

Introducing ePortfolio to Your Students

What do I do? The ePortfolio Faculty Checklist below can help!

	Questions:	Answers:
1	What are the web addresses of the following: <ul style="list-style-type: none"> • ePortfolio informational site • Digication 	<ul style="list-style-type: none"> • ePortfolio http://digication.otterbein.edu. • Digication: www.digication.com
2	How do I access the ePortfolio system?	Go to the ePortfolio Log-In page: http://digication.otterbein.edu .
3	How do students log on in the ePortfolio system?	User name and password are same as for the Otterbein network
4	How does faculty log on in the ePortfolio system?	User name and password are same as for the Otterbein network
5	How do I reserve a computer lab for ePortfolio work?	Reserve a lab through http://www.otterbein.edu/its/ or Contact ePortfolio@otterbein.edu
6	How do I request instructional support for ePortfolio for my students?	FYS classes – Peer mentors are trained to be of assistance IS classes – Contact the Grad Assistant for IS Other classes –contact ePortfolio@otterbein.edu
7	How do I request instructional support for myself or a group of faculty/staff?	Contact Leslie Ortquist-Ahrens
8	Will there be open time with some support for ePortfolio?	Labs have been reserved for ePortfolio Students – with support: Library – check at desk for hours Faculty/staff with support: contact Sherri Birmingham
9	Where do I find documentation/guides for ePortfolio?	Help guides can be located in several locations: Information and Technology Services page: http://www.otterbein.edu/its/ ePortfolio – Help links ePortfolio - https://otterbein.digication.com/diane_conley_eportfolio_hints2 ePortfolio https://otterbein.digication.com/leslie_ortquistahrens_eportfolio_on_eportfolio
10	Other questions regarding ePortfolio	Email ePortfolio@otterbein.edu
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