Topics Addressed:

- How do I control access to my e-Portfolio content?
- What are permissions and what are my options within them?
- How can I use “Edit/Preview/Publish” to manage availability of my content?

Digication allows you to make your e-Portfolio available to a variety of audiences and settings can vary for each e-Portfolio you create. It’s important to consider what will work best in a given situation. For example, if you are building an e-Portfolio as part of a class, you’ll need to make sure that your work is accessible to your instructor and to your classmates. If you are creating an e-Portfolio to use on the job market, your e-Portfolio will need to be accessible outside the SFU community. You can also control which areas of your e-Portfolio are viewable.

What are my options for managing access to my e-Portfolio content?

Digication offers three features for managing access to all or parts of your e-Portfolio.

Permissions: Permissions allow you to choose the audiences who can view your e-Portfolio.

Hide: Allows you to hide materials in your e-Portfolio. That means that only you will be able to see and work on them. This is useful if you have made your e-Portfolio available to audiences but you’d still like to work on particular content within that e-Portfolio that should not be available.

Edit/Preview/Publish: When you are creating content in your e-Portfolio, you are in the Edit screen, and your content will not be available until you choose to Publish it. So, you can restrict access to content in your e-Portfolio by not publishing it until you are ready to do so.

How do I set the permissions for my e-Portfolio when I create it?

To access permissions, select Portfolio Tools in the upper right corner above your header, then Settings. Scroll down the page to the Permissions area. Select the option to set the availability of your e-Portfolio:

- **Private to me** means that only you will see your e-Portfolio.
- **Private within Saint Francis University** means that people who can log in to SFU’s Digication site will see your e-Portfolio listed in the directory.
- **Public** means that your e-Portfolio is available to anyone who has the web address of your e-Portfolio and can be located by Internet search engines. When you want to share your e-Portfolio with someone outside of SFU, you must set your permission to Public and then share your e-Portfolio link.
- **Custom Permissions** allows you to give access to your e-Portfolio to your instructor, your classmates, or your entire class. You must search for individual people in order to give them access to your e-Portfolio. You can only add people within Saint Francis University to your e-Portfolio using this option. Within the Custom Permissions, there are four roles that you can give to others:
  - An **Admin** can edit your e-Portfolio and access your permissions.
  - A **Publisher** can edit and publish your e-Portfolio.
  - An **Editor** can edit your e-Portfolio but cannot publish any changes.
  - A **Viewer** can only view your e-Portfolio.

We recommend the **Private within Saint Francis University** permission on your Wellness e-Portfolio. This will allow only those individuals with SFU Digication accounts to view your published e-Portfolio content. At this time, only students in CORE 121 and the CORE Wellness Team have Digication accounts.
HOW DO I HIDE A SECTION?

1. Click **Add/Edit** in the Section area at the top of your e-Portfolio.

2. Click the **Pencil** icon next to the name of the section to be hidden.

3. When the section control window opens, Click **Show Advanced**.

4. Select the checkbox to **Hide this section**.

5. Click **Save**.

Any content that is hidden will be displayed in italics in your e-Portfolio and will not be visible in the Published version.

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**Note:** You cannot hide the opening section (Home page) of your e-Portfolio.

HOW DO I HIDE A PAGE?

1. Click **Add/Edit** in the Section area at the top of your e-Portfolio.

2. Click the **Pencil** icon next to the name of the page to be hidden.

3. When the page control window opens, Click **Show Advanced**.

4. Select the checkbox to **Hide this page**.

5. Click **Save**.

Any content that is hidden will be displayed in italics in your e-Portfolio and will not be visible in the Published version.

HOW DO I USE THE “PUBLISH” OPTION TO MANAGE MY E-PORTFOLIO AVAILABILITY?

When you are creating or editing your sections and pages, you will be given the option to Publish Changes. If you are not ready for the page to be viewed by others, simply do not publish your changes. The system displays a message to alert you to the fact that there is unpublished material in your e-Portfolio and will also display a publish button. When you are ready to reveal your work, select the Publish button.

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**Important:** If someone viewing your e-Portfolio cannot see your content, the first place you should check is the “Published” tab. If your content is not visible here, then it is not visible to your audience.

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