

Creating a Showcase E-Portfolio

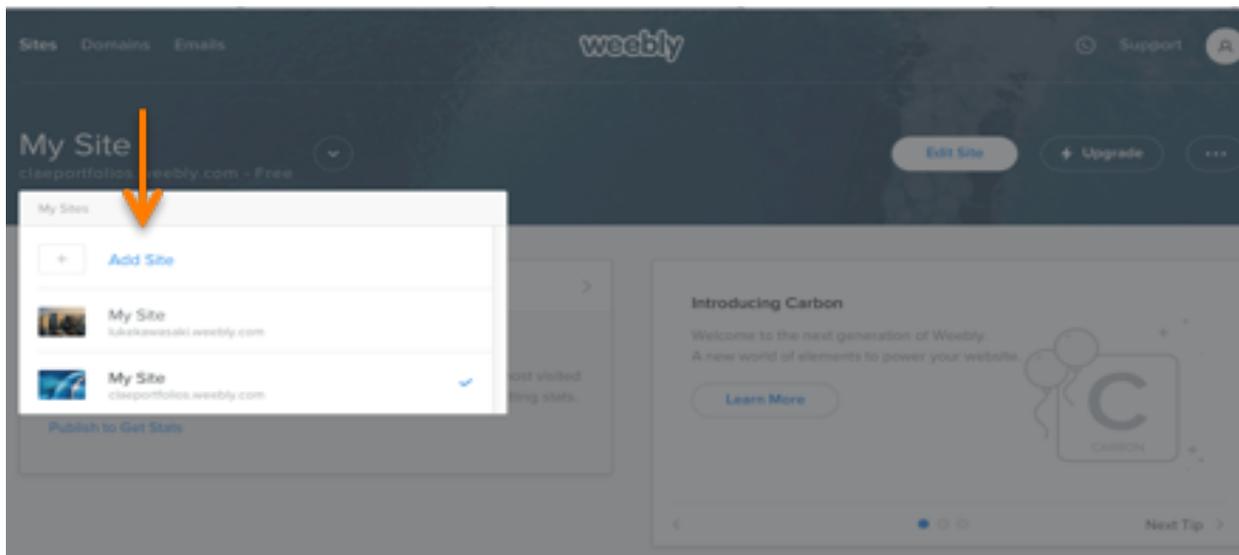
-Using Weebly-

Step 1. Create an Account

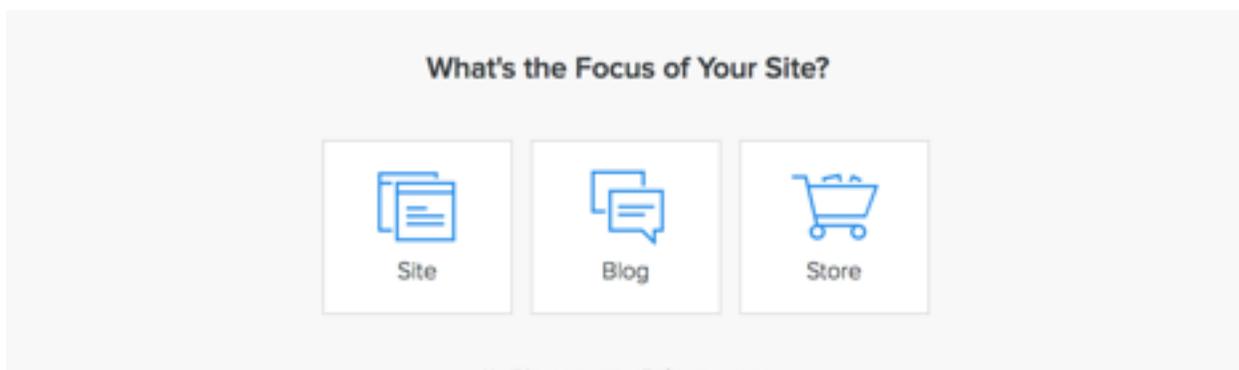
Enter in your name, and an email. We recommend that you use an email that is not your ONID, so that can retain access to technical support after you have finished your time here at OSU.

Step 2. Add a Site

Click the orange “Add Site” button



You will be asked to choose a Focus for your site. While you can choose either “Site” or “Blog” we recommend you choose “Site”



You will also be asked to choose a domain name. This is how your Eportfolio will become searchable. We recommend that you stick with your name, or something very close if your name is unavailable.

Choose Your Website Domain

This is the address where people will find your website online.

Use a Subdomain of Weebly.com
A great way to get your website started
http:// .weebly.com

Register a New Domain
For a more professional online presence
http://www. .com

Connect a Domain You Already Own
Choose a plan and connect your domain in the next step
http://

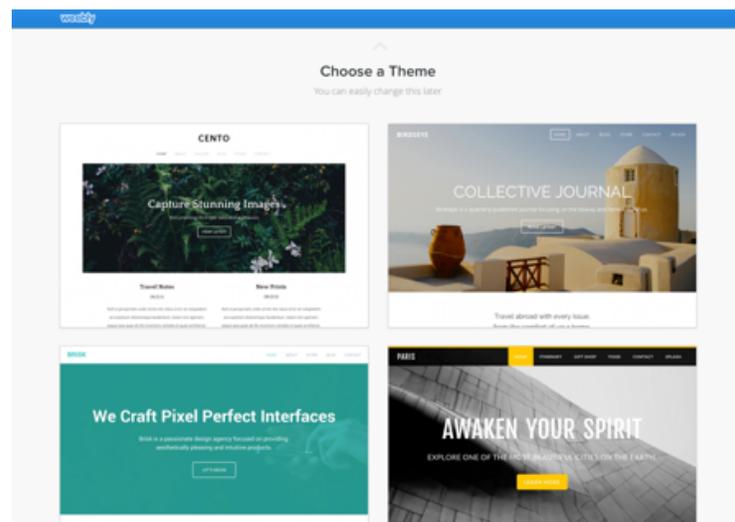
Continue

NOTE:

Using a Subdomain of Weebly is free. This means that you will have .weebly.com at the end of your domain name. You can purchase your own domain name to eliminate the .weebly from your domain name, if you so choose.

Step 3. Choose a Layout

There are a lot of options here for you to choose from, so take your time and shop around. Choose one and poke around in it for a moment, feel it out. If it doesn't work out, don't worry about moving onto another layout. The layouts will not be upset.



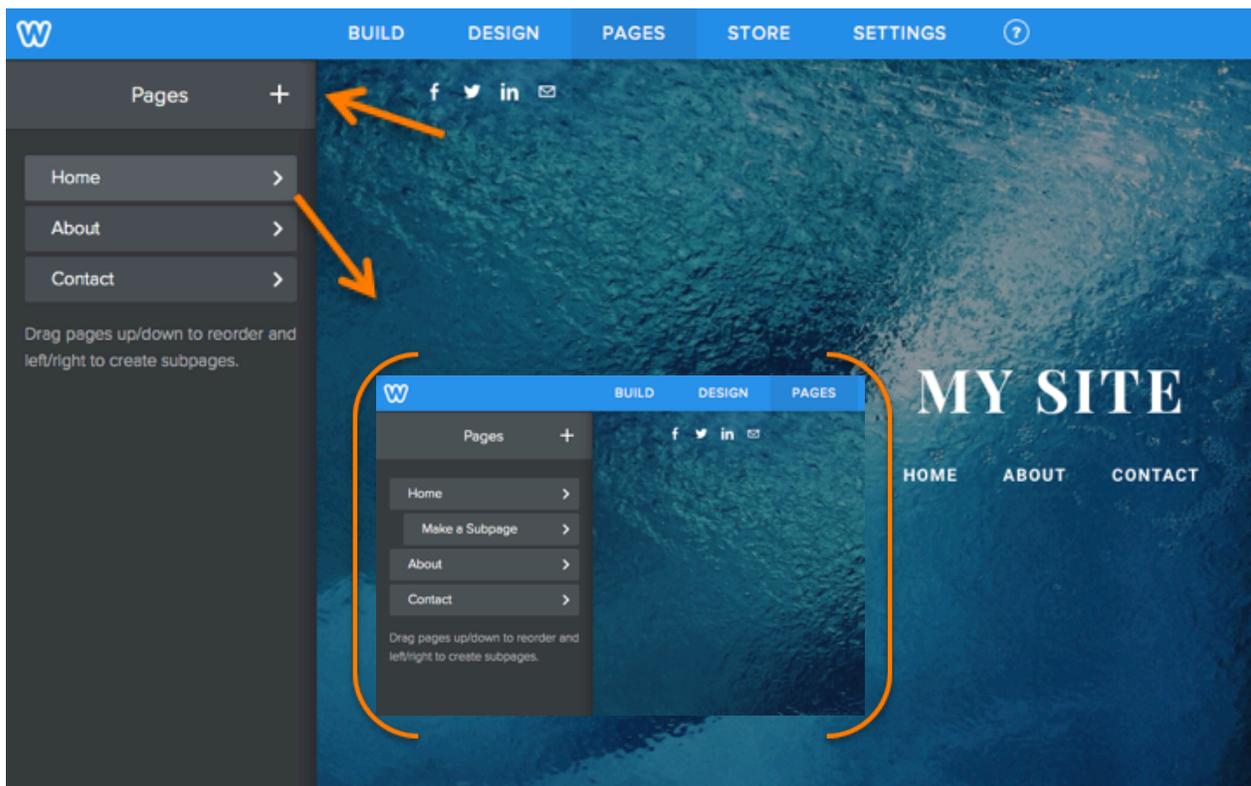
To change your theme: click on the **DESIGN** tab on the uppermost blue bar. It will be in between **BUILD** and **PAGES**.

- Click "Change Theme" and peruse the choices until you find one that is right for you

Step 4. Add Pages

To add a page click on the **PAGES** tab in the uppermost blue bar. It will be between store and **DESIGN**.

- A. Click on the blue “+Add” button on the top left.
- B. Retitle the page to something that makes it clear what will be on that page. Keep it concise and to the point.
- C. You can make subpages by clicking and dragging the new tab under and slightly over to the right of the tab that you want it to be under.



D. This will show up as a subpage on your website. Use it to break down your Eportfolio into more clear and concise sections. If you are creating an Eportfolio for all of your college experience, use pages and subpages to make clear sections.

i. Landing Page

*Your landing page should be free of clutter and welcome your reader to your page, inviting them to continue learning about you.

ii. About Me/ Bio

*Your About Me/Bio page should discuss your background, who you are, what your core values are, and who you are striving to become.

iii. Academics

1. Classes
2. Projects

- iv. **Work Experience**
 - 1. Task or Aspect 1
 - 2. Task or Aspect 2
- v. **Volunteer Experience**
 - 1. Experience 1
 - 2. Experience 2
- vi. **Contact me**

E. If you are creating an Eportfolio to showcase one experience, like an internship or a job, you should use pages to break up your experience into easy to follow aspects of your job.

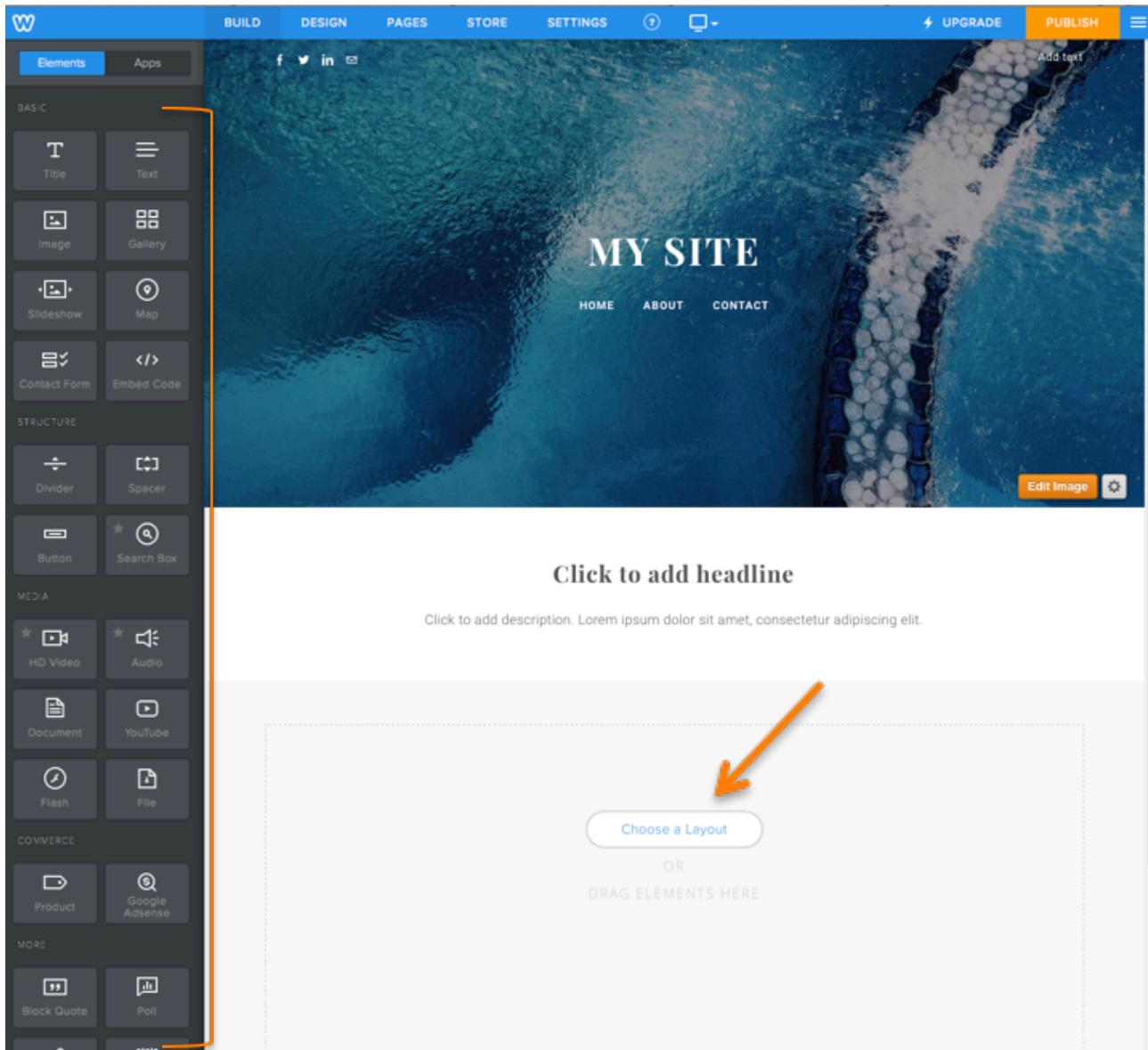
- i. **Landing Page**
- ii. **About Me/Bio**
- iii. **One aspect of your job you wish to highlight**
 - *Explain A key function of your job. Reflect on how this has changed you, helped you to hone your skills from class, taught you new skills, or taught you more about who you wish to become.
- iv. **Another aspect of your job you wish to highlight**
- v. **Contact me**

Step 5. Customize

Once you have enough pages for your Eportfolio you are going to want to customize each page to make it look how you want.

1. To customize your pages go the **BUILD** tab on the uppermost blue bar. It will be on the far left.
 - A. You will see your Eportfolio on the right and the tools on the left.
 - B. Drag over text boxes, titles, spacers, and pictures to help you tell others about your experiences. This is your chance to customize your Eportfolio and really get creative.
2. For each of your pages, you can choose to use the “Choose a Layout” button to choose a layout that you can use as is, or change it up and make it yours.

Step 5. Customize- Continued



- B. Drag over text boxes, titles, spacers, and pictures to help you tell others about your experiences. This is your chance to customize your Eportfolio and really get creative.
2. For each of your pages, you can choose to use the “Choose a Layout” button to choose a layout that you can use as is, or change it up and make it yours.

Step 6. Fill in the blanks

What makes Eportfolios valuable is not how they look, but rather what they say. Once you decide what experiences you want to showcase (jobs, internships, classes, hobbies, etc) you need to tell the story of what you did, and why the experience was/is valuable.

Give enough information that a person reading would be able to understand the basics of what you did, without being too verbose. If there are aspects of your job that you are particularly proud of, or that you had a strong role in, highlight them with a little more detail.

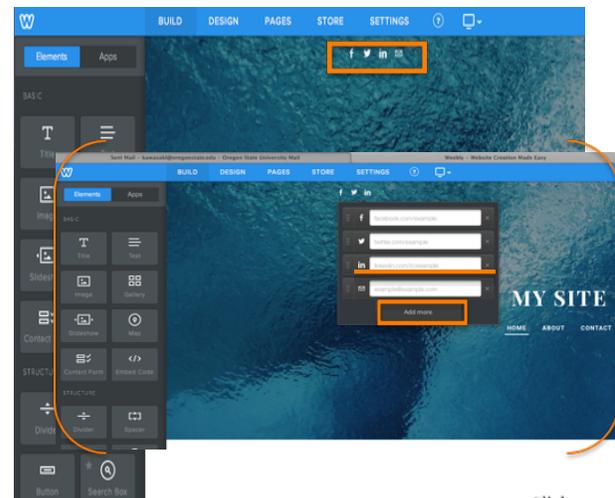
Another key aspect to this is reflection. People want to know more than what you did, they want to know why you did it. For each experience you include, tell the reader about what made that experience valuable for you. What skills did you gain? What did this experience teach you about what you want to do in the future? How did you choose to do the things you did?

For a more information on reflection, see the Reflection page on our website, or make an appointment with our Eportfolio specialist.

Step 7. Link to Your Social Media

We live in a world where our social media presence extends beyond just our ability to network and stay in touch with friends. Your social media identity is a valuable component to what sets you apart from others, and can be used to enhance your Eportfolio.

To add/change the links to your social media left click or hover your cursor over the social media icons pictured here. Each page has them somewhere on the top of your page, they may be in a slightly different location than the ones pictured here.



From here you can paste a link to any social media pages you would like to include by pasting a link in the space provided.

Remove icons that you will not be using by clicking the X to the right of the link.

Add more icons than provided, or add more later if need by clicking the “Add more” button at the bottom.

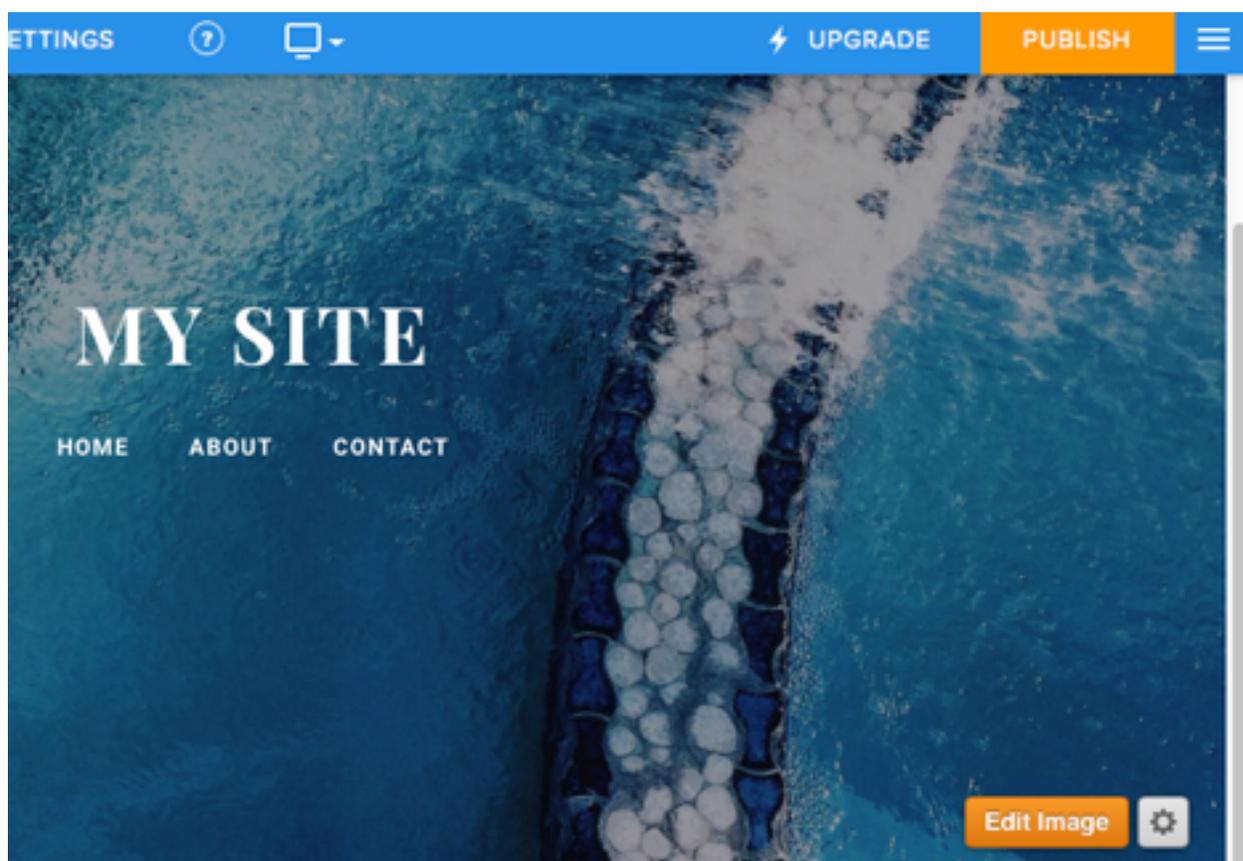
Step 8. Edits and Proof Reading

Make sure that read over all of what you have written. Send your Eportfolio to friends and family and ask them to comb through your work and edit for grammar, spelling, and voice.

Have some people you trust also read it over as well.

Step 9. Publish

In the upper right corner is an orange button labeled **PUBLISH**. Once you are ready for your Eportfolio to go live click it.



To present your Eportfolio, include a link in your resume, or be sure to send your potential employer a link to your Eportfolio along with a personalized message.