

## Portfolium Student Guide

### Step 1: Get Organized!

#### What is an ePortfolio?

Think about a résumé on steroids! An eportfolio is a way to display your abilities and experience for school assignments, prospective employers or directors so they know who you are and what you can do. Since you can post artefacts, such as videos, music, images, or papers, you have the ability to demonstrate your work.

#### Curating Materials

1) The first step is to organize the materials that you want to display. Keep in mind that you may want to display different materials for different audiences, so you will want to keep a wide range of materials.

2) Find a secure place to save these materials, such as Google Drive. Then think about what categories of things you have (this is the hard part) and make sub-folders accordingly.

#### Example:

Top level folder: ePortfolio

Document for your notes

Sub level folders:

About You

CV/résumé

Personal Statement and Goals

Academics

Your academic program

Special projects (examples of work)

FYS (examples of work)

General Education (examples of work)

Skills/Performances

Videos

Audio recordings

Writing sample

Professional Experience/Internships/Clinicals/Practica

Reflective statement about these experiences

Awards

List of awards with dates

References

List of people who can recommend you (ask their permission!)

Outside interests/community service/service learning

Reflective statement

3) Gather your materials and **curate** them. Showing your best work is more important than including absolutely everything. Think about your audience(s). Edit carefully. Typos and grammatical errors will cost you opportunities.

Maintain this base of information with flexibility in mind and be prepared to **pivot!** You may want different portfolios for different purposes.

## **Technology**

Questions to ask about the technology you plan to use to display your e-portfolio:

- Cost
- Sustainability
- Security
- Access control
- Audience-can people find you?
- Flexibility

Technologies:

- Portfolio is a new product that SU is adopting
- Allows for tagging and has social media component
- Showcase-slide show format
- Profile-web page format
- Free for students forever
- Accessible through Canvas
- Student friendly

LinkedIn

- Very professional
- Limits on posting media
- Free for basic account

Suggested strategy: Create your eportfolio in Portfolio first. If you need help, the online chat support is pretty good (24/7), but you may have to wait 5-10 minutes for a response.

Show your eportfolio to others who will give you constructive feedback. Only once you have a good prototype, take selected materials to post on LinkedIn. Remember that you are establishing your “online reputation,” so post carefully.

## **Step 2: Getting Started with Portfolio**

These two short videos will help you get started.

- 1) [Portfolio : student and faculty perspectives](#)
- 2) [A silent walk through of the whole eportfolio process using Portfolio](#)

Need help? Email: [ctltsu@su.edu](mailto:ctltsu@su.edu)