# Build an e-Portfolio

In the following lesson, you'll learn what an e-Portfolio is and how to create one using the e-Portfolio tool in the Student Secure Area of the School Careers website.

### What Is an e-Portfolio?

The e-Portfolio allows you to compile and organise the information and experiences you have gained on your journey through school and life in general.

The e-Portfolio allows you to document, reflect on, and record these experiences in a convenient and efficient manner.

Think of it as a comprehensive portrait of your work, interests, and achievements that can be updated easily as your experiences evolve.
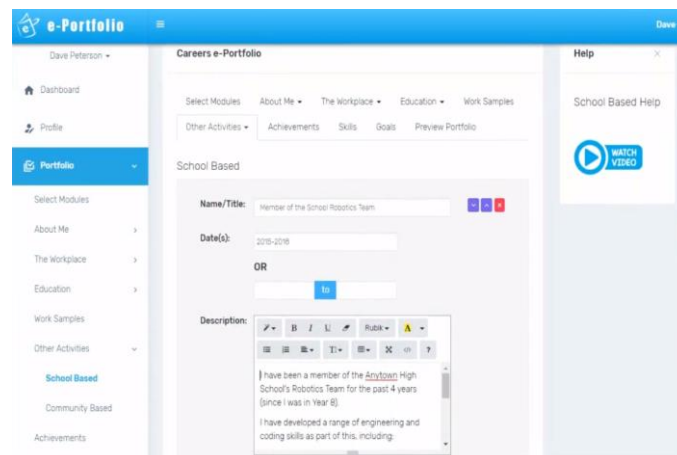
The e-Portfolio goes a step beyond the traditional resume and cover letter combination. By helping you to gather, store, and organise information about yourself electronically, this digital portfolio will get you started on the journey to your dream job.

### What Uses Does an e-Portfolio Have?

The e-Portfolio is a versatile virtual document that can serve a number of very useful purposes. The e-Portfolio is a fantastic tool to bring together your career planning ideas allowing you to begin to explore your career options. It can also serve as an effective tool in applying for a job, or to a college or university course.

### Developing Your e-Portfolio: The Process

The process for developing your e-Portfolio is quite simple. The following guide will give you an overview of the main steps and features, but you can find full guidance on the Secure Student Area on the School Careers website under the *e-Portfolio Guide* tab.

1. Log into your account in the Secure Student Area on your School Careers website.

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2. Click the "e-Portfolio Guide" button on the left-hand side of the page to learn how to use the *e-Portfolio* tool. You'll find a video, a "Getting Started" guide, and a sample e-Portfolio to help you.

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3. Click the "Create e-Portfolio" button to begin your e-Portfolio. Click the blue button to see a sample e-Portfolio or the green button for help at any time.

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4. Begin filling out the various modules. While each section or module may differ slightly, the process will remain largely the same:

- Give a name to whatever it is you are going to record
- Enter the relevant date or dates
- Write a description of what you did or what you achieved



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5. Once this is completed, you will then need to upload your supporting documents or evidence. This can take the form of:

- Photos / Images
- Documents
- Videos
- Website links



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6. As you complete the various sections, a personal website will be built automatically that will allow for easy navigation through the different areas of your portfolio.

You can use the various menus to view what you have written, as well as all the supporting documentation and evidence you have uploaded. You can also customise your background with a video or image, and all will be presented in an easy-to-view and professional manner.



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7. When you are ready, you will be able to share your e-Portfolio with the people you choose via a password secured link. You may wish to share it with:

- Friends
- Teachers
- Parents
- Colleges or Universities
- Potential Employers

Now, you are ready to begin building your e-Portfolio!