

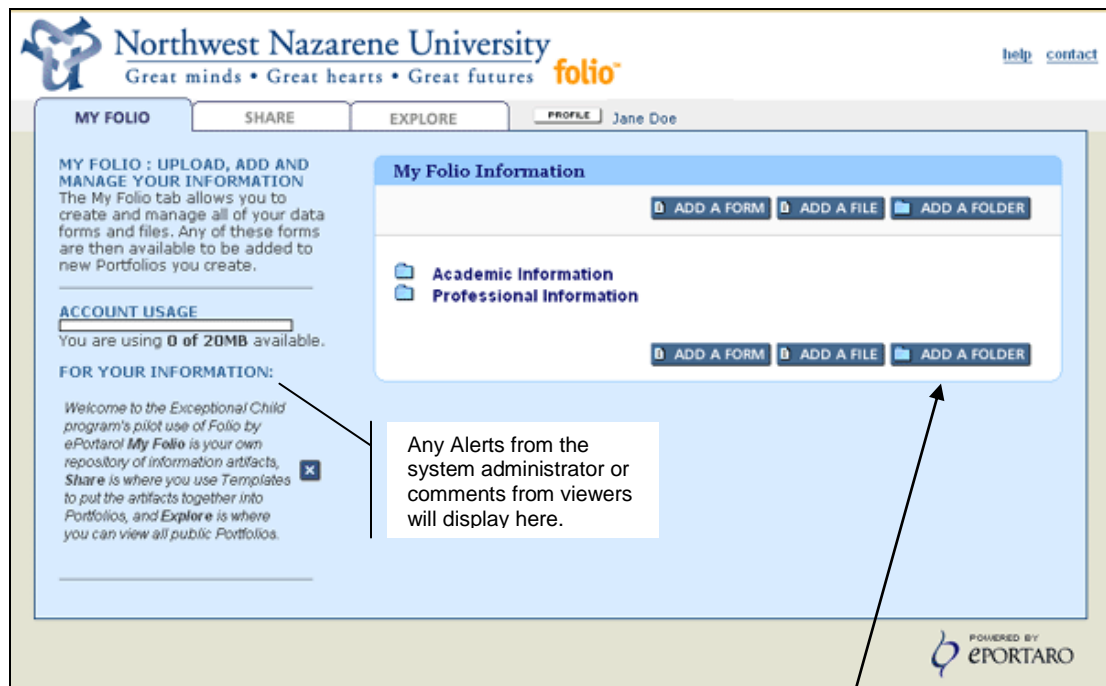
Getting Started with ePortfolios

As you earn your degree through the School of Business at NNU, how will you and your professors know that you are meeting desired outcomes? One way is through the use of *electronic portfolios* whereby you can upload papers and projects demonstrating your very best efforts. While ePortfolios are a means of assessment, they are also helpful for building resumes and other showcases to enhance your professional career. The distinction between ePortfolios and general web pages is that you can invite specific persons, e.g. potential employers, to view your portfolios and make comments.

This tip sheet will give you an overview of the Folio software and get you started on creating your resume.

Part A – Creating a New Folder

Step 1: Once you are logged in, you will be on the *My Folio* page. This is your repository of content.



Step 2: You already have two folders, Academic Information and Professional Information, in which to place artifacts. Now, create a new folder by clicking **Add a Folder**.

Step 3: For title, enter *Personal Information*. Leave the folder as My Folio. A description isn't needed.

A red asterisk (*) indicates a required field.

Title *

In Folder My Folio

Description

Step 4: Click **Save**.

Continued

Step 5: Click **Add a Folder** again and enter the **course number and title** of any of your current classes within the School of Business. For example, enter *AC 106 – Financial Accounting*. For a list of all courses, visit <http://www.nnu.edu/OnlineCatalog/courses.htm>

Instead of the My Folio folder, place the course folder within the **Academic Information** folder. Click **Save**.

Edit Folder

A red asterisk (*) indicates a required field.

Title: AC 106 - Financial Accounting *

In Folder: - Academic Information

Description: My Folio

- Academic Information
- Personal Information
- Professional Information

SAVE CANCEL

Make sure you put the department initials first (AC, BU etc.), then the number, followed by a dash and the course name. This *naming convention* will help you find courses quickly, since Folio places folders in alphabetical order.

Step 6: Continue adding new folders for your current classes within the Academic Information folder. Eventually, you will upload *Files* -- papers and projects – to these folders in order to help you build portfolios.

Note: If you need to correct a typo or otherwise modify a folder, click the small Tools icon. The Arrow icon is for moving folders and files.

Part B – Building the Repository

Now that you have your folder structure created, you are ready to start building your repository. You will complete data *Forms* and, eventually, upload *Files*. Once you have enough chunks of information created, you will put them together in the Share tab, using *Templates* to create *Portfolios*. For now, we will create a few forms to build a simple resume.

Step 1: On the My Folio page, click **Add a Form**.

Step 2: In the Select Form Type dropdown field, highlight **Bio/Demo**, then click **Next**.

Continued

Step 3: Enter your personal demographic information. For title, enter *About _____*, substituting your name for the blank. For folder, choose *Personal Information*. For Bio/Demo Type, choose *Campus*. For the sake of your privacy, please do not enter a Social Security number.

Bio/Demo: About John

A red asterisk (*) indicates a required field.

Title	<input style="border: 1px solid #ccc;" type="text" value="About John"/>		
In Folder	<input style="border: 1px solid #ccc;" type="text" value="- Personal Information"/>		
<hr/>			
Bio/Demo Type	<input style="border: 1px solid #ccc;" type="text" value="Campus"/>		
Prefix	<input style="border: 1px solid #ccc;" type="text" value="None"/>		
First Name	<input style="border: 1px solid #ccc;" type="text" value="John"/>		
Middle Name	<input style="border: 1px solid #ccc;" type="text" value=""/>		
Last Name	<input style="border: 1px solid #ccc;" type="text" value="Doe"/>		
Suffix	<input style="border: 1px solid #ccc;" type="text" value=""/>		
Home Phone	<input style="width: 40%;" type="text" value="503-555-7777"/>	Ext. <input style="width: 20%;" type="text" value=""/>	<input checked="" type="checkbox"/> US Intl. <input style="width: 40%;" type="text" value=""/>
Work Phone	<input style="width: 40%;" type="text" value="208-555-8888"/>	Ext. <input style="width: 20%;" type="text" value=""/>	<input checked="" type="checkbox"/> US Intl. <input style="width: 40%;" type="text" value=""/>
School Phone	<input style="width: 40%;" type="text" value="208-555-9999"/>	Ext. <input style="width: 20%;" type="text" value=""/>	<input checked="" type="checkbox"/> US Intl. <input style="width: 40%;" type="text" value=""/>
Mobile Phone	<input style="width: 40%;" type="text" value="503-555-0000"/>	<input checked="" type="checkbox"/> US Intl. <input style="width: 40%;" type="text" value=""/>	
SSN	<input style="border: 1px solid #ccc;" type="text" value=""/>		
Birth Date	<input style="border: 1px solid #ccc;" type="text" value="5/29/1990"/> <input style="font-size: 8px; border: 1px solid #ccc;" type="button" value="Calendar"/> (M/d/yyyy)		
Sex	<input type="radio"/> Female <input checked="" type="radio"/> Male <input type="radio"/> None		

THIS ITEM APPEARS IN 3 PORTFOLIO(S). THIS ITEM IS REFERENCED BY 0 OTHER ITEM(S).

Created by **John Doe** on 7/2/2008. Last updated by **John Doe** on 7/2/2008 3:22 PM.

Step 4: Click **Save**.

Step 5: On the My Folio page, click **Add a Form** again, highlight **Address**, then click **Next**.

Step 6: Enter your address information. You will be able to create more than one address form, such as one for your address at your parents' home and one for campus. Click **Save** when done.

Address: Address-Home

A red asterisk (*) indicates a required field.

Title	<input style="border: 1px solid #ccc;" type="text" value="Home"/>		
In Folder	<input style="border: 1px solid #ccc;" type="text" value="- Personal Information"/>		
<hr/>			
Address Type	<input style="border: 1px solid #ccc;" type="text" value="Parent's Home"/>		
Company	<input style="border: 1px solid #ccc;" type="text" value=""/>		
Street Address 1	<input style="border: 1px solid #ccc;" type="text" value="123 Fifth St."/>		
Street Address 2	<input style="border: 1px solid #ccc;" type="text" value=""/>		
City	<input style="border: 1px solid #ccc;" type="text" value="Tillamook"/>		
State/Province	<input style="border: 1px solid #ccc;" type="text" value="Oregon"/>		
Zip/Postal Code	<input style="border: 1px solid #ccc;" type="text" value="97141"/>		
Country	<input style="border: 1px solid #ccc;" type="text" value="UNITED STATES"/>		

Continued

Continue adding new forms to build out your Personal Information folder. Suggested forms include

- Email
- Honors/Awards
- Objective (Note that the Objective type should be set to Resume)
- Skills

Then, begin building out your Professional Information folder. Suggested forms include:

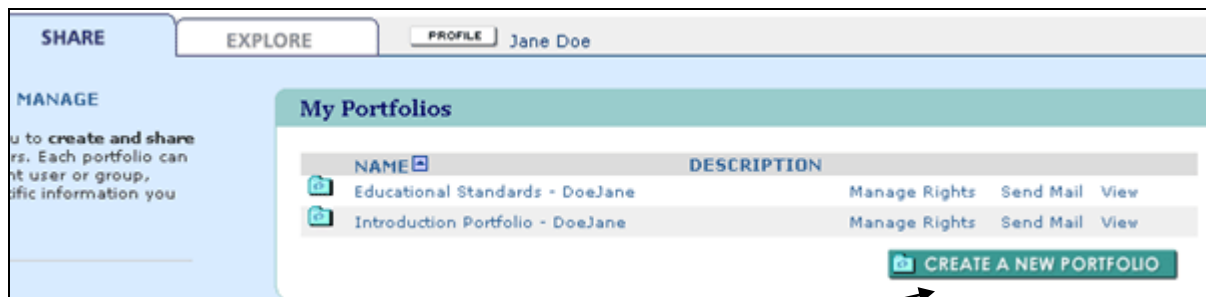
- Work Experience
- Professional References
- Academic References

Some forms may be more appropriate under the Academic Information folder. These include:

- Course
- Degree (expected)

Part C – Creating Your Resume

So far, we have been using the My Folio tab, which is your repository of data and files. Now, you will use the **Share** tab to put the various chunks of information together into a portfolio – in this case, a resume. A portfolio relies on a *Template* to pull in the Forms and Files you have saved in your My Folio repository. Templates for building other portfolios in addition to the resume are available; some of these are geared for other NNU programs.



Step 1: On the Share tab page, click **Create a New Portfolio**.

Step 2: Uncheck the All box for Template Categories, then check **Career**.

NNU is using another naming convention here:

Template type – LastnameFirstname

The purpose is to help all of us find particular portfolios easily, especially when we start having hundreds of them in the system.

Step 3: In the Template dropdown field, highlight **Resume - Standard**.

Step 4: For Name, enter Resume Standard - _____, substituting your last name and then your first name for the blank. For example, *Resume Standard – DoeJohn*.

Continued

Step 5: For Access, choose **Public**.

Step 6: Place a check by the desired forms for your resume. The Resume-Standard template is designed to include the following forms:

- The Address section includes information from each **Bio/Demo form** and **Address form** that is selected.
- The Email section includes information from each **Email form** that is selected.
- The Objective section includes information from the Objective description from the **Objective form** where the Objective type is set to "Resume."
- The Professional Experience section includes information from the Company, Job Title, and Responsibility at Company Fields of the **Work Experience form**.
- The Education section includes information from the **Degree form(s)** that is selected.
- The Honors and Awards section includes information from each **Honors/Awards form** that is selected.
- The Skills section includes information from each **Skill form** that is selected.
- The Other Materials section includes information from any other forms that are selected.
- The Professional References section includes information from any **Professional Reference form** that is selected.
- The Academic References section includes information from any **Academic Reference form** that is selected.

Access Public

Access Key

Add/Remove Items

- My Folio
 - Academic Information
 - Course: AC 106
 - Degree: B.S., Accounting
 - Personal Information
 - Address: Address-Home
 - Address: Address-School
 - Bio/Demo: About John
 - Email: E-Learning Services
 - Honor/Award: Dept
 - Objective: Accountant
 - Skill: Typing
 - Photo-John Doe (folio_johndoe.jpg)
 - Professional Information
 - Academic Reference: Vanderpool
 - Work Experience: ELS

Click "next" to go to manage rights or "finish" if you are ready to preview.

NEXT **FINISH** **CANCEL**

Step 7: Click **Finish**.

Continued

The resume-standard portfolio will open in a new browser window. If you need to correct any errors, go back to the My Folio tab and click on the desired form.

JOHN DOE
123 Fifth St.
Tillamook, OR 97141
623 Holly Street
Box 5555
Nampa, ID 83686
Home: 503-555-7777
Work: 208-555-8888
School: 208-555-9999
Mobile: 503-555-0000
elearning@nnu.edu (All Correspondence)

OBJECTIVE I hope to apply my skills, knowledge and caring attitude to an accounting firm located in the Northwest.

PROFESSIONAL EXPERIENCE **Northwest Nazarene University** September 2008-Current
E-Learning Assistant

- Help faculty use the Blackboard course management system to upload course content and tests
- Help faculty create streaming media
- Help faculty use Web 2.0 applications such as blogs, wikis and podcasts

EDUCATION Undergraduate degree from Northwest Nazarene University, Nampa, ID:

- Major in Accounting, May 2011
- Cumulative GPA: 3.45

HONORS AND AWARDS Outstanding Freshman Business Student

- Awarded to the freshman with the highest academic standing at the end of the first year. (2008)

SKILLS *Typing* (60 wpm)

OTHER MATERIALS [AC 106](#)

ACADEMIC REFERENCES **R.G. Vanderpool**
Business Faculty
Northwest Nazarene University
Email: rgvanderpool@nnu.edu

COMMENT ON THIS INFORMATION

Part D – Viewing Portfolios

Under the **Explore** tab, you can view sample portfolios and the portfolios of your classmates. Note the Search function will let you search by portfolio owner.

Eventually, you will have more templates available to you, including one for assessment by the School of Business. You will also be able to share specific portfolios with specific persons, even people outside of NNU such as potential employers.

For help with Folio, click **Help** in the top right corner of the screen or visit www.nnu.edu/foliosupport