



Honors College
Teaching Laboratory
Learning That Works

ePORTFOLIO NEWSLETTER NOV 10 - NOV 14

Every week, this newsletter shares tips and resources related to ePortfolios, addressing concerns for students and instructors alike, in an effort to support the growing use of digital portfolios in the classroom.

FALL 2014 WORKSHOPS & OPEN LAB HOURS

You may see the [Google Calendar of Events here](#). To subscribe to the calendar, select the link in the lower right hand corner.

WORKSHOP:

Presentation Portfolios & Cover Letters (Drive, Wix, WordPress, & Sites)

Nov 3 (Mon) 10 am -12 pm: BAL 2019

Nov 4 (Tues) 10 am -12 pm: BAL 2027

Nov 11 (Tues) 12 pm - 2 pm: BAL 2027

WORKSHOP:

Honors College ePortfolio Requirements

Nov 6 (Thurs) 7:30-8:30 pm: VA House Main Lounge

Nov 10 (Mon) 7:30-8:30 pm: VA House Main Lounge

Nov 13 (Thurs) 7:30-8:30 pm: VA House Main Lounge

OPEN LAB

10 am - 4 pm: BAL 2027

Dec 1 (Mon)

Dec 2 (Tues)

Dec 8 (Tues)

Dec 9 (Wed)

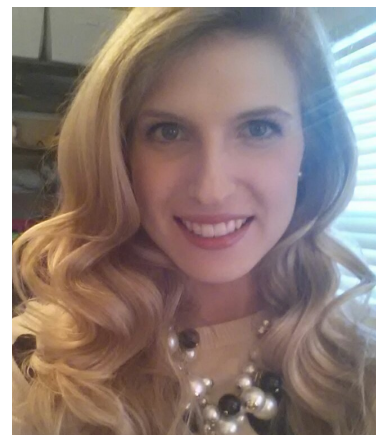
STUDENT PROFILE: ePORTFOLIO SUCCESS STORY

Kayla Fox

Radford University

Class of 2014

Making an ePortfolio was the best thing my college professor ever made me do! I made one for a class that explored what employers look for when hiring. At first, I was not keen on making an ePortfolio because they take time! Many of my classmates just stuck their information in and called it a day, but when I realized I could really make it my own, I jumped at it. I was lucky enough to have already completed an internship so I had plenty to put on my ePortfolio.



Notably, my portfolio helped me outside of school. After my first interview for a company in downtown Norfolk, I sent them my ePortfolio; in the final round, they actually pulled up my ePortfolio during the interview. The best part is that I got the job! My ePortfolio really gave me that certain edge. Ever since then, I keep it updated any chance I get.

To not have a digital portfolio is silly in my mind. It is basically free (depending on what site you use; I used wix.com). The best thing about an ePortfolio is that you can make it yours! Also, a digital portfolio can really market you to potential employers. The time spent on making your ePortfolio might end up being the difference between having a job offer after college or not!

[Check Out Kayla's ePortfolio!](#)

GOOGLE DRIVE INSTRUCTION

Organizing Material

As you put material into your portfolio, think of how to best organize your material. Revisit the [ePortfolio Requirements](#) each semester to help you put your material together.

In your **Honors College Folder**, be sure to make a **Folder** for each of the following:

- Undergraduate Research and Creative Activities
- Co-curricular & Leadership Activities
- Extra-curricular Activities
- Professional and Civic Activities
- Awards and Scholarships
- Academic Material
 - Add a Folder for the current semester (ex: “Fall 2014”).
 - Within the semester folder, create additional folders for each class you are participating in.
 - Be sure to do this every semester you are in the program.

Material can always be moved from one area in Drive to another. To do so:

1. Select the file(s) you would like to move.
2. Drag the selected materials to the folder of your choice on the left-hand side of the Drive workspace.

or

1. Select the file(s) you would like to move.
2. Select the icon at the top of the Drive workspace that looks like a Folder.
3. From the drop-down menu, select the folder of your choice.
4. Select “Move.”

[Watch this brief video!](#)

TEACHER TIP

Is your inbox full of **notifications** each time students share material on Google Drive? There are two ways to prevent such notifications.

1. Instruct students to deselect the “notify by email” option.
2. Have students put their materials into shared folders throughout the semester. As result, every time students put content in their folder, you will not be notified.

[Here is a quick screencast to show how these options work.](#)



MULTIMEDIA TIP: Working with Audio Files

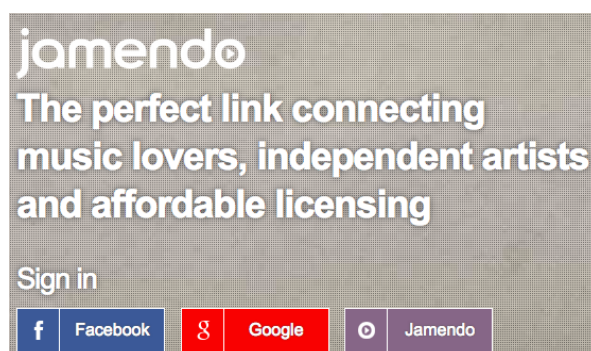
Looking to add an **audio component** to your portfolio? Recording sounds or adding music can add interesting and personalized elements to your ePortfolio and cover letters.

If you're interested in a **free recording and audio editing program**, consider [Soundcloud](#)!

Choose file to upload

Start new recording

For **music** you can use **without infringing on copyright**, or if you'd like to upload and share your own music with a wider community, consider [Jamendo](#)!



Both programs offer opportunities for you to **share work via social media** as well, so that you can share it by a link, on Twitter, Facebook, and so on. That way, if you want, you can share your work in your ePortfolio, as well as a larger audience, **if you choose**.

SUPPORT/ RESOURCES

Students, want additional help? Don't forget to visit the Academic Coaches in the [Student Success Center](#) (the same building as the Honors College). [Schedule your appointment with one here!](#)

Students and Instructors, visit the ePortfolio Learning Coordinator, Megan Mize, in the Student Success Center (**Rm 2022**). Contact her at mmize@odu.edu to make an appointment!

NEWSLETTER FEEDBACK



Please take a moment to give us feedback or suggestions, so that we may craft the newsletter to better suit our audience's needs. You will find the [survey here](#).

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