Student Portfolios

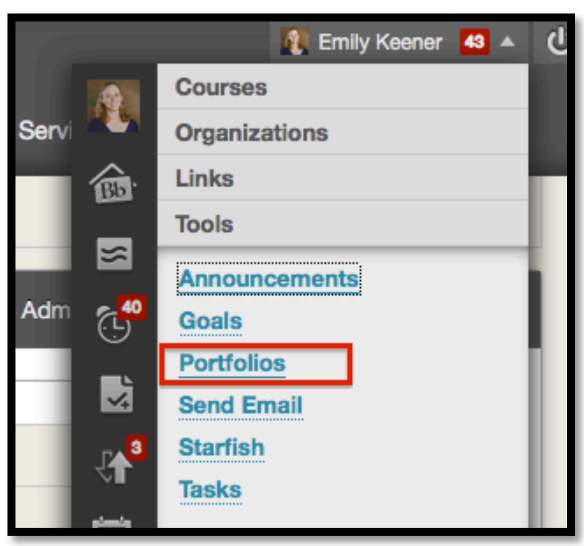
Building your Portfolio (general steps)

1. Create the portfolio: The portfolio is the framework that holds your artifacts and the navigation within that framework.
2. Create and attach artifacts: Artifacts are evidence of learning (documents, graded work, projects, documentation, etc.). They can be attached to a portfolio and reused.
3. Share your portfolio: You may be asked to share your portfolio with your class or with an individual user(s) (instructor, advisor, etc).
    1. Share a Snapshot with User: With this option, you add the users SIUE e-ID and send an email to user(s) for individual viewing
    2. Share a Snapshot with Course: With this option, you can share your portfolio with your course. Your classmates and instructor will view the portfolio through a link within the course.

Step 1: Creating the Portfolio

Access Portfolios through the Global Navigation in the top right corner of the page.

1. Click on the on the **arrow** next to your name to expand the Global Navigation menu.
2. Click on **Tools.**
3. Click on **Portfolios.**
4. Click the *Create Portfolio* button in the grey toolbar near the top of the page.
5. Provide a name for the portfolio. A recommended naming structure for the title is "*YourName*'s Portfolio" (ex: Larry Trainor's Portfolio).

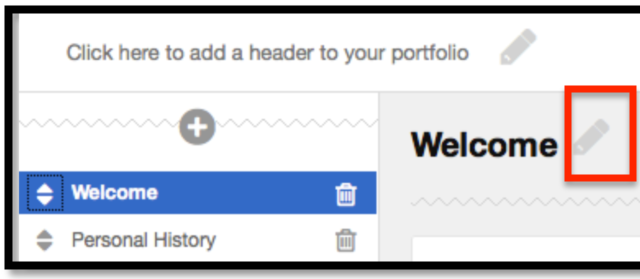


6. Provide a description of the portfolio (ex: Portfolio for ED program).
7. Confirm that there is a check in the “Available” box. Uncheck the box for “Comments are Private.”
8. Click **Submit** at the top or bottom of the page.

Step 2: Editing and Adding Content and Artifacts to the Portfolio

To add content to the portfolio:

1. On the **Create Portfolio** page, click on the **pencil icon next to Page 1**.
2. Type a page name, such as “Welcome,” and click the **Save** button.
3. In Section 1, click on the pencil icon in the right corner of the box. Type a name for one section of your page, such as, “Personal History,”



4. Click the **Save** button**.**
5. Click on the **Add Artifact** link to attach artifacts/documents. A new window will open.
6. Click the **Add Personal Artifact** button.
7. Type the name of your artifact into in the Title box. (ex: “Resume”). Provide a description, if desired.
8. Scroll to the bottom of the screen and click the **Browse My Computer** button.
9. Find the artifact you want to share from your computer.
10. Click the **Submit** button. The window will close.
11. Click **Save** on the next screen.
12. Continue to add new pages and sections by using the plus sign icon on the left side of the screen. Edit text with the pencil icon. Attach artifacts with the Add Artifact button.

See Step 3 to Preview and Customize your portfolio.

Step 3: Preview and Customize

To view your portfolio and customize the pages:

1. Click on the **Preview and Customize** button in the upper left corner. The portfolio will open in a new window.
2. Click on **Customize Style** button in the upper left corner.
3. To change colors of the portfolio background and text, click Color drop down menu. This is a preview of the colors. When you are satisfied click the **Save** button in the upper right corner. The change will not take effect until you click the Save button.

Step 4: Share a Snapshot of Your Portfolio

When you share a snapshot of your portfolio with your instructor or advisor, you are sharing a static version from a particular moment in time. Your instructor or advisor will see the portfolio as it appeared on the day and time you shared it. Any changes made to that portfolio after you share the "snapshot" will not be visible to others until you share a new "snapshot."

1. To share the portfolio with your instructor or advisor, return to the *Create Portfolio* page and click the **Done Editing** button.
2. On the *My Portfolios* page, from the Portfolio box, click the **More** link to expand the menu.
3. Click **Share**.
4. Click the **Share a Snapshot with** button to expand the menu.
5. Click **User**.
6. In the *Choose Users* section, type your instructor's e-ID in the *Username* box. If you have more than one user, separate the e-IDs with a comma. Ex: jdoe, ltrainor
   Do not click the Browse button – it does not work. Just type the e-ID directly into the box. Remember: the E-ID is everything before the @ sign of a person's SIUE email address. **Do not** include "@siue.edu."
7. In the Email Information section, check the box to Send Email. Include any additional message that you wish. Also, for your records, click the check box for *Send copy of message to self*. This will send an email to your SIUE email account for your records.
8. Click **Submit** at the bottom of the page.

Remember: Every time you make a change or additions to your portfolio, ***you MUST share a new snapshot*** with your instructor/class. If you do not share a new snapshot, they will not see the latest version.