User Manual

For

My Portal

Table of Contents

My Portal

Description

The **My Portal** tool is used to customize and arrange how you wish your Epsilen ePortfolio to display selected gadgets and features on your My Portal page. Note: Default gadgets may not be removed.

Purpose

By customizing the display of selected gadgets and features on your My Portal page, you can streamline your access to each. You can always rearrange your My Portal page should you require other gadgets or features to be displayed.

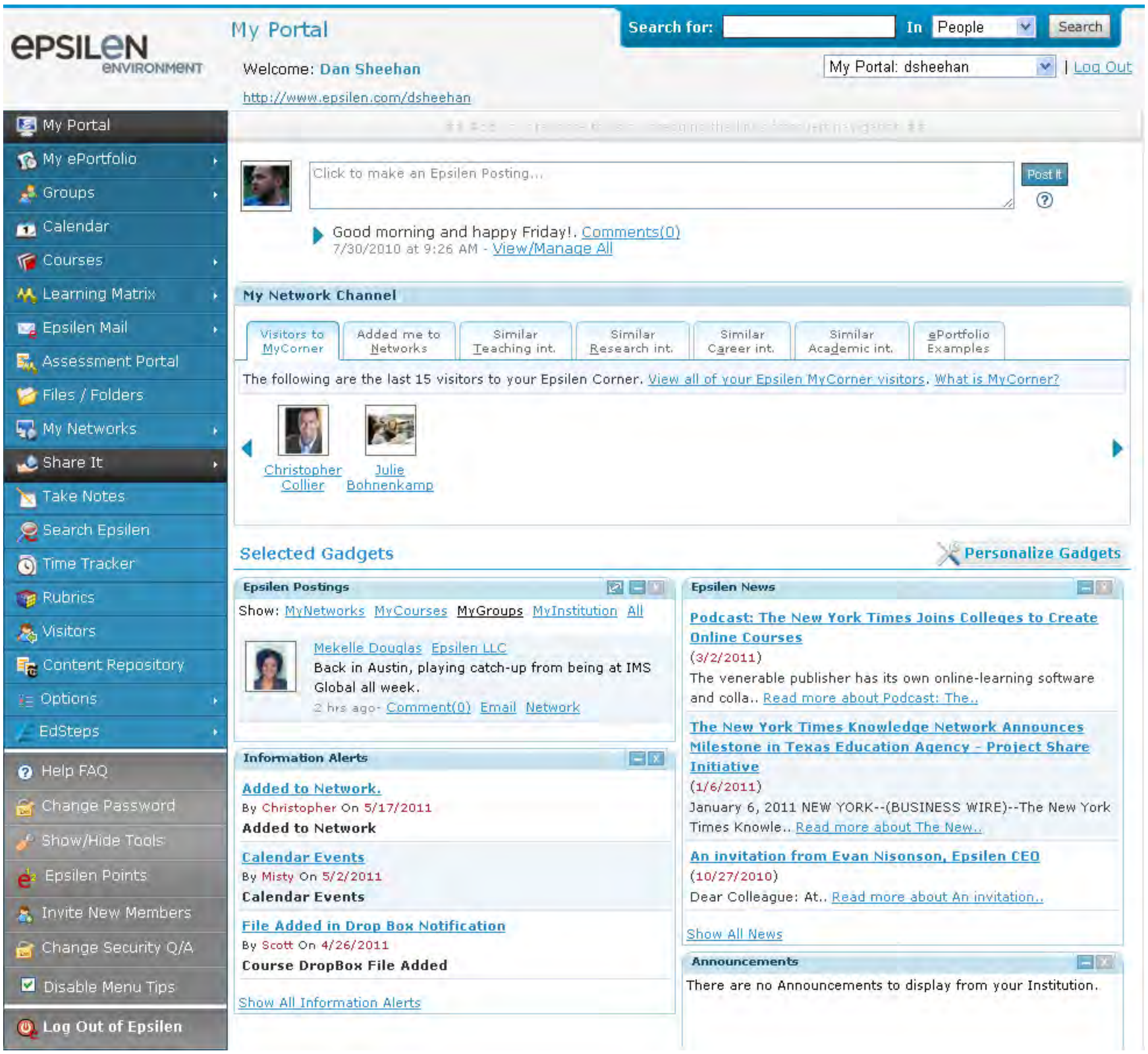


Figure 1

Definitions

Search for allows you to find Epsilen members, Courses, Groups and other areas of interest.

My Network Channels allows you to view other Epsilen members who have visited your MyCorner page, added you to their Networks, share the same Interests or have been added to the Epsilen ePortfolio Examples list.

Selected Gadgets allows you to quickly view your unread messages, ePortfolio Web site visitors, Epsilen Points you have earned, who has added you to their Networks, recent Epsilen News and Announcements from your Institution Administrator, and to easily add other gadgets of your choice.

Personalize Gadgets allows you to add or remove gadgets from your My Portal page.

Minimize Gadget: Clicking the minus sign allows you to hide the content of a particular gadget if you no longer wish to see its content.

Restore Gadget: Clicking the diagonal arrow allows you to show the content of a particular gadget that has been minimized if you no longer wish to see its content.

Remove Gadget: Clicking the X allows you to remove a gadget from your My Portal page. Default gadgets such as **Things I Need To Know**, **Epsilen News** and **Announcements** may not be removed.

Arrange Gadgets: Clicking a gadget and dragging it to a different location within the **Selected Gadgets** section allows you to arrange your gadgets differently on the page. The arrangement of gadgets chosen on the MyPortal page by dragging and dropping will be preserved on the Add Gadgets page, and the reverse is also true.

Search For

To conduct a search

1. Enter search criteria in the **Search For** field.
2. Select search type (**People, Courses, Institutions, Groups, Objects** or **Interests**) from the menu provided (see Figure 2).

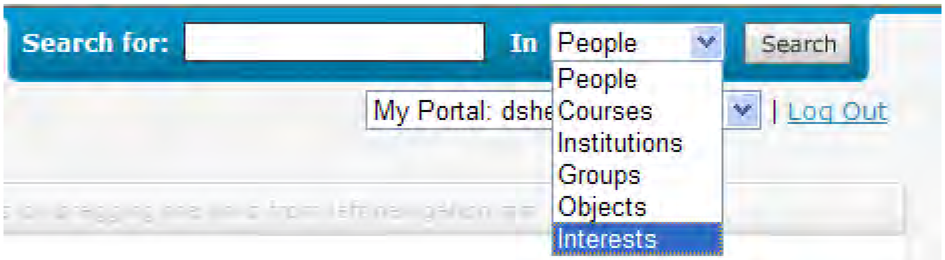


Figure 2

3. Click **Search**.

NOTE: An Epsilen member's ability to search and the people/ objects he or she can locate in a search is affected by security settings. Members whose security settings do not allow them to search at all will see the message displayed in the following illustration.

Figure 3

4. A pop-up window will appear with the results of your search (see Figure 3).

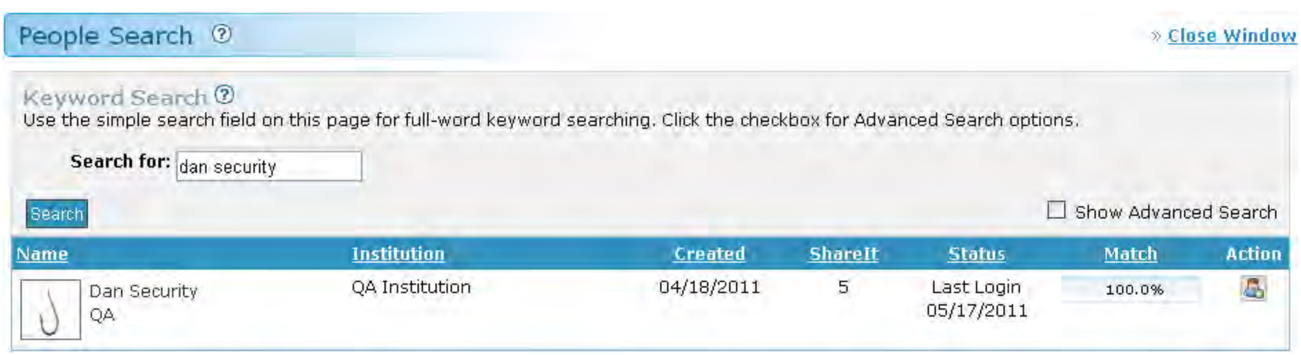


Figure 4

5. To further refine the results, click **Advanced Search**.

Figure 5

Add a Gadget

To Add a Gadget

1. Click the **Personalize Gadgets** button.
2. Click and drag the desired gadget from the 'Available Gadgets' section at top to the 'My Gadgets' section beneath it. Drag and drop it into the position it should occupy in relation to the other gadgets on the MyPortal page.
3. Click the **Continue** button to finalize these actions and return to your My Portal page.

Figure 4 displays the Add Gadgets screen.

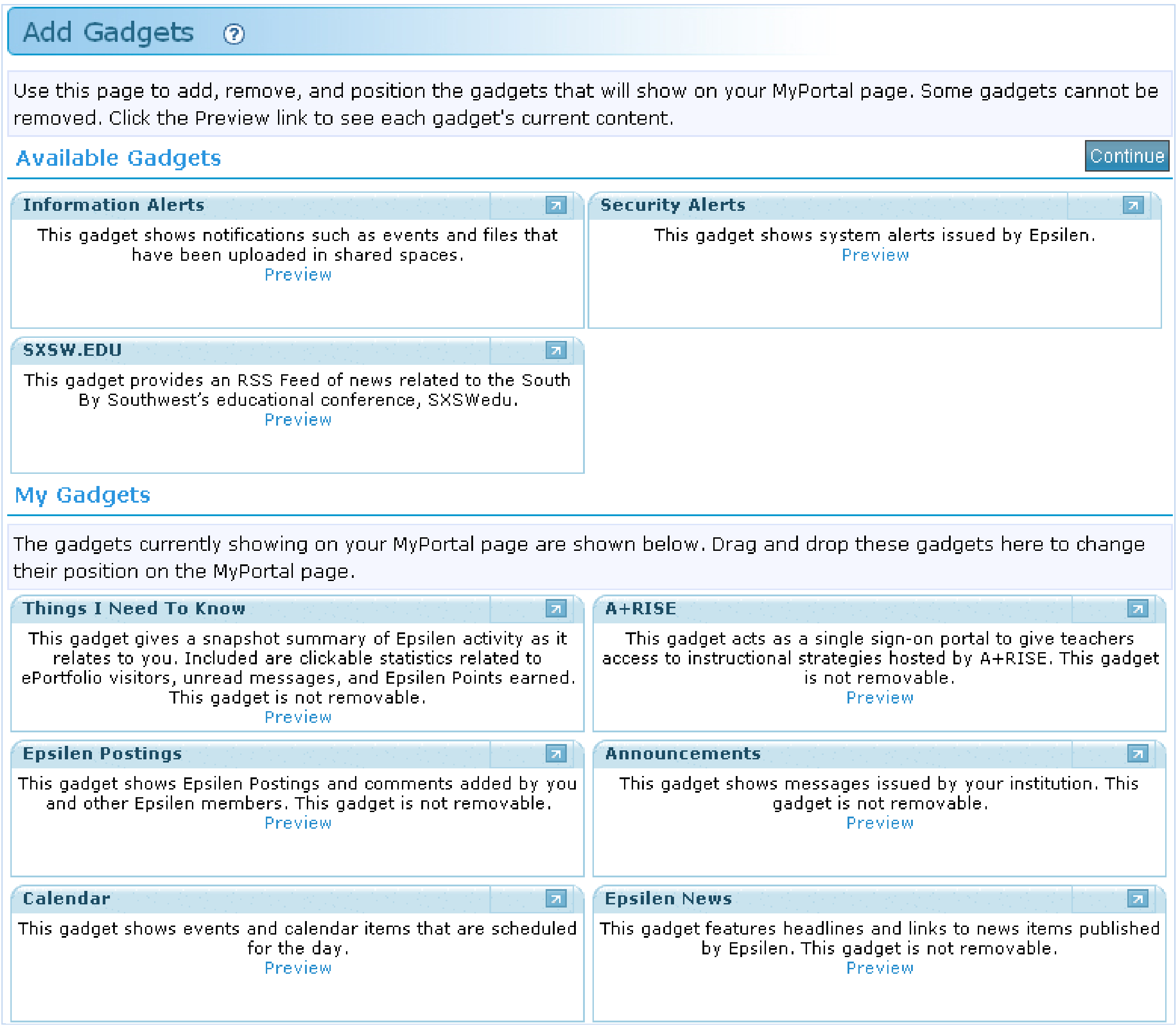


Figure 4

Postings

Description

The **Epsilen Postings** tool gives Epsilen members a place to share comments and thoughts with other members of their Courses, Groups, Networks, Institution, or all of Epsilen. This feature also allows members to post comments in response to other members' postings. Members may monitor and delete comments made in reply to their postings, and members have the option to control permissions for each individual posting.

Purpose

Epsilen Postings provide members with a medium to stimulate online discussion and interaction. Its goal is to encourage users to engage with peers and instructors within their own and the larger educational community.

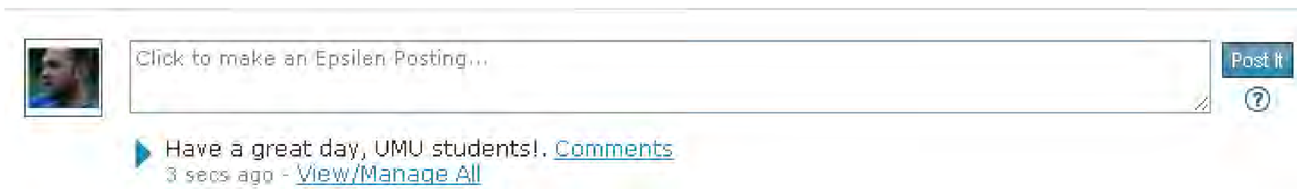


Figure 1

NOTE: An Epsilen member's ability to add and share postings is affected by security settings. Some users do not have access to the Postings tool and will not see it on the MyPortal page.

Using Epsilen Postings

The postings text box is located in the center of the the MyPortal page as shown in the illustration above.

To post, place your cursor within the box and type a message. Click the **Post It** button to publish your comment or link.

After you click **Post It**, a pop-up window (shown in Figure 2) appears. Use this window to determine who should have permission to view the posting and elect whether or not to receive email notifications when other Epsilen members add comments. Due to security settings, the options available in this window may not be identical to those shown below.

The box next to 'All Epsilen Members' will be checked by default when the window opens. Clicking it again will uncheck the 'All Epsilen Members' option and reveal more boxes below it. Check only the boxes corresponding to the audience of Epsilen members intended to see your posting. Click the checkbox next to 'Check to receive email notifications…' to receive an email each time a new comment is added. Change the email address to which notifications are sent by modifying the Alert Forwarding options on the Epsilen Mail Options page.

Click the **Post It** button to make your posting public. Click the **Cancel** button to discard the posting.

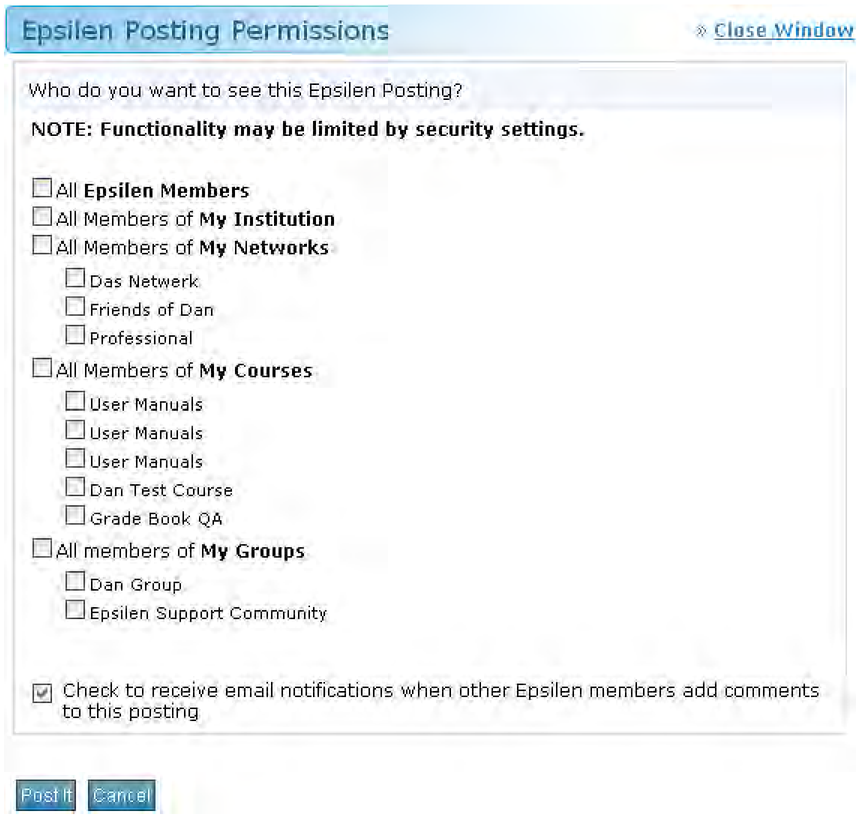


Figure 2

Managing Epsilen Postings

Beneath the Epsilen Postings text box on your MyPortal page, an abbreviated version of your most recent post is shown next to the Comments link.

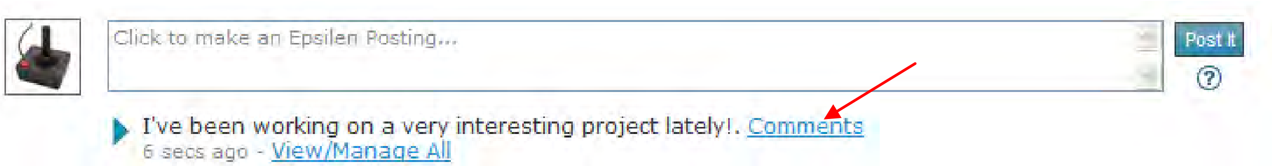


Figure 3

Clicking the Comments link allows users to view their recent postings-- and comments made in response-- in the My Epsilen Postings pop-up window.

Figure 4

The heading of the My Epsilen Postings window contains links to allow various viewing options: My Epsilen Postings, My Deleted Postings, My Networks, My Courses, My Groups, My Institution, and All Epsilen. Some of the options listed are unavailable to some users due to institution-level security settings.

- Clicking the My Epsilen Postings link displays only postings you have made.
- Clicking the My Deleted Postings link will show only the postings you have removed. Comments added to deleted postings can be seen by clicking the Comments link, and postings can be restored by clicking Restore Posting.
- Clicking the My Networks link will show postings added by members of your networks and shared with the network. These postings will only show if the Epsilen member who is adding the posting has also added you to at least one network.
- Clicking the My Courses link will show postings added and shared by members of courses in which you have been or are currently enrolled.
- Clicking the My Groups link will show postings added and shared by an Epsilen member who belongs to a group of which you are a member.
- Clicking the My Institutions link will show postings added and shared by members of your school, college, university, or organization.
- Clicking the All Epsilen link will show postings added and shared by Epsilen members across the world.

In addition, users can hide comment threads by clicking the Hide Comments link.

The Epsilen Postings pop-up window also provides a place for users to delete comments and postings. A Delete link is located beneath each of one's own postings for this purpose.

Users can monitor and adjust who sees each particular comment after the comment is posted by clicking the Edit Sharing link. The Epsilen Posting Permissions pop-up window will appear, giving the user a chance to exercise control over who can and can't see each posting.

The Epsilen Postings Gadget

Depending on the permissions selected, each posting will be visible on the MyPortal pages of members of networks, courses, groups, and/ or institution in the Epsilen Postings gadget displayed in Figure 5.

Figure 5

Postings and comments shown within the gadget can be viewed by clicking the All, My Networks, My Courses, My Groups, or My Institution links.

The gadget can be opened as its own window by clicking the arrow  in the top right corner of the gadget.

- Clicking the name of an Epsilen member whose posting is shown in your Epsilen Postings gadget will prompt that member's MyCorner page to display in a new window.
- Clicking the name of an Epsilen member's institution will display that institution's public Epsilen page.
- Clicking Comment will prompt the Epsilen Postings pop-up window to display and allow you to add a comment to the posting.
- Clicking the Email link lets you send an Epsilen Mail message to the member who posted.
- Clicking the Network link gives you the option to add the member to one or several of your networks.
- Clicking the More link will display the Epsilen Postings pop-up window with the full text of the Posting.

Note: Some users will not see the Postings gadget due to security settings.

Using the HTML Editor

Description

Epsilen's HTML editor is available on multiple pages and interfaces so Epsilen members may create rich-text content using text, HTML, pictures, videos, tables, and mathematical notation.

The editor features numerous text editing options as detailed below.

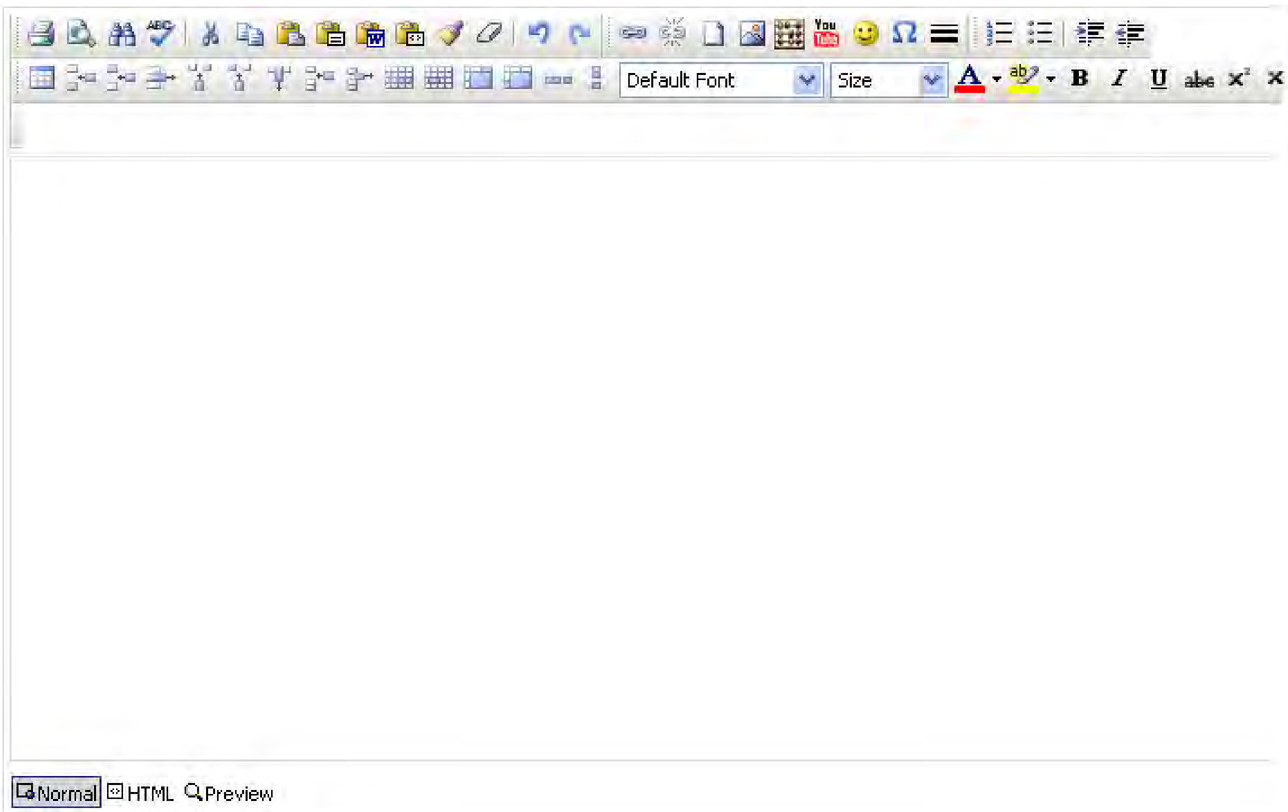


Figure 1

Definitions

Normal View is the default view used to add and edit content.

HTML View is most commonly used to enter, check, and edit HTML (Hyper Text Markup Language) content.

Preview View is used to view content as it will appear on the page when final. Content is not editable in this view.

NOTE: Some features of the HTML editor are not available on the iPad and other mobile devices.

Button	Function
	Print HTML editor content.
	Preview HTML editor content in a popup window.
	Find and replace specified text.
	Spell-check content.
	Cut specified content.
	Copy content from the HTML editor.
	Paste content into the HTML editor.
	Paste plain text into the HTML editor.
	Paste text from Microsoft Word into the HTML editor.
	Paste as HTML content.
	Clean up HTML (remove tags, etc.).
	Remove formatting.
	Undo last action.
	Redo last (undone) action.
	Insert a hyperlink.
	Remove hyperlink functionality from selected text.
	Insert a file.
	Insert an image.
	Insert MathML (mathematical notation).
	Embed a YouTube video.
	Insert an emoticon (smiley).
	Insert a special character.
	Insert a horizontal line.
	Insert numbered list.
	Insert bulleted list.
	Indent text.
	Outdent text.
	Insert a table. Use the Table Wizard for configuration options.

	Insert a row above the selected row.
	Insert a row below the selected row.
	Delete the selected row.
	Insert a column to the left of the selected column.
	Insert a column to the right of the selected column.
	Delete the selected column.
	Insert a cell to the right of the selected cell.
	Delete a cell to the right of the selected cell.
	View and edit row configuration options.
	View and edit cell configuration options.
	Merge the selected cell with the cell to its right.
	Merge the selected cell with the cell below it.
	Split the cell by adding a vertical divider.
	Split the cell by adding a horizontal divider.
Arial Verdana Comic Sans MS Courier Georgia Impact Lucida Console Tahoma Times New Roman	Select desired font.
Not Set 1 (8pt) 2 (10pt) 3 (12pt) 4 (14pt) 5 (18pt) 6 (24pt) 7 (36pt)	Select desired text size.

	Change color of selected text.
	Highlight selected text.
	Boldface selected text.
	Italicize selected text.
	Underline selected text.
	Strikethrough text.
	Superscript text.
	Subscript text.
	Convert text to upper case.
	Convert text to lower case.
	Left-justify text.
	Center text.
	Right-justify text.

My ePortfolio

The tools available under the My ePortfolio button allow you to customize the information that is visible or accessible on your public ePortfolio page. Clicking the My ePortfolio button opens the submenu which includes these options.

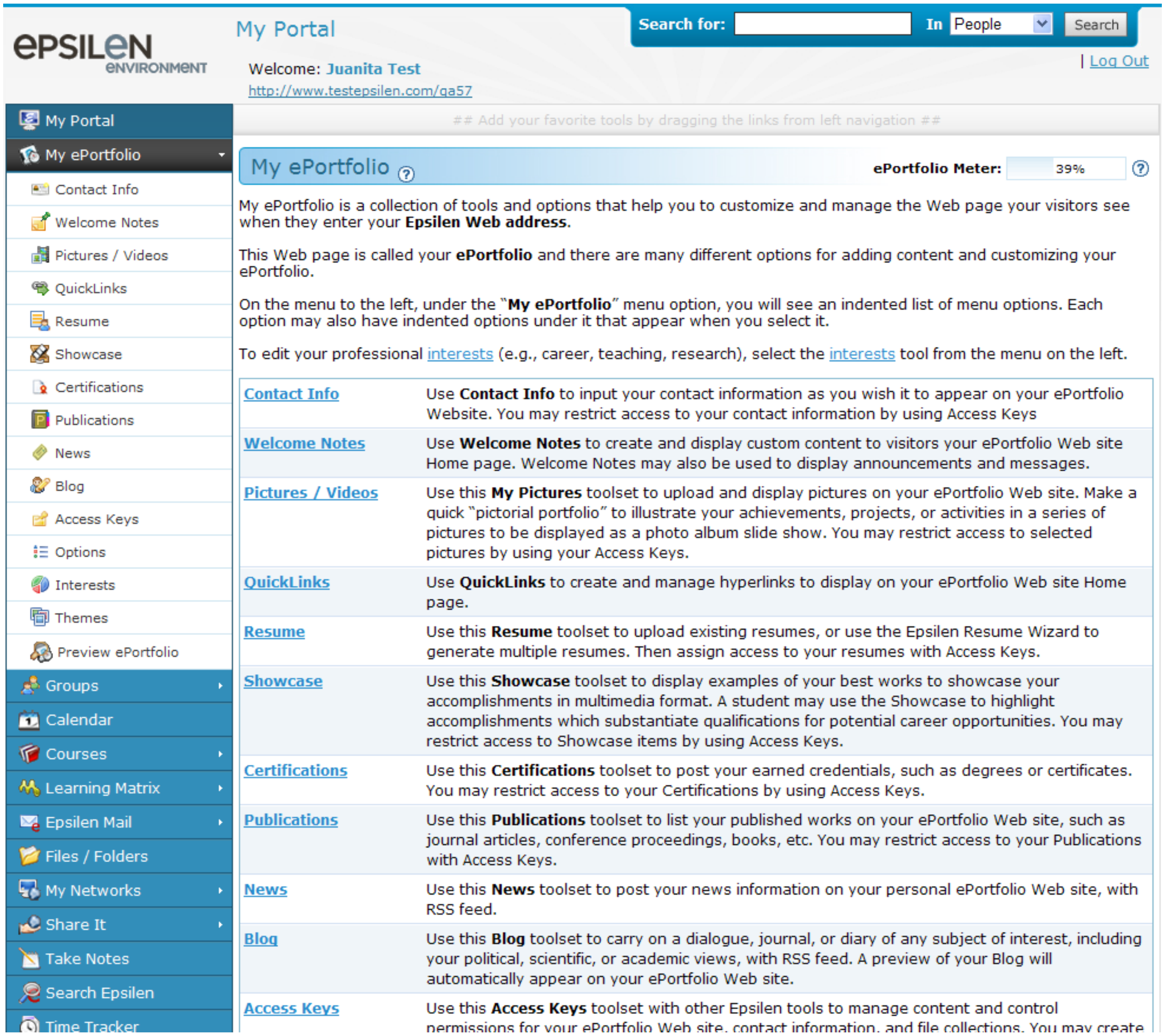


Figure 6

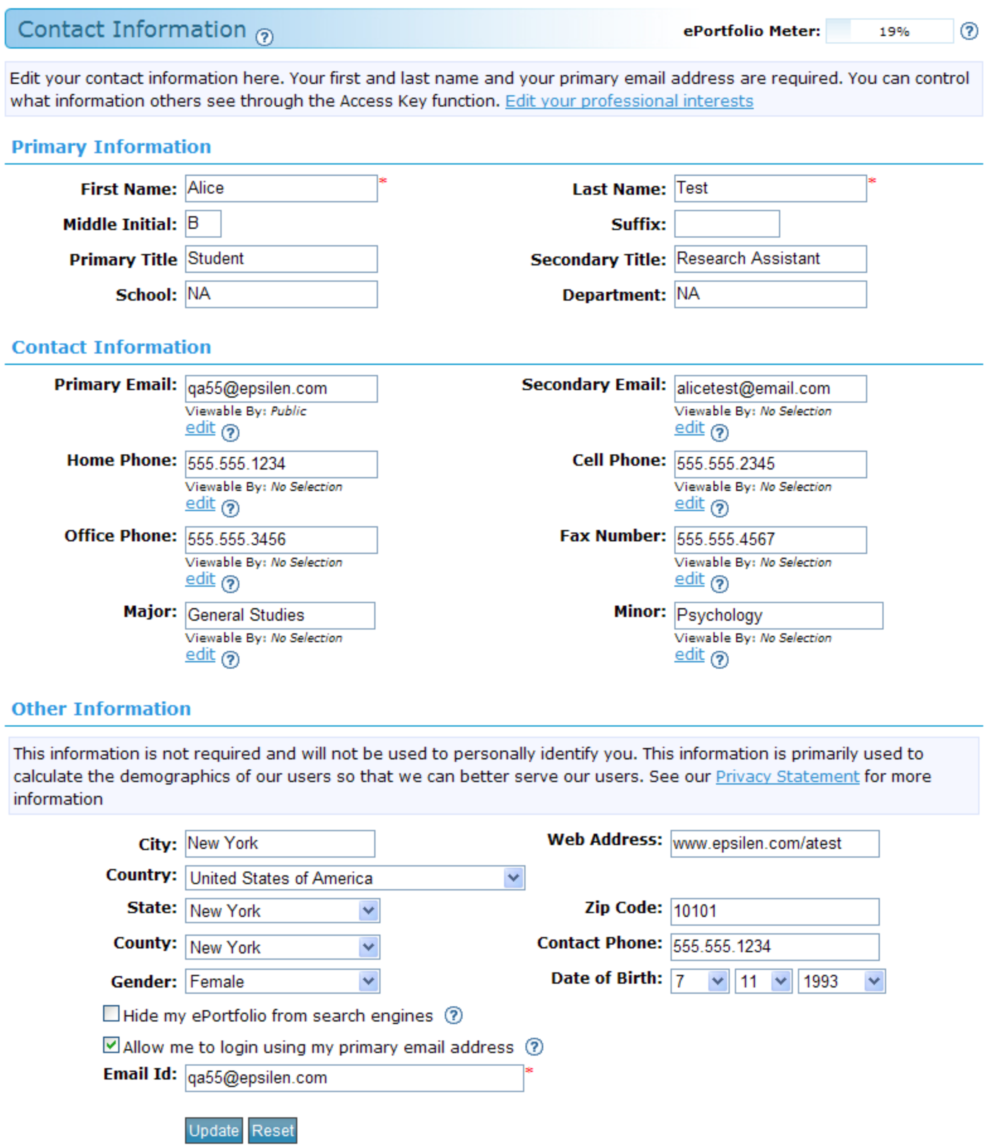
Contact Information

Description

Contact Information is the online form used to enter your name, email address, city and state where you live, etc. All information except your name can be restricted by you as to who may view it on your Public ePortfolio, so you have the ability to select what information you wish to display and to whom. You also have the option to enter demographic information which may be used to provide better or more services to our users.

Purpose

The purpose of displaying your Contact Information is to allow visitors to your Public ePortfolio to reach out to you for professional, collaborative or social interaction.


Contact Information ePortfolio Meter: 19%

Edit your contact information here. Your first and last name and your primary email address are required. You can control what information others see through the Access Key function. Edit your professional interests

Primary Information

First Name: Alice
Last Name: Test
Middle Initial: B
Suffix:
Primary Title Student
Secondary Title: Research Assistant
School: NA
Department: NA

Contact Information

Primary Email: qa55@epsilen.com Viewable By: Public edit
Secondary Email: alicetest@email.com Viewable By: No Selection edit
Home Phone: 555.555.1234 Viewable By: No Selection edit
Cell Phone: 555.555.2345 Viewable By: No Selection edit
Office Phone: 555.555.3456 Viewable By: No Selection edit
Fax Number: 555.555.4567 Viewable By: No Selection edit
Major: General Studies Viewable By: No Selection edit
Minor: Psychology Viewable By: No Selection edit

Other Information

This information is not required and will not be used to personally identify you. This information is primarily used to calculate the demographics of our users so that we can better serve our users. See our Privacy Statement for more information

City: New York
Web Address: www.epsilen.com/atest
Country: United States of America
State: New York
Zip Code: 10101
County: New York
Contact Phone: 555.555.1234
Gender: Female
Date of Birth: 7 11 1993
Hide my ePortfolio from search engines
Allow me to login using my primary email address
Email Id: qa55@epsilen.com
Update Reset

Figure 1

Epsilen members who select the Educator role when creating their accounts will also have the option to indicate which grade(s) or level they teach in the Select Grades Taught section.

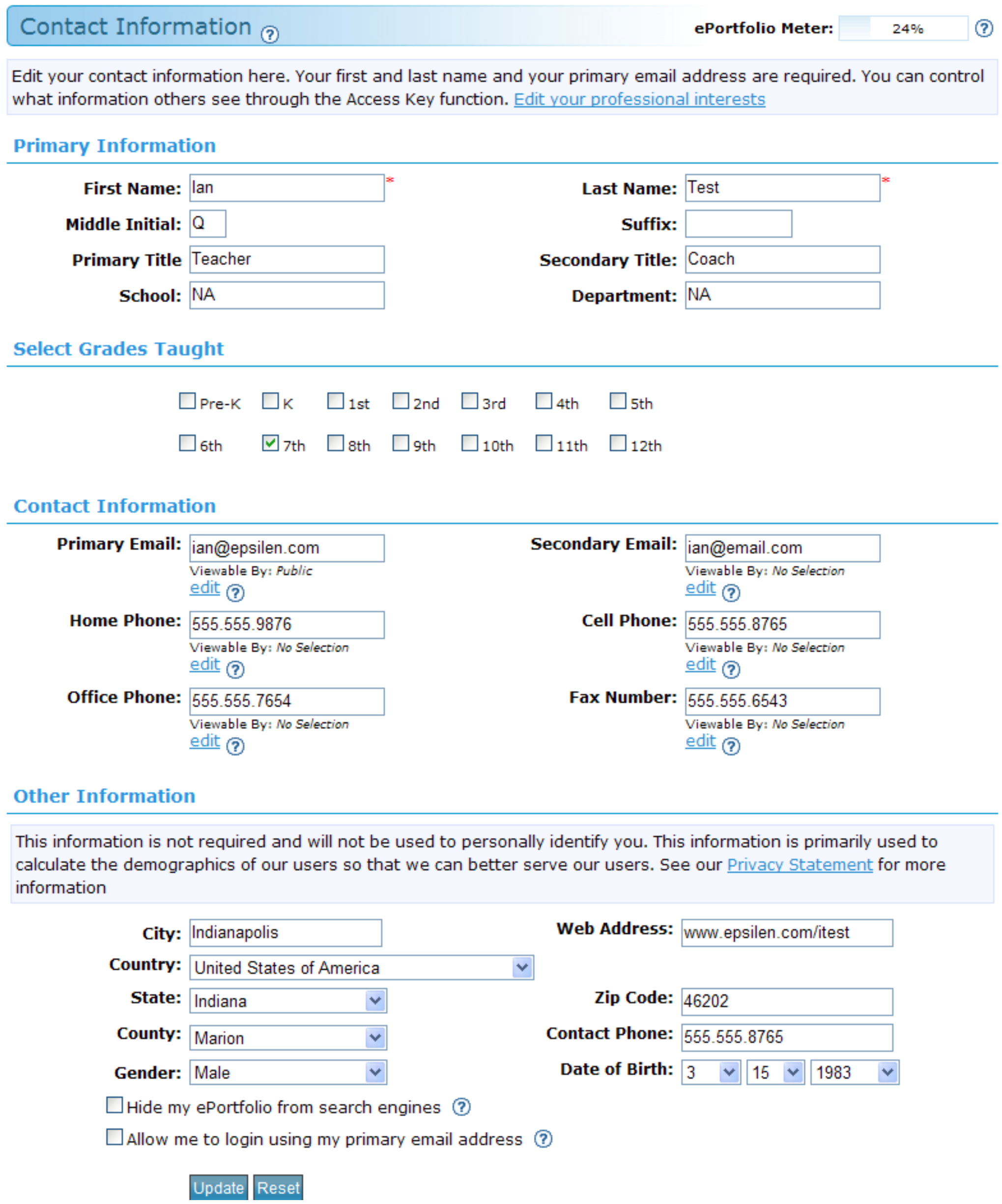


Figure 7

Definitions

Edit: Clicking the **Edit** link allows you to assign Access Key permissions for that item of your contact information.

Update: Clicking the **Update** button allows you to save changes to your personal information.

Reset: Clicking the **Reset** button will return your personal information to the values previously saved, removing any changes you may have made without saving.

Updating Contact Information

To update contact information:

1. Complete the fields/choices as described in the following table:

Field	Function
First Name	Your first name.
Last Name	Your last name.
Middle Initial	Your middle initial.
Suffix	If your full name includes a suffix (e.g., Sr., Jr., III), you may include it here.
Primary Title	Your Primary Title will be listed beneath your name on your Public ePortfolio and in other places throughout Epsilen (e.g., Associate Faculty, Professor, Student, etc.)
Secondary Title	Your Secondary Title will be listed beneath your name and Primary Title on your Public ePortfolio and in other places throughout Epsilen. Ex: Professor of Informatics
Primary Email	Your Primary Email is the principal address where your email is directed.
Secondary Email	Your Secondary Email is an alternate address where your email may be directed.
Home Phone	Your home phone number.
Cell Phone	Your cell phone number.
Office Phone	Your office phone number.
Fax Number	Your fax number.
City	The city in which you live.
Web Address	The URL of your personal Web site.
Country	The country in which you live.
State	The state in which you live.
Zip Code	The zip code for where you live.
County	The county in which you live.
Contact Phone	Your Contact Phone is the principal phone number where you can be reached.
Gender	Indicate your gender.
Date of Birth	The date you were born.

2. Click the **edit** link for each field in the "Contact Information" section to assign Access Key permissions. Not all Epsilen members may use Access Keys; this option is limited by security settings for some users.
3. When you have finished filling out the information, click the **Update** button.

Welcome Notes

Description

Use the **Welcome Notes** tool to share one or more Welcome Notes with visitors to an Epsilen ePortfolio. Welcome Notes can present as much or as little information as is desired, and announcements or messages can be displayed on an ePortfolio site using the tool. Use the text editor or author your own HTML to customize Welcome Note format. Access Keys are used to change how this information is presented to different audiences. Due to security settings, not all access keys are available for all users.

Purpose

The Welcome Notes tool provides information about a user so other Epsilen members can learn more about and possibly network with that user. Access Keys can be applied to limit access to particular Welcome Notes.

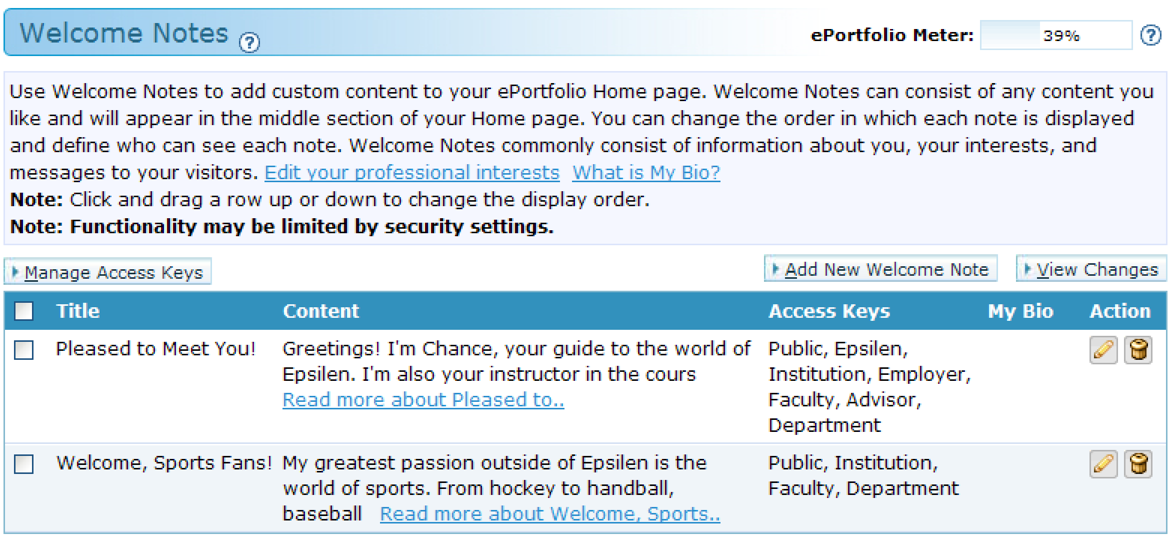


Figure 1

Definitions

Manage Access Keys opens the "Manage Access Key" popup window for quick assignment of Access Key permissions for one or more Welcome Notes.

Add New Welcome Note allows you to add a new Welcome Note to your Public ePortfolio.

View Changes allows you to view the display of your Welcome Notes for each Access Key.

My Bio: the icon indicates the Welcome Note which has been set as your "My Bio", or the information which will display to Epsilen users when your name appears in search results, etc.

Edit: Clicking the button allows you to edit a Welcome Note and change assigned Access Key permissions.

Delete: Clicking the button allows you to delete a Welcome Note.

Adding a Welcome Note

To Add a Welcome Note

1. Click the **Add New Welcome Note** button
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter the title to your new Welcome Note (required).
Show Title	Check whether you wish to display the title to your Welcome Note.
About Me/Bio	Add information about yourself by completing the About Me/Bio section, which will display to Epsilen users when your name appears in search results, etc.
Content	See "Using the HTML Editor".
Viewable By	Select Access Keys to grant permission to visitors to your Epsilen ePortfolio site.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Welcome Notes** page where you will see a new entry for your Welcome Note.

Figure 2 displays the Add Welcome Note screen.

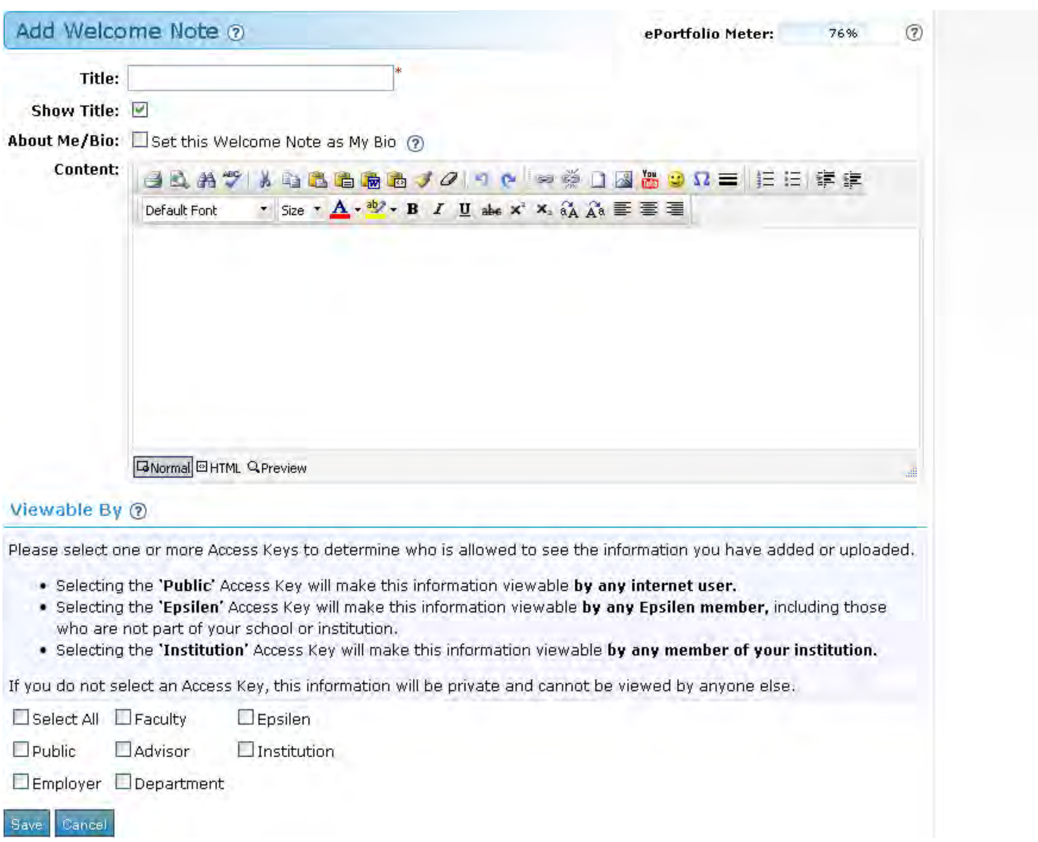


Figure 2

Editing a Welcome Note

To Edit a Welcome Note

1. Click the button for a Welcome Note
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Edit the title to an existing Welcome Note.
Show Title	Check whether you wish to display the title to your Welcome Note.
About Me/Bio	Edit information about yourself by completing the About Me/Bio section, which will display to Epsilen users when your name appears in search results, etc.
Content	See "Using the HTML Editor".
Viewable By	Edit Access Keys to grant permission to visitors to your Epsilen ePortfolio site.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Welcome Notes** page where you will see a modified entry for your Welcome Note.

Figure 4 displays the Edit Welcome Note screen.

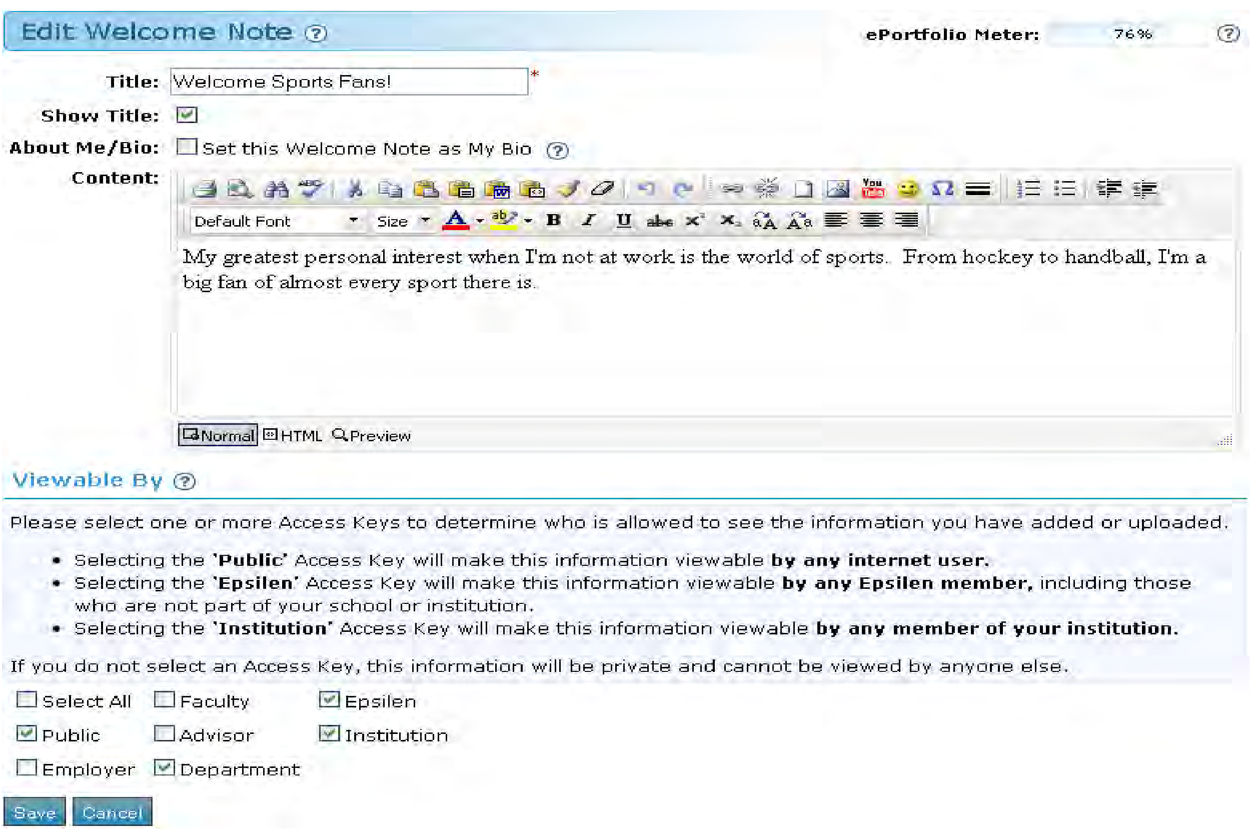


Figure 4

Managing Access Keys

To assign Access Keys for multiple Welcome Notes

1. Check the box next to one or more Welcome Notes.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page
3. Check the Access Keys to assign for the selected Welcome Notes
4. Click the **Assign** button. You will be returned to the **Welcome Notes** page where you will see modified entries for your welcome notes.

To remove Access Keys for multiple Welcome Notes

1. Check the box next to one or more Welcome Notes.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page.
3. Check the Access Keys to remove for the selected Welcome Notes.
4. Click the **Remove** button. You will be returned to the **Welcome Notes** page where you will see modified entries for your welcome notes.

Figure 5 displays the Manage Access Keys screen.

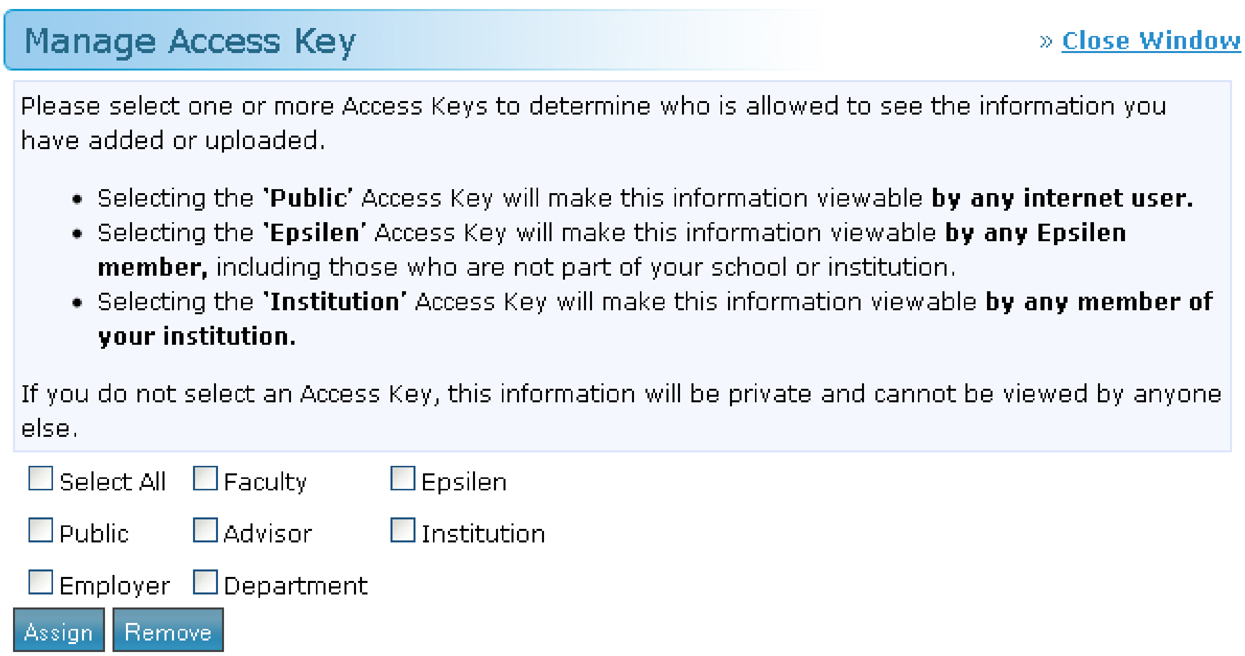


Figure 5

Note: Due to security settings, not all access keys are available for all users.

Viewing Changes

To View Changes

1. Click the **View Changes** button
2. Select an Access Key from the list of your Access Keys. You will see the list of Welcome Notes which have been assigned permission for that Access Key.

Figure 6 displays the View Changes screen.

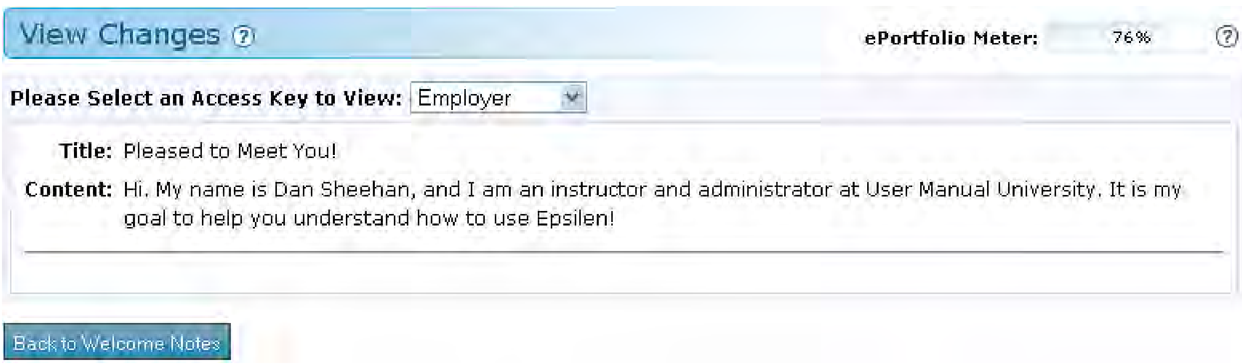


Figure 6

Pictures / Videos

Description

Pictures / Videos provides the management tools to upload, edit, delete, and rank pictures and/or Avatar images and videos to be displayed on your Public ePortfolio page. Use Access Keys to limit viewing. Due to security settings, not all access keys are available for all users and not all users have permission to view pictures and videos.

Purpose

Pictures / Videos allows you to customize and personalize your Public ePortfolio by adding pictures and videos you would like to store and/or share with selected visitors.

Figure 1

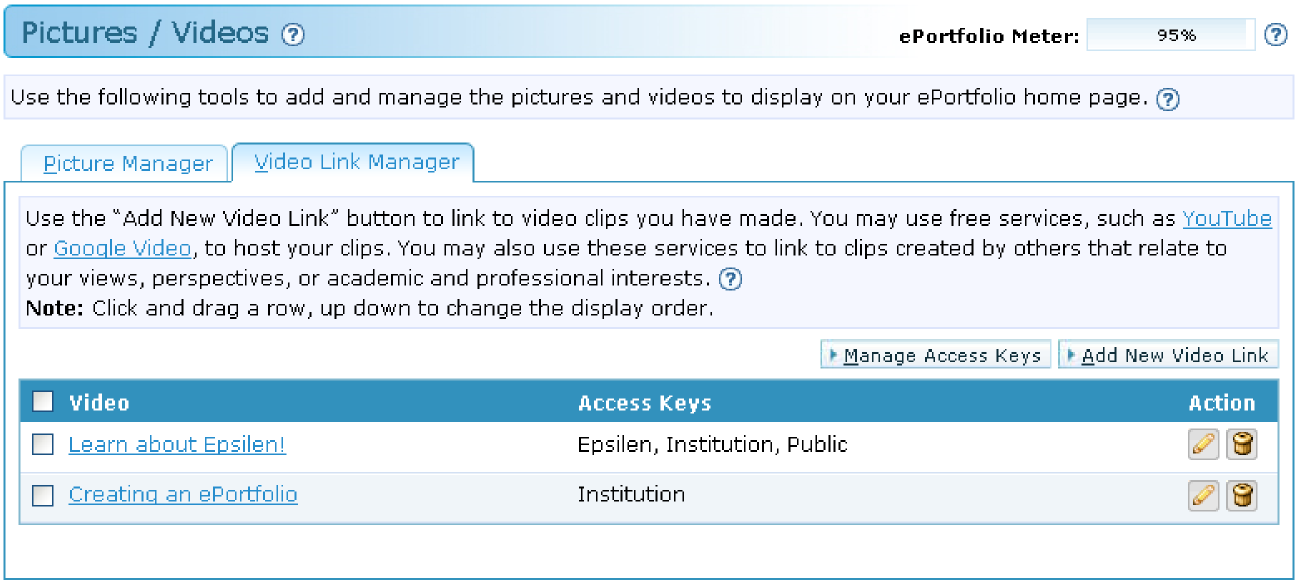


Figure 2

Definitions

Picture Manager allows you to upload, edit and delete pictures and/or Avatar images to be displayed on your Public ePortfolio.

Default allows you to set one Picture/Avatar as the default picture to be displayed on your Public ePortfolio and throughout Epsilen.

Upload New Picture allows you to upload a new picture from your computer to your Epsilen Picture Manager and assign permissions.

Select Avatar allows you to select an image from the Avatar Library to include in your Picture Manager and use to represent yourself.

The **Upload to Facebook** button is used to share pictures uploaded to Epsilen with the Facebook.com interface.

Video Link Manager allows you to add, edit, delete and rank links to your favorite videos.

The **Add New Video Link** button is used to add the web address (URL) of a video or a site that contains a video.

Manage Access Keys opens the "Manage Access Key" popup page which allows you to quickly assign Access Key permissions for any or all of your Video Links.

Edit: Clicking the button allows you to edit a Picture or Video Link as well as the Access Key permissions assigned.

Delete: Clicking the button allows you to delete a Picture or Video Link.

Ranking Video Links: "Drag-and-Drop" Video Links to change the order in which they display on your Public ePortfolio.

Uploading a New Picture

To Upload a New Picture

1. Click the **Upload New Picture** link/button
2. Complete the fields/choices as described in the following table:

Field	Function
Picture	Use the **Browse...** button to select a picture from your computer's hard disk.
Reflection/Caption	The reflection/caption will display with your picture on your Public ePortfolio and describes the picture or conveys your thoughts about the picture.
Viewable By	Choose which Access Keys can view this particular picture. Choosing "Public" will allow all visitors to your ePortfolio Web Site to see this picture.
Picture Uploading Policy	Checking the box to confirm your understanding of the picture uploading policy is required to upload an image/photo/video.

3. When you have finished filling out the information, click the **Upload** button. You will be returned to the **Picture Manager** page where you will see a new entry for your new picture.

Figure 3 displays the Upload Picture screen.

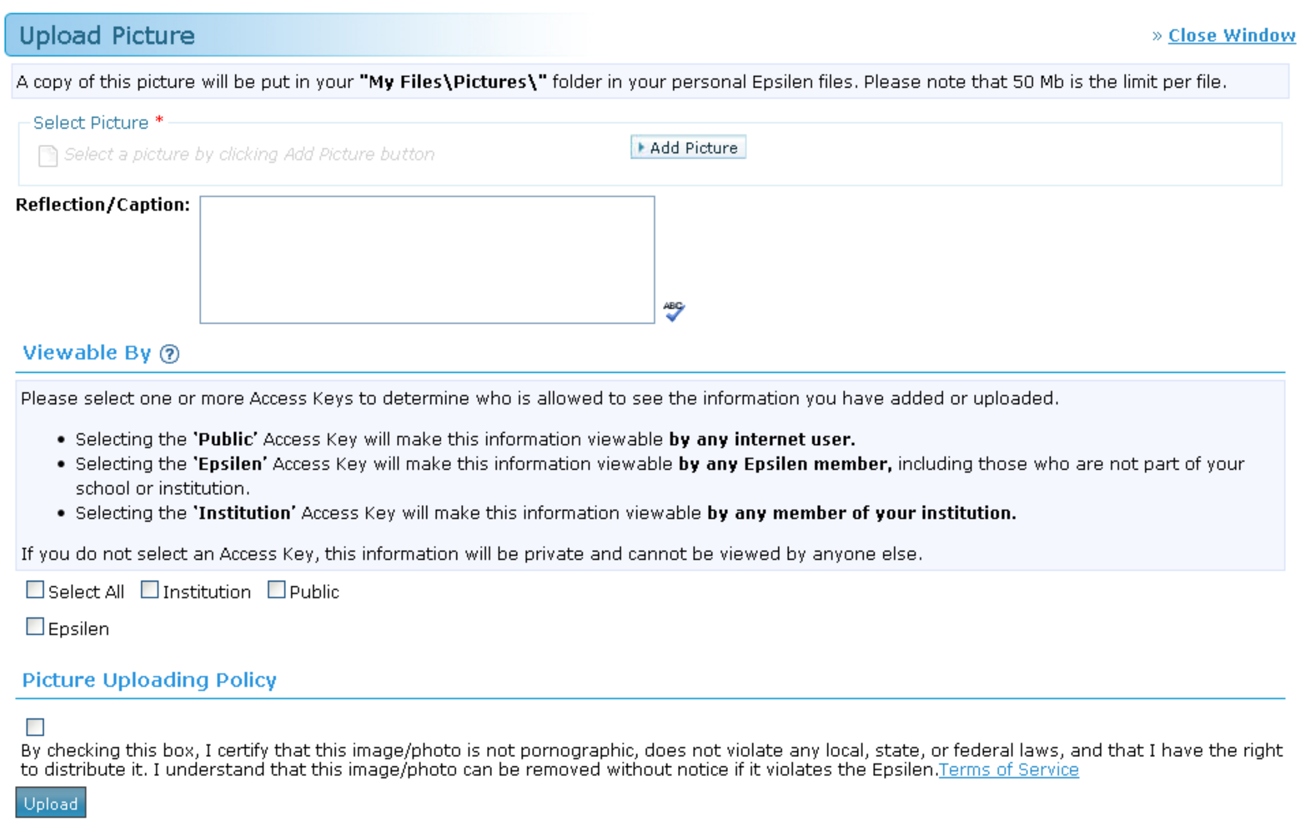


Figure 3

Selecting an Avatar

To select an avatar:

1. Click the **Select Avatar** button
2. Click the Avatar that you would like to add to your Picture Manager. You will be returned to the **Picture Manager** page where you will see a new entry for your Avatar.

Figure 4 displays the Select Avatar screen.

Figure 4

Editing a Picture

To Edit a Picture

1. Click the button for a picture
2. Complete the fields/choices as described in the following table:

Field	Function
Reflection/Caption	The reflection/caption will display with your picture on your Public ePortfolio and describes the picture or conveys your thoughts about the picture.
Viewable By	Choose which Access Keys can view this particular picture. Choosing "Public" will allow all visitors to your ePortfolio Web site to see this picture.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Picture Manager** page where you will see a modified entry for your picture.

Figure 5 displays the Edit Picture screen.

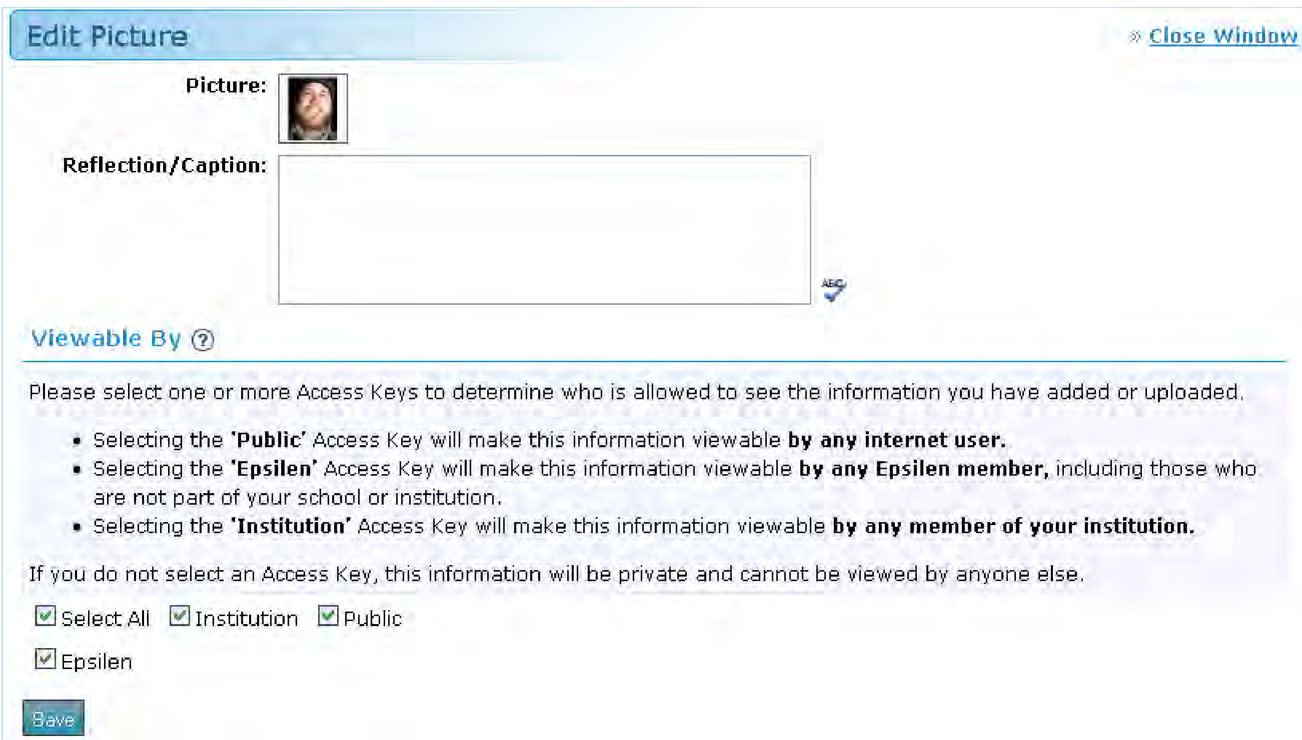


Figure 5

Adding a New Video Link

To Add a New Video Link

1. Click the **Add New Video Link** button
2. Complete the fields/choices as described in the following table:

Field	Function
Video Link/Web Address	The video link/Web address points to the video you would like to display on your Public ePortfolio.
Description	The description of this video link will display to viewers of your Video Links.
Reflection	The reflection of this video link includes your thoughts about the video and will display to viewers of your Video Links.
Viewable By	Choose which Access Keys can view this particular video link. Choosing "Public" will allow all visitors to your ePortfolio Web site to see this link.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Video Link Manager** page where you will see a new entry for your video link.

Figure 6 displays the Add New Video Link screen.

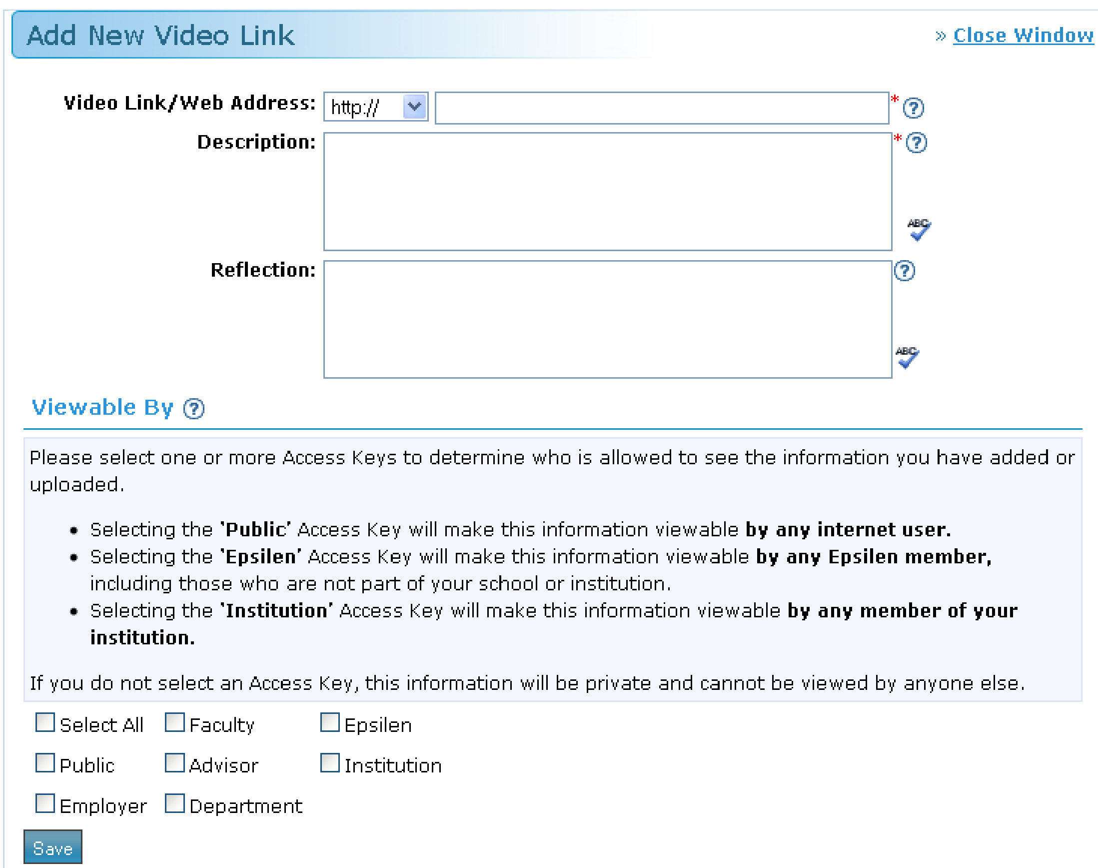


Figure 6

Editing a Video Link

To Edit a Video Link

1. Click the button for a Video Link
2. Complete the fields/choices as described in the following table:

Field	Function
Video Link/Web Address	The video link/Web address points to the video you would like to display on your Public ePortfolio.
Description	The description of this video link will display to viewers of your Video Links.
Reflection	The reflection of this video link includes your thoughts about the video and will display to viewers of your Video Links.
Viewable By	Choose which Access Keys can view this particular video link. Choosing "Public" will allow all visitors to your ePortfolio Web site to see this link.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Video Link Manager** page where you will see a modified entry for your video link.

Figure 7 displays the Edit Video Link screen.

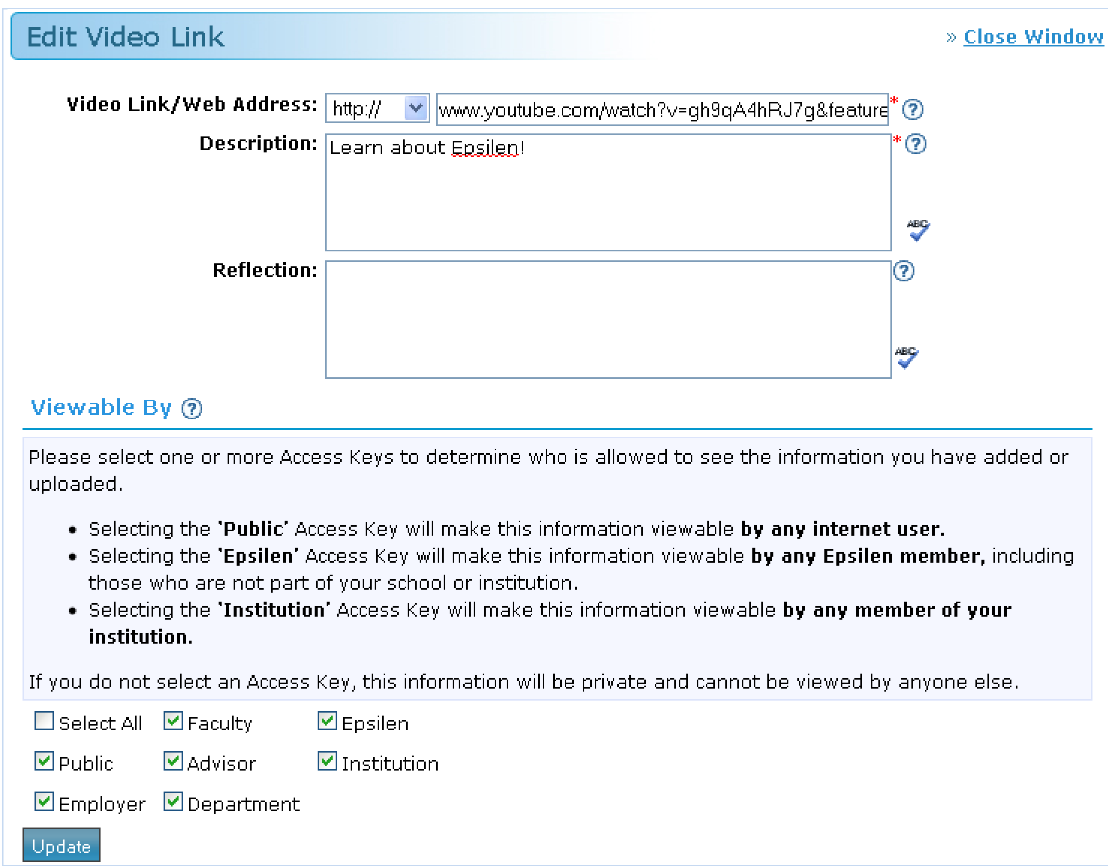


Figure 7

Managing Access Keys

To assign Access Keys for multiple Video Links

1. Check the box next to one or more Video Links
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page
3. Check the Access Keys to assign for the selected Video Links
4. Click the **Assign** button. You will be returned to the **Video Link Manager** page where you will see modified entries for your links.

To remove Access Keys for multiple Video Links

1. Check the box next to one or more Video Links
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page
3. Check the Access Keys to remove for the selected Video Links
4. Click the **Remove** button. You will be returned to the **Video Link Manager** page where you will see modified entries for your links.

Figure 8 displays the Manage Access Keys screen.

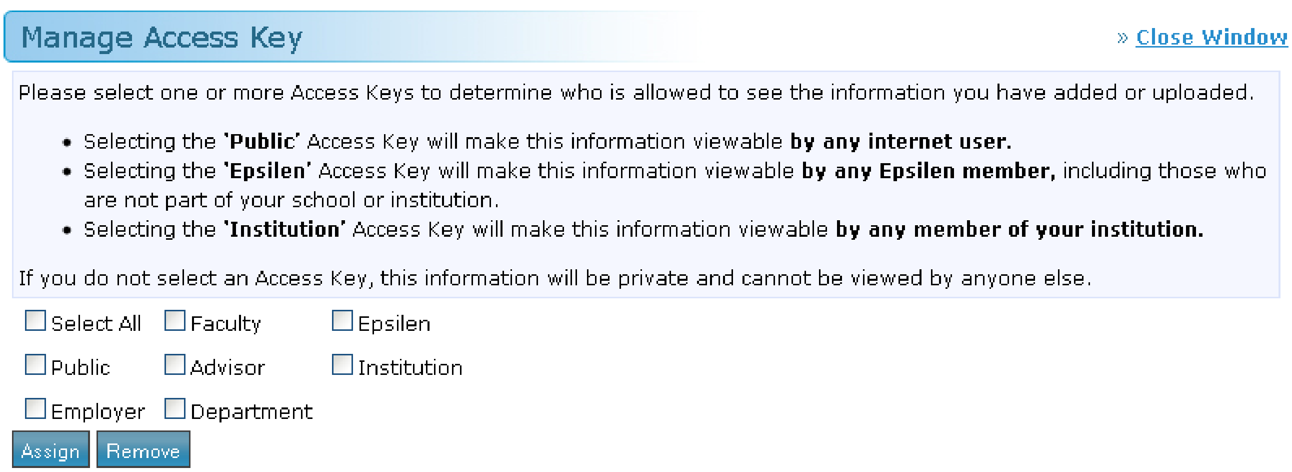


Figure 8

Note: Due to security settings, not all access keys are available for all users.

QuickLinks

Description

QuickLinks are hyperlinks that can be displayed and shared on your Public ePortfolio to suggest Web resources to your visitors. Due to security settings, not all Epsilen members may share QuickLinks with other members.

Purpose

The purpose of QuickLinks is to customize and personalize your public ePortfolio by providing hyperlinks to Web sites that you would like to share with visitors.

Figure 1

Definitions

Course QuickLinks allow you to share the links to courses in which you are enrolled on your Public ePortfolio.

Group QuickLinks allow you to share the links to groups in which you are member on your Public ePortfolio.

Add New QuickLink takes you to the "Add QuickLink" page where you will be able to create a QuickLink and assign permissions.

Manage Access Keys opens the "Manage Access Key" popup page which allows you to quickly assign Access Key permissions for any or all of your QuickLinks.

Edit: Clicking the  button allows you to edit a QuickLink as well as the Access key permissions assigned.

Delete: Clicking the  button allows you to delete a QuickLink.

Creating QuickLinks

To Create a QuickLink

1. Click the **Add New QuickLink** button
2. Complete the fields/choices as described in the following table:

Field	Function
Title	The title will be used to reference this QuickLink as well as display it on the Public ePortfolio interface where proper permissions are assigned.
Web Address	Add your favorite Web address to show on your Public ePortfolio interface.
Description	The description for this QuickLink will be used for management purposes for you to quickly reference the purpose of this QuickLink.
Viewable By	Choose which Access Keys can view this particular QuickLink. Choosing "Public" will allow all visitors to your ePortfolio Web Site to see this link. Due to security settings, not all access keys are available for all users.

3. When you have finished filling out the information, click the **Add** button. You will be returned to the **QuickLinks** page where you will see a new entry for your new link.

The illustration below displays the Add QuickLink screen.

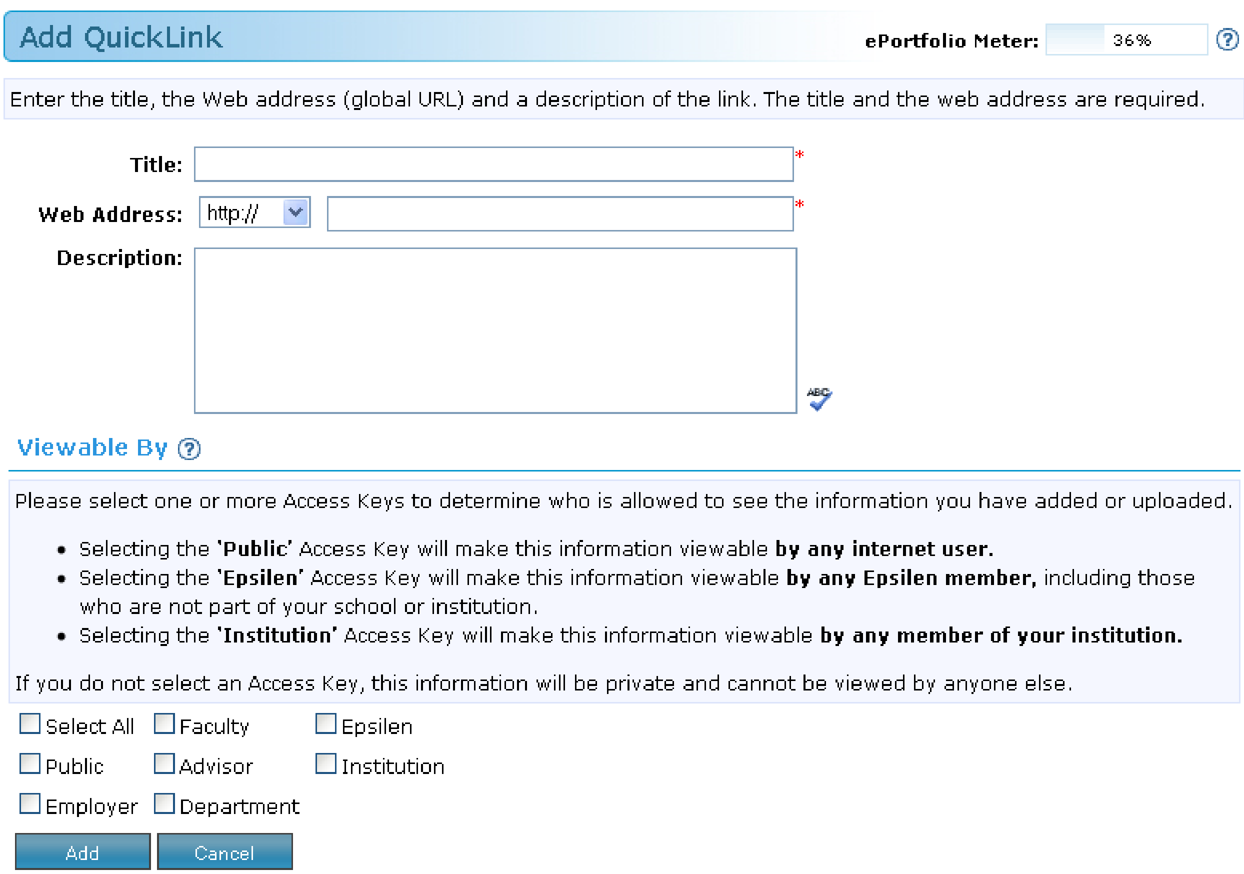


Figure 2

Editing QuickLinks

To Edit a QuickLink

1. Click the button for the QuickLink you would like to edit
2. Modify the fields/choices as described in the following table:

Field	Function
Title	The title will be used to reference this QuickLink as well as display it on the Public ePortfolio interface where proper permissions are assigned.
Web Address	Add your favorite Web address to show on your Public ePortfolio interface.
Description	The description for this QuickLink will be used for management purposes for you to quickly reference the purpose of this QuickLink.
Viewable By	Choose which Access Keys can view this particular QuickLink. Choosing "Public" will allow all visitors to your ePortfolio Web Site to see this link. Due to security settings, not all access keys are available for all users.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **QuickLinks** page where you will see a modified entry for your link.

The illustration below displays the Edit QuickLink screen.

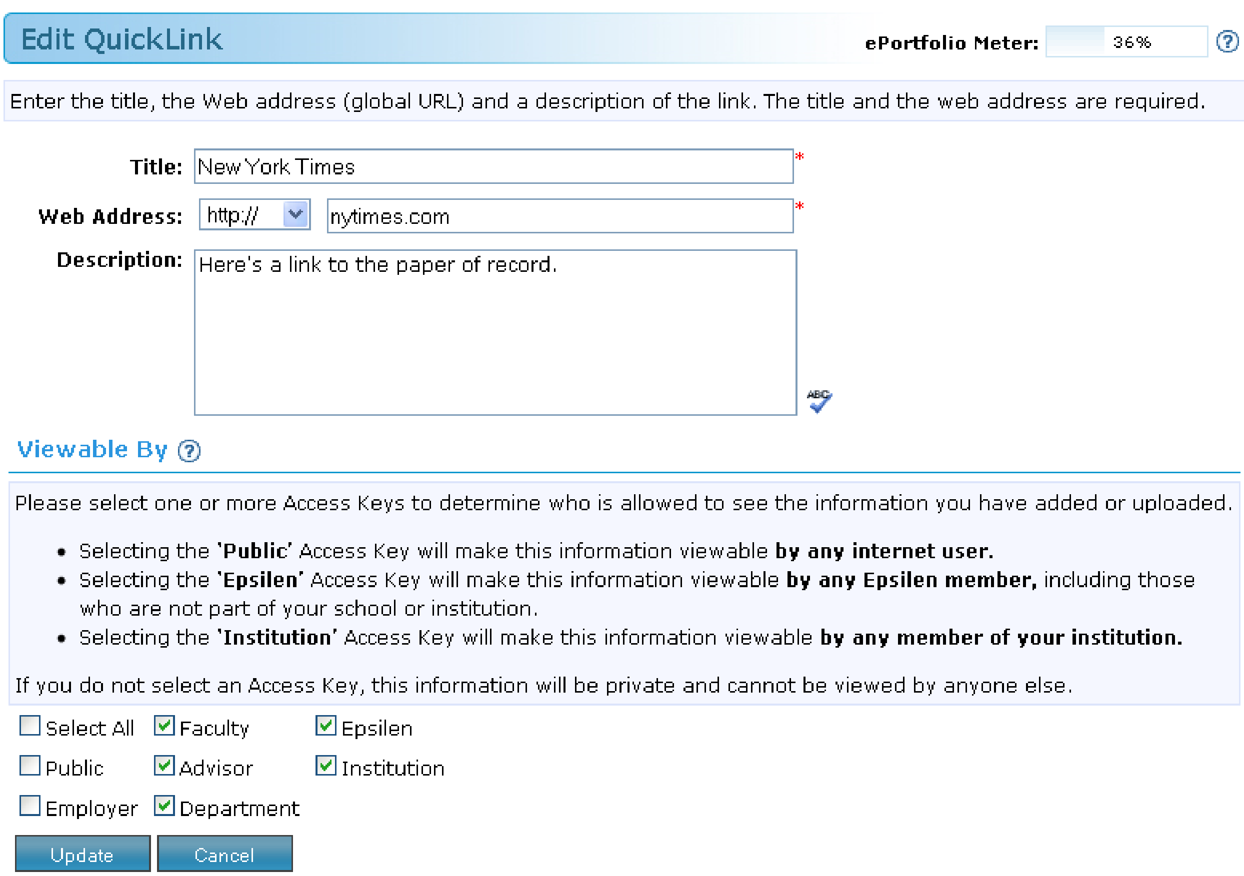


Figure 3

Managing Access Keys

To assign Access Keys for multiple QuickLinks

1. Check the box next to one or more QuickLinks
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page
3. Check the Access Keys to assign for the selected QuickLinks
4. Click the **Assign** button. You will be returned to the **QuickLinks** page where you will see modified entries for your links.

To remove Access Keys for multiple QuickLinks

1. Check the box next to one or more QuickLinks
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page
3. Check the Access Keys to remove for the selected QuickLinks
4. Click the **Remove** button. You will be returned to the **QuickLinks** page where you will see modified entries for your links.

The illustration below displays the Manage Access Keys screen.

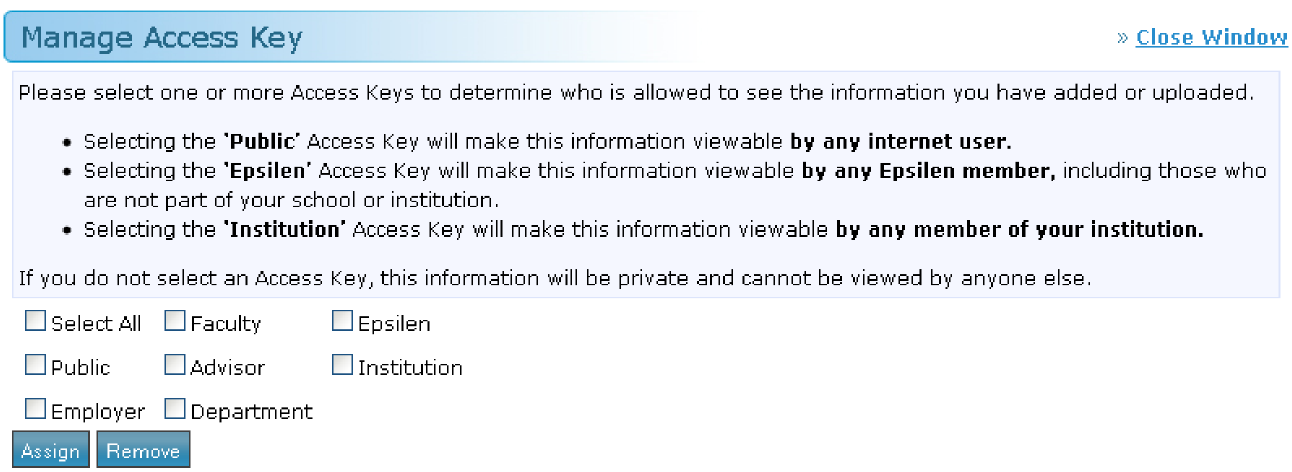


Figure 4

Due to security settings, not all access keys are available for all users. Epsilen members who are not eligible to use access keys will see the following message:

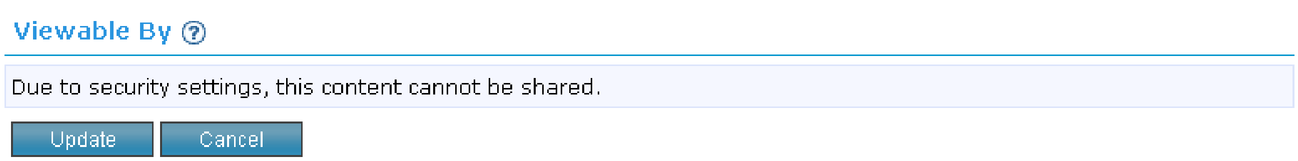


Figure 5

Course QuickLinks

Description

Course QuickLinks are hyperlinks to courses in which you are enrolled, and those hyperlinks are displayed on your Public ePortfolio. Due to security settings, not all Epsilen members may share QuickLinks with other members.

Purpose

The purpose of Course QuickLinks is to manage the courses in which you are enrolled, allowing just a click on a hyperlink to access any of your courses. Visitors to your Public ePortfolio may also see each course in which you are enrolled.

The illustration below displays the Course QuickLinks screen.

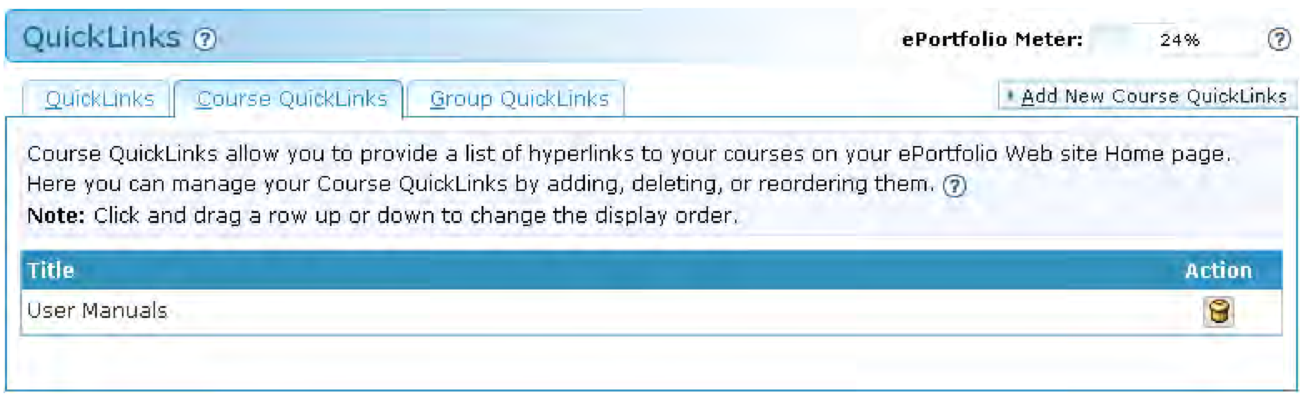


Figure 6

Adding Course QuickLinks

To Add Course QuickLinks

1. Click the **Add New Course QuickLinks** button
2. Check the box next to each course to be added to your Course QuickLinks
3. Click the **Add** button. You will be returned to the **Course QuickLinks** page where you will see new entries for your links.

The illustration below displays the Add Course QuickLink screen.

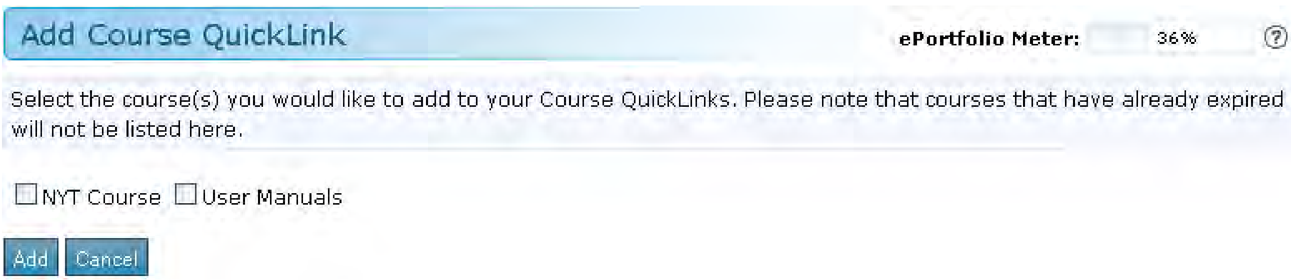


Figure 7

Group QuickLinks

Description

Group QuickLinks are hyperlinks to groups in which you are a member, and those hyperlinks are displayed on your Public ePortfolio. Due to security settings, not all Epsilen members may share QuickLinks with other members.

Purpose

The purpose of Group QuickLinks is to manage the groups in which you are a member, allowing just a click on a hyperlink to access any of your groups. Visitors to your Public ePortfolio may also see each group in which you are a member.

The illustration below displays the Group QuickLinks screen.

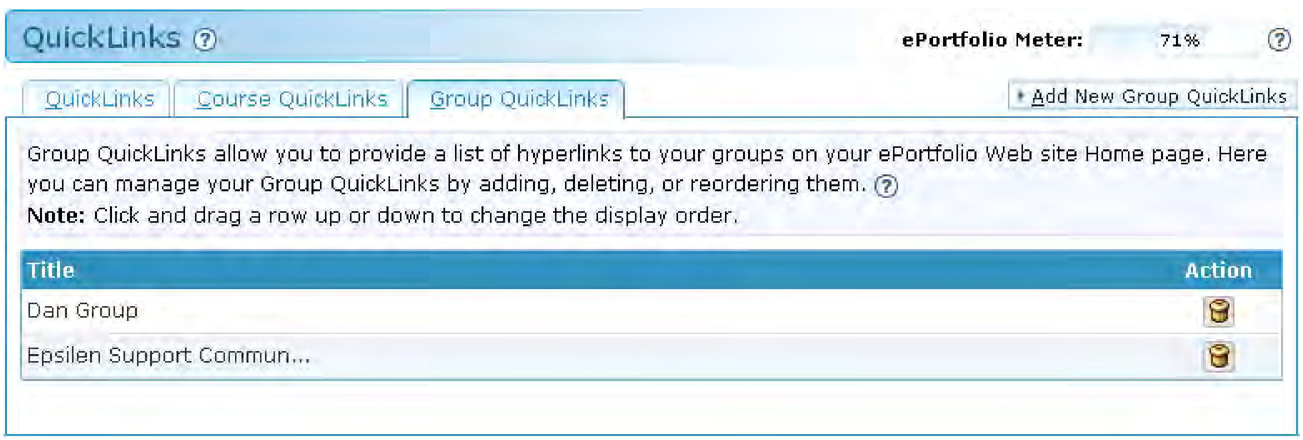


Figure 7

Adding Group QuickLinks

To Add Group QuickLinks

1. Click the **Add New Group QuickLinks** button
2. Check the box next to each group to be added to your Group QuickLinks
3. Click the **Add** button. You will be returned to the **Group QuickLinks** page where you will see new entries for your links.

The illustration below displays the Add Group QuickLink screen.

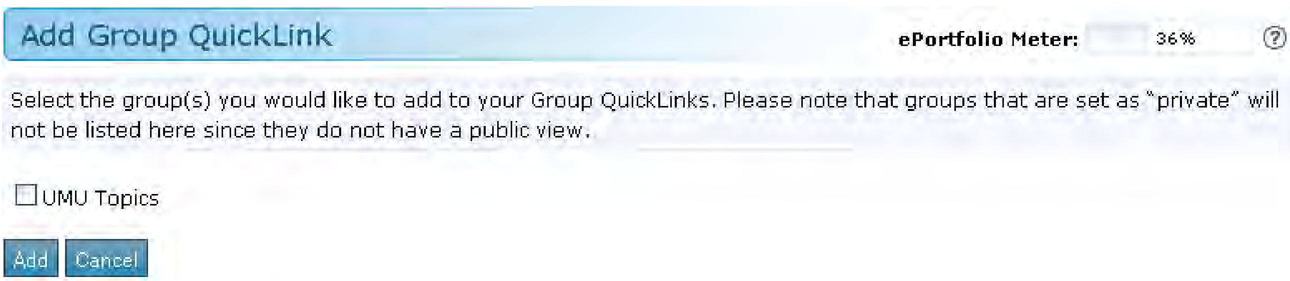


Figure 8

Resume

Description

Resume is the Epsilen tool where you can upload an existing resume or create a new resume by using the Resume Wizard Templates. You may limit access to visitors who may view your resume by setting Access Keys. Due to security settings, not all access keys are available for all users.

Purpose

The purpose of posting your resume on your Public ePortfolio is to gain global visibility as you search for a job or collaboration opportunity, yet limit access to view your resume to only those visitors you choose.

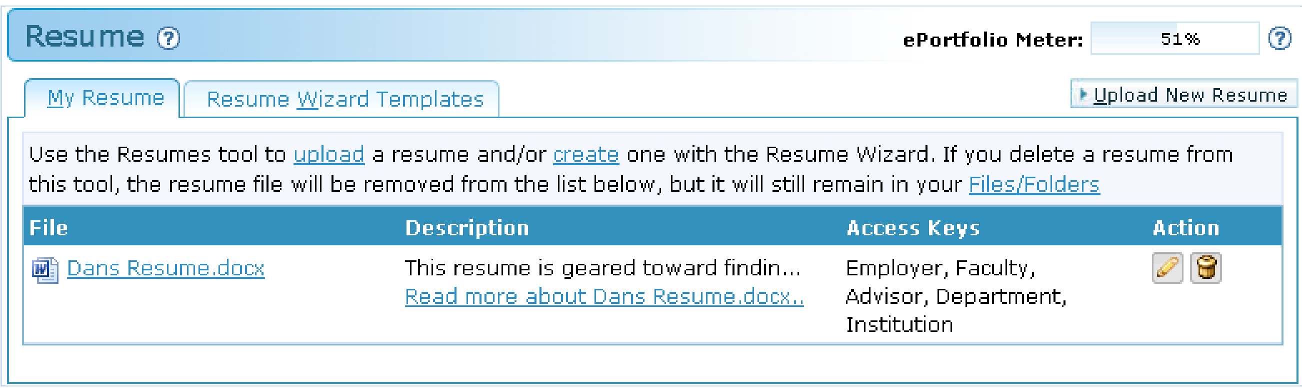


Figure 1

Definitions

Resume Wizard Templates allows you to save resume templates created with the Resume Wizard to modify existing resumes or to create new resumes.

Upload: Clicking the **Upload New Resume** button allows you to upload a file from your computer to Epsilen.

Create: Clicking the **Create New Resume** button allows you to create a new resume by using the Resume Wizard or by typing in your own resume content.

Edit: Clicking the button allows you to edit the selected resume.

Delete: Clicking the button allows you to delete the selected resume.

Uploading a New Resume

To Upload a New Resume

1. Click the **Upload New Resume** button
2. Complete the fields/choices as described in the following table:

Field	Function
Description	The description for this Resume will be used for management purposes for you to quickly reference the purpose of this Resume.
Resume File	Upload a new file from your computer, or select a file from your Files/Folders tool in Epsilen.
Resume Viewable By	Choose which Access Keys can view this particular Resume. Choosing "Public" will allow all visitors to your ePortfolio Web Site to see this Resume. Due to security settings, not all access keys are available for all users.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Resumes** page where you will see a new entry for your new Resume.

Figure 2 displays the Resume Details screen.

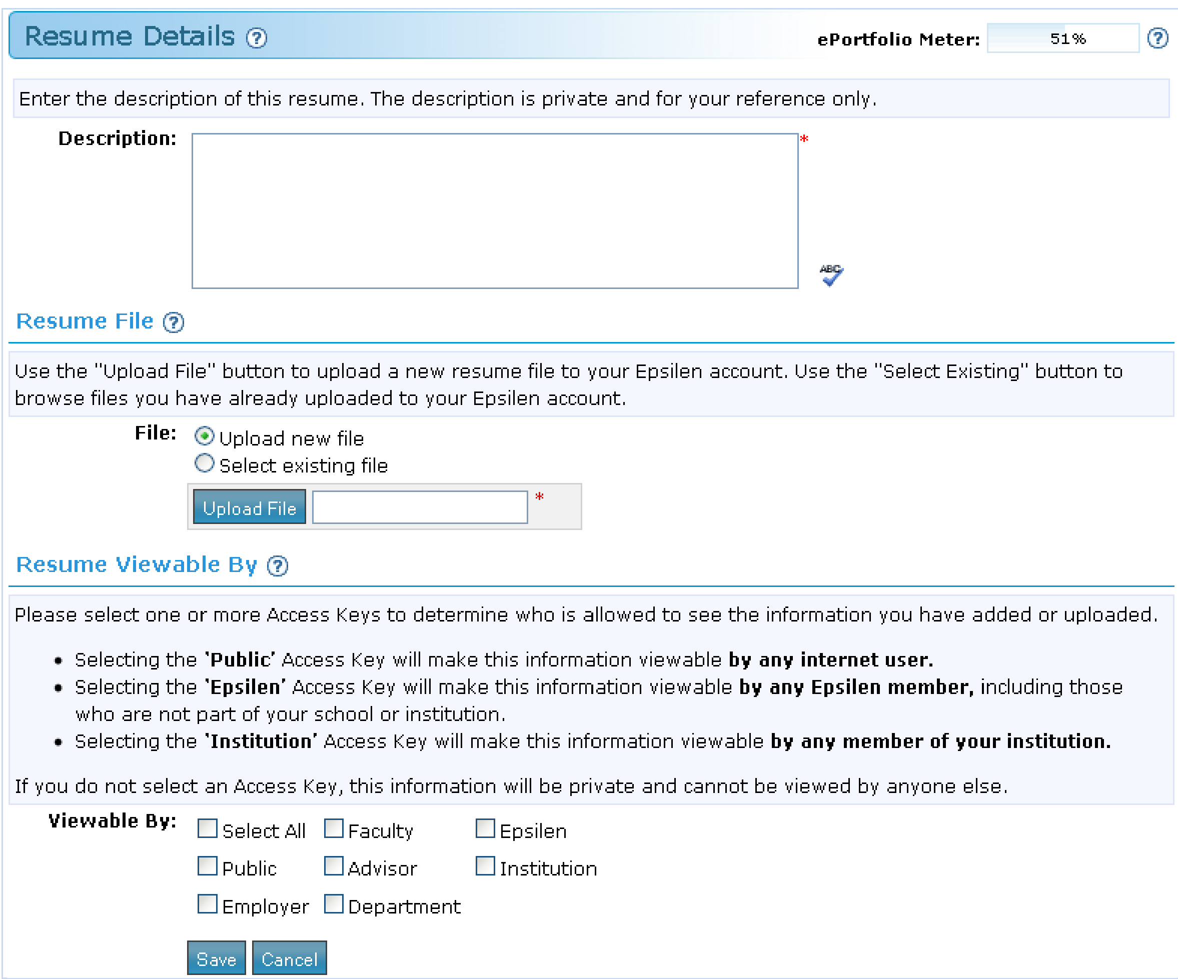


Figure 2

Creating a New Resume

To Create a New Resume

1. Click the **Create New Resume** button
2. Complete the fields/choices as described in the following table:

Field	Function
Title	The title for this Resume will be used for management purposes for you to quickly identify the Resume.
Description	The description for this Resume will be used for management purposes for you to quickly reference the purpose of this Resume.
Options	Choose "I want to use the Resume Wizard" to create your resume through a series of predefined steps, or "I want to type in my resume" to create your resume using a free-form HTML editor.

3. When you have finished filling out the information, click the **Continue** button. If you selected to use the Resume Wizard, you will be taken to the **Selected Categories** page to begin creating resume categories. If you selected to type in your resume, you will be taken to the **Add/Edit Resume** page to type in your resume content.

Figure 3 displays the Create Resume screen.

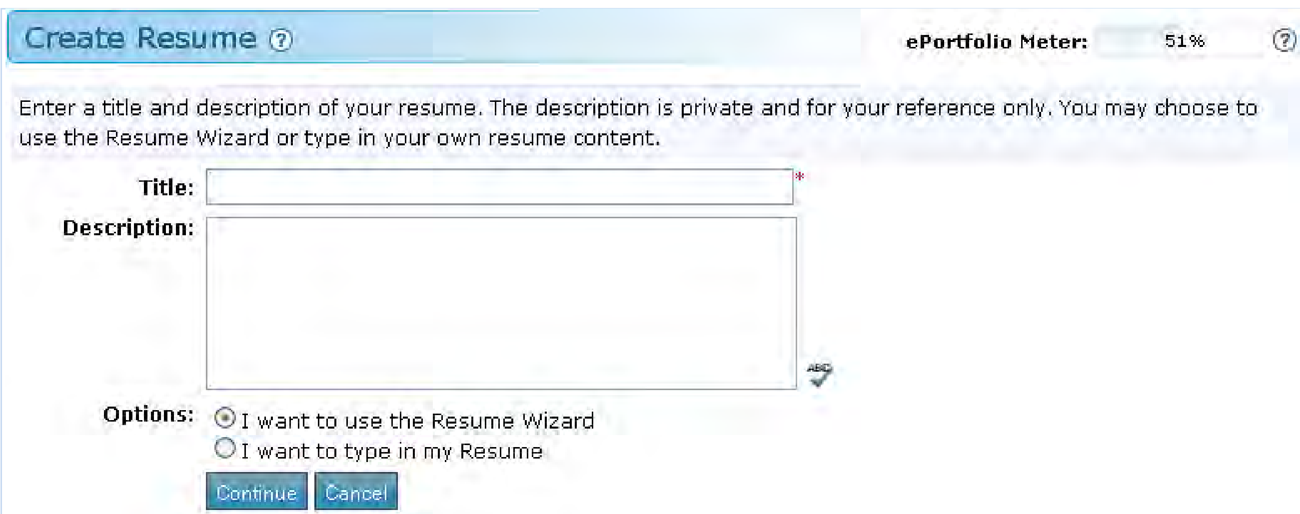


Figure 3

Using the Resume Wizard

Description

Resume Wizard is the Epsilen tool where you will follow guided steps in sequence to create a new resume. Once all steps are completed, a professionally structured resume will be generated and posted to your Public ePortfolio. You may limit access to visitors who may view your resume by setting Access Keys.

Purpose

The purpose of using the Resume Wizard is to easily create a new resume by following a prepared set of steps so you can be sure to include those items generally considered effective in building a persuasive resume.

Figure 4

Definitions

Add Category: Clicking the button allows you to select and add categories from a predefined list.

Edit: Clicking the button allows you to edit the selected category.

Delete: Clicking the button allows you to delete the selected category.

Resume Wizard: Adding a Category

To Add Categories to the Resume

1. Click the **Add Category** button
2. Complete the fields/choices as described in the following table:

Field	Function
Choose Category	A predefined list of categories is available for your selection.
Custom Title	The Custom Title will be used to display the resume category with a title of your choice instead of the predefined title.

3. Click the **Create** button to add the selected category to your resume
4. When you have finished filling out the information, click the **Create** button. You will remain on the **Add Categories** page and may repeat steps 2-3 for as many predefined categories as you would like.

Figure 5 displays the Add Categories screen.

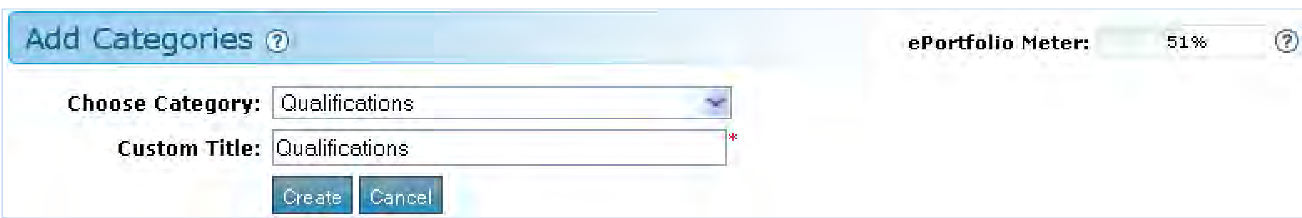


Figure 5

Resume Wizard: Editing a Category

To Edit a Category

1. Click the  button for a category
2. Complete the fields/choices as described in the following table for each predefined category:

Contact Information	
Field	**Function**
Name	Your name.
Address	Your street address.
City, State	Your City and State of residence.
Zip Code	Your zip code.
Home Phone	Your home phone number.
Cell Phone	Your cell phone number.
Fax Number	Your fax number.
Email Address	Your email address where you wish responses to be directed.
Web Address	The URL link to your personal Web site, if you have one.

Objective	
Field	**Function**
Content	Detail briefly the goals and parameters of your search by including what position you are seeking and what qualifications you offer.

Work History	
Field	**Function**
Company	Name of company where you worked.
Web Address	The URL link to the company where you worked.
City, State	The city and state where company is located.
Employment Dates	Start and end dates of your employment with company.
Position Title	Title(s) you held with company.
Duty	Duties you performed while working for company.

Education	
Field	**Function**
Institution	Name of school.
Web Address	The URL link to the school you attended.
Department	The department within the school you attended.
City, State	City and State where school is located.
Date Received	Date when you received your diploma upon graduation.
Degree Name	Degree (e.g., Bachelor of Science, Bachelor of Arts, Master of Arts, etc.)
Major Discipline	Your study major within the department at the school you attended.
Minor Discipline	Study minor, if applicable.
GPA	Grade point average.
Other Notes	List other highlights of your education which may be of interest to prospective employers, such as participation in a club within your field.

Qualifications	
Field	**Function**
Content	Detail the qualifications you offer as a result of your education, work history, and life skills.

Awards	
Field	**Function**
Award	Title of award.
Organization	Organization that authorizes/presents award.
Date Received	Date you received award.

Publications	
Field	**Function**
Choose a Type	Type of publication (e.g., magazine article, book, white paper, etc.).
Authors	List all authors or co-authors.
Book Title	Title of book.
Edition Number	Edition number of book.

Years Published	Publication dates of book.
Publisher	Publisher name.
Edition Number	Edition number of book.

Presentations	
Field	**Function**
Authors	List all authors or co-authors.
Title	Title of presentation.
Title Web Address	URL link to presentation.
Meeting Name	Name of meeting where presentation was made.
Meeting Web Address	URL link to meeting information.
Venue	Location (e.g., hotel, convention center, school, etc.), city, and state where presentation was made.
Dates	Date(s) of presentation.

Patents	
Field	**Function**
Title	Title of patent held.
Country Issued	Country that issued the patent.
Number	Number assigned to patent.
Co-Inventors	Co-inventors named upon issuance of patent.

Memberships	
Field	**Function**
Position	Position held within organization.
Organization	Name of organization.
Abbreviation	Acronym or abbreviation associated with organization.
Dates	Begin and end dates of membership.

Community Service	
Field	**Function**
Position	Position held when providing community service.
Organization	Name of organization that you provided community service.
Dates	Begin and end date of community service.
Details	Services provided to community.

Consulting Experience	
Field	**Function**
Organization	Organization to which you provided consulting services/experience.
Address	Address of organization.
Dates	Begin and end dates of consulting services/experience.
Details	Services provided to organization.

Professional Registration	
Field	**Function**
Certification	Certification attained.
State Issued	State where certification was issued.
Original Issue Date	Date of original certification.
Registration Number	Registration number of certification.

Teaching Assignments	
Field	**Function**
Course	Title(s) of course(s) taught.
Number	Number(s) assigned to course(s) taught.
Dates	Begin and end date of course(s) taught.
Other Details	List any other pertinent information related to teaching assignments.

Academic Appointments	
Field	**Function**
Position	Title of appointment granted by academic institution.
Institution	Name of academic institution.
City, State	City and State where academic institution is located.
Dates	Begin and end dates of academic appointment.

Grants and Fellowships	
Field	**Function**
Project Title	Title of grant or fellowship project.
Sponsor	Sponsor of grant or fellowship project.
Role Played	Role title of position played within grant or fellowship project.
Total $ Amount	Total amount of sponsorship.
$ Amount Allocated	Amount allocated to grant or fellowship project.
Duration	Begin and end date of grant or fellowship project.

Relevant Experience	
Field	**Function**
Experience Title	Title held in related or relevant experience.
Detail	List skills or knowledge gained in related or relevant experience.

References	
Field	**Function**
Reference Name	Name of reference person.
Title	Title of reference person.
Company	Name of company where reference person works.
Address	Street address of reference person.
City & State	City and State of reference person's address.
Zip Code	Zip code of reference person's address.

Email Address	Email address of reference person.
Phone Number	Phone number of reference person.
Other Details	List any other pertinent information related to reference person, such as what attributes he/she may be able to tell or confirm about you.

3. When you have finished filling out the information, click the **Save** button. You will remain on the same page with options to edit the previous category, the next category or view the full list of selected categories for the resume.
4. Click the **Previous** to edit the preceding category, or click the **Next** button to edit the following category, or click **Categories** to return to the Selected Categories page.

Figure 6 displays an example of an Edit Category screen.

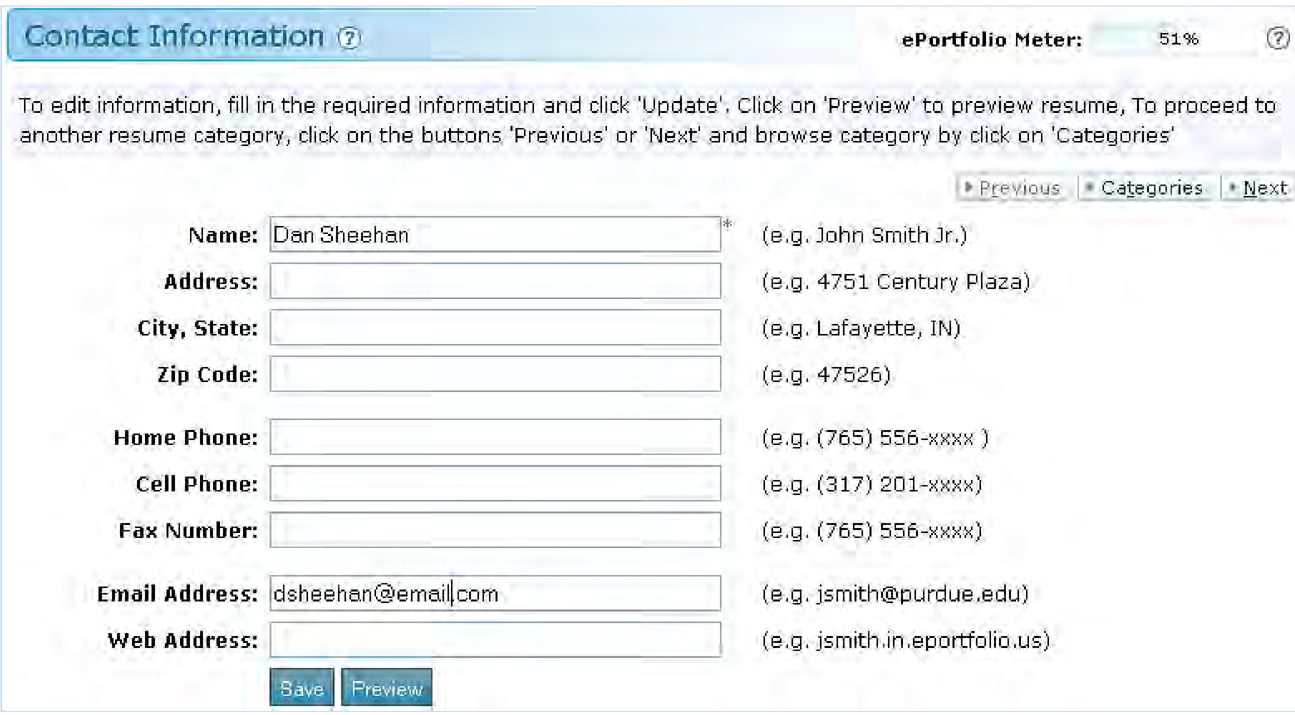


Figure 6

Resume Wizard: Choose a Layout

To Choose a Layout for the Resume

1. Click the **Continue** button from the **Selected Categories** page
2. Complete the fields/choices as described in the following table:

Field	Function
Template	Choose a template.
Edit Resume	Edit your resume.

3. When you have finished filling out the information, click the **Continue** button. You will be taken to the **Save File As** page to save your Resume.

Figure 7 displays the Choose Layout screen.

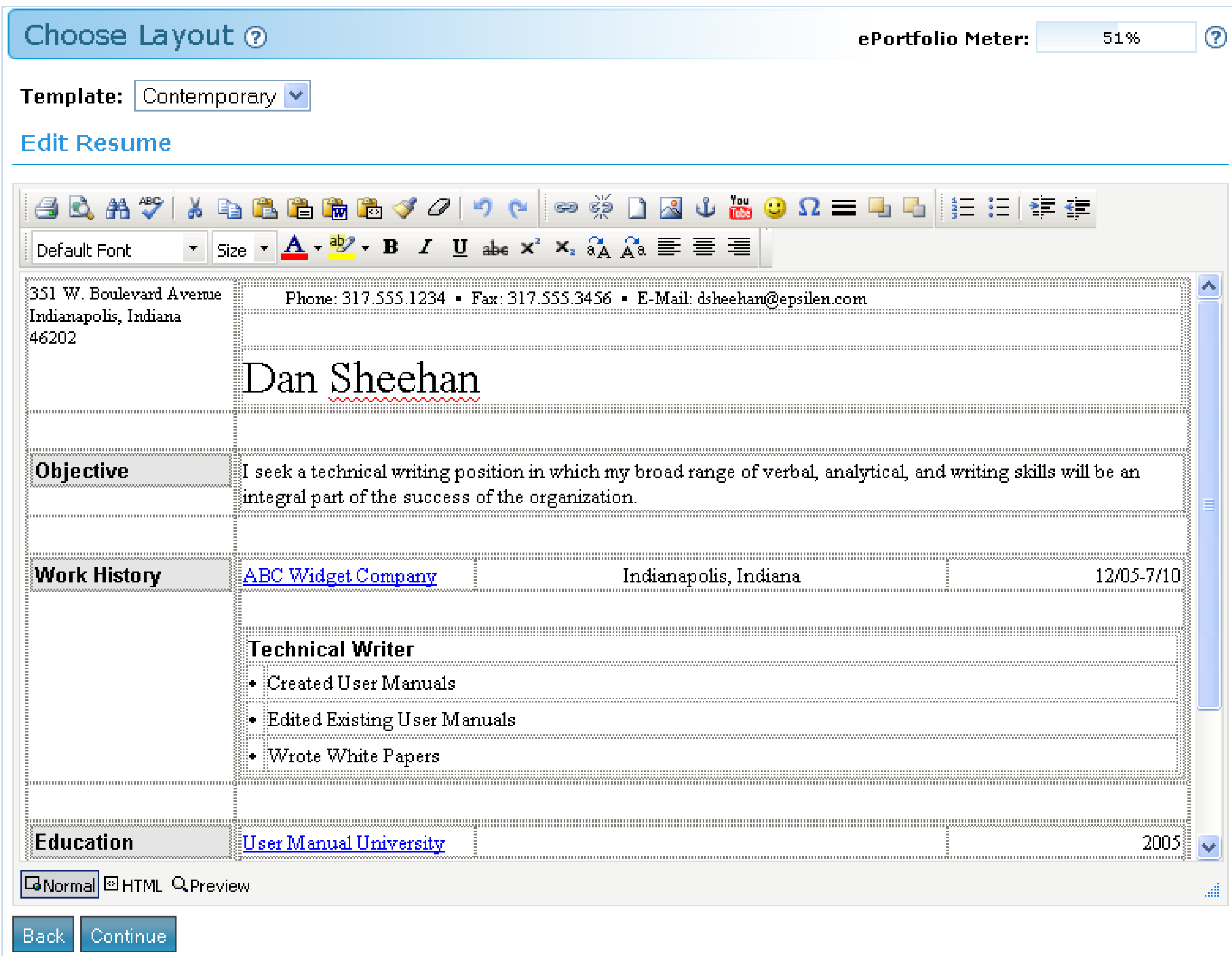


Figure 7

Typing In a Resume

To Type In a Resume

1. Complete the fields/choices as described in the following table:

Field	Function
File Name	The File Name is read-only and generated from the Title field you entered on the Create New Resume page.
Description	The description for this Resume will be used for management purposes for you to quickly reference the purpose of this Resume.
Resume Body	Type in or copy the content of your Resume.

2. When you have finished filling out the information, click the **Continue** button. You will be taken to the **Save File As** page to save your resume.

Figure 8 displays the Add/Edit Resume screen.

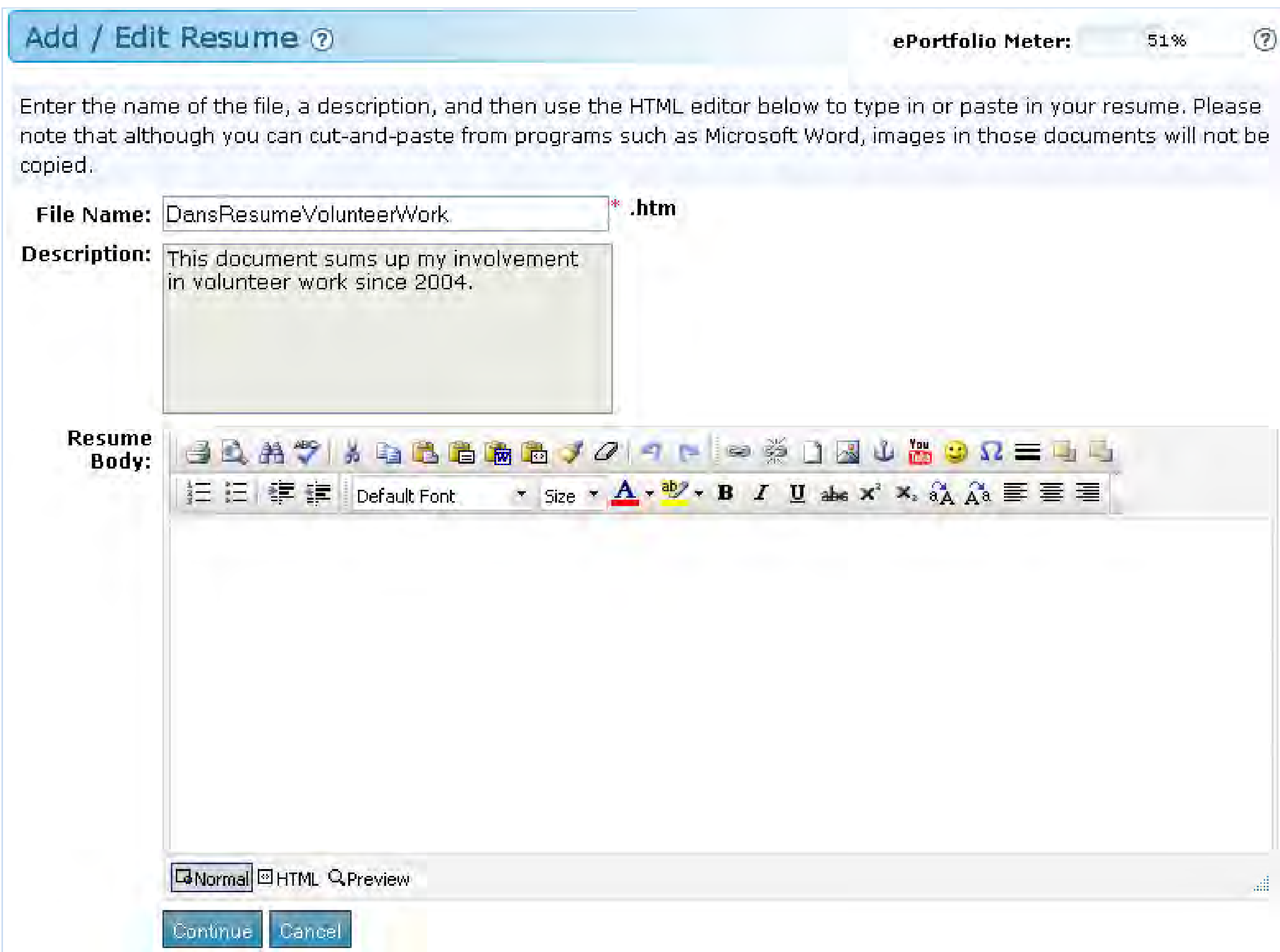


Figure 8

Saving a Resume as a File

To Save a Resume as a File

1. On the **Save File As** page, Complete the fields/choices as described in the following table:

Field	Function
File Name	Title of file.
Folder Name	Name of folder.
Viewable By	Select Access Keys for those you wish to view file.

2. When all necessary information is present, click **Save**. If another resume already has a particular Access Key assigned to it, and you specified the same Access Key for this resume, you will be taken to the **Change Resume for Access Key** page to confirm the change. Otherwise, you will be taken to the **Resume page** where you will see a new entry for your resume.

Figure 9 displays the Save File As screen.

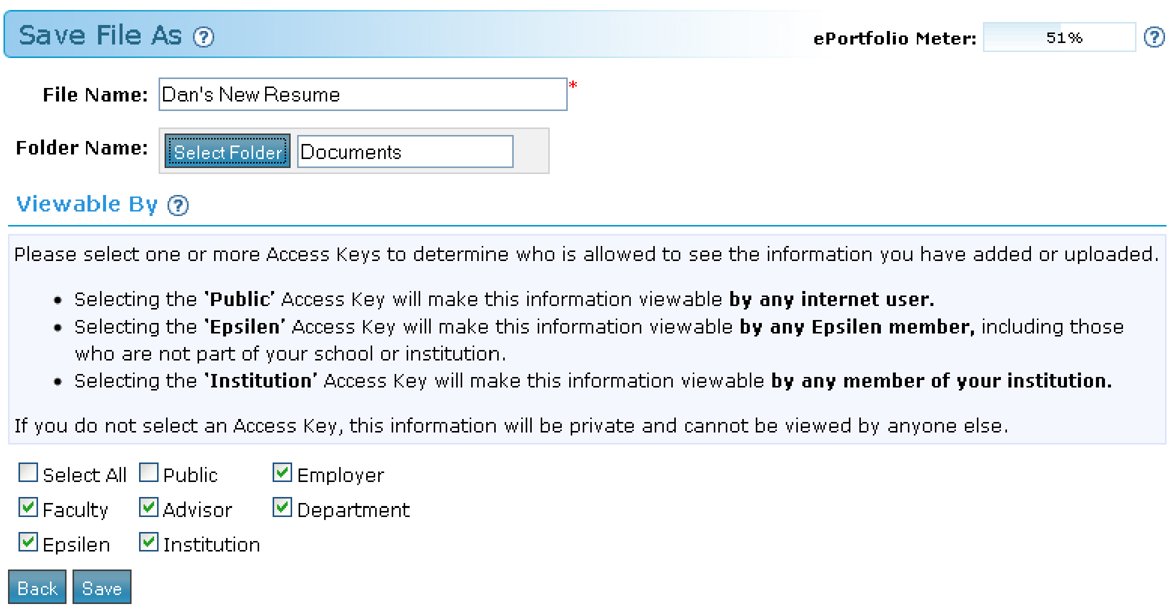


Figure 9

Note: Due to security settings, not all access keys are available for all users.

Figure 10 displays the Change Resume for Access Key screen.

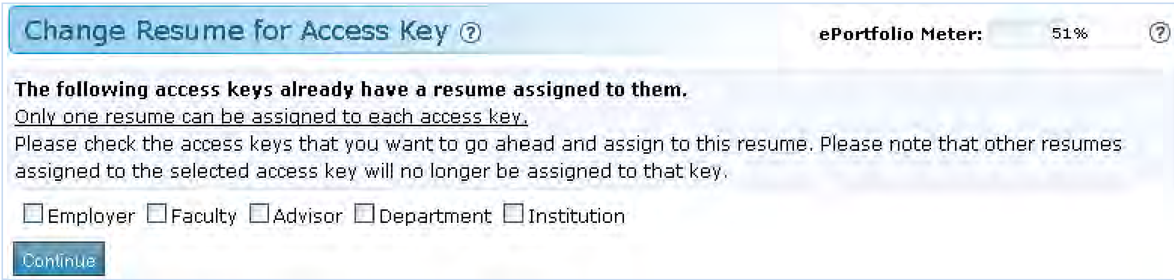


Figure 10

Not all access keys are available for all users, and some users are unable to share resumes publicly for security reasons. In such cases, a user may still save the resume he or she has created in Files/ Folders. The user will see the following on the Save File As page:

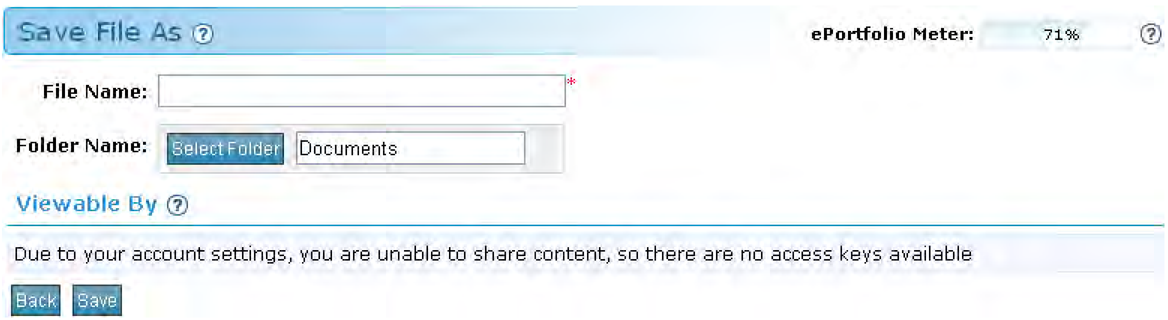


Figure 11

Showcase

Description

The **Showcase** tool is used to customize a display of files, images, or links you wish to highlight on your Epsilen ePortfolio.

Purpose

By displaying Showcase items, you can offer proof of your abilities and accomplishments, or you can share personal files. Select Access Keys to grant visibility of your Showcase items to designated visitors to your ePortfolio site. Due to security settings, not all access keys are available for all users.

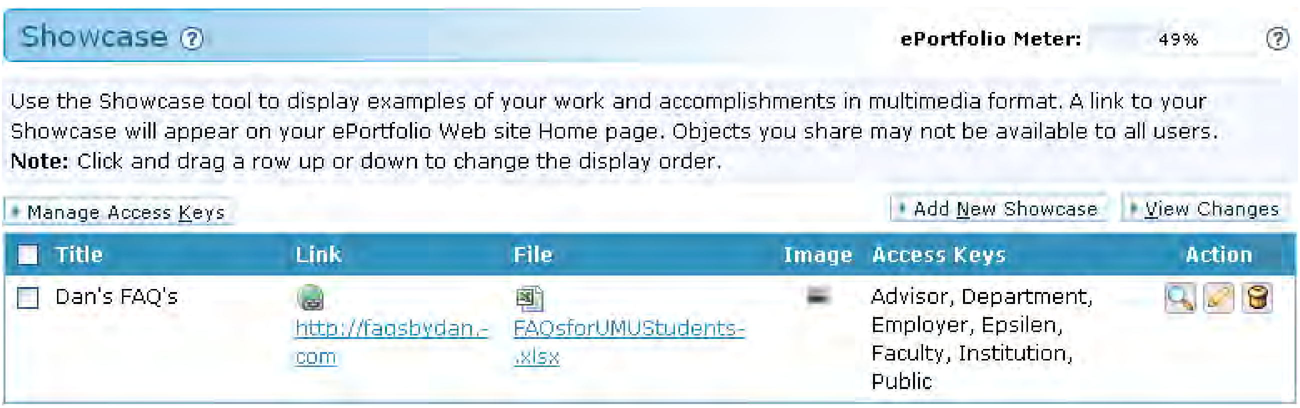


Figure 1

Definitions

Manage Access Keys opens the "Manage Access Key" popup page which allows you to quickly assign Access Key permissions for multiple or all of your Showcase items.

Add New Showcase allows you to add a new showcase item to your Public ePortfolio.

View Changes allows you to view the display of your Showcase for each Access Key.

Download File: Clicking the file name link for a Showcase item with a file included allows you to download and open/save the file on your computer.

Download Picture: Clicking the button for a Showcase item with a picture included allows you to download and open/save the picture on your computer.

View: Clicking the button allows you to view a Showcase item as it will display on your Public ePortfolio.

Edit: Clicking the button allows you to edit a Showcase item.

Delete: Clicking the button allows you to delete a Showcase item.

Adding a New Showcase Item

To Add a New Showcase Item

1. Click the **Add New Showcase** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter a title for your new Showcase item.
Description/Reflection	Describe what the new Showcase item is and reflect on what you learned as you created it, why you chose it as a Showcase item, or what it means to you.
Type	Enter the media type; e.g., a Word document, a picture, etc.
Instructions	If necessary, provide instructions on how to open or view the Showcase item.
Web Address	Provide the Web address (URL) for the Showcase item.
Date	Enter today's date.
Add a Picture	Upload a new picture or select an existing picture from your Files/Folders.
Add a File	Upload a new file or select an existing file from your Files/Folders.
Viewable By	Select Access Keys to grant permission to designated visitors to your site to access and view the Showcase item. Due to security settings, not all access keys are available for all users.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Showcase** page where you will see a new entry for your showcase item.

The illustration below displays the **Add Showcase** screen.

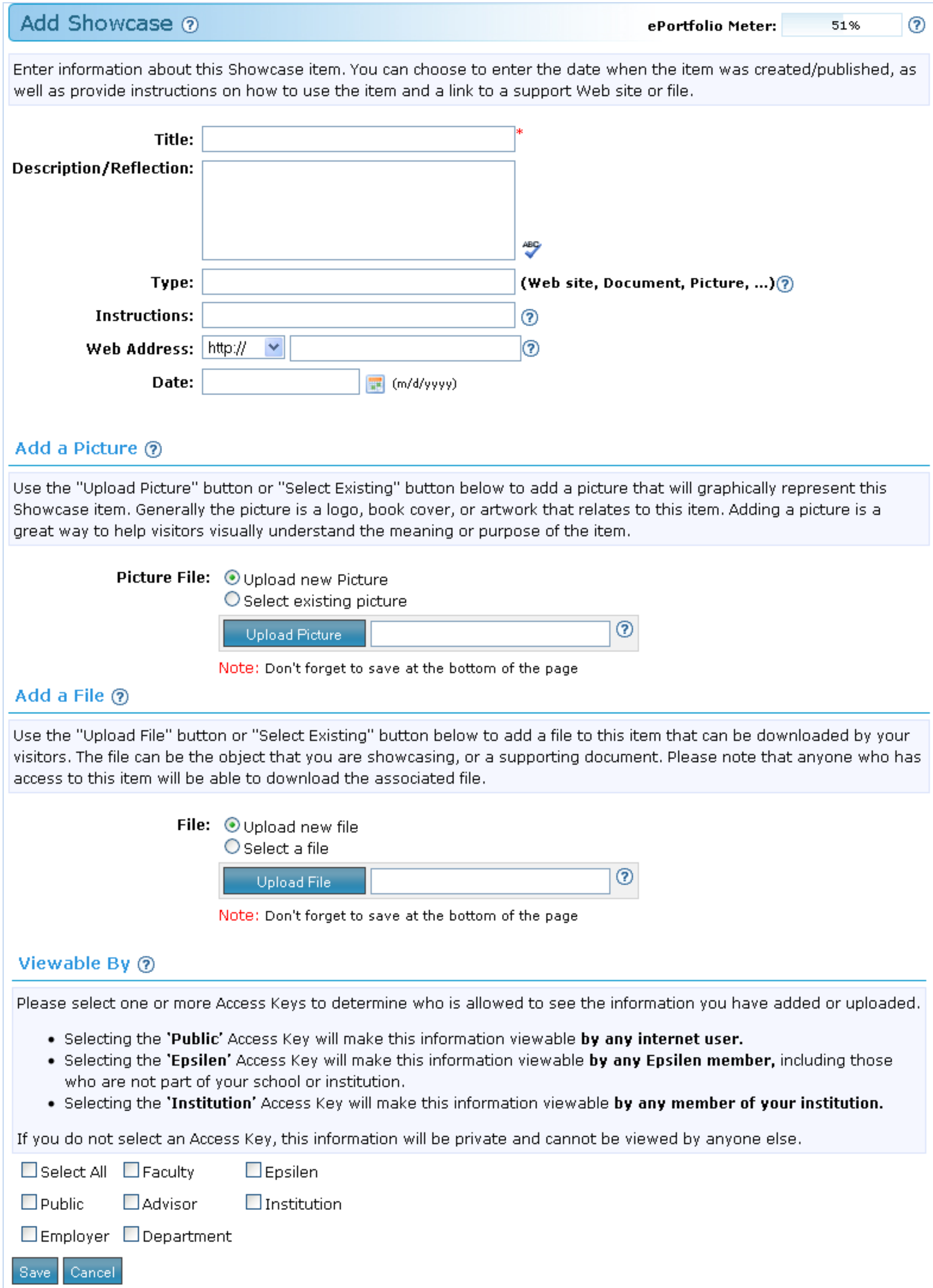


Figure 2

Editing a New Showcase Item

To Edit a Showcase Item

1. Click the button for a Showcase item.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Edit the title for your Showcase item.
Description/Reflection	Edit what the Showcase item is and reflect on what you learned as you created it, why you chose it as a Showcase item, or what it means to you.
Type	Edit the media type; e.g., a Word document, a picture, etc.
Instructions	If necessary, edit the instructions on how to open or view the Showcase item.
Web Address	Edit the Web address (URL) for the Showcase item.
Date	Edit the date for this Showcase item.
Add a Picture	Upload a new picture or select an existing picture from your Files/Folders.
Add a File	Upload a new file or select an existing file from your Files/Folders.
Viewable By	Select or edit Access Keys to grant permission to designated visitors to your site to access and view the Showcase item. Due to security settings, not all access keys are available for all users.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Showcase** page where you will see a modified entry for your showcase item.

The illustration below displays the **Edit Showcase** screen.

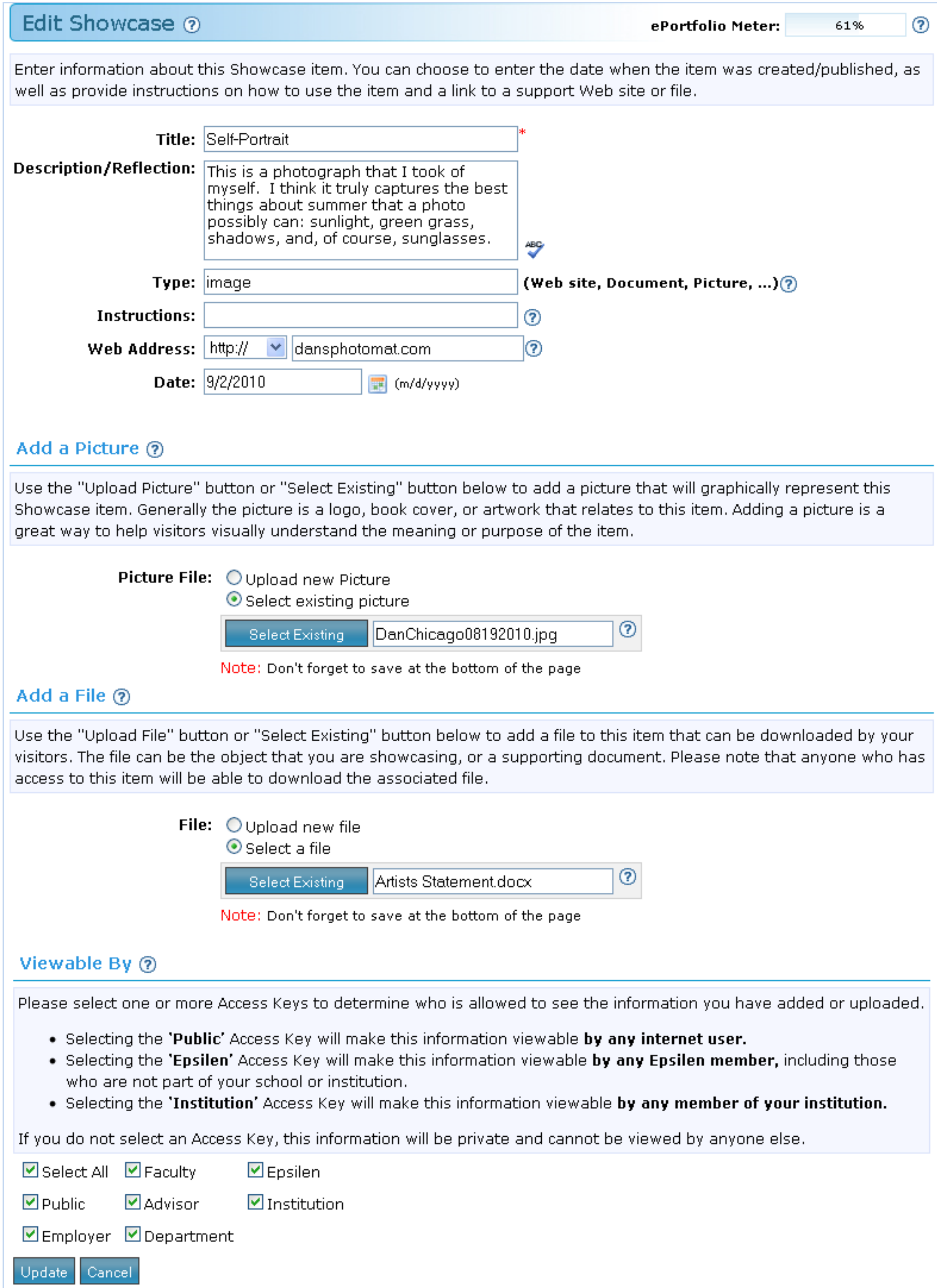


Figure 3

Managing Access Keys

To assign Access Keys for multiple Showcase items

1. Check the box next to one or more Showcase item.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page.
3. Check the Access Keys to assign for the selected Showcase items.
4. Click the **Assign** button. You will be returned to the **Showcase** page where you will see modified entries for your showcase items.

To remove Access Keys for multiple Showcase items

1. Check the box next to one or more Showcase items.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page.
3. Check the Access Keys to remove for the selected Showcase items.
4. Click the **Remove** button. You will be returned to the **Showcase** page where you will see modified entries for your Showcase items.

The illustration below displays the **Manage Access Key** screen.

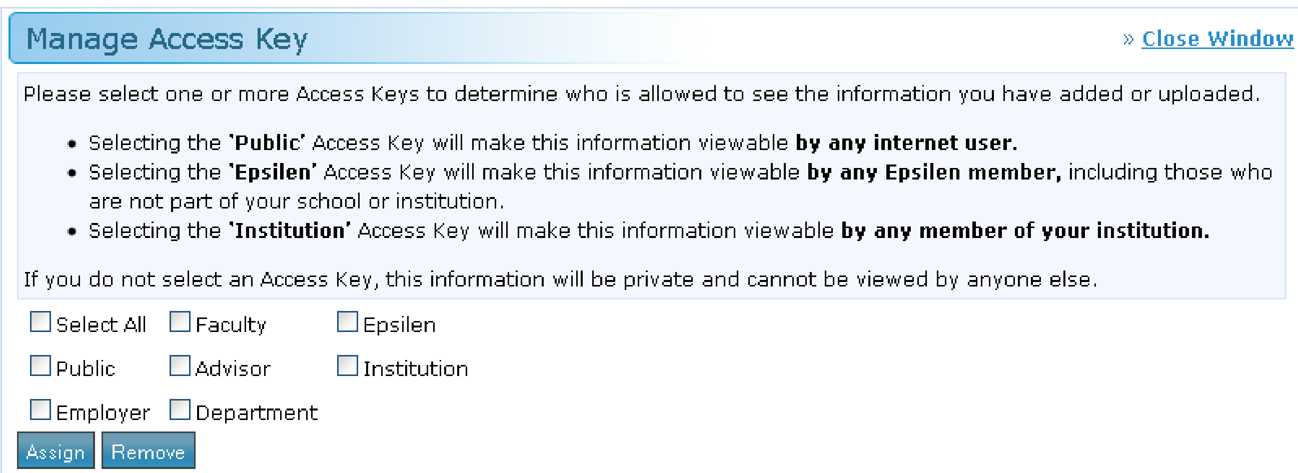


Figure 4

Due to security settings, not all access keys are available for all users. Users who are not permitted to share Showcase items will see the following in the Viewable By section:

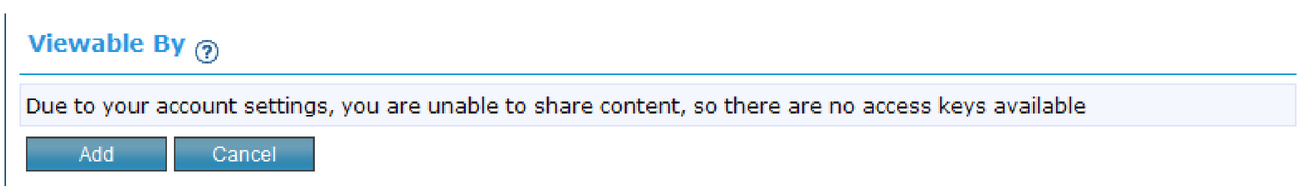


Figure 5

Viewing Changes

To View Changes

1. Click the **View Changes** button.
2. Select an Access Key from the list of your Access Keys. You will see your Showcase items which have been assigned permission for that Access Key.

The illustration below displays the **View Changes** screen.

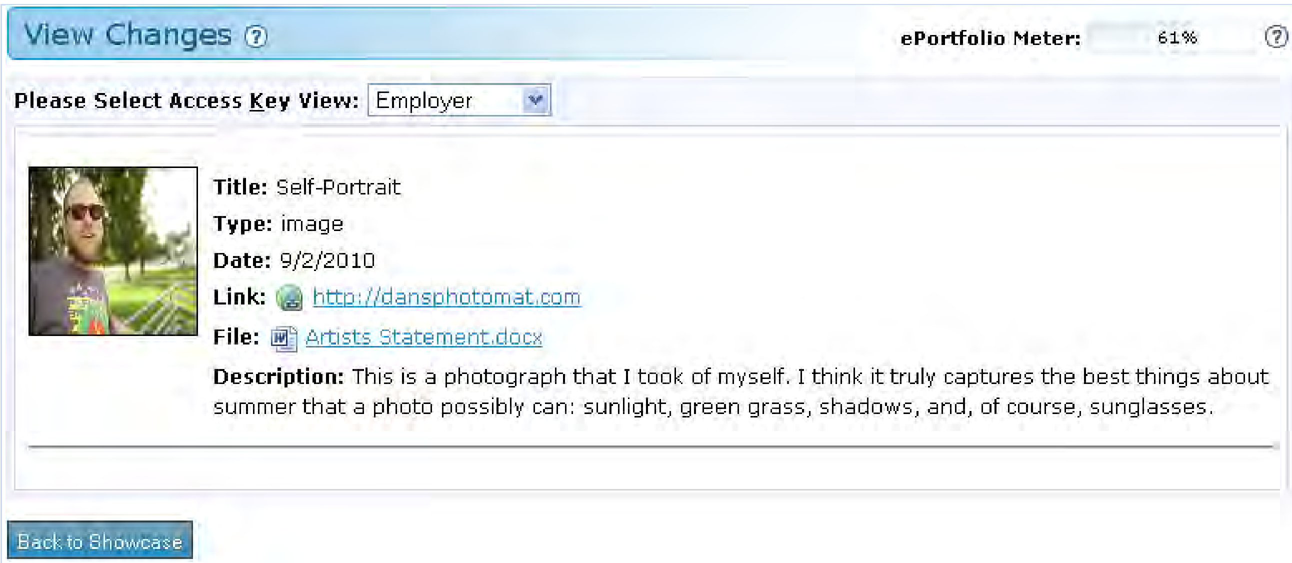


Figure 6

Note: The View Changes button will not show for users who cannot use Access Keys.

Certifications

Description

The Certifications tool is a venue where Epsilen members can post academic, personal, and professional credentials to be viewed by other Epsilen members. Access to these credentials is managed by the member who posts them.

Purpose

Certifications exhibit academic or public achievements to facilitate networking and collaboration with Epsilen members who have similar interests and/or credentials. Degrees, diplomas, or any other documented credential should be added here. Specify Access Keys to control who may view each Certification. Due to security settings, not all access keys are available for all users.

Figure 1

Definitions

The **Manage Access Keys** button opens the "Manage Access Key" popup window, in which permissions for one or more Certifications can be set.

The **Add New Certification** button is used to add new Certification material to a public ePortfolio page.

The **View Changes** button is used to view how Certifications display to other members for each Access Key.

Download Certification File: Click a filename in the File column of a Certification to download a file and open/save it locally.

Download Certification Picture: Click the Image icon in the Image column to download a picture and open/save it locally.

View: Click the View icon to view a Certification as it will appear on a public ePortfolio.

Edit: Click the Edit icon to edit a Certification.

Delete: Click the Delete icon to delete a Certification.

Adding a New Certification

To add a new Certification:

1. Click the **Add New Certification** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	The title identifies the Certification.
Description/Reflection	Add a meaningful description to explain the Certification and its implications if necessary.
Type	Specify what the Certification object is: website, document, picture, etc.
Instructions	If special instructions are needed for visitors, list them here. (e.g. "Visit this webpage to view this Certification.")
Link Web Address	Add a web address (URL) for visitors to view more information about a Certification.
Date	Enter the date the Certification was received.
Add a Picture	Upload a new picture or select an existing picture from Files/Folders to associate with the Certification.
Add a File	Upload a new file or select an existing file from Files/Folders to associate with the Certification.
Viewable By	Assign Access Key permissions for the Certification. Select 'Public' to make it visible to all ePortfolio visitors. Due to security settings, not all access keys are available for all users.

3. When all necessary information is present, click the **Save** button to return to the Certifications page. A new entry for the Certification will be shown there.

The illustration below displays the Add Certification page.

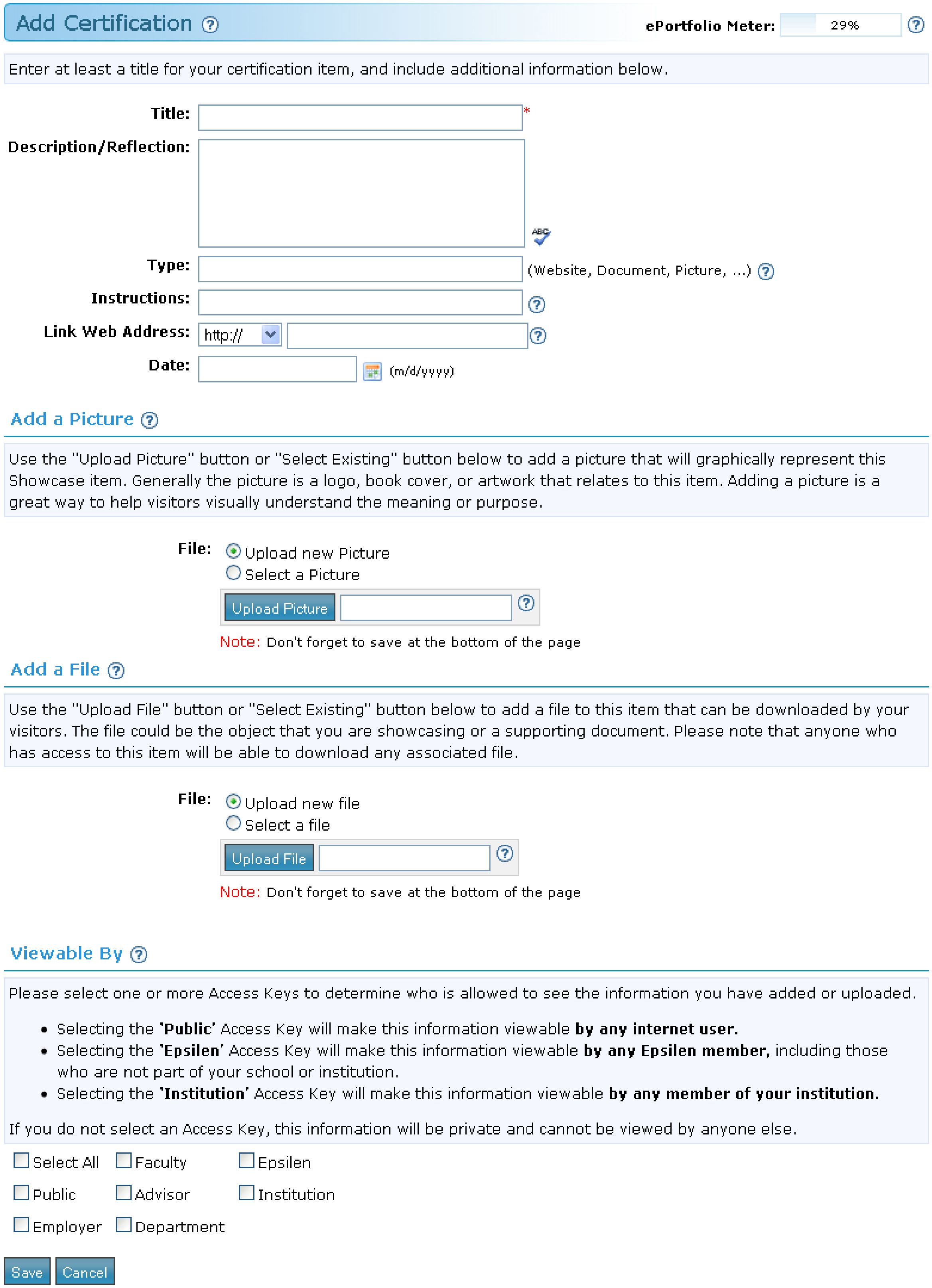


Figure 2

Editing a Certification

To edit a Certification:

1. Click the Edit icon in the Action column next to the Certification to be edited.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	The title identifies the Certification.
Description/Reflection	Add a meaningful description to explain the Certification and its implications if necessary.
Type	Specify what the Certification object is: website, document, picture, etc.
Instructions	If special instructions are needed for visitors, list them here. (e.g. "Visit this webpage to view this Certification.")
Link Web Address	Add a web address (URL) for visitors to view more information about a Certification.
Date	Enter the date the Certification was received.
Add a Picture	Upload a new picture or select an existing picture from Files/Folders to associate with the Certification.
Add a File	Upload a new file or select an existing file from Files/Folders to associate with the Certification.
Viewable By	Assign Access Key permissions for the Certification. Select 'Public' to make it visible to all ePortfolio visitors. Due to security settings, not all access keys are available for all users.

3. When all necessary information is present, click the **Update** button to return to the Certifications page. A modified entry for the Certification will be shown there.

The illustration below displays the **Edit Certification** screen.

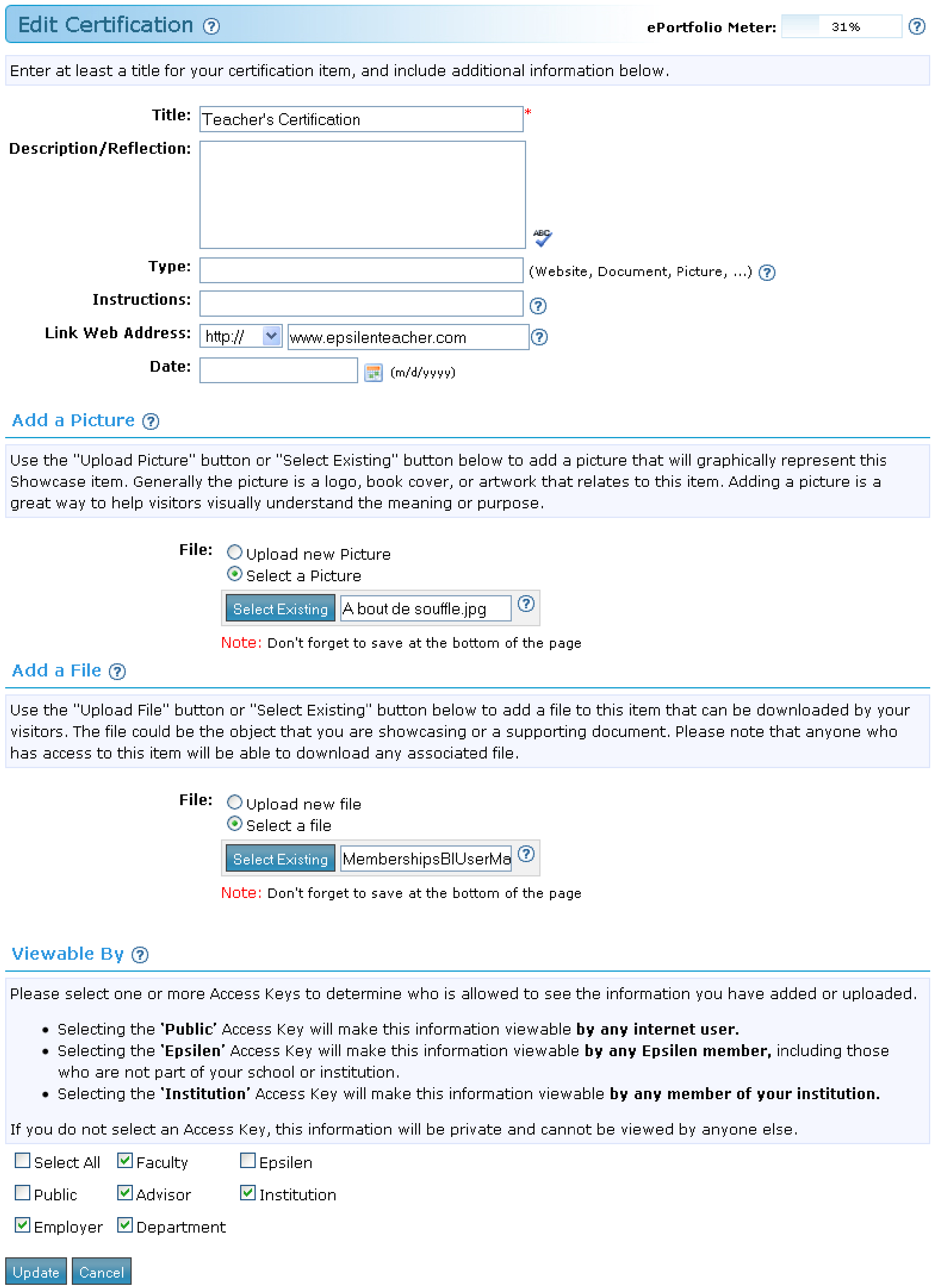


Figure 3

Managing Access Keys

To assign Access Keys to one or more Certifications:

1. Click the checkbox next to one or more Certifications.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup window.
3. Click the checkbox next to the desired Access Key(s) to assign for the selected Certification(s).
4. Click the **Assign** button. The popup window will close and the Certifications page will display with modified entries in the Access Keys column of the selected Certification(s).

To remove Access Keys from one or more Certifications:

1. Click the checkbox next to one or more Certifications.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup window.
3. Click the checkbox next to the desired Access Key(s) to remove for the selected Certification(s).
4. Click the **Remove** button. The popup window will close and the Certifications page will display with modified entries in the Access Keys column of the selected Certification(s).

The illustration below displays the **Manage Access Key** popup window.

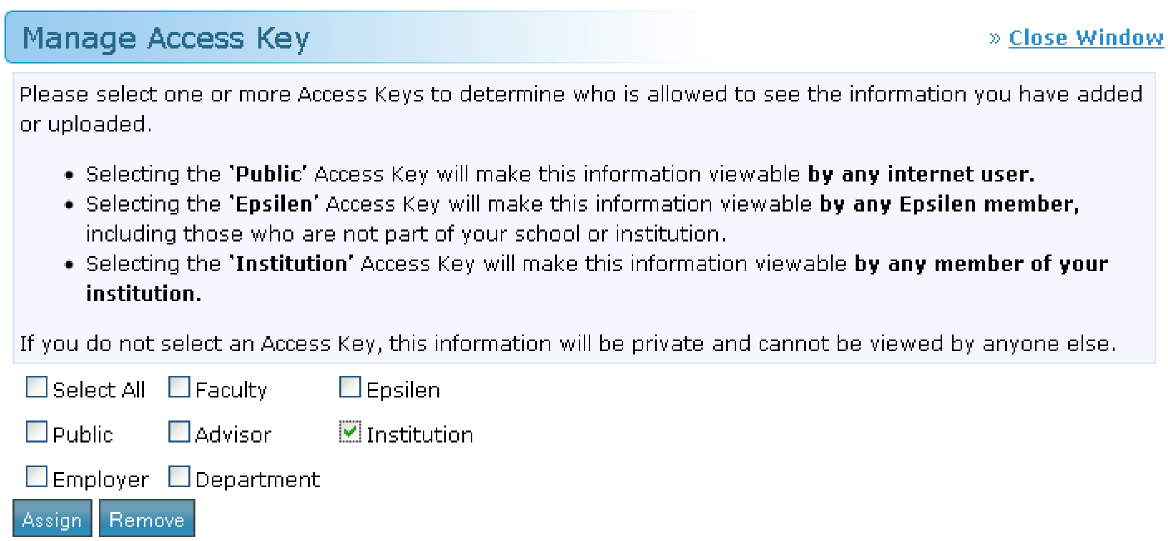


Figure 4

Due to security settings, not all access keys are available for all users. Users who are not permitted to share Certifications will see the following in the Viewable By section:

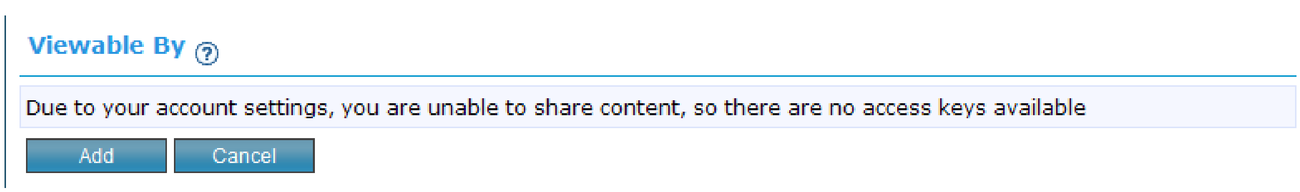


Figure 5

Viewing Changes

To view changes:

1. Click the **View Changes** button on the Certifications page.
2. Select an Access Key from the dropdown menu. Each Certification that has been assigned permission for that Access Key will display in the fashion shown in Figure 5.

The illustration below displays the **View Changes** screen.

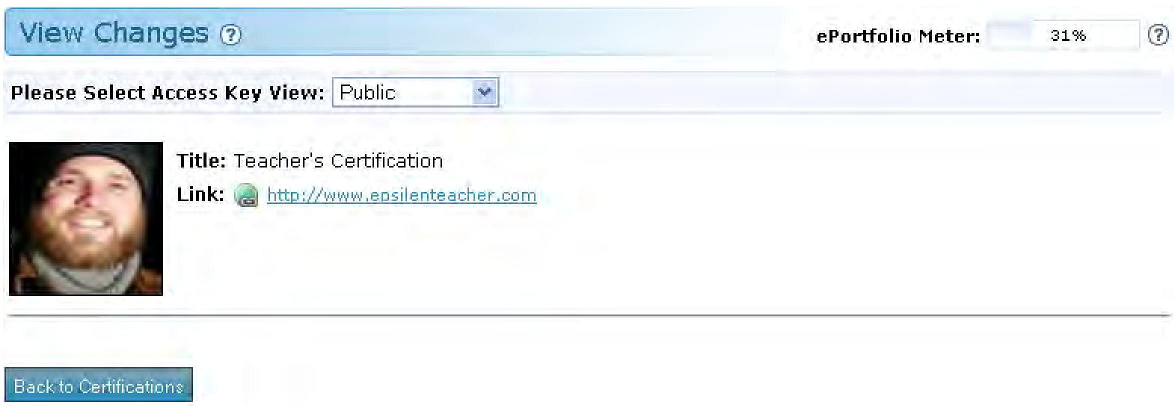


Figure 6

Note: The View Changes button will not show for users who cannot use Access Keys.

Publications

Description

The **Publications** tool allows you to create and manage a list of your publications, such as magazine articles, books, white papers, dissertations, or any other work certified as your own. Select Access Keys to control who may view your publications. Due to security settings, not all access keys are available for all users.

Purpose

By posting your Publications, you can exhibit your accomplishments and expertise in any particular field, as well as demonstrate your analytical skills and writing talent.

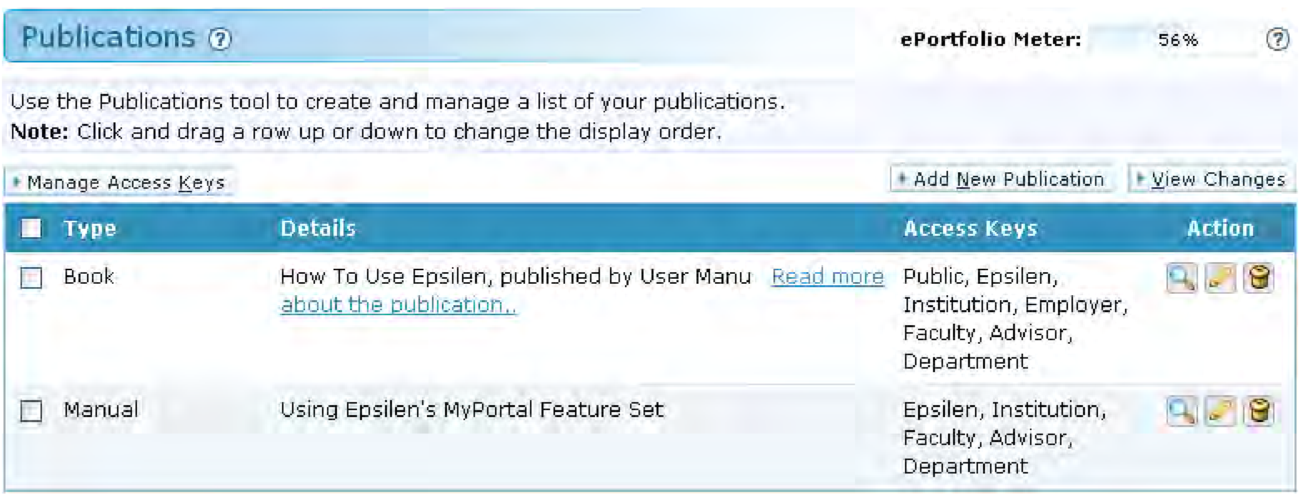


Figure 1

Definitions

Manage Access Keys opens the "Manage Access Key" popup page which allows you to quickly assign Access Key permissions for multiple or all of your Publications.

Add New Publication allows you to add a new Publication to your Public ePortfolio.

View Changes allows you to view the display of your Publications for each Access Key.

Read More: Clicking the **Read more about …** link allows you to read a full description of a Publication.

View: Clicking the button allows you to view a Publication as it will appear on your Public ePortfolio.

Edit: Clicking the button allows you to edit a Publication.

Delete: Clicking the button allows you to delete a Publication.

Adding a New Publication

To Add a New Publications

1. Click the **Add New Publication** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Type	Select which type of Publication you are adding, such as a Book, Documentary, Editorial, Essay, Magazine Article, and many more.
Details	Enter a meaningful description/explanation of the Publication. See "Using the HTML Editor."
Viewable By	Assign Access Key permissions to your Publication, or select Public to make it visible to all visitors to your Public ePortfolio. Due to security settings, not all access keys are available for all users.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Publications** page where you will see a new entry for your new publication.

The illustration below displays the **Add Publication** screen.

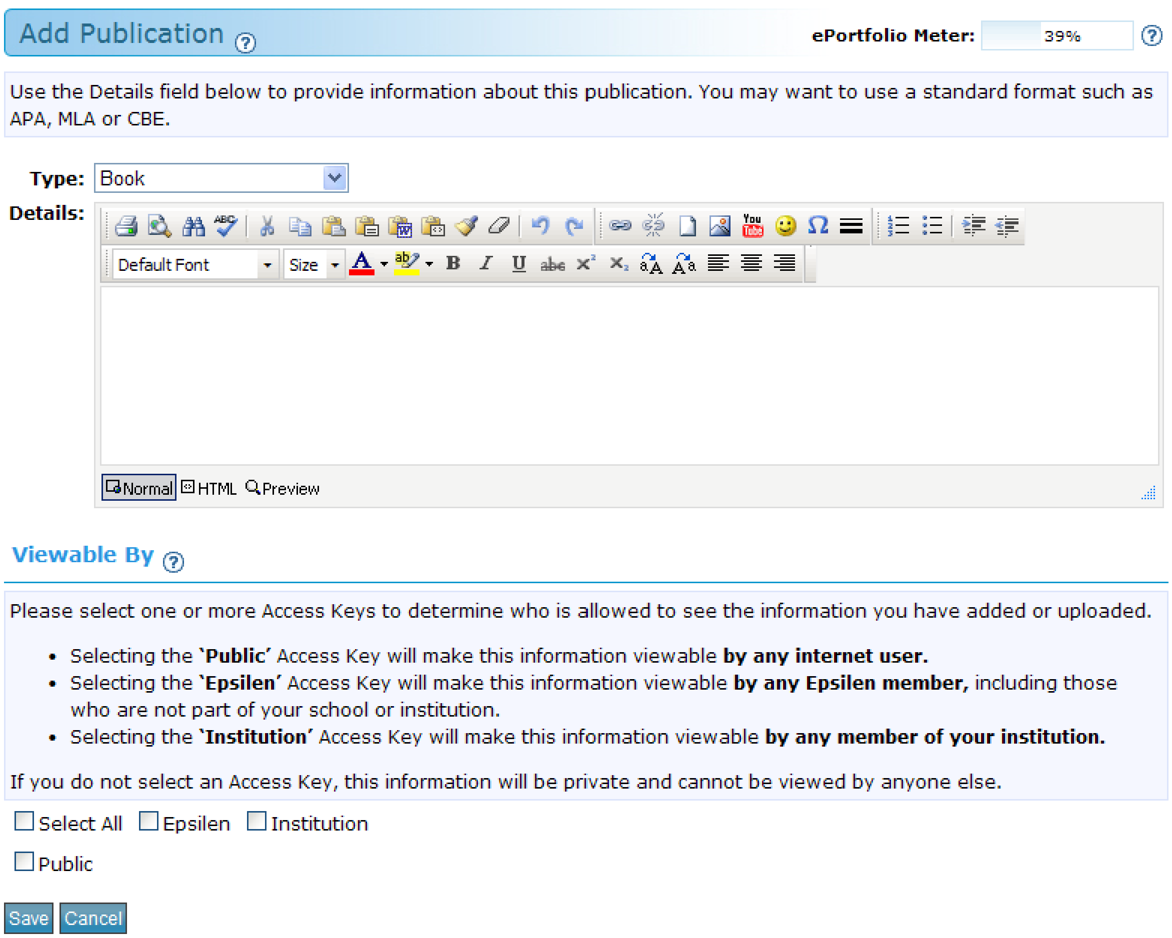


Figure 2

Editing a Publication

To Edit a Publication

1. Click the button for a Publication.
2. Complete the fields/choices as described in the following table:

Field	Function
Type	Select which type of Publication you are adding, such as a Book, Documentary, Editorial, Essay, Magazine Article, and many more.
Details	Enter a meaningful description/explanation of the Publication. See "Using the HTML Editor."
Viewable By	Assign Access Key permissions to your Publication, or select Public to make it visible to all visitors to your Public ePortfolio. Due to security settings, not all access keys are available for all users.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Publications** page where you will see a modified entry for your publication.

The illustration below displays the **Edit Publication** screen.

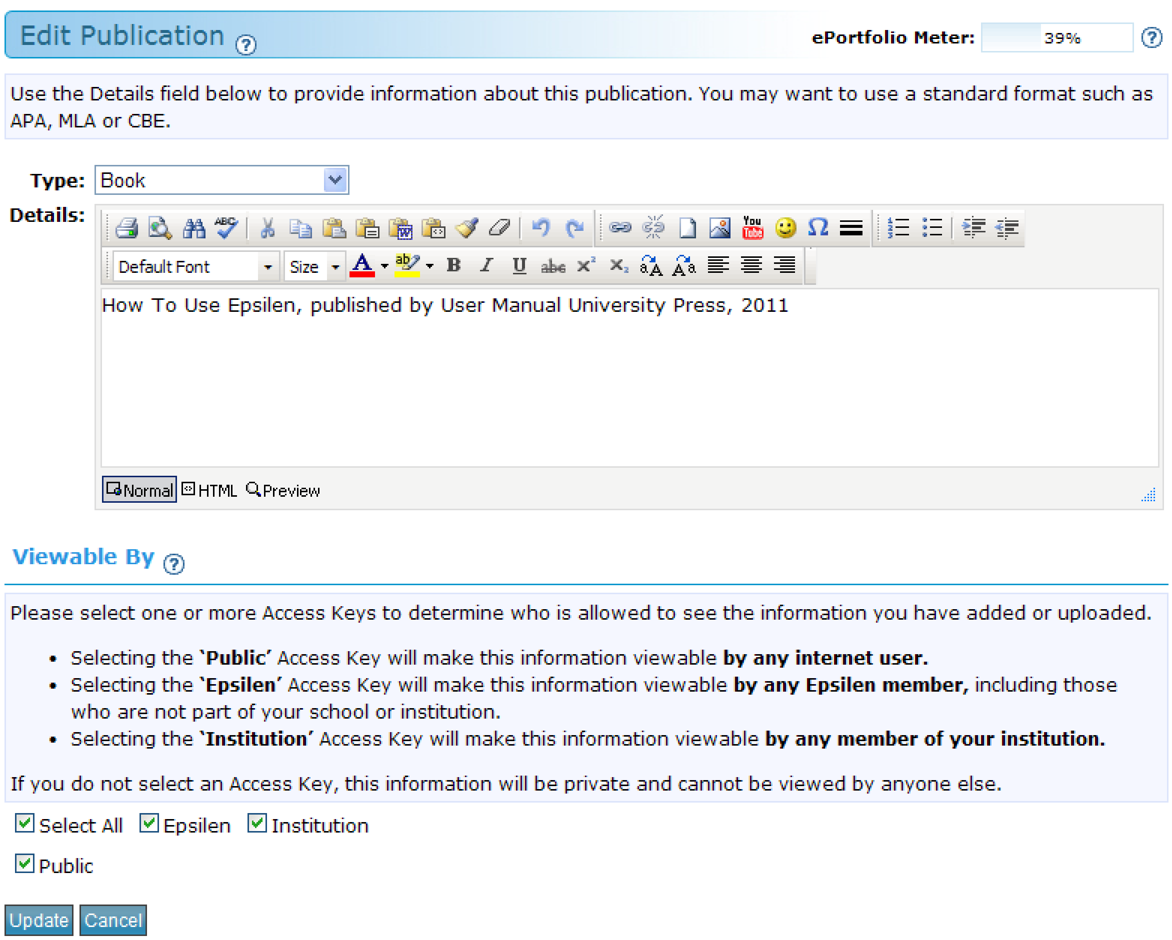


Figure 4

Managing Access Keys

To assign Access Keys for multiple Publications

1. Check the box next to one or more Publications.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page.
3. Check the Access Keys to assign for the selected Publications.
4. Click the **Assign** button. You will be returned to the **Publications** page where you will see modified entries for your publications.

To remove Access Keys for multiple Publications

1. Check the box next to one or more Publications.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page.
3. Check the Access Keys to remove for the selected Publications.
4. Click the **Remove** button. You will be returned to **Publications** page where you will see modified entries for your publications.

The illustration below displays the **Manage Access Key** popup window.

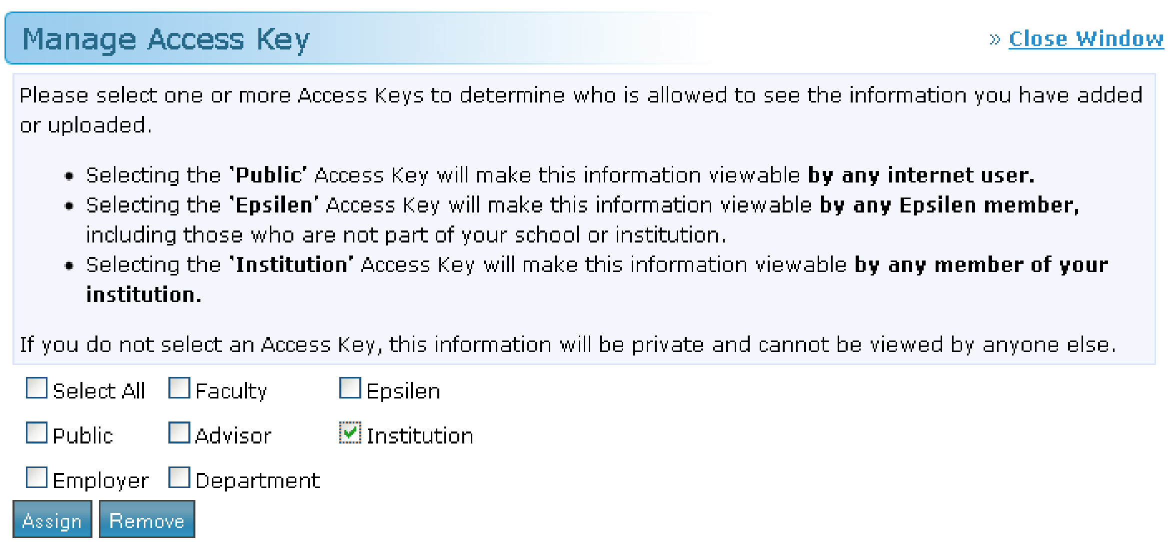


Figure 5

Due to security settings, not all access keys are available for all users. Users who are not permitted to share Publications will see the following in the Viewable By section:

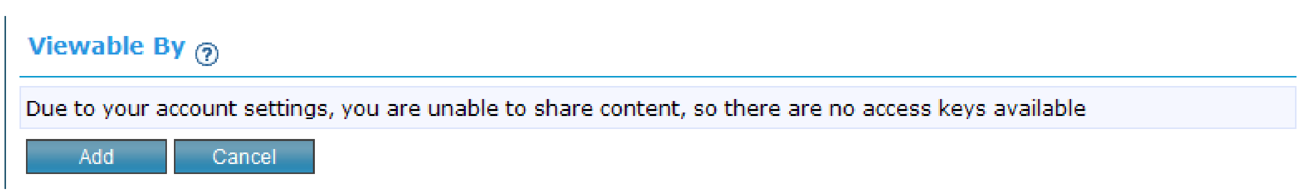


Figure 6

Viewing Changes

To View Changes

1. Click the **View Changes** button.
2. Select an Access Key from the list of your Access Keys. You will see the list of Publications which have been assigned permission for that Access Key.

Figure 6 displays the **View Changes** screen.

Figure 6

Note: The View Changes button will not show for users who cannot use Access Keys.

News

Description

The **News** tool allows you to post your news information on your personal ePortfolio Web site as well as in the News tool on your ePortfolio Web site, with RSS feed.

Purpose

By using the News tool, you can post news on your Web site for easy access by those who visit your ePortfolio site, and those who have requested RSS feed will receive your news announcement immediately.

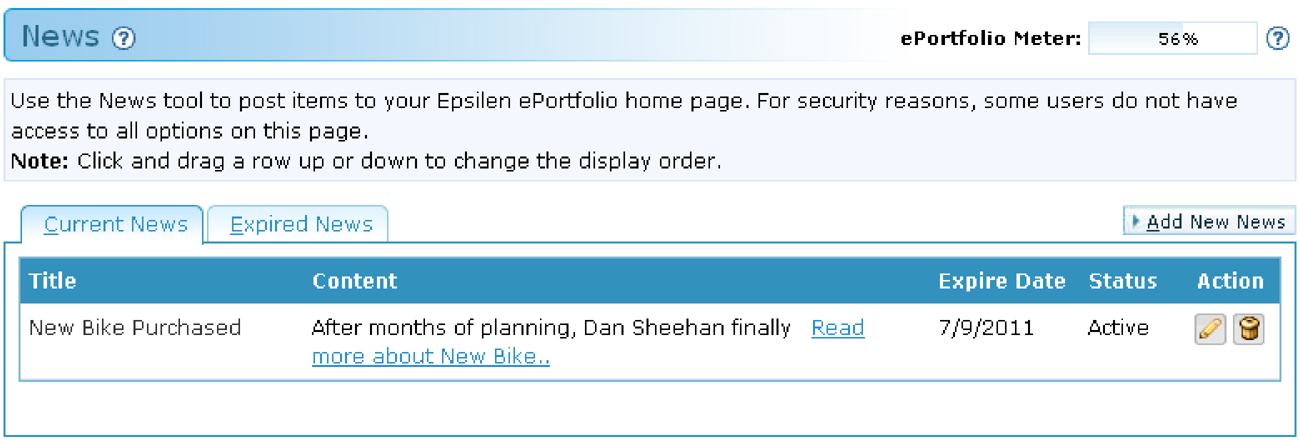


Figure 1

Note: Due to security settings, the ePortfolios of some Epsilen members are not visible to other users.

Definitions

Expired News allows you to view, edit and delete News items that have reached the Expire Date that you specified.

Add New News allows you to add a new News item to your Public ePortfolio.

Edit: Clicking the  button allows you to edit your News announcement.

Delete: Clicking the  button allows you to delete a News announcement.

Adding a News Item

To Add a News Item

1. Click the **Add New News** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter a title for your News item that describes what it is for.
Web Address	Enter a Web Address where the visitor may see more information or the original source of the News item content.
Status	Specify whether a News item is current or expired.
Posted Date	Enter the date you would like the News item to appear on your Public ePortfolio.
Expire Date	Enter the date you would like the News item to no longer appear on your Public ePortfolio.
Home Page	Select whether or not to show this News item on your Public ePortfolio Home page. Due to security settings, the ePortfolios of some Epsilen members are not visible to others.
Content	Enter the News item content. See "Using the HTML Editor."

3. When you have finished filling out the information, click the **Add** button. You will be returned to the **News** page where you will see a new entry for your new News item.

The illustration below displays the **Add News Item** screen.

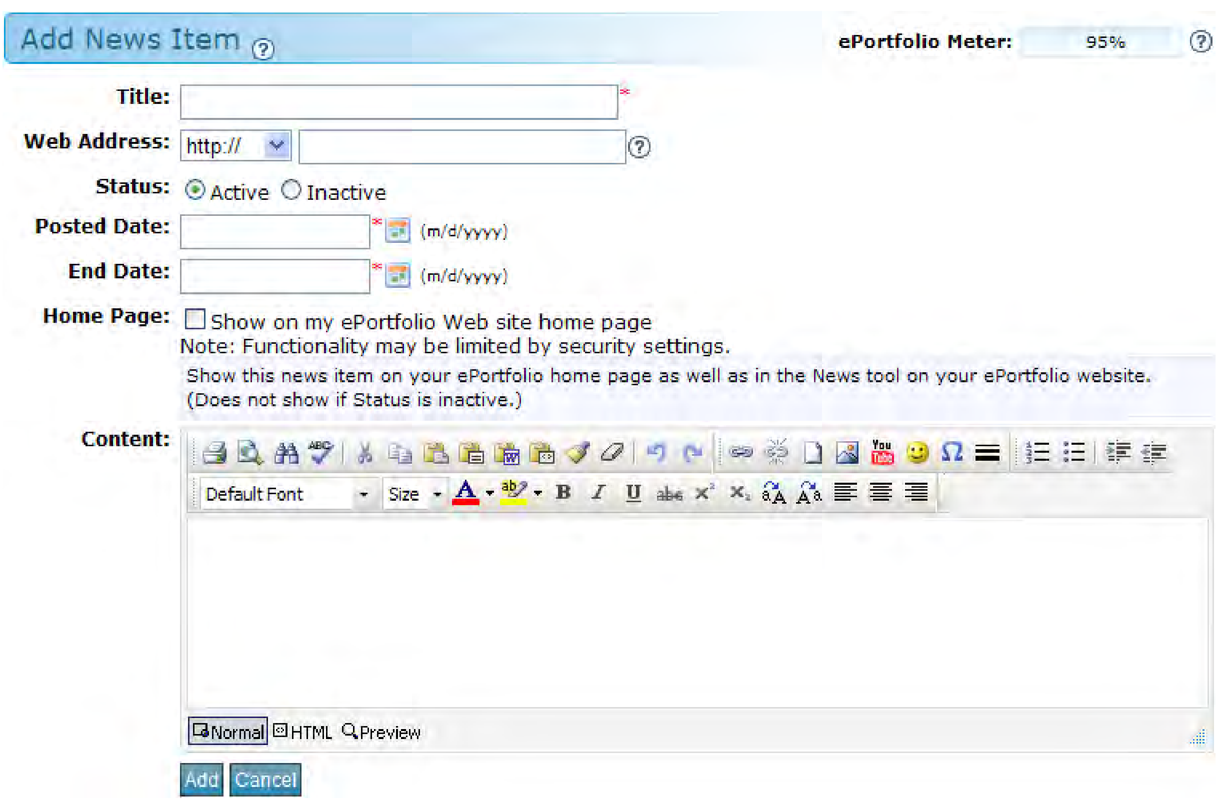


Figure 2

Editing a News Item

To Edit a News Item

1. Click the button for a News item.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter a title for your News item that describes what it is for.
Web Address	Enter a Web Address where the visitor may see more information or the original source of the News item content.
Status	Specify whether a News item is current or expired.
Posted Date	Enter the date you would like the News item to appear on your Public ePortfolio.
Expire Date	Enter the date you would like the News item to no longer appear on your Public ePortfolio.
Home Page	Select whether or not to show this News item on your Public ePortfolio Home page. Due to security settings, the ePortfolios of some Epsilen members are not visible to others.
Content	Enter the News item content. See "Using the HTML Editor."

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **News** page where you will see a modified entry for your News item.

The illustration below displays the **Edit News Item** screen.

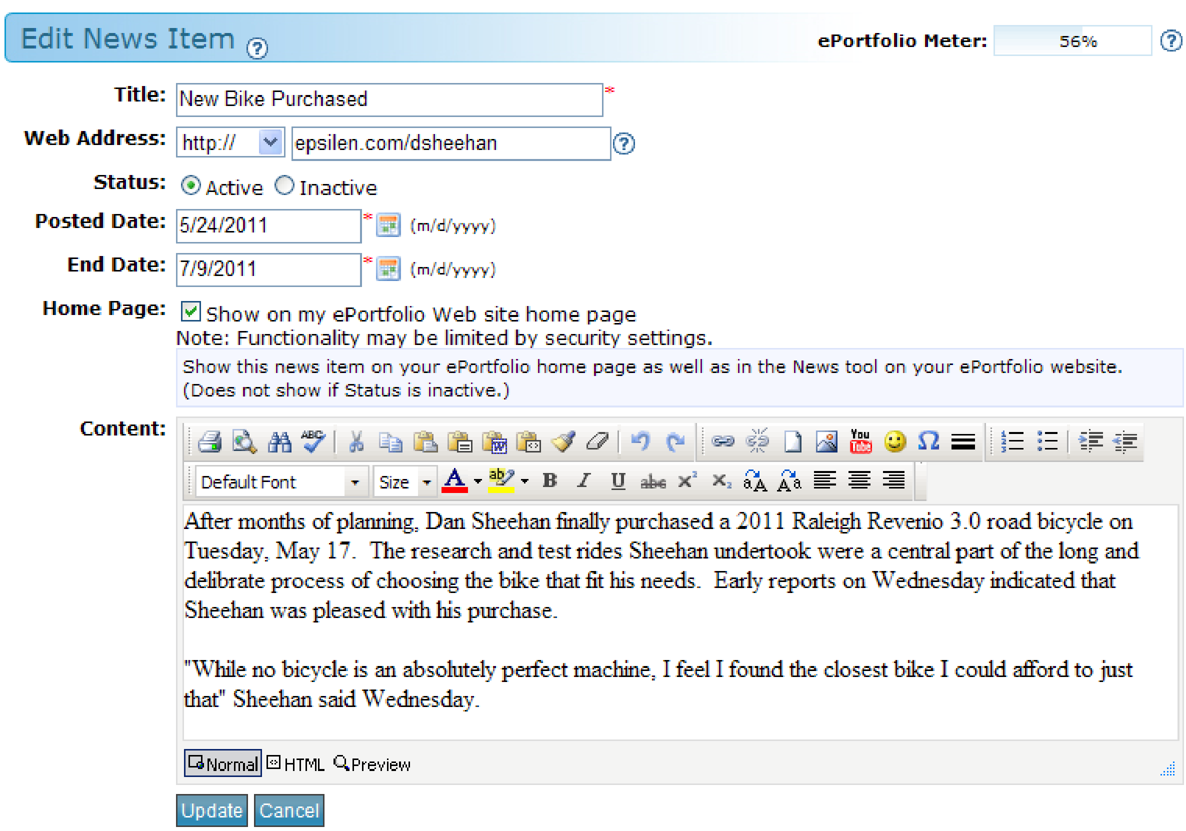


Figure 3

Blog

Description

Use the **Blog** tool to record a journal of events or keep a diary with RSS feed on any subject of interest, including your political, scientific, or academic views, and to search for blogs maintained by other Epsilen members. A preview of your blog will automatically appear on your ePortfolio Web site. Other blog features include the ability to edit, copy, or delete entries and to hide or show comments made by others.

Purpose

The Blog tool was created to record thoughts to revisit, keep others informed of your perspective regarding your life and the world, and allow feedback from others about what you have to say.

Figure 1

Definitions

Search Blog is used to search all Epsilen member Blogs that are accessible to you. Due to security settings, some blogs cannot be found in a search.

Add New Entry is used to add a new Blog entry to your Public ePortfolio. Due to security settings, the ePortfolios of some Epsilen members are not visible to other users.

View: Click the View icon to the right of a Blog entry or the **Read more** link to view an entire entry.

View Comments: Click the number of comments link to view comments added to a Blog entry.

View Blog Drafts: Click the **View Blog Draft** button to view an entry you have begun, but have not yet published.

Show Comments: Click **Show comment(s)** to display comments added to a Blog entry.

Hide Comments: Click **Hide comment(s)** to conceal comments added to a Blog entry.

Edit: Click the Edit icon to modify a Blog entry.

Copy: Click the Copy icon to duplicate a Blog entry in one or more of your courses.

Delete: Click the Delete icon to remove a Blog entry.

Adding a New Entry

To Add a New Entry

1. Click the **Add New Entry** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Entry Title	The title will distinguish an entry from the others.
Tags	Tags are similar to Keywords that describe the content of an entry. They are used when Epsilen members search for blog entries.
Entry Body	The content of a Blog entry is a complete set of thoughts on a particular subject. See "Using the HTML Editor".
Entry Icon	Select an icon to go along with the theme for an entry.
Show/Hide	Show a Blog entry to allow all Epsilen members to view it and any visitors to your Public ePortfolio (if your Blog tool is visible). Hide a Blog entry to make it private and only visible by you.
Allow Comments	Allow visitors to your Blog to add comments to an entry, or remove the ability for visitors to add comments.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Blog** page where you will see a new entry.

The illustration belowdisplays the **Add/Edit Blog** screen.

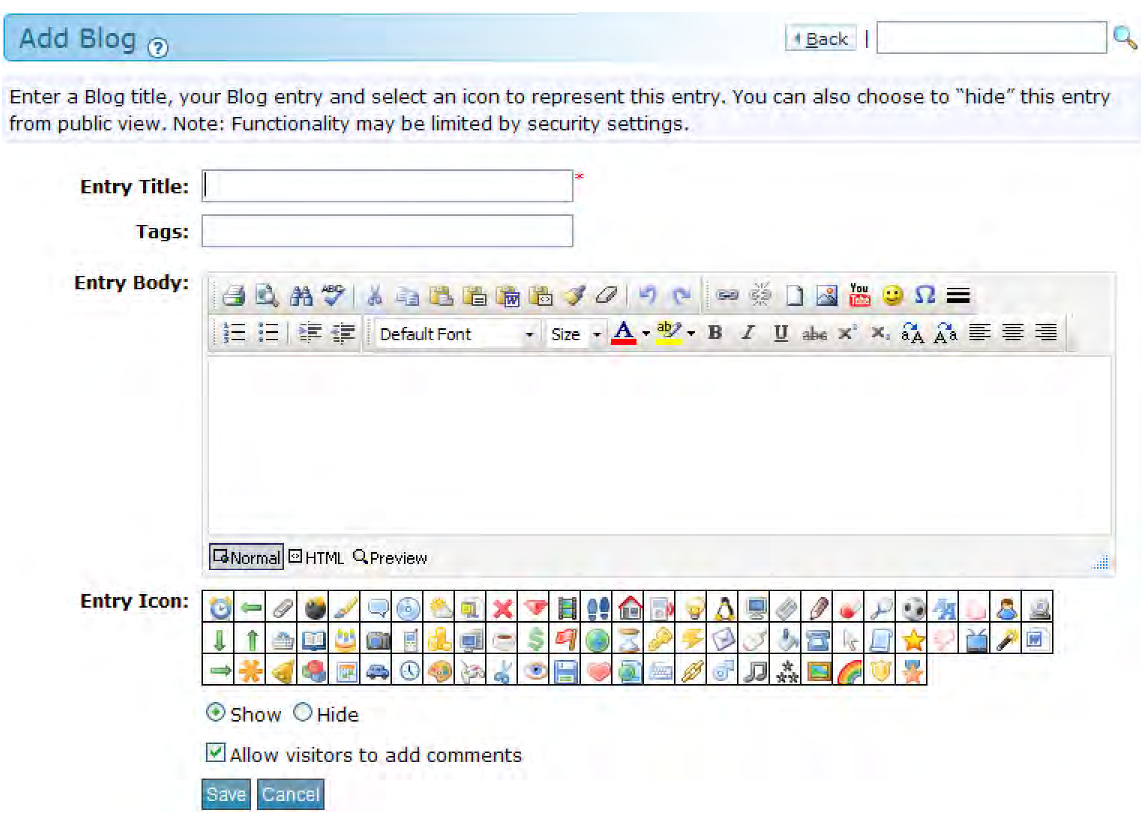


Figure 2

Editing an Entry

To Edit an Entry

1. Click the Edit icon.
2. Complete the fields/choices as described in the following table:

Field	Function
Entry Title	The title will identify an entry from other entries.
Tags	Tags are similar to Keywords that describe the content of an entry. They are used when Epsilen members search for blog entries.
Entry Body	The content of a Blog entry is a complete set of thoughts on a particular subject. See "Using the HTML Editor" below.
Entry Icon	Select an icon to go along with the theme for an entry.
Show/Hide	Show a Blog entry to allow all Epsilen members to view it and any visitors to your Public ePortfolio (if your Blog tool is visible). Hide a Blog entry to make it private and only visible by you.
Allow Comments	Allow visitors to your Blog to add comments to an entry, or remove the ability for visitors to add comments.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Blog** page where you will see a modified entry.

The illustration below displays the **Add/Edit Blog** screen.

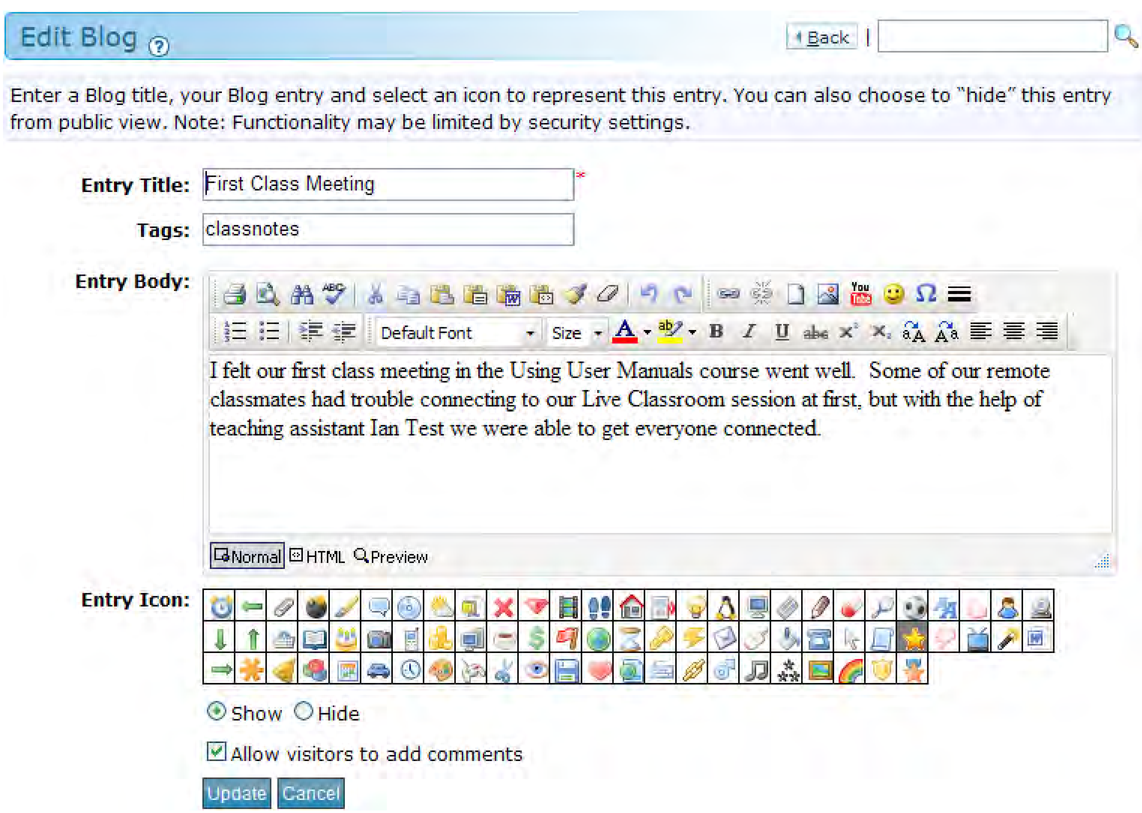


Figure 3

Adding a Comment

To Add a Comment

1. Click the **Add a comment** link while viewing a Blog entry.
2. Complete the fields/choices as described in the following table:

Field	Function
Email Me	Checking this option allows you to subscribe to alert emails that are sent whenever someone adds a comment to this Blog entry.
Your Name	Your name allows others to see who made a comment.
Comment	Your comment as it pertains to the Blog entry you are viewing.

3. When you have finished filling out the information, click the **Save Comment** button. You will remain on the **View Blog Entry** page where you will see your new comment.

The illustration below displays the **View Blog Entry** screen with Add Comment form.

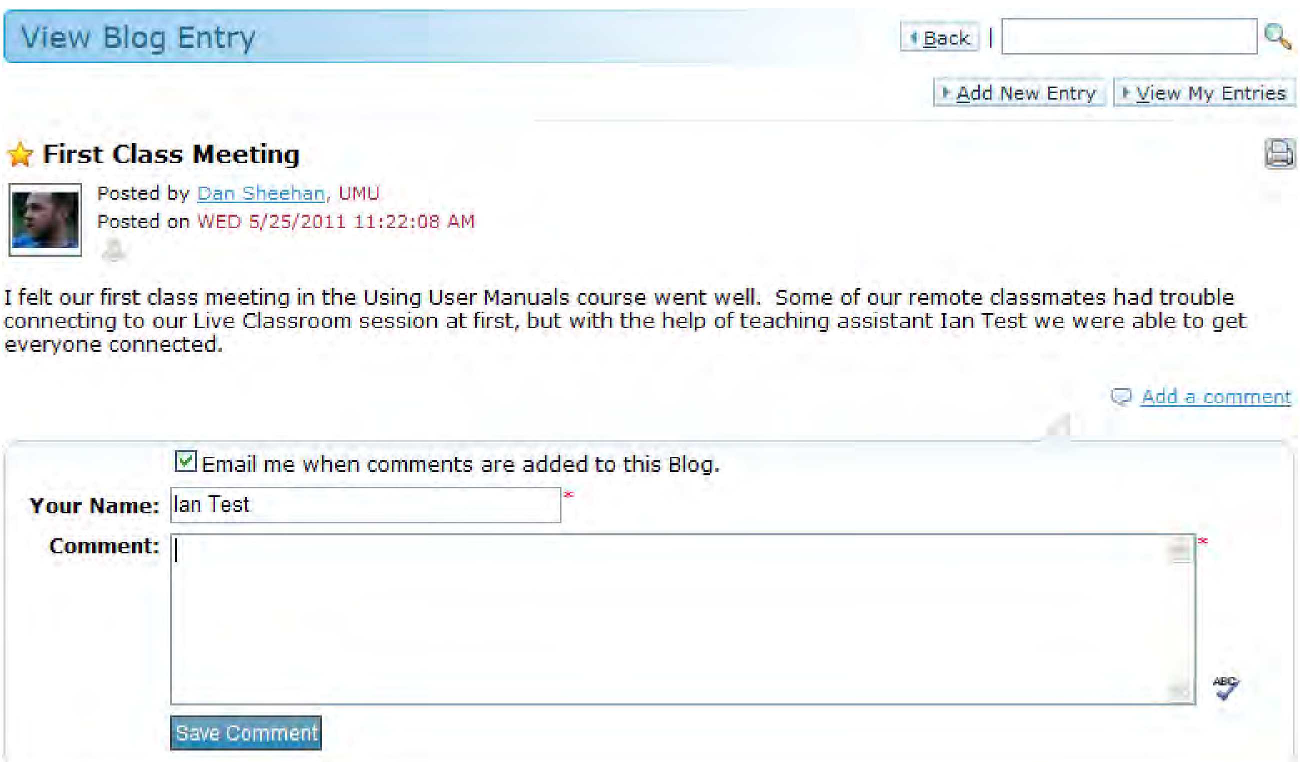


Figure 4

The illustration below displays the **View Blog Entry** screen with Comments.

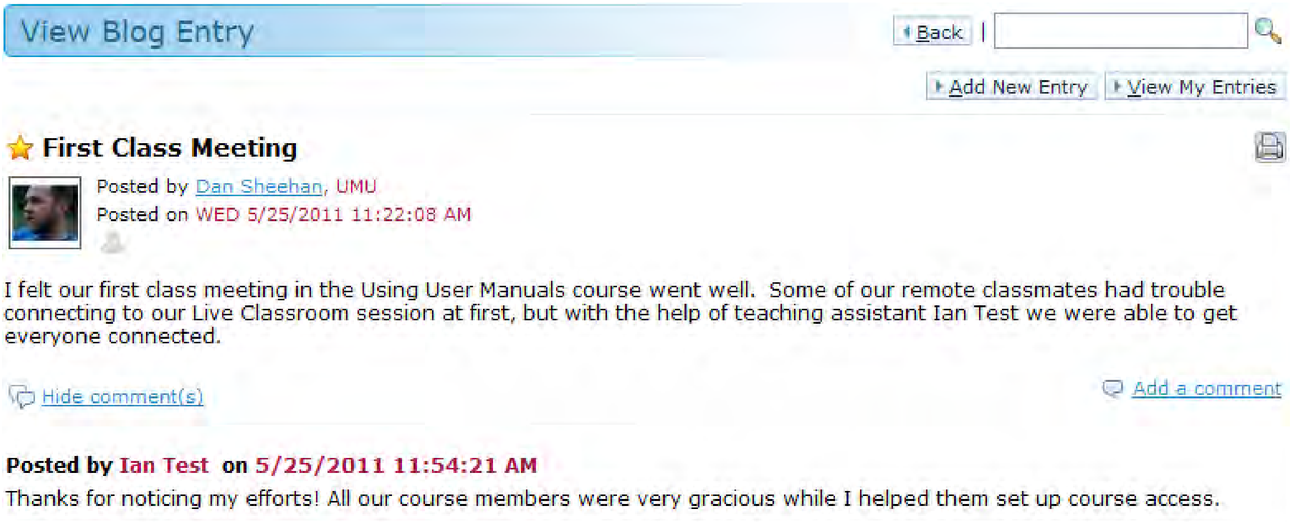


Figure 5

The illustration below displays the public view of a blog on an Epsilen member's ePortfolio page.

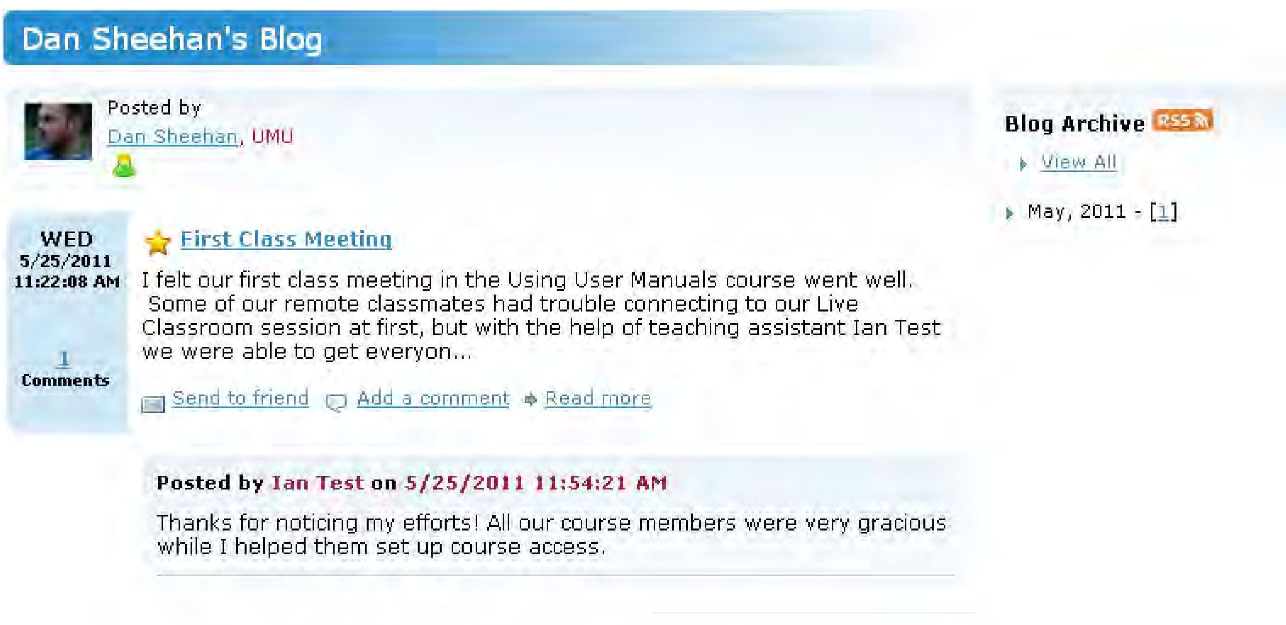


Figure 6

Access Keys

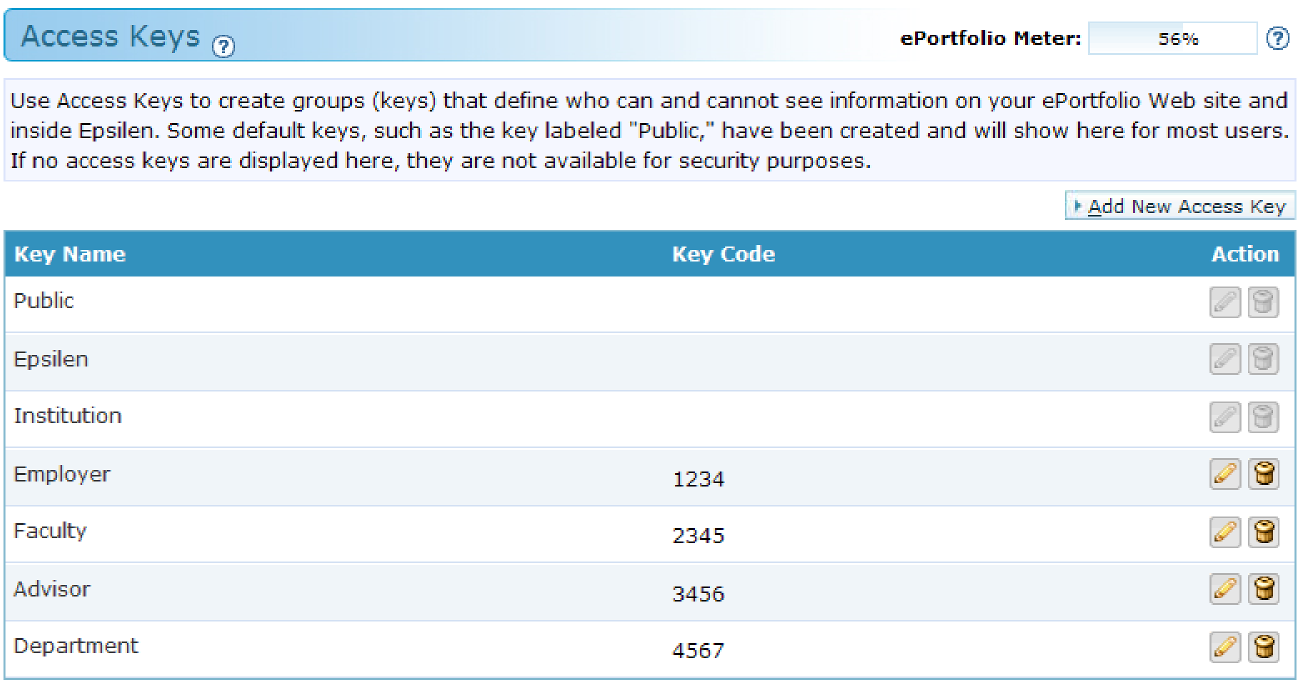
Description

Access Keys are tools used to manage content and control permissions for your Epsilen ePortfolio website, including access to contact information and shared files. Create different access keys for different groups of visitors, or even for a single person. Each file on your Epsilen ePortfolio Web site may have its own set of access keys.

Note: Due to security settings, access keys are not available for all users.

Purpose

Access keys help you maintain your privacy by restricting who may see personal contact information and limits access to files, photos, blogs, or other files shared on your ePortfolio. You may grant access keys to admissions officers, prospective employers, and others for networking and collaboration.


Access Keys ?

ePortfolio Meter: 56%

Use Access Keys to create groups (keys) that define who can and cannot see information on your ePortfolio Web site and inside Epsilen. Some default keys, such as the key labeled "Public," have been created and will show here for most users. If no access keys are displayed here, they are not available for security purposes.

Add New Access Key

Key Name	Key Code	Action
Public		
Epsilen		
Institution		
Employer	1234	
Faculty	2345	
Advisor	3456	
Department	4567	

Figure 1

Definitions

Add New Access Key is used to add a new Access Key for restricting public access to ePortfolio content such as Showcase, Resume, QuickLinks, Pictures/Videos, etc.

Edit: Clicking the button allows you to edit an Access Key that you created.

Delete: Clicking the button allows you to delete an Access Key that you created.

Adding a New Access Key

To Add a New Access Key

1. Click the **Add New Access Key** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Key Name	Key Name must be unique to all other Access Keys you have created and is used to identify Access Keys that are used to access your content.
Key Code	Key Code must be unique to all other Access Keys you have created and is used to allow access to your content.
Random	You may enter a code or have Epsilen randomly generate one for you by clicking the **Random** button.

3. When you have finished filling out the information, click the **Add** button. You will be returned to the **Access Keys** page where you will see a new entry for your new Access Key.

Figure 2 displays the **Add Access Key** screen.

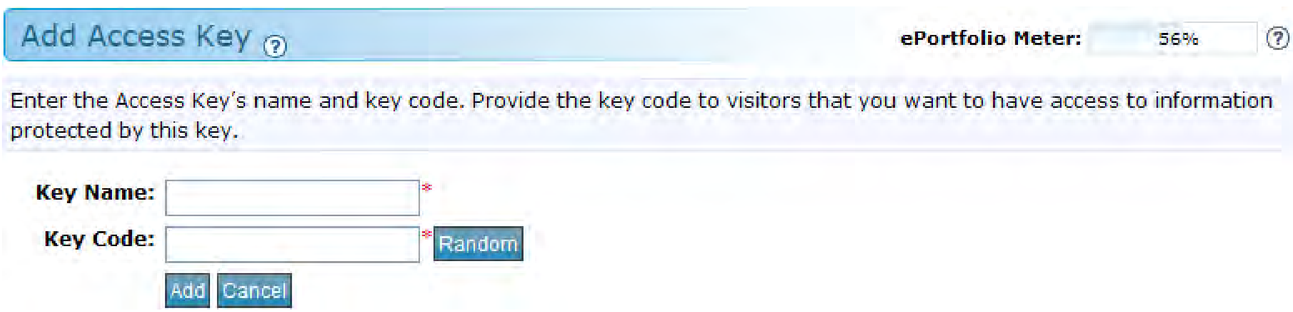


Figure 2

Users who are not permitted to use Access Keys will see the following:

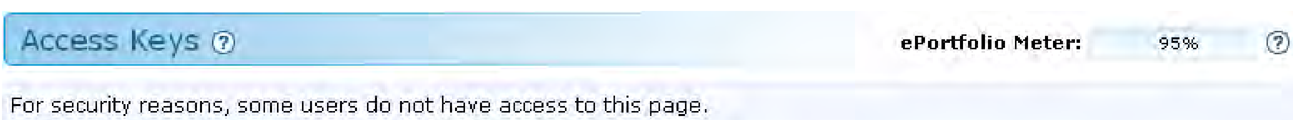


Figure 3

Editing an Access Key

To Edit an Access Key

1. Click the button for an Access Key.
2. Complete the fields/choices as described in the following table:

Field	Function
Key Name	Key Name must be unique to all other Access Keys you have created and is used to identify Access Keys that are used to access your content.
Key Code	Key Code must be unique to all other Access Keys you have created and is used to allow access to your content.
Random	You may enter a code or have Epsilen randomly generate one for you by clicking the **Random** button.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Access Keys** page where you will see a modified entry for your Access Key.

Figure 3 displays the **Edit Access Key** screen.

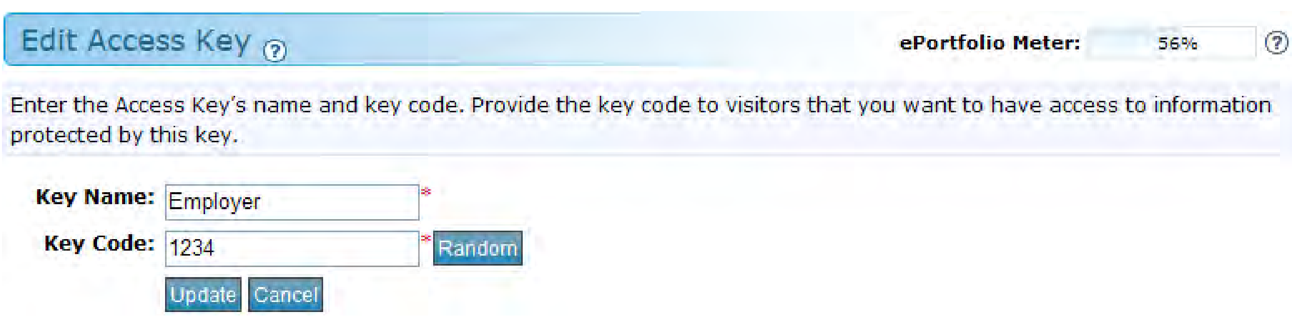


Figure 4

Options

Description

The Options tool is a tabbed set of tables that allows Epsilen members to choose which tools should show in the left navigation menu of their MyPortal page. It also supports the creation of new custom menu items, as well as ePortfolio parking and QuickNote hiding.

Purpose

Customizing menu and tool options helps Epsilen members simplify their personal menu by including only those items relevant for their use. For example, if a user has no Publications to present, the user can leave the Publications checkbox unchecked so the Publications menu item will not appear.

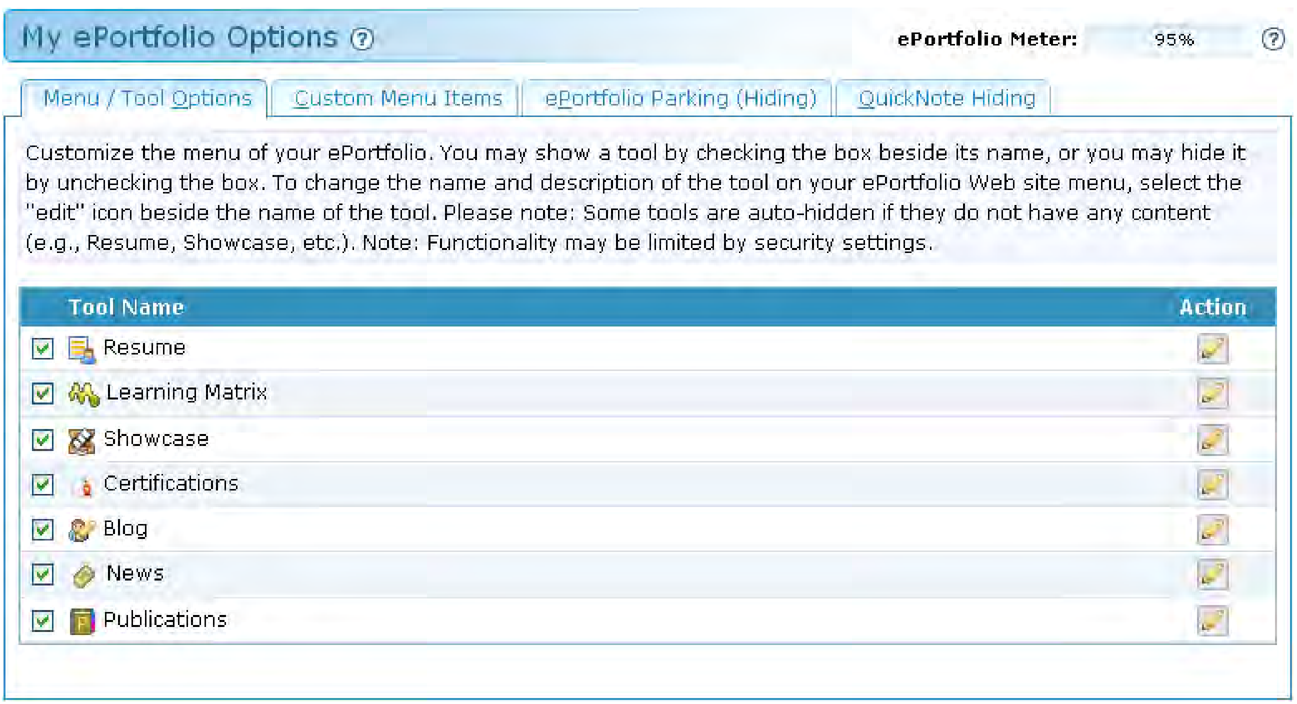


Figure 1

Definitions

The Menu/Tool Options tab is used to give default menu/tool items a custom title and description and to show or hide them on a public ePortfolio page.

The Custom Menu Items tab is used to create new menu items that point to websites or display user-added content on a public ePortfolio page.

The ePortfolio Parking (Hiding) tab is used to show or hide a user's public ePortfolio page while still allowing the user to log in and view and build the page privately.

The QuickNote Hiding tab is used to show or hide the QuickNote form on a public ePortfolio Home page. When this tab is hidden, other Epsilen members are unable to send QuickNote messages

Show/Hide Tool: Clicking a blank checkbox next to a Tool Name prompts the tool to show on a public ePortfolio page. Clicking a checked checkbox next to a Tool Name hides the tool on a public ePortfolio page.

Edit: Click the Edit icon in the Action column to edit a menu/tool name or description.

Note: Due to security settings, the ePortfolios of some Epsilen members are not visible to other users.

Menu/Tool Options: Editing a Menu/Tool

To edit a Menu/Tool:

1. Click the Edit icon in the Action column of a given Menu/Tool.
2. Complete the fields/choices as described in the following table:

Field	Function
Name	Change the name of a default tool.
Description	Enter or modify the description of the tool. This description will display when a user mouses over the tool's menu link.
Show Tool on ePortfolio Page	This checkbox is checked by default, which means that the tool will display. Click the checkbox to disable tool display. The tool will still be available to the logged-in user unless it is also hidden using the Show/Hide Tools link near the bottom of the left navigation menu. Due to security settings, the ePortfolios of some Epsilen members are not visible to other users.

3. When the necessary information is present, click the **Save** button. The My ePortfolio Options page will display with a modified entry for the Menu/Tool if it is visible.

Figure 2 displays the Tool Information screen.

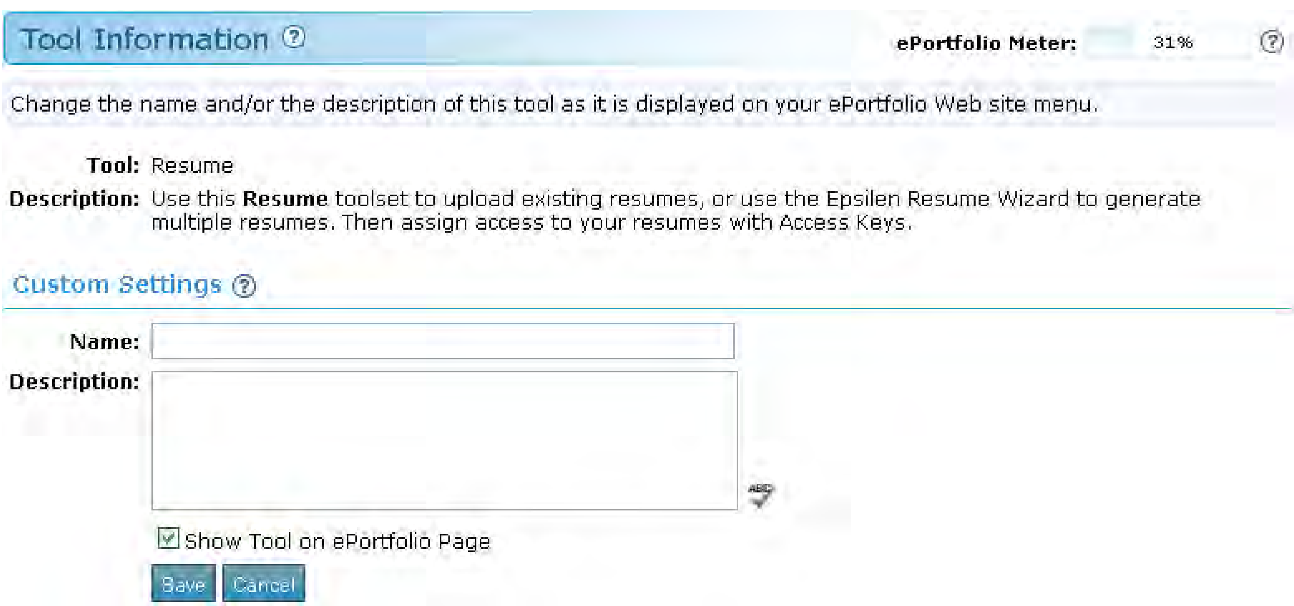


Figure 2

Custom Menu Items

Description

The Custom Menu Items tab is used to personalize the left navigation menu by helping Epsilen members create new menu links. A menu link can direct other Epsilen members to user-owned HTML content or to a different website.

Purpose

Adding a custom menu item lets Epsilen members tailor their ePortfolio pages to suit particular needs or uses. It gives members a way to display their own HTML content to visitors of their ePortfolio or add a link to a notable website. For example, a user could create a custom menu item called Email and link it to the login page of their email account.

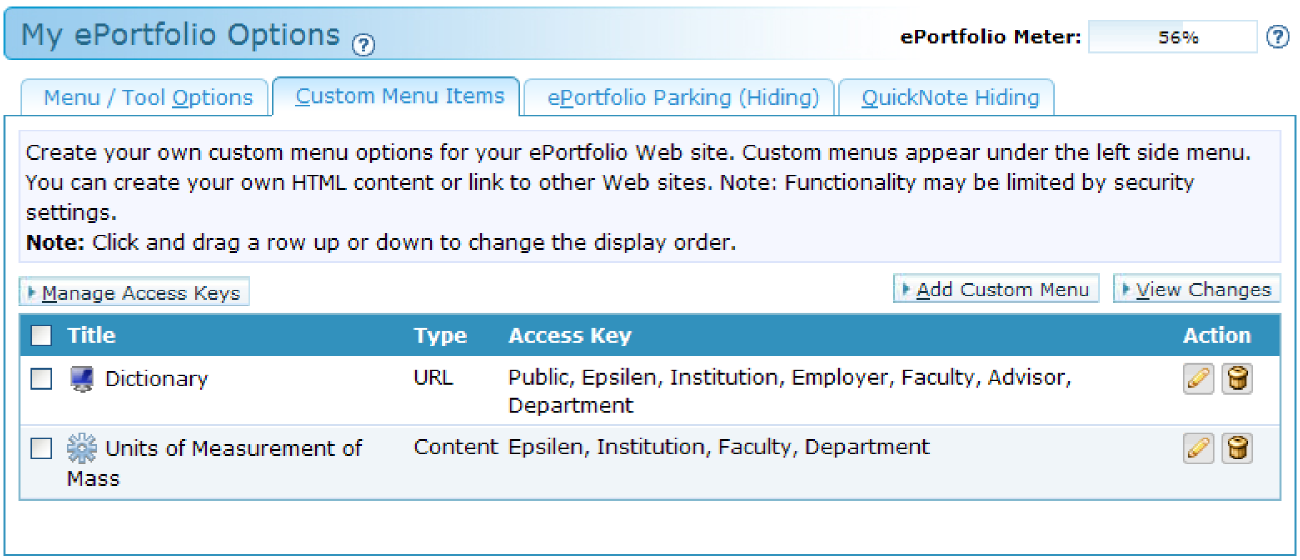


Figure 3

Definitions

The **Manage Access Keys** button opens the Manage Access Key popup window which allows users to quickly assign Access Key permissions for one or more Custom Menu Items.

The **Add Custom Menu** button is used to add a new Custom Menu Item to a public ePortfolio page.

The **View Changes** button is used to view the Custom Menu Items that will display for each Access Key. This button is not available for all users due to security settings.

Edit: Click the Edit icon to edit a Custom Menu Item.

Delete: Click the Delete icon to delete a Custom Menu Item.

Adding a Custom Menu Item

To add a Custom Menu Item:

1. Click the **Add Custom Menu** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Menu Title	Enter a title for the menu item. The title will appear in the left navigation menu of the public ePortfolio page.
Icon	(Optional) Click an icon to display next to the Menu Title in the left navigation menu of the public ePortfolio page.
Menu Content (Link or HTML)	Specify a link to a web page (URL) or HTML content to appear on the public ePortfolio page when visitors click the menu item. See "Using the HTML Editor" below.
Viewable By	Assign Access Key permissions for the Menu Item. Select Public to make this menu item visible to all ePortfolio visitors. Due to security settings, not all access keys are available for all users.

3. When all necessary information is present, click the **Save** button. The My ePortfolio Options page will display with a new entry for the Custom Menu Item.

Figure 4 displays the Add/Edit Custom Menu screen in Add mode.

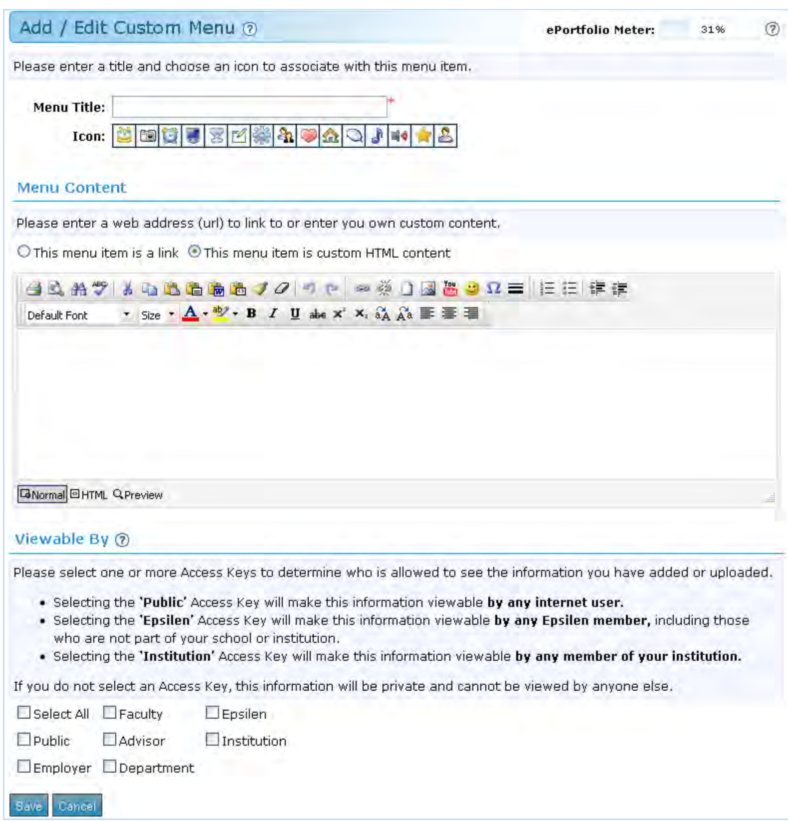


Figure 4

Users who are not permitted to share Custom Menu Items will see the following in the Viewable By section:

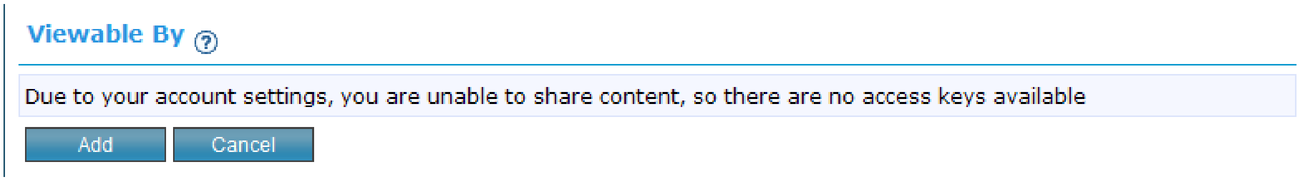


Figure 5

Editing a Custom Menu Item

To edit a Custom Menu Item:

1. Click the Edit icon for a Custom Menu.
2. Complete the fields/choices as described in the following table:

Field	Function
Menu Title	Enter a title for the menu item. The title will appear in the left navigation menu of the public ePortfolio page.
Icon	(Optional) Click an icon to display next to the Menu Title in the left navigation menu of the public ePortfolio page.
Menu Content (Link or HTML)	Specify a link to a web page (URL) or HTML content to appear on the public ePortfolio page when visitors click the menu item. See "Using the HTML Editor" below.
Viewable By	Assign Access Key permissions for the Menu Item. Select Public to make this menu item visible to all ePortfolio visitors. Due to security settings, not all access keys are available for all users.

3. When all necessary information is present, click the **Update** button. The My ePortfolio Options page will display with a modified entry for the Custom Menu Item.

Figure 6 displays the Add/Edit Custom Menu screen in Edit mode.

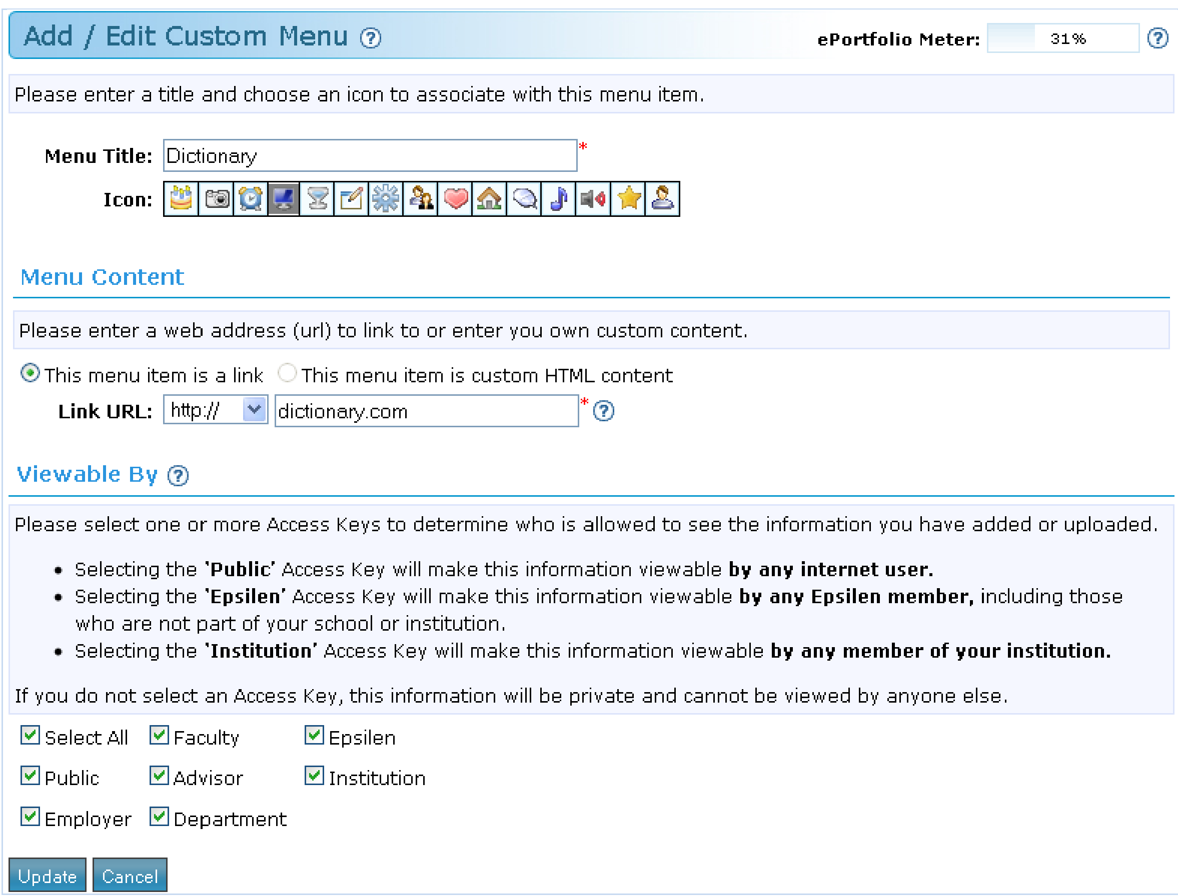


Figure 6

Custom Menu Items: Managing Access Keys

To assign Access Keys for one or more Custom Menu Items:

1. Click the checkbox next to one or more Custom Menu Items.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup window.
3. Click the checkbox next to the Access Keys to assign for the selected Custom Menu Item(s).
4. Click the **Assign** button. The Custom Menu Items page will display with modified entries in the Access Key column for the selected Custom Menu Items.

To remove Access Keys for one or more Custom Menu Items:

1. Click the checkbox next to one or more Custom Menu Items.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup window.
3. Click the checkbox next to the Access Keys to remove for the selected Custom Menu Items.
4. Click the **Remove** button. The Custom Menu Items page will display with modified entries in the Access Key column for the selected Custom Menu Items.

Figure 7 displays the Manage Access Key screen.

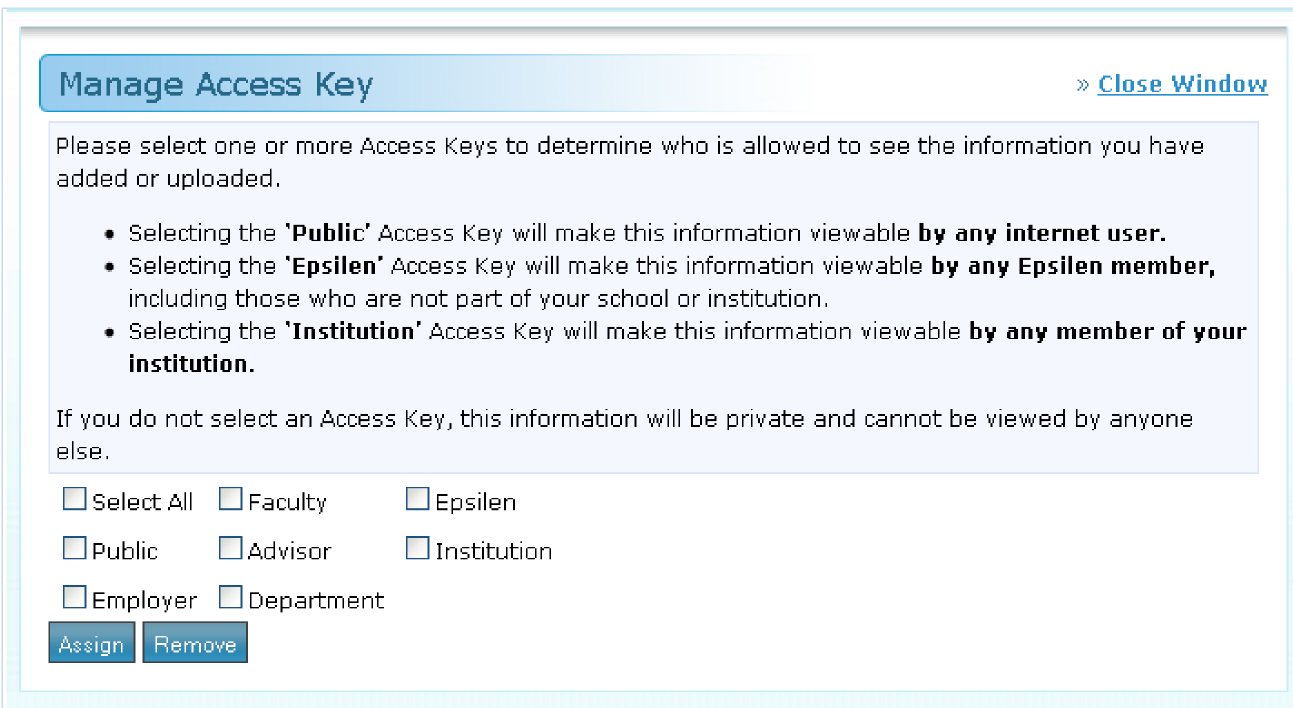


Figure 7

Users who are not permitted to share Custom Menu Items will see the following in the Viewable By section:

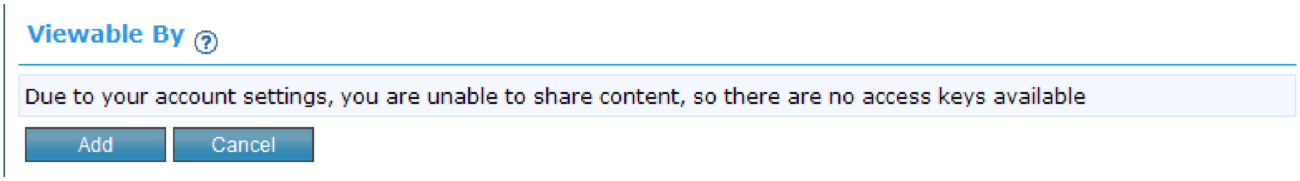


Figure 5

Custom Menu Items: Viewing Changes

This button is not available for all users due to security settings.

To view changes:

1. Click the **View Changes** button on the Custom Menu Items tab.
2. Select an Access Key from the dropdown menu. The page will then display all Custom Menu Items which have been assigned permission for the selected Access Key.

Figure 8 displays the **View Changes** screen.

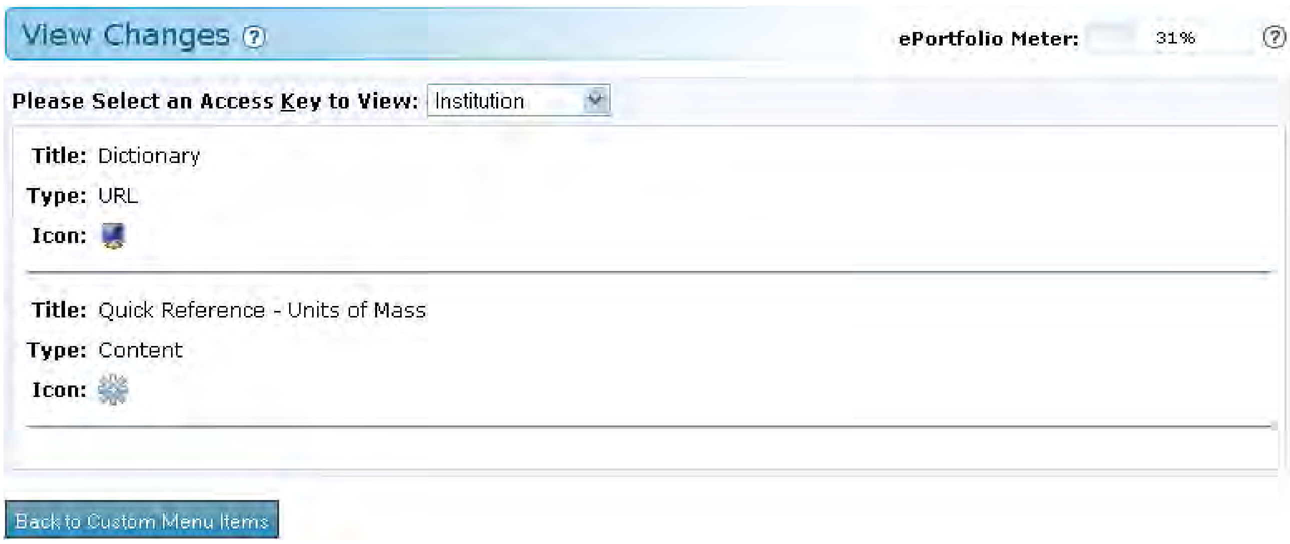


Figure 8

ePortfolio Parking/Hiding

To park/hide a public ePortfolio:

1. Click the checkbox next to the 'Park my ePortfolio Web site' option.
2. The ePortfolio Parking/Hiding page will show a message indicating that the ePortfolio has been successfully parked.

To show a public ePortfolio:

1. Click the checkbox to uncheck the 'Park my ePortfolio Web site' option.
2. The ePortfolio Parking/Hiding page will show a message indicating that the ePortfolio is now available to the public.

Figure 9 displays the My ePortfolio Options: ePortfolio Parking (Hiding) screen.

Figure 9

Note: Due to security settings, the ePortfolios of some Epsilen members are not visible to other users. Settings chosen on this page will not make these ePortfolios or any ePortfolio feature visible.

QuickNote Hiding

To hide the QuickNote form on a public ePortfolio page:

1. Click the checkbox next to the 'Hide the QuickNote form on my ePortfolio Home page' option.
2. The QuickNote Hiding page will show a message indicating that the QuickNote option has been successfully hidden.

To show the QuickNote form on a public ePortfolio page:

1. Click the checkbox to uncheck the 'Hide the QuickNote form on my ePortfolio Home page' option.
2. The QuickNote Hiding page will show a message indicating that the QuickNote option has been successfully made visible again.

Figure 10 displays the My ePortfolio Options: QuickNote Hiding screen.

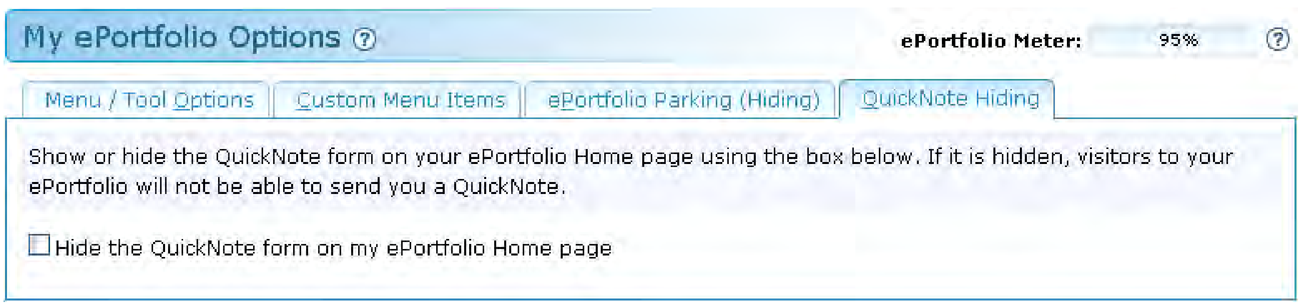


Figure 10

Note: Due to security settings, the ePortfolios of some Epsilen members are not visible to other users. Settings chosen on this page will not make these ePortfolios or any ePortfolio feature visible.

Interests

Description

Use the **Interests** tool to add keywords that pertain to your interests. This information will be used by other Epsilen members inside or outside your institution to connect with you. If you are not interested in one or more Interest category or it does not apply, do not enter keywords in it.

Purpose

Completing the Interests list is important so other Epsilen members can find you and network or collaborate with you. You can find members with similar interests, too, by keyword searching using the 'Search for:' field, found at the top of the MyPortal page for most users. (Choose **Interests** from the dropdown menu.) Not all tables shown here will necessarily show for every user due to institution-specific configuration settings.

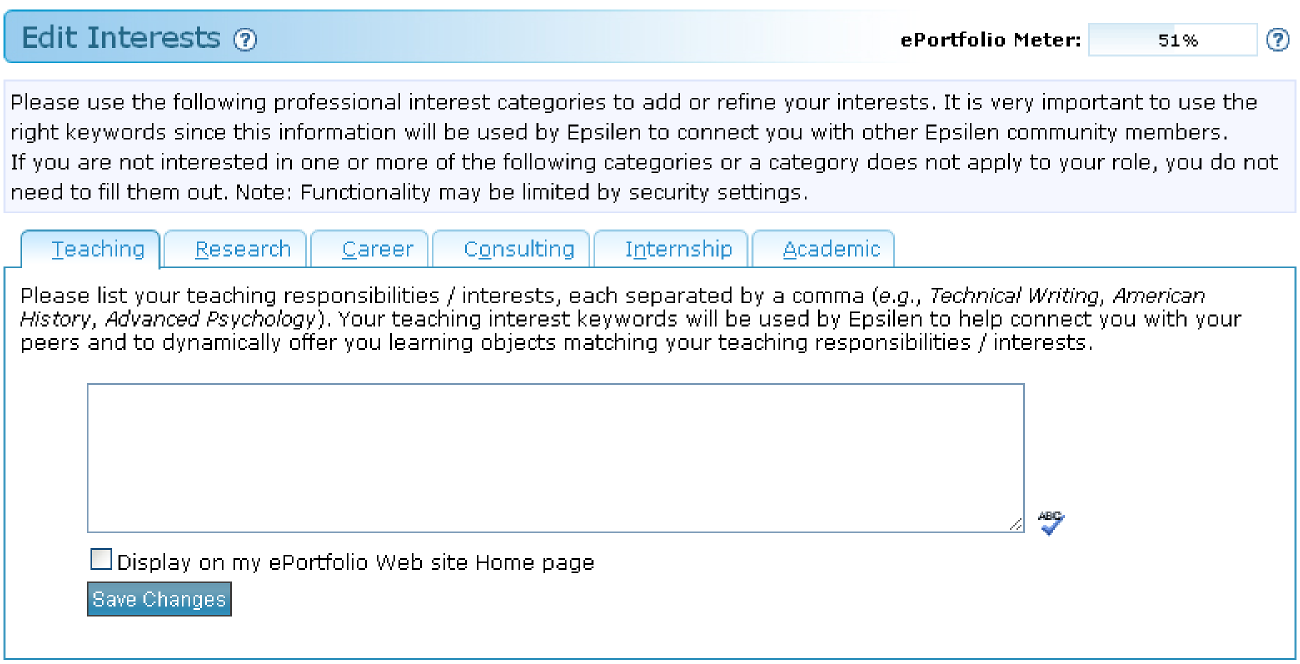


Figure 1

NOTE: Epsilen restricts who and what can be found in searches and/ or shared based on security settings. Objects you share may not be available to all users.

Not all tabs shown above are available to all users. Access is based on account type. Please contact an administrator in your institution if you suspect tabs that should be included are not.

Definitions

The **Teaching** tab is used to enter teaching interests that Epsilen will use to connect you with like-minded Epsilen members.

The **Research** tab is used to enter research interests that Epsilen will use to connect you with like-minded Epsilen members.

The **Career** tab is used to enter career interests that Epsilen will use to connect you with like-minded Epsilen members.

The **Consulting** tab is used to enter consulting interests that Epsilen will use to connect you with like-minded Epsilen members.

The **Internship** tab is used to enter internship interests that Epsilen will use to connect you with like-minded Epsilen members.

The **Academic** tab is used to enter academic interests that Epsilen will use to connect you with like-minded Epsilen members.

The **Display on my ePortfolio Web site Home page** checkbox is used to make these interests visible on your Public ePortfolio along with other Welcome Notes. Use the **Welcome Notes** tool to organize them on the page.

Note: Due to security settings, the ePortfolios of some Epsilen members are not visible to other users. Settings chosen on this page will not make these ePortfolios or any ePortfolio feature visible.

Use the **Save Changes** button to save the interests you enter for the interest type selected, including the setting for displaying those interests on your ePortfolio.

Themes

Description

Use the **Themes** tool to customize the look and feel of your ePortfolio, both as you see it while logged in and as others see it from the public side.

Note: Due to security settings, the ePortfolios of some Epsilen members are not visible to other users.

Purpose

Choose a Theme to show your institutional affiliation or present your ePortfolio according to your preference. Additional themes are added periodically.

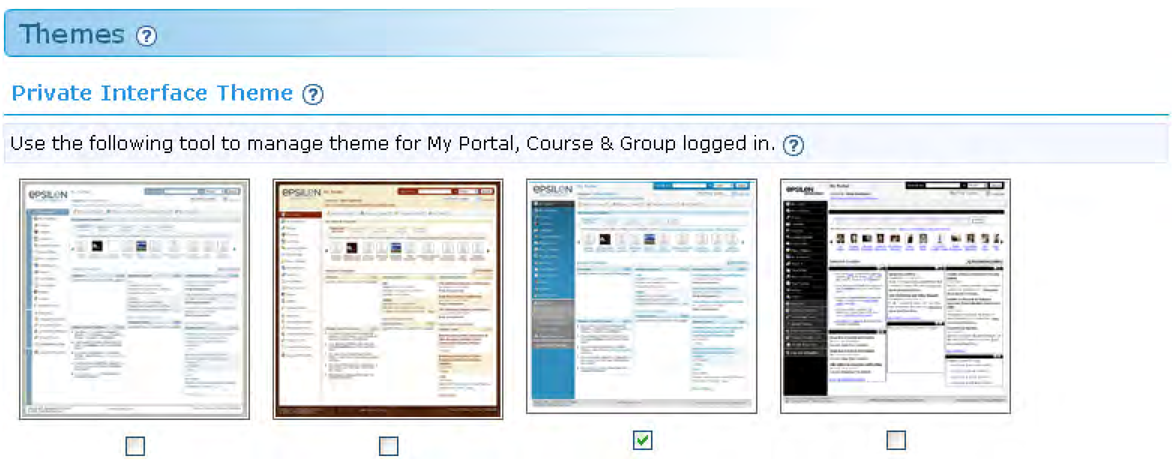


Figure 1

Click any theme on the page to see a preview.

To Change a Theme

1. To change your theme, go to **My ePortfolio** and click on **Themes** (Figure 1).
2. **Private Interface Theme** is the theme you will see when you log into **My Portal.**
3. **ePortfolio Theme** is the theme that visitors will see when they visit your **ePortfolio**.
4. Choose which theme you would like by placing a check below one theme in each section, then click **Save**.

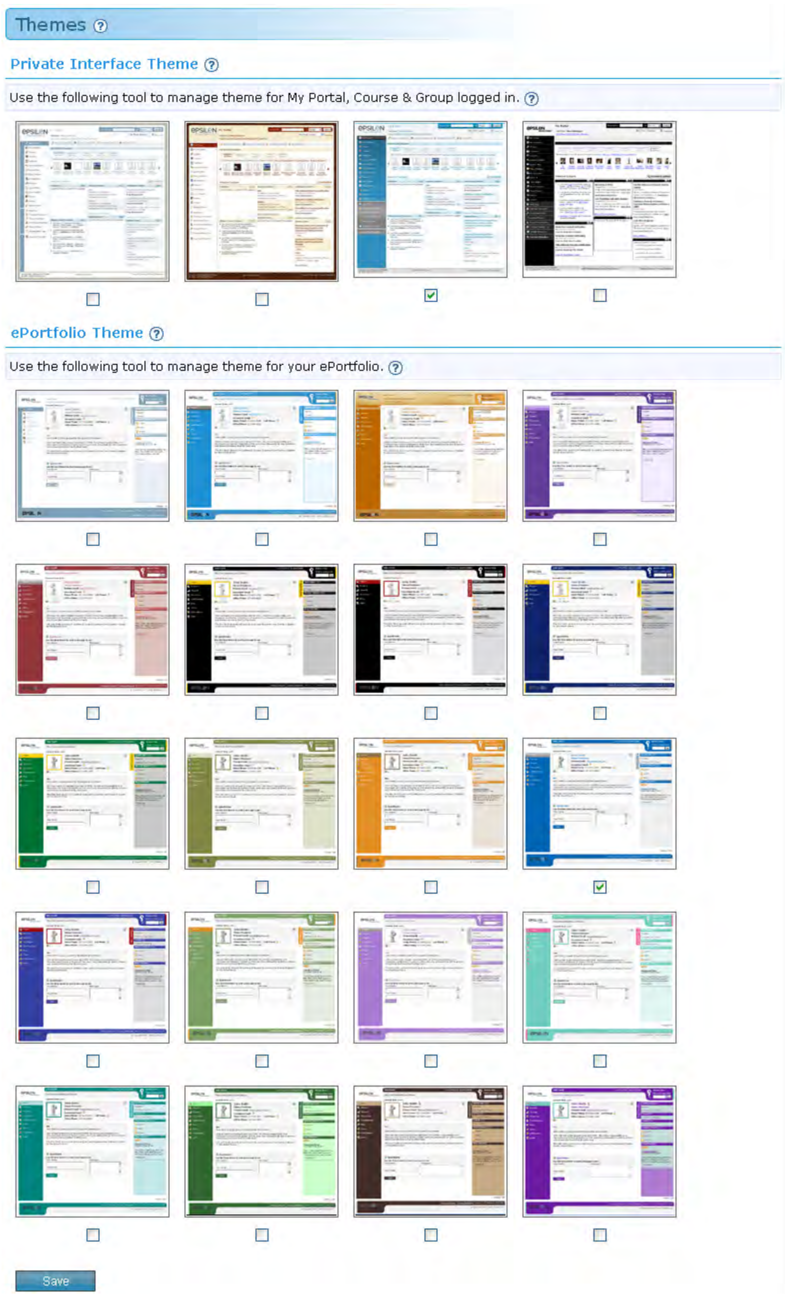


Figure 2

Preview ePortfolio

Description

Preview ePortfolio allows you to view your ePortfolio as it will be displayed to the view you choose. (Below the Current View shows the public view.) Links, buttons, and other options are disabled when in Preview Mode. When you are satisfied with how your ePortfolio appears for each view, you can then finalize it by saving your ePortfolio.

Purpose

When you use the Preview ePortfolio function, you can determine whether your ePortfolio is ready for viewing by others. You can make corrections or change your ePortfolio until it appears just the way you want it for each audience.

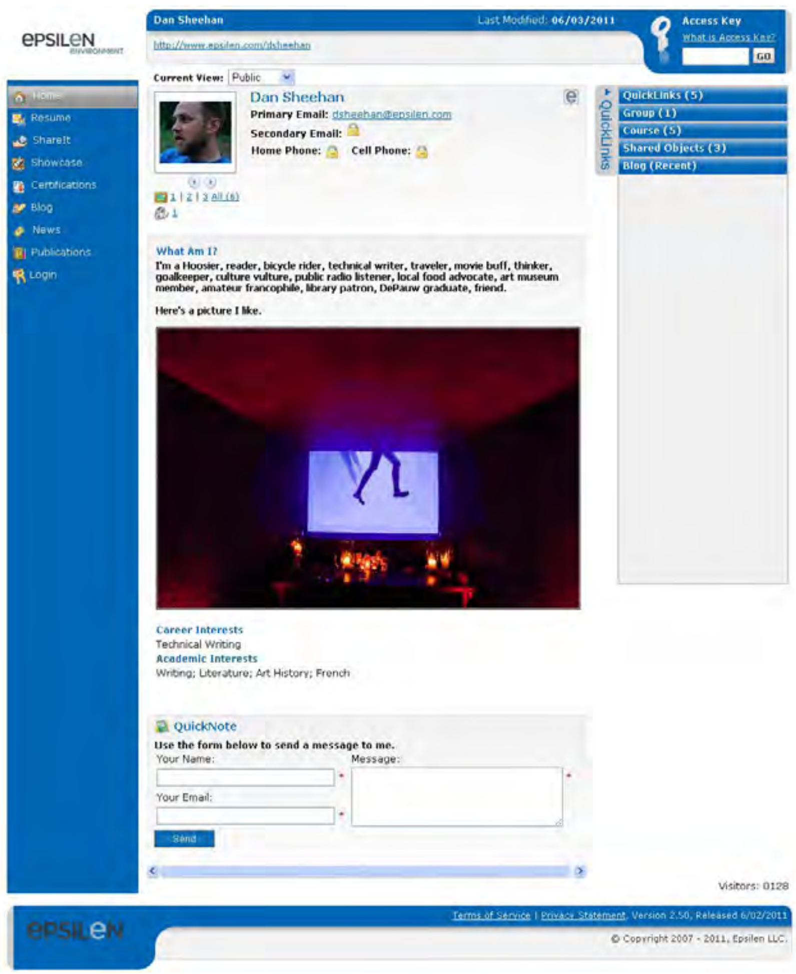


Figure 1

Note: Though all Epsilen members have access to the Preview ePortfolio tool, the ePortfolios of some Epsilen members are not visible to other users due to security settings.

Groups

Description

The **Groups** tool provides a structured environment in which Epsilen members may share information and collaborate.

Purpose

Participate in a Group to engage collaboratively with other Epsilen members on projects and classwork. Create a Group to share information and learning materials with other professionals in your field. Join a Group whose focus is a hobby, interest, or skill of yours. The possibilities are endless; the format is Epsilen Groups.

The Groups tool is divided into several tabs: **Groups I Created/Own**, **Groups I am a Member Of**, **Groups I am Invited to, Groups I Have Requested**, and **Deleted Groups** (Figure 1).

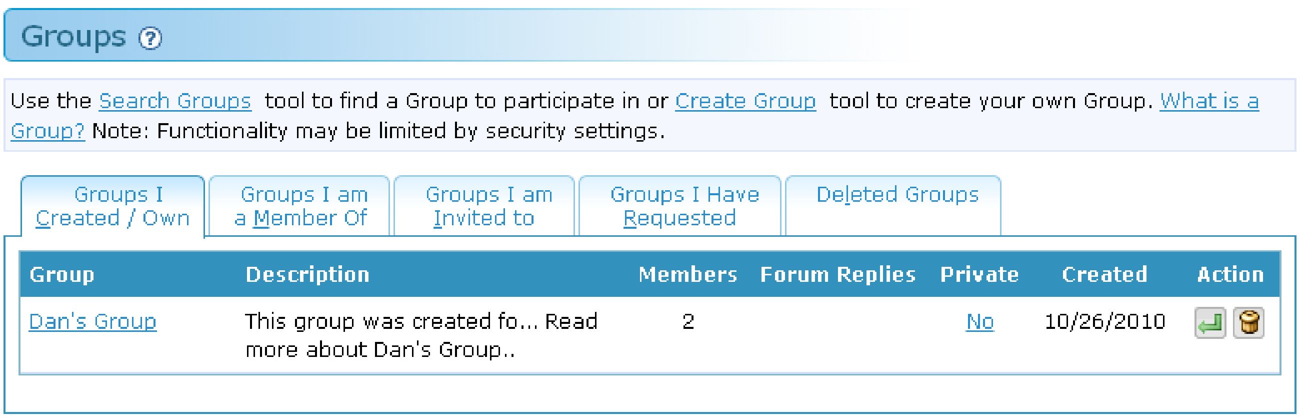


Figure 1

Creating a Group

To create a Group

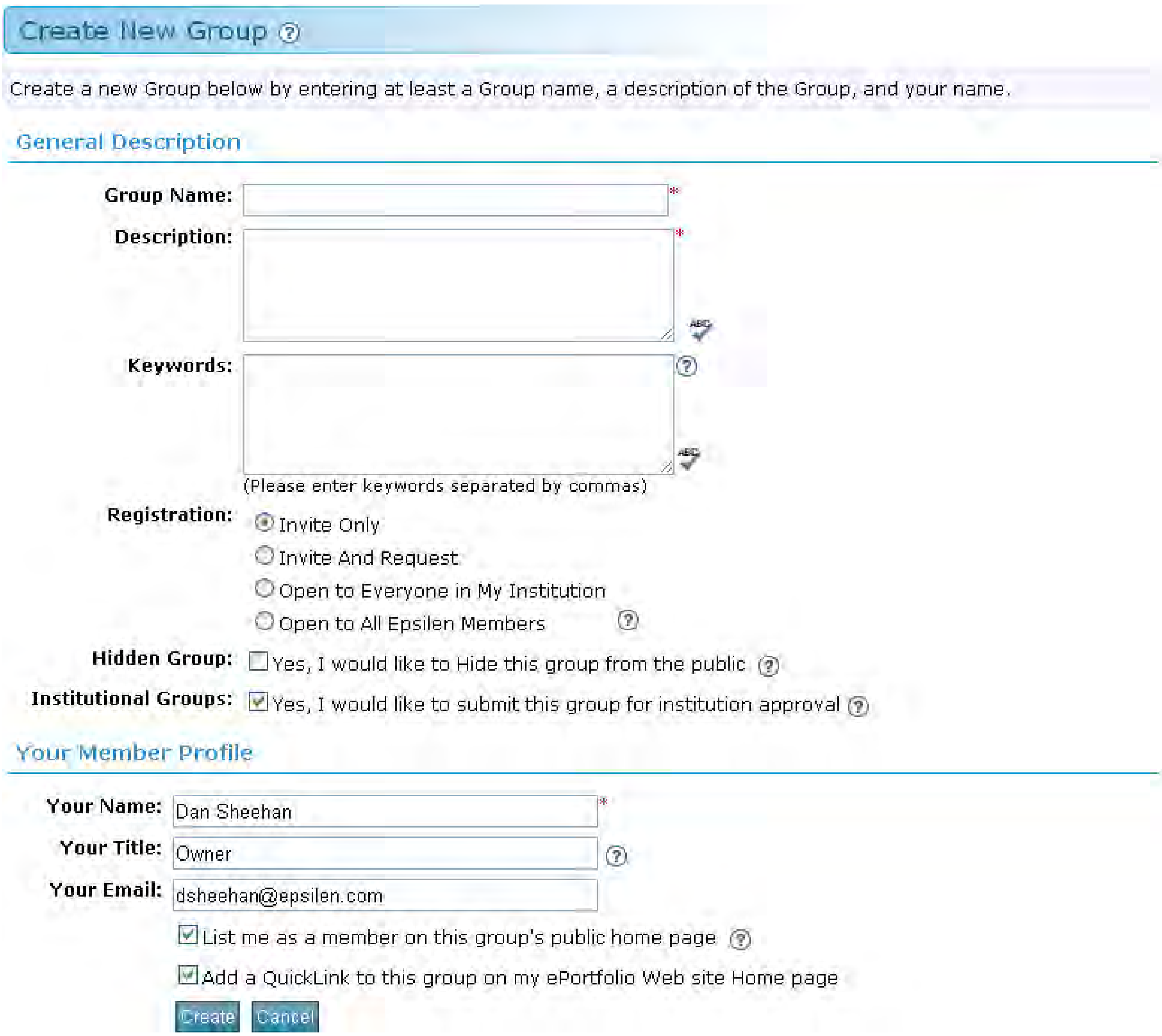


Figure 2

Note: This option is not available to all users due to security settings.

1. To create a Group, click **Create Group**
2. Create a **Group Name**.
3. Provide a brief **Description** of your Group.
4. Enter specific **Keywords** that would be helpful when searching for the Group.
5. Select the **Registration information, Hidden** and **Institutional Settings** for the Group. Groups created within licensed institutions are submitted for approval by default unless this option is manually unchecked.
6. Verify your **Member Profile** information and then click **Create**.
7. The Group will now appear on the **Groups I Created/Own** tab of the Groups page.

Search Groups

To search for a Group

1. Click **Search Groups.**
2. Enter criteria to identify the Group or Groups you are seeking.
3. Click **Search**.
4. A list of your courses matching your criteria will appear. If the Action column displays:
    a. a button, you can click it to join the Group.
    b. a button, you can click it to request membership to the Group.
    c. **Invite Only**, you can click the Owner's name to send him or her a message to request an invitation.
    d. **Institution Only**, you must be a member of the institution to be eligible for the Group.
    e. **Member**, you are already a member of this Group.

Note: This option is not available to all users due to security settings.

The Search Groups results page is shown in Figure 3.

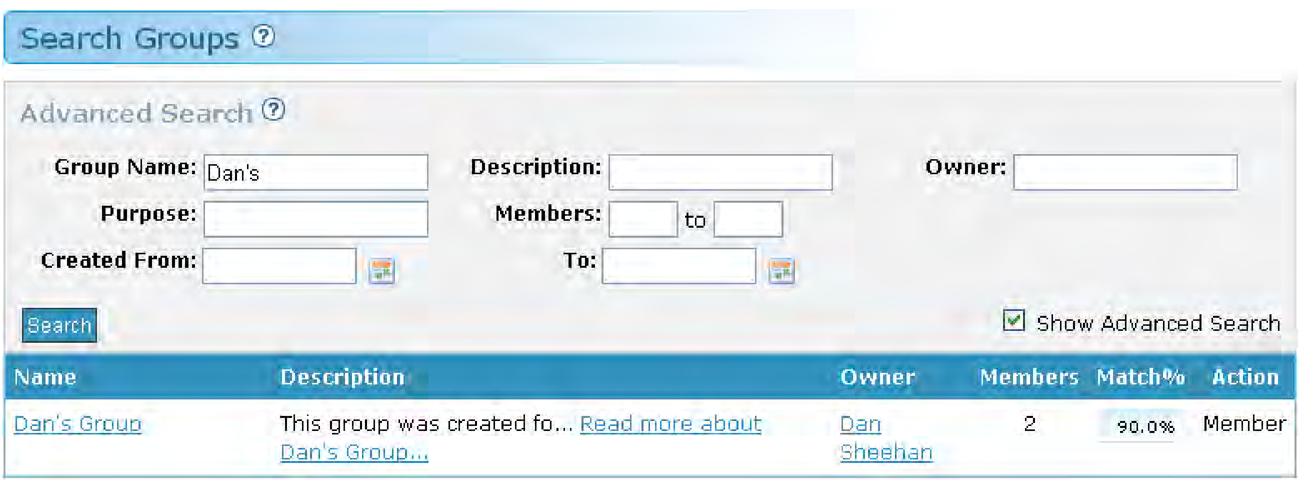


Figure 8

Groups I am a Member Of

This tab shows the complete list of the Groups in which you have membership.

Click to enter a Group.

Group	Description	Members	Forum Replies	Private	Created	Action
Help for Epsilen	This group website contai... Read more about Help for..	77		No	8/4/2008	
Group & Group	Description of the Group ... Read more about Group &..	3		Yes	4/6/2010	
Epsilen Institutional Admins	The membership to this gr... Read more about Epsilen Institutional..	106		No	2/6/2008	
Smart Gardeners	This group focuses on the... Read more about Smart Gardeners..	12	4 Unread	No	7/22/2009	

Figure 4

Groups I am Invited to

This lists groups to which you have been invited, but have not become part.

Accept a group invitation by clicking the button. Decline by clicking the button.

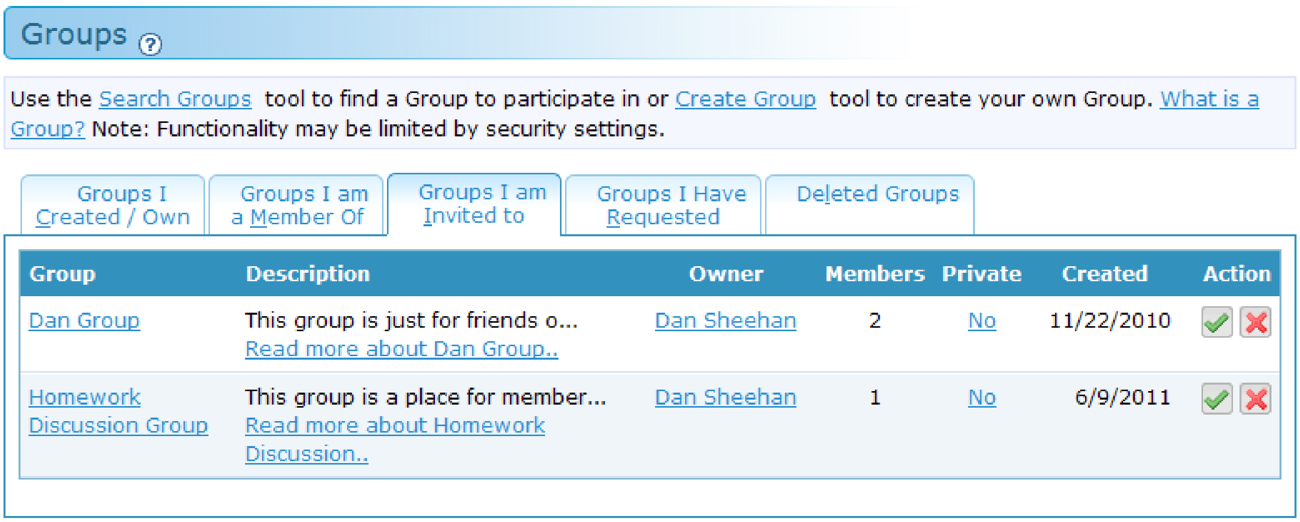


Figure 5

Additionally, members may be added to institutional groups by an institutional administrator. When an administrator adds a member to an institutional group, the new group member is informed via notification email, which is shown in the illustration below.

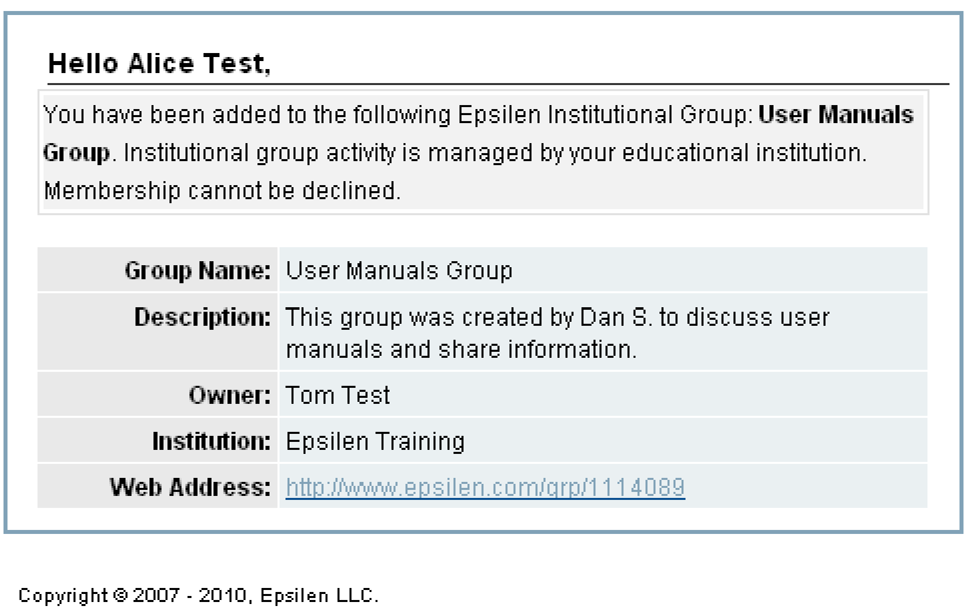


Figure 6

Requesting Membership to a Group

You may find it necessary to request admission to a Group (Figure 6).

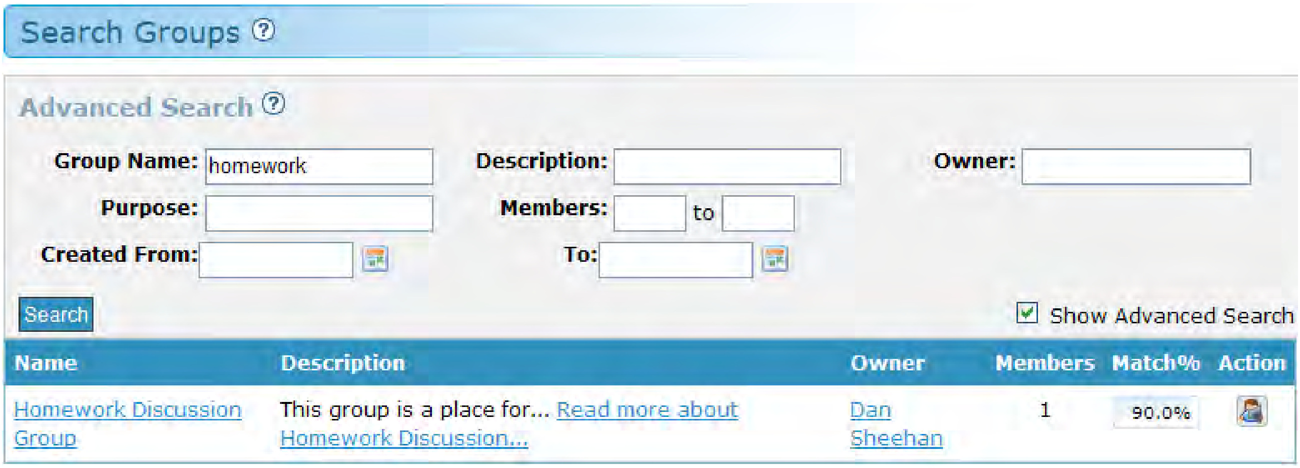


Figure 6

Request membership by clicking the button in the Action column.

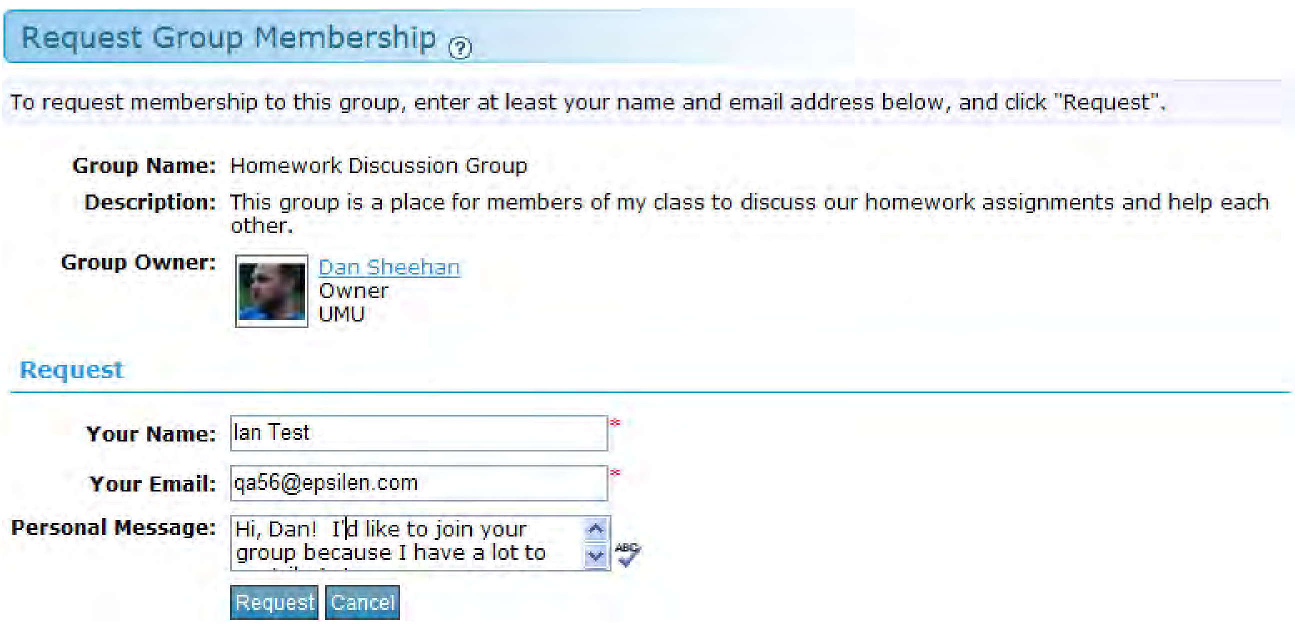


Figure 7

Groups I Have Requested

After you have requested membership to a group, your request will appear as "pending" on this tab (Figure 8).

The request may be deleted by clicking the button.

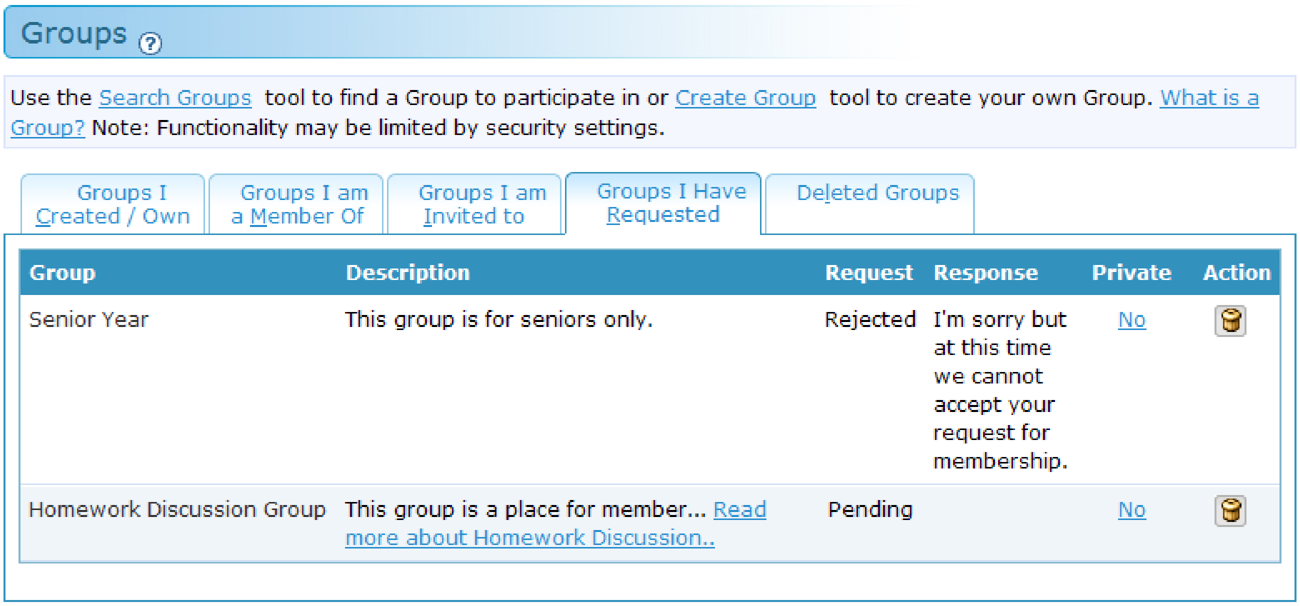


Figure 8

Deleted Groups

The owner of a Group may delete it by clicking the button on the Groups I Created/Own tab. The following warning will display:

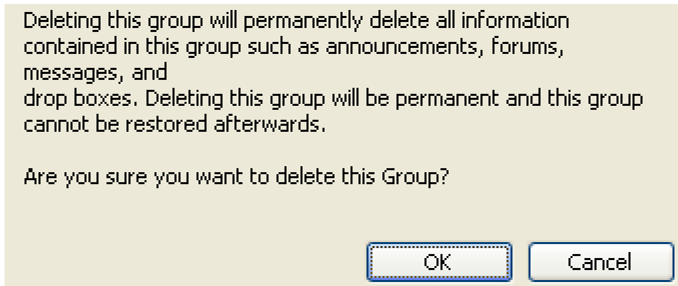


Figure 9

Once the Group has been deleted, it will appear on the owner's Deleted Groups tab.

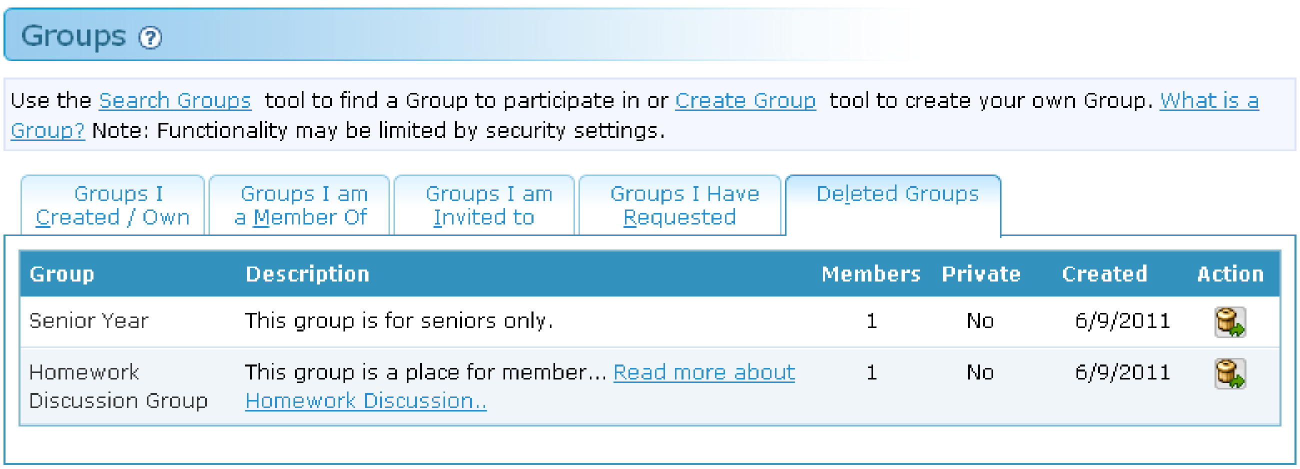


Figure 10

The owner may restore the Group by clicking the button. The following warning will show.

Figure 11

When OK is clicked, the Group will reappear on the Groups I Created/Own tab.

Courses

Description

Courses allow instructors to present material to students in a structured environment. (To present a Course within Epsilen, the instructor or institution must have an appropriate Epsilen license.)

Purpose

Participate in a Course to further your knowledge of the subject in question.

1. Each of your current courses are listed under **Course** (Figure 1). To enter each specific course, click on each course's hyperlink.

Figure 1

2. Next, you will find the **Description** of each course.
3. **My Role** shows your affiliation (Guest, Student, Assistant, Instructor or Administrator) in the course.
4. **Messages** and **Forums** display your unread communications for each course.
5. **Starts/Ends** provides the dates for which the course begins and closes. When a course has concluded, you will have the opportunity to archive the course by clicking **Archive Now.**
6. **Actions** allows you to enter the course ( ), archive the course ( ), and if you have the authorization, delete the course ( ).

Archived Courses

1. Once you have archived a course by clicking **Archive Now,** the course will be viewable under the **Archived Courses** tab (Figure 2). With this tab, you have all of the same functions that were available under the **Courses** tab.

Figure 2

Courses Open to My Institution

1. **Courses Open to My Institution** displays the courses to which your school or institution has access (Figure 3). If the Action column displays:
   a. a  button, you can click it to join the Course.
   b. a  button, you can click it to request membership to the Course.
   c. **Invite Only**, you can click the Owner's name to send him or her a message to request an invitation.
   d. **Member**, you are already a member of this Course.

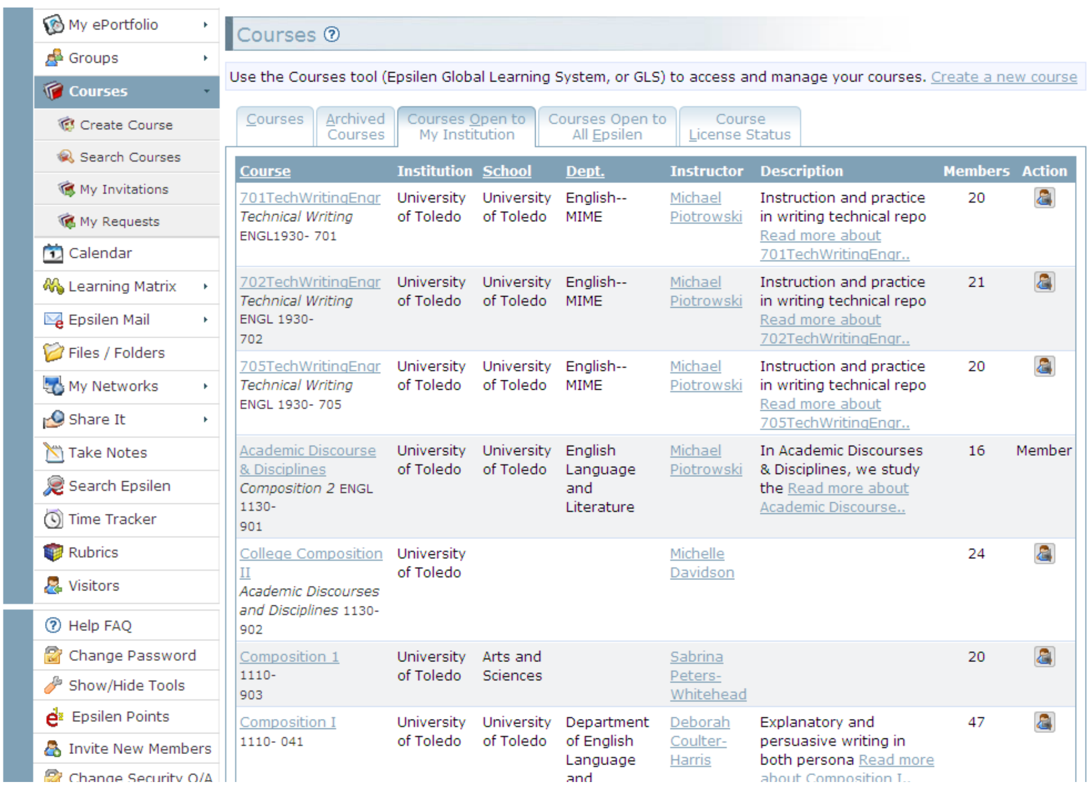


Figure 3

Courses Open to All Epsilen

1. **Courses Open to All Epsilen** provides a list of all the courses that any Epsilen user may access (Figure 4). To become a member, click **Click to Join this Course** ( ).

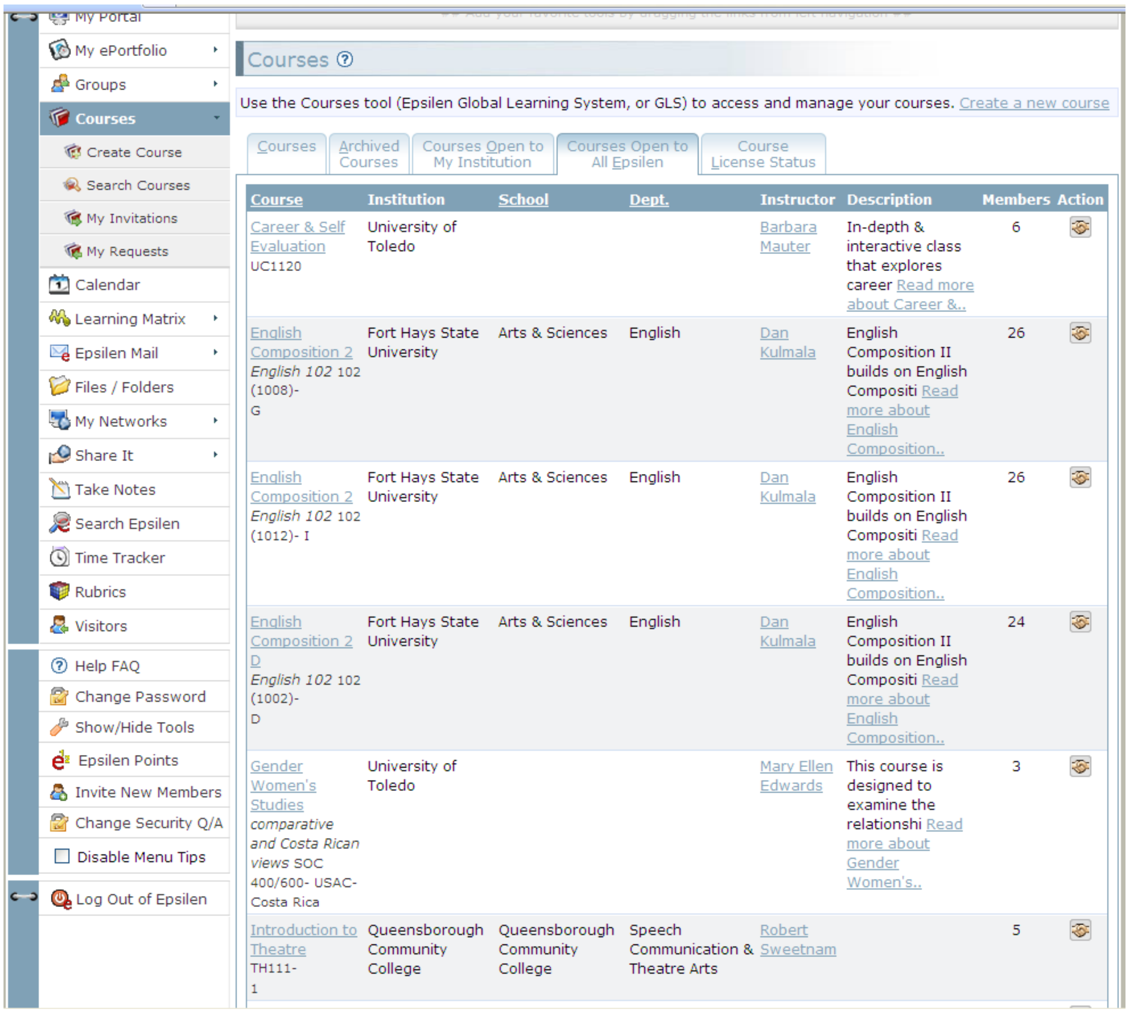


Figure 4

2. Once you **Click to Join this Course,** you will need to complete the registration for the course (Figure 5) and click **Join**.

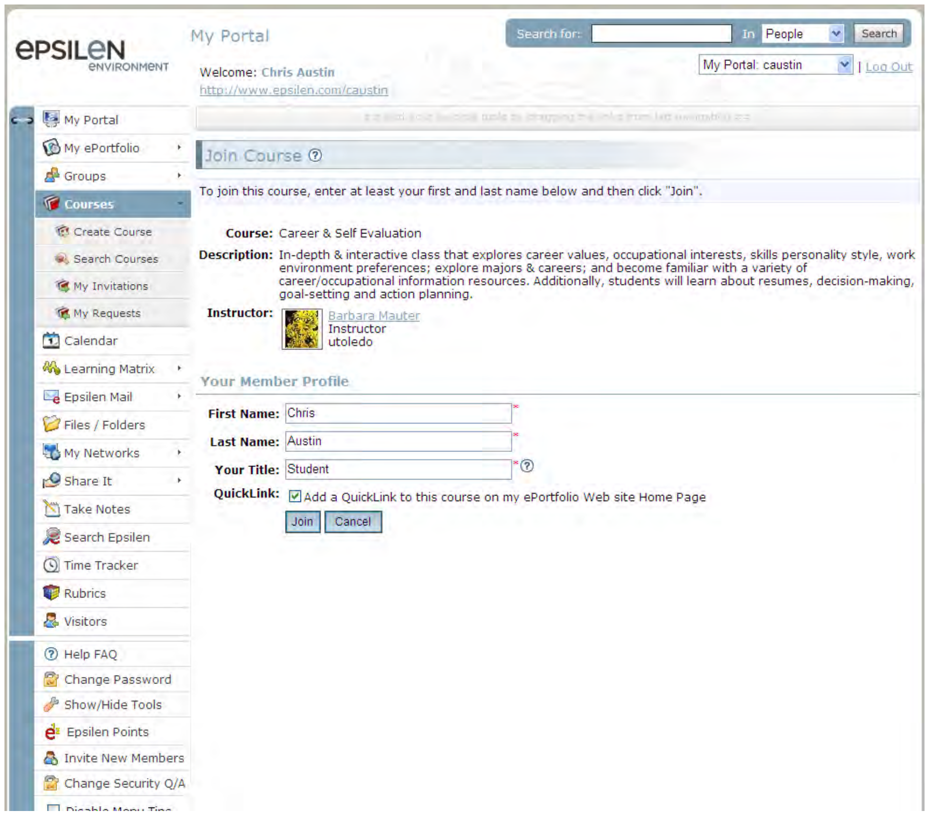


Figure 5

Course License Status

1. For instructors, the **Course License Status** tab allows them to check on the status of a course that they are preparing (Figure 6).
2. Statuses will either show as **Pending** (awaiting approval) or **Rejected** (with a brief comment from the administrator).
3. If a course was rejected, you may continue to work on the course and resubmit for approval ( ).

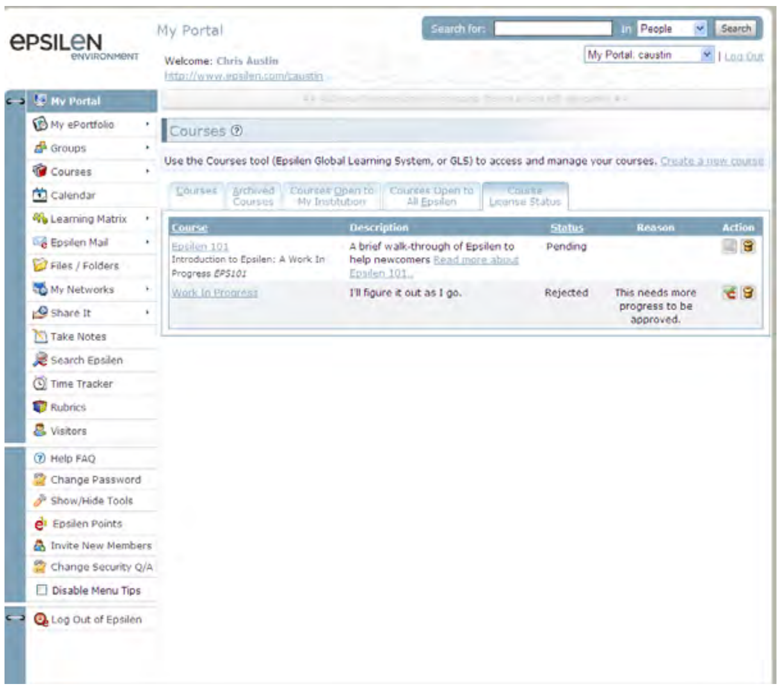


Figure 6

Calendar

Description

Use the **Calendar** tool to create your personal calendar and add/edit/delete meetings, discussions, vacations, or any other events. You can import a calendar, you may choose to share your calendar with other Epsilen members, and you can view the calendars of other Epsilen members who have chosen to share them with you. Select the Calendar View for which calendar(s) to view. Insert new events after you Search Events to add to your calendar.

Purpose

By creating your personal calendar and viewing shared calendars, you can organize your time to maximize awareness and productivity.

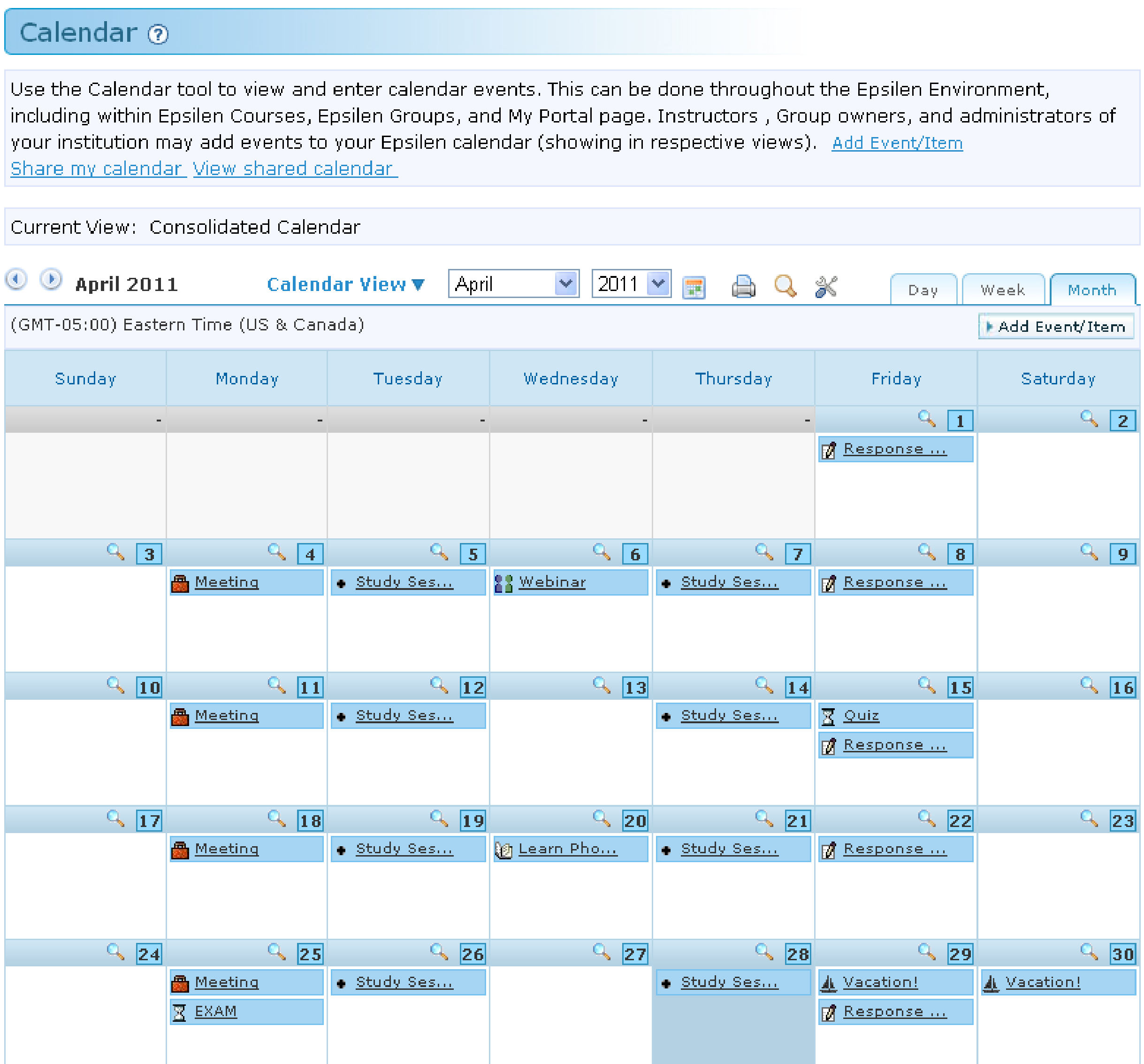


Figure 1

Definitions

Share my calendar is used to share your Personal Calendar with other Epsilen members.

NOTE: Epsilen restricts who and what can be found in searches and/ or shared based on security settings. Objects you share may not be available to all users.

View shared calendar is used to open an Epsilen member's Calendar which has been shared with you.

Last/Previous: Click the left and right arrows at the top left of the Calendar to view the last or previous day, week or month based on the current view.

Calendar View is used to select which calendar to view, including Personal, Course, and Group Calendars or the Consolidated Calendar, which displays all views at once.

Select Month: Click the Month list to choose a different month of the selected year.

Select Year: Click the Year list to choose a different year for the selected month.

Go To Date: Click the Date icon to select a specific date to view from a smaller Calendar.

Print Calendar: Click the Print icon to print the Calendar.

Search Events: Click the Search icon to search for an event on any of your Calendars.

Manage Settings: Click the Manage icon to export a Calendar to a file and save it or to change Calendar settings like time zone and color display.

Day: Click the **Day** tab to view the current day only.

Week: Click the **Week** tab to view the current week only.

Month: Click the **Month** tab to view the current month only.

View Day: Click the View icon for a specific date allows you to view that day only.

Add Event/Item is used to add a new event/item to a Calendar.

Add/Edit Events: Click a specific date on the **Month** view of a Calendar to add/edit events for that date.

View Event: Click the title of a Calendar event on to view the title, description, location and dates/times for the event.

Edit: Click the Edit icon while viewing an event to edit that event.

Delete: Click the Delete icon while viewing an event to delete that event.

Copy: Click the Copy icon while viewing an event to copy the event to a different Calendar.

Adding an Event

To add an Event:

1. Click the **Add Event/Item** button
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter a title for this event which will display on the Calendar.
When/To	Enter the start and end dates for this event, as well as the start and end times.
Repeats	Select an option from the list of Repeat Types, such as "Daily" or "Weekly".
Category	Select a Category for this event which will allow Epsilen to group similar events together.
Location	Enter a Location for this event if necessary.
Description	Enter a description which explains the event in detail.
Reminder	Choose a Reminder type from the list if you would like Epsilen to notify you of this upcoming event.
Email Alert	Select the Email Alert option if you would like Epsilen to send you an Epsilen Mail Message when this event is about to occur.

3. When the necessary information is there, click the **Save** button. The **Calendar** page will display with a new entry on the Calendar.

The illustration below displays the Add/Edit Event screen.

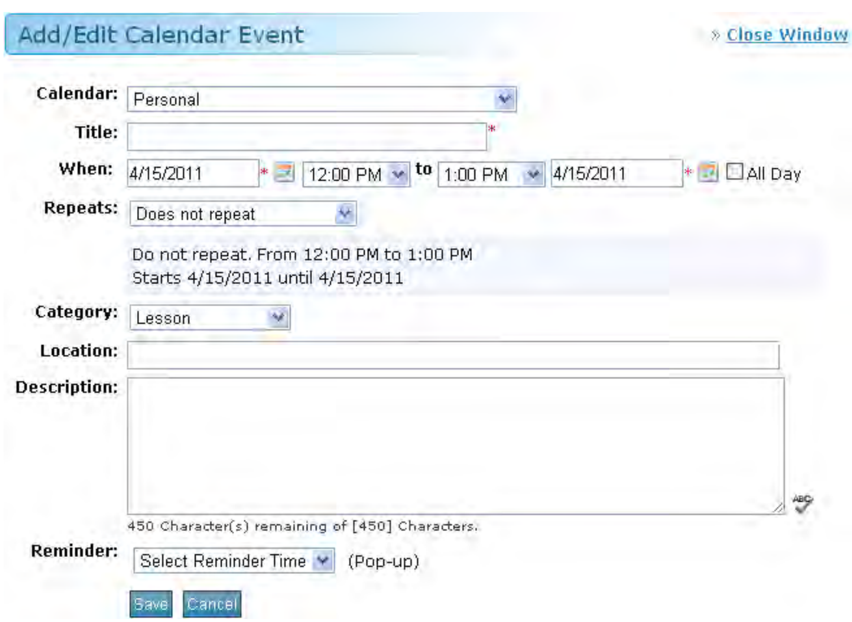


Figure 2

The following illustration shows the Epsilen Mail notification sent to members of a course, group, or to the Epsilen member who created the event (for calendar events marked Personal in the Calendar dropdown).

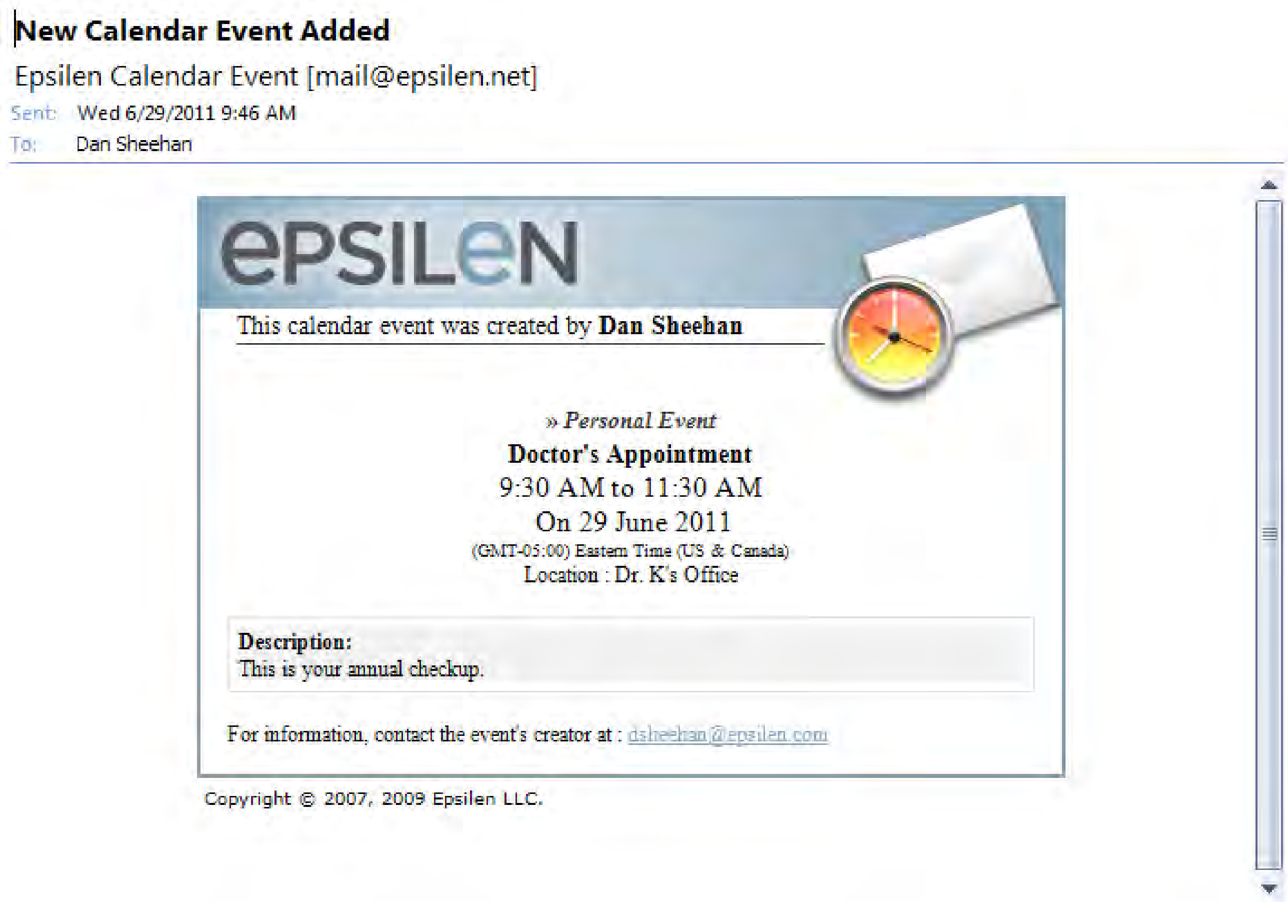


Figure 3

Editing an Event

To edit an Event:

1. Click the title of the event on your Calendar
2. Click the button to open the **Add/Edit events to calendar** popup page.
3. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter a title for this event which will display on the Calendar.
When/To	Enter the start and end dates for this event, as well as the start and end times.
Repeats	Select an option from the list of Repeat Types, such as "Daily" or "Weekly".
Category	Select a Category for this event which will allow Epsilen to group similar events together.
Location	Enter a Location for this event if necessary.
Description	Enter a description which explains the event in detail.
Reminder	Choose a Reminder type from the list if you would like Epsilen to notify you of this upcoming event.
Email Alert	Select the Email Alert option if you would like Epsilen to send you an Epsilen Mail Message when this event is about to occur.

4. When you have finished filling out the information, click the **Update** button. You will be returned to the **Calendar** page where you will see a modified entry on your Calendar.

Figure 3 displays the **Add/Edit events to calendar** screen.

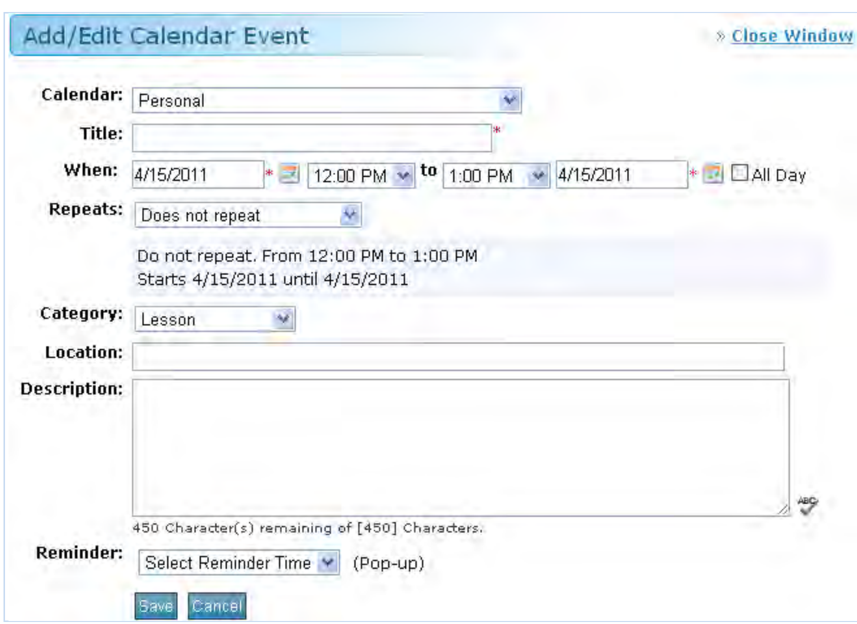


Figure 3

Searching Events

To Search for an Event

1. Click the button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter all or part of the event title that you are searching for.
Location	Enter all or part of the event location that you are searching for.
Date Range	Enter a date range so that Epsilen will only retrieve those events which match your search values and occur within the specified date range

3. When you have finished filling out the information, click the **Search** button. You will see a list of Calendar entries that meet your search criteria.

NOTE: Epsilen restricts who and what can be found in searches and/ or shared based on security settings.

Figure 4 displays the **Search Event** screen.

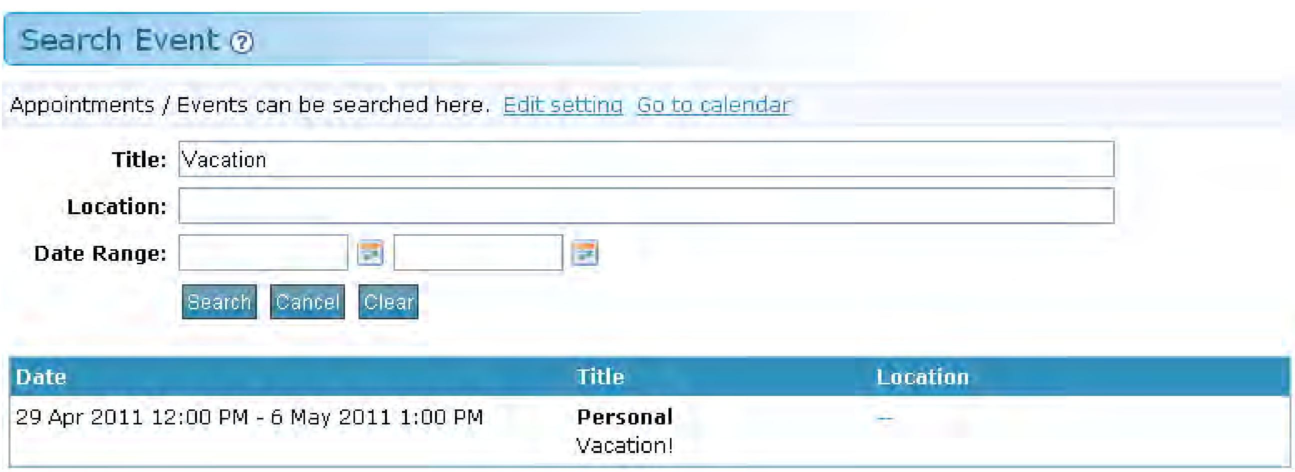


Figure 4

Sharing a Calendar

To Share a Calendar

1. Click the **Share my calendar** button.
2. Enter the name of an Epsilen member to search for and click the **Search** button. You will see a list of results that match your search criteria.
3. Click the **Share** button for an Epsilen member to share your Calendar with. You will remain on the **Search Epsilen Members** page where you will see a message stating that your Calendar was successfully shared with the selected member. You may repeat steps 2-3 as many times as you wish.

NOTE: Epsilen restricts who and what can be found in searches and/ or shared based on security settings.

The illustration below displays the **Search Epsilen Members** screen.

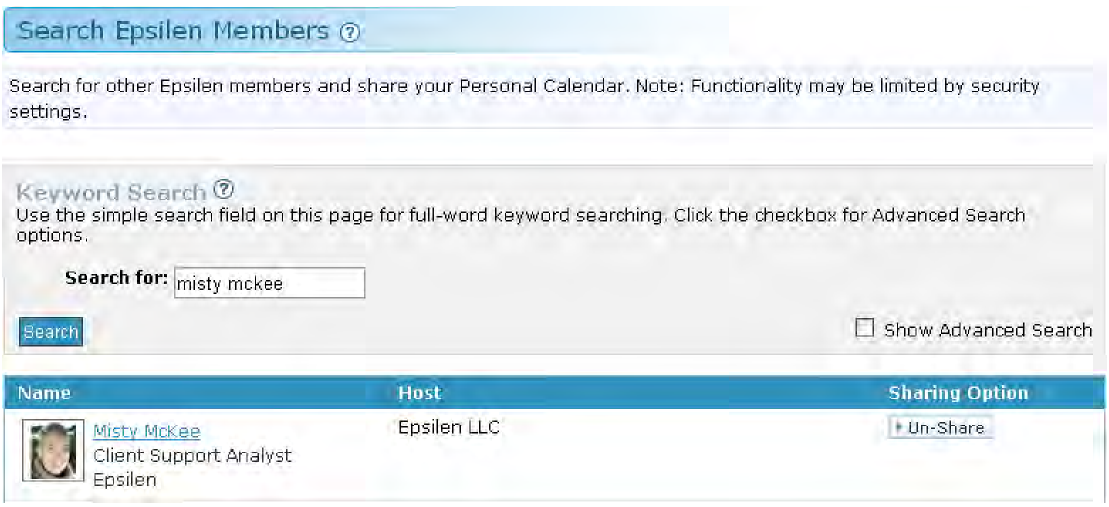


Figure 5

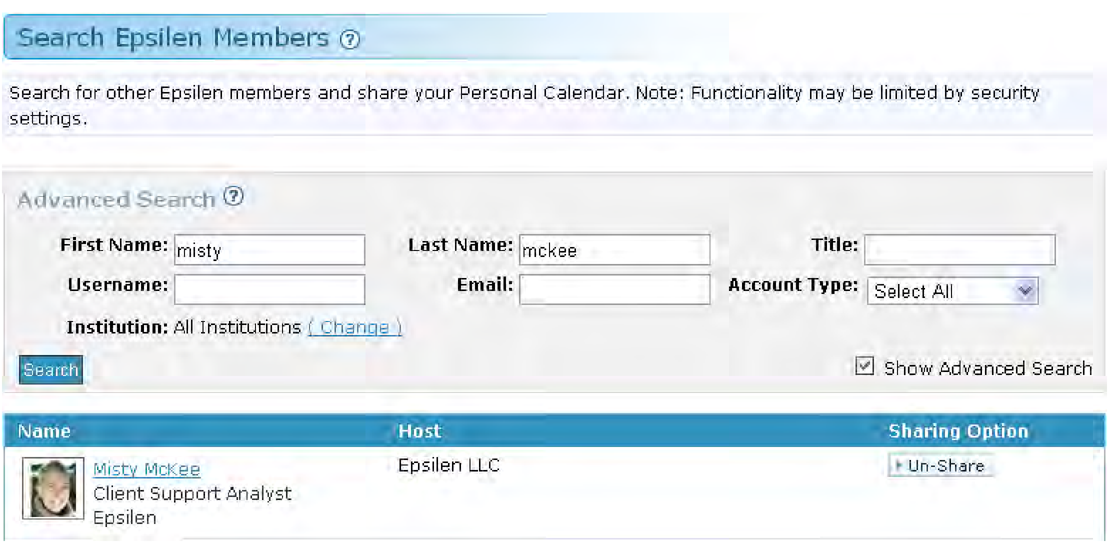


Figure 6

Viewing a Shared Calendar

To View a Shared Calendar

1. Click the **View shared calendar** button to open the **Shared Calendar** popup page. You will see a list of Calendars which have been shared with you.
2. Click the Calendar icon in the Action column to view the events listed on the other Epsilen member's personal calendar.

The illustration below displays the **Shared Calendar** screen.

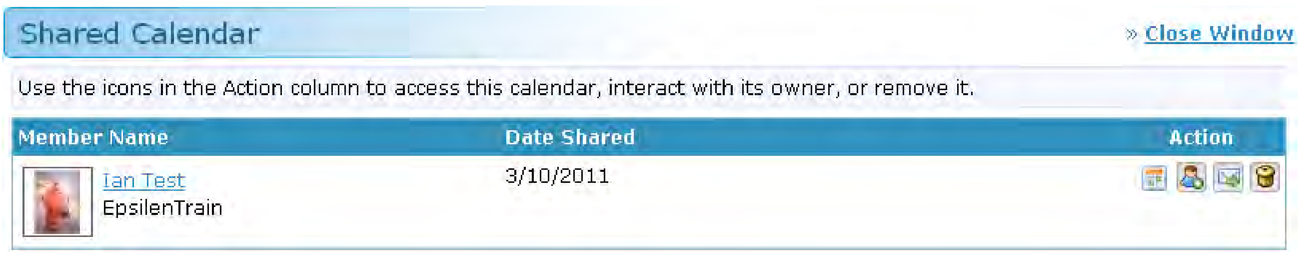


Figure 6

Epsilen members whose accounts are limited by security settings will see the page shown in the illustration below.

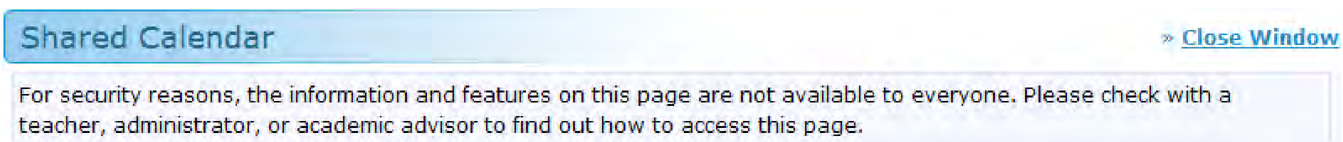


Figure 7

Changing Calendar Settings

To export or import a calendar or to change calendar settings, follow the ensuing instructions.

1. Click the button. The dropdown menu shown below will display on the same page.

Figure 8

2. Select one of these options.

   a. If the Export option is clicked, the following popup window will show. Choose to export all events or only those within a date range and click **Export events**.

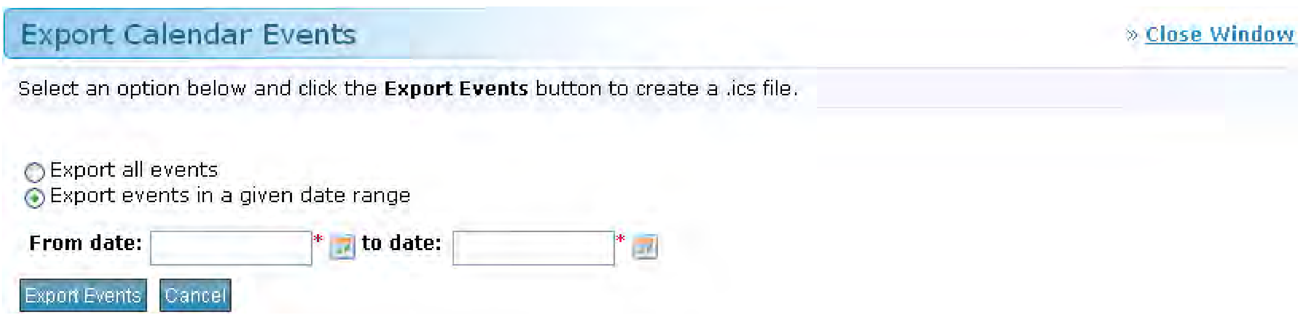


Figure 9

   b. If the Import option is clicked, the following popup window will show. Choose a file in .ics format and click **Import**.

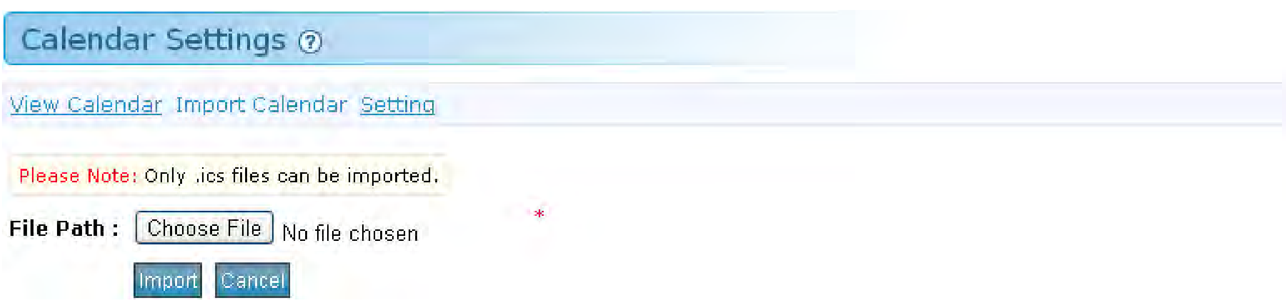


Figure 10

3. If the Settings option is chose, complete the fields/choices as described in the following table:

Field	Function
Current time zone	Enter the time zone in which you currently reside.
Calendar event color	Choose a color for your calendar events.
Default view	Select a Default view for your Calendar, such as Day, Week or Month.

4. When you have finished filling out the information, click the **Save** button. You will remain on the **Calendar Settings** page where you will see a message stating that the Calendar settings saved successfully.

The illustration below displays the **Calendar Settings** screen.

Figure 9

Epsilen Learning Matrix

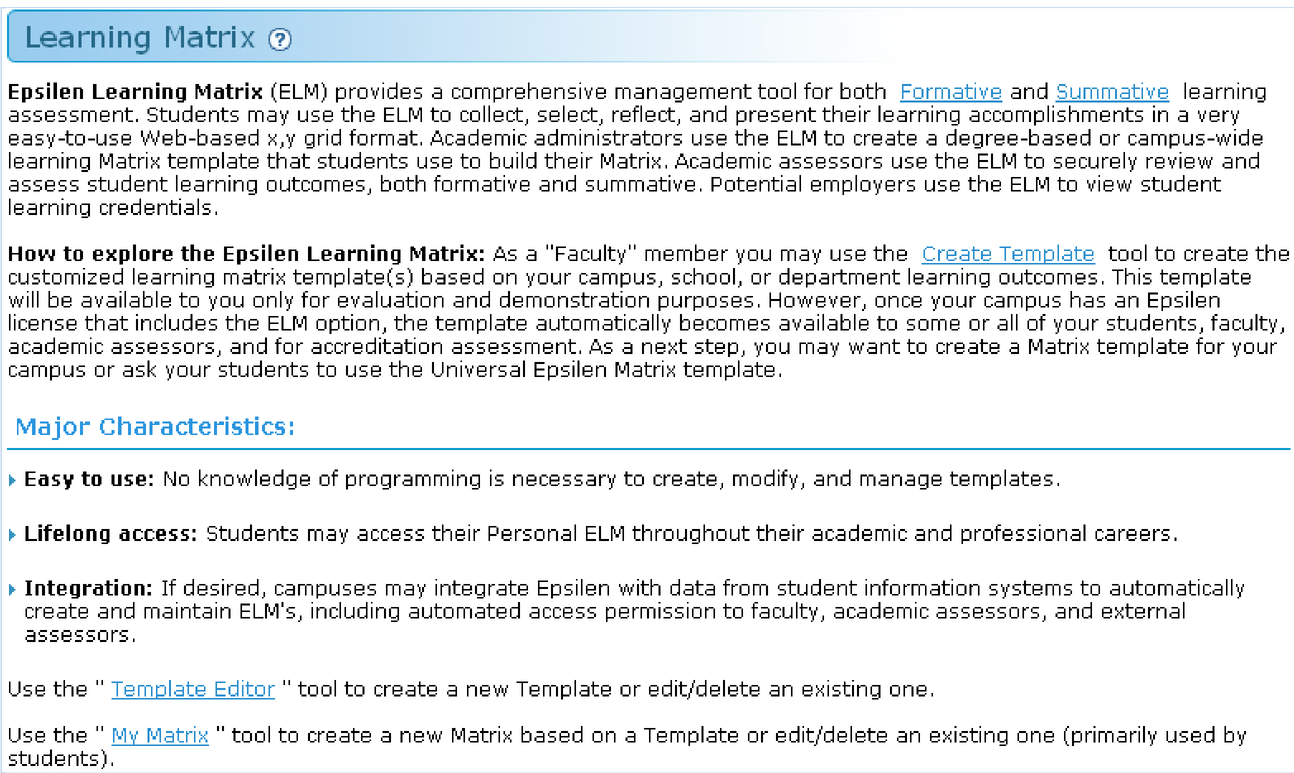
Description

The **Epsilen Learning Matrix (ELM)** offers students an automated learning outcome assessment tool for both summative and formative learning assessment. Students can upload their learning outcomes according to predefined rubrics, with access by faculty and academic advisors to each student learning matrix for assessment, advisement, and certification.

Note: Students and faculty at any institution may create a Matrix for personal use, but only institutions which have purchased an Epsilen Learning Matrix license may use the assessment tools.

Purpose

Use the Epsilen Learning Matrix to quickly determine progress in relation to projected learning outcomes.


Learning Matrix

Epsilen Learning Matrix (ELM) provides a comprehensive management tool for both Formative and Summative learning assessment. Students may use the ELM to collect, select, reflect, and present their learning accomplishments in a very easy-to-use Web-based x,y grid format. Academic administrators use the ELM to create a degree-based or campus-wide learning Matrix template that students use to build their Matrix. Academic assessors use the ELM to securely review and assess student learning outcomes, both formative and summative. Potential employers use the ELM to view student learning credentials.

How to explore the Epsilen Learning Matrix: As a "Faculty" member you may use the Create Template tool to create the customized learning matrix template(s) based on your campus, school, or department learning outcomes. This template will be available to you only for evaluation and demonstration purposes. However, once your campus has an Epsilen license that includes the ELM option, the template automatically becomes available to some or all of your students, faculty, academic assessors, and for accreditation assessment. As a next step, you may want to create a Matrix template for your campus or ask your students to use the Universal Epsilen Matrix template.

Major Characteristics:

- **Easy to use:** No knowledge of programming is necessary to create, modify, and manage templates.
- **Lifelong access:** Students may access their Personal ELM throughout their academic and professional careers.
- **Integration:** If desired, campuses may integrate Epsilen with data from student information systems to automatically create and maintain ELM's, including automated access permission to faculty, academic assessors, and external assessors.

Use the " Template Editor " tool to create a new Template or edit/delete an existing one.

Use the " My Matrix " tool to create a new Matrix based on a Template or edit/delete an existing one (primarily used by students).

Figure 1

Definitions

My Matrix is used to manage Learning Matrices and create new matrices.

My Matrix

Description

My Matrix is the tool used by an individual Epsilen member to create and edit the Epsilen Learning Matrix (ELM).

Purpose

Use My Matrix to manage an existing Learning Matrix or create new a new one.

The illustration below displays the My Matrix screen.

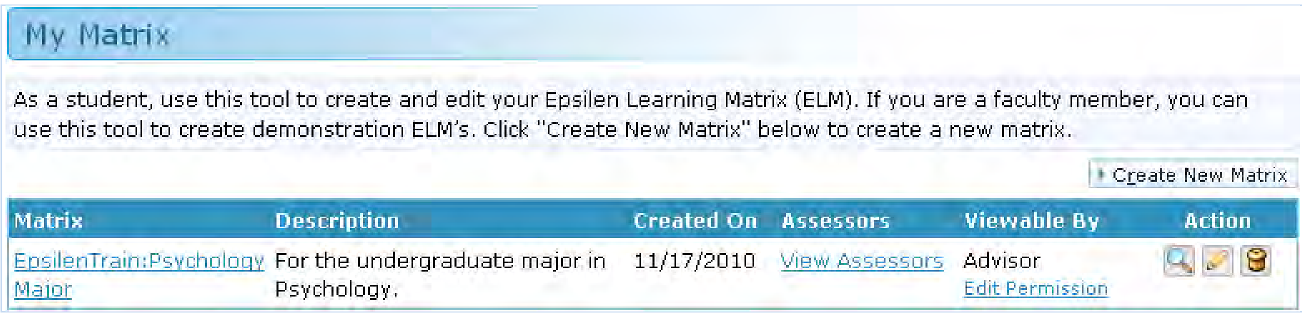


Figure 2

Definitions

Create New Matrix is used to create a new matrix based on an institution-approved Learning Matrix Template.

View Assessors is used to view a list of Assessors who have permission to assess a matrix.

Edit Permission is used to edit the list of Access Keys. Access Keys control who may view a matrix on a public ePortfolio page.

Note: Due to security settings, access keys are not available for all users.

Preview Matrix: Click the View icon or the title of a matrix to preview a matrix.

Edit Matrix: Click the Edit icon to edit a matrix.

Delete Matrix: Click the Delete icon to delete a matrix.

Creating a New Matrix

To create a new matrix:

1. Click the **Create New Matrix** button from the My Matrix page. A list of all approved Learning Matrix Templates for the institution is shown by default.
2. To search for a specific Template, enter a value in the "Search For" field and click the **Search** button. A list of approved Templates which match the search criteria is shown.
3. Click the Preview icon in the Action column to see a template in detail in a popup window.

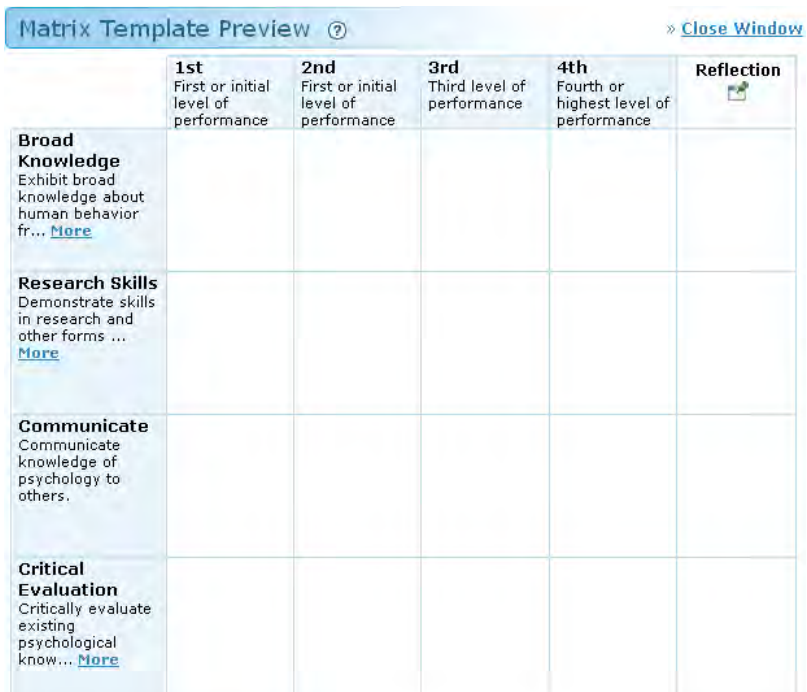


Figure 3

4. Click the Select icon to create a new matrix from a template shown on the page. The Edit Matrix page will show to allow work to be uploaded to a new Learning Matrix.

The illustration below displays the Create Matrix screen.

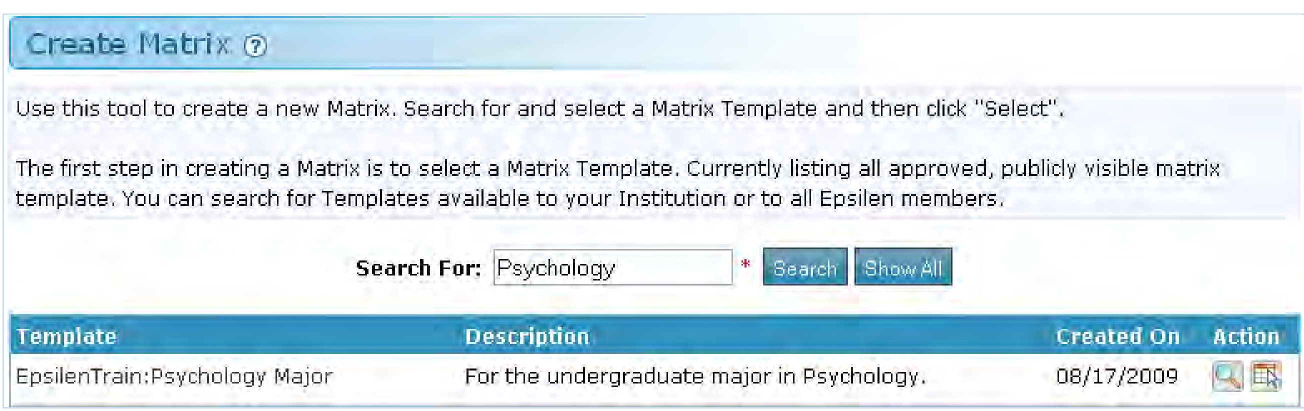


Figure 4

Editing a Matrix

The illustration below displays the Edit Matrix screen.

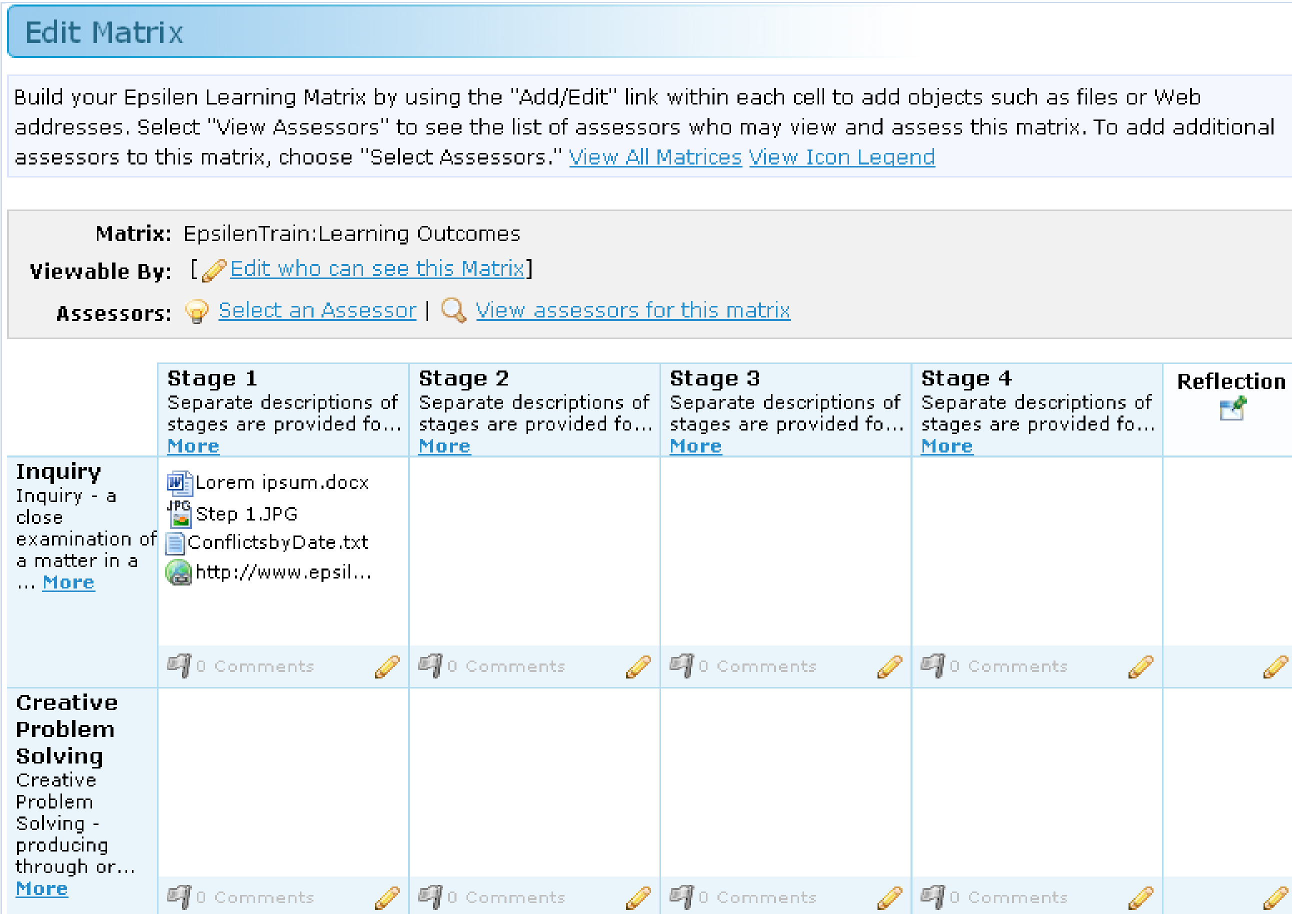


Figure 5

Definitions

Edit Matrix Access Keys: Click the **Edit who can see this Matrix** link to edit the list of Access Keys to control who may view this Matrix on a Public ePortfolio.

Select Assessors: Click the **Select an Assessor** link to select assessor for a Matrix.

View Assessors: Click the **View assessors for this matrix** link to view the assessors who currently have permission to view and assess a Matrix.

Edit Matrix Cell: Click the Edit icon to edit a matrix cell.

Rubric: Click the **Rubric** link for a Matrix Principle to view the Rubric associated with it.

View Cell Objects: Click the corresponding icon next to any cell object to view objects in a Matrix cell.

Comments: Click the **Comments** link to view assessments/comments and cell statuses that assessors have saved for a Matrix cell. ***Please note:*** *Students and faculty at any institution may create a Matrix for personal use, but only institutions which have purchased an Epsilen Learning Matrix license may use the assessment tools.*

Editing Matrix Access Keys

To edit who may view a Matrix:

1. Click the **Edit who can see this matrix** link to open the **Edit Matrix Access Permissions** popup window. Or click the **Edit Permission** link from the My Matrix page.
2. Click the checkbox next to each Access Key that may view this Matrix from your ePortfolio.
3. Click the **Save Changes** button. A message stating that the Access Keys saved successfully will display, and the popup window will close automatically.

The illustration below displays the **Edit Matrix Access Permissions** screen.

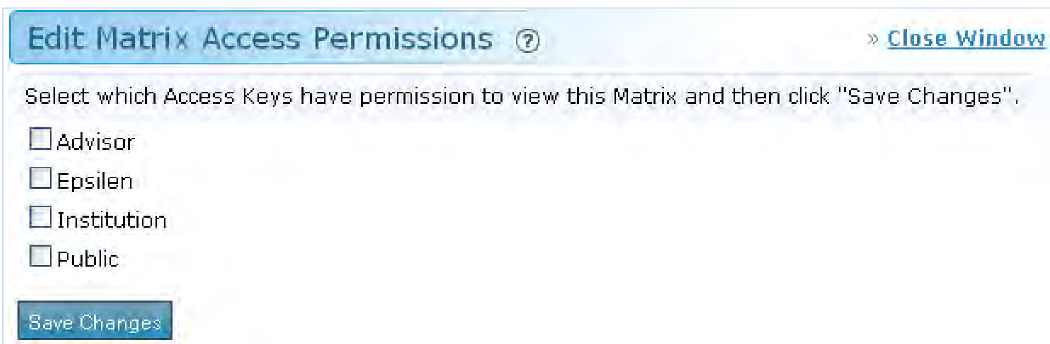


Figure 6

Epsilen members whose accounts are limited by security settings will see the page shown in the illustration below.

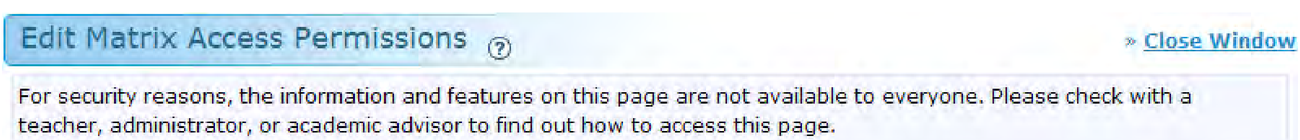


Figure 7

Editing a Matrix Cell / Managing Objects

To edit a Matrix Cell:

1. Click the Edit icon in the bottom right corner of a Matrix cell. The Edit Matrix Cell page will show with Matrix, Principle and Category information displayed. An Add Object form for adding/editing objects and a section titled Objects Currently in Matrix Cell will show as well. Use this section to view, edit and delete objects in a Matrix cell.

The illustration below displays the Edit Matrix Cell screen.

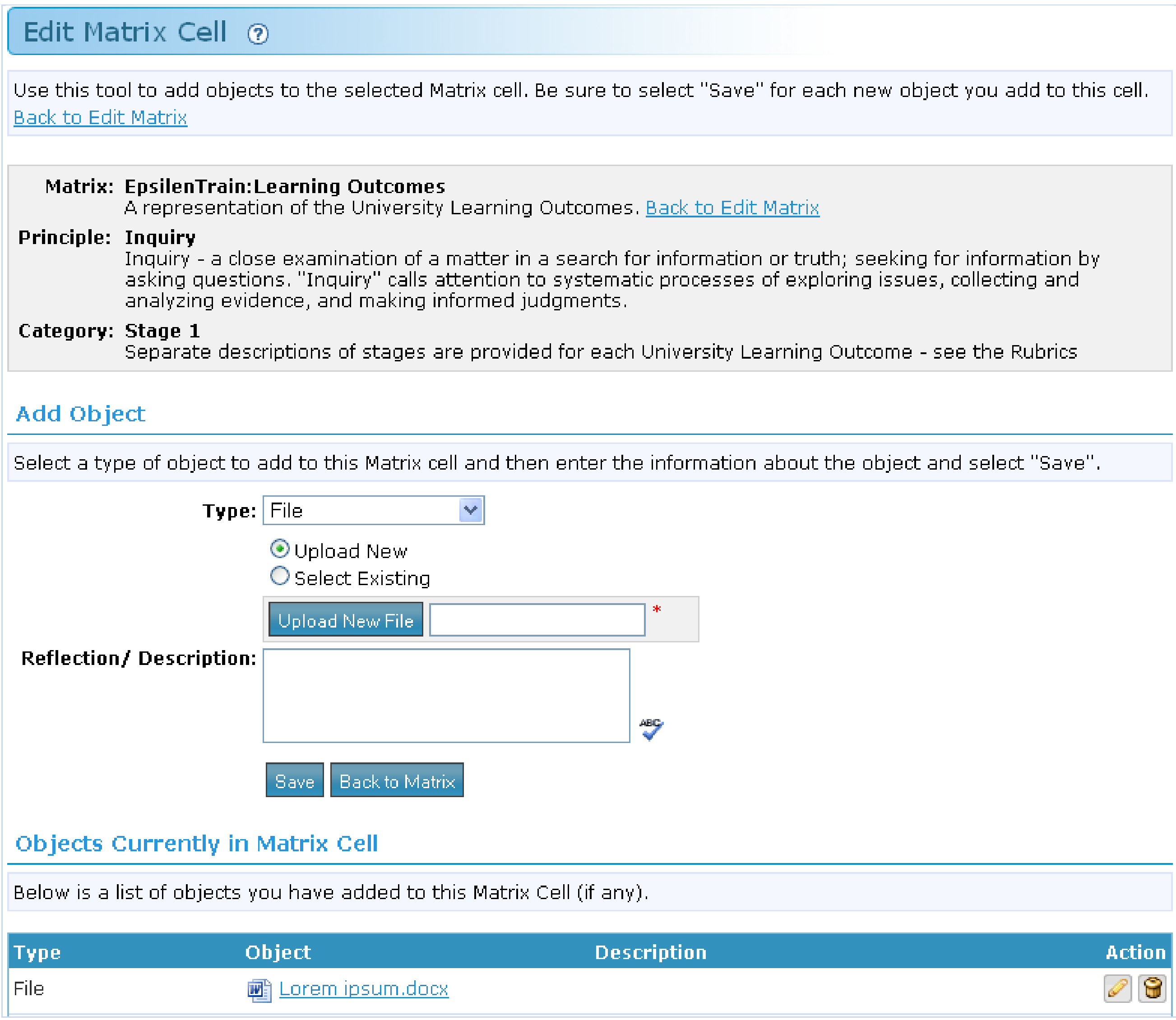
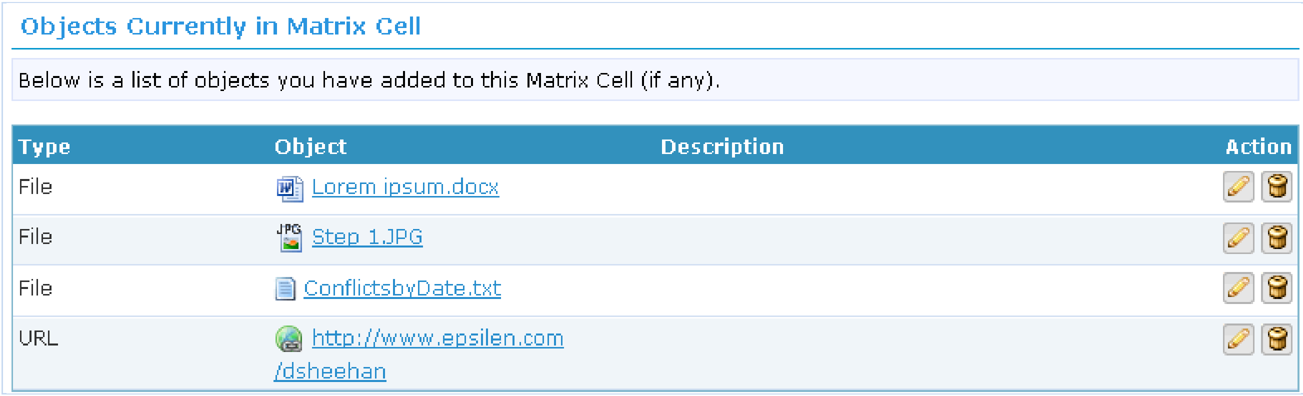


Figure 7

The illustration below displays the Objects Currently in Matrix Cell section of the Edit Matrix Cell screen.


Objects Currently in Matrix Cell

Below is a list of objects you have added to this Matrix Cell (if any).

Type	Object	Description	Action
File	Lorem ipsum.docx		
File	Step 1.JPG		
File	ConflictsbyDate.txt		
URL	http://www.epsilen.com /dsheehan		

Figure 8

Definitions

Edit Object: Click the Edit icon to edit an object from a Matrix cell.

Delete Object: Click the Delete icon to delete an object from a Matrix cell.

Adding/Editing an Object: Upload a New File

To upload a new file:

1. In the Type dropdown menu, select File.
2. Select the Upload New option beneath the Type dropdown menu.
3. Click the **Upload New File** button. The Upload File popup window will show.
4. To change the folder where this new file will be uploaded, click the 'Click here' link in the Upload File window and select a different folder.
5. Click the **Add File** button to find and select a file. Check the "Replace file if it already exists" option if a previous version of the file is already found in the same folder**.**
6. Click the **Upload** button. The uploaded file's name is displayed in the Add Object section.

Note: Only files that do not exist within Files/ Folders can be uploaded. See the following section ("Adding/Editing an Object: Select an Existing File") for information about adding files that have already been uploaded to a matrix.

7. Enter an optional Reflection/Description and click the **Save** button to add the object. The Edit Matrix Cell page will show a confirmation message to state that the object was added successfully.

The illustration below displays the Add Object section for uploading a new file.

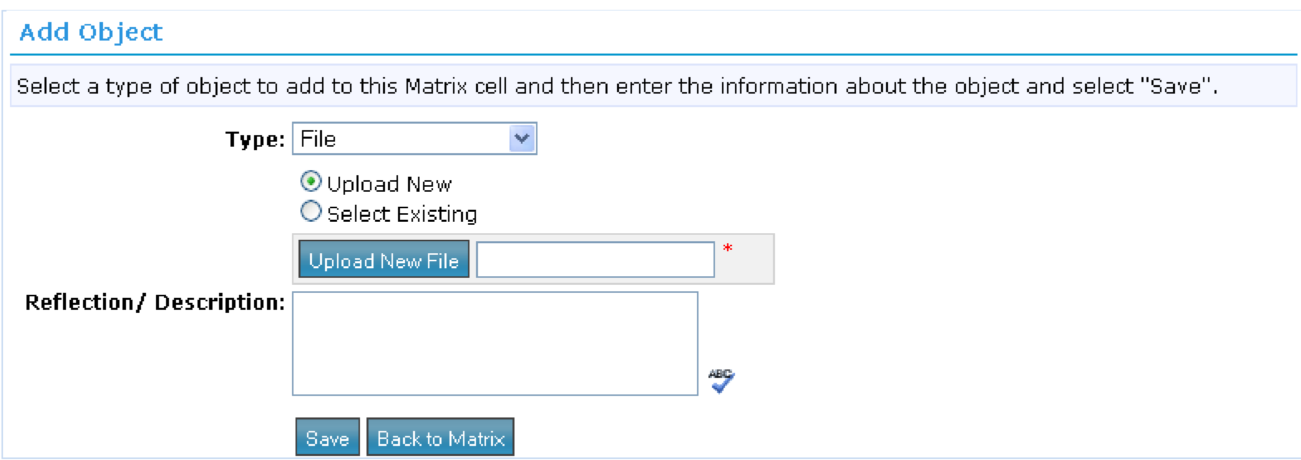


Figure 9

The illustration below displays the Upload File screen.

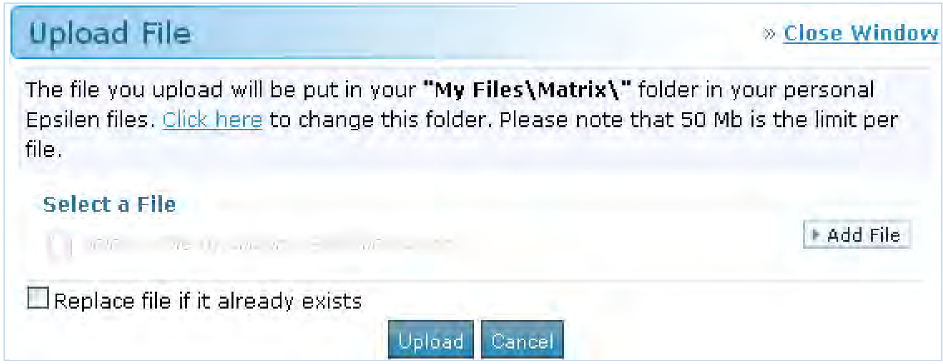


Figure 10

The illustration below shows the error message that displays when a user attempts to upload a file that has already been uploaded within Epsilen. Epsilen only allows a file to be uploaded to a given user's Files/ Folders (including the Matrix folder) once, so this error message will display even if the file is not found in the Matrix folder.

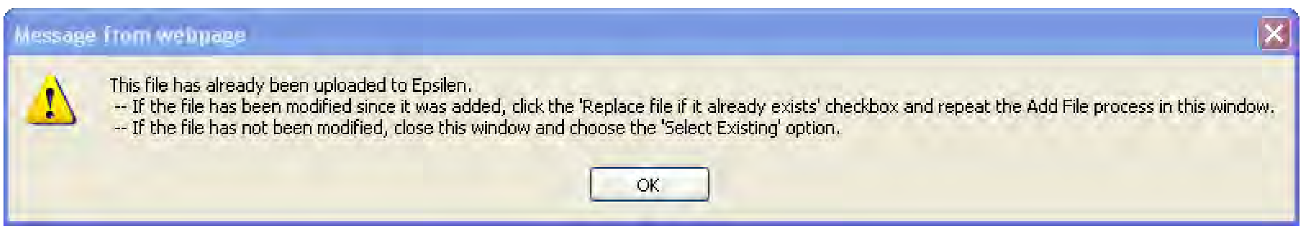


Figure 11

When this error message appears, first click **OK**.

If the data within the file has been changed since its last upload, select the file again and click the "Replace file if it already exists" option.

If the data within the file has not changed, click the **Cancel** button in the Upload File popup window. Next, choose the 'Select Existing' option in the Add Object section. Follow the instructions in the following section ("Adding/Editing an Object: Select an Existing File") to find the desired file.

Adding/Editing an Object: Select an Existing File

To select an existing file:

1. Select File in the Type menu.
2. Select the Select Existing option in the Add Object section of the Edit Matrix Cell page.
3. Click the **Select Existing** button to open the Select Existing File popup window.
4. Click on the file wish to be added and click the **Select** button. The Add Object section will display, showing the selected file's name.
5. Enter an optional Reflection/Description and click the **Save** button to add the object. The Edit Matrix Cell page will show a confirmation message to state that the object was added successfully.

The illustration below displays the Add Object section for selecting an existing file.

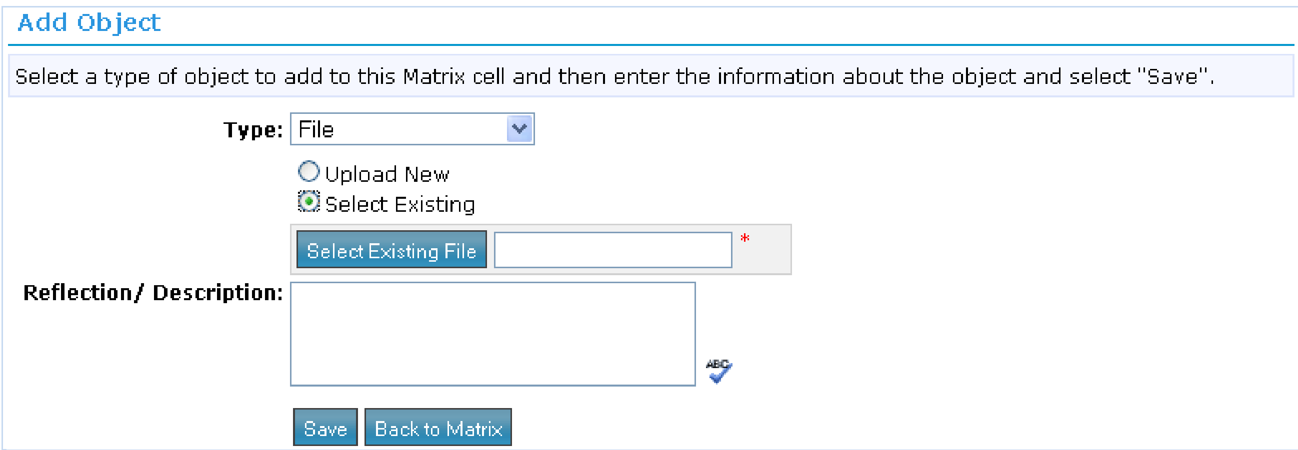


Figure 11

The illustration below displays the Select Existing File screen.

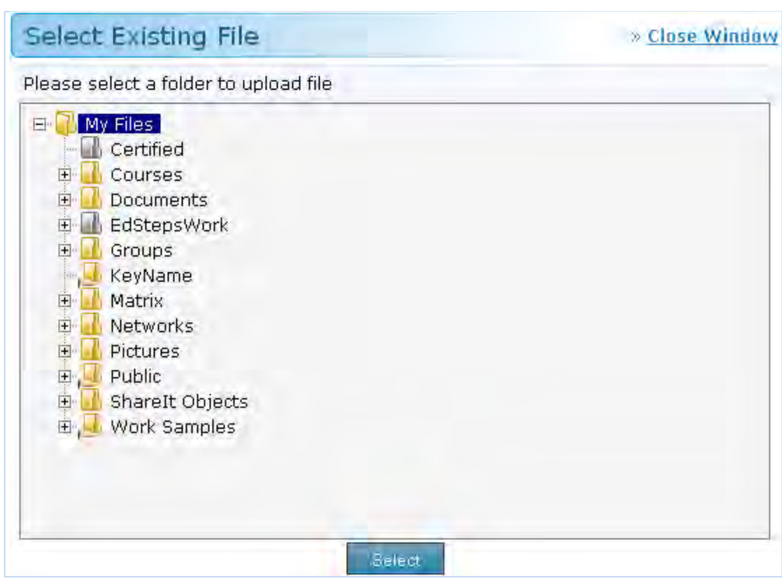


Figure 12

Adding/Editing an Object: URL (Web Address)

To add/edit a URL (web address):

1. Select URL (Web Address) in the Type menu.
2. Complete the fields/choices as described in the following table:

Field	Function
URL Type	URL Type is used to identify the first portion of a URL, known as the protocol, and will generally be "http:" or "https:"
URL	The URL identifies the web page to which this object should refer the assessor.
Reflection/Description	Provide an explanation of the URL object and personal thoughts about the object.

3. When the URL has been added, click the **Save** button. The Edit Matrix Cell page will show a confirmation message to state that the URL was added successfully.

The illustration below displays the Edit Matrix Cell screen for adding a URL (web address).

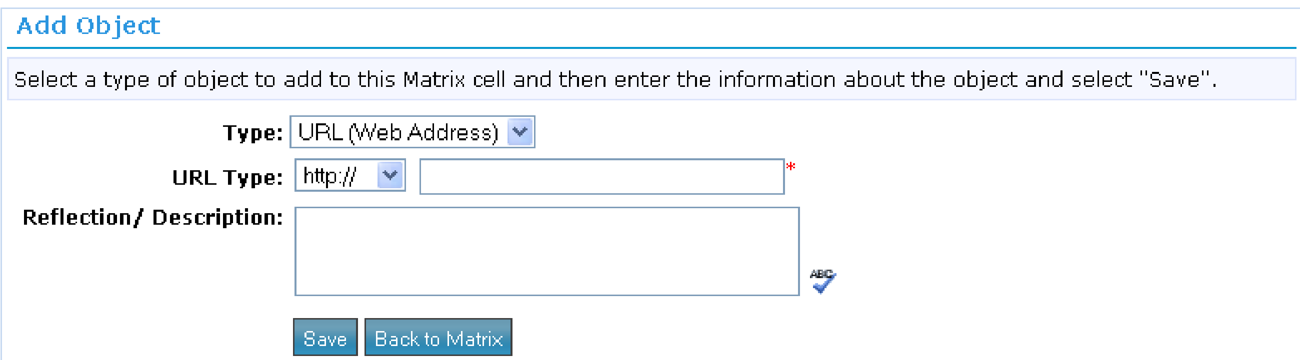


Figure 13

Adding/Editing an Object: Course

To add/edit a course:

1. Select Course in the Type menu.
2. Complete the fields/choices as described in the following table:

Field	Function
Course Title	Course Title identifies the course included in the Matrix cell.
Course Status	Set Course Status to indicate whether the course has been completed, is currently being taken or will be taken in the future.
Reflection/Description	Provide an explanation regarding the course object and personal thoughts about accomplishments in the course.

3. When this information has been added, click the **Save** button. The Edit Matrix Cell page will display a confirmation message stating that the object was added successfully.

The illustration below displays the Edit Matrix Cell screen when adding a Course.

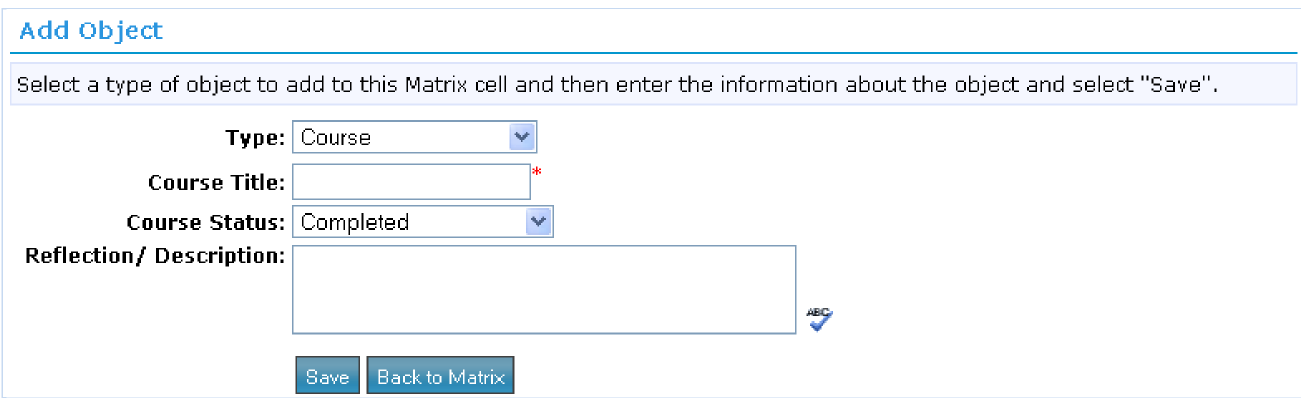


Figure 14

Adding/Editing an Object: Internship

To add/edit an Internship:

1. Select Internship in the Type menu.
2. Complete the fields/choices as described in the following table:

Field	Function
Internship/Details	Identify and explain the Internship object.

3. When the necessary information has been added, click the **Save** button. The Edit Matrix Cell page will show with a confirmation message stating that the object was added successfully.

The illustration below displays the Edit Matrix Cell screen for adding an Internship.

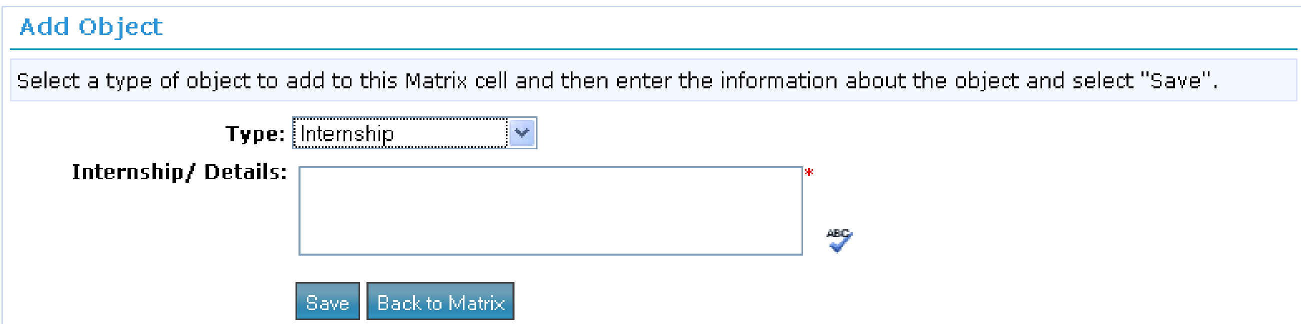


Figure 15

Adding an Object: Reflection

To add/edit a Reflection:

1. Select Reflection in the Type menu.
2. Complete the fields/choices as described in the following table:

Field	Function
Reflection	Provide personal thoughts about the Matrix cell and the accomplishments demonstrated by the objects within it.

3. When this information has been added, click the **Save** button. Tthe Edit Matrix Cell page will show with a confirmation message stating that the object was added successfully.

The illustration below displays the Edit Matrix Cell screen for adding a Reflection.

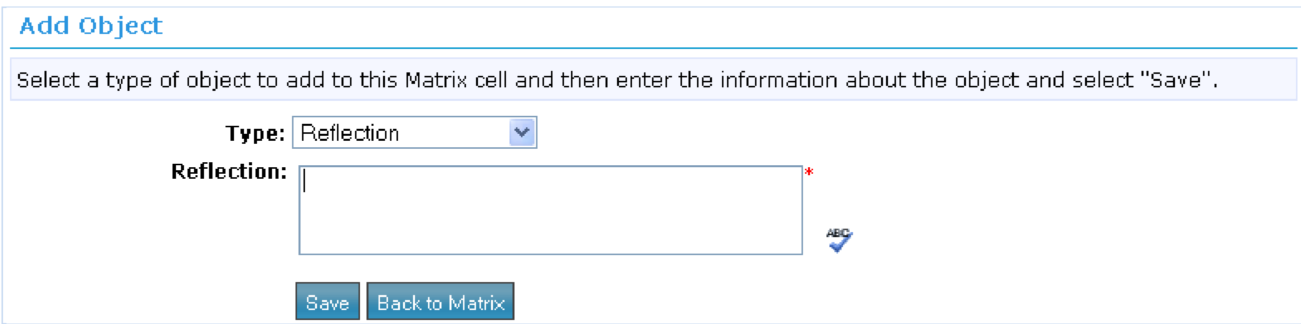


Figure 16

Editing a Principle Reflection

To edit a Principle Reflection:

1. On the Edit Matrix page, click the Edit icon in the Reflection column to open the Edit Reflection popup window.
2. Enter a Reflection for the Matrix and Principle displayed on the page.
3. Click the **Save** button. A message will display stating that the reflection was saved successfully, and the popup window will automatically close. The Edit Matrix page will show. The edited reflection will display in the Reflection column of the appropriate Principle's row.

The illustration below displays the **Edit Reflection** screen.

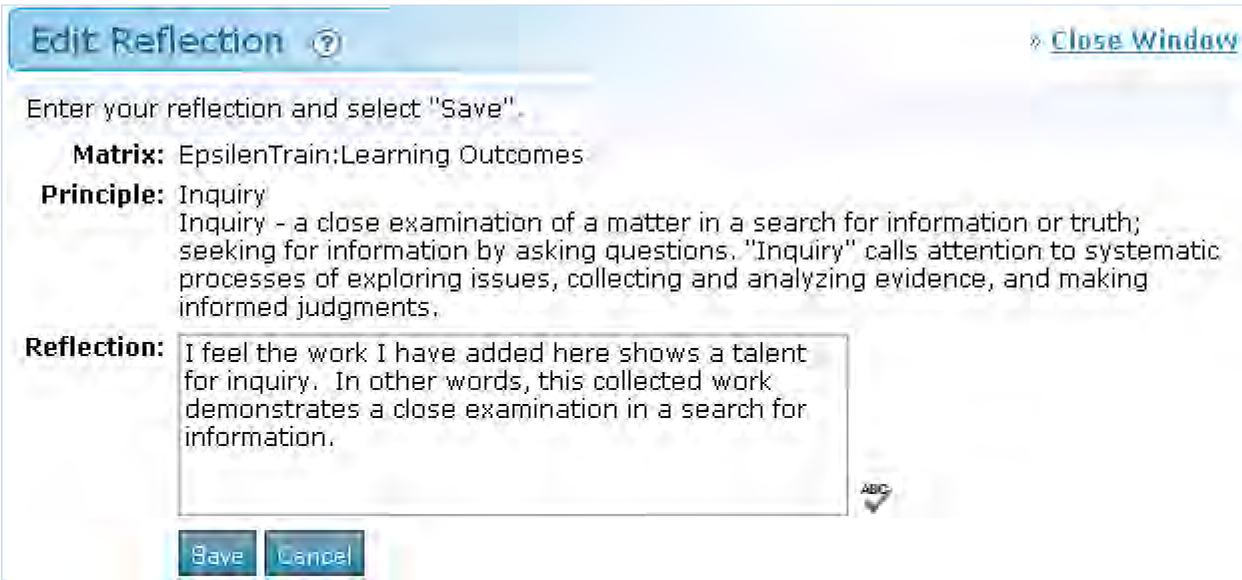


Figure 17

Epsilen Mail

Description

Epsilen Mail is the home page to manage your preferences for handling all mail or messages within Epsilen, and includes access and settings for your QuickNotes, Epsilen Mail, Institution Mail, Course Mail, Group Mail, System Mail, Archived and Sent mail.

Purpose

The **Epsilen Mail** tool allows you to manage your messages so you can create, send, forward, review, archive, or delete at your convenience.

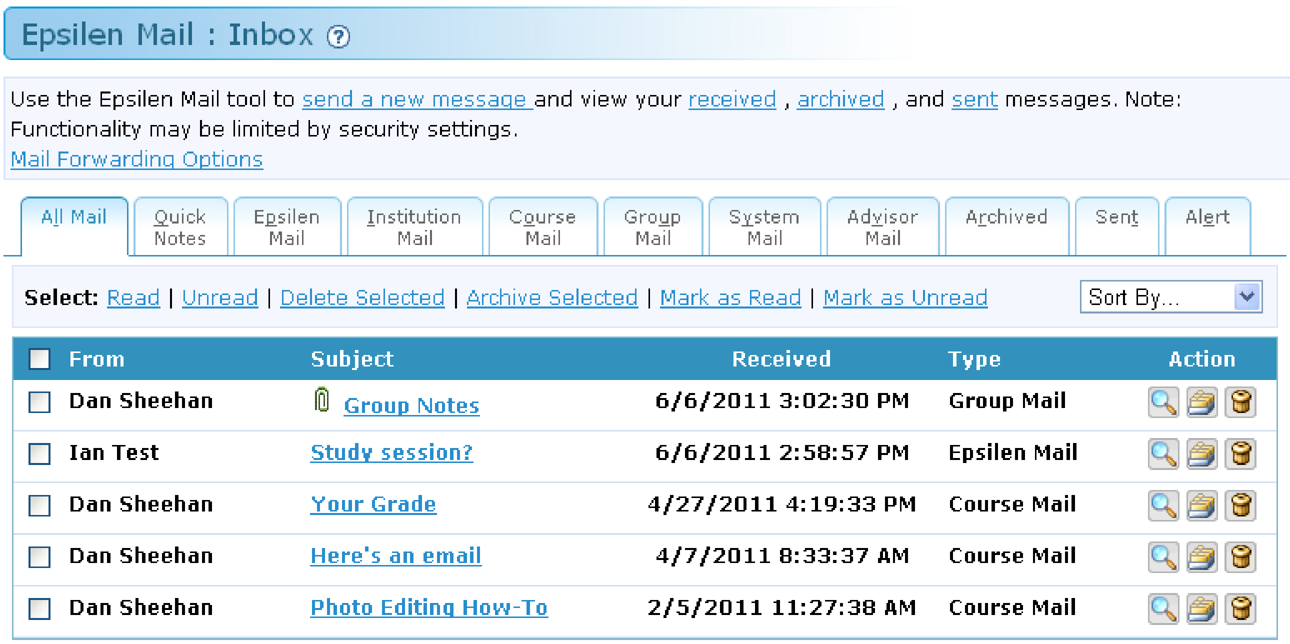


Figure 1

Definitions

Send Mail / Send a New Message allows you to send an email to other Epsilen members, a member of your Networks, or external email addresses.

Note: Some members cannot send mail messages due to security settings.

Options allows you to enable/disable Epsilen Mail forwarding to external email addresses or cell phone numbers, and enable/disable various Alert Types to external email addresses or cell phone numbers.

All Mail allows you to review messages received from any application, including QuickNotes, Epsilen Mail, Institution Mail, Course Mail, Group Mail, and System Mail.

QuickNotes allows you to review messages received from your Public ePortfolio QuickNotes form.

Epsilen Mail allows you to review messages received from Epsilen members.

Institution Mail allows you to review messages received from your Institution Administrator.

Course Mail allows you to review messages received from fellow course members.

Group Mail allows you to review messages received from fellow group members.

System Mail allows you to review messages received from the Epsilen Team.

Archived allows you to store any messages you have chosen to move off the **All Mail** tab.

Sent allows you to review the messages you have previously sent from Epsilen Mail, Course Mail, Group Mail or other tools where the **Send Message** option is available.

Alert: Review an Alert message received from Courses and/or Groups you are a member of.

Archive: Check multiple messages and click the **Archive Selected** link, or click the button for one message to move messages from the current tab to the Archived tab.

Unarchive: Check multiple messages and click the **Unarchive Selected** link, or click the button for one message to move messages from the Archived tab to the tab it originated from.

Delete: Check multiple messages and click the **Delete Selected** link, or click the button to delete one or more messages. The message(s) will be permanently deleted, both from your Epsilen Mail box and any other Mail tool (e.g., Course Mail, Group Mail, etc.). Note: You will not be able to recover deleted messages.

Mark as Unread: Check one or more messages and click the **Mark as Unread** link to mark them as unread (bold text).

Mark as Read: Check one or more messages and click the **Mark as Read** link to mark them as read (normal text).

Move All Read: Click the **Read** link to select all messages that have been read. These messages may be archived, unarchived, deleted, etc., using the directions above.

Move All Unread: Click the **Unread** link to select all messages that have not been read. These messages may all be archived, unarchived, deleted, etc., using the directions above.

Sorting: To change message sorting, use the **Sort by** dropdown menu to make a selection.

a. **From** presents the messages in alphabetical order by first name of the sender.
b. **Subject** presents the messages in alphabetical order by the subject.
c. **Received Date** presents the messages in reverse chronological order, with the newest message at the top. (This is the default sorting presentation.)
d. **Read** presents all unread messages in reverse chronological order, with the newest message at the top, followed by all read messages in reverse chronological order.
e. **Application** presents all messages by grouping, such as Course Mail, Group Mail, Epsilen Mail, etc.

Add To Network: To add a sender to one of your Networks:

1. Find the message from the person you would like to add.
2. Click .
3. A new **Add Person to Network** window will open. Check the box next to any network to which you would like to add the selected person.
4. Click **Add in Selected**.
5. Click **Close Window**.

Navigate Message Pages: To navigate multiple pages of mail messages:

1. The lower right-hand side of the box displays a series of buttons: **First**, **Previous**, a numbered series reflecting the current number of pages, **Next**, and **Last**. Page 1 is the default page you reach when first accessing Course Mail, and displays the five most recent messages (unless you use the sort menu to change the presentation). The button for the current page is highlighted.
2. You can click either **Next** or the next numbered button in sequence to progress through the pages, and click the numbers in reverse order to backtrack (which can also be done by clicking **Previous**).
3. Clicking **First** will take you to the starting/default page, while clicking **Last** will take you to the end page of the list of messages.
4. An option to pick a given page also appears at the lower left-hand side of the box. For example, if the display says **Page 1 of 4**, and you want to see the messages appearing on **Page 3**, you can change the page number to **3** and click **Go**. (This is equivalent to clicking the **3** button from the lower right-hand side options.)

Sending a New Message

To Send a New Message

1. Click **Send New Mail** from the left navigation menu or the **send a new message** link located within the main body of the **Epsilen Mail: Inbox** page.

Note: Some members cannot send mail messages due to security settings.

2. Click **Search Epsilen Members** to add one or more Epsilen members to the list of recipients. All members receiving the message will be able to see the names of other message recipients.
3. Click **Member(s) of my Networks** to add one or more members of your Networks to the list of recipients.
4. Click **External email address(es)** to send this message to one or more external email addresses.

   A warning will display to note that selecting this option means that you may not send this message to other Epsilen members internally, you may not include attachments, and you will not receive a copy in your Sent mailbox.

5. Complete the fields/choices as described in the following table:

Field	Function
Subject	Enter the subject of your new message.
Message	Enter the text of your new message.

6. Adjust your Message text as desired using the HTML editor (see **Using the HTML Editor**).
7. To attach a file, click **Add Attachment(s)** to open the **Attach File** popup page. You may upload three files and select three existing files from your Files/Folders at a time. Click **Attach Now** to complete the file attachment process.
8. Click **Send** to send the message. You will remain on the **Send Epsilen Mail Message** page with a confirmation of the successful message send.

The illustration below displays the **Send Epsilen Mail Message** screen.

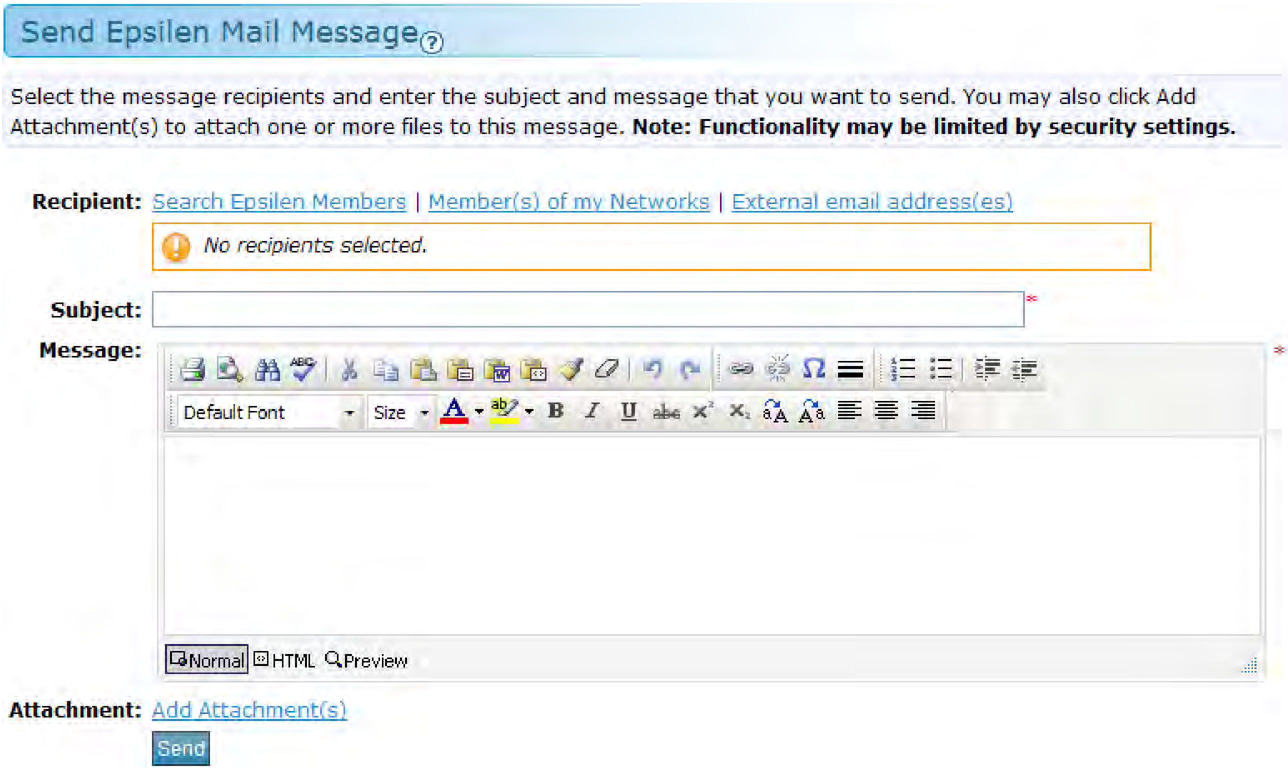


Figure 2

Epsilen members whose accounts are limited by security settings will see the page shown in the illustration below.

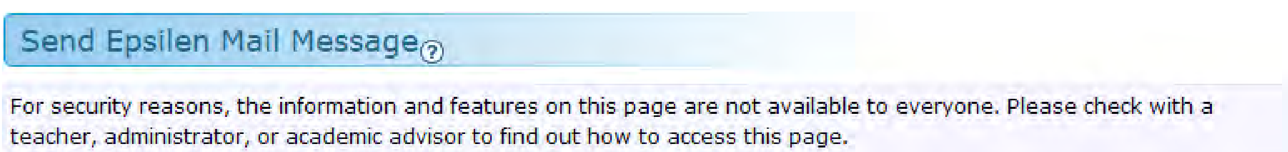


Figure 9

Viewing a Message

To View a Message

1. Click on the subject link or the button for a message.
2. You will see the body of text, along with any included attachments. Several options appear below the message:
   a. **Reply** allows you to respond to the sender, and to include additional recipients. (Any original attachments are not included in your reply message.)
   b. **Forward** allows you to send the message to other recipients. (Any original attachments will be included in your forwarded message.)
   c. **Download/Import:** Clicking the button allows you download the attached file and save it to your computer or import it into your Epsilen Files/Folders.

The illustration below displays the **Epsilen Mail Message** screen.

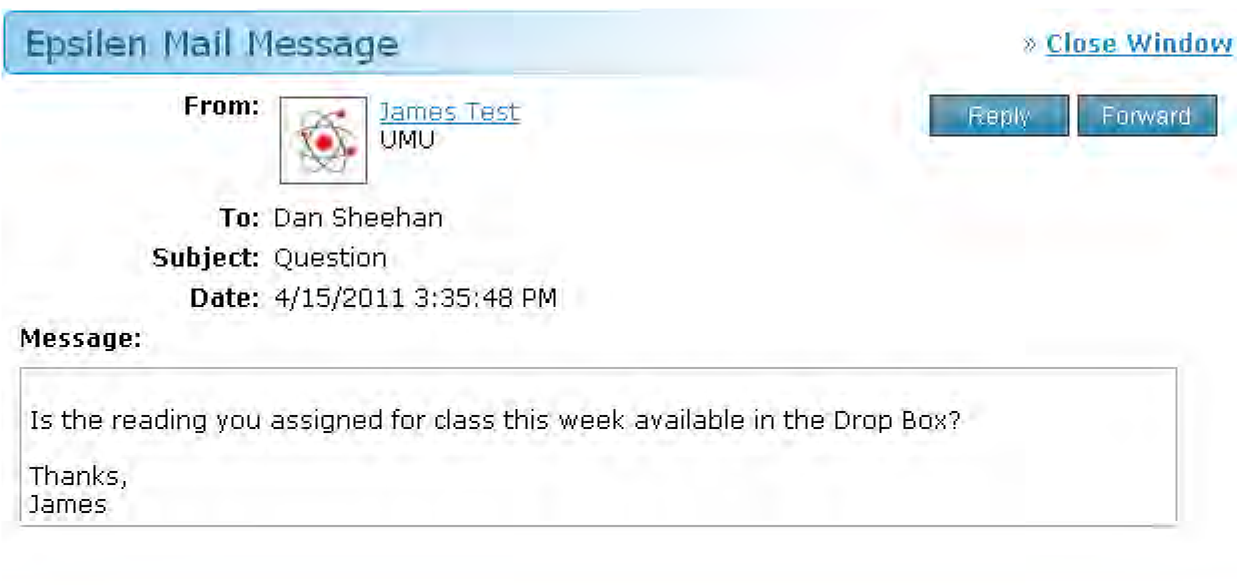


Figure 3

Downloading an Attachment

To Download an Attachment

Option 1

1. Click on the attached filename link or the button for an attachment.
2. Click **Open** to open the document on your computer, or click **Save** to save the file to your computer.

Option 2

1. Click on the button for an attachment
2. On the **Import Attachment** popup page, click the **Download To My Computer** link.
3. Click **Open** to open the document on your computer, or click **Save** to save the file to your computer.

Figure 4 displays the **Import Attachment** screen with the **File Download** popup.

Figure 4

Replying To/Forwarding a Message

To Reply To/Forward a Message:

1. Click the **Reply** button to reply to the message sender, the **Reply All** button to reply to all message recipients, or **Forward** to send the message to other Epsilen members/email addresses.

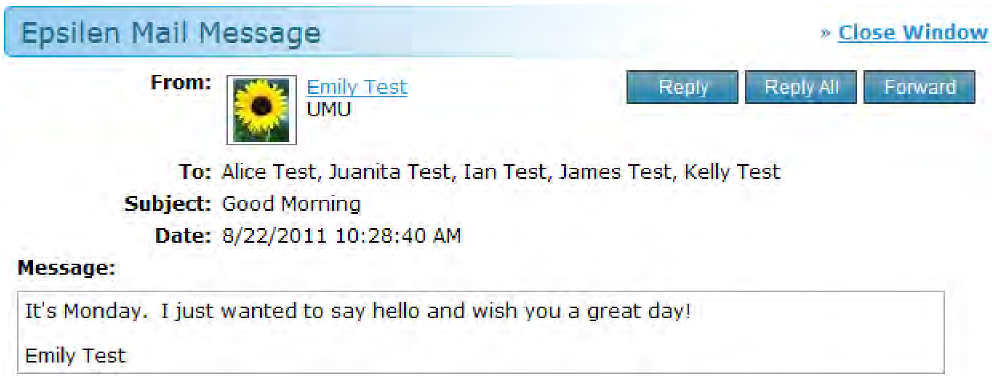


Figure 5

2. Click one of the links in the Recipient section to add recipients to the message.

NOTE: Selecting the External email address(es) link means this message cannot be sent to other Epsilen members internally, cannot include attachments, and will not appear in your **Sent** mailbox.

3. Modify the **Subject** and **Message** of the message (see **Using the HTML Editor**).
4. To attach a file, click **Add Attachment(s)**. Upload three files and select three existing files from your Files/Folders at a time. Click **Attach Now** to complete the process.
5. Click the **Send** button to send the message.

Save Mail Forwarding Options

To Save Mail Forwarding Options

1. Complete the fields/choices as described in the following table:

Field	Function
Forward To Email	For each mail type (Epsilen Mail, Course Mail, QuickNotes, Group Mail, System Mail, Institution), enter your external email address (e.g., yahoo, gmail, etc.) where you prefer your email to be forwarded.
Email Status	For each mail type, specify whether email forwarding is enabled by checking the box, or disabled by unchecking the box.
Forward To Cell Phone	For each mail type, click on **Configure,** then check the box to enable forwarding, select your Service Provider from the dropdown list, enter your cell phone number, check the box to agree that Epsilen is not responsible for any charges, fees, taxes, damages, or penalties related to the receipt of text messages, then click **Save**.

2. When you have finished adding the information, click the **Save Changes** button.

The illustration below displays the **Epsilen Mail Options** screen for Mail Forwarding.

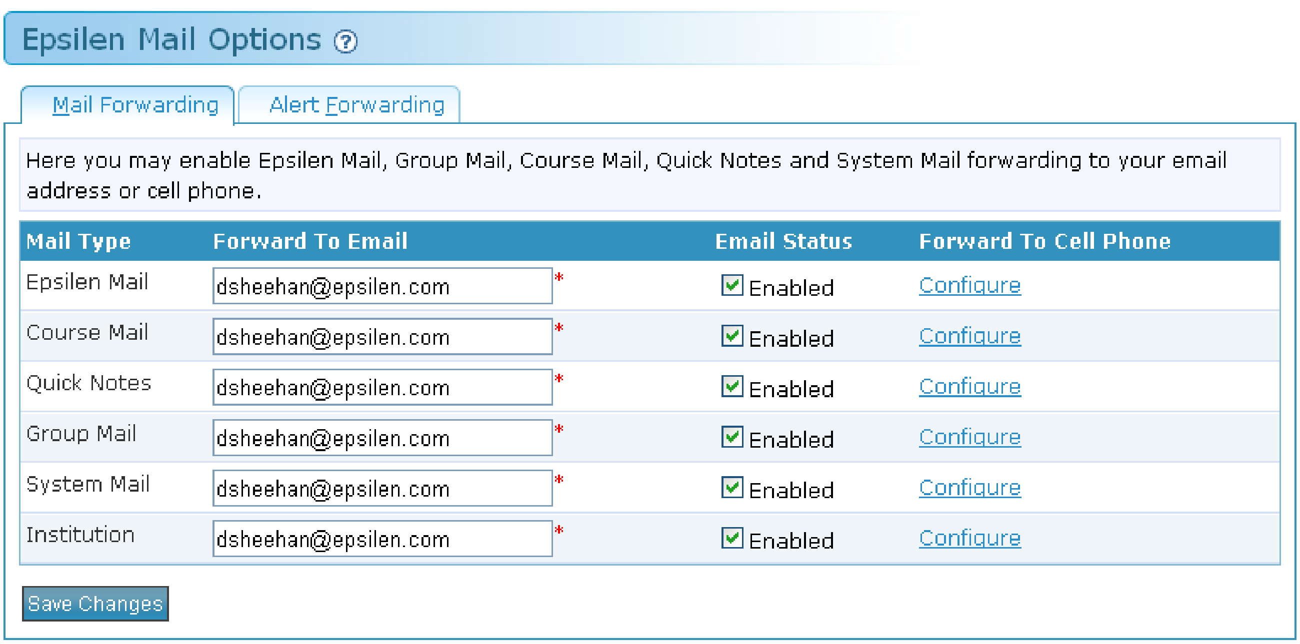


Figure 6

Configuring Cell Phone Forwarding

To Configure Cell Phone Forwarding

1. Click the **Configure** link for a mail type to open the **Message Forwarding to Cell Phone** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Forward	Check the box to enable forwarding.
Service Provider	Select your Service Provider from the dropdown list.
Your Cell Number – Area Code	Enter the area code for your cell phone.
Your Cell Number – Cell Number	Enter your cell phone number (no dashes or spaces).
Cell Phone Forwarding Disclaimer	Read the disclaimer and then check the box to agree that Epsilen is not responsible for any charges, fees, taxes, damages, or penalties related to the receipt of text messages.

3. When you have finished filling in the information, click the **Save** button.

The illustration below displays the **Message Forwarding to Cell Phone** screen.

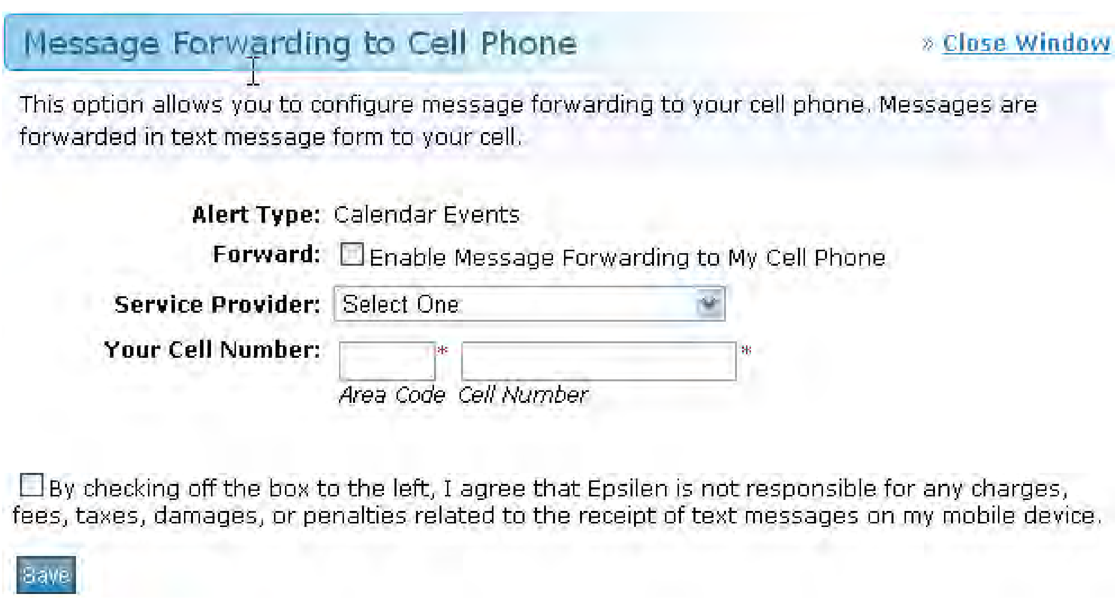


Figure 7

Save Alert Forwarding Options

To Save Alert Forwarding Options

1. Complete the fields/choices as described in the following table:

Field	Function
Alert Type	Identifies each Alert Type available.
Forward To Email	For each Alert Type, enter your external email address (e.g., yahoo, gmail, etc.) where you prefer your Alert to be forwarded.
Email Status	For each Alert Type, specify whether email forwarding is enabled by checking the box, or disabled by unchecking the box.
Configure Cell Phone	For each Alert type, click on **Configure,** then check the box to enable forwarding, select your Service Provider from the dropdown list, enter your cell phone number, check the box to agree that Epsilen is not responsible for any charges, fees, taxes, damages, or penalties related to the receipt of text messages, then click **Save**.

2. When you have finished filling in the information, click the **Save Changes** button.

The illustration below displays the **Epsilen Mail Options** screen for Alert Forwarding.

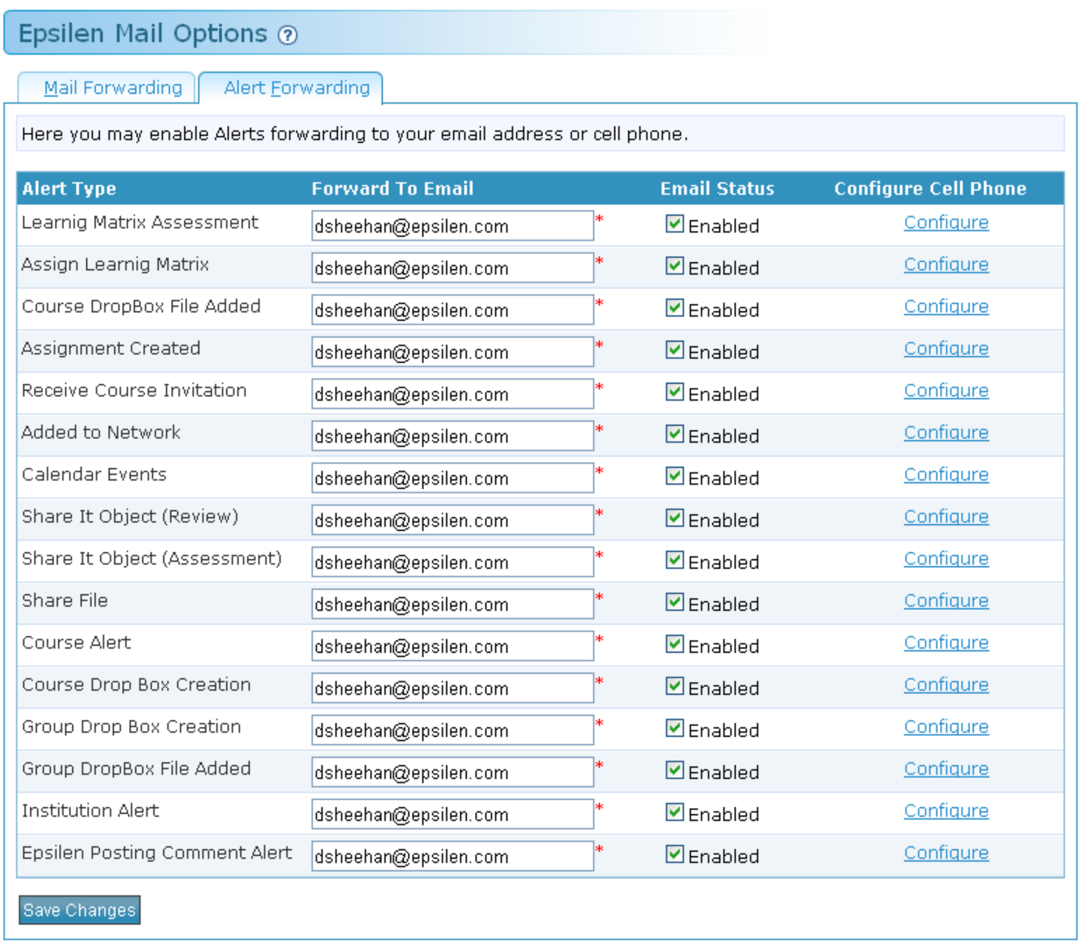


Figure 8

Files/Folders

Description

Epsilen **Files/Folders** contains tools for managing files and folders on an Epsilen ePortfolio site. Upload new files, create and edit folders, and/or share files and folders with others. Select from default folders, which include Certified, Documents, Networks, Pictures, and Public, or create a folder by clicking **Create Folder**.

Purpose

Use Epsilen **Files/Folders** to upload, create and manage your files and folders so important files are stored and organized online within the secure Epsilen Environment where you can use and share them as necessary.

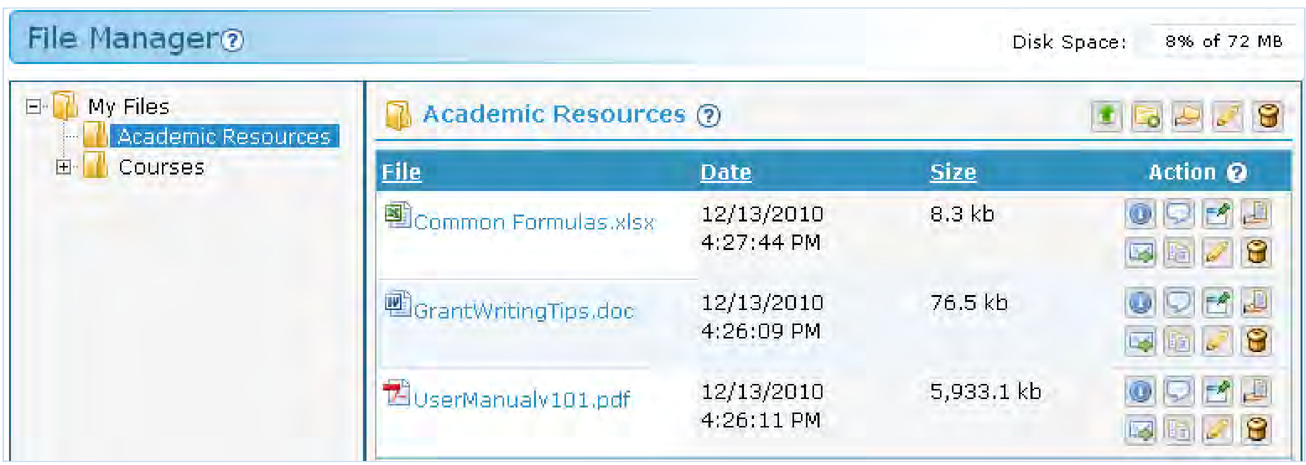


Figure 1

Definitions

Note: Due to security settings, some Epsilen members do not have access to all options listed here.

Open Folder: Clicking the  button in the left folder tree will open a folder or expand the list of folders within it.

Create Folder: Clicking the  button allows you to create a new folder within the folder you are currently viewing.

Share Folder: Clicking the  button allows you to share the folder you are currently viewing with others.

Edit Folder: Clicking the  button to the right of the folder's name allows you to edit the folder you are currently viewing.

Delete Folder: Clicking the  button to the right of the folder's name allows you to edit the folder you are currently viewing.

Upload File: Clicking the button allows you to upload a new file to the folder you are currently viewing.

Download File: Clicking the name of a file allows you to download the file and either open it or save it to your computer.

View File Information: Clicking the button allows you to view information about the file, including its Direct Link that you may bookmark for easy access, and comments and reflections that have been saved about the file.

Manage File Comments: Clicking the button allows you to view, add and delete comments for a file.

Manage File Reflections: Clicking the button allows you to view, add, edit and delete reflections for a file.

Share File: Clicking the button allows you to share a file with others.

Send File: Clicking the button allows you to send a file as an attachment to others using Epsilen Mail.

Copy File: Clicking the button allows you to create a copy of a file in a different folder.

Edit File: Clicking the button to the right of a file allows you to edit the file.

Delete File: Clicking the button to the right of a file allows you to edit the file.

Creating a Folder

To Create a Folder

1. Click the button or the **Create Folder** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Create in	Identify where the new folder should be created.
Folder Name	Enter the name of the new folder.
Description	Enter a description for what files/folders are contained within this folder.
Sharing	Select Access Keys if you would like to share this folder with others.

3. When you have finished filling out the information, click the **Add Folder** button. You will be returned to the **File Manager** page where you will see your new folder displayed.

The illustration below displays the Add Folder screen. The Sharing checkbox and text will be grayed out for users whose sharing options are restricted by security settings.

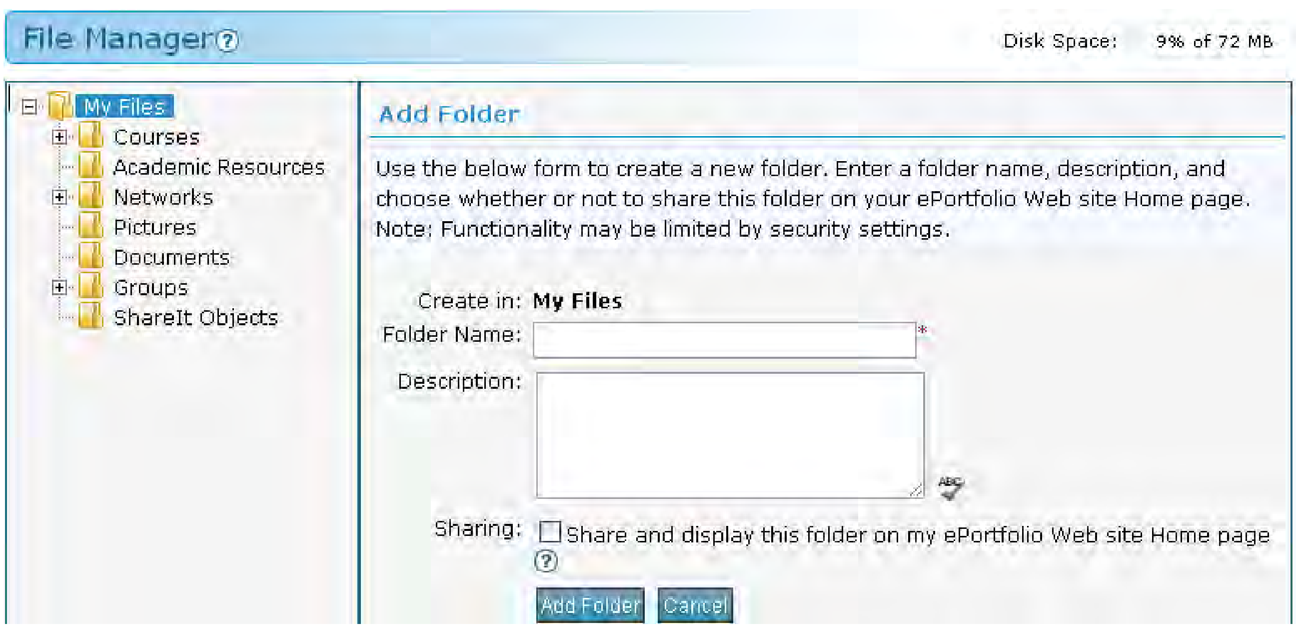


Figure 2

Editing a Folder

To Edit a Folder

1. Click the  button to the right of the folder name.
2. Complete the fields/choices as described in the following table:

Field	Function
Folder Name	If desired, enter a new name for the existing folder.
Description	Enter a description for what files/folders are contained within this folder.

3. When you have finished filling out the information, click the **Update Folder** button. You will be returned to the **File Manager** page where you will see the current folder displayed.

Figure 3 displays the Edit Folder screen.

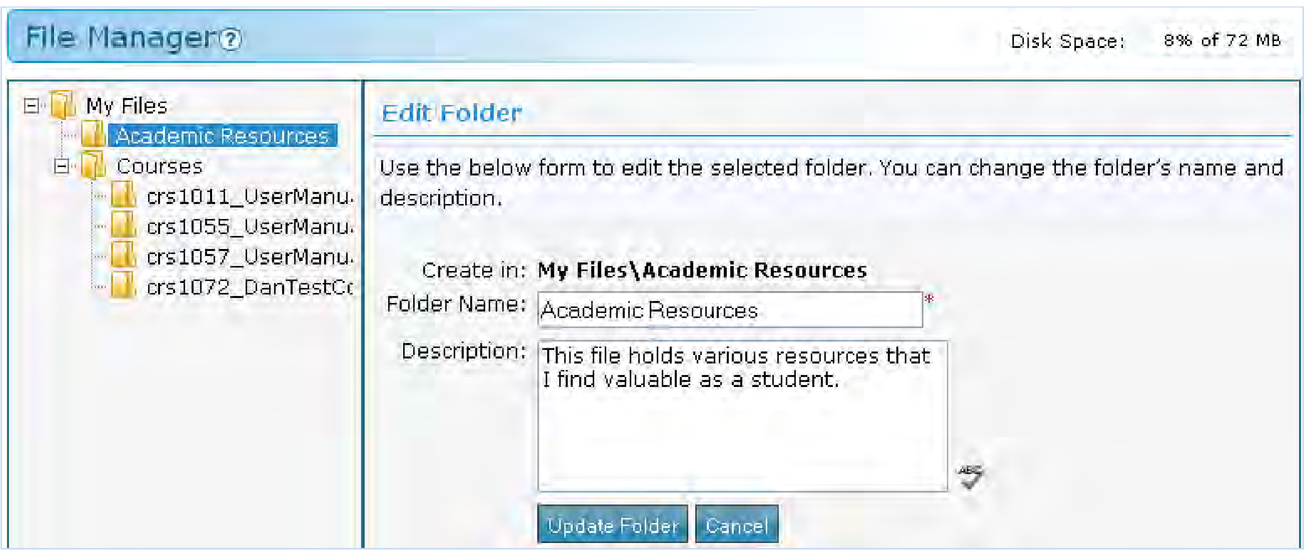


Figure 3

Uploading a File

To Upload a File

1. Click the  button to the right of the folder name
2. Complete the fields/choices as described in the following table:

Field	Function
Select a File	Click the **Add File** button to locate a file to upload. Up to three files may be uploaded at once.
Replace file if it already exists	Click this checkbox if the file is an updated version of a file that has already been uploaded. Both files must have the same filename.
Description	Enter a description for the uploaded file(s).
Reflection	Enter your thoughts on what was learned when this file was created or what you would like to share about this file with others who view it.

3. To upload another file, click the **Add File** button. Three files may be uploaded at a time. Repeat steps 1 and 2 for each additional file.
4. When the necessary fields have been filled, click the **Upload** button. The **File Manager** page will display with the current folder showing the new file(s).

Figure 4 displays the Upload Files screen.

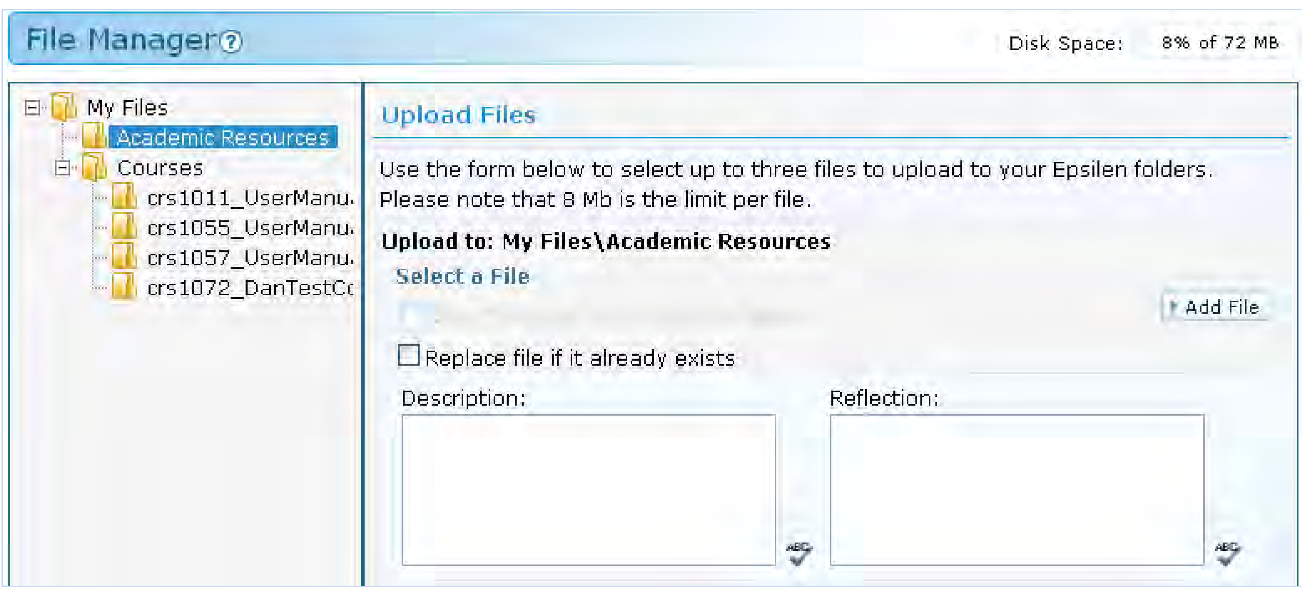


Figure 4

Sharing a File/Folder

NOTE: Epsilen restricts who and what can be found in searches and/ or shared based on security settings. Objects you share may not be available to all users.

To Share a Folder

1. Click the icon to the right of the folder name. Members whose security settings prevent sharing will not see this icon.

To Share a File

1. Click the icon to the right of a file. Members whose security settings prevent sharing will not see this icon.
2. Complete the fields/choices as described in the following table:

Field	**Function**
All Epsilen Members	Share with any member of the Epsilen community.
All Members of My Institution	Share only with members of your institution.
Networks	Share only with members of your network(s).
Epsilen Members	Share with selected Epsilen members. After clicking this option, the **Search People** button will be shown. Click it to locate the Epsilen member(s) you seek.
Institutions	Share with selected institutions.
Groups	Share with selected group(s).
Courses	Share with selected course(s).
Access Keys	Share with selected Access Key(s).
Allow People to Upload	Allow others to upload files to your folder.
Sharing Objects Disclaimer	Check to confirm that the file is not illegal or harmful to the system and that you have the right to distribute the file.

3. When you have finished filling out the information, click the **Save Changes** button. You will be returned to the **File Manager** page where you will see the current folder displayed.

The illustration below displays the Share Objects screen.

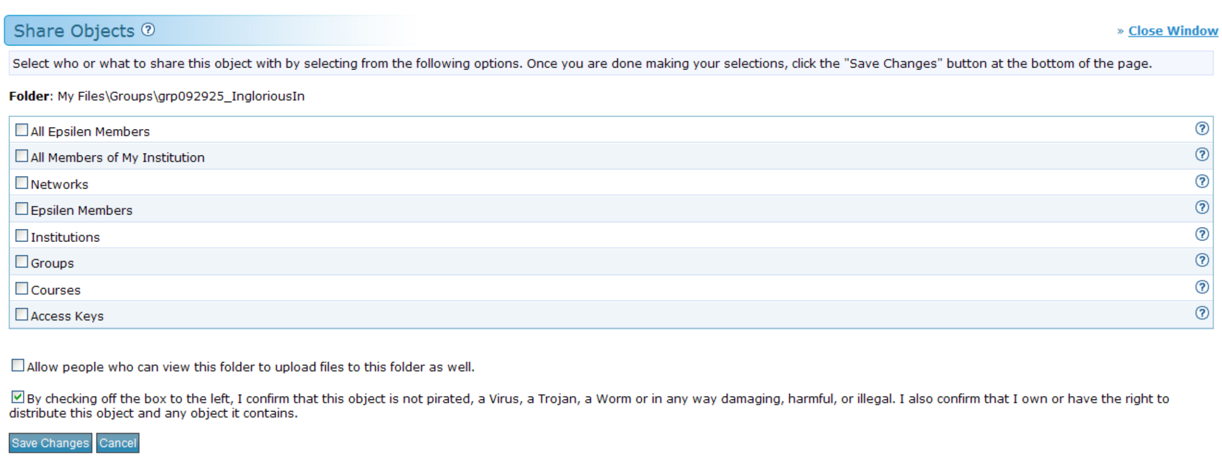


Figure 5

Managing File Comments

To Add a File Comment

1. Click the button to open the **File Comments** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Your Name:	Read Only ... from your Contact Information
Comment	Enter any thoughts you have about this file (or other users may share their thoughts here as well).

3. When you have finished filling out the information, click the **Save Comment** button. You will remain on the **File Comments** page where you will see a new entry for your comment.

To Delete a File Comment

1. Click the button for a comment
2. Click the **OK** button to confirm the deletion

The illustration below displays the File Comments screen.

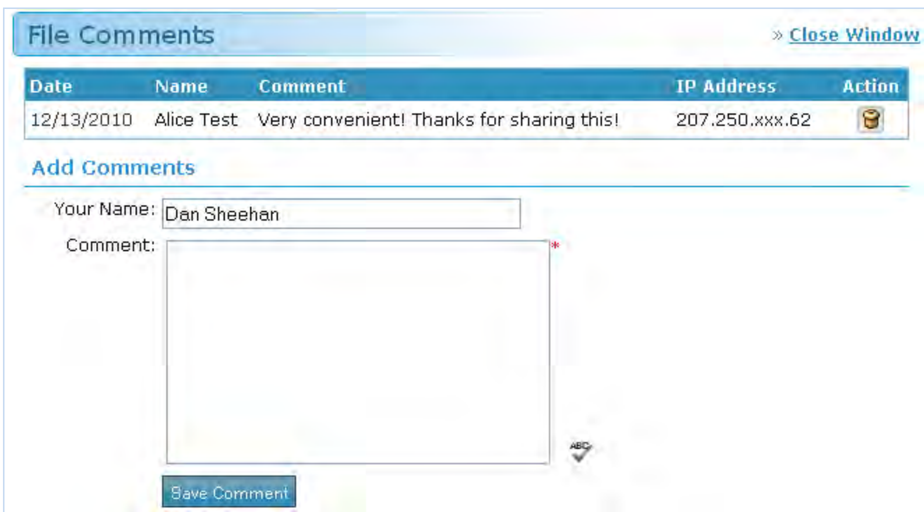


Figure 6

Managing File Reflections

To Add a File Reflection

1. Click the button to open the **File Reflections** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Reflection	Enter what you have learned when you created this file or what you would like to share about this file with others who will view it.

3. When you have finished filling out the information, click the **Save Reflection** button. You will remain on the **File Reflections** page where you will see a new entry for your reflection.

To Edit a File Reflection

1. Click the button
2. Modify your Reflection
3. Click the **Update Reflection** button. You will remain on the **File Reflections** page where you will see a modified entry for your reflection.

To Delete a File Reflection

1. Click the button for a reflection
2. Click the **OK** button to confirm the deletion

The illustration below displays the File Reflections screen.

Figure 7

Sending a File

To Send a File

1. Click the  button to open the **Send Epsilen Mail Message** popup page.

Note: Some members cannot send mail messages and will not see this icon due to security settings.

2. Complete the fields/choices as described in the following table:

Field	Function
Search Epsilen Members	Search for Epsilen members to whom to send the file.
Member(s) of my Networks	Select members of your Networks to whom to send the file.
External email address(es)	Please note: While you can send a message to an external email address or addresses from this page, you cannot include an attachment with such a message.
Subject	Enter the subject of your new message.
Message	Enter the text of your new message.
Add Attachment(s)	Your selected document will already be attached. Attach up to 3 additional new files, as well as up to 3 files previously uploaded to Epsilen.

3. When you have finished filling out the information, click the **Send** button. You will remain on the **Send Epsilen Mail Message** page where you may send another message. **Please Note**: Your file will no longer be attached.

The illustration below displays the Send Epsilen Mail Message screen.

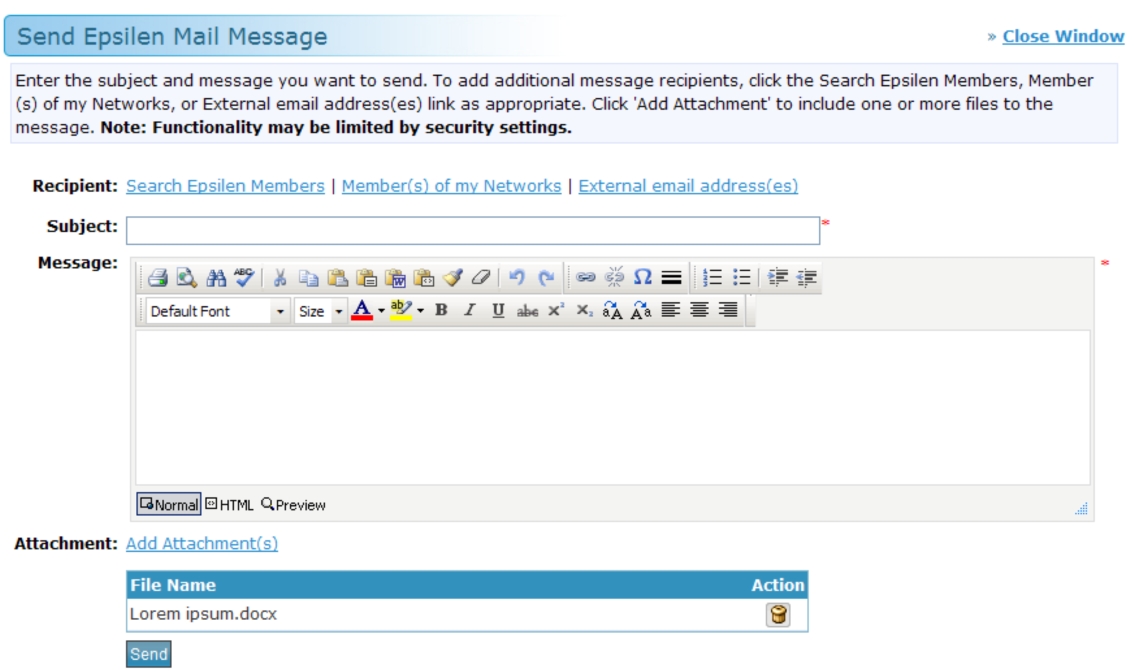


Figure 8

Copying a File

To Copy a File

1. Click the  button
2. Select a folder in which to create a copy of the selected file
3. Click the **Copy** button. You will be returned to the **File Manager** page with the original folder displayed. If you click the name of the folder you copied the file to, you will see an entry for the new file.

The illustration below displays the Copy File screen.

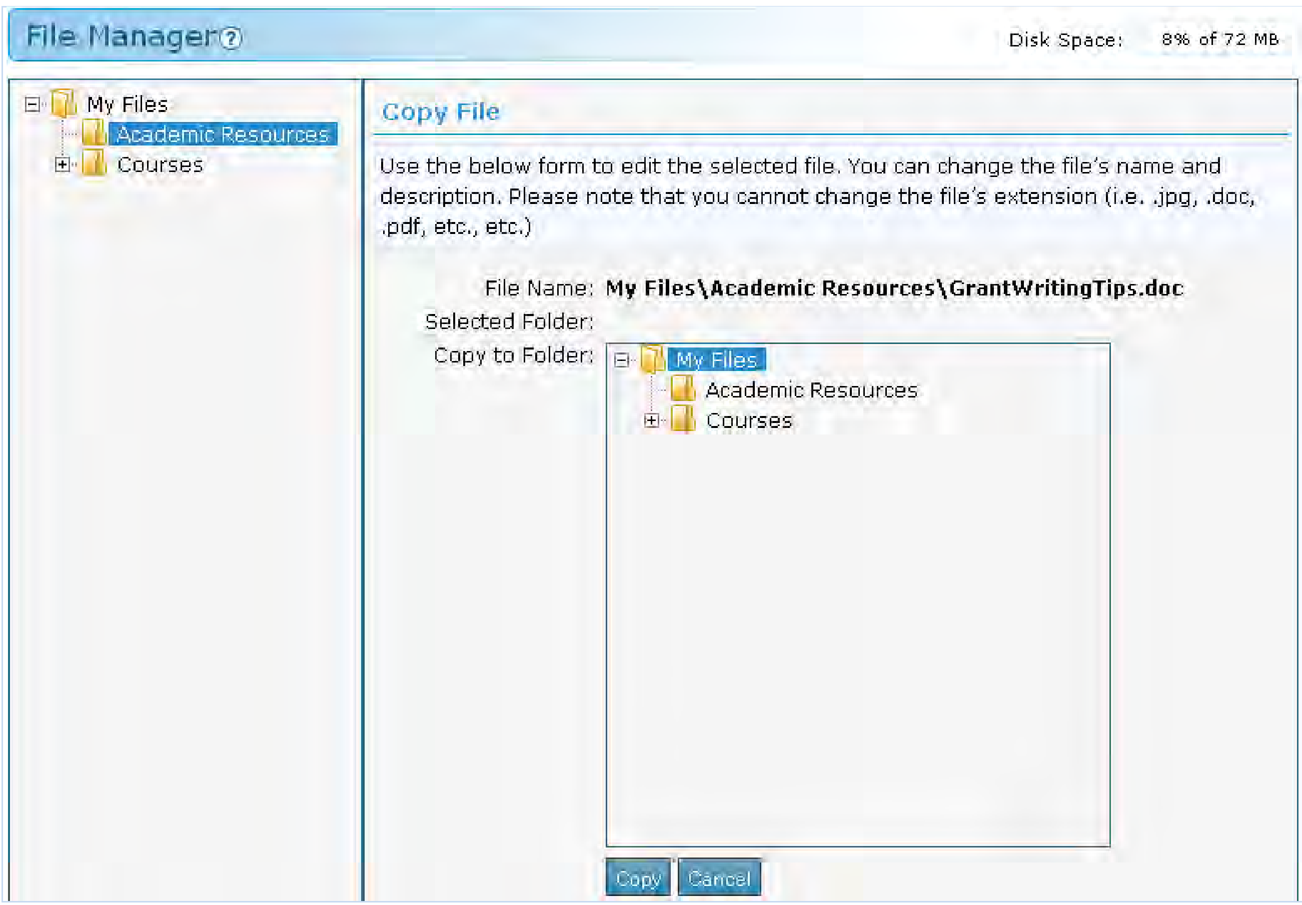


Figure 9

Editing a File

To Edit a File

1. Click the  button to the right of a file.
2. Complete the fields/choices as described in the following table:

Field	Function
File Name	The existing file name is pre-populated, but it can be edited.
Description	Enter a description for the uploaded file.

3. When you have finished filling in the information, click the **Update** button. You will be returned to the **File Manager** page where you will see the current folder displayed.

The illustration below displays the Edit File screen.

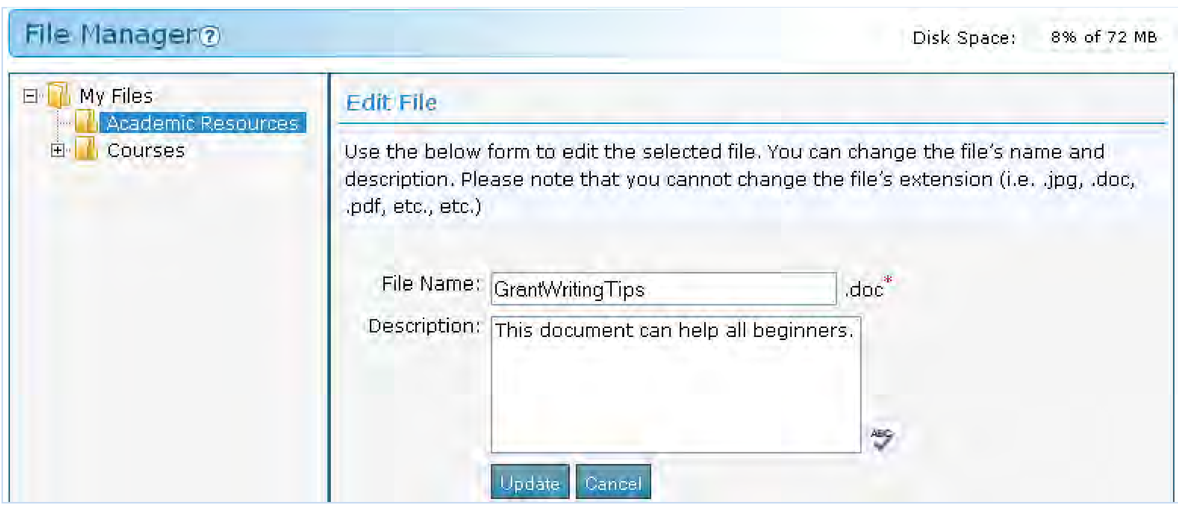


Figure 10

My Networks

Description

The **My Networks** tool is used to assemble Networks with other Epsilen members for the purpose of quick communication and shared access to files. Two default Networks, Social and Professional, are available, and you have the opportunity to create/edit/delete new Networks as necessary, and you can edit security/permissions for each. You may also move a member of one of your Networks to another

Purpose

My Networks provides a tool to easily connect and interact with Epsilen colleagues, peers, and others by adding them to a Network or being added to theirs. You can provide more contact information to members of these Networks.

Figure 1

Definitions

Networks I've Been Added To is used to see which other Epsilen members have added you to their Networks and to add them to your Networks.

Search People: Click the **Search** link or the **Search People** button (left menu) to search for Epsilen members to add to your Networks.

Create Network: Click the **Create Network** button to create a new Network.

View Network: Click the name of a Network to view members who have been added to it and objects (files/folders) shared with members of the Network.

Send Epsilen Mail Message: Click the Send Mail icon to send an Epsilen Mail message to all members of the selected Network.

Edit: Click the Edit icon to edit a Network's name and permissions.

Delete: Click the Delete icon to delete a Network.

Creating a Network

To Create a Network

1. Click the **Create Network** button or the **Create** link on the page.
2. Complete the fields/choices as described in the following table:

Field	Function
Network Name	Enter a name for this network which describes the members within it. For example: "Colleagues" or "Family"
Security/Permissions	Select which items of your Contact Information will display to members of this network when they visit your MyCorner page.

3. When you have finished filling out the information, click the **Create** button. You will be returned to the **My Networks** page where you will see a new entry for your new Network.

Figure 2 displays the **Create Network** screen.

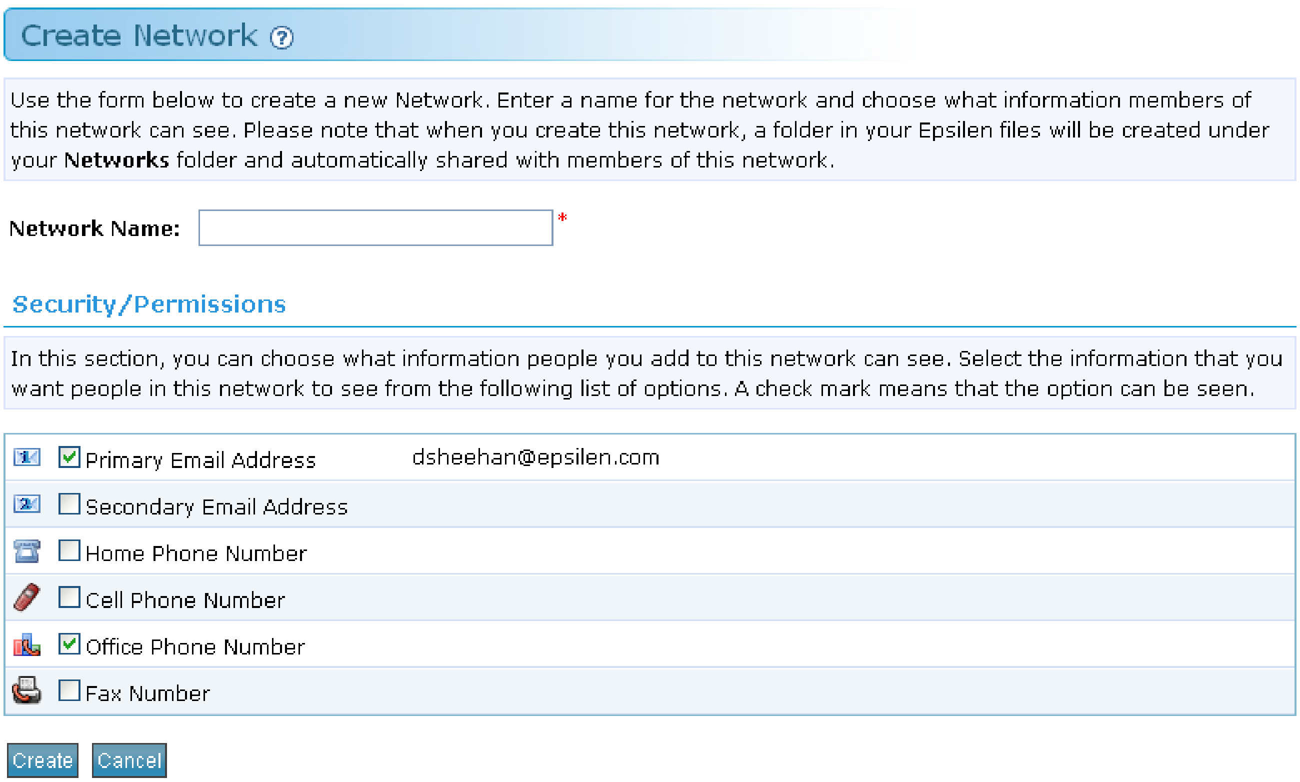


Figure 2

Editing a Network

To Edit a Network

1. Click the button for a Network.
2. Complete the fields/choices as described in the following table:

Field	Function
Network Name	Enter a name for this network which describes the members within it. For example: "Colleagues" or "Family"
Security/Permissions	Select which items of your Contact Information will display to members of this network when they visit your MyCorner page.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **My Networks** page where you will see a modified entry for your Network.

Figure 3 displays the **Edit Network** screen.

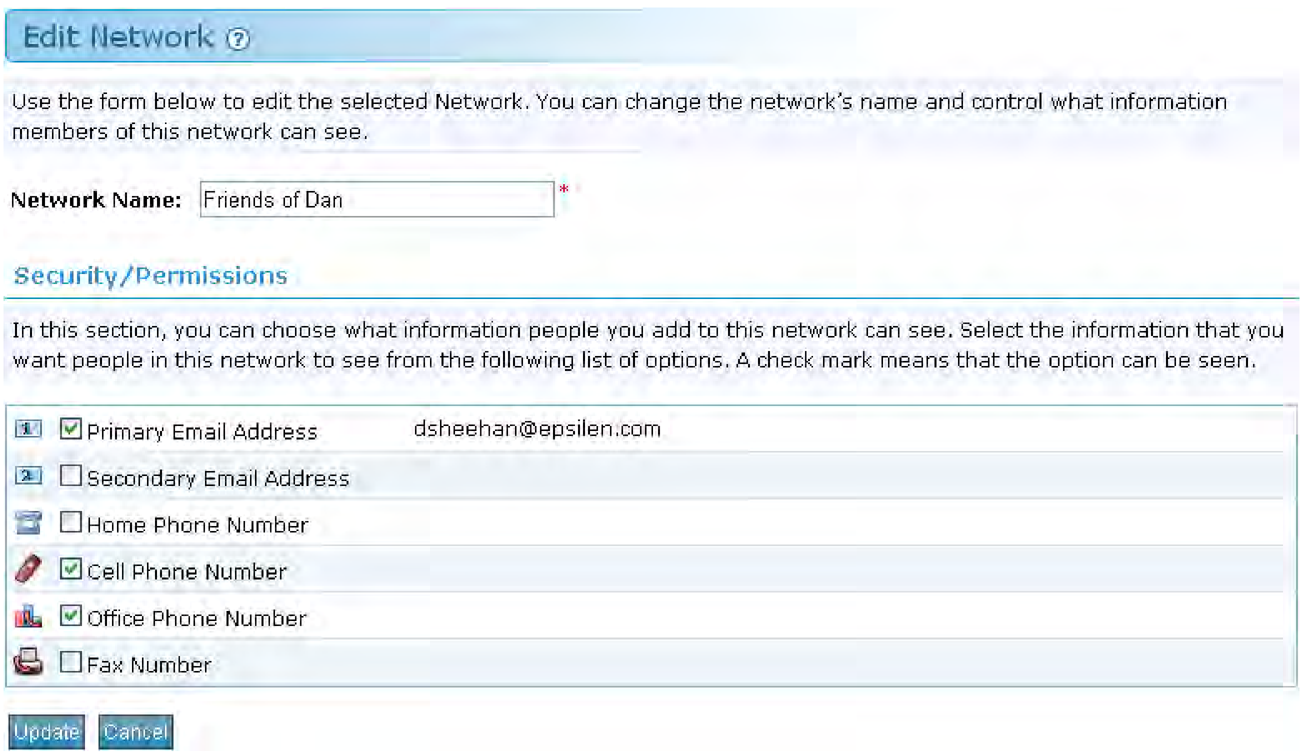


Figure 3

Adding a Network Member

To Add a Network Member

1. Click the **Search People** button in the left menu, or the **Search** link on the page.
2. Enter the name of a person to search for, and click the **Search** button.
3. After the system displays the list of results for your search, click the button next to an Epsilen member to open the **Add Person to Network** popup page.
4. Check the box next to each Network to add this Epsilen member to, and then click the **Add in Selected** button. You will be presented with a message stating that the Epsilen member was added successfully to your Network(s), and then the popup page will close automatically. You may continue to search for and add Epsilen members to your networks as many times as you wish.

The illustration below displays the **Search People** screen.

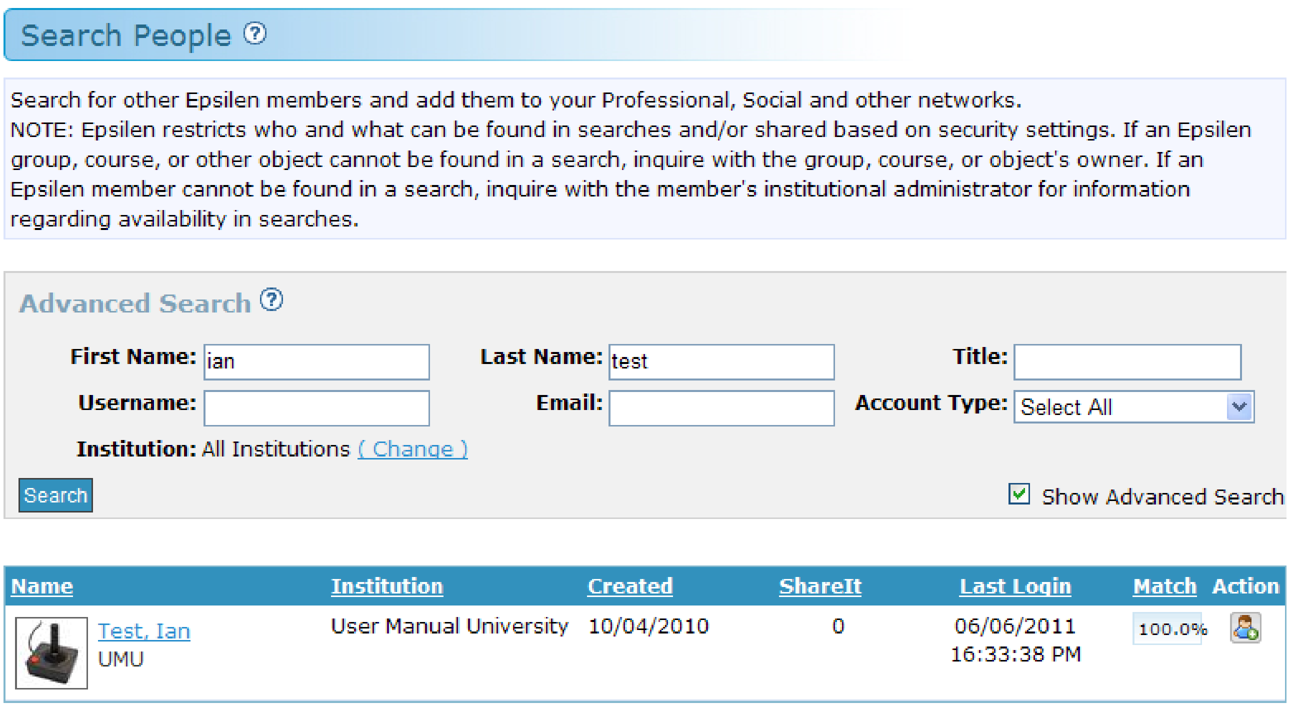


Figure 4

Epsilen members whose accounts are limited by security settings will see the page shown in the illustration below.

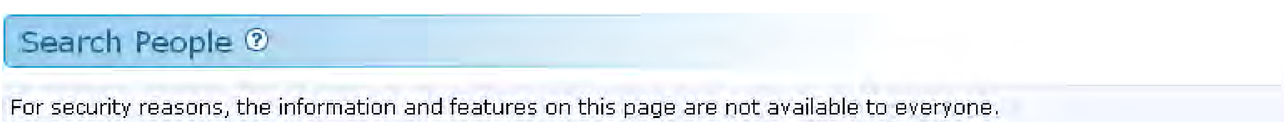


Figure 5

The illustration below displays the **Add Person to Network** screen.

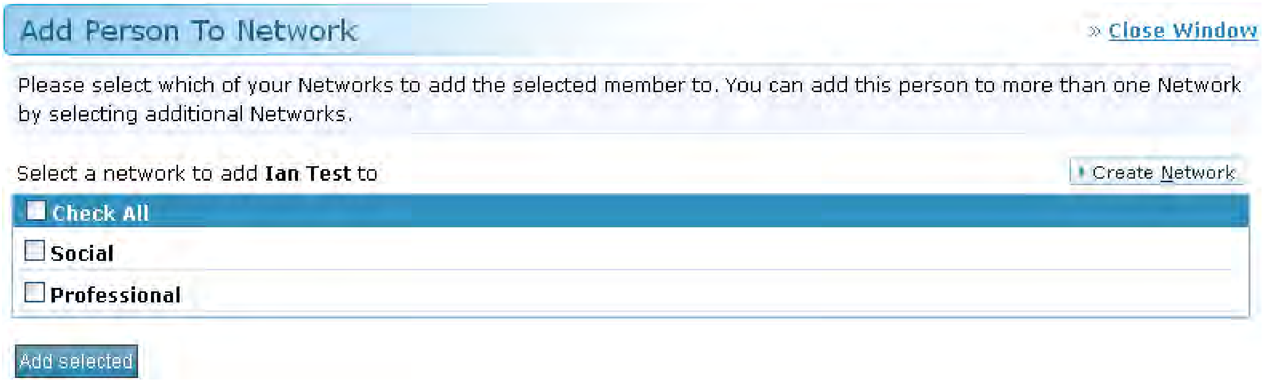


Figure 6

When an Epsilen member is added to a network, the following email notification will display to inform that member of his or her inclusion.

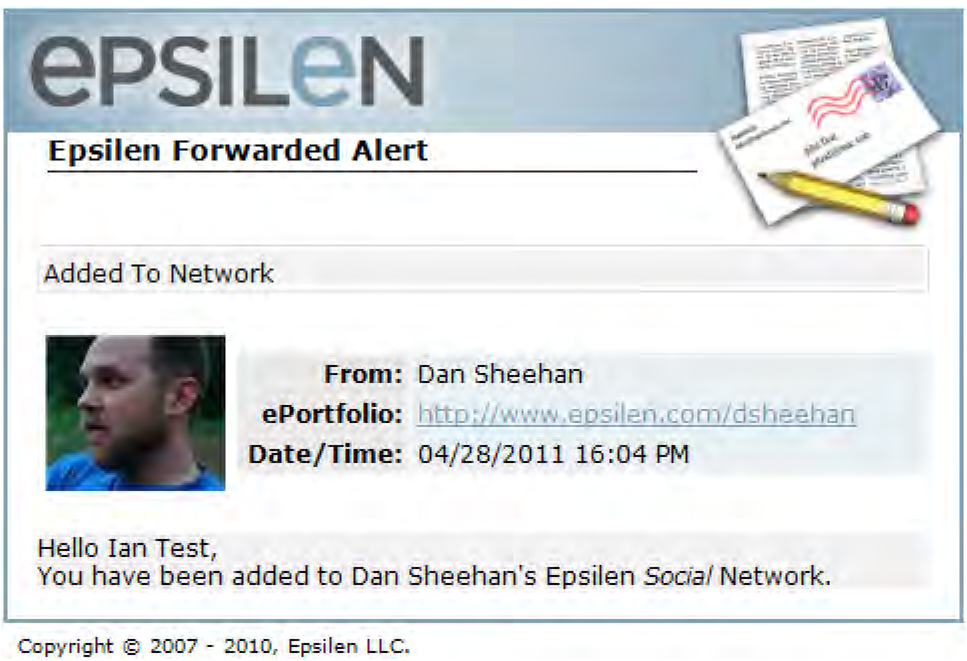


Figure 7

Viewing a Network

To View a Network

1. Click the name of the Network. Permissions assigned are shown at top right. A list of Epsilen members in the Network are displayed in the middle of the page, and a list of objects (files/folders) that you have shared with the Network are shown in the "Objects I've Shared…" section.

Note: Due to security settings, this page is not visible to some Epsilen members.

The illustration below displays the View Network: **Professional** screen.

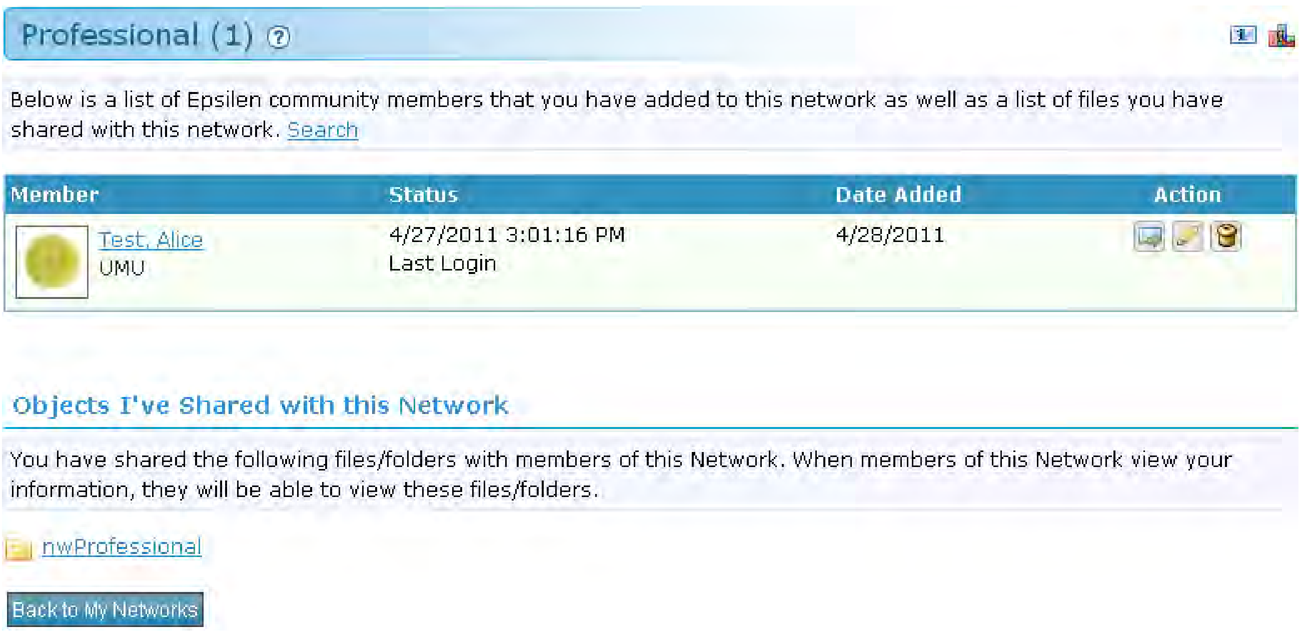


Figure 8

Definitions

Search: Clicking the **Search** link or the **Search People** button in the left menu allows you to search for Epsilen members to add to a network.

Send Epsilen Mail Message: Clicking the button allows you to send an Epsilen Mail message to the selected Network member.

Edit: Clicking the button allows you to edit/move a Network member.

Delete: Clicking the button allows you to remove a member from the Network you are currently viewing.

View Shared Folder: Clicking the button in the **Objects I've Shared with this Network** section will open the **View Shared Folder** popup page where you will see objects that you have shared with the members of this Network.

Editing/Moving a Network Member

To Edit/Move a Network Member

1. Click the button for a Network Member.
2. Select a Network from the **Move this person to my network** list, and then click the **Move Person** button. You will remain on the **Edit Network Member** page with a message stating that the person was successfully moved to the seleted Network.

The illustration below displays the Search People screen.

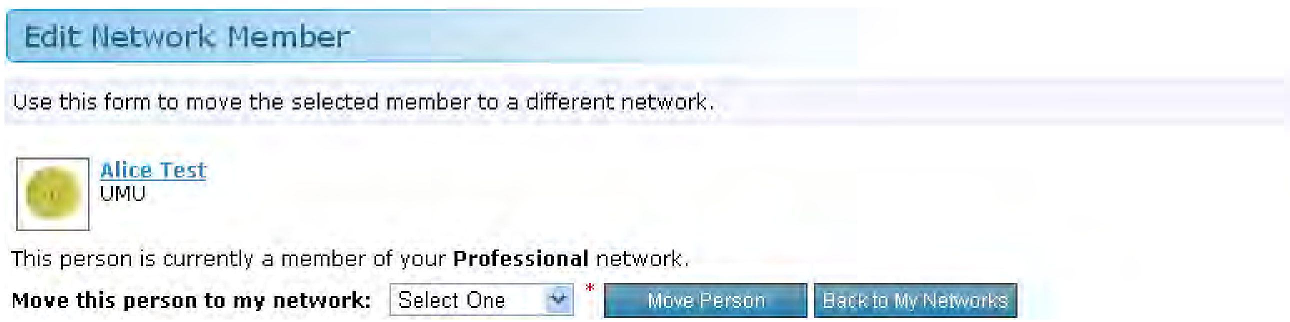


Figure 9

Deleting a Network

To delete a network, use the following steps:

1. Click the Delete icon next to the network to be removed. A warning message will show on the page. Click **OK**.

Figure 10

2. Next, the Confirm Delete Network page will display to make clear that all current network members will be disconnected from the network and files shared with the network must be moved. **Files used by other tools must be moved before the network may be deleted.**

> Ex: A file called GrantWritingTips.doc is added to a network folder called nwWriters. The 'Writers' network owner also wishes to add GrantWritingTips.doc to her Showcase so that it's visible to ePortfolio visitors. Before she deletes the 'Writers' network, she must go to the Files/ Folders tool to move, copy, or save GrantWritingTips.doc in another location.

Epsilen displays any files that have been shared with the network on this page along with the other tools that also use the same file, if any.

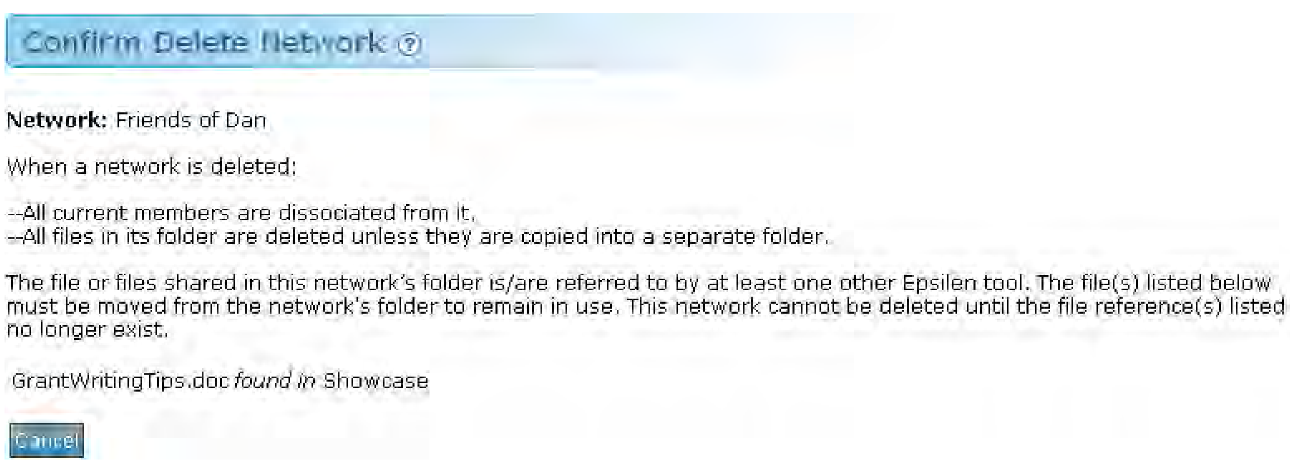


Figure 11

Once the GrantWritingTips.doc has been saved in a separate folder or deleted, the **Delete** button will display next to the **Cancel** button to allow network deletion.

ShareIt

Description

ShareIt allows you to disseminate files and objects to other Epsilen members who can then use, comment upon, and assess them. Your ShareIt objects may include learning objects, manuscripts, recipes, artwork, open source software, or any file or object that you have the intellectual property right to share.

Purpose

The purpose of using the ShareIt tool is to encourage communication and object exchange among Epsilen users within a secure environment, with the intention of allowing those who access your files the right to use, review, and/or assess them.

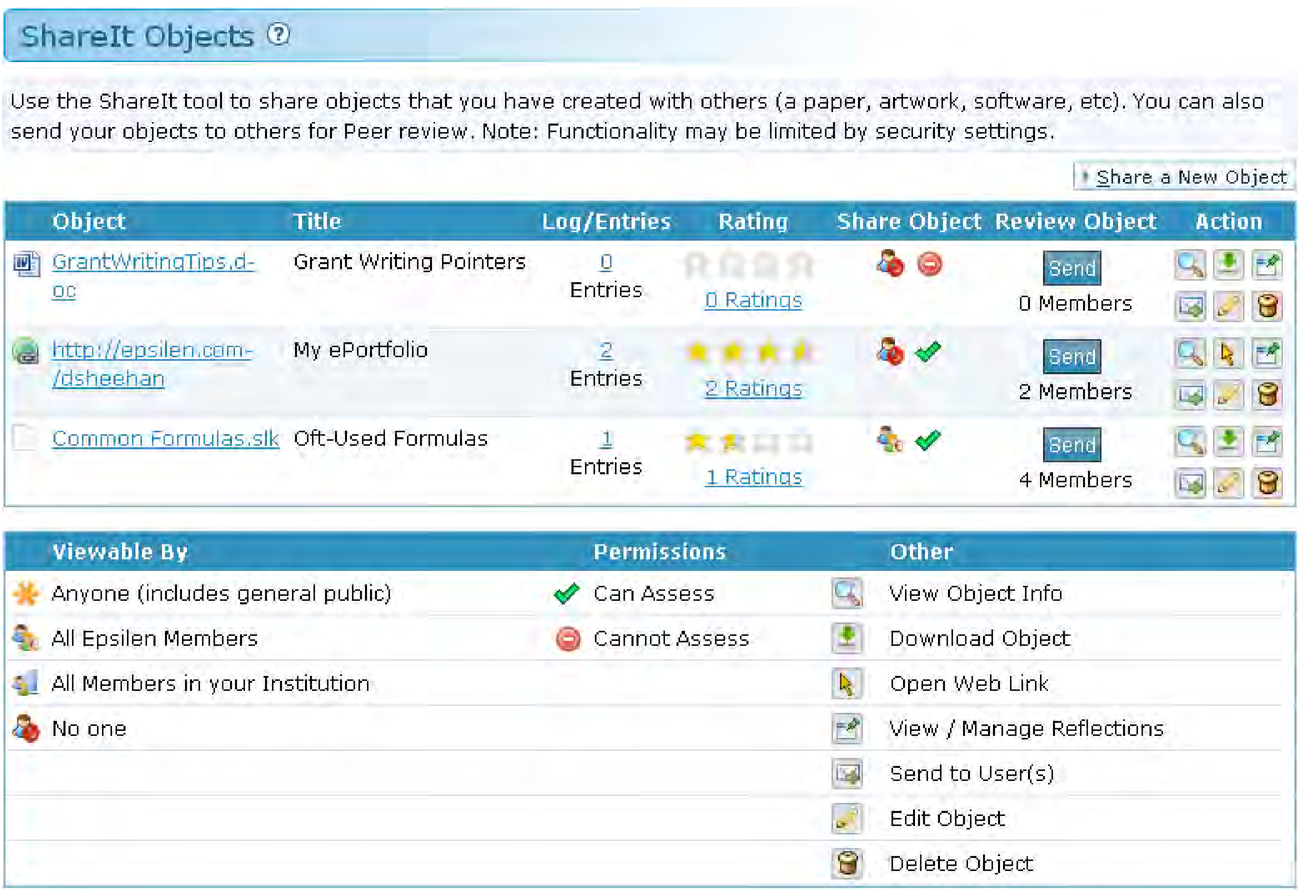


Figure 1

Definitions

Share New Object allows you to add a new ShareIt object and share it with Anyone (including the general public), All Epsilen Members, All Members in your Institution, or No one.

NOTE: Epsilen restricts who and what can be found in searches and/ or shared based on security settings. Objects you share may not be available to all users.

View Assessed Objects allows you to review your assessed ShareIt objects and the ShareIt objects that you have assessed for other Epsilen members.

Review Objects allows you to review ShareIt objects that other Epsilen members have sent to you and view your reviewed ShareIt objects.

Download Object: Clicking the file name link or the button allows you to download and open/save the ShareIt object to your computer.

View Object Logs: Clicking the Log/Entries link allows you to view a log of events for an object, including assessments, etc.

View Object Assessments/Ratings: Clicking the # Ratings link allows you to view assessments that have been made for an object.

View Object Details: Clicking the button allows you to view an object's details, assessments and reflections.

View Object Link: Clicking the button allows you to view a hyperlink that has been included with an object.

View Object Reflections: Clicking the button allows you to view, add, edit, and delete reflections that have been made for an object.

Send Object: Clicking the button or the **Send** button allows you to send an object to other Epsilen members for their review/assessment.

Note: Some members cannot send mail messages due to security settings.

Edit: Clicking the button allows you to edit a ShareIt object.

Delete: Clicking the button allows you to delete a ShareIt object.

Sharing a New Object

To Share a New Object

1. Click the **Share a New Object** button.

NOTE: Epsilen restricts who and what can be found in searches and/ or shared based on security settings. Objects you share may not be available to all users.

2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter the title of the new object.
Author	Enter the author of the new object. (The user's name is pre-populated.)
Description	Enter a description of the new object.
Keywords	Insert keywords that will help others search for and locate this object.
Learning Object	Is this an object used for teaching and learning purposes in a course?
Courses Served	(only visible if Learning Object is selected) List any courses in which the object is being used.
Specify Object	Define whether the object is a URL, or a file being uploaded or transferred from your My Epsilen files.
ShareIt Object Policy	This policy must be acknowledged and adhered to in order to share an object.

3. Click the **Continue** button. Tthe **Who Can Download/View/Review This Object?** page will show to specify who may view and/or assess the object and to send this object to other Epsilen members for their review. (It then becomes a **ReviewIt object**). Not all users have access to this page due to security restrictions related to sharing.
4. Complete the fields/choices as described in the following table:

Field	Function
ShareIt Object Options	Specify with whom the object should be shared
Allow Assessments	Check the box if you would like to allow logged in Epsilen members to provide feedback.
ReviewIt Object	Check the box if you would like to send this object to Epsilen members of your choice for their review.
Users to Send Object To	Select the Epsilen users that you would like to review this object.
Personal Message	Enter your message to your selected reviewers.

5. When you have finished filling out the information, click the **Save/Send** button. You will be returned to the **ShareIt** page where you will see a new entry for your ShareIt object.

Figure 2 displays the **Share New Object : Step 1 of 2** screen.

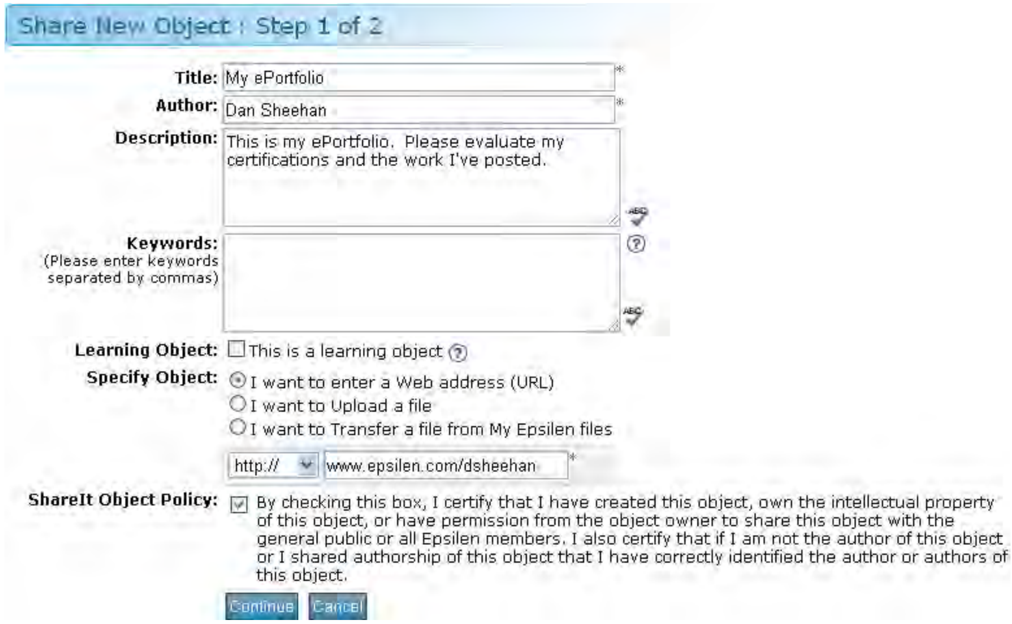


Figure 2

Figure 3 displays the **Who Can Download/View/Review This Object?** screen.

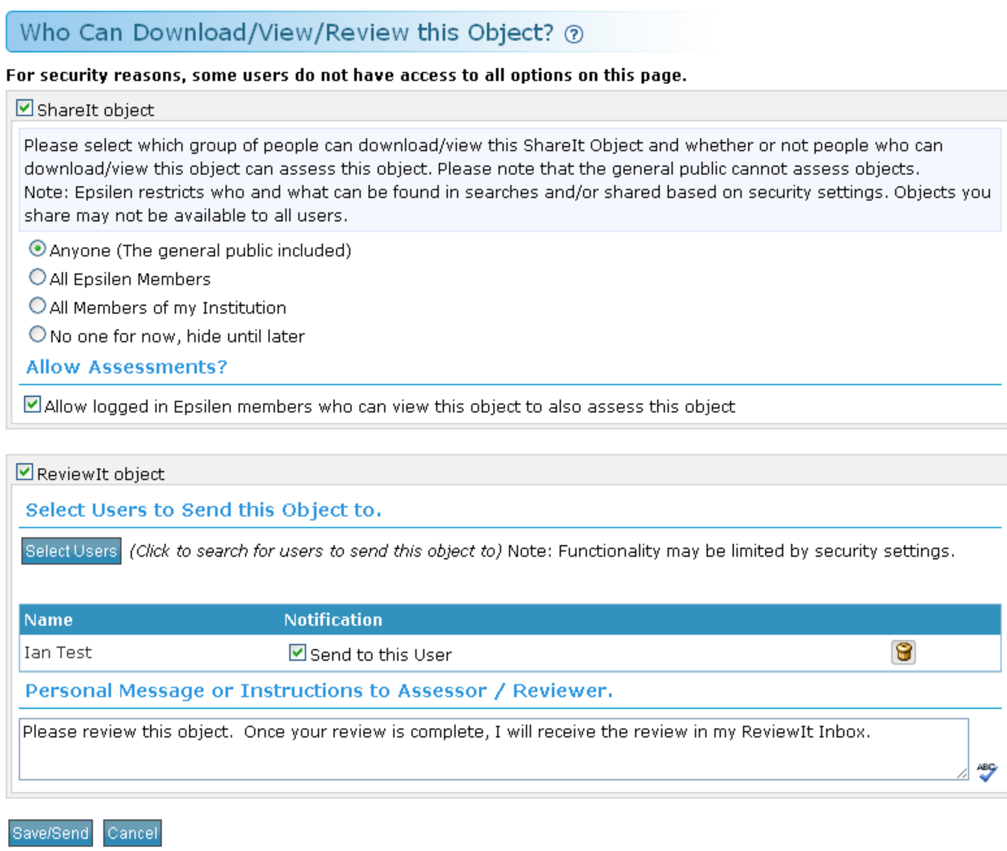


Figure 3

Editing an Object

To Edit an Object

1. Click the button for an object.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter or revise the title of the object.
Author	Enter or revise the author of the object.
Description	Enter or revise the description of the object.
Keywords	Insert or revise the keywords that will help others search for and locate this object.
Learning Object	Is this an object used for teaching and learning purposes in a course?
Courses Served	(only visible if Learning Object is selected) List or revise any courses in which the object is being used.
Specify Object	Define whether the object is a URL, or a file being uploaded or transferred from your My Epsilen files.
ShareIt Object Policy	This policy must be acknowledged and adhered to in order to share an object.

3. When you have finished filling out the information, click the **Continue** button. You will be taken to the **Who Can Download/View/Review This Object?** page to specify who may view and/or assess your new object, and to send this object to other Epsilen members for their review (becomes a **ReviewIt object**).
4. Complete the fields/choices as described in the following table:

Field	Function
ShareIt Object Options	Specify whether the object should be shared with anyone (including the general public), only members of Epsilen, only members of your institution, or no one (to hide the item until you are ready to share).
Allow Assessments	Check the box if you would like to allow logged in Epsilen members to provide feedback.
ReviewIt Object	Check the box if you would like to send this object to Epsilen members of your choice for their review.
Users to Send Object To	Select the Epsilen users that you would like to review this object.
Personal Message	Enter your message to your selected reviewers.

5. When you have finished filling out the information, click the **Save/Send** button. You will be returned to the **ShareIt** page where you will see a modified entry for your ShareIt object.

Figure 4 displays the **Edit Share Object : Step 1 of 2** screen.

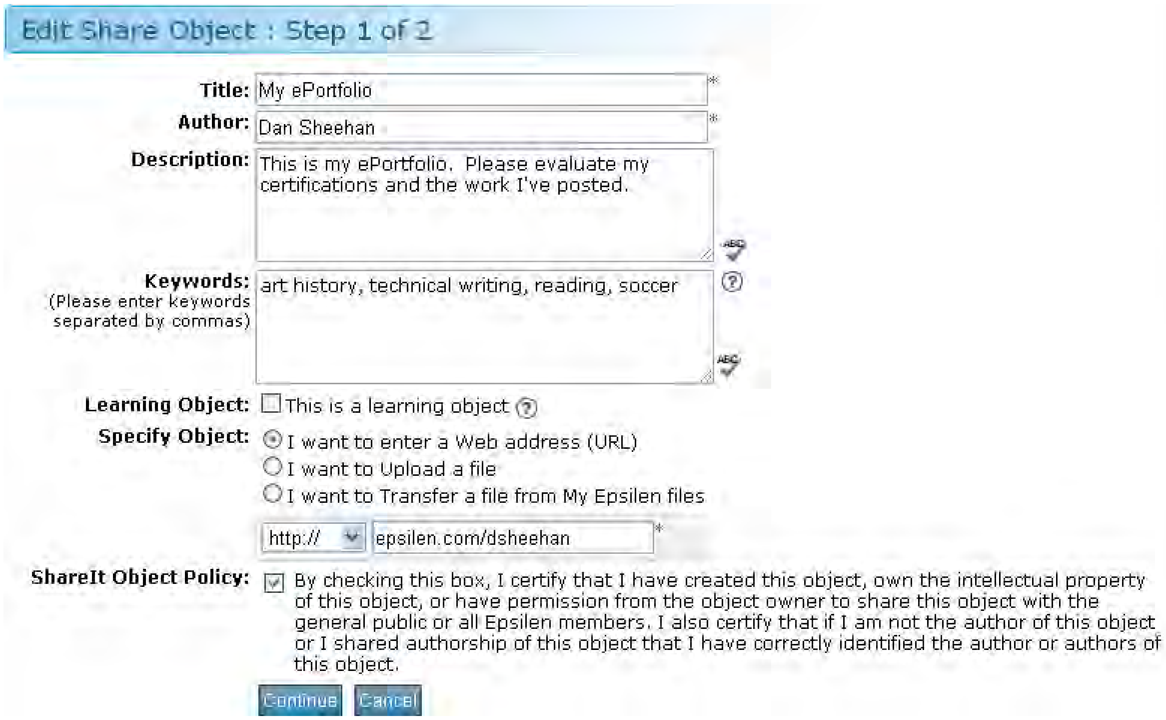


Figure 4

Figure 5 displays the **Who Can Download/View/Review This Object?** screen for editing. Though this page looks similar to the page shown on Step 2 of the Share New Object page, ReviewIt is not an option when editing.

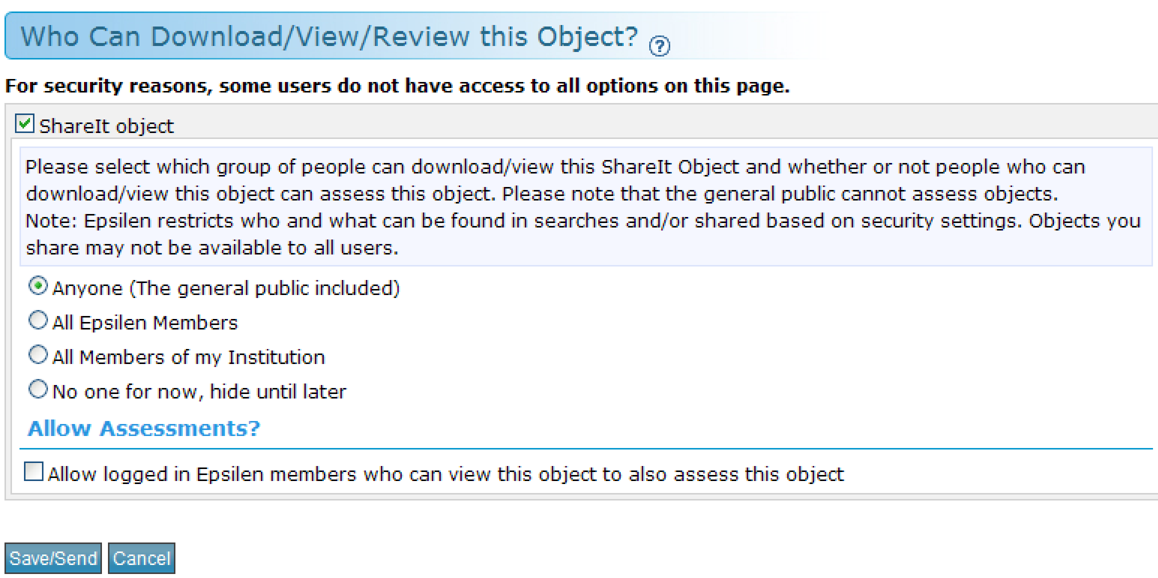


Figure 5

Sending a ShareIt Object

To Send a ShareIt Object

1. Click the **Send** button or the  button.
2. Complete the fields/choices as described in the following table:

Field	Function
ReviewIt Object	Check the box if you would like to send this object to Epsilen members of your choice for their review.
Users to Send Object To	Select the Epsilen users that you would like to review this object.
Personal Message/Instructions to Assessor/Reviewer	Enter your message to your selected reviewers.

3. When you have finished filling out the information, click the **Save/Send** button. You will be returned to the **ShareIt** page.

Figure 6 displays the **Who Can Download/View/Review This Object?** screen.

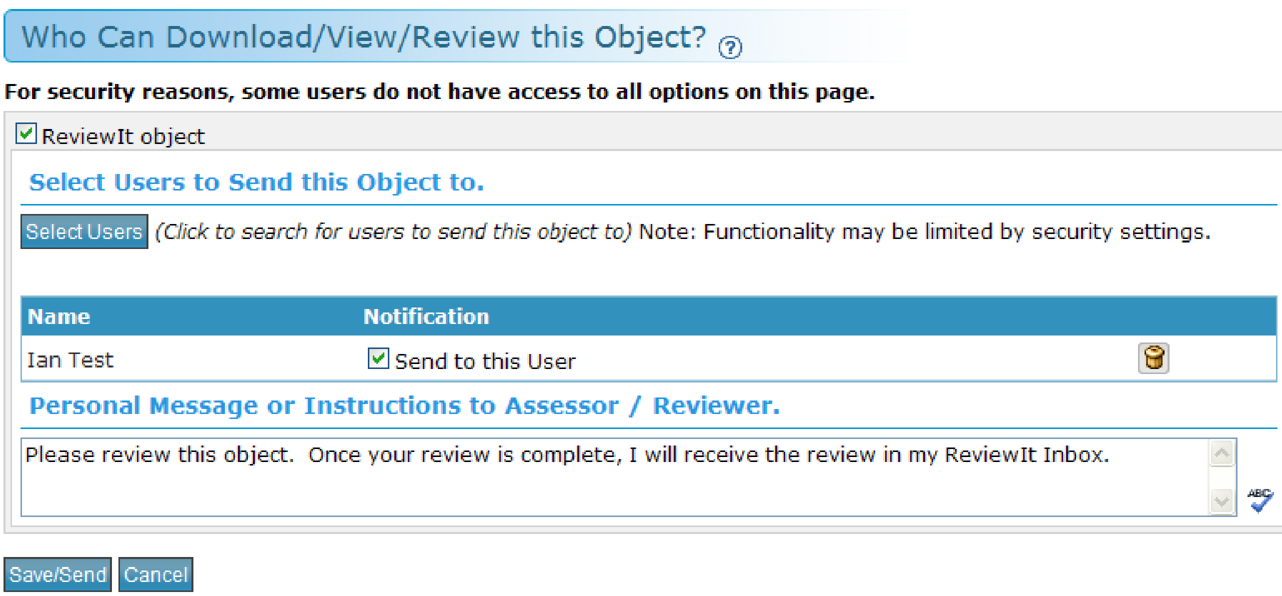


Figure 6

Epsilen members whose accounts have security restrictions will see the same page, but will not be able to locate other members by clicking the **Select Users** button.

Managing Object Reflections

To Add an Object Reflection

1. Click the button to open the **Reflections** popup page.
2. Enter a New Reflection and click the **Save** button. You will remain on the **Reflections** popup page where you will see a new entry for your reflection.

To Edit an Object Reflection

1. Click the button for a reflection.
2. Modify the reflection and click the **Update** button. You will remain on the **Reflections** popup page where you will see a modified entry for your reflection.

To Delete an Object Reflection

1. Click the button for a reflection.
2. Click the **OK** button to confirm the deletion. You will remain on the **Reflections** popup page where you will no longer see the reflection you deleted.

Figure 7 displays the **Reflections** screen.

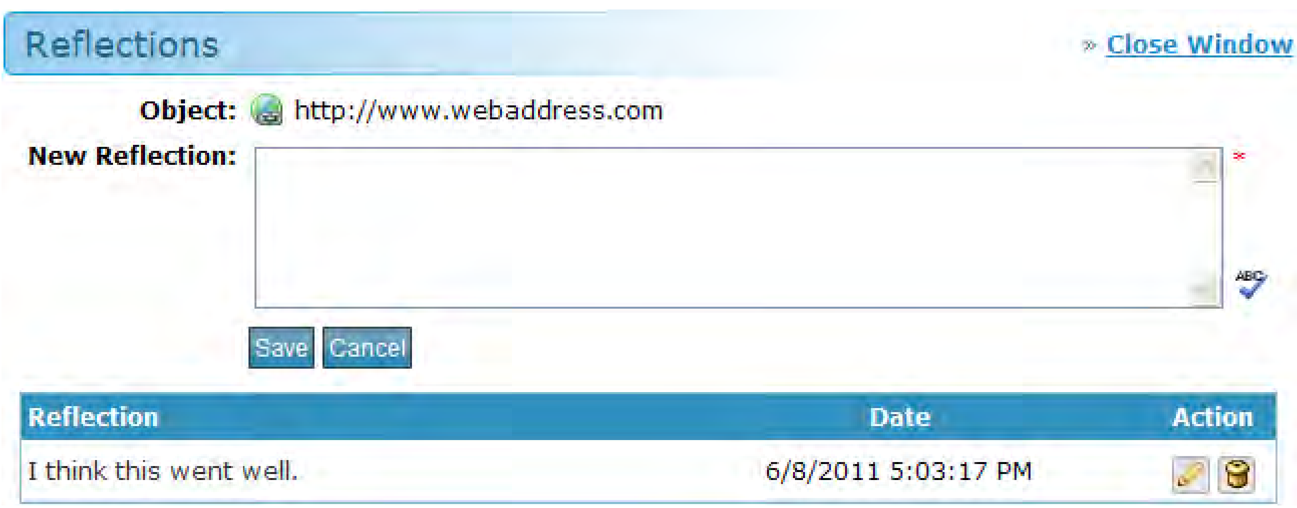


Figure 7

Viewing Assessed Objects

To View your Assessed Objects

1. Click the **View Assessed Objects** button in the left menu. You will see the **Assessed Objects** page with the **My Assess Objects** tab selected and a list of your assessed objects displayed with each rating received.

To View Objects you have Assessed

1. Click the **Objects I Have Assessed** tab. You will see a list of objects that you have assessed for others, including the title, description, assessment and rating for each object.

Figure 8 displays the **My Assessed Objects** screen.

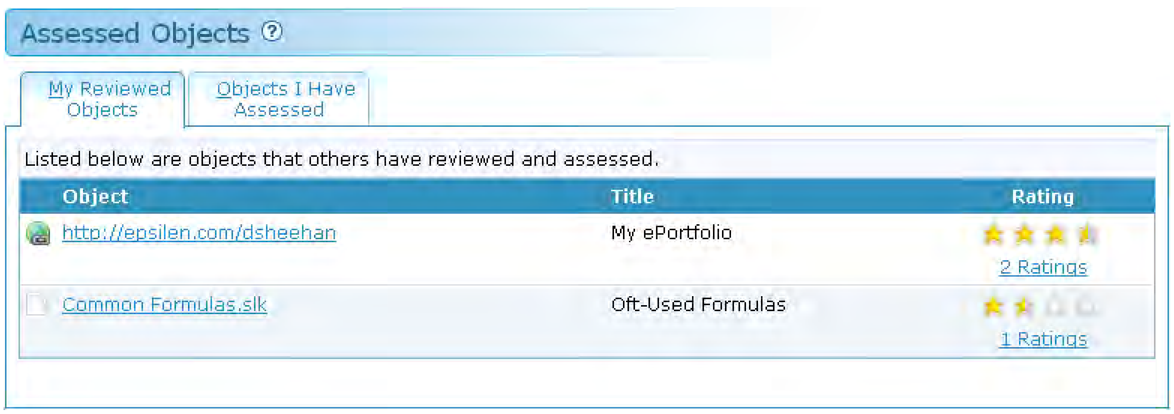


Figure 8

Figure 9 displays the **Objects I Have Assessed** screen.

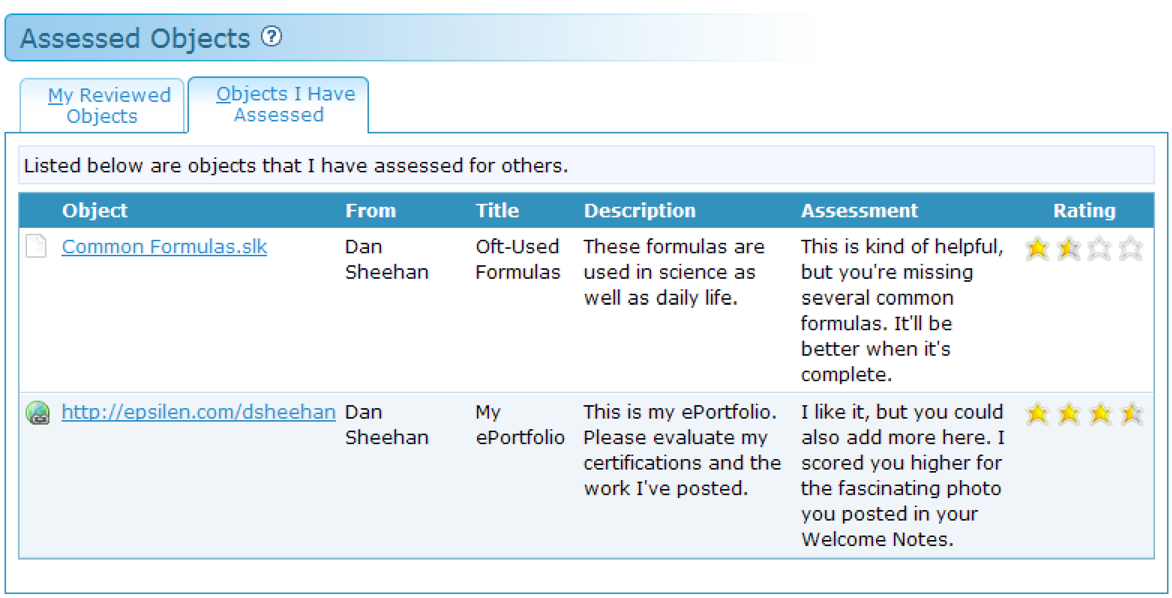


Figure 9

Review Objects

To View a list of Objects for your Review

1. Click the **Review Objects** button in the left menu. You will see the **Review Objects** page displayed with the **Review Objects (Please Review)** tab selected.

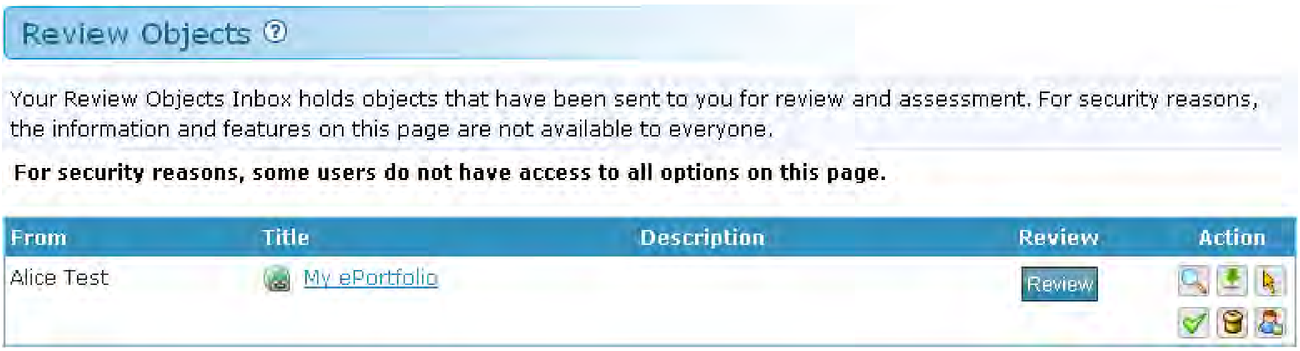


Figure 10

Definitions

Review: Clicking the **Review** button allows you to review/assess a ShareIt object.

View Object: Clicking the button or the file name link allows you to view the Object Details for a ShareIt object that you have been asked to review.

Download Object: Clicking the button allows you to download the ShareIt object that you have been asked to review.

Open Web Page: Clicking the button allows you to visit the web page/URL associated to the ShareIt object you have been asked to review.

Assess/Review Object: Clicking the button allows you to review/assess a ShareIt object.

Remove Object: Clicking the button allows you to remove a ShareIt object from your list of objects to review without providing a review/assessment.

Add Person To Network: Clicking the button allows you to add the sender of a ShareIt object to one or more of your Networks.

Review an Object

To Review an Object

1. Click the **Review** button or the button for a ShareIt object.
2. Complete the fields/choices as described in the following table:

Field	Function
Your Rating	Rate the object on the A-F scale.
Assessment	Provide your feedback to the user asking for your review.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Review Objects (Please Review)** page where you will no longer see the ShareIt object you just assessed/reviewed.

Figure 11 displays the **Assess Object** screen.

Figure 11

Take Notes

Description

The **Take Notes** tool is an online notebook, and each Epsilen member is provided by default a Take Notes file for personal use. In addition, upon joining a Course or Group each member is provided a Take Notes file for that Course or Group. Entries in a Take Notes file may be edited, sent, or deleted; however, Course or Group Notes must be created within the Course or Group before they appear on your ePortfolio page.

Purpose

Creating a Take Notes file allows you to make note entries from lectures, chats, assigned readings, or other lesson activities. You may edit, send, or delete a Take Notes file.

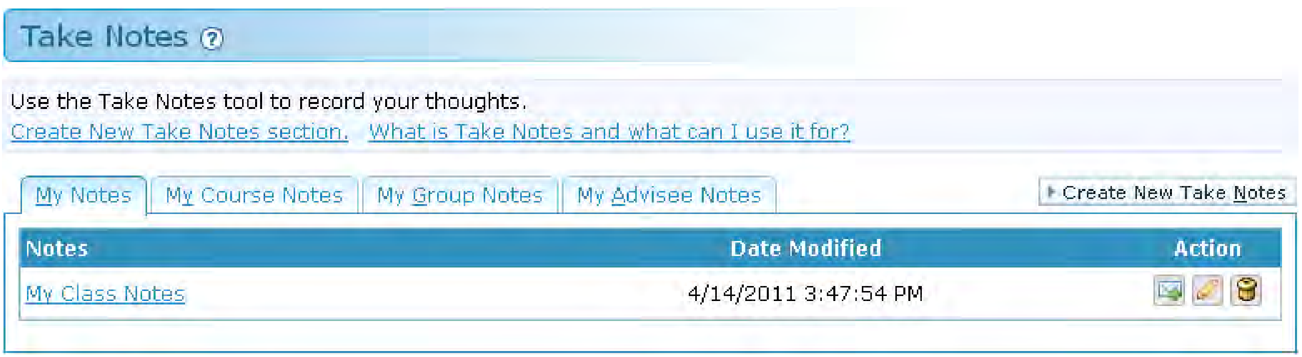


Figure 1

Definitions

My Course Notes allows you to edit, delete and send Course Notes that you have created in each of your courses.

My Group Notes allows you to edit, delete and send Group Notes that you have created in each of your groups.

Create New Note: Clicking the **Create New Note** button allows you to create a new Note in your **My Notes** section.

Send: Clicking the button allows you to send notes to another Epsilen member.

Note: Some members cannot send mail messages due to security settings.

Edit: Clicking the button allows you to edit a Note.

Delete: Clicking the button allows you to delete a Note.

Creating a New Note

To Create a New Note

1. Click the **Create New Note** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter a title to your new Note.
Content	See "Using the HTML Editor".

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Take Notes** page where you will see a new entry for your new Note.

Figure 2 displays the **Create New Take Notes** screen.

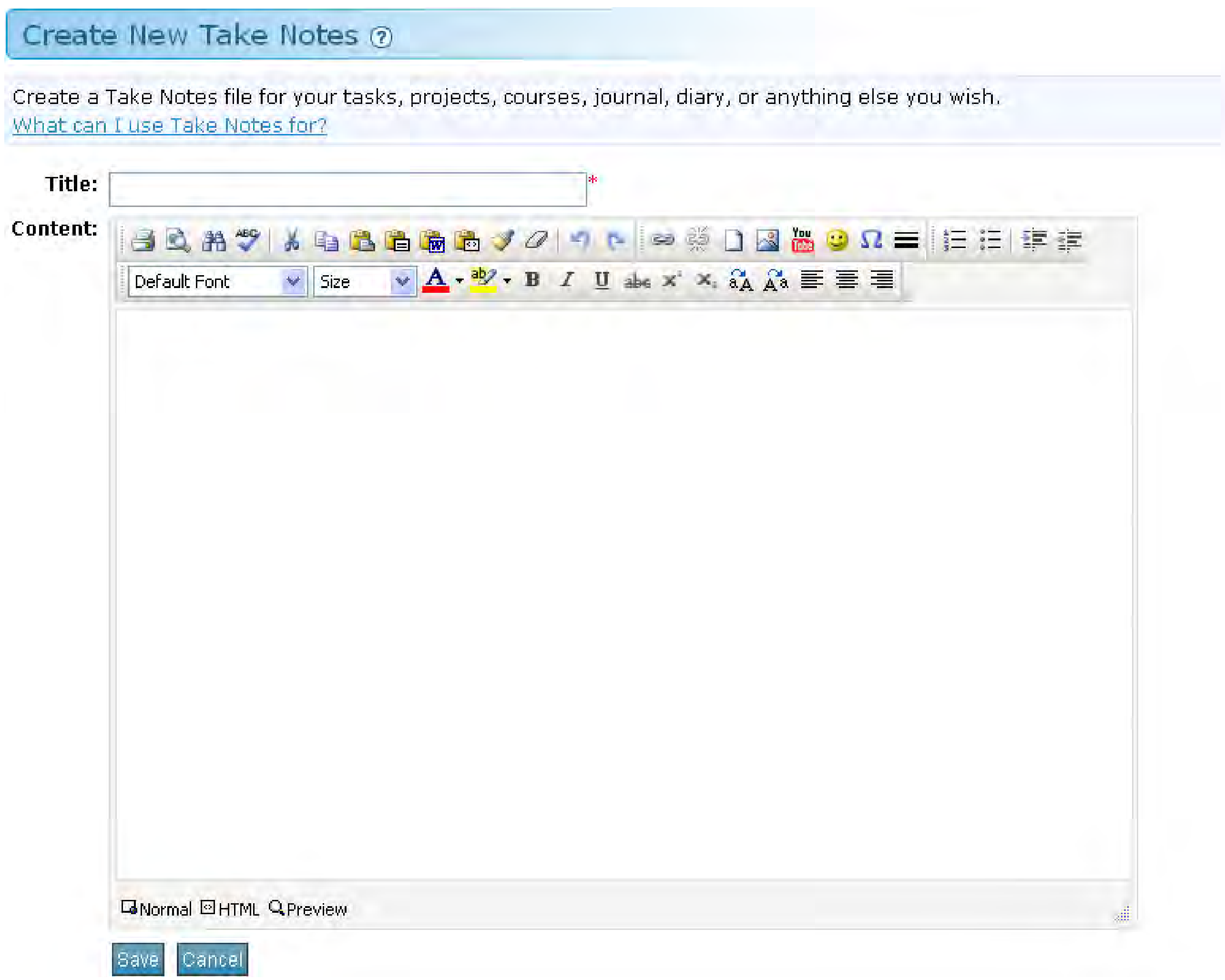


Figure 2

Editing a Note

To Edit a Note:

1. Click the button for a Note.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Edit the title of your Note, if desired.
Content	See "Using the HTML Editor"

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Take Notes** page where you will see a modified entry for your Note.

Figure 4 displays the **Edit Note** screen.

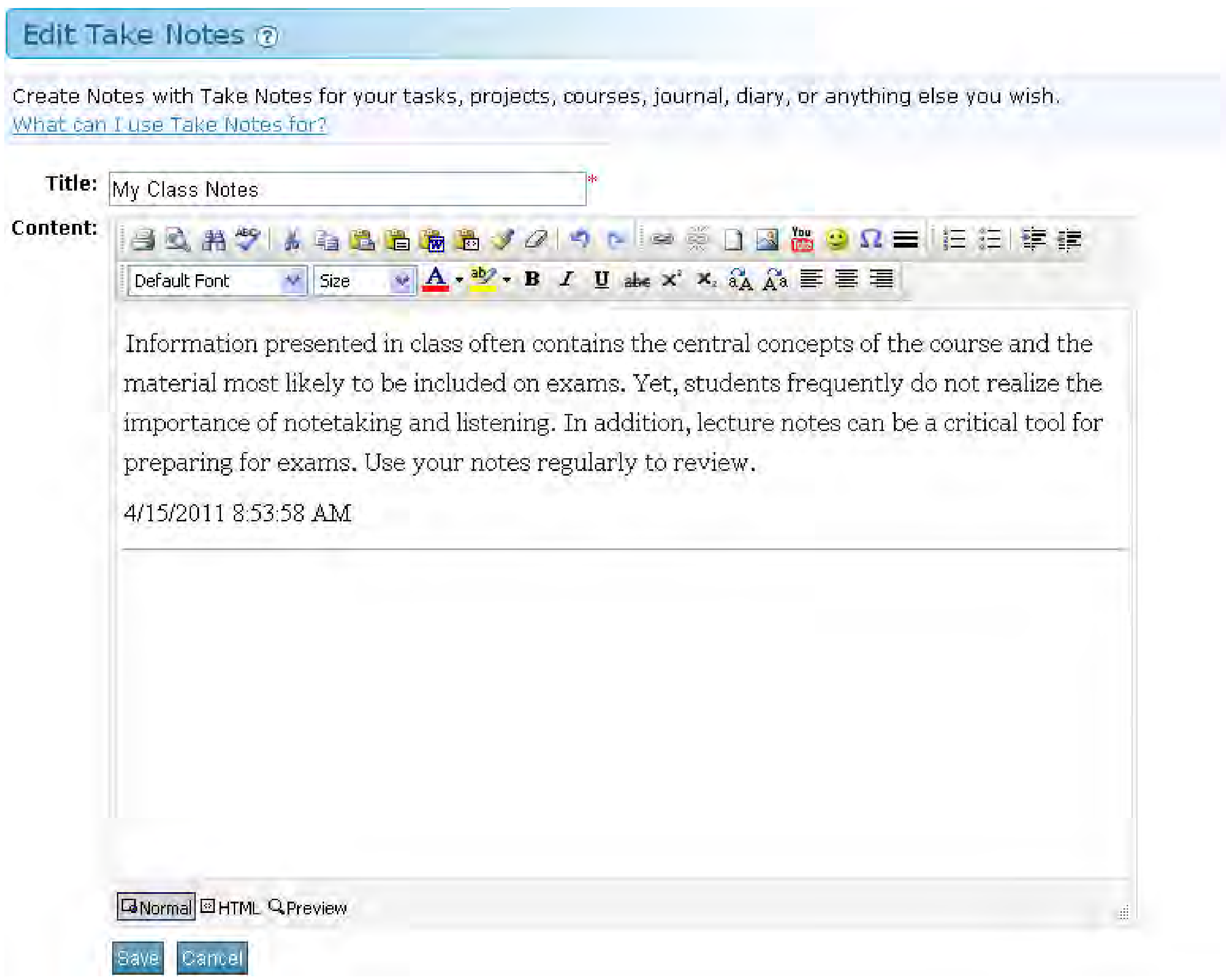


Figure 4

Sending a Note

To Send an Note

1. Click the  button to open the **Send Notes to Epsilen Member** popup page.
2. Enter a name to search for and click the **Search** button. You will see a list of Epsilen members that meet your search criteria.
3. Click the  button to the right of a member to send your Note to that member. You will remain on the **Send Notes to Epsilen Member** popup page where you may repeat steps 1-3 as many times as you wish.

Figure 5 displays the **Send Notes to Epsilen Member** screen.

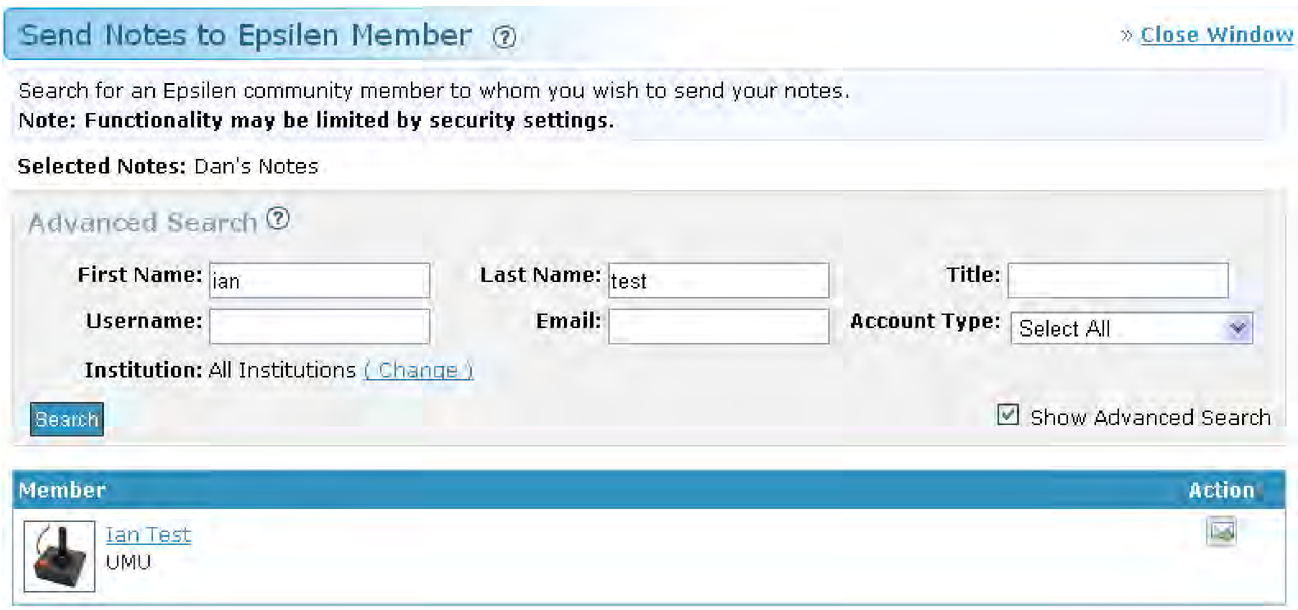


Figure 5

Search Epsilen

Description

The Search Epsilen page contains several search fields to help users connect with content and other Epsilen members with whom they have common interests. The page also offers a feature that allows members to view a list of the Epsilen ePortfolio pages that have had or currently have the greatest number of Visitors, Blogs, Showcase items, ShareIt Files, Pictures, and Videos.

Purpose

The Search Epsilen page is used to locate Blogs, ShareIt objects, Groups, Courses, Pictures, Videos, and other Epsilen members whose interests correspond to those of the logged-in user. It can also be used to view the ePortfolio pages of Epsilen members who have added the greatest number of the items listed above.

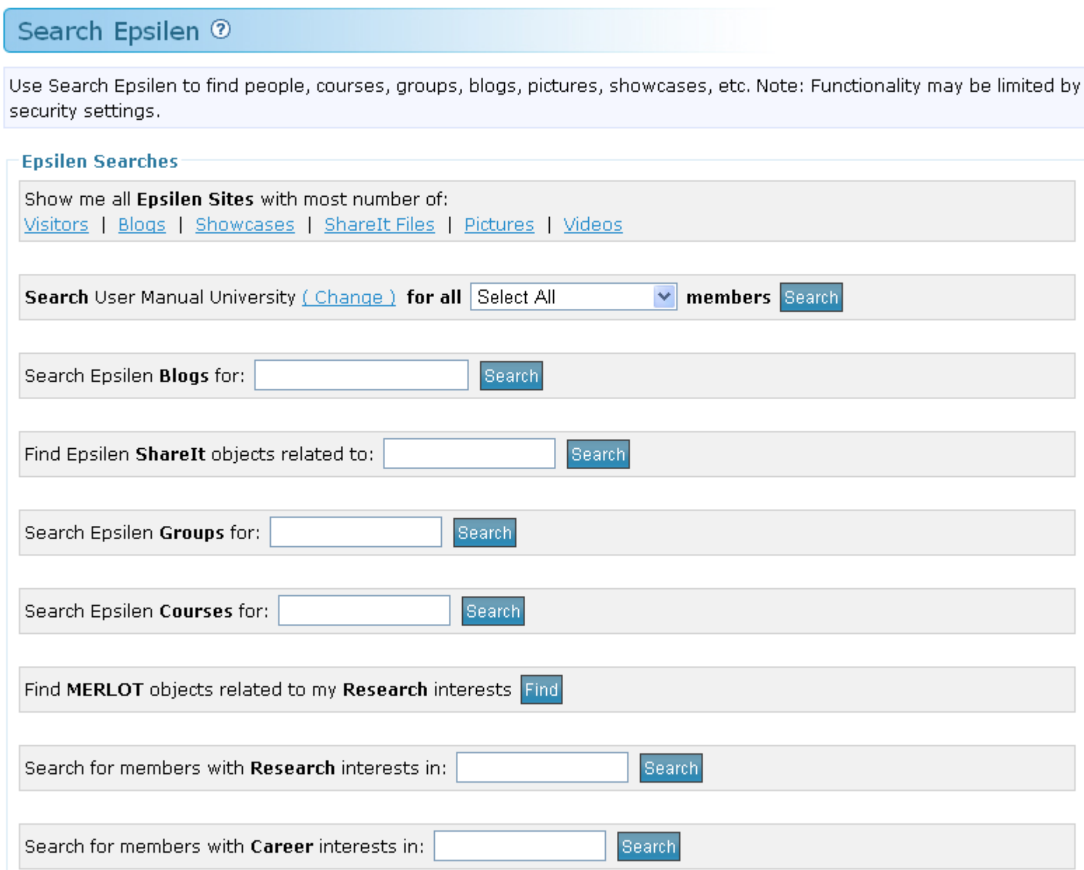


Figure 1

NOTE: An Epsilen member's ability to search and the people/ objects he or she can locate in a search are affected by security settings.

To search:

1. Click the Search Epsilen link from the left navigation menu of the MyPortal interface. The Search Epsilen page will display.
2. Enter a keyword in the desired field to locate items that contain or are associated with the keyword(s). Click the **Search** button to display results.

The topmost section found under the Epsilen Searches subheading is called 'Show me all Epsilen Sites with the most number of:' and displays a list of the Epsilen ePortfolio pages that have had or currently have the greatest number of Visitors, Blogs, Showcase items, ShareIt Files, Pictures, and Videos.

To view Epsilen's leaders in these areas:

1. Click the link that corresponds to the area of interest. A popup window will display with results.
2. Click on an Epsilen member's name in the popup window to be linked to the user's MyCorner page.
3. In the Action column, click the Add to Network icon to add this member to a network or the View ePortfolio icon to view the member's ePortfolio page.

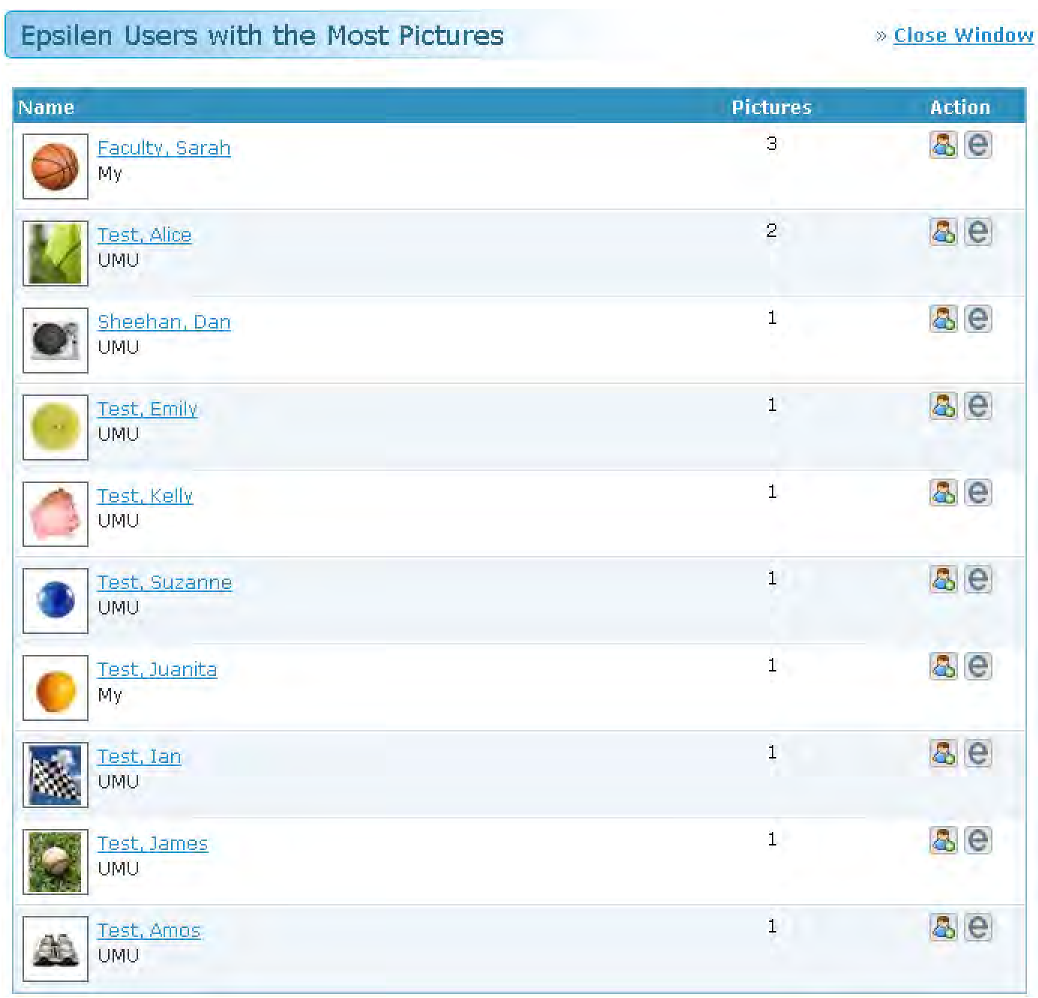


Figure 2

Time Tracker

Description

The **Time Tracker** tool provides you with the ability to measure the amount of time spent on activities such as work, lessons, events, or any other activity that you need to determine the total time spent.

Purpose

By using the Time Tracker, you can assess how you are spending your time and evaluate where you may need to improve your efficiency.

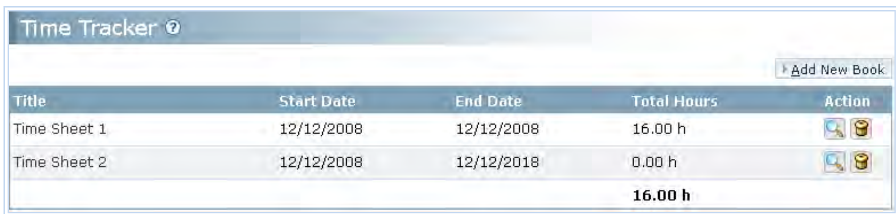


Figure 1

Definitions

Add New Book: Clicking the **Add New Book** button allows you to create a new Time Tracker book.

View: Clicking the button allows you to view a Time Tracker book and the entries within it.

Delete: Clicking the button allows you to delete a Time Tracker book.

Adding a New Book

To Add a New Book

1. Click the **Add New Book** button to open the **Add New Book** popup page.
2. Enter a **Book Title** and then click the **Add Book** button. You will see a message stating that the new book was added successfully, and then the popup window will close automatically. You will be returned to the **Time Tracker** page where you will see a new entry for your new Time Tracker book.

Figure 2 displays the Add New Book screen.

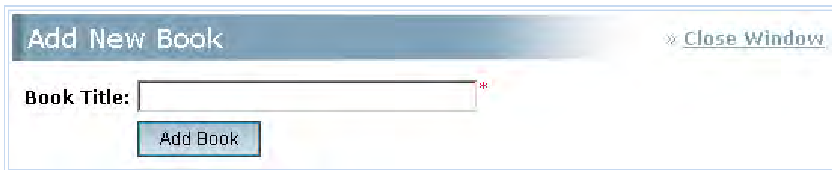


Figure 2

Adding a New Entry

To Add a New Entry

1. Click the  button for a Time Tracker book to open the **Book Events** page.
2. Click the **Add New Entry** button to open the **Add New Entry** popup page.
3. Complete the fields/choices as described in the following table:

Field	Function
Title/Event	Enter a title for the event for identification purposes.
Date	Enter the date on which the event occurred.
Start Time	Enter the time at which the event started.
End Time	Enter the time at which the event ended.
Notes	Enter notes pertaining to the event which describe/explain it.

4. When you have finished filling in the information, click the **Add Entry** button. You will see a message stating that the entry was successfully added, and then the popup page will close automatically. You will be returned to the **Book Events** page where you will see a new entry for your new book entry.

Figure 3 displays the **Book Events** screen.

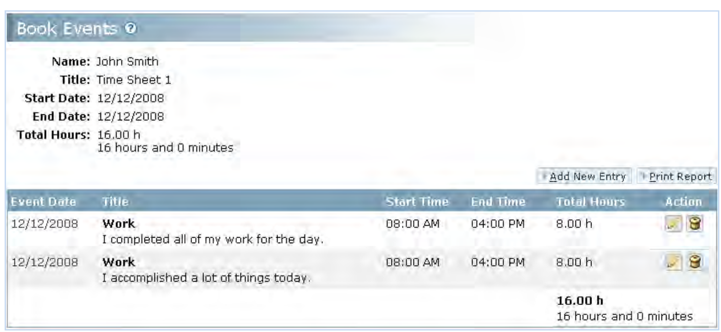


Figure 3

Figure 4 displays the **Add New Entry** screen.

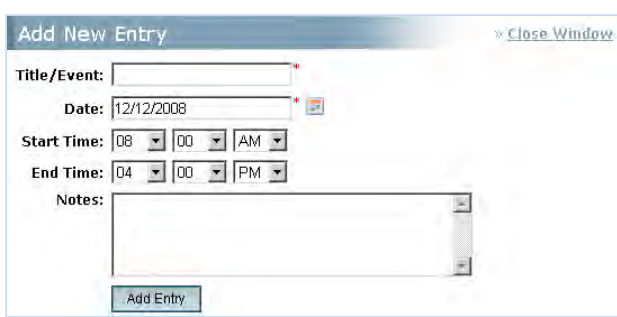


Figure 4

Editing an Entry

To Edit an Entry

1. Click the button to open the **Update Entry** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Title/Event	Enter a title for the event for identification purposes.
Date	Enter the date on which the event occurred.
Start Time	Enter the time at which the event started.
End Time	Enter the time at which the event ended.
Notes	Enter notes pertaining to the event which describe/explain it.

3. When you have finished filling in the information, click the **Update Entry** button. You will see a message stating that the entry was successfully updated, and then the popup page will close automatically. You will be returned to the **Book Events** page where you will see a modified entry for your book entry.

Figure 5 displays the **Update Entry** screen.

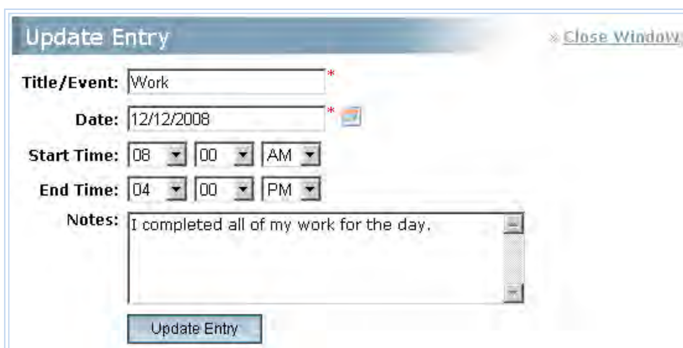


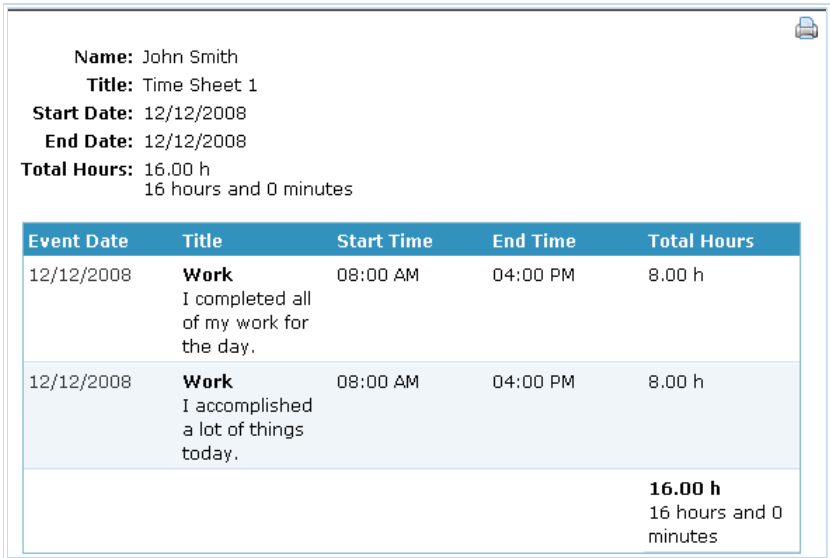
Figure 5

Printing a Book

To Print a Book

1. Click the **Print Report** button to open the Print Report popup page.
2. To print a copy of the book as it is displayed in the popup page, click the button in the upper right corner of the page. Your computer's **Print** window will appear where you may select your printer and adjust other settings as you wish before printing.

Figure 6 displays the **Print Report** screen.



Name: John Smith
Title: Time Sheet 1
Start Date: 12/12/2008
End Date: 12/12/2008
Total Hours: 16.00 h
16 hours and 0 minutes

Event Date	Title	Start Time	End Time	Total Hours
12/12/2008	**Work** I completed all of my work for the day.	08:00 AM	04:00 PM	8.00 h
12/12/2008	**Work** I accomplished a lot of things today.	08:00 AM	04:00 PM	8.00 h
				16.00 h 16 hours and 0 minutes

Figure 6

Rubrics

Description

Use the **Rubrics** tool to create lesson objectives so students are clear about what is expected prior to assessment. Some Rubrics created by other Epsilen members are available for access as a reference (Use Search Rubric to find and bookmark them), or you may create a new one for your own purpose. You may also choose to share your Rubrics with others.

Purpose

By establishing Rubrics, you can clarify for your students what your expectations are as you assess their work.

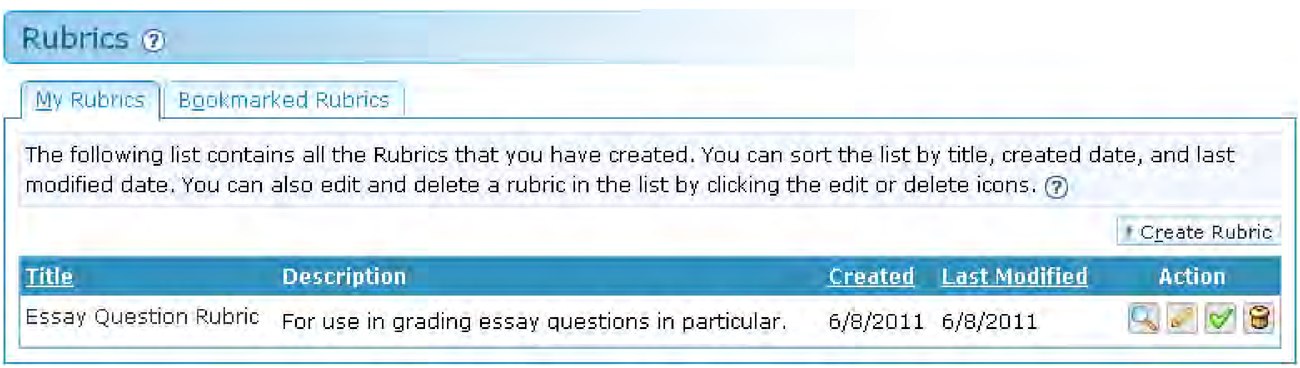


Figure 1

Definitions

Bookmarked Rubrics allow you to quickly access Rubrics created by other Epsilen members as a reference or to create a copy for your own purposes.

Create Rubric: Click the **Create Rubric** button to create a new Rubric.

View: Clicking the button allows you to view a Rubric.

Edit: Clicking the button allows you to edit a Rubric.

Assign: Clicking the button allows you to assign a Rubric to one or more Course Lessons.

Delete: Clicking the button allows you to delete a Rubric.

Creating a Rubric

To Create a Rubric

1. Click the **Create Rubric** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	The title of a Rubric must be unique to other Rubrics you have created and is used to identify Rubrics.
Description	The description is for your internal purposes only.
Keywords	Keywords may be used to describe your Rubric so that it appears in search results for other Epsilen members.
Courses Served	List the courses in which this Rubric has been used for assessment.
Original Author/Resource URL	To protect the intellectual property of all Epsilen members, enter the Original Author or a URL (Web Address) where this Rubric was created.
Share With	Share this Rubric with No One, members of your Institution only, all Epsilen members or only Epsilen members who are Staff, Faculty or Student account types. NOTE: Epsilen restricts who and what can be found in searches and/ or shared based on security settings. Objects you share may not be available to all users.
Rubric Content	Enter the content of your Rubric which will be used for assessment. See "Using the HTML Editor" below.
Rubrics Terms of Use	To protect the intellectual property of all Epsilen members, you must agree to the Rubric Terms of Use to create a Rubric.

3. When you have finished filling out the information, click the **Create Rubric** button. You will be returned to the **Rubrics** page where you will see a new entry for your new Rubric.

Figure 2 displays the **Create Rubric** screen.

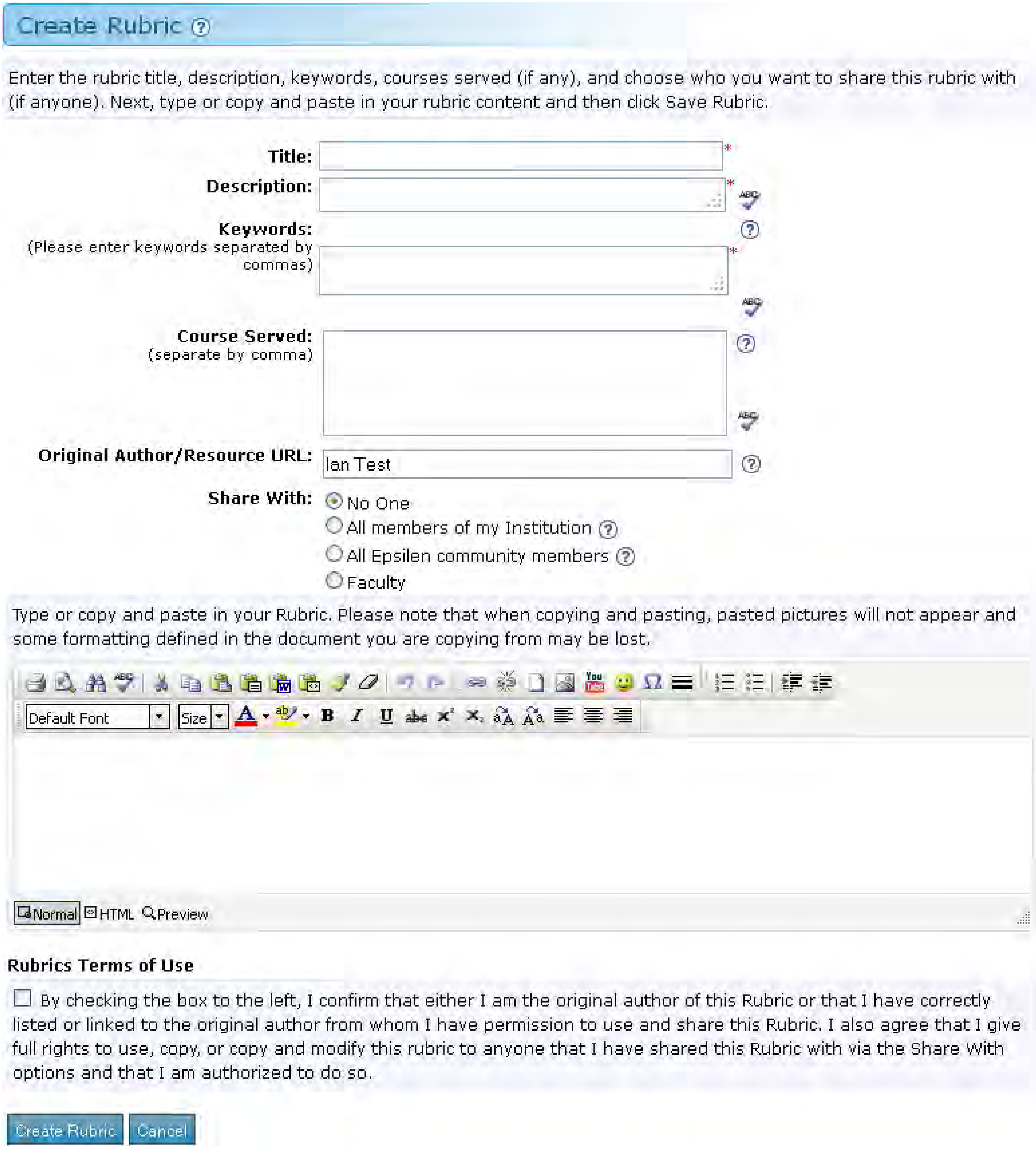


Figure 2

Editing a Rubric

To Edit a Rubric

1. Click the button for a Rubric.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	The title of a Rubric must be unique to other Rubrics you have created and is used to identify Rubrics.
Description	The description is for your internal purposes only.
Keywords	Keywords may be used to describe your Rubric so that it appears in search results for other Epsilen members.
Courses Served	List the courses in which this Rubric has been used for assessment.
Original Author/Resource URL	To protect the intellectual property of all Epsilen members, enter the Original Author or a URL (Web Address) where this Rubric was created.
Share With	Share this Rubric with No One, members of your Institution only, all Epsilen members or only Epsilen members who are Staff, Faculty or Student account types. NOTE: Epsilen restricts who and what can be found in searches and/ or shared based on security settings. Objects you share may not be available to all users.
Rubric Content	Enter the content of your Rubric which will be used for assessment. See "Using the HTML Editor" below.
Rubrics Terms of Use	To protect the intellectual property of all Epsilen members, you must agree to the Rubric Terms of Use to create a Rubric.

3. When you have finished filling out the information, click the **Update Rubric** button. You will be returned to the **Rubrics** page where you will see a modified entry for your Rubric.

Figure 4 displays the **Update Rubric** screen as viewed by an Epsilen member whose sharing permissions are restricted for security reasons.

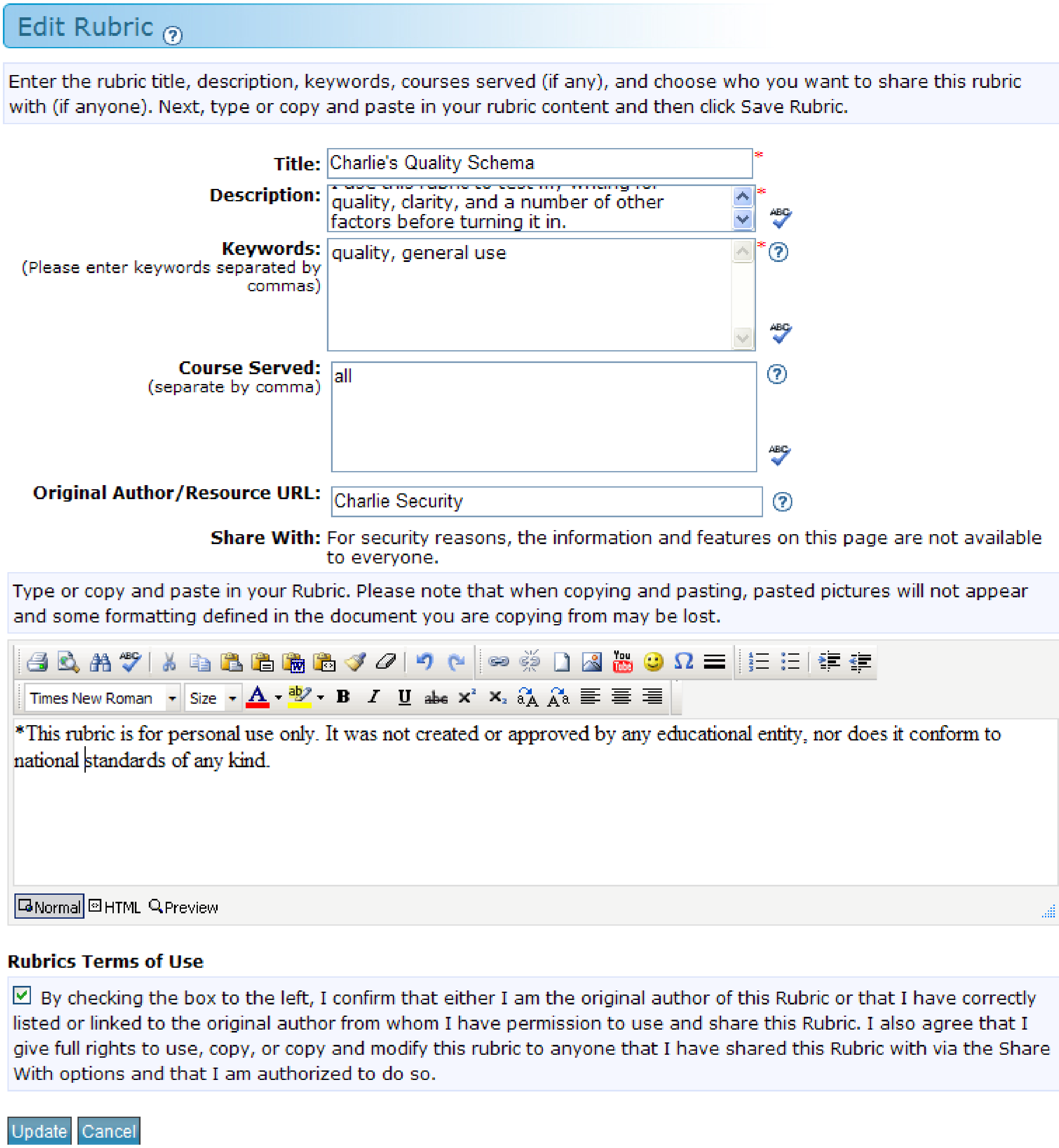


Figure 4

Bookmarked Rubrics

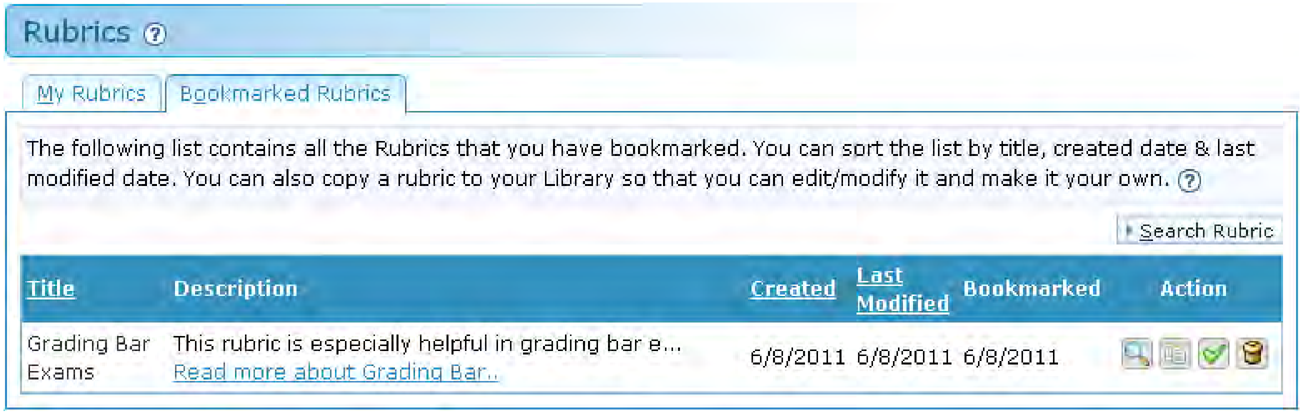


Figure 5

Definitions

Search Rubric: Clicking the **Search Rubric** button allows you to search for Rubrics created by other Epsilen members, bookmark them and/or copy them into your own My Rubrics library.

View: Clicking the  button allows you to view a Rubric.

Copy: Clicking the  button allows you to copy a Rubric into your own My Rubrics library.

Assign: Clicking the  button allows you to assign a Rubric to one or more Course Lessons.

Delete: Clicking the  button allows you to remove a Rubric from your list of Bookmarked Rubrics.

The illustration below shows the page as viewed by an Epsilen member whose sharing permissions are restricted for security reasons.

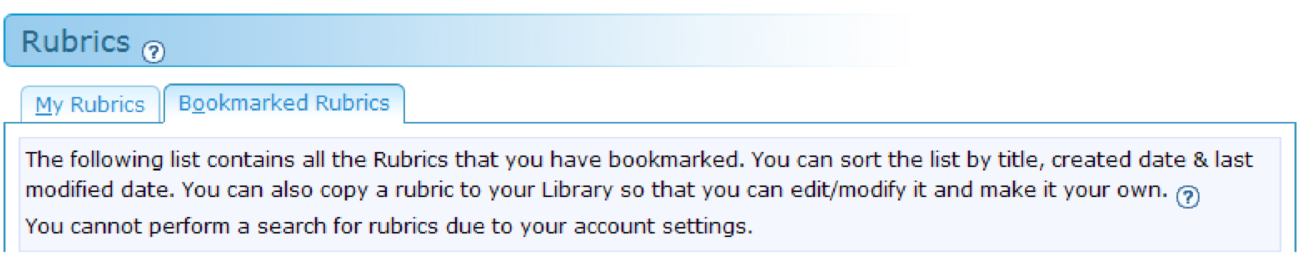


Figure 6

Searching for Rubrics

To Search for a Rubric

1. Click the **Search Rubric** button to open the **Search Rubric** popup page.
2. Enter text into the **Search For** textbox and click the **Search** button. You will see a list of Rubrics that match what you searched for.

The illustration below displays the **Search Rubric** screen.

Figure 7

Definitions

View: Clicking the button allows you to view a Rubric.

Bookmark: Clicking the button allows you to add a Rubric to your list of Bookmarked Rubrics.

Copy: Clicking the button allows you to copy a Rubric into your own My Rubrics library.

Assigning a Rubric to Lessons

To Assign a Rubric to Lessons

1. Click the button for a Rubric.
2. Check the box next to each Course Lesson in the list that this Rubric should be assigned to.
3. Click the **Assign** button. You will be presented with a message that the Rubric was successfully assigned to the selected Course Lessons.

The illustration below displays the Assign Rubric screen.

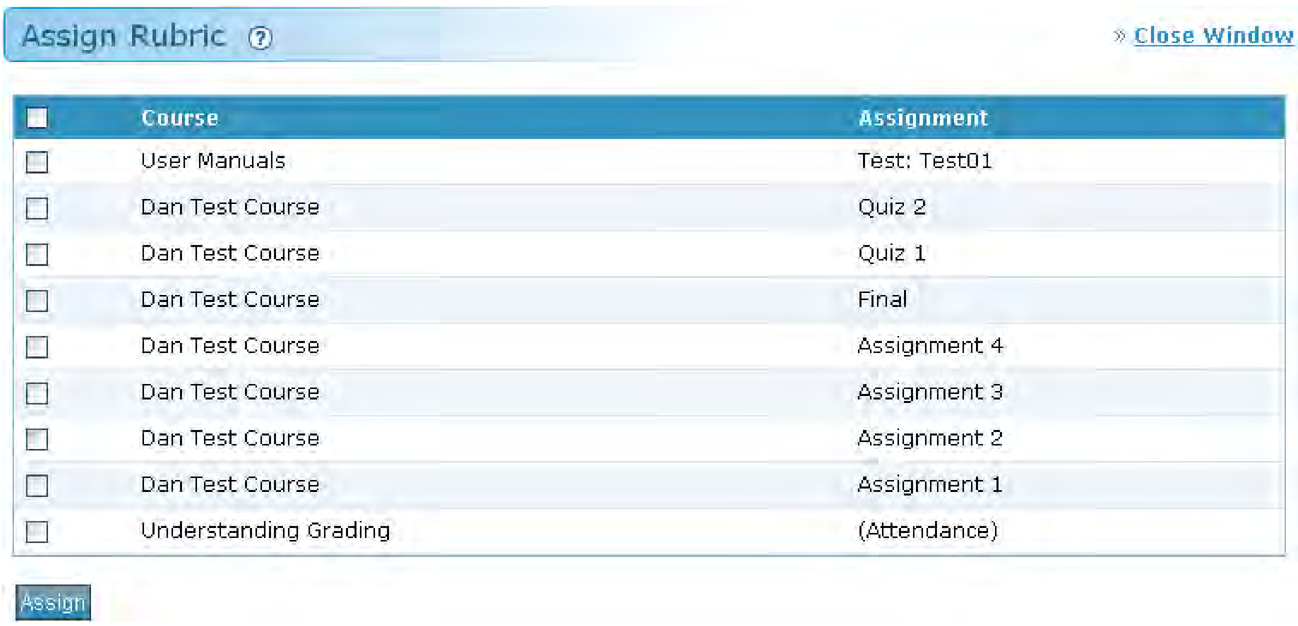


Figure 8

Visitors

Description

The **Visitors** tool allows you to view the logged information for visitors to your ePortfolio site, including the date, time, IP address, and host name for each visitor. The Visitors tool also shows the record of Access Key logins, account logins, and Epsilen members who have viewed your MyCorner page.

Purpose

By accessing the Visitors tool, you can keep track of visitors to your ePortfolio site, and when you view who has visited your MyCorner page, you can add that visitor to one or more of your Networks.

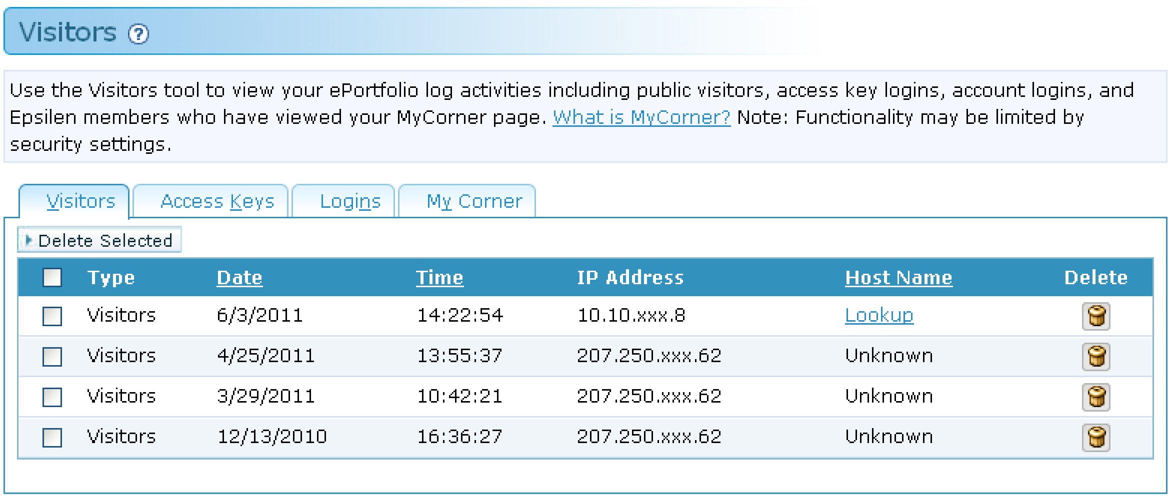


Figure 1

Definitions

Access Keys allows you to see which Access Keys have been used to access your Public ePortfolio.

Logins allows you to see successful logins to your Epsilen account.

MyCorner allows you to see Epsilen members who have visited your MyCorner page.

Sorting: Click the underlined column heading to sort the list of Visitors by that column.

Delete: Click the button to delete a record from the list you are viewing.

Delete Selected: Check the box next to one or more records and click the **Delete Selected** button to delete multiple records at one time.

Add Network Member: Clicking the button allows you to add a MyCorner visitor to one or more of your Networks.

Content Repository

The Content Repository link gives Faculty and Certified Faculty users a quick, convenient way to access articles, interactive features, and multimedia content from the New York Times Knowledge Network Repository.

Figure 10

To access New York Times content, click the Content Repository link in the left navigation menu. The Content Repository page, shown above, will display. Click the Open the Content Repository link to search for content or access previously-created templates in another window or tab. Templates created here can be used within a course as well.

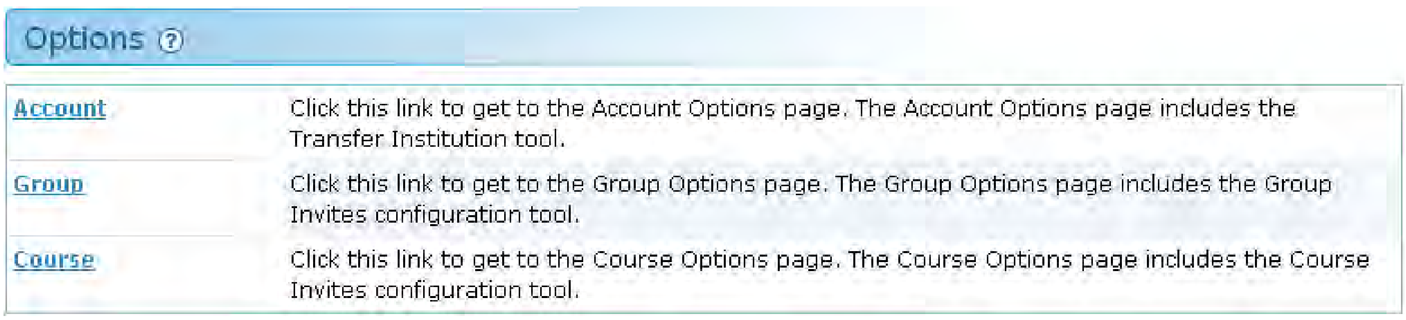
Options

Description

The Options tool contains the Account link to help users make a request to leave their institution or transfer their membership to a new one. It also features the Group and Course links, which lets users set their invitation preferences for each.

Purpose

By using the Options tool, users can control their institutional affiliation and leave their institution at will. Users are also capable of electing which invitations they wish to receive and from whom.



Options

Account	Click this link to get to the Account Options page. The Account Options page includes the Transfer Institution tool.
Group	Click this link to get to the Group Options page. The Group Options page includes the Group Invites configuration tool.
Course	Click this link to get to the Course Options page. The Course Options page includes the Course Invites configuration tool.

Figure 11

Definitions

Account: Clicking the Account link takes the user to the Account Options page where the Transfer Institution tool is found.

Group: Clicking the Account link takes the user to the Group Options page where the Group Invites configuration tool is found.

Course: Clicking the Account link takes the user to the Account Options page where the Course Invites configuration tool is found.

Account Options

The Account Options page contains the Transfer Institution tool, which allows users to request to leave the institution with which they are currently affiliated. Additionally, the Transfer Institution tool gives users the opportunity to request that their affiliation be changed when they anticipate becoming a member of a different Epsilen institution due to graduation, starting a new job as an educator, etc. Transfer requests must be approved by an institutional admin before a member gains access to the destination institution's interface.

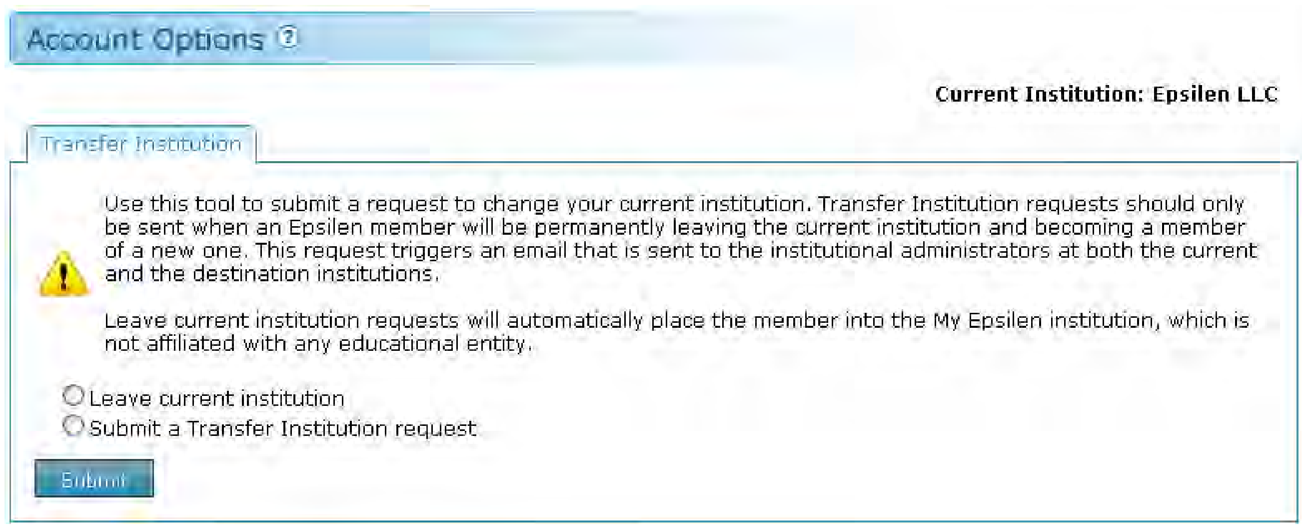


Figure 12

To leave the current institution (listed in the top right corner):

1. Click the radio button next to Leave current institution.
2. The Confirmation popup will display. Click **Yes**.

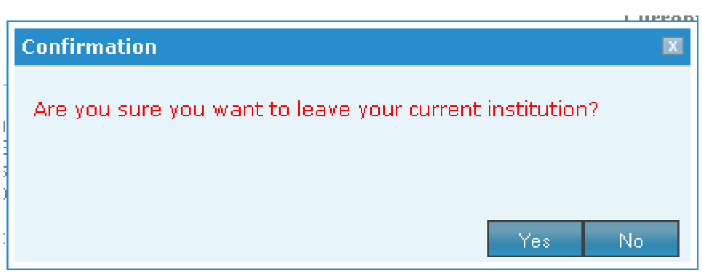


Figure 13

3. The Transfer Institution page will display again with a confirmation message to inform the user that the action was successful and the user is now part of the default institution, My Epsilen.

Note: Some users do not have the option to leave their current institution and transfer into My Epsilen due to security settings.

To make a Transfer Institution request:

1. Click the radio button next to Submit a Transfer Institution request. The Change link will display to allow a different institution to be selected.

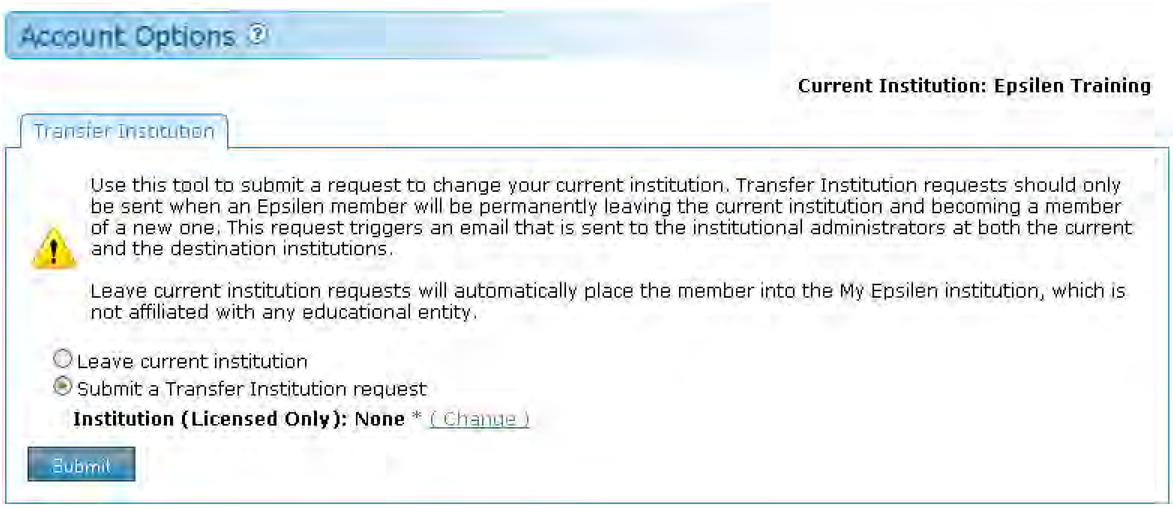


Figure 14

2. Click the Change link. The Institution(s) Search popup will appear.

Figure 15

3. Enter the name of the destination institution or click **Show All** to select the destination institution from a list of all licensed institutions. If the desired destination institution is not found in the list, it may be necessary to find out if that institution has obtained an Epsilen license.

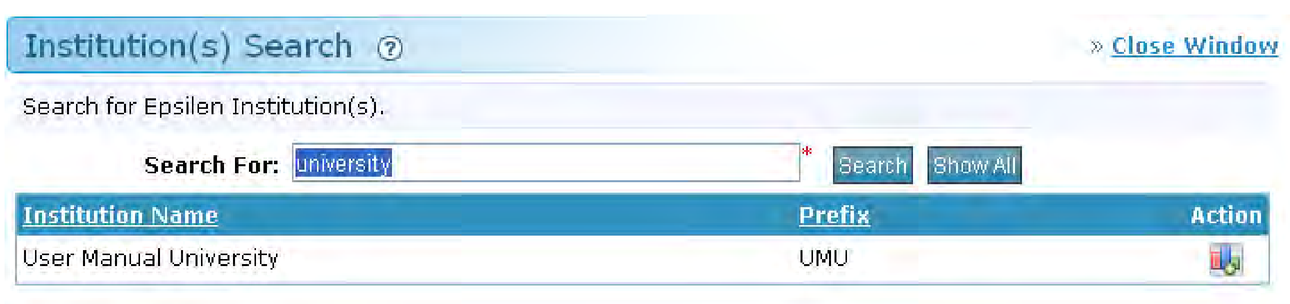


Figure 16

4. Click the Select icon in the Action column to choose the desired destination institution. The destination institution will then appear next to the change link.

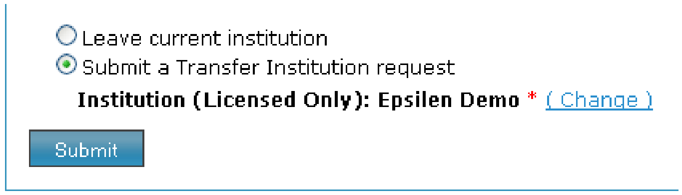


Figure 17

5. Click **Submit**. A confirmation message will display. Please note that the user's institutional affiliation does not actually change until the destination institution's administrator approves the request.

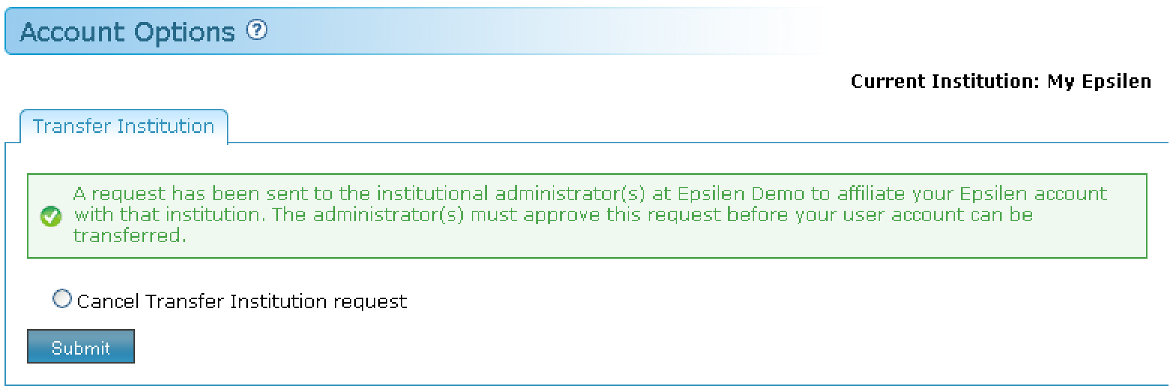


Figure 18

To cancel a Transfer Institution request:

After a Transfer Institution request has been submitted, it can be cancelled immediately or after a subsequent login.

1. To cancel immediately, begin by clicking the radio button next to Cancel Transfer Institution request. To cancel the request after logging out and logging back in, navigate to the Account Options page, which will show a message stating that the request is pending (below). Click the radio button next to Cancel Transfer Institution request.

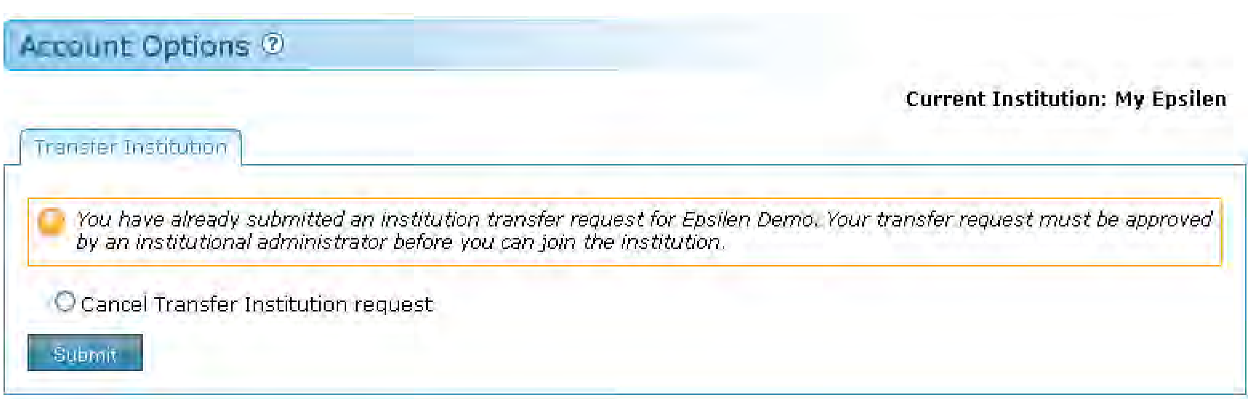


Figure 19

2. Click **Submit**. A Confirmation popup will appear.

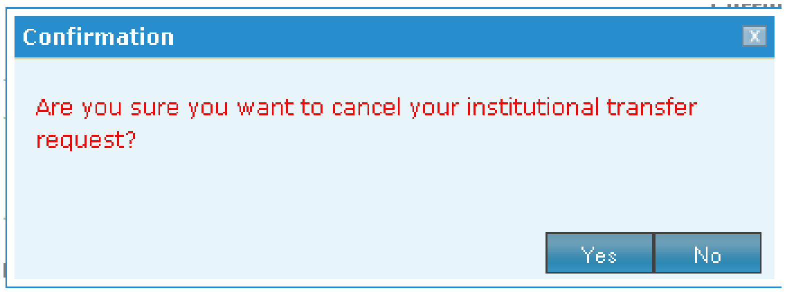


Figure 20

3. Click **Yes**. A message will display on the page to confirm that the Transfer Institution request has been cancelled.

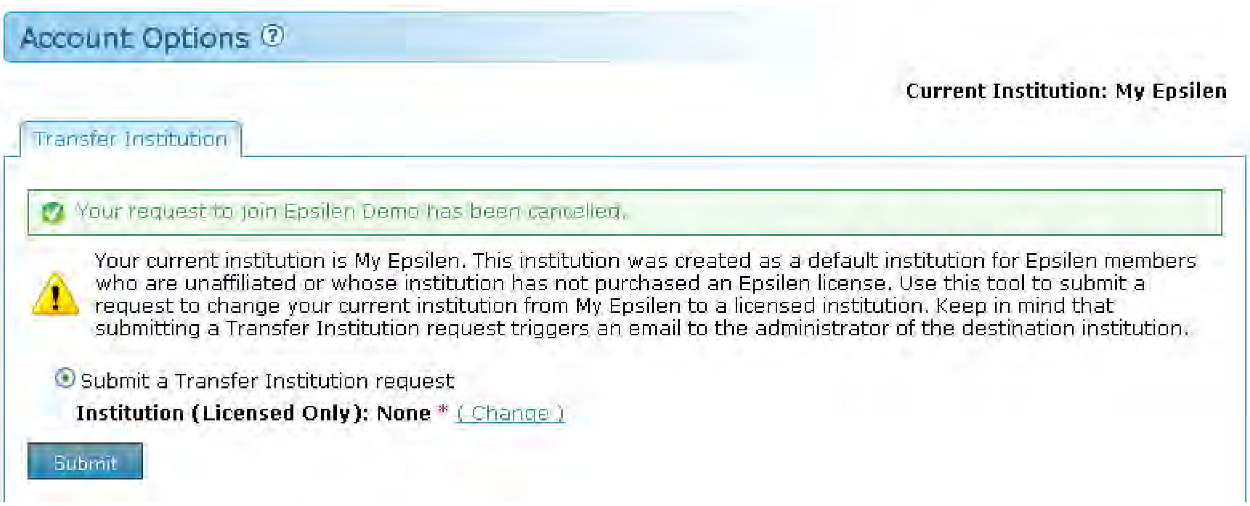


Figure 21

Group Options

The Group Options page allows users to choose the subset of Epsilen members who may send them Group invitation emails. The subsets are displayed in the illustration below.

Figure 22

Note: Some options are not available to all users due to security settings.

To update Group Options:

1. Click the radio button next to the desired preference:

    a. **Allow all Epsilen members to invite me to Groups.** – Any Epsilen member in any institution or in the My Epsilen default institution-- including members whose accounts have just been created-- can send the user a Group invitation.
    b. **Allow members of My Institution to invite me to Groups.** – Only Epsilen members at the user's institution (school, college/university, or professional organization) can send the user a Group invitation.
    c. **Allow members of My Networks to invite me to Groups.** – Only Epsilen members who have been added to one or more of the user's networks can send the user a Group invitation.
    d. **Do not allow anyone to invite me to Groups.** – Epsilen members who attempt to send the user a Group invitation will be shown a message stating that the user does not accept Group invitations.

2. Click **Update**. A confirmation message will display on the page.

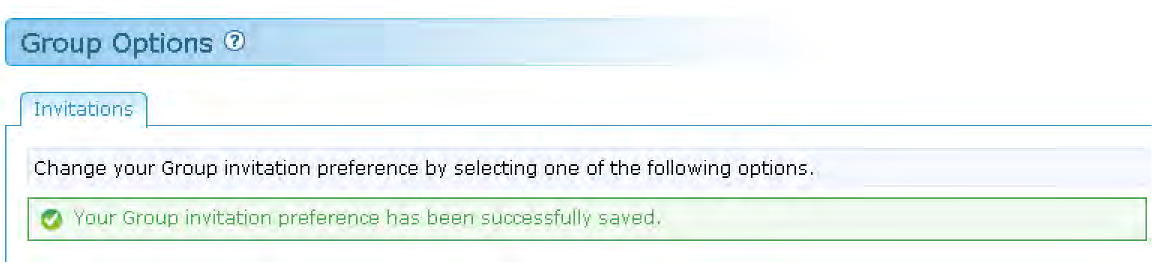


Figure 23

Course Options

The Course Options page allows users to choose the subset of Epsilen members who may send them Course invitation emails. The subsets are displayed in the screen shot below.

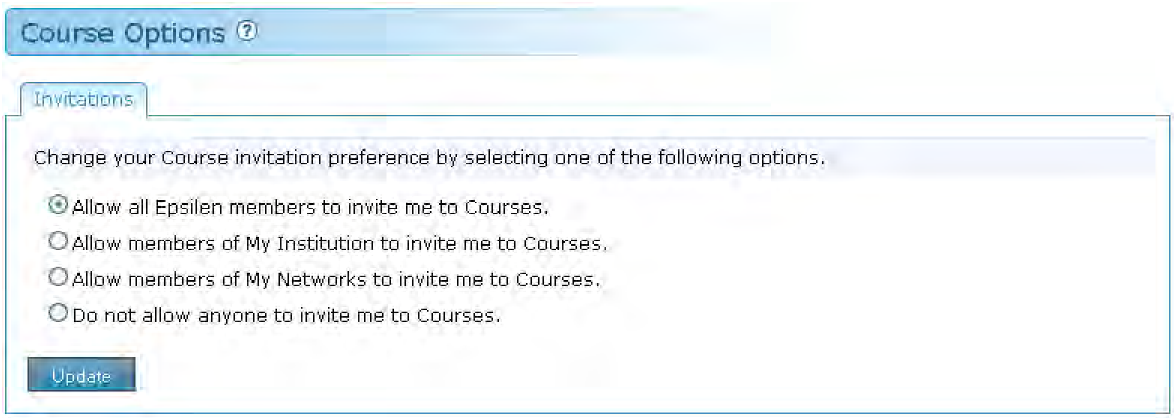


Figure 24

Note: Some options are not available to all users due to security settings.

To update Course Options:

1. Click the radio button next to the desired preference:

   a. **Allow all Epsilen members to invite me to Courses. –** Any Epsilen member, including members whose accounts have just been created, can send the user a Course invitation.
   b. **Allow members of My Institution to invite me to Course.** – Only Epsilen members at the user's institution (school, college/university, or professional organization) can send the user a Course invitation.
   c. **Allow members of My Networks to invite me to Courses.** – Only Epsilen members who have been added to one or more of the user's networks can send the user a Course invitation.
   d. **Do not allow anyone to invite me to Courses.** – Epsilen members who attempt to send you a Course invitation will be shown a message stating that the user does not accept Course invitations.

2. Click **Update**. A confirmation message will display on the page.

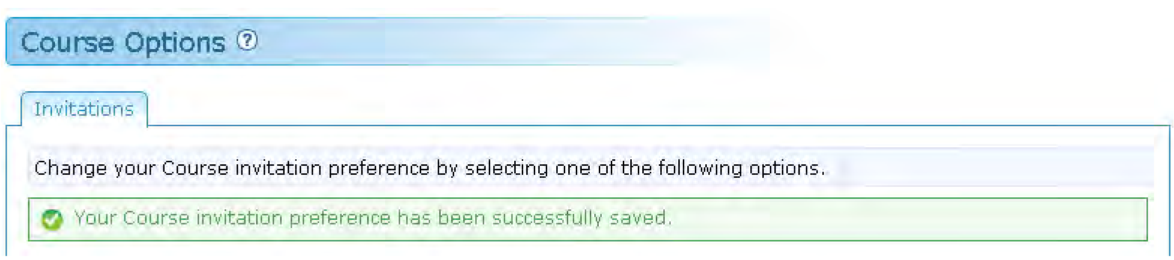


Figure 25

Help / FAQ

Description

Use the **Help / Frequently Asked Questions** tool to search for answers to questions that other Epsilen users have asked previously. If after searching the FAQs the answer to your question is not clear, contact the Help Desk to request more help.

Purpose

This feature was created to help Epsilen members navigate the Epsilen Environment and use its tools to achieve maximum utilization.

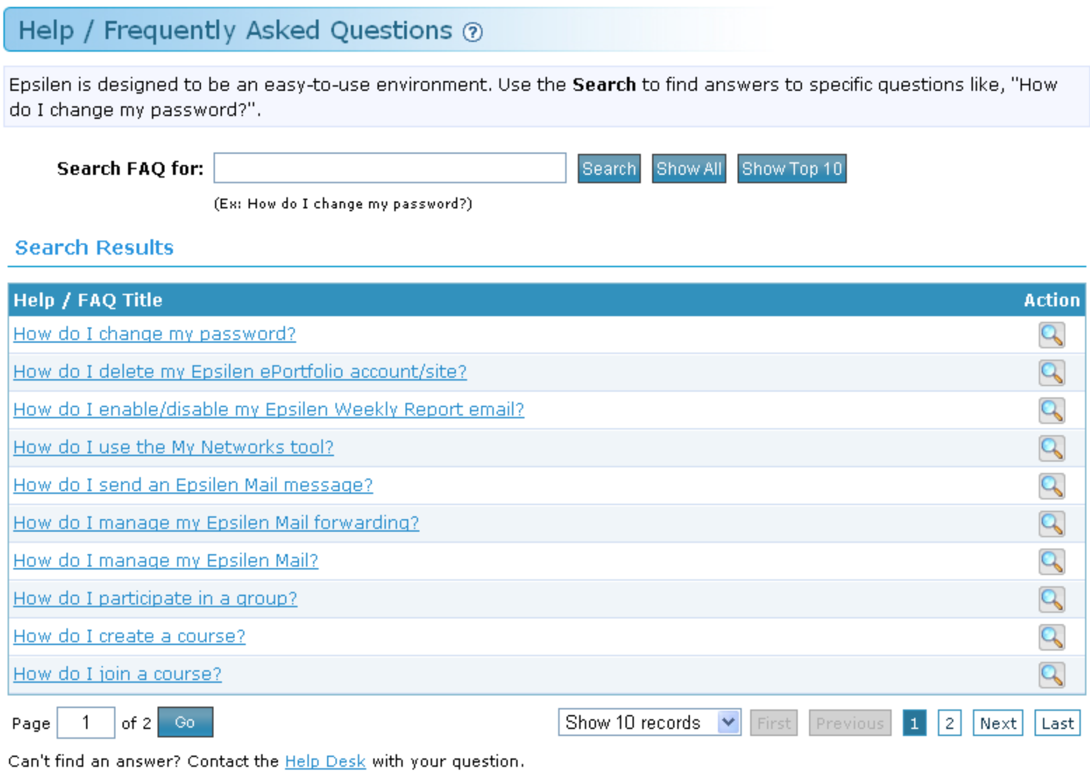


Figure 1

Definitions

Search: Enter a value in the **Search FAQ** for textbox and click the **Search** button to locate Frequently Asked Questions which directly relate to the problem you need help with.

Show All: Clicking the **Show All** button allows you to see a full list of all Frequently Asked Questions.

Show Top 10: Clicking the **Show Top 10** button allows you to see the Top 10 most Frequently Asked Questions.

View: Clicking the button allows you to view a Help/FAQ item and rate its usefulness.

Viewing/Rating a Help/FAQ Item

To View/Rate a Help/FAQ Item

1. Click the **Help/FAQ Title** link or the button to open the **View FAQ** popup page.
2. When you are finished reading the help information, if you would like to rate the Help/FAQ item, complete the fields/choices as described in the following table:

Field	Function
How useful was this information?	Select an option from the list to indicate how helpful the Help information was to you. Options: not useful, somewhat useful, useful, very useful, extremely useful.
Comments	Enter a comment about how helpful the Help information was for you.

3. When you have finished filling out the information, click the **Submit Rating** button. You will remain on the **View FAQ** popup page with a message thanking you for your rating.

Figure 2 displays the **View FAQ** screen.

Figure 2

Requesting Help from the Help Desk

To Request Help from the Help Desk

1. Click the **Help Desk** to open the **Help Desk** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Topic/Help Desk	Select a Help Desk topic to help the support team better address your needs.
Your Name	Enter your name for identification purposes.
Your Email Address	Enter you email address for identification purposes and to enable communication from the support team.
Message Subject	Enter a brief subject to summarize your issue.
Message	Enter a message which explains the problem you are having and what you need help with, including as much detail as possible.

3. When you have finished filling out the information, click the **Send Message** button. You will remain on the **Help Desk** popup page with a message stating that your Help Desk message was sent successfully.

Figure 3 displays the **Help Desk** screen.

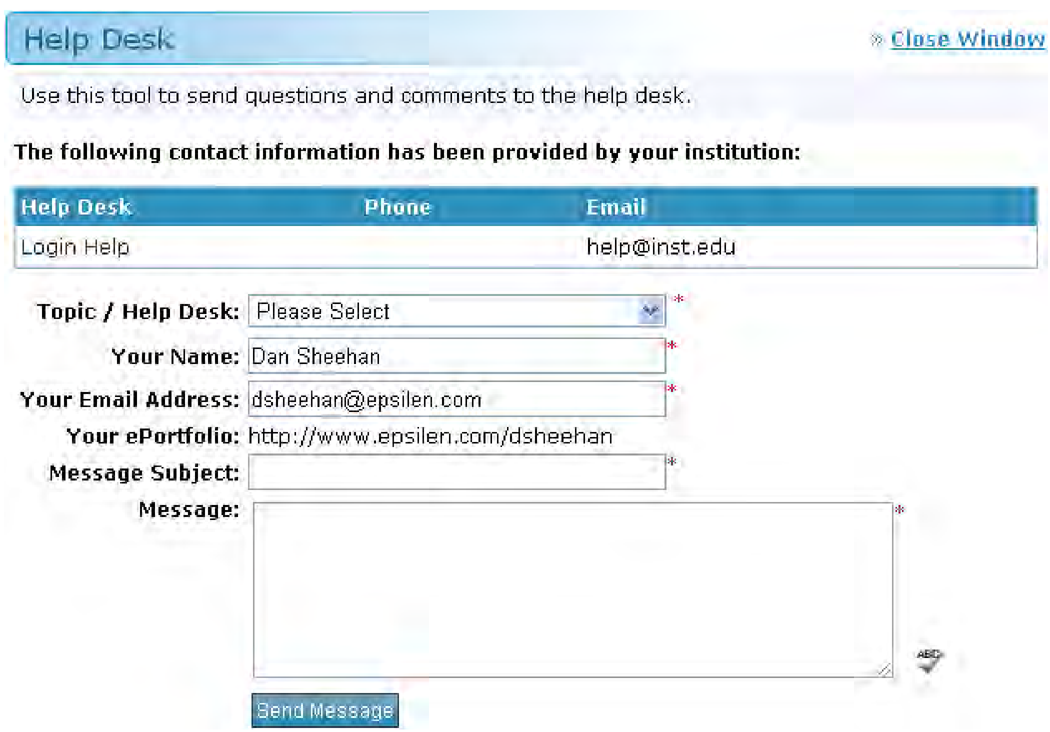


Figure 3

Password

Description

Use the **Change Password** tool to keep your Epsilen account secure by creating a strong password.

Purpose

When you use the Change Password tool to create a strong password for your Epsilen account, you can protect your files, folders, and account activities.

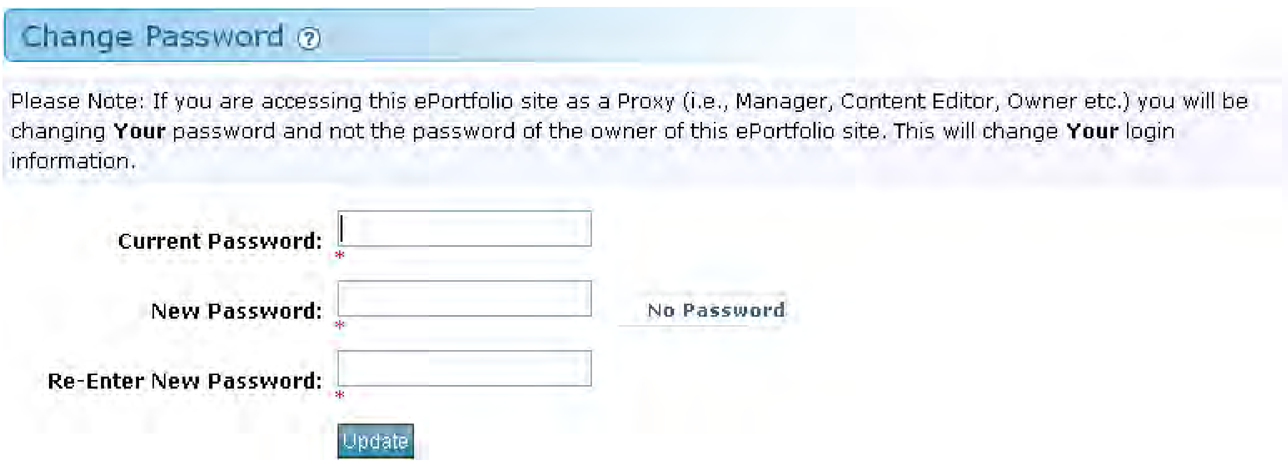


Figure 1

Changing Your Password

To Change Your Password

1. Complete the fields/choices as described in the following table:

Field	Function
Current Password	Enter your current password for your Epsilen account.
New Password	Enter a new password for your account.
Re-Enter New Password	Enter the new password again to prevent the possibility of making a mistake when typing it the first time.

2. When you have finished filling out the information, click the **Update** button. You will remain on the **Change Password** page with message stating that your password was changed successfully.

Show/Hide Tools

Description

Use the **Show / Hide Tools** options by checking the box next to each tool you wish to display on your ePortfolio page. For example, you may wish to check the box next to Showcase so the Showcase link will appear on the left menu of your ePortfolio, and you want to exhibit Showcase items to your visitors. However, if you do not have any Rubrics, you would not want to check the box to have the Rubrics link appear on the left menu of your ePortfolio.

Purpose

The **Show / Hide Tools** options simplify your left menu to display only those links you need.

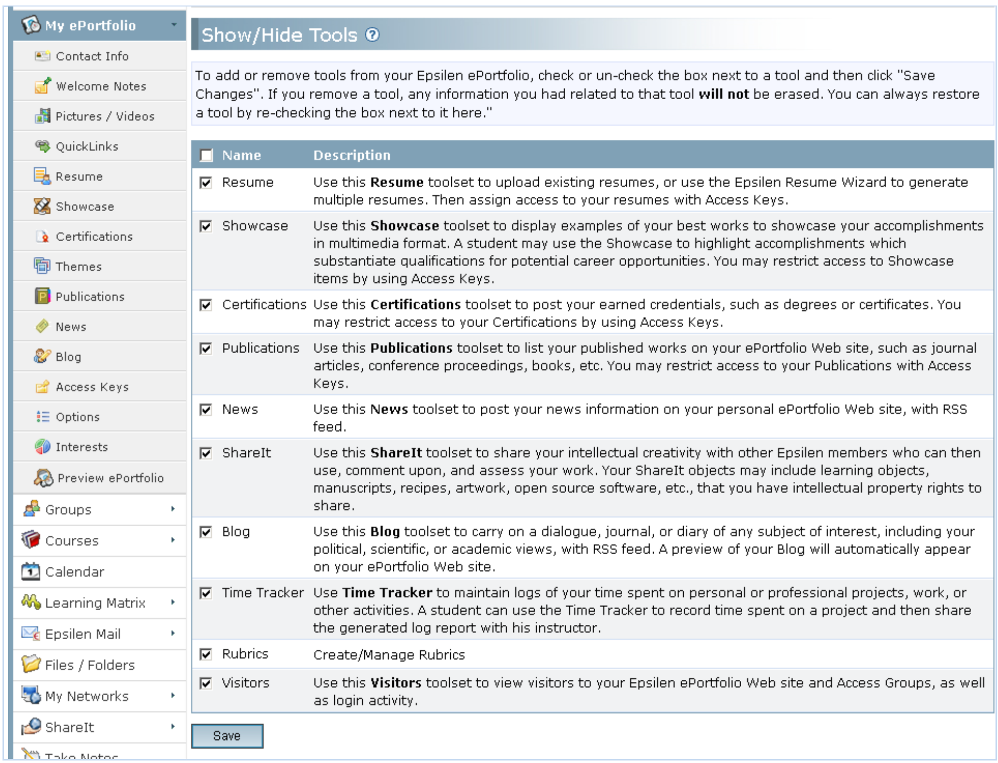


Figure 1

Showing/Hiding Tools

To Show/Hide Tools

1. Check the box next to the Name of each tool that you would like to use.
2. Uncheck the box next to the Name of each tool that you would prefer not to use.
3. Click the **Save** button. You will see a message stating that your tool list was saved successfully. Your left menu will refresh to display only those tools that you selected to "Show".

Epsilen Points

Description

The **Epsilen Points** tool is used to determine accumulated points for various member activities within the Epsilen Environment.

Purpose

Epsilen Points may be totaled and evaluated for award purposes.

My Epsilen Points

Use the Epsilen Points tool to view points you have accumulated and how to earn more points.

Option	Description	Points Earned
Create ShareIt Objects	Earn points for creating ShareIt / ReviewIt objects	90
Login (Once per day)	Earn points for logging in	858
Create Showcase Item	Earn points for creating a Showcase item	80
Upload Picture	Earn points for uploading pictures to your "My Pictures"	15
Blog (Once per day)	Earn points for writing entries in your Blog	6
Create Resume	Earn points for creating or uploading a new resume	70
Sign Up	Earn points for registering a new Epsilen account	50
		1169

Figure 1

Ways to Earn Epsilen Points

There are several ways to earn Epsilen Points. The summary below describes each way to earn points, how many points can be earned, and the maximum points that can be earned your first year and each year thereafter. From time to time new ways to earn points may be added so check back here to see the most up to date list.

Option	Description	First Time Points	Recurring Points	Max Points First Year	Max Points Per Year After First Year
Blog (Once per day)	Earn points for writing entries in your Blog	1	1	365	365
Complete Career Interests / Consulting Interests	Earn points for completing your Career Interests / Consulting Interests in your "Profile"	10	0	10	0
Create Resume	Earn points for creating or uploading a new resume	50	20	70	0
Create ShareIt Objects	Earn points for creating ShareIt / ReviewIt objects	20	10	60	60
Create Showcase Item	Earn points for creating a Showcase item	10	10	100	0
Invite New Members	Earn points for inviting a new users	2	2	100	100
Invited Member Registrations	Earn points for every invited user that registers	5	5	150	100
Login (Once per day)	Earn points for logging in	2	2	365	365
Other	Other	10	10	200	200
Sign Up	Earn points for registering a new Epsilen account	50	0	50	0
Upload Picture	Earn points for uploading pictures to your "My Pictures"	3	3	15	0
		163	**63**	**1485**	**1190**

Figure 2

Invite New Members

Description

Use the **Invite New Members** tool to extend invitations to members of an educational institution (those who have a .edu email address) who are not already Epsilen members.

Purpose

You can help to expand the Epsilen community by inviting those you know who are not yet members but who you believe want to contribute to and participate in Epsilen activities and who will maintain the integrity of the community.

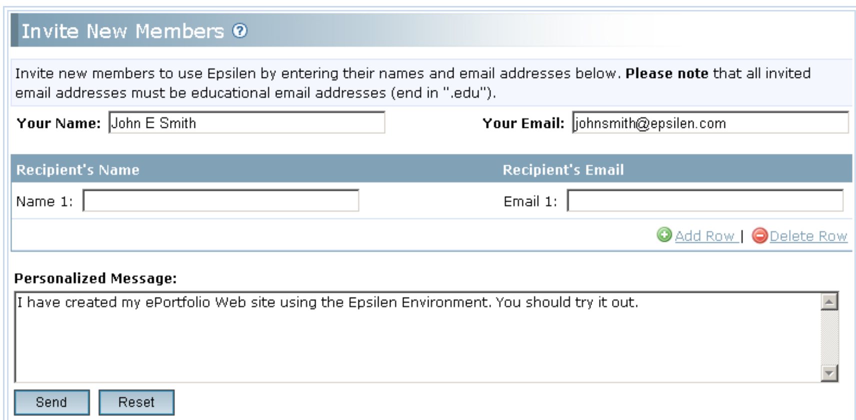


Figure 1

Definitions

Add Row: Clicking the **Add Row** link allows you to add another Recipient's Name and Email to send an invitation to.

Delete Row: Clicking the **Delete Row** link allows you to delete the last Recipient's Name and Email from the list.

Sending an Invitation

To Send an Invitation

1. Enter a Recipient's Name and Email into the respective fields.
2. To add another recipient, click the **Add Row** link and repeat step 1.
3. To remove a recipient from the list, click the **Delete Row** link.
4. When you have finished filling in the Recipients' information, click the **Send** button. You will remain on the **Invite New Members** page where you will see a message stating that the invitations were sent successfully.

Change Security Q/A

Description

Two security questions are set when a user logs in for the first time. These questions should be personal and should have unique and/ or idiosyncratic answers so that a password may be retrieved only by the user who entered them.

Purpose

Use this tool to make sure that a password is available only to the user who set it by setting questions and answers that only you will know. Use the Change Security Q/A tool to update this information as desired.

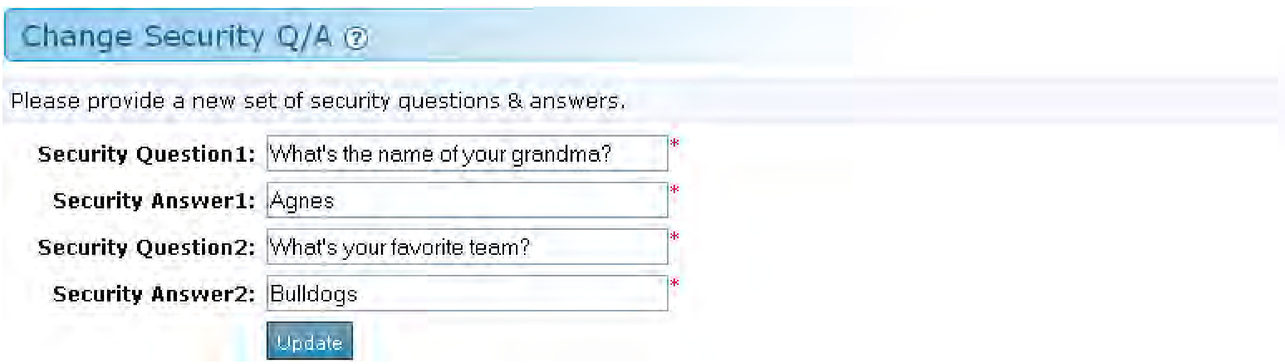


Figure 1

Changing Security Q/A

To change security questions and or answers, complete the following steps:

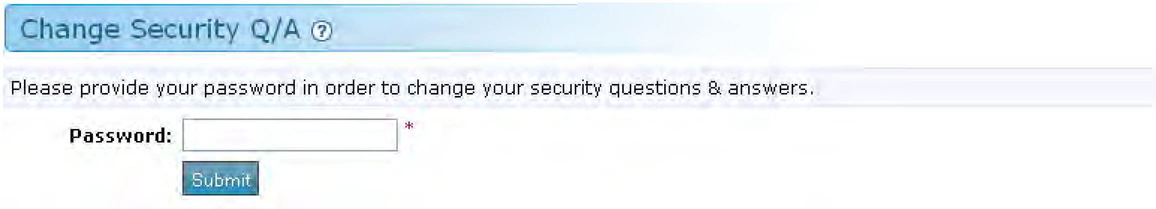


Figure 2

1. Click Change Security Q/A from the left navigation menu of the MyPortal page. The Change Security Q/A page will display.

2. Enter your current password and click the **Submit** button. The Change Security Q/A page will still display, but four Security Question and Answer fields will show instead of the Password field.

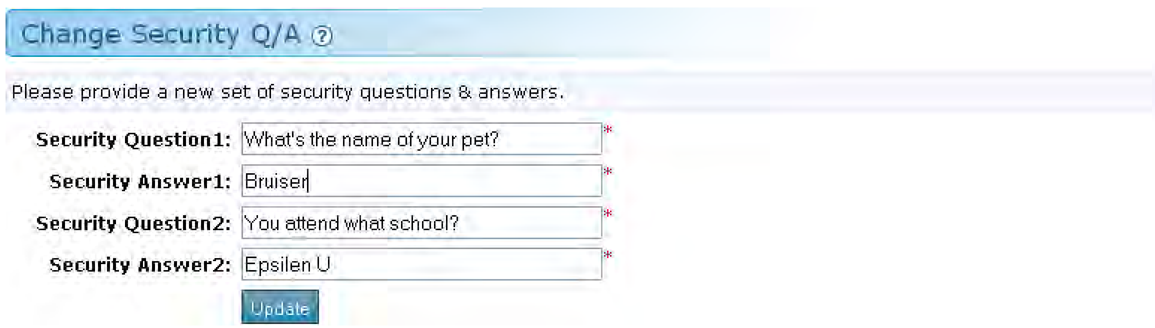


Figure 3

3. Delete the current questions and answers and enter updated questions and answers.

   NOTE: Any question or answer text may be entered here, but in order to safeguard your account, the questions and answers entered should be personal and specific to you.

4. Click the **Update** button to save the new questions and answers. A confirmation message will display.

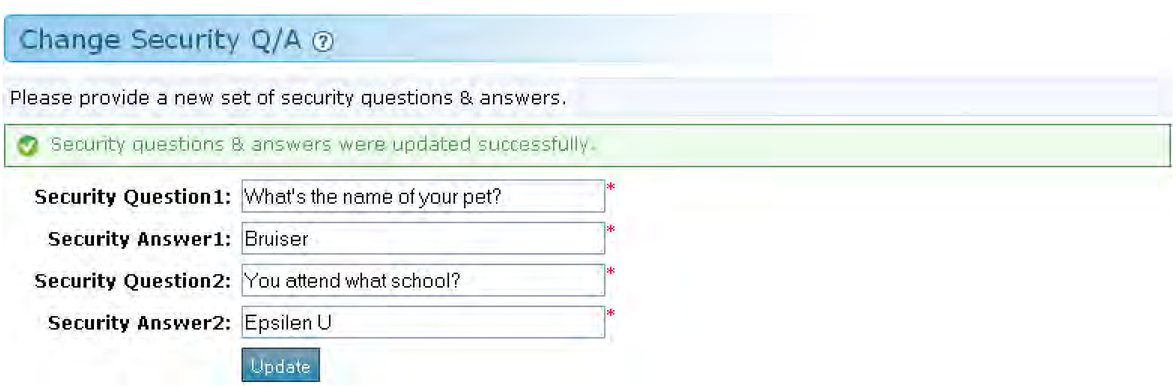


Figure 4

Disable Menu Tips

Description

This simple checkbox feature can be used to hide the helpful toolset descriptions displayed when your cursor hovers over any menu item in the left navigation bar.

Purpose

If you not need or want Menu Tips to appear when your cursor hovers over any task menu item, you can check the box to hide the toolset descriptions.

Figure 1

5. Check the white box to the left of **Disable Menu Tips** (Figure 1) to hide the toolset description displayed when your cursor hovers over a task menu item in the left navigation bar (Figure 2).

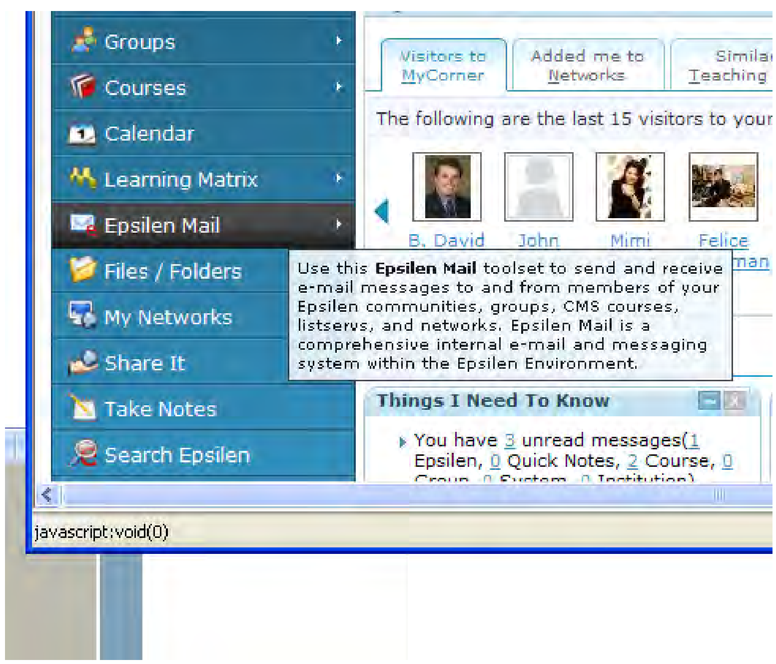


Figure 2