

# Top 10 Tips to Building Your ePortfolio

Written by Royce Rowan

## 1. PRESENT A WELL-ROUNDED VERSION OF YOURSELF

You will receive an email from Portfolium with a personal access link. If you can't find this email, you can access your account by going to [portfolium.com/login](https://portfolium.com/login) and requesting your activation email.

## 2. ADD MEDIA

Take advantage of your digital portfolio by attaching files such as PDFs, YouTube videos, Powerpoints, and more! If it's a physical project photograph it.

## 3. UPDATE REGULARLY

Include your updated experience, as well any new projects over the school year.

## 4. TAG YOUR TEAMMATES

Show teamwork skills by including members of your team.

## 5. DON'T SPILL THE BEANS

Instead of sharing confidential information about your project, simply write a project summary on what you learned as well as skills or tools you used.

## 6. TAG YOUR SKILLS

Students are asked to tag skills to their work samples to show they are more than just bullet points on their resumes. The same applies to you! Show them how you link skills to your work.

## 7. PUT YOUR BEST WORK FIRST

Show your best work first! While this is a place to collect all your work samples, highlight your best accomplishments by listing them first.

## 8. USE ATTENTION GRABBING DETAILS

Catch everyone's attention by using a clever title and eye-catching cover image. Remember, you are setting an example for your students!

## 9. ADD A DESCRIPTION

Don't just show your project - talk about it! What inspired you? What did you learn? What were the results? Use the description section to create a narrative.

## 10. JUST USE IT!

Include your Portfolium URL in your resume or CV and link it to your LinkedIn.

# What to put in your Portfolium Portfolio

Written by Royce Rowan

## What to put in your portfolio:

Anything you're proud of can be added as an entry in your portfolio.

- Projects and Coursework
- Labs and Experiments
- Writing Samples and Reports
- Demonstrations of specific skills
- Hobbies, Clubs, Sports, Extracurriculars

## Content can be imported from:

Your computer's hard drive, smartphone, Google Drive, Instagram, Facebook, Soundcloud, Google Photos, Flickr, Gmail, Evernote, Evernote, Dropbox, Box, OneDrive and more. Learn more about [adding and editing entries](#).

**NOTE: We currently do not support Onedrive for Business**

## What types of content can be added:

Images, Videos (YouTube, Vimeo), PDFs, Text Documents, Spreadsheets, Presentations, 3D Models, Audio, and URLs. *Learn more about [embedding media](#).*

## Supported file types:

### General files

- Audio formats (.MP3, .MPEG, .AAC, .AIFF, .FLAC, .OGG) - Note: if you have an .MP4 video file with only audio content on it, convert it to an .MP3 file.
- Image files (.JPEG, .JPE, .JPG, .PNG, .GIF, .BMP)
- Text files (.TXT)

### Adobe files

- Illustrator (.AI)
- Photoshop (.PSD)
- Portable Document Format (.PDF)
- Scalable Vector Graphics (.SVG)
- Tagged Image File Format (.TIFF)
- TrueType (.TTF)

### Microsoft files

- Excel (.XLS, .XLSX, .XLAM, .XLSB, .XLSM, .XLTM, .XLTX)
- PowerPoint (.PPT, .PPTX, .POTM, .POTX, .PPSM, .PPSX)
- Word (.DOC and .DOCX)

- Word Open XML Macro-Enabled Document (.DOCM, .DOTM and ,DOTX)

### **Apple files**

- Pages (.PAGES)
- Keynote Presentation (.KEY)
- Numbers (.NUMBERS)

### **OpenOffice files**

- Text (.ODT and .OTT)
- Spreadsheet (.ODS and OTS)
- Presentations (.ODP and OTP)

### **Recommendations**

- Files should be as small as possible so that they load quicker when viewing.
- When uploading documents, presentations and spreadsheets, the first page will become the thumbnail for the entry. Make sure that your first page is clean and easy to read.

# **BUILDING YOUR PORTFOLIO**

## **THE BEGINNING**

Fill in your education and work experience information  
Customize your profile with a professional profile picture, cover photo and tagline.

## **ADD PROJECTS**

Showcase your work and projects visually  
Use your entries to prove your competencies, skills and experiences. Use real work examples such as papers, pictures and presentations and describe your experience with detailed descriptions that prove your knowledge and abilities.

## **BUILD YOUR ONLINE IDENTITY**

Building a positive online presence has never been more important. With this platform, you will be able to showcase your accomplishments and also connect with your students, fellow faculty, alumni and more, while you may not want to do so on personal social media. You can use Portfolium as an online digital repository for your academic and professional work, even for tracking artifacts for your advancement applications.

## **SHARE AND BE NOTICED**

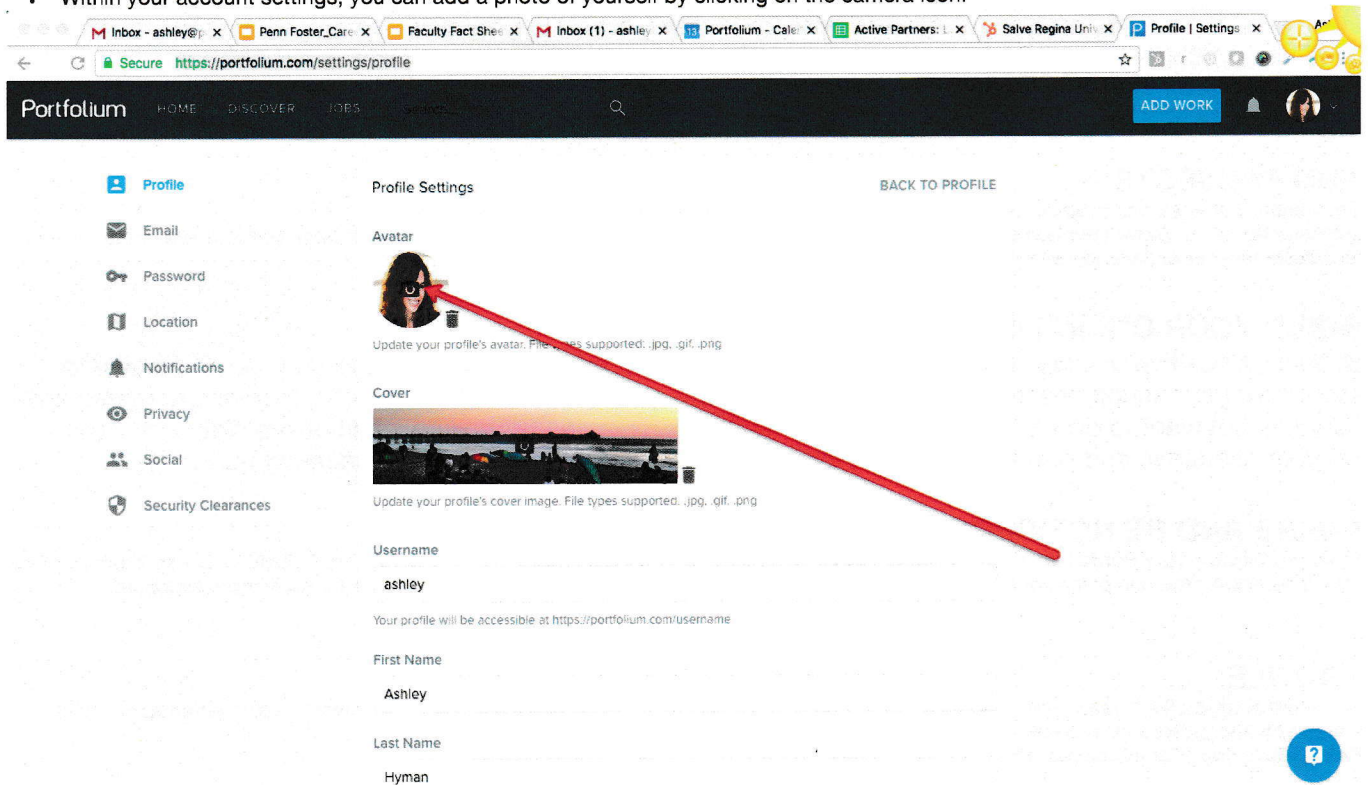
Once you've built your Portfolium, share it! You can easily share your Portfolium or specific entries from your portfolio across various social media networks. You can place your Portfolium link on your CV, cover letters and in your email signature for even more exposure.

## **PROFILE**

Your Portfolium profile is really your "personal brand page". It allows you to showcase examples of your work, create a rich personal statement, and provide an example for your students to follow.  
Examples of good "brand pages" on Portfolium can be found here: [portfolium.com/discover](http://portfolium.com/discover)

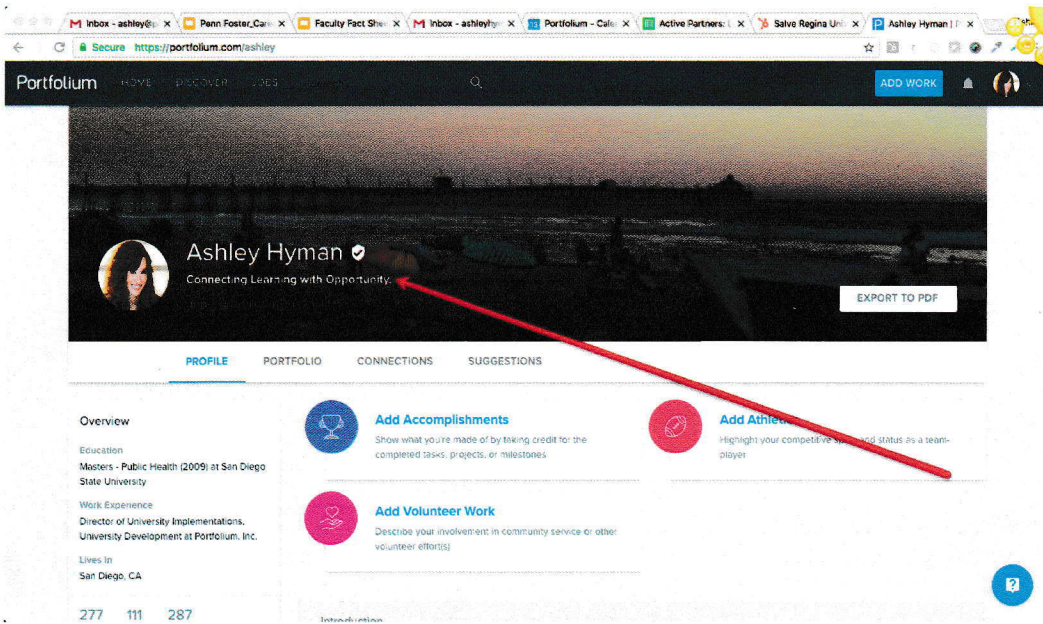
## TIPS FOR CREATING YOUR PROFILE

1. The first time you login, go to your [setting section](#) located in the top right dropdown
- Within your account settings, you can add a photo of yourself by clicking on the camera icon.





Next, you can add a cover image, in the same manner.


As you scroll down on the same page, you will see a field labeled 'Tagline'. This will help further personalize your profile. This Tagline appears under your name on your profile




As you scroll down the settings page, you will see a section to link any social media you utilize or even a personal webpage to your Portfolium.

Portfolio [HOME](#) [DISCOVER](#) [JOBS](#)  [ADD WORK](#)  


Date should be in a mm/dd/yyyy format

 **Facebook URL**


e.g. <https://www.facebook.com/username>

 **Twitter URL**


e.g. <https://twitter.com/username>

 **Instagram URL**

e.g. <http://instagram.com/username>


 **LinkedIn URL**

e.g. <https://www.linkedin.com/in/username>

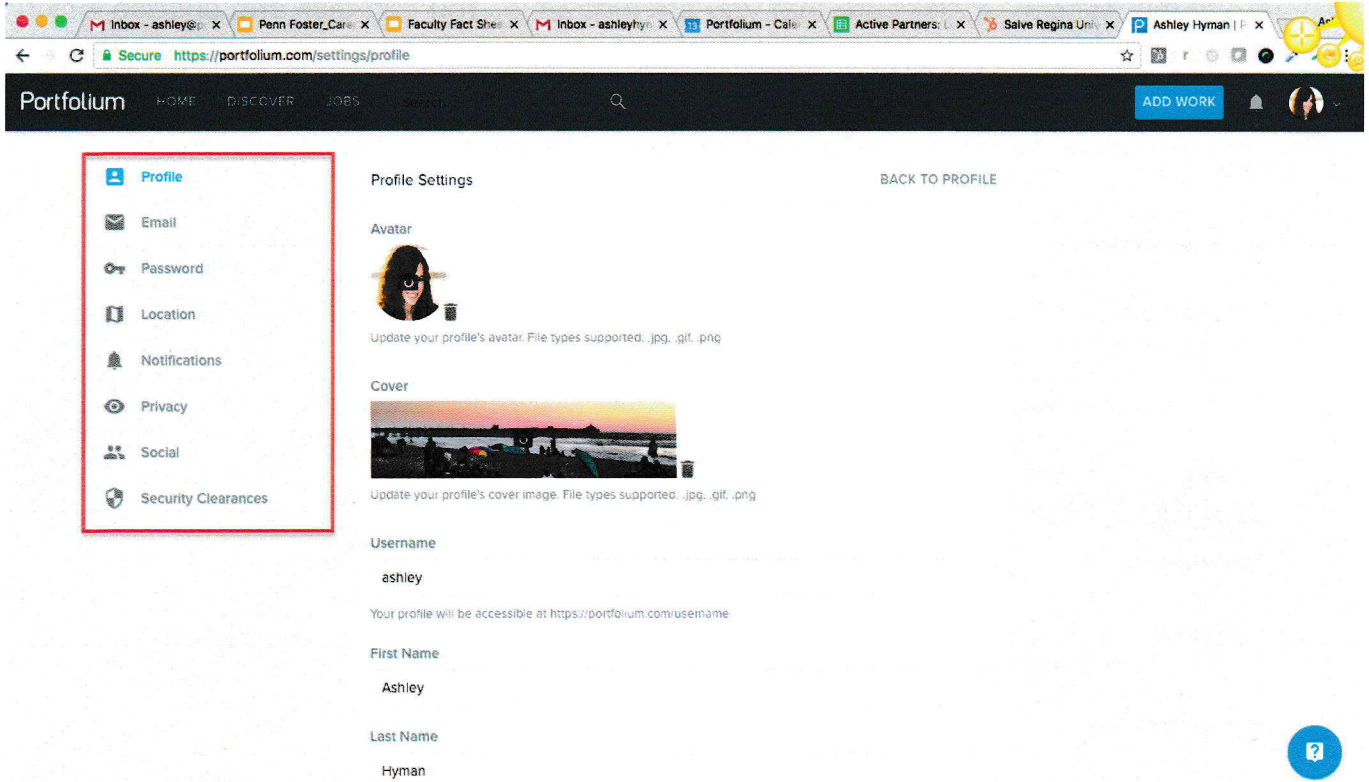
 **GitHub URL**

e.g. <https://github.com/username>

**Personal URL**



Finally, on the left side of the settings page, you will see additional options for updating your profile. For example, updating your location, adding an email address or even changing your password.



2. Your Portfolium has two sections, the Profile section and the Portfolio section. Your Profile provides details on your experience, your education and more. The Profile section is where you can add and edit your basic profile information, such as your Introduction, Education, and Experiences.



- To edit this section, make sure that you are logged in. You can pick and choose which modules to add into your profile by selecting from the options.



#### Work Experience

State experience from jobs, internships, and/or co-ops

[ADD WORK EXPERIENCE](#)



#### Accomplishments & Awards

Show what you're made of by taking credit for the completed tasks, projects, or milestones (personal, academic, or professional) that you're most proud of

[ADD AN ACCOMPLISHMENT](#)



#### Clubs & Affiliations

Did you start, lead, or make interesting contributions to a student group?

[ADD A CLUB OR AFFILIATION](#)



#### Certifications

List any certificates, licenses, or assessments that certify your knowledge or experience

[ADD A CERTIFICATION](#)



#### Athletics

Highlight your competitive spirit, stamina, and status as a team-player/leader

[ADD ATHLETICS](#)



#### Volunteer Work

Describe your involvement in community service or other volunteer effort(s)

[ADD VOLUNTEER WORK](#)



#### Publications

Showcase your published works, e.g.: research, essays, articles, books, etc.

[ADD A PUBLICATION](#)

When you click to add or edit a section, the panel will slide out from the left. This is where you can edit the information. Fill in the form and click Save Changes.

New Accomplishment

EDIT DETAILS

Add an image  
Drop an image or  
browse your files

Title:

Award title here

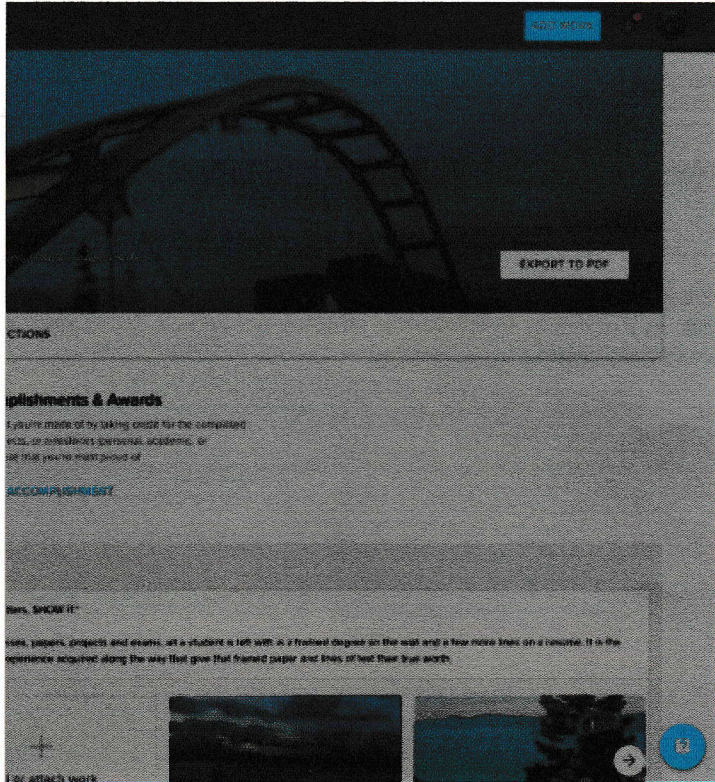
Description:

Award description here

Date:

9/02/2017

CANCEL SAVE CHANGES



3. Next, you will want to start adding work samples or artifacts to your Portfolio. Click the 'Add Project' button in the upper righthand corner.



+ ADD PROJECT

FOLLOW THE STEPS AS EACH SCREEN OR WINDOW CHANGES  
You will be given a step by step guide on completing your project.

Remember, anytime you need assistance or have questions you can reach out to our support team via the blue speech bubble in the lower right corner of your screen or go to [help.portfolium.com](https://help.portfolium.com).  
We are looking forward to seeing your profile!

# Creating and Grading a Portfolio Assignment in Canvas as a Faculty Member Canvas LTI Integration

Written by Ashley Hyman

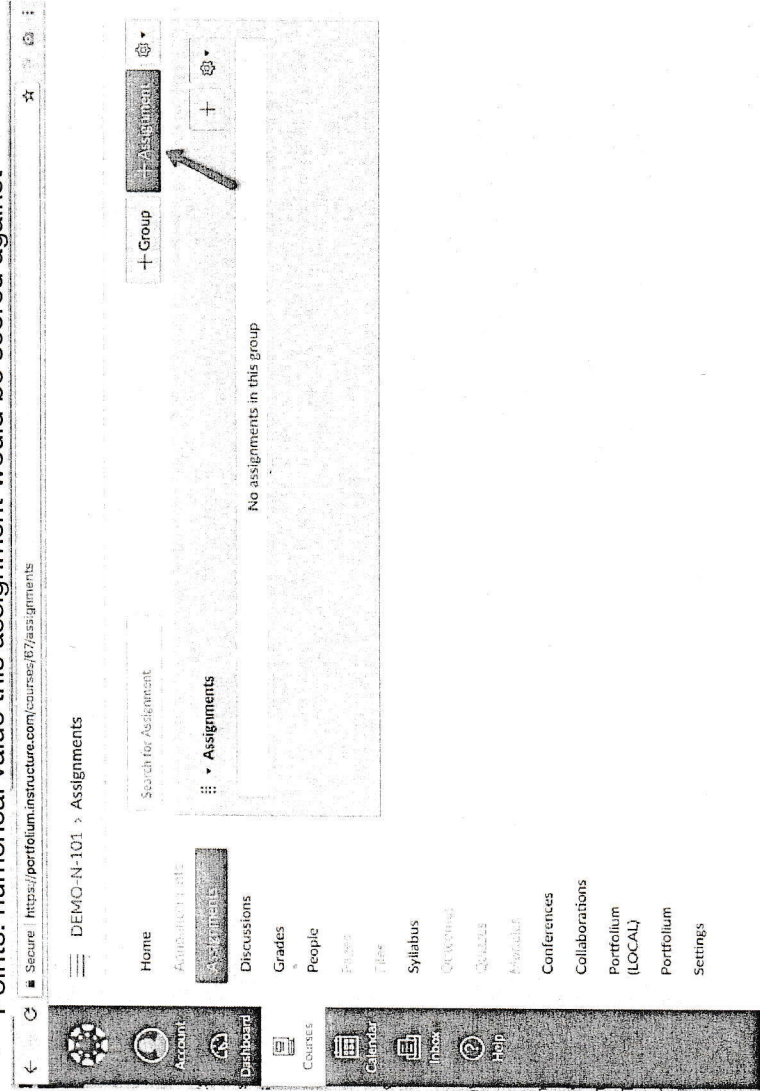
## Adding Assignments

After your LMS administrator sets up the Portfolio Integration, you will then have access to create new assignments.

1. Logged in, go to a course.
2. Click on the "Assignments" menu
3. Add a new Assignment by clicking on the "+ Assignment" button.

## The "Create New Assignment" form loads, fill out the following required settings:

- Assignment Name
- NOTE: Assignment instructions should not be entered on this screen (in Canvas). They will be added within the Portfolio interface
- Points: numerical value this assignment would be scored against



Link to other content in the course. Click any page to insert a link to that page.



Link to a New Page

- ▶ Assignments
- ▶ Quizzes
- ▶ Announcements
- ▶ Discussions
- ▶ Modules
- ▶ Course Navigation

Health Policy Memo

HTML Editor

B I U A - Bold Italic Underline Paragraph

Paragraph

Points 12

Assignment Group

Display Grade as Points

Do not count this assignment toward the final grade

Submission Type

External Tool

External Tool Options

Enter or find an External Tool URL

<http://www.example.com/learnth> Find

Load This Tool In A New Tab

Moderated Grading

Allow a moderator to review multiple independent grades for selected submissions

Assign to

Assign to

Everyone

- Submission Type - External tool
- Click on the "Find" button from the "Enter or find an External Tool URL" section
- Choose the "Portfolio"
- Click on the "Save and Publish" button

Submission Type

External Tool

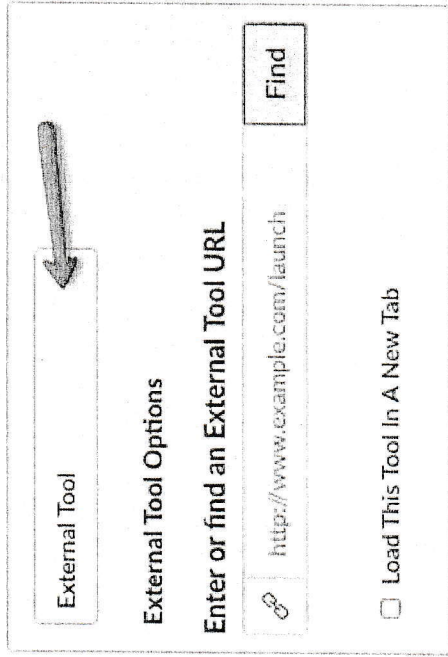
External Tool Options

Enter or find an External Tool URL

<http://www.example.com/launch>

Load This Tool In A New Tab

Find



## Configure External Tool

X

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

### Portfolio

The Portfolio LTI Application (DEMO)

### Portfolio (LOCAL)

The Portfolio LTI Application (LOCAL)

### Portfolio

The Portfolio LTI Application

URL:

Cancel

Select

Click on the "Load 'assignment name' in a new window" button.

Submission Type

External Tool

External Tool Options

Enter or find an External Tool URL

<https://edudemo.portfolio.com/iti/lau> Find

Load This Tool In A New Tab

### Linking the Assignment to EDU Platform

When you click on an assignment in Canvas, the application sends you to the Portfolio EDU Platform. If you are new to the EDU Platform, you will be taken through the on-boarding flow to establish your account. After your account is created, you will be taken to the assignment setup page.



## Assignment title

Home

Announcements

**Assignments**

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Portfolio  
(LOCAL)

Portfolio

Settings

This tool needs to be loaded in a new browser window

Load Assignment title in a new window



Edit Assignment Settings

Speed Grader™

## The next Window

The EDU Platform requires you to enter the following fields to create your assignment:

- Instructions - This will give the student directions for the assignment.
- Scoring Type - Set the scoring type for this assignment, there are 5 options to chose from
  - Rubric\*
  - Numeric
  - Star Rating
  - Letter Grade
  - Pass / Fail.
- Skills/Competencies - add the skills the student will acquire from completion of the assignment.
- Due Date - Set a due date on when the assignment must be completed by.
- Category - Select the assignment category.
- Publish Immediately - By default, the publish "ON" button is enabled. You have the option to control the status of the assignment on the Portfolio end.

### Portfolio Connect

- 1  Link a course  
Course Ending 11 has been linked to Portfolio
- 2  Link assignment to your course  
Here link your assignment to this course by selecting an existing assignment or by creating a new one

**SELECT EXISTING ASSIGNMENT** CREATE NEW ASSIGNMENT

#### Assignment Details

Title \*

Assignment Title

Instructions \*

Enter instructions for the student to follow, so they can complete the assignment.

Assign this assignment to your course. To learn more, see the help page: [assigning items and courses to a course](#)

Skills \*

Skills

Skills

\*Specify the type, quantity, or domain of outcomes to be awarded (e.g. per skill)

Due Date \*

12/27/2018 11:59 PM

Due dates that will be set at your institution.

Category \*

Category

#### Assignment Scoring

Scoring type \*

- Points
- Numeric
- Essay Grade
- Letter Grade
- Pass / Fail

Grade

Grade

Visibility

- The student user is only visible to faculty and administrators
- Students may also view the attached rubric

#### Badging

Configure this assignment to automatically award a badge to students whose submission meets the minimum threshold.

Enable badging for this assignment

Publish immediately



Click on the "Go to Assignment" button. You will be directed to EDU Platform.

**Portfolio** Assessment Demo

Your assignment is now connected!

[VIEW ASSIGNMENT](#)

# DEMO-nursing · 2017 > Assignment title

- ASSIGNMENTS
- GRADEBOOK
- STUDENTS
- FACULTY
- SETTINGS

⚠ This is a sandbox account. All data is used for demonstrative purposes only.



Select an assignment status to filter...

Search for a student by name or email...

SCORE

SUBMITTED ON

STATUS

STUDENT



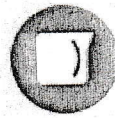
Neil Armstrong

UNSUBMITTED

UNSUBMITTED

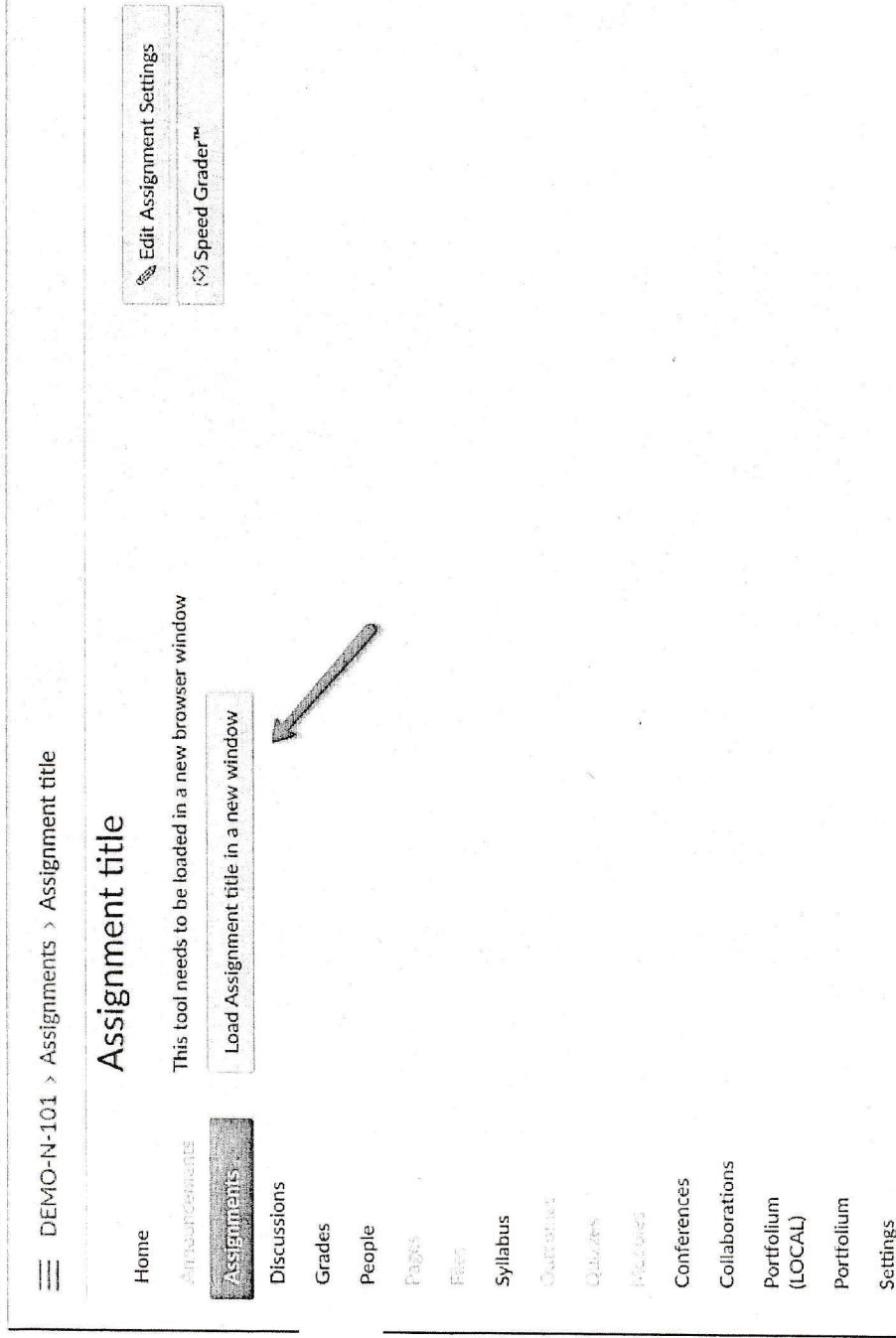


LTI Demo



# Faculty Grading through Canvas

In Canvas, you will access the EDU Platform, by going to the “Course” and “Assignment” you would like to assess.



After your students submit their assignments, you will receive an email that alerts you that their assignment is ready to be assessed. There is also a notification that is triggered within the EDU Platform.

ASSESSMENT ACTIVITIES

Course Assessment

My Students

ASSESSMENT LIBRARY

Courses

Learning Outcomes

Rubrics

Badging

DEMO-N-101 · 2017 > Assignment title

ASSIGNMENTS GRADEBOOK STUDENTS FACULTY

⚠ This is a sandbox account. All data is used for demonstrative purposes only.

Search for a student by name or email...



Select an assignment

STUDENT

STATUS

SUBMISSION



Neil Armstrong

SUBMITTED

01



Albert Einstein

UNSUBMITTED



Eleanor Roosevelt

UNSUBMITTED

DEMO-N-101 assignment submitted by Neil Armstrong

DEMO-nursing assignment submitted by Neil Armstrong

DEMO-nursing assignment submitted by Neil Armstrong

DEMO-nursing assignment submitted by Neil Armstrong

DEMO-N-101 assignment submitted by Neil Armstrong

DEMO-N-101 assignment submitted by Neil Armstrong

DEMO-N-101 assignment submitted by Neil Armstrong

DEMO-nursing assignment submitted by Neil Armstrong

DEMO-N-101 assignment submitted by Neil Armstrong

DEMO-N-101 assignment submitted by Neil Armstrong

## **Grading the Assignment**

You will be sent to the assignment detail page within the EDU Portal. This page shows the list of students associated with their assignments and the assignment status. Those assignments with a status of “submitted” are ready to be assessed. Click on the “**Score**” button.






# DEMO-N-101 · 2017 > Assignment title

ASSIGNMENTS   GRADEBOOK   STUDENTS   FACULTY   SETTINGS

⚠ This is a sandbox account. All data is used for demonstrative purposes only.

Search for a student by name or email...  Select an assignment status to filter...

STUDENT	STATUS	SUBMITTED ON	SCORE
 Neil Armstrong <a href="#">↗</a>	<input type="button" value="SUBMITTED"/>	01/19/2018	<input type="button" value="SCORE"/>
 Albert Einstein <a href="#">↗</a>	<input type="button" value="UNSUBMITTED"/>	-	<input type="button" value="UNSUBMITTED"/>
 Eleanor Roosevelt <a href="#">↗</a>	<input type="button" value="UNSUBMITTED"/>	-	<input type="button" value="UNSUBMITTED"/>

Within the assignment page in the EDU Platform, you can view the submitted assignment in detail and provide feedback. If a rubric is used, you can assess levels of achievement.

### Assignment: Health Policy Memo

Neil Armstrong Mar 31 Mar 02 7 / 8 (87.5%)

Automatic Zoom

1 of 5

**Policy Memo- Price Transparency in health care Industry**

Disclaimer: "I am a student at Columbia University. However, this comment to the Federal Trade Commission reflects my own personal opinions. This is not representative of the views of Columbia University or the Trustees of Columbia University."

**Executive Summary**

A lack of price transparency is responsible for stalling competition among health care providers and increasing health care costs. Proponents of greater price transparency believe that it will decrease health care costs by leading consumers to make cost-conscious decisions and by promoting provider competition. On the other hand, some argue that price transparency can rather results in adverse consequences. Therefore, a price transparency policy must not only empower consumers and reduce the health care costs but also minimize the potential negative effects.

**Background**

The policy issue brief is a short (4-6 pages), neutral summary of what is known about a public problem, one that may or already does affect, or is affected by, government. Analysts prepare such briefs for educated generalists (e.g., legislators) who may know little or nothing about the topic, but need a general background, quickly. The policy issue brief distills or synthesizes a large amount of complex detail, so the reader can easily understand the heart of the issue, its background, the "players" (stakeholders) and

CRITERION	SCORING	HISTORY
Includes interventions or nursing actions that directly relate to the patient's goal, that are specific in action and frequency, are labeled "I" for independent and "C" for collaborative, and	0 1 2 3 4	4
Excellent		4
CRITERION		
Includes the most appropriate diagnosis for patient and ordinal number that includes all appropriate parts (stem, related to or R/T, and as evidenced by AEB for actual diagnosis) and is NANDA	0 1 2 3 4	4
Excellent		4

Cancel 8 / 8 **SUBMIT SCORE**

# Assignment: Health Policy Memo

Neil Armstrong Mar 31 Mar 02 7 / 8 (87.5%)

Navigation icons: back, forward, search, zoom in, zoom out, automatic zoom, and a refresh icon.

HISTORY

SCORING

CRITERION

includes interventions or nursing actions that directly relate to the patient's goal, that are specific in action and frequency, are labeled "I" for independent and "C" for collaborative, and

4

3

2

1

0

## Submit Score



Your Score:



8 / 8 (100.0%)

CANCEL

SUBMIT SCORE

**Policy Memo- Price Transparency**  
Disclaimer: "I am a student at Columbia University, how Commission reflects my own personal opinions. This is not University or the Trustees of Columbia University."

### Executive Summary

A lack of price transparency is responsible for providers and increasing health care costs. Proposing it will decrease health care costs by leading consumers promoting provider competition. On the other hand, empower consumers and reduce the health care costs effects.

### Background

1 / 2

most appropriate diagnosis for patient and ordinal includes all appropriate parts (stem, related to or NANDA

0

1

2

3

4

Description

The policy issue brief is a short (4-6 pages), neutral summary of what is known about a public problem, one that may or already does affect, or is affected by, government. Analysts prepare such briefs for educated generalists (e.g., legislators) who may know little or nothing about the topic, but need a general background, quickly. The policy issue brief distills or synthesizes a large amount of complex detail, so the reader can easily understand the heart of the issue, its background, the "players" (stakeholders) and

Excellent

Cancel

8 / 8

SUBMIT SCORE

DEMO-N-101 > Assignments > Demo Nursing Memo

## Demo Nursing Memo

Home | Assignments | Discussions | Grades | People | Pages | Files | Syllabus | Quizzes | Modules | Conferences | Collaborations | Portfolio (LOCAL) | Portfolio | Settings

Search for a student by name or email...

Select an assignment status to filter...

Edit Assignment Settings | Speed Grader™

STUDENT	SUBMITTED ON	STATUS
Neil Armstrong	04/25/2018	100% <small>View Details</small>
Albert Einstein		UNSTARTED
John Glenn		UNSTARTED
Michael Jordan		UNSTARTED
Sally Ride		UNSTARTED
Eleanor Roosevelt		UNSTARTED

Success  
The assignment was scored.

**Viewing the grading outcomes in Canvas**  
 Within Canvas, the feedback and scoring you provided via Portfolio are pulled directly into the gradebook.