

http://nursing.ttuhschool.edu/eportfolio

What is an ePortfolio?

An electronic portfolio, also known as an **ePortfolio** or digital portfolio, is a collection of electronic evidence assembled and managed by a user, usually on the Web. Such electronic evidence may include inputted text, electronic files, images, multimedia, blog entries, and hyperlinks. E-portfolios are both demonstrations of the user's abilities and platforms for self-expression.

The screenshot displays the SON ePortfolio Management interface. At the top, there is a navigation bar with "SON ePortfolio Management", "Jump to", "Image Dropbox", and "View your site" (circled in red). Below this is the title "Leadership for Quality, Safety, and Effectiveness" in "Edit mode". A section titled "Related files and course-work" contains an "Upload File" button and a table with columns for "Display name", "Description", "Size", and "Actions". The table lists a file named "Blood Vial" with a description "This is a vial of blood." and a size of "9.82 KB". Below the table is a rich text editor with a toolbar and a content area containing the text "Content goes here!". At the bottom of the editor are "Save and exit" and "Save" buttons. A red arrow points from the "Save and exit" button to a preview window on the right. The preview window shows the published portfolio for "Adam Wood" with a sidebar menu, a main content area with an "Introduction" section featuring an image of a colorful umbrella, and a "Related files and course-work" section with a table of uploaded files.

File	Info
Clicked and renamed This is #2	(pdf, 5.51 MB)
Quick Guide GradCentral Quickguide	(pdf, 184.99 KB)

Quick steps

1. Login to your ePortfolio at:
<http://nursing.ttuhschool.edu/eportfolio>
2. Select the page you want to edit from the left-hand menu. The *Introduction* is a great place to start.
3. Use the large editing-area to insert your content.
4. Upload files to any page by using the *Related files and course-work* section.
5. Save often!

Tips

- Uploaded files are akin to email attachments, and will appear below the content of any page to which you add them. Be sure to set a relevant **Display name** and **Description** for each file!
- Add images to your ePortfolio by using the **Image Dropbox** found in the top navigation area. The Image Dropbox acts as a repository for any photos or images you may want to use. To add a specific image to a page, copy the **Full Size Image URL** from the Dropbox and paste it to the appropriate spot in the **Insert Image** dialog box.
- You'll have much better luck composing your content directly in the editing-area (instead of working in Microsoft Word and trying to copy/paste your content afterwards). Microsoft Word adds lots of unwanted code and formatting issues. However, there is a **Paste From Word** button in the editing toolbar to help remove some of this "junk-code." Just remember to hit the save button often!