# Career Services

Southwest Tennessee Community College

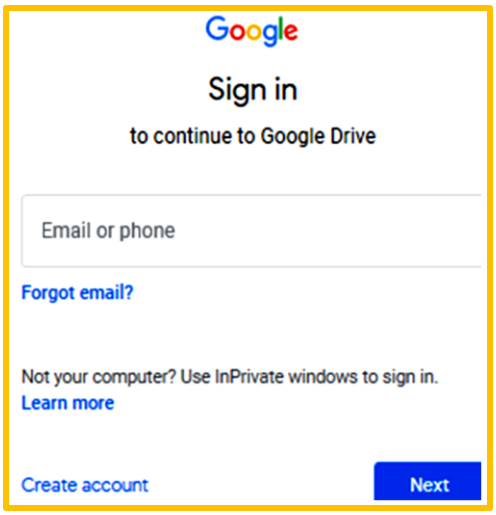
# Instructions to Create an Electronic e-Portfolio

An e-Portfolio is a way for students to electronically record their academic and extra-curricular achievements. It's a great place to keep track of things such as: career assessment results, top careers of interest, student club involvement, volunteer service, classroom projects, and work experience, just to name a few. Building your e-Portfolio should be done over time with new information added each semester.

Career Services currently recommends using the free Google e-Portfolio platform. Follow the steps below to begin creating your e-Portfolio today. For additional information, contact Career Services at (901) 333-4180 or careerservices@southwest.tn.edu.

**Setting up your e-Portfolio**

1) Make sure that you use Chrome, Firefox, or Safari browser
2) If you **have** a Gmail (Google) account, go to: https://www.google.com/ and sign in
3) If you **do not have** a Gmail account, go to:
4) https://www.google.com/ and create one by following the "create account" link on the sign in page
5) Go to: https://sites.google.com/new and it will show all shared e-portfolio's (once you have created your e-Portfolio, yours will show up here as well)
6) Click on the plus sign ⊕ to build your e-Portfolio




**Creating your e-Portfolio title page**

7) In the title page box, type your name and e-Portfolio (i.e. Mia Brown's e-Portfolio)
8) Type your name in the line above the title box that says "Untitled Site"
9) Go to the "Themes" tab in the upper right corner to choose a background image
10) You can edit your title page header theme, image, font, etc. with the tools on the right side of the page

**Adding additional pages**

11) Select the "Pages" tab in the upper right corner to add more pages and give each page a different title
12) Select the "Insert" tab to add content such as text boxes, images, URL's, etc. to each page

Make sure that your e-Portfolio content is professional!

| Suggested e-Portfolio Page Titles and Content Ideas | | | |
|---|---|---|---|
| **About Me** summarize your interests and career goals | **Career Information** career assessment results and information | **Clubs & Organizations** clubs and organizations that you belong to | **Class Projects** samples of coursework that you want to highlight |
| **Study Abroad Experience** information and pictures about your international travel experiences | **Awards and Honors** recognition, awards, honors that you've received | **Volunteer Service** photos and details about your volunteer experiences | **Résumé** start with your current resume and update it as you progress through college |

**Publishing & sharing your e-Portfolio**

13) Once you finish your e-Portfolio, select the blue "Publish" button so that you can share it with others
14) Select the "share with others" icon and in the "invite people box", enter: southwestggl@gmail.com to confirm e-Portfolio completion and share it with Southwest Career Services. You can also share it with your instructor and others by listing their e-mail address in the "invite people box".