Old Dominion University
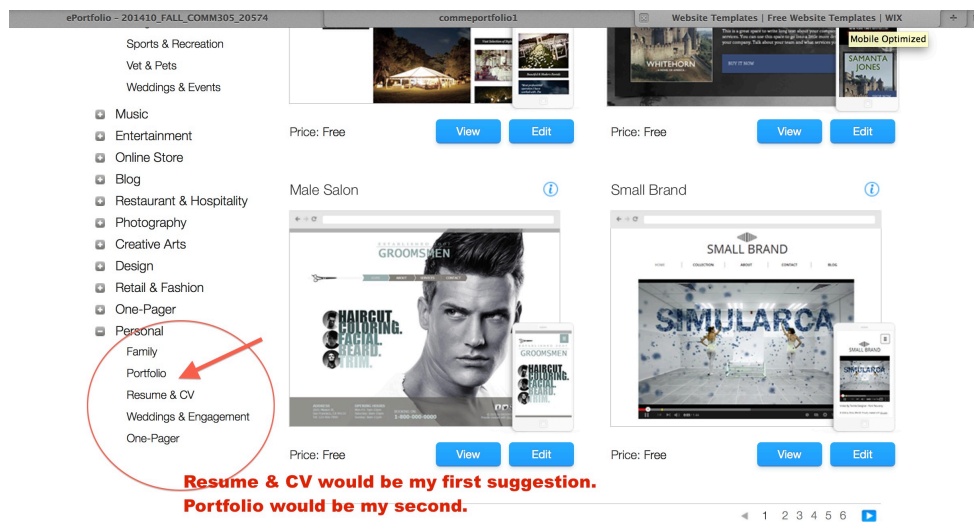**Communication ePortfolio Project**

Approaching the ePortfolio:

1. If you haven't already read the 'ePortfolio Welcome' & the class 'ePortfolio Learning Objectives' **please do so**! (both located in Blackboard→ePortfolio)
2. Look at the sample ePortfolios provided, specifically: http://amclietz.wix.com/commeportfolio2 & http://amclietz.wix.com/commeportfolio1
3. **Wix is a 'drag & drop' system**—you can move things around and add content by following the directions in '**Edit Site**'. You can always '**Preview**' your work, and then '**Save**' it. By clicking '**Publish**' you are then able to share your work with me, and ultimately your peers, colleagues, potential employers, networking associates, etc

This is a learning process—not everything can be done instinctively or in a short amount of time. As stated in the Welcome Letter & first week memo it will take time to master this platform and this class project. Part of the learning experience is engaging with a new site and putting together the required components. For me, the blog will be a place for you all to reflect on the process of designing an ePortfolio. Your Course Projects section will end up having work posted from this class, and is a great place to bring in past work from other courses to highlight your professional communication writing abilities.

Choosing a template:
Get creative! These are professionally oriented to begin with, so finding something that reflects your personality in a professional (yet creative) way is fine. Here is a screenshot from Wix indicating where to scroll down to for the Personal templates that are great for Portfolios or Resumes/Curriculum Vitaes:

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Always Preview, Save, Publish! Here is a screenshot to direct you within **Edit Mode**:
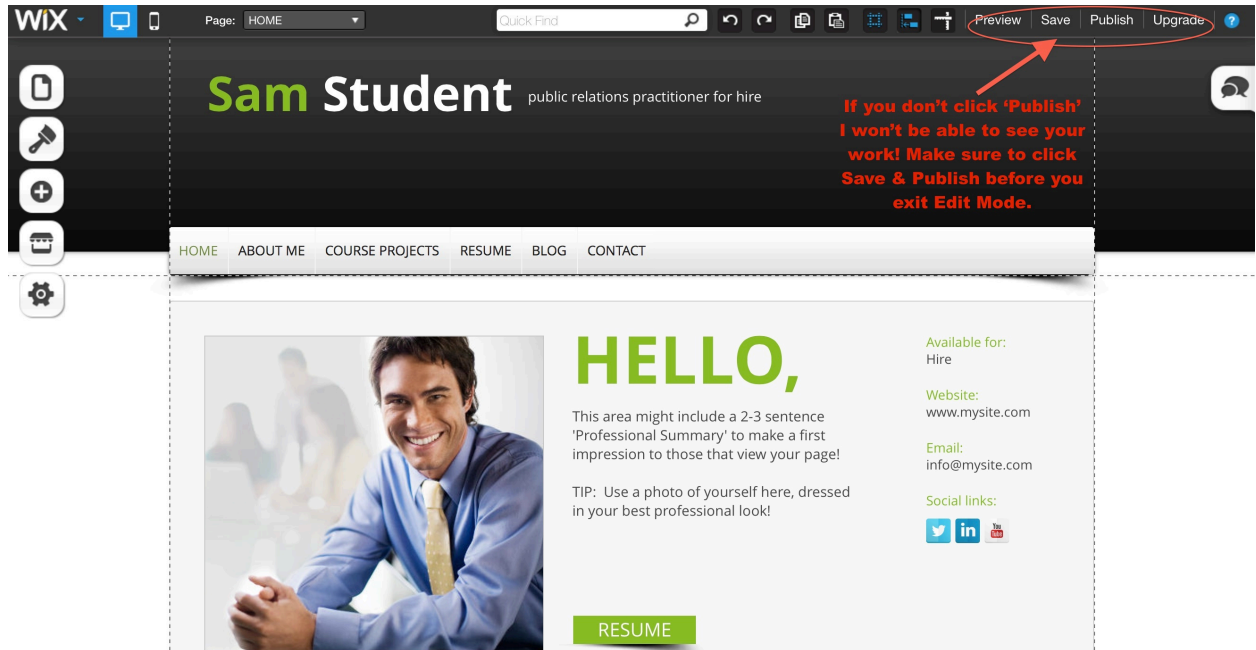
That said, here are some basic tips:

- **Make sure your website will be accessible**—the name of your website should be professional and simple. You will be prompted to name your site the first time you click 'Save'. My suggestion for COMM ePortfolios is to use your name & COMMePortfolio:
  - Ex. yourname.wix.com/COMMePortfolio
    - Here is a screenshot from Wix to direct you within Edit Mode:
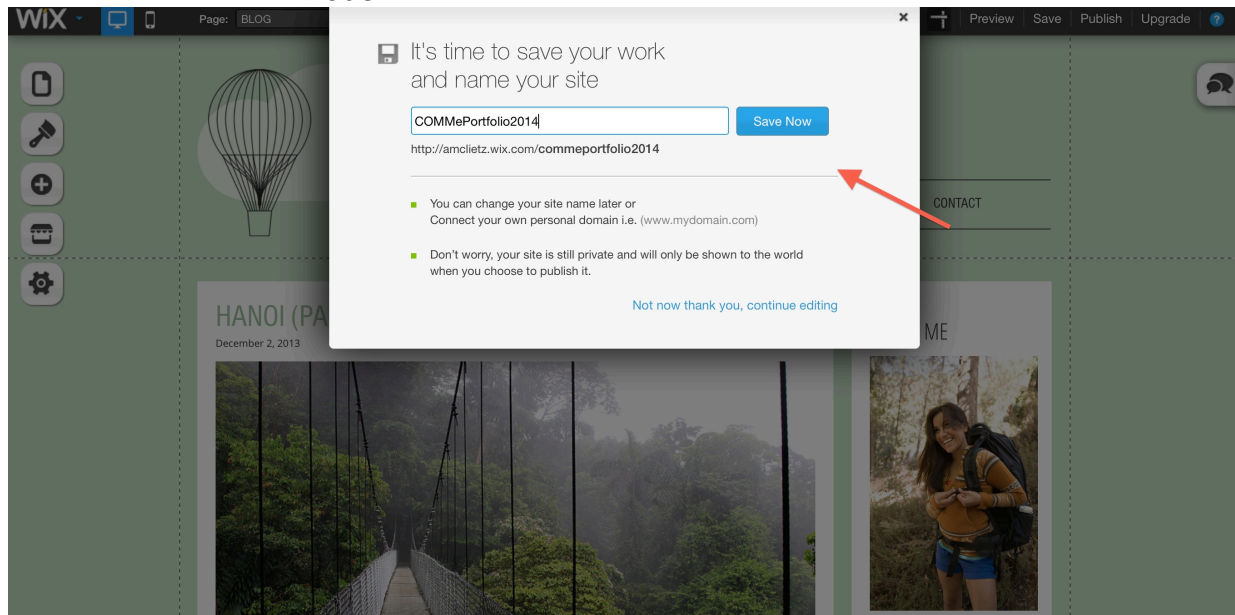
Basic Tips continued…
- **Photos are optional**—but follow the tips in the samples provided and make sure it is representative of you as a professional!
- **Write up your work elsewhere, save it, and then you can copy/paste it in.** For example- in ePortfolio part 1 you might write your About Me, Blog, and any other information in Microsoft Word and then have it ready to copy/paste (or edit later for easy changes down the road).
  - Don't worry if your resume is short, more education than work based, more work than education based—the idea is to get it online! I can help you from there.

As we move on you will complete other assignments, submit them to me, get feedback, and then edit them and upload them to your ePortfolio. I want you to highlight your best possible work and this is the best way to make that happen!

Plan Ahead: ePortfolio Part 4 will require you to record videos—if you do not have access to a webcam you will need to make arrangements sooner rather than later. (This is up to you—you may purchase one and get it set up, or you may make arrangements to use a friend's laptop with a built in camera). Webcams are relatively inexpensive (< $20) so plan accordingly if you need to purchase, install software & complete a set-up/test-shoot. I'd be happy to meet you on Skype or Adobe Connect so you can practice using your webcam!

Additional Resources

ODU Writing Center:
- Specific for Distance Students: http://al.odu.edu/writingcenter/adobedistance.shtml

More information for building an ePortfolio:
- http://eportfolioca.org/eportfolio-applications/students/career-eportfolios
- http://www.emergingedtech.com/2013/03/are-eportfolios-still-relevant-for-todays-students/

How to Use Wix YouTube Tutorials: As mentioned in the Welcome letter most of your initial set up will just be learning your way around Wix—don't get fully caught up in the aesthetics and lose sight of the goal—you're building an online space to archive work and promote your evolving professional work!
- https://www.youtube.com/watch?v=WRU83c06luM (about 17 min)
- http://www.wix.com/blog/2014/01/15-insider-tips-for-wix/ (produced by Wix)
- https://www.youtube.com/watch?v=dtkD8ZSbzHs (about 40 min—I would recommend skimming through as you need)