TUTORIAL

TIPS FOR YOUR ePORTFOLIO

General advice on building an effective ePortfolio.

http://www.help.pace.edu   **PLV:** 914 773 3338   **NYC:** 212 346 1583

ePortfolio
PACE UNIVERSITY
An Effective Tool to Document and Reflect on Learning.

- **Put your best foot forward.** Make sure all content—including uploaded files—has been edited for spelling and grammar and abides by the rules of Standard English. You may want to use Spell Check before posting.

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- **Keep your audience in mind.** Make sure you are comfortable with future employers, your professors and the Pace community viewing all of the information you have published. You may wish to omit personal information such as your address and phone number.

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- **Don't restrict yourself**. ePortfolio is not only meant to complete class requirements. Explore all of what ePortfolio has to offer to help make your ePortfolio represent a complete, polished representation of yourself. Try blogging about an internship or creating a page about one of your hobbies.

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- **Think out of the box.** Your ePortfolio is not only for posting documents. Artifacts such as awards, copies of your name printed in a publication, acceptance letters, award certificates etc., are a great way to make your accomplishments leap off the page!

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- **Ask for help.** Visit www.pace.edu/eportfolio and the ePortfolio blog for tutorials, glossaries, and other information about ePortfolio.

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Page **1** of **2**

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Work toward greatness.

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- ♦
- **Get inspired!** Take a look at the ePortfolio viewer on https://eportfolio.pace.edu to get ideas for your own pages.

Fun ePortfolio Activities:

- ✓ If you're reluctant to use your photograph on the web, create an Avatar of yourself to use as a profile icon (picassohead.com, doppleme.com)
- ✓ For a colorful addition to any of your pages, create a colorful word collage on www.wordle.net or http://www.tagxedo.com/
- ✓ Post a video clip of you doing a task at your internship/job/class presentation

Play with colors/fonts/sizes/formats to make different sections of your views **POP!**

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Page **2** of **2**

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