

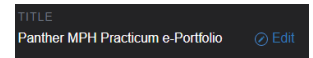



Making Your Practicum/Internship e-Portfolio

Digication

- Log into the Digication website (<https://pitt.digication.com/>) with your Pitt email and password.
- Click the  next to “My e-Portfolios” located at the top left of the page.
- Choose the MPH Practicum template for your department.
- 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 unlock it.
- Enter your name where it says “Student 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.*****

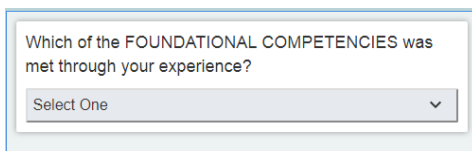
Adding information to your e-Portfolio

- 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.

* Check to see if your program has specific requirements.

Adding competency information

- Each practicum/internship competency will receive its own “page” for submission, meaning that you will submit 5 separate competency pages for assessment at the end of your practicum/internship placement.
- The First, Second and Third Competency pages are located under the “MPH Foundational Competencies” tab in the header slide. Make sure you select which competency was satisfied in the dropdown box titled “Foundational Competency Met Through This Experience.”




Which of the FOUNDATIONAL COMPETENCIES was met through your experience?


Select One

- For the Fourth and Fifth Competency pages, under “Concentration/Other Competencies” in the header slide, you will have a choice between the CEPH MPH Foundation Competencies and your department’s advanced competencies. Select a competency from **one** of the drop-down menus.

Adding documents, photos, or video to your Portfolio


- At the bottom of the page, click the  button, select “Upload File” and choose the type of file you would like to upload into the page.
- 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 Portfolio

- At the top right corner click the  button, select “Submit to Course” and choose the appropriate course and/or competency.
- In total, you will have 6 total submissions at the end of your practicum/internship. The competency pages will be submitted to the corresponding CEPH and/or program advanced competency number standard. For instance, if the First Competency page addresses how you met CEPH’s MPH Competency 3 through your practicum/internship experience, submit the First Competency page to the MPH Competency 3 standard. These pages and competency numbers should correspond to those listed in the End of Competency Evaluation Form(s).
- Double check that you have set the correct permissions.

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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-portfolios>