#### **E-Portfolios on LinkedIn** How to create an e-Portfolio to enhance your future career!

#### What is an e-Portfolio?

A collection of work that demonstrates your educational progression and achievements.

It provides evidence of what you have learned and what you can do.

#### Benefits of e-Portfolio

- Goes beyond your resume
- Demonstrates your abilities
- Showcases a wide range of your work

#### Categories for the competition

Your e-Portfolio might contain other sections, these are required to enter the contest:

Headline section

Profile Summary

Feature section

#### Headline

- Needs to include:
  - Your name
  - An appropriate photo
  - A sentence or two of who you are and why we should keep looking

## **Profile Summary**

- Located under your Headline
- Tell your story
- Can include background and academic journey
- Limited to 2000 characters

#### **Feature Section**

- Papers and Reports you have written
- Projects and Assignments you are proud of
- Certifications earned
- Awards

# When adding Featured items Think Outside the Box

Consider formats that make your featured items interesting / exciting to view, i.e.:

- YouTube presentations
- Blogs
- Graphics
- Audio samples

## Why an e-Portfolio?

- Concrete evidence of learning achievements
- Ability to easily update
- Produces a broader reach
- Amplifies job searches
- Assists with goal planning
- Creates and enhances connections with peers, faculty and mentors

#### What's the value of this activity?

Enhances your ability to critically

- Assess your work
- Reflect on that work
- Make connections between all your work and college activities

#### Let's look at examples

- https://monesekiguchi.wixsite.com/engportfolio engineering student
- https://openlab.citytech.cuny.edu/lseaquist-eportfolio/ newly registered nurse
- https://openlab.citytech.cuny.edu/kmohammed/ communication design major

## Why LinkedIn?

There are many places to build an e-Portfolio. But LinkedIn...

- Will live on after graduation
- User friendly
  - Easy to add, update, remove features
- Largest online professional platform,700+ million users

## Creating a Linkedin e-Portfolio

If you have a Linkedin account, you can move on to creating your e-Portfolio

If not, begin by opening an account.

<u>https://www.youtube.com/watch?v=jh5eDSMPv</u> jE

## A LinkedIn Checklist

From LinkedIn for college students:

<u>https://www.linkedin.com/pulse/how-make-</u> <u>perfect-linkedin-profile-college-student-</u> <u>lskdm-/</u>

#### Helpful advice for Using LinkedIn

LinkedIn Profile for College Students | Tips + What Mine Looks Like

<u>https://www.youtube.com/watch?app=desktop</u> <u>&v=mBfkXPaN-B4&feature=youtu.be</u>

#### You're ready to start

- Sign in to LinkedIn
- Go to your profile by clicking the "Me" button (toward the right of the top menu bar)
- Click "View Profile"



#### To Begin

In the first box, under your name, click Add profile section Or click the plus sign (+) button to the right of the Featured section.

 Expand the "Recommended" section by clicking on the down symbol (v)

Click Add featured



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#### **Adding Material**

- " Click the " + " sign to add a new Featured item.
  - To upload a file, choose the file from your computer. The media will automatically be displayed.
  - To add a link, paste the URL of the content you would like to import. Click the Supported Providers link under the URL field to view a list of approved content hosts and content types.



#### **Adding Material**

- Select "Add Media" to add a Word, pdf, picture, or Powerpoint file.
- Select "Add a Link" to add a YouTube video link.
- Select "Add an Article" to add long form, indepth content.

Don't forget to click SAVE!



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## For each document you upload

- Help potential employers know why it matters
- Consider how it has enhanced your skill set
- Write a reflection about the piece

#### Tips to enhance your e-Portfolio

- Write your own profile, use your voice
- Use a professional looking photo
- Add attention getting titles and clear descriptions
- Present a selection of your best work, don't clutter your profile with all of your work
- Proofread! Have someone else double check!
- Keep it current

## Keep Updating!

Delete old samples and replace them with your latest projects

- To delete a work sample, click the pencil icon in the top-right corner of the section containing your sample
- Click the "delete" button in your sample's bottom-left corner
- Confirm the deletion just click "delete" again

## Troubleshooting

LinkedIn provides an wealth of advice and help!

https://www.linkedin.com/help/linkedin/answ er/a518597

#### **E-Portfolio contest!**

The deadline is MAY 7<sup>th</sup> at midnight!

Enter the contest here! <u>https://www.capecod.edu/eportfolio-contest/</u>

Need help? <u>fbsharah@capecod.edu</u>

# QUESTIONS?