ePortfolio Assistant Professional Portfolio

As part of your position as an ePortfolio Assistant, you need to create, maintain, and share a personal/professional ePortfolio. We ask that you create one over this summer in preparation for the Fall. If you already have a portfolio, you can simply add to it, edit it, so on. Do not stress if you do not complete every step by the time we meet for training in August (date tbd).

Although you can pick any website building platform (there are many such as WordPress, Weebly, GoogleSites, so on), we're suggesting you work with Wix. It's free and easy to use. Moreover, you'll likely encounter a number of students working with this platform, so having experience with it is helpful. Finally, it's easy to take with you when you leave ODU, because it is not attached to your ODU MIDAS account like WordPress is.

Before you begin, please spend some time looking through some of these examples:
- [Auburn ePortfolio Examples](#) (Multiple examples available)
    - [Jamie McClintock: ePortfolio Ambassador](#)
- [ODU ePortfolio Examples](#) (Multiple examples available)
    - [Taylor Thomsen: ePortfolio Assistant](#)
- [Advanced Examples of Personal/Professional Websites](#)

You may want to note aspects of portfolios you like, as well as ones you want to avoid (or encourage others to avoid).

Working with Wix

[We have a list of tutorials here](#). Wix also provides its own support videos. The following are some of the basic tutorials folks need, though you will likely find the platform easy to work with once you begin exploring and selecting various elements:

- [Creating a Wix Website](#)
- [Selecting a Template](#)
- [Basic Editing](#)
- [Changing Text](#)

Once you have created a site, you will want to go through the following process:

1. Pick a theme. You likely want to begin with something from the **Personal: Resume/CV** options.
2. Select **Customize**: make color changes, title/subtitle changes, etc. Play around for a bit with Wix's design abilities; there are a lot. So much so that students often get lost in them.
   - Practice changing the background!
     i. Left "Page Background"
3. **Create Pages**/ [Organize Your Menu](#): Common pages include the following, though you may create/title/organize pages as you like:
   - Home
     i. Typically, you want an image of yourself that looks professional and approachable - scan back through the examples to see the images folks included
     ii. Some people make the Home page and the About Me page the same, putting a bio on the landing page, but more commonly you will see a simple landing page with some sort of inviting imagery, the user's name and maybe a brief slogan or a few sentences about the user/portfolio.
   - About Me (or Bio, though people sometimes confuse this with "Biology")
     i. Consider including another image of yourself
     ii. Include a brief biography that's aimed at your current goal for the portfolio. I.e. Why would you want an outside audience to view this?To get hired into a specific field? To apply to grad school? Depending on the audience you're aiming at, you might include different sorts of details, such as "I've worked with such and such community…" vs. "I love pasta." At this stage, a strong introduction likely explains your work and education experience and how it ties to your particular goals.
   - Education
     i. You can approach this in a number of ways: major/minor, key courses, key projects, so on. You might even break these down into multiple subpages. **For each, consider images or examples of work you've produced within these contexts. This is part of what makes it a "portfolio."**
   - Experience
     i. This page can include previous/relevant work, co-curricular, extra-curricular, community service, so on. You might even break these down into multiple subpages. **For each, consider images or examples**

> **of work you've produced within these contexts. This is part of what makes it a "portfolio."**

- ○ Awards/ Recognitions
- ○ Resume
  - i. You can enter this directly onto the site or [embed as a PDF](#). Avoid asking the viewer to download material from a website.
- ○ Contact
  - i. You want viewers to be able to reach out to you should they be interested in further interaction, especially in terms of a job. However, you do not want to make your personal information overly accessible.
    1. Select "Add" on the left of the Wix Builder
    2. Select "Contact"

You will want to **incorporate an ePortfolio Assistant page** somewhere in your structure (perhaps under Experience or the equivalent page).

Tips on Content
- [What to Include on Your Personal Resume Website](#)
- [6 Things You Should Put on Your Personal Website - and 6 Things to Avoid at All Costs](#)
- [What Should I Include On My Personal Website? These 7 Things Will Make Sure Your Website Stands Out](#)

You can preview your site in both **desktop and mobile view.** Viewers increasingly look at websites on their mobile devices, so you want to be sure your portfolio is still navigable and looks good there.

Before you share it with us, [you must "publish" it](#).
- We will ask to see it during the August training, but if you want to share earlier, you're certainly welcome to do so. Also, should you need help throughout the process, an ePortfolio Assistant is available this summer. You can make an appointment with her by following the process outlined here: https://www.odu.edu/success/programs/eportfolios/resources