

STC 1

Portfolium



Version 1 7/21/2014

Background

An ePortfolio showcases a student's academic accomplishments, and/or evidence of particular skills that may be of interest to recruiter/employers. Topics will include account creation, introduction to the interface, entry creation, tags, and skills.

Required Skills

The following skills are required to take this workshop:

- General operating knowledge of a PC (Windows or Mac OS X)
- Ability to use a keyboard and mouse
- General operating knowledge of website browsers

Agenda: Portfolium Overview

From this workshop, you will be able to perform the following:

- Create an account
- Set up your profile and account settings
- Create portfolio entries and apply features including:
 - Assigning skills and tags to an entry
 - Creating attachments
 - Applying privacy settings

Creating an Account

1. Open a web browser (preferably Google Chrome or Mozilla Firefox).
2. Go to <http://portfolium.com/join>
3. Use your Sac Link email account when registering to gain additional features.
4. Proceed through the account registration process
 - Note: you may receive a prompt to reset your password even though you have not used the account yet. This is normal for Sac State students.

Portfolium

Select a few of the many great ways you'll use your new portfolio!

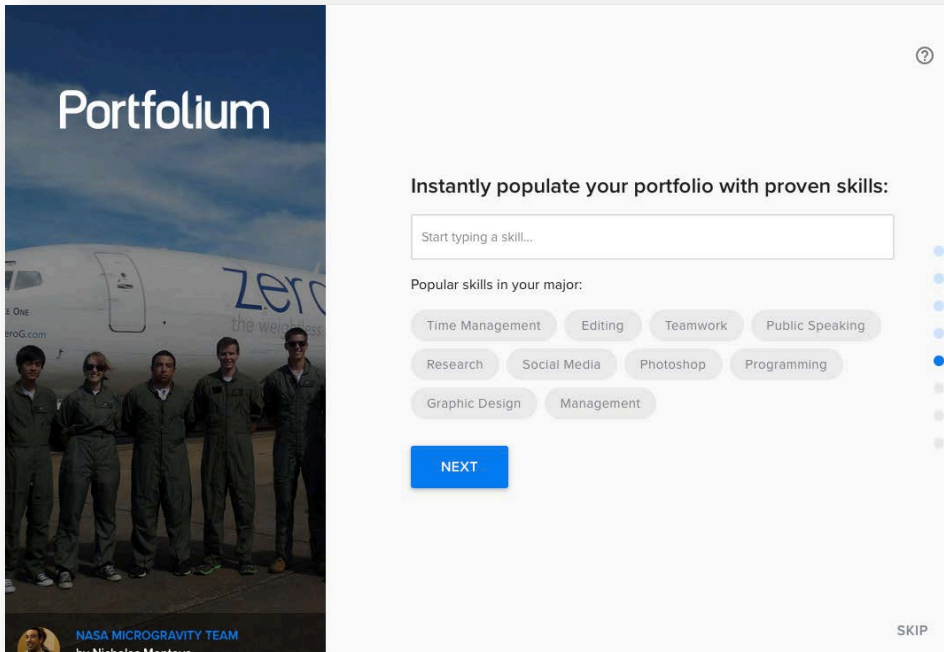
- Find a job
- Land an internship
- Enhance my resume/LinkedIn profile
- Connect with companies
- Connect with friends and classmates
- Add to my grad school applications
- Showcase my work and projects
- Get grants and scholarships
- Explore the work of others
- Join student clubs

NEXT

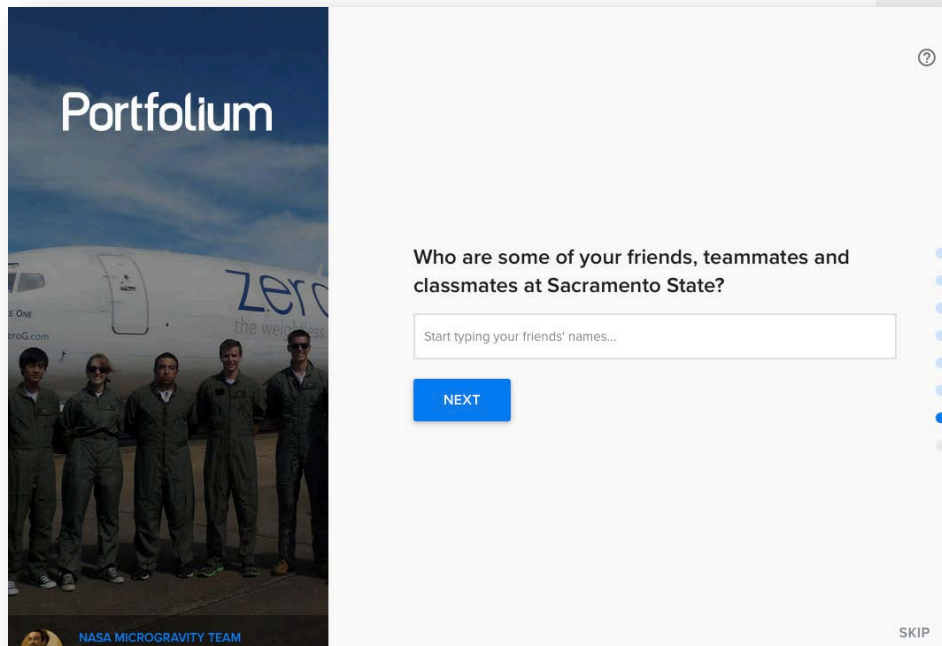
SKIP

NASA MICROGRAVITY TEAM
by Nicholas Montoya

5. Skip the skills section by clicking the blue “next” button. We will talk about how to add them later in the workshop.
 - o Note: If you click the “skip” button, you will exit out of the registration process, and taken directly to the dashboard.



6. Skip the friends and classmates section by clicking the blue “next” button. We will talk about how to add colleagues later in the workshop.
 - o Note: If you click the “skip” button, you will exit out of the registration process, and taken directly to the dashboard.



Portfolium

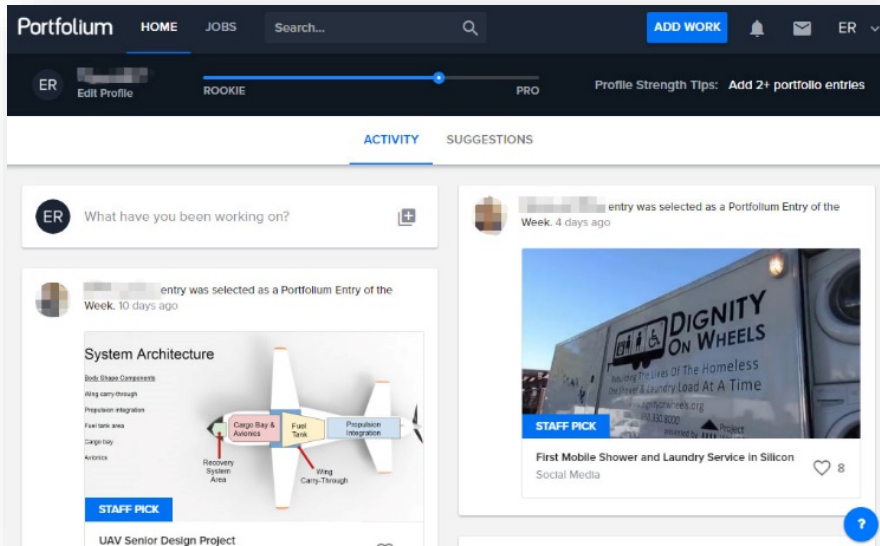
Who are some of your friends, teammates and classmates at Sacramento State?

Start typing your friends' names...

NEXT

SKIP

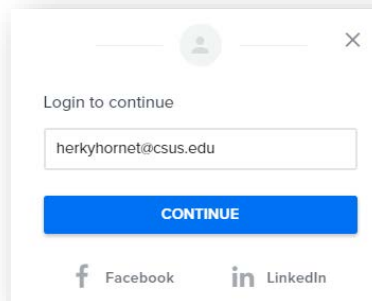
7. Skip the resume upload section by clicking the blue “next” button. We will talk about how to upload your resume later in the workshop.
 - o Note: If you click the “skip” button, you will exit out of the registration process, and taken directly to the dashboard.
8. Once you finish registering, you will see one of the following landing page.



Activity: Register and create a Portfolium account

Logging in

When you visit Portfolium's website, the upper right hand corner has a *Login* button that you will use to sign into your account. Clicking on the button will open up a pop-up window that will lead you through the login process and take you to your homepage.



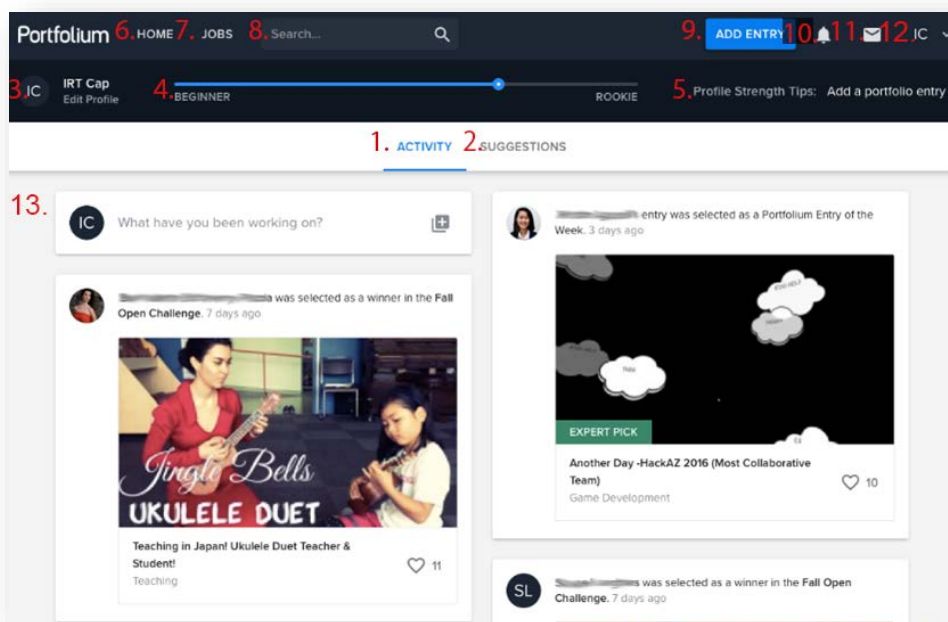
Password assistance

If you have forgotten your password and need a reset, you can access this tool in the login window.

1. Enter your email address at the login window
2. Click the continue button
 - a. A welcome back window will appear that will require your password

3. At the bottom of that window click the [Forgot your password?](#) link at the bottom of the window
4. Enter your email again to get password reset instructions sent to your designated email account.
5. Follow the instructions in your email to reset your password

Interface Overview and Portfolium Terminology



- | | |
|---------------------------|----------------------------------|
| 1. Activity pane | 8. Search Bar |
| 2. Suggestions pane | 9. Add Work / Entry to Portfolio |
| 3. Profile Control | 10. Notifications |
| 4. Profile Strength Meter | 11. Inbox |
| 5. Profile Strength Tips | 12. User Options Menu |
| 6. Home | 13. Workspace |
| 7. Jobs and Internships | |

Home

The *Home* tab can display either the *Activity* or *Suggestions* pane based off of your selection. You will know which pane is selected because the active pane will be highlighted blue. The *Home* tab also displays your profile control along with the profile strength tools.

Activity Pane

The activity pane is a subpage of the **HOME** page. Here you can view what your friends, colleagues, and classmates have been doing as well as view the Portfolium profiles that have won “Entry of the Week”

Suggestions Pane

The suggestions pane is a subpage of the **HOME** page. Here you can view Portfolium’s suggestions on who and what companies to add to your follow list.

Staff Pick

Different pages chosen by Portfolium staff.

Companies to follow

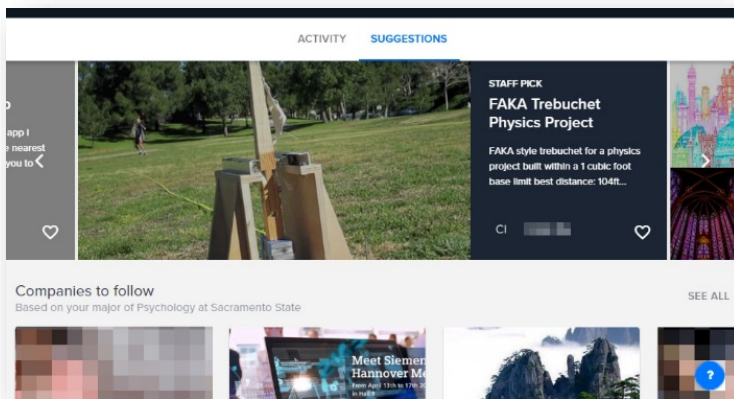
Different companies that are displayed based off your information provided in your Portfolium profile.

People you may know at your school

Other Portfolium users that are students at Sacramento State and that are inside of your major.

Suggested Jobs

Job listings based off of your major



Profile Strength Meter

This bar shows you your current Portfolium profile strength level and how far you are from getting to the next stage. The Profile Strength Meter represents how much of the users profile has been completed. A profile that is at 100% has the bar completely filled, signifies the user has a firm grasp on utilizing all of Portfolium's tools.

There are four profile strength levels:

1. Beginner
2. Rookie
3. Pro
4. Champ

Jobs

Similar to the *Home* tab, the *Jobs* tab has two panes: *Jobs* and *Companies*.

Jobs

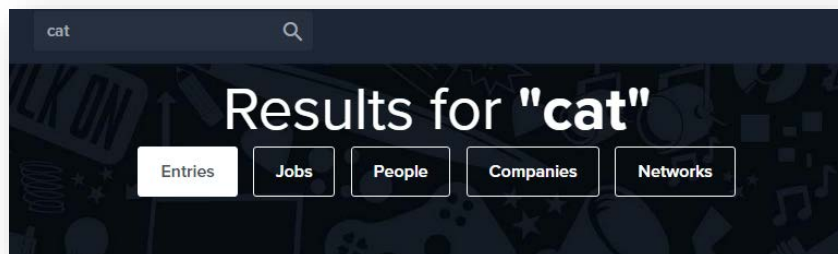
The Jobs pane has a search bar where users can enter prospective job keywords and a location. There is a results filter on the left navigation pane that

Companies

Use this pane to follow different companies that will allow you to get new updates on job openings and internships.

Search Bar

Use keywords to search for entries by other users, job postings, people, companies, or networks



Add Work

To add work to your portfolio click on the *Add Work*. You will be given three options:

- Start with a file
- Start with a link
- Start from scratch

Regardless of what option you choose the steps are the same. Portfolium supports the selected file types: .JPG, .GIF, .PNG, .PDF, .DOC, .XLS, .PPT to upload your file:

1. Have the *start with a file* section selected
2. Click on the *Browse Your Files* button
 - a) A new *Choose File* dialogue window will appear
3. Upload your file from a multitude of locations:

• My Computer	• Picasa	• Github
• Google Drive	• Flickr	• Evernote
• Instagram	• Web Images	• Dropbox
• Facebook		• Box

 - a) The upload process may take a few seconds, afterward
4. The *Add Work to Portfolio* dialogue window will appear. Here you can do several things:
 - a) Add a description and title
 - b) Tag teammates in the Portfolium network
 - c) Publish
 - d) Continue to edit
5. To continue the process select the **CONTINUE** button
 - a) A new file editing window will open
6. Edit basic information about your Portfolium page
 - a) Reset your preview image for your document
 - b) Upload a slideshow to view along with your file
 - c) Choose a category for your file from the drop-down menu
 - i. Choose a sub category if needed
 - d) Further edit your title and description if needed
 - e) Add a URL to your file
7. Details and Attachments

Here you can add extra detail to your submitting including:

- a) Adding or editing teammates from your network
- b) Add your skills used to create this entry either by searching for key-terms or by dragging pre-listed skills from below
- c) Tag your entry using the # symbol to make your entry easier to find

- d) Edit or attach new files to your entry
- e) Embed a vimeo or YouTube video

8. Entry Settings

Here you can edit the settings of your document.

- a) Choose your privacy setting: Everyone, Portfolium Members, Only Me, Only Connection
 - a) If you choose “Only Me” you can use a shareable link to share your entry with other users
 - b) Enable or disable comments
 - c) Delete entry if it is no longer needed
9. Save your entry when completed to view your submission

Entry Settings:

Entry Privacy
You decide who can view your work.

Only me ▼

Even though your entry is private, if you still need to share it with someone, you can use the following URL:
<https://portfolium.com/entry/...>

Comments
Enable or disable feedback on this entry.

Allow Comments

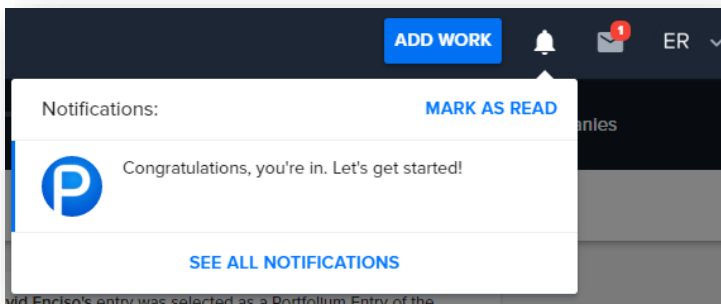
Delete Entry
This action cannot be undone.

DELETE ENTRY


Activity: Create a work entry in Portfolium

Notifications

The notifications pane shows new updates, comments, follower requests and other news. To dismiss them select *Mark as Read*



Messages

Clicking on the  button in the upper right hand control panel will show you an inbox preview, in this window you can also select the **COMPOSE NEW** button to create and send a message to other users in Portfolium.

Profile Controls

Editing your Profile

When you edit your profile inside of Portfolium there are three panes

- Clicking on your initials in the upper left hand corner will take you to your profile page viewer.
- Clicking underneath your name on the **Edit Profile** will bring you to an editing page where you can change information such as: background information, education, internships, and other work related experience.

Adding your resume

Resumes can be added to your Portfolio profile page in either .PDF, .DOC, or .DOCX format
There are two ways to add your resume:

1. Drag and drop your file from your computer into resume box

Or


1. Click the *browse your files* link to open the *Choose File* dialogue window
2. Select where you want to upload your file from. You can select: My Computer, Google Drive, Gmail, DropBox or Box
3. Select your file
4. Your resume is uploaded

Viewing and editing your resume

- After uploading your resume you can select [View Resume](#) to open your resume in a new tab in your browser
- You can select [EDIT](#) to mark your resume as “private” so that only you may view it, you can also *delete* your resume after selecting *edit*

Commented [11STC1]: Check for sharable link

Auto-Population of skills

Once your resume is uploaded, you will notice that your selected skills and job experience will auto populate itself. You can edit these auto populated skills by selecting the  tool.



Adding Skills

When editing your profile on the right hand side of the navigation pane, any skills you have listed when creating your profile page will appear here in a list. You can navigate this list by using the search bar.

To add new skills:


1. Click the **ADD SKILL** button
 - a) The *Add Skill* pop-up box will appear
2. Type in your new skill that you would like to add
3. Click **SAVE** when finished.
 - a) Your new skill will appear in the list.

About Pane

In the About Pane of your Portfolium you can edit work experience, education, courses and add extra in the *More about you* section.

Editing / Adding Work experience, education, and courses


To edit any information in these sections:

1. Hover over any individual item you wish to edit (title, date, description, etc.)
2. A  logo will appear, click it to open the editing window
3. Here you edit basic, detailed information, and add photo logo

Adding *More About You...*

In this section you can extra experience that may not have been indicated in the sections above, including: accomplishments or awards, club or affiliation, certifications, volunteer work, athletics, and publications.

To add extra experience

1. Click on the  button next to the experience you want add
2. An editing box similar to the previous section will appear here you can add information to your experience.

Portfolio Section

Here you can add, edit, and review your work.

- To Add new work simply click on the *Add new work* button and follow the same steps as in the Add Work section of this manual
- To edit and review uploaded work simply click on it to open the editing window

Export your Portfolium to a PDF file

You can export your Portfolium account information into a PDF file.

1. Click the **EXPORT TO PDF** button

2. In the export to PDF dialogue window, type the goal of your portfolio in the *objective* box.
3. You can select up to four entries in your Portfolio to display in your PDF file export. (selected files will be highlighted blue).
4. Portfolio will auto select what skills to showcase based off of the entries you choose to include.
5. Select **GENERATE PDF** to export your PDF
6. Choose the save location for your file

Connections

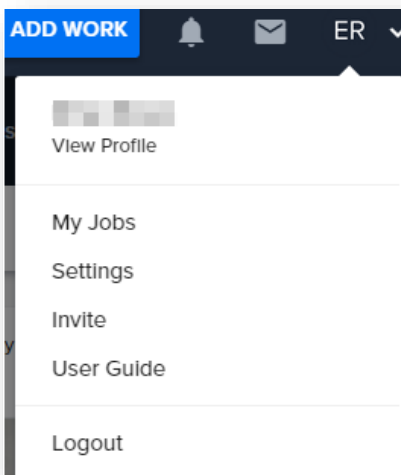
Here you can view other Portfolio accounts that you are connected with and check the status of your connections: pending, accepted, requested, and referrals

User Settings

If you need to change your profile information, view jobs you have applied for, invite users, or find the user guide, go to the user options menu.

To access the user menu:

1. Click on your initials in the upper right hand corner.
2. A drop-down menu will appear with several options
- 3.



PRIVACY SETTINGS
 SOCIAL MEDIA
 PASSWORD CHANGE

USER GUIDE
 MY PROFILE SOCIAL NETWORKS