes building a FREE club website with features like multi-page website, member/officer management, members/officers only pages, calendar of events, forums, and an easy site builder. It includes [start now](#) and [learn more](#) links.
- Find a Tutor**: Encourages using the tutor connection to find a tutor, post free tutoring ads, build tutor rooms, and keep in touch with tutees. It includes a [find a tutor](#) link.
- Book Exchange**: Offers a platform to sell books directly to other students or buy from them. It includes a [start now](#) link.
- Rubric Exchange**: Allows users to build and exchange rubrics for assessing coursework, documents, websites, or anything using rubrics. It includes a [start now](#) link.
- eCommunities**: Lists various community options: Clubs, faculty groups, private groups, Classrooms, study groups, tutor rooms, and departments.

On the right side of the page, there are additional sections including "Free Student" with a "random" button, "For Sale \$30 Cultural Art" with a "buy" button, and a "Tutor" section with a "find a tutor" button.



# Creating Your Own ECE ePortfolio Section A

## Steps

4. Register for a student account by entering your login name, email, and a password. Read the Terms of Use and click the accept button to continue.

The screenshot shows the Rcampus.com website with a navigation bar containing links: home, directory, eCommunities, classroom, clubs, voices, tutors, and book exchange. Below the navigation bar is a section titled "student sign up - free" with a pin icon and an email link. The page is divided into two steps: "Step 1. Select Login Name and Password" and "Step 2. Enter Your Profile". Under Step 1, there is a "Create login name\*" field and a "student account (not a student? click here)" link. A text box explains that the login name is the same as the user name or screen name and provides the URL "http://my.rcampus.com/loginname". It also states that the login name cannot be changed. Below this is an "Email address\*" field. A text box explains that the email address is only used for password recovery, message notifications, and important updates, and that it will remain confidential. At the bottom, there are "Create Password\*" and "Confirm Password\*" fields. A "Terms of Use" link is provided, and a button at the bottom says "I accept Terms of Use... Continue >>".

home | help

home directory eCommunities classroom clubs voices tutors book exchange rubrics

student sign up - free email

» Step 1. Select Login Name and Password Step 2. Enter Your Profile

Create login name\*:

student account (not a student? [click here](#))

6 to 15 characters. Must begin with a letter.

login name is the same as user name or screen name (i.e., it is displayed as your name). When you activate your website or ePortfolio, your login name becomes a part of your website address:

<http://my.rcampus.com/loginname>

Your login name cannot be changed. Please create an appropriate name.

Email address\*:

We don't share your email with anyone or any third party.

Your email address is only used to

- Email you your password, if you lose it
- Send you message notifications and daily alerts, if you choose to receive them
- Send you important updates.

Your email address will remain confidential. See our [Privacy Policy](#) for more.

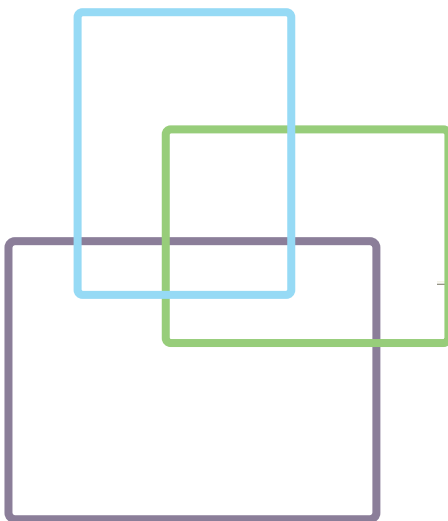
Create Password\*:

Confirm Password\*:

6 to 15 characters. Spaces are not allowed. Please memorize your password and keep it secure.

[Terms of Use](#)

I accept Terms of Use... Continue >>

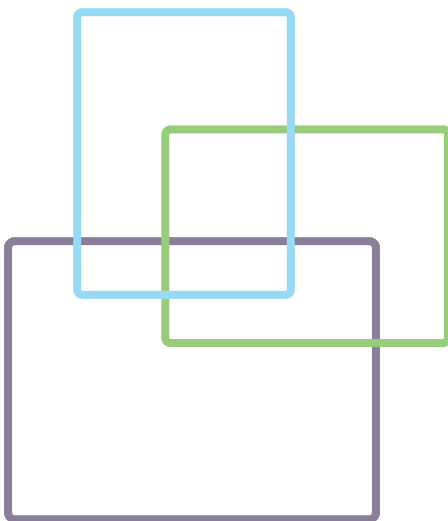




# Creating Your Own ECE ePortfolio Section A

## Steps

5. Fill in your First Name, Last Name, and Email Address, City, State, Zip Code, and Grade Level.
6. Once all of this is filled out click save.



 [home](#) | [help](#)

[home](#) [directory](#) [eCommunities](#) [classroom](#) [clubs](#) [voices](#) [tutors](#) [book exchange](#)

[rubrics](#)

tcorcoran's private zone: [organizer](#) [messages](#) [documents](#) [my e](#)

---

 **my profile**

---

Step 1. Select Login Name and Password    »    Step 2. Enter Your Profile

tcorcoran - Student member

---

**Your Information**

\* = Required

First Name\*

Middle Name

Last Name\*

When you access a class online, your instructor will have access to your name. Please provide your official name matching your school records.

**Note:** Information provided below is for internal use only. We do not share this with other members or entities

Nickname

Email Address\*

Your email address is used for:

- Emailing you your password, in case you lose it
- Sending you message notifications and daily alerts (if you choose to receive them)
- Sending you important updates to the site

Your email address will remain confidential and will not be disclosed to others

---

**Address**



# Creating Your Own ECE ePortfolio **Section A**

## Steps

8. You will see a screen like this one (at right) when you have successfully registered.
9. Click on create your ePortfolio web site.

The screenshot displays the Rcampus.com user interface. At the top, there is a navigation bar with links: home, directory, eCommunities, classroom, clubs, voices, tutors, book exchange, and rubrics. Below this is a private zone for 'tcorcoran' with tabs for organizer, messages, and documents. A 'quick links' section follows. A message box states: 'Your registration has been completed successfully.' Below this, a section titled 'What would you like to do today?' contains three main categories: 'Web Site Management' (circled in red), 'Book Exchange', and 'Automated Alerts'. The 'Web Site Management' section includes a link to 'Create ePortfolio Web Site' and a menu with 'my account' and 'my site'. The 'Book Exchange' section includes links for 'Sell a book', 'Find a book', and 'Post a want ad', each with a corresponding menu. The 'Automated Alerts' section includes links for 'Receive a daily coursework alert via email' and 'Receive an email notification of incoming messages', each with a corresponding menu. At the bottom, there is a 'Tutoring' section with a link to 'Become a tutor' and a menu. The footer contains links for home, logout, terms of use, security & privacy, contact us, and site map, along with copyright information for 1999-2007 and a service mark for Reason Systems, Inc.

home | help |

home directory eCommunities classroom clubs voices tutors book exchange  
rubrics

tcorcoran's private zone: organizer messages documents my e

at a glance quick links calendar to do

quick links

💡 Your registration has been completed successfully.

What would you like to do today?

**Web Site Management**  
[Create ePortfolio Web Site](#) Menu: my account, [my site](#)

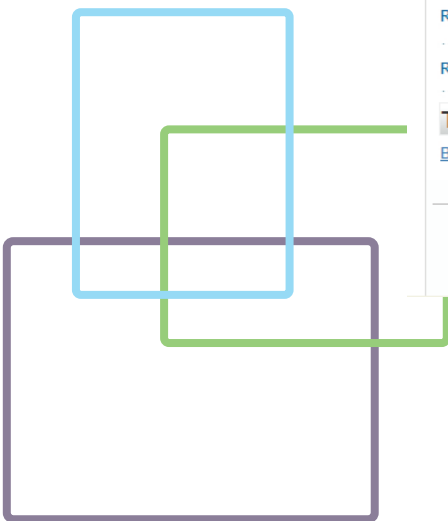
**Book Exchange**  
[Sell a book](#) Menu: book exchange, [sell book](#)  
[Find a book](#) Menu: book exchange, [find book](#), enter book title, au ISBN  
[Post a want ad](#) Menu: book exchange, [want ads](#)

**Automated Alerts**  
[Receive a daily coursework alert via email](#) Menu: My Account, [alerts](#), and check "Send me a da informer"  
[Receive an email notification of incoming messages](#) Menu: My Account, [alerts](#), and check appropriate sel

**Tutoring**  
[Become a tutor](#) Menu: tutors, [become a tutor](#)

| home | logout | terms of use | security & privacy | contact us | site map |

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rcampus is a Service Mark of Reason Systems, Inc.





# Creating Your Own ECE ePortfolio Section A

## Steps

10. Click the button on this screen (top right) to activate your web site.

11. You will see a screen like this (bottom right) after your web site is successfully created.

### NOTE:

Your web site address will be...

<http://my.rCampus.com/login> name

The screenshot shows the Rcampus.com interface. At the top, there's a navigation bar with links like home, directory, eCommunities, classroom, clubs, voices, tutors, book exchange, and rubrics. Below this is a private zone for 'tcorcoran' with links to organizer, messages, and documents. The main section is titled 'my account' and includes a profile summary with links to My Profile (private), My Profile (public), and Tutoring Profile. A red circle highlights a button that says 'click here to activate your web site'.

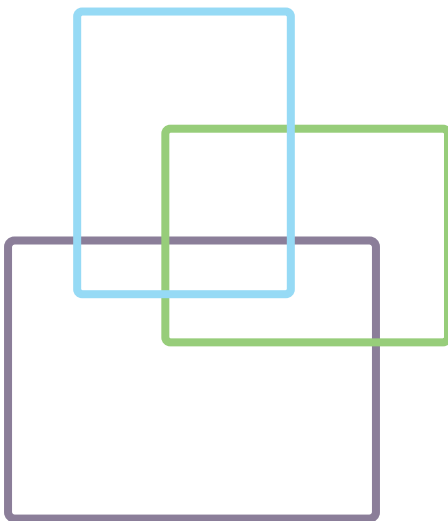
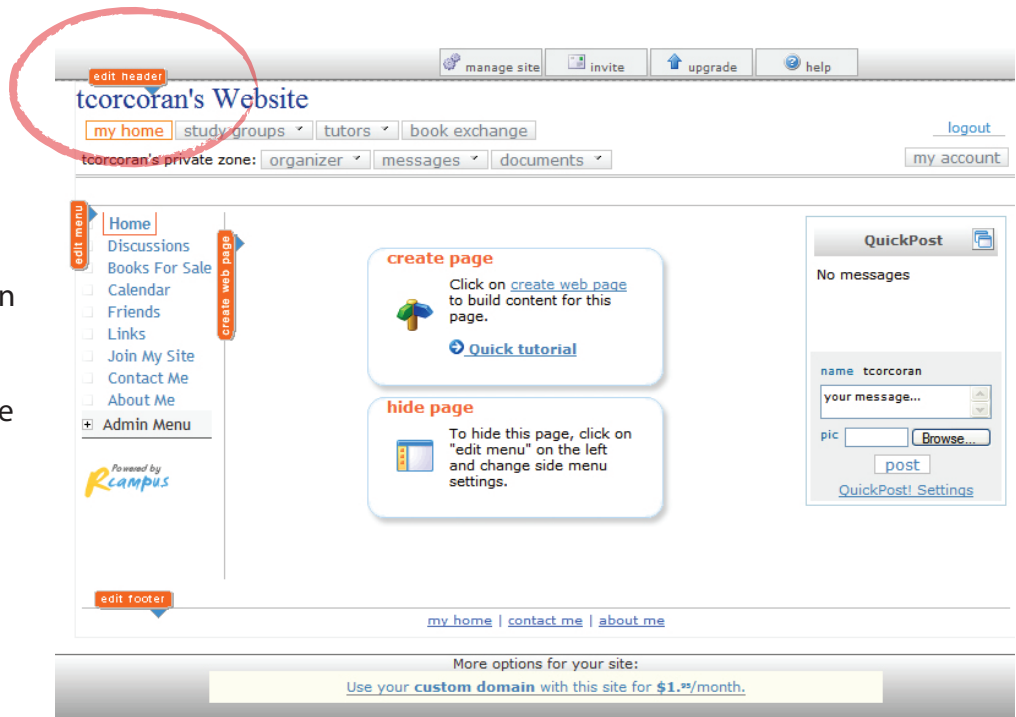
The screenshot shows the Rcampus.com interface after successful site creation. The main heading is 'Site Created Successfully'. Below it, a message says 'Your web site has been created successfully' and 'Congratulations! Your web site is ready for customization.' The web address is listed as 'http://my.rCampus.com/tcorcoran'. A red circle highlights this message and the URL. The next step is to 'Select a skin'. At the bottom, there's a footer with links to home, logout, terms of use, security & privacy, contact us, and site map.



# Creating Your Own ECE ePortfolio Section A

## Steps

12. Click on the link to your web site to go there.  
You will see a screen like this (top right).
13. Put in your web site Header by clicking edit header in the top left.





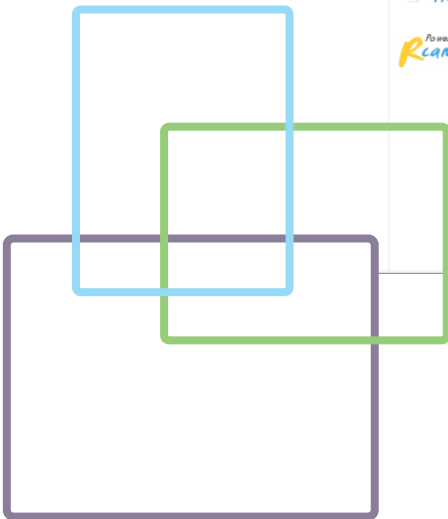
# Creating Your Own ECE ePortfolio **Section A**

## Steps

14. Type in your name plus Heartland ECE portfolio.

15. Click save.

The screenshot shows the 'tcorcoran's Website' ePortfolio editor. At the top, there's a navigation bar with links like 'edit header', 'manage site', 'invite', 'upgrade', and 'help'. Below this is the site title 'tcorcoran's Website' and a 'my home' button. A 'logout' link is also present. A 'tcorcoran's private zone' section includes 'organizer', 'messages', and 'documents' links, along with a 'my account' link. On the left, there's a sidebar menu with categories like 'Home', 'Admin Menu', 'Manage Members', and 'Help'. The 'Header/Footer' option is highlighted. The main editing area is divided into two sections: 'Site Header' and 'Site Footer'. Both sections have a rich text editor with various formatting tools (bold, italic, underline, text color, background color, etc.) and a 'Style' dropdown. The 'Site Header' section currently contains the text 'Tom Corcoran's Heartland ECE Portfolio'. The 'Site Footer' section contains the text 'my home | contact me | about me'. A 'save' button is located at the bottom right of the footer editor.





# Creating Your Own ECE ePortfolio **Section A**

## Steps

16. Click site properties in side menu.

17. Copy your access code, you will need this for others to view your portfolio (shown below).

NOTE: You can change this access code at any time.

Tom Corcoran's Heartland ECE Portfolio

my home study groups tutors book exchange

logout

tcorcoran's private zone: organizer messages documents my account

edit header

manage site invite upgrade help

Home

Discussions

Books For Sale

Calendar

Friends

Links

Join My Site

Contact Me

About Me

Admin Menu

design your site

Site Properties

Invite Others

Site Design

Header/Footer

Stylizer

Skins

Powered By Logo

Menu Options

Top Menu

Changes to your posting have been saved successfully.

Customize your site:

Design

Edit home page

Pick a Skin

Design site Header/Footer

Change Top Menu

Change Side Menu

Setup QuickPost

Change Logo Position

Site Members

Manage Members

Manage Special Members

Manage Tutors

Invite others

Upgrade

Use custom domain

Tom Corcoran's Heartland ECE Portfolio

my home study groups tutors book exchange

logout

tcorcoran's private zone: organizer messages documents my account

edit header

manage site invite upgrade help

Home

Discussions

Books For Sale

Calendar

Friends

Links

Join My Site

Contact Me

About Me

Admin Menu

design your site

Site Properties

Invite Others

Site Design

Header/Footer

Stylizer

Skins

Powered By Logo

Menu Options

Top Menu

Side Menu

Manage Members

Friends

Special Friends

QuickPost! Settings

Help

How to

Your site address is:

<http://my.rCampus.com/tcorcoran>

invite others

☐ Inactivate this Web Site

Web Site Title \* tcorcoran's Website

Web Site Access permissions:

To restrict access, create an Access Code and give it to your friends to join your discussion board.

Full instructions on how to invite others will be provided to you after you click [save]

Access Code 476223

- 15 characters maximum.
- Leave blank to allow anyone to join this web site.
- To restrict access, create an Access Code and give it to your friends to join your discussion board.
- Change the Access Code at any time to block new or unwanted access to this web site.

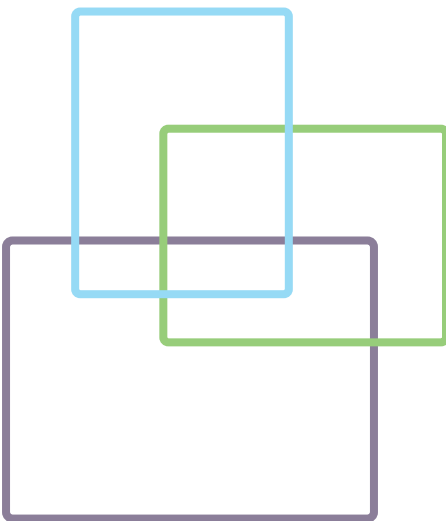


# Creating Your Own ECE ePortfolio **Section A**

## Steps

18. Click on HOME to create a web page .

The screenshot shows the website interface for Tom Corcoran's Heartland ECE Portfolio. The top navigation bar includes links for 'edit header', 'manage site', 'invite', 'upgrade', and 'help'. Below this, the site title 'Tom Corcoran's Heartland ECE Portfolio' is displayed. The main navigation area includes 'my home', 'study groups', 'tutors', and 'book exchange'. A 'logout' link is in the top right. Below the navigation, there's a 'private zone' with 'organizer', 'messages', and 'documents' links, and a 'my account' link. The left sidebar contains an 'edit menu' button and a list of links: 'Home', 'Discussions', 'Books For Sale', 'Calendar', 'Friends', 'Links', 'Join My Site', 'Contact Me', 'About Me', and 'Admin Menu'. The 'Home' link is circled in red. The main content area features a 'create page' button circled in red, a 'hide page' button circled in blue, and a 'Quick tutorial' link. The right sidebar shows a 'QuickPost' section with a 'No messages' status and a message form with fields for 'name', 'your message...', and 'pic', along with a 'post' button and a 'QuickPost! Settings' link. The footer includes an 'edit footer' button and a footer bar with the text 'More options for your site: Use your custom domain + 10 domain emails for \$4.99/month.'





# Creating Your Own ECE ePortfolio Section A

## Steps

19. Type in the information you want displayed on your own home page in the editor. Please provide information about you as a professional, in terms of previous experience and future goals on your Home page.

20. Click save when you are done.



# Creating Your Own ECE ePortfolio Section A

## Steps

21. To edit menu items

- Click on edit menu near the home area
- Select side or top menu under modify top and side menus

The screenshot shows the 'Tom Corcoran's Heartland ECE Portfolio' website. At the top, there are navigation links: 'my home', 'study groups', 'tutors', and 'book exchange'. Below these are 'organizer', 'messages', and 'documents' links. The 'edit menu' button is visible in the top left corner. The main content area is titled 'Modify top and side menus' and includes instructions for 'Top Menu' and 'Side Menu'. The 'Menu Options' item is circled in red in the left sidebar.

edit header manage site invite upgrade help

Tom Corcoran's Heartland ECE Portfolio

my home study groups tutors book exchange logout

tomcororan's private zone: organizer messages documents my account

edit menu

- Home
- Discussions
- Books For Sale
- Calendar
- Friends
- Links
- Join My Site
- Contact Me
- About Me
- Admin Menu
  - design your site
  - Site Properties
  - Invite Others
  - Site Design
  - Header/Footer
  - Stylizer
    - Skins
    - Powered By Logo
    - Menu Options
    - Top Menu
    - Side Menu
- Manage Members
  - Friends
  - Special Friends
- QuickPost! Settings
- Help
- How to
- FAQ

Powered by Rcampus

edit footer

my home | contact me | about me



# Creating Your Own ECE ePortfolio Section A

## Steps

22. The screen at top right shows your options for the Top Menu. Click the check box to add items to your top menu.

23. The screen at bottom right shows your options for the Side Menu. Select an item from the Unused Menu Items to highlight it, click green arrow to move it over to the Selected Menu Items.

To move items up and down in the list select the item you want to move and click the blue up and down arrows to move the item in the list

24. Click save when you are done with your changes.



# Adding Content to Your ePortfolio Section B

## Steps

1. To add content to your portfolio:

Click on 'Documents' to the right of xxx private zone.

2. Select new document.

The screenshot shows the top navigation bar with links: manage site, invite, upgrade, help. Below is the site title "Tom Corcoran's Heartland ECE Portfolio" and a "logout" link. The "my home" link is highlighted. The "documents" dropdown menu is open, showing options: organizer, messages, and documents. The "documents" option is highlighted with a red circle. The main content area displays a message: "This page will serve as my home page for Heartland Community College's ECE Portfolio." and a "QuickPost" form.

The screenshot shows the same portfolio page, but the "documents" dropdown menu is open, and the "new document" option is highlighted with a red circle. The main content area displays the same message and "QuickPost" form.



# Adding Content to Your ePortfolio **Section B**

## Steps

3. Upload your document  
Using Option 2- Upload an  
existing Document.

4. Browse to your file.

**Please label each  
assignment as relevant  
portfolio assignment:**  
ex. CHLD 101 Portfolio  
Assignment One

5. Then click save.

6. To add pictures:

Follow content directions  
for documents above,  
or select formatted text in  
Option One, and cut and  
past relevant pictures into  
those new documents.

Tom Corcoran's Heartland ECE Portfolio

my home | study groups | tutors | book exchange | [logout](#)

tcorcoran's private zone: organizer | messages | **documents** | my account

new document | my documents

d o c u m e n t   t y p e

Add document to my document center:  
Select one of the following Choices

**Option 1 - Create a new document online:**

Create a new text or HTML document. You can copy/paste the content from other sources into these documents.

[Plain Text](#) ➔

[Formatted Text \(HTML Document\) - Recommended](#) ➔

**Option 2 - Use an existing Document:**

If the document is on your computer or on the web:

[File on my PC](#) ➔

[Link to web page](#) ➔

Tom Corcoran's Heartland ECE Portfolio

my home | study groups | tutors | book exchange | [logout](#)

tcorcoran's private zone: organizer | messages | **documents** | my account

new document | my documents

d o c u m e n t   p r o p e r t i e s

**File Upload**

This document will be saved in: [My Files](#)

Title \*:

Upload File:  [Browse...](#)

[save](#)



# Joining Your Professor's ePortfolio Section C

## Steps

1. Go to  
<http://my.rCampus.com/jdarrag10>  
(seen at right top)

If you are already a member of rCampus.com, please login and go to step 2.

If not a member, select \*login\*, then \*become a member\*.

Create login information, and press [continue].

Complete your profile, and press [save].

Johnna Darragh's ECE Portfolio

[my home](#)

[login](#)  
[sign up](#)

- ☐ [Home](#)
- ☐ [Discussions](#)
- ☐ [Books For Sale](#)
- ☐ [Calendar](#)
- ☐ [Friends](#)
- ☐ [Links](#)
- ☐ [Join My Site](#)
- ☐ [Contact Me](#)
- ☐ [About Me](#)

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This is about me.

**QuickPost**

No messages

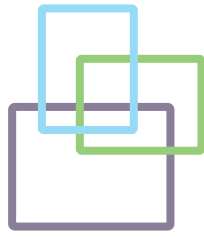
name

your message...

pic  [Browse...](#)

[post](#)

[my home](#) | [contact me](#) | [about me](#)



# Joining Your Instructor's ePortfolio Section C

## Steps

2. From top menu select my home, and from side menu select join my site (shown at top right).

3. Enter the following:  
Access Code : ECEport  
(shown at bottom right).

Johnna Darragh's ECE Portfolio

[my home](#) [login](#) [sign up](#)

- ☐ Home
- ☐ Discussions
- ☐ Books For Sale
- ☐ Calendar
- ☐ Friends
- ☐ Links
- ☐ **Join My Site**
- ☐ Contact Me
- ☐ About Me

Powered by Rcampus

Login Name:

Password:

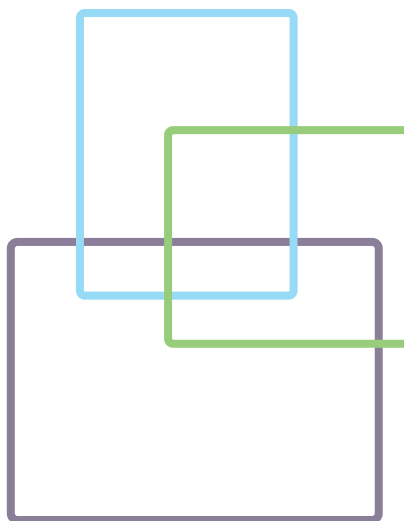
--Create website--

[Become a member](#)

[Forgot password?](#)

[Forgot login name?](#)

[my home](#) | [contact me](#) | [about me](#)



Johnna Darragh's ECE Portfolio

[my home](#) [logout](#)

tcorcoran's private zone: [messages](#) [documents](#) [my account](#)

☐ Home

☐ Discussions

☐ Books For Sale

☐ Calendar

☐ Friends

☐ Links

☐ **Join My Site**

☐ Contact Me

☐ About Me

Powered by Rcampus

**join site**

Enter the **Access Code** to join this web site.

NOTE: please obtain **Access Code** from the site owner

Access Code:

[my home](#) | [contact me](#) | [about me](#)



# Inviting Others to Your ePortfolio **Section D**

## Steps

1. Click on Admin Menu along the left side of your web site to see these options.

2. Click Invite Others (see at right).

3. Fill in your friends name, email address, message line, and enter the word shown.

Be sure to invite your instructor, Johnna Darragh (Johnna.darragh@heartland.edu) to view your portfolio.

5. Click Send

my home study groups tutors book exchange logout

tcorcoran's private zone: organizer messages documents my account

**edit menu**

- Home
- Discussions
- Books For Sale
- Calendar
- Friends
- Links
- Join My Site
- Contact Me
- About Me
- Admin Menu**
- design your site
- Site Properties
- Invite Others**
- Site Design
- Header/Footer
- Stylizer
- Skins
- Powered By Logo
- Menu Options
- Top Menu
- Side Menu
- Manage Members
- Friends
- Special Friends
- QuickPost! Settings
- Help
- How to
- FAQ

Powered by **Rcampus**

Please give the following instructions to your friends:

Please follow these instructions to join [tcorcoran's Website]:

- Go to <http://my.rCampus.com/tcorcoran>
  - If you are already a member of rCampus.com, please login and go to step 2
  - If not a member, select **login**, then **become a member**
  - Create login information, and press [continue]
  - Complete your profile, and press [save]
- From top menu select **my home**, and from side menu select **join me**
- Enter the following:
  - Access Code : **476223**

Or invite by email using this form:

Your Name\* Tom Corcoran

Your Email\* tom.corcoran@heartland.edu

friend's Name\* Johnna Darragh

friend's Email\* Johnna.darragh@heartland.edu

A link to [Join site \[tcorcoran's Website\]](#) will be sent to your friend

Message Subject rCampus - Join site [tcorcoran's Website]

Personal Note Please follow these instructions to join [tcorcoran's Website]:

- Go to <http://my.rCampus.com/tcorcoran>
  - If you are already a member of rCampus.com, please login and go to step 2

Enter the word shown below \*: shore

shore

if you can't read this word, click on [send] to try again

send