


Epsilon Project Share

Project Share is TEA's answer to providing an online collaboration tool for distributing training and establishing professional learning groups for teachers and students.

Logging on

To begin using Project Share

1. Access the  <http://www.epsilen.com>
2. Enter your login and password from the epsilen/Project Share email you should have received

*If you do not have a username and password email, please contact the Technology Contact for your district to have one sent to you.

My Portal

The MY PORTAL page is the gateway to all the features of Epsilon. Here you connect with mail, courses, groups, networks and ePortfolios.

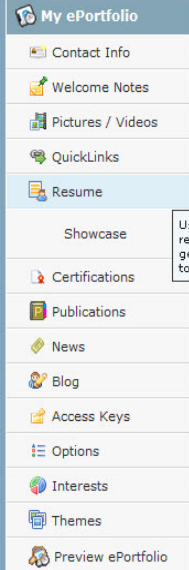
MY NETWORK CHANNEL will show you all your network connections. Here you can connect with other networks and view ePortfolios for ideas on establishing your own.

If you look in the center-left of the page for the SELECTED GADGETS section, here you can see information related to your courses, your networks, your group and the entire Epsilon environment. You can personalize your gadgets.

Before adding content to your account, you should check out the ePortfolio samples to see what others have done. Click on ePortfolio Examples on the tab in the MY NETWORK CHANNEL section of the page.

Creating My ePortfolio

Your ePortfolio will be your public web-page presence - what people will see when they click on your name.

	<p>Click on the "My Portal page".</p> <p>Click on "My Portfolio" on the left side of the screen. The new buttons appear to allow you to start adding content to your portfolio.</p> <p>When you hover your cursor over a button, it will flash up a message detailing more about what you can do in that section.</p> <p>Add information you are only comfortable making public. Be aware and cautious of online postings and information that is appropriate for public consumption.</p> <p>If participating in online discussions and groups, try to stay on topic, build on what others offer, be tactful with sensitive topics, and be respectful on differing views.</p>
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Epsilon Mail

Epsilon Mail is a way to contact other Epsilon members through a built-in email system. You can only email within Epsilon and contact other Epsilon members.

You can setup your account to have Epsilon messages forwarded to your work email account.

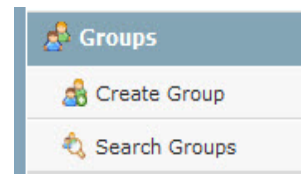
1. Click the Epsilon Mail button on the left.
2. Click on Options under Epsilon Mail.
3. For each mail type, enter your work email address to receive updates for each section. Click Save Changes when complete.

Groups

Groups are the main feature of Epsilon because it is what allows you to connect to other educators across the state to form your own professional learning communities.

Joining Groups

On the My Portal page, click on Groups on the left side of the page. If you have been invited to a group, click on the "Groups I am invited to" tab.



To join the group, click on the Accept button.

You may also search for groups you would like to join by clicking on the Search Groups box.

Creating a Group

You can create and manage your own groups. You may want to make a grade level, team, subject or even committee group online. This can be used to replace meeting times and allow for more online sharing as a group.

On the My Portal page, click on Groups on the left side of the page.

Click on Create Group.

General Description

Group Name:

Description:

Keywords:

(Please enter keywords separated by commas)

Registration: Invite Only
 Invite And Request
 Open to Everyone in My Institution
 Open to All Epsilon Members

Hidden Group: Yes, I would like to Hide this group from the public

Institutional Groups: Yes, I would like to submit this group for institution approval

Based on your preferences for your group and adding members, you can create a private group that is by invitation only. A group that allows users to request to join. A group that is open to all of your ISD. Or a group that is open to all of Epsilon.

Create your group and then let your colleagues know about it to join.