# How to Build your ePortfolio

Use this guide to create a WatCV ePortfolio that represents your professional skills effectively to potential future employers. This guide uses Wix to set up your ePortfolio. If you would like to use a different platform (e.g., WordPress or Squarespace or build your own site), inform your course instructor.

Step 1. Review the following WatCV template. This template is a general layout guide; other formatting features (e.g., bolding, captions/labels) are indicated in assignment instructions.

Step 2. Go to Wix.com and create an account. After you select *Create a New Site*, you will be asked which kind of website you would like to create. Select the Portfolio/CV option.

Step 3. The first step towards building your ePortfolio is to select a Template. Choose the Blank Template from the menu at the left, then select the *Start from Scratch* template. Click on *Edit* to open the Wix website editor.
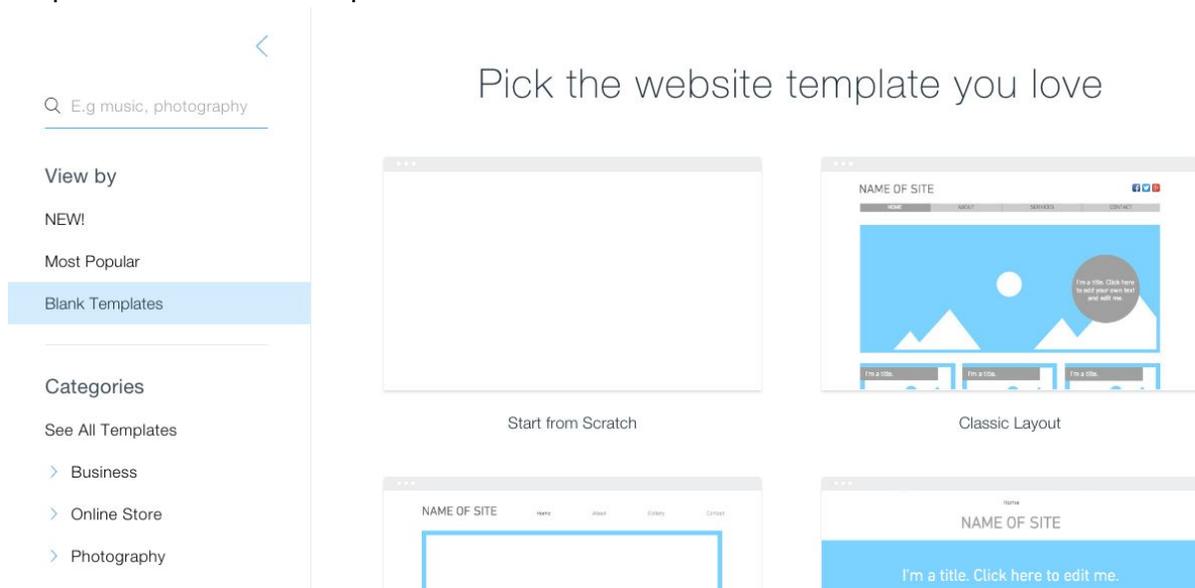
Step 4. Create your landing page. This is the first thing that people will see when they visit your site. Using the Add function (indicated by a "+" symbol), drag and drop a *Strip* from the Wix editor.

If the *Strip* you chose includes text, select *Edit Text.* Come up with an action statement that best reflects you. Some examples of effective action statements include: "I lead teams;" "I am a creative problem solver."

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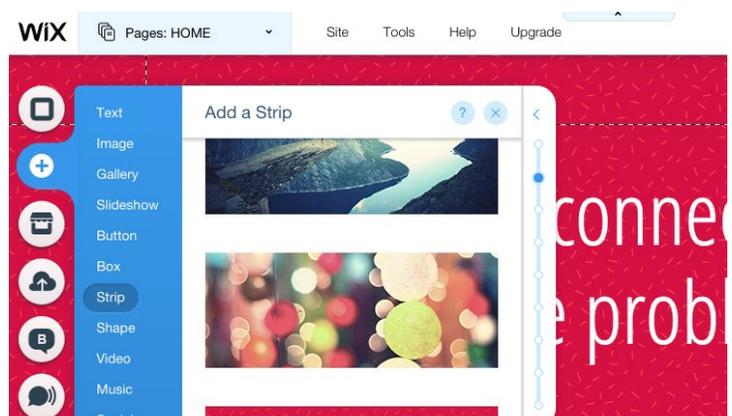
Edit Text also allows you to change the font size, color, etc.

If the *Strip* you selected does not include text drag and drop in Text (Title) from the Wix Editor. Make sure you also add your name so that it's visible at the top of your ePortfolio.

IMPORTANT: As you are adding content to your ePortfolio, remember to save your changes (located at the top right of your page). **Wix does not save automatically!** The first time you save your site you will be asked to identify your domain name. Use your Waterloo username (your WatIAM username) as your domain name.

Step 5. Create the skills section. You will be showcasing one skill in each WatCV assignment. This guide assumes that you will reflect on three different skills by the end of your course. Use the *Themed Text* or *Title* to label this section as "Skills Spotlight." Drag and drop three *Headings* and three *Paragraph* text boxes to create the Skills Spotlight for each WatCV assignment. Identify which heading/text box is paired with which assignment by creating placeholder text (see template). If you'd like, you can also add in additional elements, such as lines, shapes, and icons.

Once you have chosen the professional skill you are writing about in your reflection, edit the text of your appropriate heading using the following format: "[insert skill] - Assignment [insert assignment number]". Fill in the first text box with a short description of the skill and how you employed the skill in the selected situation or task for the assignment.

Step 6. Create the assignment section. Here, you will be showcasing the 500-word reflections that you have written. Use the *Themed Text* or *Title* to label this section as "Skills Reflections."

Drag and drop a *Heading* and *Paragraph* text box to create your first assignment section. You should give this section a heading that highlights the professional skill you are reflecting on. You may copy and paste your 500-word reflection into this textbox, or type directly into the box.

Add your digital artifact to the left of the reflection (see Selecting your Supporting Digital Artifact below). To upload an image, click on *My Image Uploads* to upload image files. To upload a video, the video clip must be posted on either YouTube or Vimeo. You will be prompted to provide the appropriate url to your video. Make sure you provide a caption for your digital artifact that explains how it relates to the professional behaviour you are describing. If the digital artifact comes from a secondary source it should be properly cited.

Create placeholders for the reflections and digital artifacts for Assignments 2 and 3 using textboxes or shapes (see template). As you are completing these assignments, copy and paste your 500-word reflection into the appropriate text box, or type directly into the box. Add your digital artifact following the above instructions.

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Step 7. The final step is to publish your ePortfolio so that it is visible to the public. To do this click *Publish* (located at the top right). If you have previously saved your work, your WatIAM domain name will already appear in the url. This is the url you will be submitting to Dropbox for grading.

IMPORTANT: Once your site has been published, any changes you make afterwards (e.g. for assignment 2 and 3 submissions) **will not be activated** until you **publish them again**.

Selecting a Supporting Digital Artifact

Provide a supporting digital artifact (this can be an image or video file) that gives evidence of the professional skill you describe in your reflection. For WatCV Assignments 1, 2, and 3, keep records of the work you do to prepare for the course assignment you are writing about. Take notes, take pictures, and/or shoot video.

You should be choosing an item that shows **how you went about taking one of the actions** you describe **NOT** the results (i.e., output) of your actions. This is the difference between including a copy of your final report (i.e. final result) and including a concept map of your writing process (i.e. how you developed your final report).

To help you with selecting an item, review the 'My Actions' section of your reflection. For what actions do you have evidence?

> E.g., for the action, "**I developed** cue cards for each main question":
>
> You could lay out your drafts of the cue card for one main question and take a picture.
>
> E.g., for the action, "Then I **practiced** both the primary and secondary questions until I only needed to glance down at the cue card to know what I had to say":
>
> You could take a video of yourself practicing. If you asked a friend to help you practice, you could ask the friend to write a note describing what you did in your practice sessions.
>
> E.g., for the action, "**I then suggested** how we could plan and organize the work":
>
> You could shoot a video of yourself explaining. If you gave your team mates a document showing your plan, you could take a photo of the document. If you made notes to yourself on how to explain the plan, you could take a photo of your notes.

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Developing a Banner Image and Personal Slogan

Developing a banner image and selecting a personal slogan is focused on giving you (the author and student) an opportunity to explore the other areas of your lives where you already excel in specific professional skills.

1. brainstorm about the various activities and hobbies you participate in
2. think about the various professional skills that you have developed as a result
3. select an image that is appropriate and that clearly conveys your role in that activity
4. make sure that the image can be easily read: clear, focused, high resolution, with good use of basic composition and framing
5. draw on your identified professional skills, start thinking about short slogans that speak to your skills and the field you're currently pursuing academically
6. draft numerous slogans and work with them to get the words and the length just right.

Your banner image and personal slogan should be something that an employer could recall after an interview is over and it should be a genuine reflection of who you are.

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