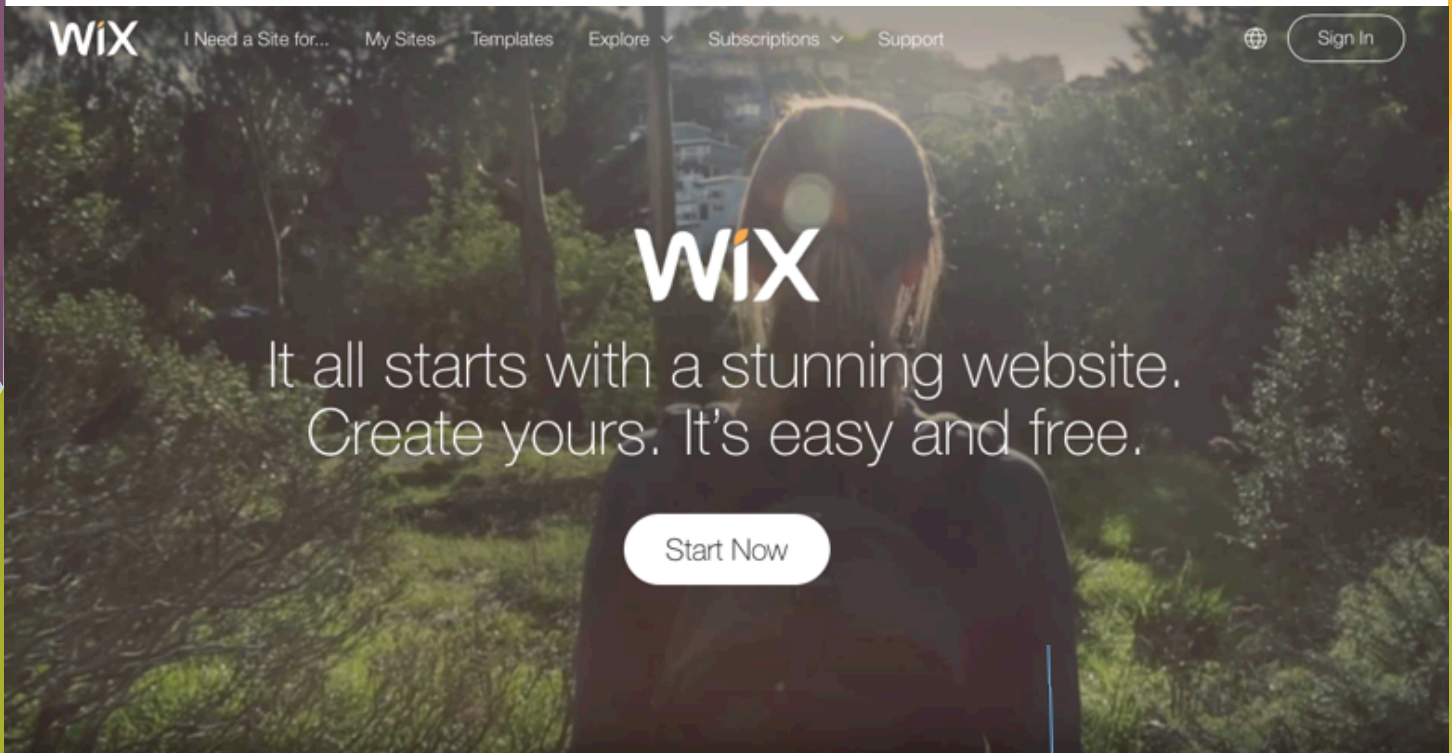


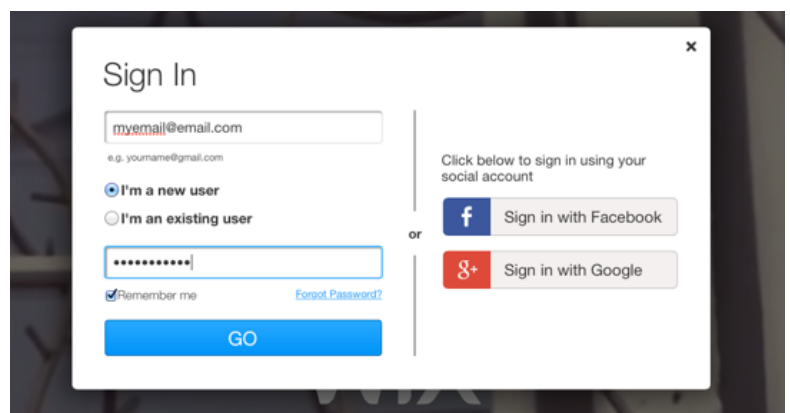
E-Portfolio Tutorial

-Using Wix-

Step 1. Creating an Account

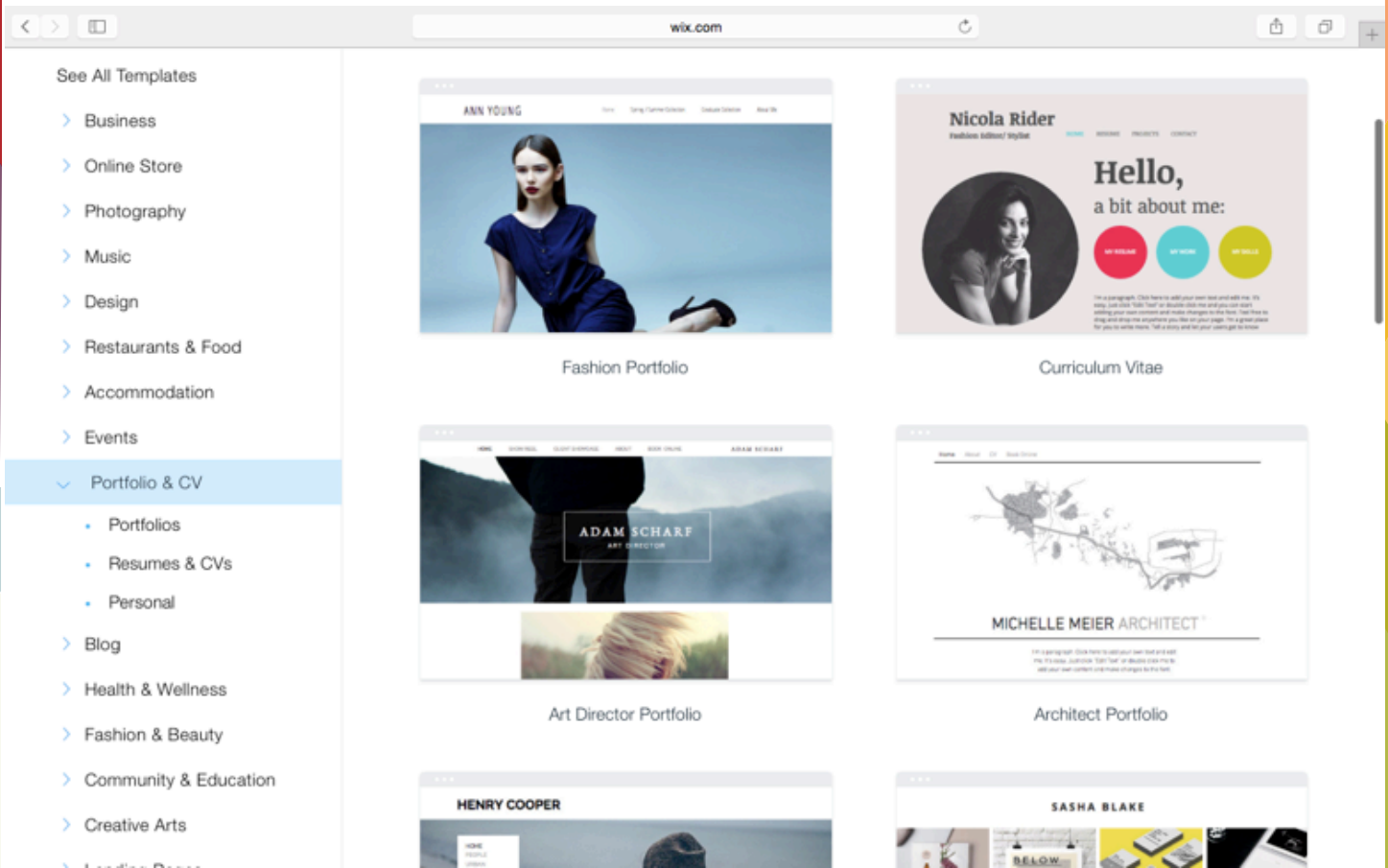


Create a new account using an email address other than your ONID. You want to be able to access this after you graduate.

The image shows a 'Sign In' form from Wix. The form is white with a thin grey border and a close button (an 'x' in a square) in the top right corner. It has a title 'Sign In' at the top left. Below the title is an email input field containing 'myemail@email.com'. Below the email field is a small example text 'e.g. youname@gmail.com'. There are two radio buttons: 'I'm a new user' (which is selected) and 'I'm an existing user'. Below these is a password input field with a masked password '*****'. To the left of the password field is a checked checkbox labeled 'Remember me'. To the right of the password field is a link that says 'Forgot Password?'. At the bottom of the form is a blue 'GO' button. To the right of the form, there is a section titled 'Click below to sign in using your social account'. It contains two buttons: 'Sign in with Facebook' (with a Facebook 'f' logo) and 'Sign in with Google' (with a Google 'g+' logo). The word 'or' is placed between the two social login buttons.

Step 2: Templates

Wix offers plenty of templates for you to use for free as jumping off points and inspiration. Browse through their gallery of templates to gain some direction for your Eportfolio.

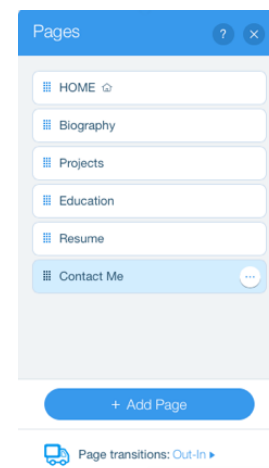
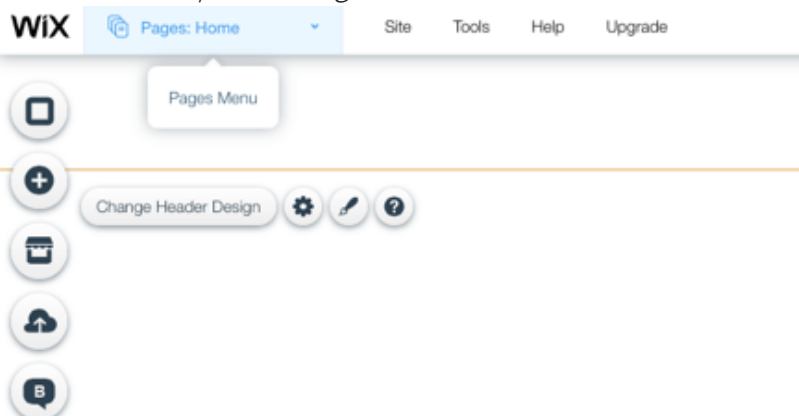


Explore the Portfolios and CV options that Wix provides.

There are also Blank Templates that give you a small amount of direction, while still leaving the room to create and something truly unique.

Step 3: Pages

Every Eportfolio consists of pages where you organize your information in a clear and accessible format. Use pages and subpages include your experiences where you gained, practiced, or mastered any knowledge, skills or values.

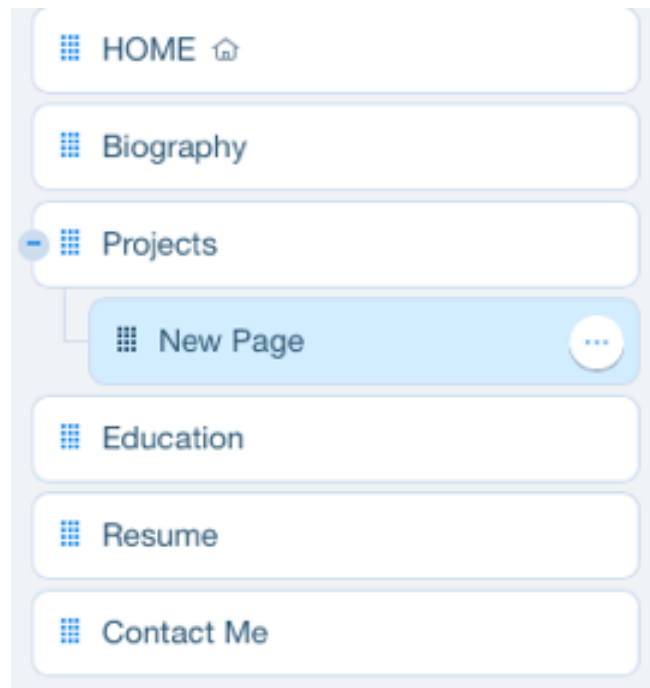


Every Eportfolio should include these key pages:

- 1.Landing page
- 2.Biography
- 3.Projects/experience
- 4.Education
- 5.Resume
- 6.Contact Me

You are free to create pages and subpages to discuss your work in internships, classes, jobs, projects, or anything else that you would like to include.

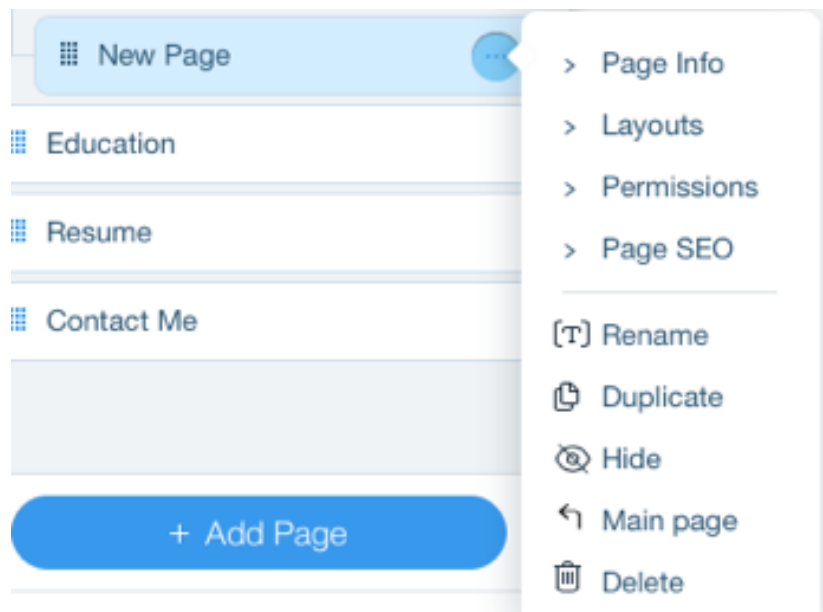
Create a subpage by dragging a page slightly over to the right. A new connecting line will appear to show that this page is now a subpage to the page above it.



Clicking the ellipses on a page will open a menu with more options. Most important is the Hide feature.

This allows you to hide a page or subpage in your navigation menu. This can be useful for cutting down on clutter in your navigation menu, or deciding what content you want to be visible on your Eportfolio.

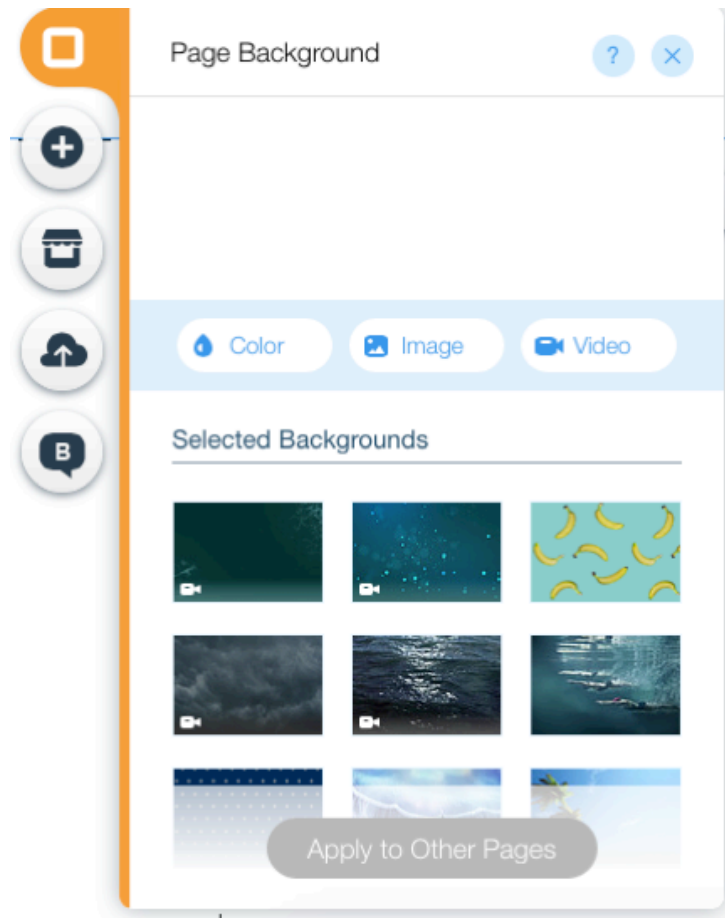
Using the Hide feature can allow you to create an Eportfolio with many experiences, but control what content you want to be showcasing



Step 4: Backgrounds

The Background tool allows you to customize your background to any color scheme, image, or video that you wish.

Wix has many preloaded free to use stock images that you can use for your website, or you can upload your own for a unique look.



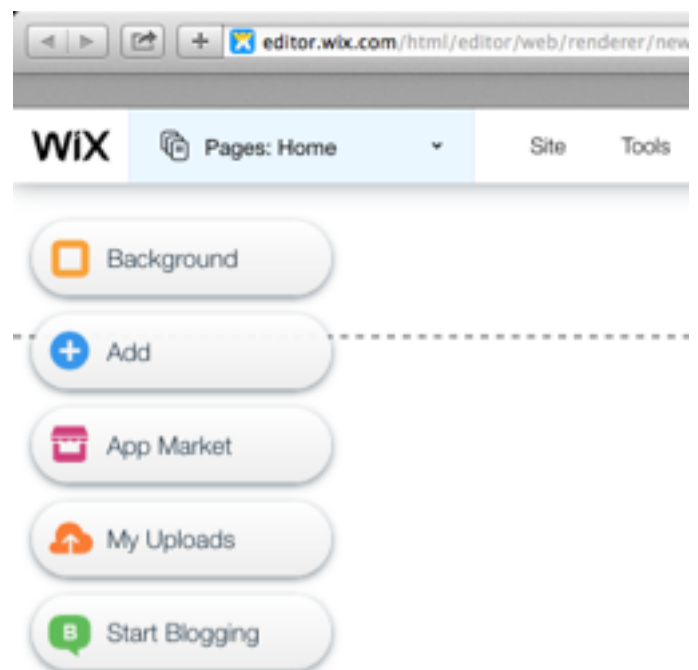
Step 5: Add (Tools)

Wix is a drag and drop software that gives you to tools you need to create a stunning, high quality website. There are many tools that you can use to demonstrate and describe your knowledge, skills, and abilities.

Use Images, videos, button links, galleries, and slideshows to help you to illustrate your experience and allow your reader to really engage with you and your work.

Using tools like Boxes, Strips, and Shapes will help you to add aesthetic details to your website.

These are important to creating an Eportfolio that feels well crafted and polished, and more likely for an Employer to be wow-ed by your Eportfolio.



Use a Contact form to allow people who view your Eportfolio to reach out to you.

*The Eportfolio Initiative recommends that you do not include any of your contact information on your Eportfolio and instead use a contact form to allow people to reach out to you if they have questions or offers for you.

Contact forms serve as an intermediary for folks to send a message to the email that you used to set up your account with Wix. People fill out the form with their Name and contact information and the message they would like to send to you, and Wix sends your email the message and contact information.

Add a Contact Tool

Themed Contact Tools

Name
Email
Subject
Message
Send

Name
Email
Subject
Message
Send

Map
Satellite
Mission Bay
Google
Map data ©2016 Google
500 m
Terms of Use
Report a map error

Get Subscribers

Create a Quality Mailing List
Add this signup form to easily build your

Step 6: Writing for an Employer

Creating an Eportfolio requires you to balance description and reflection in your writing.

An Eportfolio is more valuable when you are able to write the story behind why you chose to do what you did, and what you gained from your experience.

Employers want to see you demonstrate your ability to meet their needs in creative and innovative ways. Discuss your experience that makes you're a potential employee in the career that you want to pursue.

We know that employers routinely request these five skills from our OSU graduates.

1. Leadership
2. Ability to work in a team
3. Written and oral communication skills
4. Critical thinking skills
5. Strong work ethic

Try and write to your ability to deliver these skills in your Eportfolio.

Conduct some research about the career that you are interested in pursuing, or the job you want to apply for. What are skills that are commonly requested? Can you call a manager from the company or organization you are interested in working for to ask "what makes new employees successful at your organization?"

Step 7: Connecting to your Social Media

Your Eportfolio is an extension of your personal online brand. Your brand consists of your already existing online identity such as your social media accounts, or anytime you are mentioned in an online article or newspaper. Connecting your Eportfolio to your social media is a useful way for people to discover your website. This is a passive way of you placing yourself out there, and will allow people who are doing online searches of you to stumble upon your online Eportfolio.