Weber State ePortfolio Creation Guide
CHECK OUT OUR HELPFUL VIDEOS ON HOW TO CREATE YOUR ePORTFOLIO AND ON HOW TO IMPROVE YOUR PROFILE

• Advantages of Using Folio
• How to Log in and Access Folio
• Navigating your Profile
• How to Increase Your Profile Strength
• How to Import Assignments from Canvas
• How to Add and Attach Projects to Your ePortfolio
• Project Drafts vs Publishing
• Project Tags and Links
• Visibility Options and Privacy Settings
To access your ePortfolio, access Folio via your Canvas Dashboard or go to https://portfolium.com/login.

**COVER PHOTO**
Upload something that speaks to you, but keep it professional.

**PROFILE PHOTO**
It doesn’t have to be fancy, but make sure it’s professional.

**PROFILE OVERVIEW**
This section gives an overview of your profile and summarizes your most important information such as education, work experience, your location and the number of uploaded projects and skills.

**PROFILE STRENGTH**
The more projects and info about yourself you add to your profile, the greater your profile strength and the more likely your profile will be visited by recruiters.

**SHORT CUTS**
Click on the symbols to add your resume, accomplishments, certifications, athletics, volunteer work, publications, and badges.
INTRODUCTION
Write a short paragraph and introduce yourself to potential future employers in the best possible way. If you want to, you can add links to your profile on other professional websites.

SKILLS
Here are all the skills that you have uploaded either via your resume or separately for individual projects. The more skills the better, as long as they are relevant.

RESUME
You can upload your current resume here. The file can be deleted or exchanged at any time. After uploading your resume, ePortfolio will automatically include your education, work experience and skills on your landing page, and you only have to make adjustments as needed.
WORK EXPERIENCE
List all your relevant work experience here, with the most recent position at the top. You can list as many jobs as you want, but make sure your experience shown here will benefit you.

ATTACH WORK RELATED PROJECTS
Here you can upload published projects or work samples that show what you have achieved in your current position or in previous jobs, if it is relevant to your current work situation.

EDUCATION
In this section you list your education, with the most recent at the top - in your case Weber State University. Upload the logo, your program (e.g., BS, MA), your major(s) and minor(s), your GPA (if above 3.5), and your expected graduation year to make this section as informative as possible. Projects can also be added here.
COURSES
List your courses as shown here. Make sure to always include the full course title and course number. Preferably, only list the courses that are relevant to your major and, if applicable, to your minor. It makes sense to either list the courses you have most recently taken first or the most important courses.

CLUBS, AFFILIATIONS, & PROGRAMS
List all clubs, affiliations and programs you are currently a part of or that you have been a member of in the past, preferably in relation to your major and/or minor.