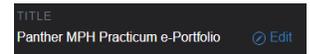


Pitt Public Health

Making Your Practicum/Internship e-Portfolio

Digication: Getting started

- Log into the Digication website (<https://pitt.digication.com/>) with your Pitt email and password.
- Under the “Create New e-Portfolio” section, elect the MPH Practicum template for your program.
- 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: *LastnamePracticum*
 - 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 lock or unlock it.
- Enter your name and identifying information about your practicum/internship site underneath. Think of this information as a quick reminder for your advisor.

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

Adding information to your e-Portfolio

- Add a brief introduction* on the “Home” page. If you have a professional headshot or an approved photo from your practicum/internship, you can put that here.
- In the tool bar at the bottom of the header slide, select “About My Practicum” and fill out the information fields by clicking the edit  button.
- Auto Resize, as necessary, by clicking on the yellow box that appears at the bottom of the slides.
- 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.

Adding competency and deliverable information

- This page needs to be built using what are called page templates.
- To start, click on the “Add Content” option beneath the gray page instructions box:



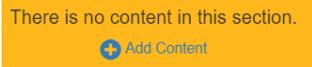
or the blue plus sign  in the bottom right hand corner of the page.

* Check to see if your program has specific requirements.

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- To add competency information, select either the MPH Foundational Competency Page Template or your program's competency page template option (usually under the "Recently Shared with Me" field in the pop-up) and click the "+ Use This Template" button.
- Next, scroll down and select the desired competency from the dropdown menu and auto resize 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 fields, as necessary, by first clicking on the "settings" wheel  or move the fields with the arrow option .
- Repeat these steps, as needed.
- To add deliverables, select the Deliverable Page Template. To add information, see "Adding documents, photos, or video to your e-Portfolio." For clarity, it is best to add the deliverable information immediately under the competency that it pertains to. Only upload deliverable information once, even if it satisfies more than one competency.

Adding documents, photos, or video to your e-Portfolio

- Click on the "Add Content" option beneath the gray page instructions box:
 or the blue plus sign  in the bottom right hand corner of the page.
- A black screen will pop up giving a number of file type options. Choose the file type that you would like to add. NOTE: do not select the slide option.
- When adding information to your e-Portfolio, double check that you have permission to use said info outside of your practicum/internship host site. Your template automatically defaults to a private setting, but it is better to check and make sure before building your e-Portfolio.

Submitting your e-Portfolio

- At the top right corner click the  button, select "Submit to Course" and choose the appropriate competency.
 - You will submit your e-Portfolio a total of 6 times. You will need to submit the final e-Portfolio to the assignments for each of the five competencies from your practicum in addition to the Final e-Portfolio assignment.
- Select All Pages when making your submission.
- Click the Publish All Pages and Submit button.
- Double check that you have set the correct permissions. See the Web page for more details.

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.

Quick link: Pitt Public Health's MPH e-Portfolio page: <http://publichealth.pitt.edu/e-portfolio>