

LaGuardia Community College ePortfolio Check Lists for Faculty

Introducing ePortfolio and/or Assessment to Your Students

What do I do next? The ePortfolio Faculty Checklist below can help!

NB: All instructions below pertain to Academic Affairs faculty and staff using the local LaGuardia Blackboard ePortfolio server. If you're having problems with the CUNY Portal, email Mattie Tanksley mattiet@lagcc.cuny.edu X6147

| | Got Questions? | Y/ N | Please follow these instructions: |
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| 1 | Do you know the URL (web address) of the following: <ul style="list-style-type: none"> • LaGuardia • Blackboard • ePortfolio informational site | | LaGuardia: http://www.laguardia.edu Blackboard: http://bb.laguardia.edu ePortfolio: http://eportfolio.lagcc.cuny.edu |
| 2 | Before using ePortfolio with students, you must request and get a Blackboard site for the course. | | If not, fill in the Blackboard Service Request Form at https://www.lagcc.cuny.edu/blackboard/services/ Or you can simply email your request to: BlackboardSupport@lagcc.cuny.edu 718-482-6121 NB: you need a valid GroupWise email address to use this form. If you don't have one, contact your supervisor or your department or program secretary. |
| 3 | Can you log into Blackboard? | | If not, please email your request to: BlackboardSupport@lagcc.cuny.edu |
| 4 | Did you request a Blackboard course? | | If not, fill in the Blackboard Service Request Form: https://www.lagcc.cuny.edu/blackboard/services/ Or you can simply email your request to: BlackboardSupport@lagcc.cuny.edu , 718-482-6121 |
| 5 | Do you know the student User ID and password formula for Blackboard? | | The user id for students is the student's firstname.lastname The password for credit students is the first five digits of the student's social security # . For example, John Smith's user ID is john.smith . If his ss# is 123-45-6789, the password is 12345 . The password for ACE students is the student's first name (in lowercase.) |

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| 6 | Are your students enrolled in your course? | <p>If not, fill in the Blackboard Service Request Form: https://www.lagcc.cuny.edu/blackboard/services/</p> <p>Or email your request to: BlackboardSupport@lagcc.cuny.edu , 718-482-6121</p> <p>Or, add the students manually to your course by using the Enroll User option in the control panel.</p> |
| 7 | Can your students log into your course? | <p>Make sure students log into the LaGuardia ePortfolio Blackboard server at: http://bb.laguardia.edu/</p> <p>If students are having trouble, direct them to: http://www.lagcc.cuny.edu/blackboard/student_request.aspx</p> <p>Or, email : BlackboardSupport@lagcc.cuny.edu</p> |
| 8 | Do you need to reserve a computer lab for your class? | <p>For one-time use request, please contact: Jeanette Sutherland: jeansu@lagcc.cuny.edu , 718 482-6125</p> <p>For a semester-long request, please contact Karen Bria: kbria@lagcc.cuny.edu , 718 482-5148</p> |
| 9 | Are you having problems with computer(s) in the ePortfolio studio or in any other labs? | <p>Academic Affairs Faculty, please contact: Michael Johnson michaelj@lagcc.cuny.edu , 718-482-6115</p> <p>ACE Faculty, please contact: acehelpdesk@lagcc.cuny.edu , 718482-5133.</p> |
| 10 | Would you like to request an instructional ePortfolio or assessment workshop for your class? | <p>Please fill out the online request form: http://www.eportfolio.lagcc.cuny.edu/forms/workshop_request.html , 718-482-5407, 718-482-5404.</p> <p>The form is also available in our ePortfolio informational website: http://www.laguardia.edu/ePortfolio. Click on "For Faculty" and then click on "Forms".</p> |
| 11 | Do you already have a Student Technology Mentor who regularly meets with you and your students in a computer lab? | <p>To request an STM, please fill out the form at: http://www.lagcc.cuny.edu/stm/stm_request.htm or email Ali Abdallah aabdallah@lagcc.cuny.edu , 718-482-5402 or Josephine Corso , jcorso@lagcc.cuny.edu , 718-482-5416</p> |
| 12 | Do you have any other ePortfolio question(s)? | <p>Please email your concern to ePortfolio Consultant(s) eportfolio@lagcc.cuny.edu or visit the ePortfolio lab in E312.</p> |
| 13 | Do you have any other Assessment question(s)? | <p>Please email your concern to Program Assessment Coordinator Cecilia Macheski cmachesk@lagcc.cuny.edu , 718-482-5685.</p> |
| 14 | Do you know when the ePortfolio Studio labs are available for your students to use? | <p>See the schedule on line at: http://www.eportfolio.lagcc.cuny.edu/schedule.html or visit the ePortfolio lab in E312.</p> |