Making Your Idea Challenge E-Portfolio

At [http://www.digication.com](http://www.digication.com), start typing in “UMass Lowell” and select UML from the dropdown list that appears. Enter your login information you received via e-mail that you should have received from an administrator.
This should bring you to your portfolio dashboard. On your left is a quick start guide, and on your right is a green “Create” button. To start making your portfolio, click Create.
On the next page, you will be able to title your e-Portfolio and choose a template. Name your portfolio appropriately (preferable the name of your product/team) and select the DifferenceMaker Idea Challenge template.
You will then have some options on how your portfolio is displayed. For the purpose of the Idea Challenge, Private within UMass Lowell or Public is acceptable. Tagging is up to each team’s discretion; comments can be allowed for no one or registered users only. Showing comments immediately is up to the team’s discretion.

- **Private to me** Viewable by you.
- **Private within UMass Lowell** Viewable by users at UMass Lowell.
- **Public** Viewable by anyone and searchable by google and other search engines.

**Tagging**
- **Do not allow tags** No one can tag pages in your e-Portfolio.
- **Allow tags by all editors** Editors, publishers, and admins may add tags.
- **Allow tags by anyone** anyone who can view may add tags.

**Comments**
- **Allow Comments From:**
  - **No one**
  - **Registered users**
  - **Anyone**

- **Show Comments:**
  - **Show comments immediately**
  - **Do not show comments until they have been approved**
  - **Do not show comments to viewers**

- **Apply comment settings to existing pages of this e-Portfolio**

[Create New e-Portfolio]
This is what your portfolio will look like at the start, with no changes. To change each module, click “Edit” next to “View Text” and fill in according to each prompt on each page. You will find on some pages there are sub pages on the left bar; those all have individual modules that need to be filled out. The header must stay uniform throughout all Idea Challenge applications.

When you are finished with your e-Portfolio, e-mail DifferenceMaker the URL at differencemaker@uml.edu!