

How to Submit your Digital Portfolio

Getting Started:

- You have been assigned an Otis ID number (X number) and a PIN.
- Go to the e-Portfolio Site at: <http://otis.admissions.digication.com>
- Log on. Your Otis ID is your username and your PIN is your password.
- You will need Flash to use this site. Download Flash if you don't have it.
- To create your own portfolio, click on the **Create a Portfolio** link.
- Select **Otis Digital Portfolio** from the Program Dropdown menu and click **Next**.
- Click the **Apply to this Program** button.
- Under "My E-Portfolios", create a portfolio by clicking on the **Enter e-Portfolio** button. The following page will appear:

View Application/Submit Portfolio

Edit Preview Published

Otis Admissions POWERED BY DIGI[cation]™

site map

View Sections Add/Edit

Home

View Pages Add/Edit

Home

Piece 1
Piece 2
Piece 3
Piece 4
Piece 5
Piece 6
Piece 7
Piece 8
Piece 9
Piece 10
Piece 11
Piece 12
Piece 13
Piece 14
Piece 15
Piece 16
Piece 17
Piece 18
Piece 19
Piece 20

Add A Module

Now that you have created a portfolio account, you can begin adding artwork to your portfolio!

Each Piece listed is a page. To change the name of that page, click the Add/Edit tab. A list of each page will appear. Click on the pencil icon to the right of the page and a box will open that allows you to rename the page or delete it. Type in the new name and save the changes.

To add content to the pages, simply click on the first Piece. A set of 4 tabs will appear to the right of the list of Pages. Click the Edit tab. This will allow you to type in the inventory information (title, medium, size, etc.) and to upload your image or video. When you have completed the page, you must click the Publish tab and follow the prompts to complete that page. You must publish each page you create.

Feel free to experiment with the formats available. Remember, you can only submit up to 20 pieces total or up to 10 minutes of content.

When you have added everything you wish to submit and have published all of the pages, you can then submit your portfolio to Otis by selecting the **View Application/Submit Portfolio** link at the upper right hand corner of this screen. It will take you back to a list of your "portfolios". Click the green **Submit** link (located in the list of your portfolio information) and you are finished!

If you have questions, please contact the Admissions Office at 1-800-527-OTIS or admissions@otis.edu

Select to submit the portfolio when you are finished!

Click on each piece to add your artwork.

Making the actual Portfolio:

- You can use the template above by:
 - Select Piece One
 - Select the Edit tab

“View Media” lets you see what you entered, but it is not saved until you “Publish”. If you want to get rid of the page, select “Delete”

The screenshot shows a web interface for editing a portfolio. On the left is a sidebar with a 'Home' tab and a list of 20 'Piece' items. The main area has tabs for 'View Media', 'Edit', 'Publish', and 'Delete'. A 'Drag to reorder' button is also present. A 'Save' button is at the bottom. A 'View Media' callout explains that it shows entered content but it's not saved until 'Publish', and that 'Delete' removes the page. An 'Upload Image/Video' callout points to a button and says 'To upload an image, select this button'. A callout for the 'Title', 'Media', 'Date', 'Links', 'Size/Running time', and 'Description' fields says 'Add the inventory information'. A callout for the 'Additional notes' text area says 'Any additional text about the piece goes here.' The 'Additional notes' area includes a rich text editor toolbar with options for font family, font size, bold, italic, underline, link, and unlink.

View Pages Add/Edit Add A Module

Home

Piece 1
Piece 2
Piece 3
Piece 4
Piece 5
Piece 6
Piece 7
Piece 8
Piece 9
Piece 10
Piece 11
Piece 12
Piece 13
Piece 14
Piece 15
Piece 16
Piece 17
Piece 18
Piece 19
Piece 20

View Media Edit Publish Delete Drag to reorder

Upload Image/Video To upload an image, select this button

Enter the information below:

Title:

Media:

Date:

Links:

Size/Running time:

Description:

Add the inventory information

Additional notes:

Any additional text about the piece goes here.

Font family Font size B I U

Save: Save

- Upload the image/video by selecting **Upload Image/Video** and following the directions provided.
- Enter the inventory information for that piece in the spaces provided
- To view your work, select the View Text Tab
- When you are happy with your work, Select the **Publish** Tab and follow the directions provided.
- Do this for up to 20 pieces, maximum.
- Delete the blank pages by selecting the **Delete** tab and following the directions.
- To see what you have done, select the Preview Tab along the very top right of the screen.
- When you have completed the entire portfolio, make sure that you have published all of your work by selecting the **Publish** Tab in the upper right hand corner and making sure all your images appear on each page.

Submit the Portfolio to Otis:

Finally, click on the **View Applications/Submit Portfolio** link to go back to the summary page. After your summary there is a small green link titled **Submit**. Select this and follow the prompts. You have just submitted your portfolio!*

*Remember, you cannot make changes to the portfolio once you submit it!

Digital Portfolio FAQ's

I don't know my ID and password. Where do I get it?

You must have completed an application to Otis College of Art and Design. It can take up to 5 – 7 business days after you apply for us to process your application and provide you with an ID number and password. If you lost this information, you can call the Admissions Office at 1-800-527-OTIS or 310-665-6820 to get your ID and password.

I'm not done with my portfolio, but how can I see what I have completed so far?

To see what you have uploaded and published as a whole, select the tab on the upper right of the screen titled Published. This will show you the work you have uploaded and that the Admissions Committee will see when you submit the portfolio for your application.

I deleted a page, but now I can't add any artwork to that page. How can I fix it?

To replace a module that you have deleted make sure you are in the page you deleted the original module from then select the Add a Module button on the right of the screen. There are a number of different modules you can add. The standard template is the "Admissions Module" and includes a place for both images and inventory. You are not required to select this module, but you do need to include inventory information for all images submitted.

I want to show my work in a different format. Do I need to use the template provided?

Be creative! You do not need to use the template provided. You can use any format that you would like within the digital portfolio system. You can make your own template by deleting all of the existing pages by selecting each page and selecting the **Delete** tab. You can build your own pages in a variety of ways by choosing from the templates and modules provided. Feel free to structure your portfolio however you want it to look.

Just remember that we require inventory information for all images and videos, and that we only review a maximum of 20 pieces (although you can have more than one image of the same piece of artwork) or 10 minutes of time-based work. Remember that you must include the following inventory information:

- Title
- Media
- Date
- Size
- Description

I've completed my portfolio, now what do I do?

To submit the portfolio for your file, click the View Application/Submit Portfolio link on the upper right hand side of the screen where you built your portfolio. This link will take you back to the summary page. In the summary of your portfolio there is a small green button labeled **Submit**. Select that link and follow the prompts. Once you submit your portfolio, you cannot make changes to it.

The portfolio won't submit. What's wrong?

Most times when the system won't allow you to submit the portfolio, you have uploaded content into the portfolio that you haven't published. All text and images must be published in order to submit the final portfolio.