



# Creating Electronic Portfolios with PowerPoint

---

## Introduction to Electronic Portfolios

A portfolio is a collection of documents, artifacts or materials which are representative of your academic, personal, and work-related activities. One of the purposes of an electronic portfolio is to organize your own thinking about your career development. As well, it can assist in the presentation of your qualifications, skills, experience and achievements, especially to employers and admission committees. Electronic portfolios are frequently used for interviews. However, an electronic portfolio is more than just a resume on the web. It is a carefully organized synthesis of your accomplishments, your learning and your goals.

This Introduction to Electronic Portfolios presentation is an example of a PowerPoint presentation saved as a web page.

[http://www.clarion.edu/ltc/ltc/dausel/portfolio/ppt\\_portfolio\\_files/frame.htm](http://www.clarion.edu/ltc/ltc/dausel/portfolio/ppt_portfolio_files/frame.htm)

## Getting Started

There are numerous programs you can use to create an electronic portfolio, such as FrontPage, Dreamweaver, Word, or PowerPoint. For the purpose of this workshop, we will be using Microsoft PowerPoint.

The hardest part of creating an electronic portfolio is identifying what you want to include. To get started, create a list of the attributes/skills/competencies that you want to highlight. Identify the supporting document (artifact) that demonstrates that competency. Artifacts can include: Word documents, Excel files, assignments, research papers, digital images, audio files, scanned letters of recognition, etc.

Include the following items:

- Introduction
- Current Resume
- Documentation of your knowledge, abilities, and skills
  - Written communication skills
  - Oral Communication skills
  - Computer skills (at least three software packages)
  - Planning skills
  - Problem solving and critical thinking skills
  - Team work/group work skills
  - Etc.

- Internship/work experiences
- Participation in activities
- Professional memberships
- Contributions to community - community service projects
- Any additional information you believe sets you apart from other applicants (special skills or talents, military service, special recognitions/awards)
- Reference information

Reflection statements:

Introduce each supporting document with a little highlight of the source of the project or assignment. Give the reader a bit of background about the assignment and tell what you learned by completing it.



## Suggestions, Tips, and Examples

- Keep it professional!
- Make the background simple - avoid dark backgrounds with white text
- Do spell and grammar checks (don't forget to check your linked documents too)
- Avoid the use of too many colors or animated images
- Use the same font throughout the portfolio
- Avoid cartoons or jokes
- Make sure navigation is easy and understandable. Provide links back to the home page.
- Save your resume in various formats for ease of printing/reading/saving. (Word, pdf, html)
- Images - save images at 92-100 dpi, keep size around 150 x150 pixels

### Example Portfolios:

Review the example electronic portfolios below. Evaluate them according to the above criteria. Make a note of what you like and figure out why? What types of things are distracting? Is it easy to navigate? How could it have been improved? Does it contain supporting documentation of skills/abilities/competencies? What makes this person stand out? Would YOU hire them?

<http://lamar.colostate.edu/~mikeg/>

<http://tiger.towson.edu/users/atenny1/>

<http://www.du.edu/~mhumble/index.htm>

<http://homepages.wmich.edu/~h1sottov/>

<http://www.personal.psu.edu/users/m/x/mxe172/portfolio/index.htm>

<http://www.biz.uiowa.edu/bizfolio/samples.html>

### Additional Resources

More electronic resumes, portfolios, and resources

## Using PowerPoint to Create an Electronic Portfolio



**portfolio**

### IMPORTANT:

Collect your supporting documents (artifacts) in electronic form and store in a **single** folder called "**portfolio**".

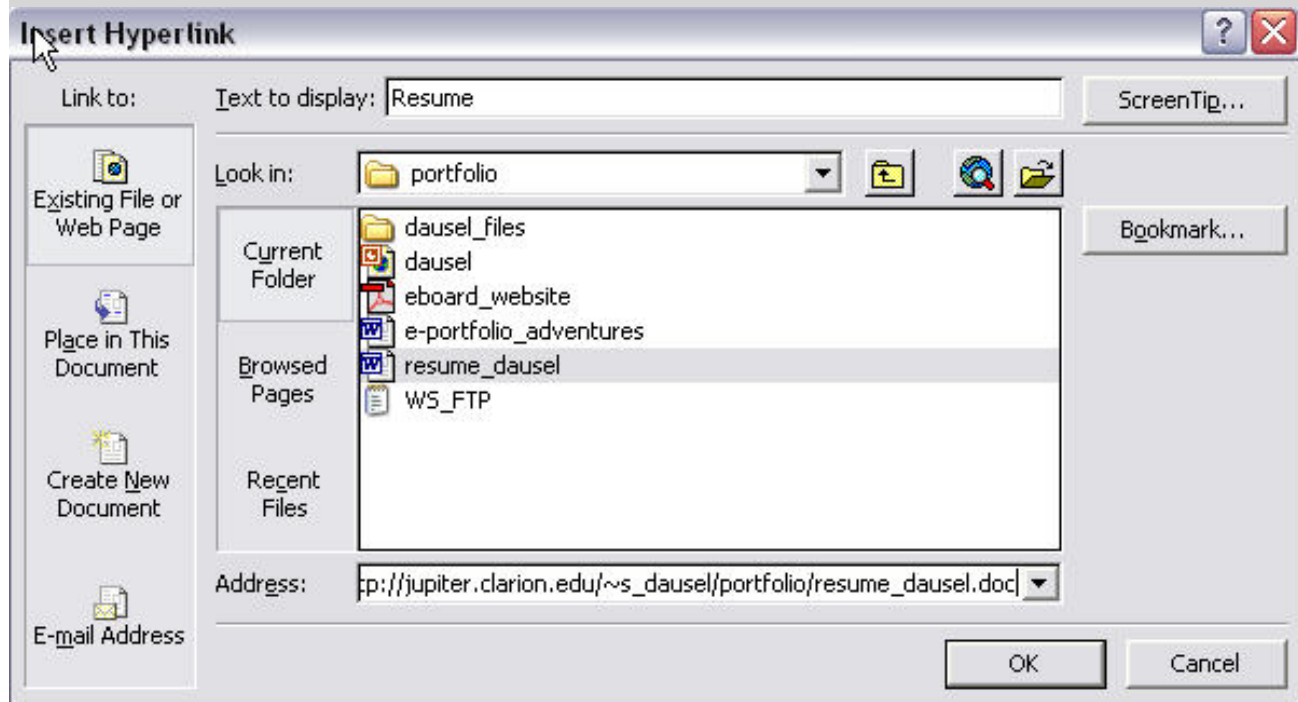
1. Open a new PowerPoint document
2. Create the Cover Slide for your portfolio
3. Insert new pages for each area of the portfolio (Resume, Skills, Professional Activities, Community Involvement, Contact Information, etc.). Note that the title of each slide will become a navigational link for the reader.
4. Enter the relevant information to each area. Include links to supporting documents, explanations of what each document is about, and how it demonstrates your competency.

### IMPORTANT INFORMATION ON FILE NAMES AND LINKS:

File names must be one word and all lower case. If you need to use more than one word in the file name, use an underscore to separate words (i.e. resume\_dausel.doc)

To link to an artifact:

- type the name of the artifact on the slide, such as RESUME
- highlight the text
- go to the Insert menu and select Hyperlink
- Select Existing File or Web Page
- Locate the file you are linking to - in this case resume\_dausel.doc)  
(remember this file **must** be saved in the folder called **portfolio**)



- **In order for your links to work properly**, you must type in the following URL format: [http://jupiter.clarion.edu/~s\\_username/portfolio/filename.ext](http://jupiter.clarion.edu/~s_username/portfolio/filename.ext). Notice the Address at the bottom of the window.

i.e. for the above resume file (saved in Word) the hyperlink would be [http://jupiter.clarion.edu/~s\\_dausel/portfolio/resume\\_dausel.doc](http://jupiter.clarion.edu/~s_dausel/portfolio/resume_dausel.doc).

[edu/~s\\_dausel/portfolio/resume\\_dausel.doc](http://edu/~s_dausel/portfolio/resume_dausel.doc)

- click OK to complete the link

Note: Hyperlinks will not work properly until published to the web.

5. Insert a Table of Contents after your Cover Slide, include an brief introduction to the reader
6. Format the slide presentation using a Design Template (Format>Apply Design Template) or use the Format>Background option. There are several variations in the Background menu if you click on the drop-down arrow and click Fill Effects.
7. Continue adding information.
8. Do not publish until you have spell checked, checked hyperlinks, and had another student peer review the presentation.

## Web Presentations using PowerPoint

Once you have finished your portfolio, be sure to spell check and proofread for any errors. Make sure all files are located in the **portfolio** folder are linked properly. Have a team member review the portfolio and provide suggestions or changes.

You are now ready to save the presentation for the web.

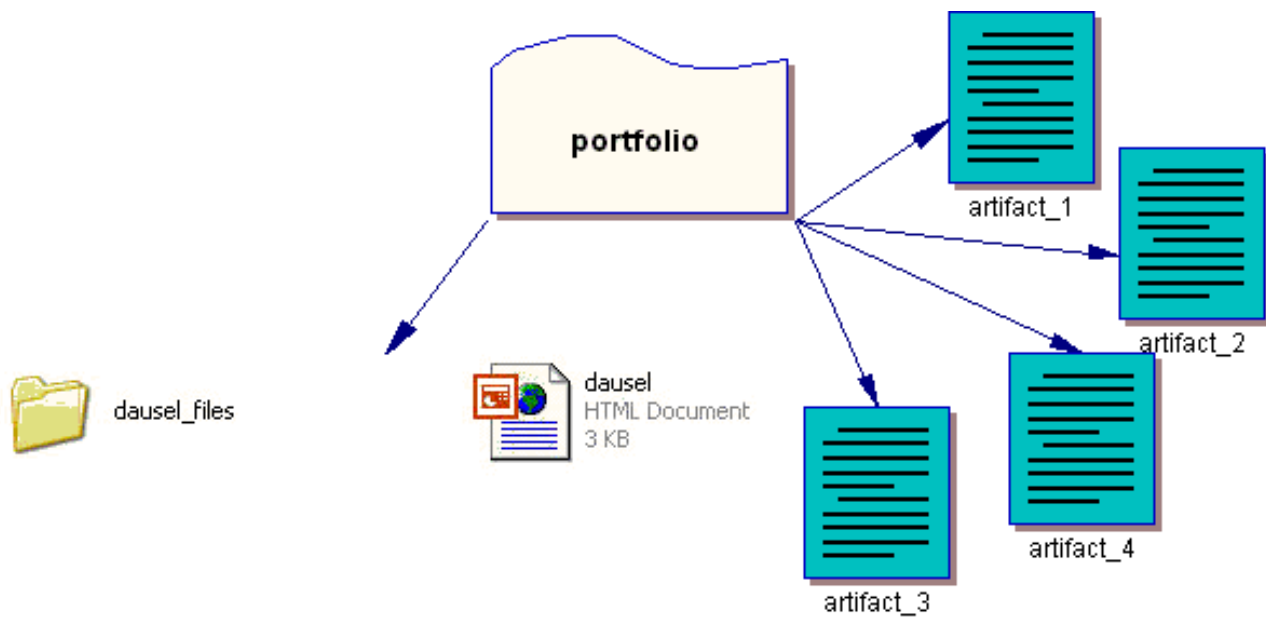
[Instructions](#) for **Creating a Web Presentation in PowerPoint 2000/2002**.



## Publishing Web Pages to the Jupiter Web Server

Clarion University students have 50 MB of file space on Clarion's Jupiter server to store files or web pages. To change your password for Jupiter, go to the Computing Services home page and click on the link to "[Change iClarion Password](#)". Your password will be changed on Jupiter as well as in the iClarion portal for your email.

You will now publish the entire **portfolio** folder to Jupiter using WS\_ftp. This folder contains the PowerPoint saved as html (a folder and single file) and any artifacts that you linked to in the PowerPoint presentation. **IMPORTANT:** The **portfolio** folder must be published to the **public\_html** folder in Jupiter. See [instructions](#) for publishing to Jupiter.



## View Your WebPages

Congratulations, you are now ready to view your electronic portfolio!

To view your files, go to: <http://jupiter.clarion.edu/~username/portfolio/filename.htm> (Insert your username and file name in the appropriate places. In this case it would be <http://jupiter.clarion.edu/~dausel/portfolio/dausel.htm>) Students will need to include the [s\_] part of their username.

After publishing, be sure all your links work properly.