

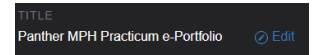


Pitt Public Health


Making Your BCHS e-Portfolio

Digication

- Log into the Digication website (<https://pitt.digication.com/>) with your Pitt email and password.
- Click the  next to “My e-Portfolios” located at the top left of the page.
- Choose “BCHS 2019 – Template”
- A screen will pop up and prompt you to name your e-Portfolio. In the “Title” box, enter a name for your e-Portfolio. Keep it simple, like: *LastnameBCHS*
 - Quick trick: Don’t use spaces as those translate to underscores in the URL and makes it really long.
- Click  to begin building your e-Portfolio.





Adding information to the header slide

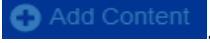
- The headers slide is located at the top of the template. It contains the Pitt Public Health branding and links to the other pages of your e-Portfolio. Click the  button to the right of the header slide to unlock it.
- Enter your name where it says “Student Name”

*****Please do not make any other changes to the information in the header slide.*****

Adding information to slides




- To add information to slides (ex: Contact Info, Reflective Statement), hover over the section and click the edit button  in the toolbar.
- Once you are finished entering information, hit the “Publish Changes” button at the top of the page. 
- You can see what the published version looks like, move the toggle at the top right of the screen to “Published View.” You will need to toggle back to edit mode to make any additional changes.

Uploading your CV/Resume



- To add your CV/Resume to your e-Portfolio, click on .
- On the screen that appears, select the Upload File option.

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Adding competency information

- To add competency information, select either the MPH Foundation Competencies or BCHS Competency page option from the dropdown menu under the MPH Competencies option in the header slide.
- Click on the blue plus sign  in the bottom right hand corner of the page.
- Select either the MPH Foundational Competency Template or BCHS Competency page template option (it is usually under the "Recently Shared with Me" field on the screen that appears) and click the "Use This Template" button.
- Next, select the desired competency from the dropdown menu and autoresize the field.
- To add evidence for how the competency was met, click the text option  in the field entitled "How I Met This Competency." Resize the field, as necessary by clicking on the "settings" wheel .
- Repeat these steps, as needed.


Linking your practicum e-portfolio

- To link your practicum e-portfolio, hover over the "Practicum e-Portfolio" section from the dropdown and click the edit button .
- Next, highlight the word "here" in the text box and select the hyperlink option  in the editing toolbox that appears.
- Add the practicum link in the hyperlink box (Make sure the privacy settings to your Practicum e-Portfolio set so your advisor can view it.)
- Be sure to select "Open in a New Window" before clicking the blue checkmark to finish.

Adding documents, photos, or videos to your Portfolio

- At the bottom of the page, click the  button, select "Upload File" and choose the type of file you would like to upload into the page.
- When adding information to your e-Portfolio, double-check that you have permission to use said info, especially if it is from your practicum host site. Your template automatically defaults to a private setting, but it is better to check and make sure before building your e-Portfolio.

Customization (optional)

- Besides adding content, you have the ability to change font or color and add graphics.
- Drag your mouse over the area that you want to change, and then click the "settings" wheel  in the toolbar that pops up to the right of that section.
- A panel will appear on the left, which gives you the autonomy to customize the section.