Create Your Student Learning ePortfolio
Quick Start

1. Log Into: ospace.otis.edu
   X-Number + Password

2. Select “Create”
   Next to My e-Portfolios, upper right, 1st gray bar
   ![Create button](image)

3. Enter title for your ePortfolio (recommend using name – can change it later.)
   ![Title input field](image)
   Title of your e-Portfolio: JM’s Rockin Website

4. Select “Learning ePortfolio Template.”
   ![Template selection](image)
   Select “Learning ePortfolio Template.”

5. Select “Private within Otis College” for Permissions.
   Select “Show in private directory.”
   Category = Students
   ![Permissions selection](image)

6. Do not allow tags.
   ![Tagging option](image)
   Do not allow tags: No one can tag pages in your e-Portfolio.

7. Allow Comments = Registered Users
   Show Comments = Immediately
   ![Comments settings](image)

8. Select “Yes, Enable Conversations.”
   ![Conversations option](image)
   Yes, Enable Conversations

9. Select “Create New e-Portfolio.”
   ![Create new portfolio](image)
   Create New e-Portfolio

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