Depositing Assignments in the ePortfolio Assessment Area

Please identify the assignment/s that students will be asked to deposit into the ePortfolio Assessment Area. Here are the steps:

1. If you don’t have one already, request an ePortfolio Blackboard course at [http://www.lagcc.cuny.edu/blackboard](http://www.lagcc.cuny.edu/blackboard) NB: You do not need to fully develop the course in Blackboard, but you need to have the course in order for students to connect to ePortfolio to deposit the work in the assessment area.

2. Request computer lab time for your course if you don’t already have a lab. The depositing into the assessment area process takes less than one hour. If your students are already comfortable logging into Blackboard, then it only takes about 30 minutes. If you need a lab, email Jeanette Sutherland; [jeansu@lagcc.cuny.edu](mailto:jeansu@lagcc.cuny.edu)

3. Getting help: If you’re not comfortable guiding students through the process of depositing work in the assessment area, request an ePortfolio assessment workshop by completing the online form: [http://www.eportfolio.lagcc.cuny.edu/forms/workshop_request.html](http://www.eportfolio.lagcc.cuny.edu/forms/workshop_request.html)
   a. When you fill out the form, pay particular attention to the section called, “Assessment.” Be sure to indicate the name of the assignment that students are to deposit. That will help the ePortfolio consultant who conducts the workshop to ensure that students are depositing the right document correctly.
   b. Identify the category in the assessment grid where the student work should be deposited. This will vary depending on the type of assignment and the course you are teaching. The grid offers two slots for students depositing work samples. If the first slot says completed, use the second slot.
   c. In most cases, it’s fairly obvious where your students will place their work. If you’re unsure, please contact Cecilia Macheski ([cmachesk@lagcc.cuny.edu](mailto:cmachesk@lagcc.cuny.edu))

4. If students miss your class or the workshop, please guide them to the tutorial on the ePortfolio website: [http://www.eportfolio.lagcc.cuny.edu/documents/tutorials/other_PDF/assessment_tutorial.pdf](http://www.eportfolio.lagcc.cuny.edu/documents/tutorials/other_PDF/assessment_tutorial.pdf)

NB: Even if you’re comfortable guiding students through this process, you may want some extra help from an STM. Please fill out the form at: [http://www.lagcc.cuny.edu/stm/stm_request.htm](http://www.lagcc.cuny.edu/stm/stm_request.htm)

If you have technical questions, please contact Ros Orgel ([roslyno@lagcc.cuny.edu](mailto:roslyno@lagcc.cuny.edu); x5489).

For questions about the assessment process in general, College goals, types of assignments, etc., please contact Cecilia Macheski ([cmachesk@lagcc.cuny.edu](mailto:cmachesk@lagcc.cuny.edu) x5685).

Thank you for your assistance with this College-wide effort.