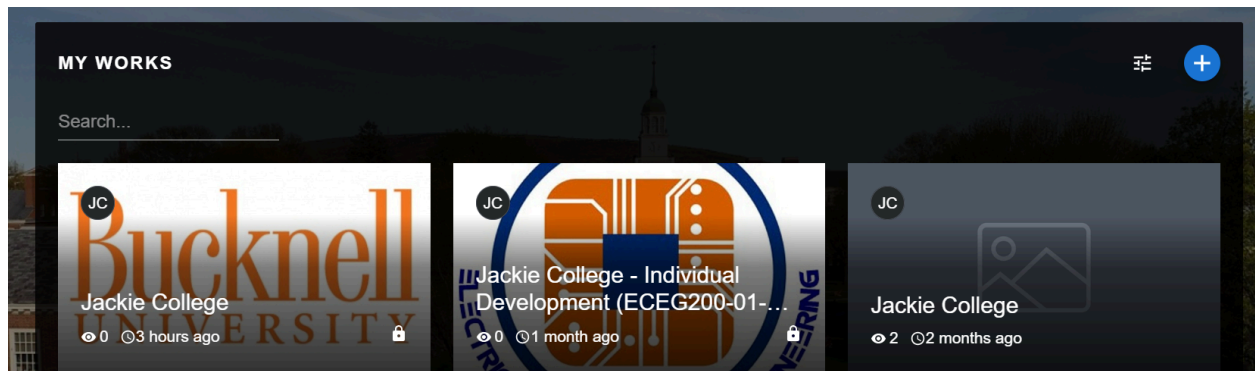
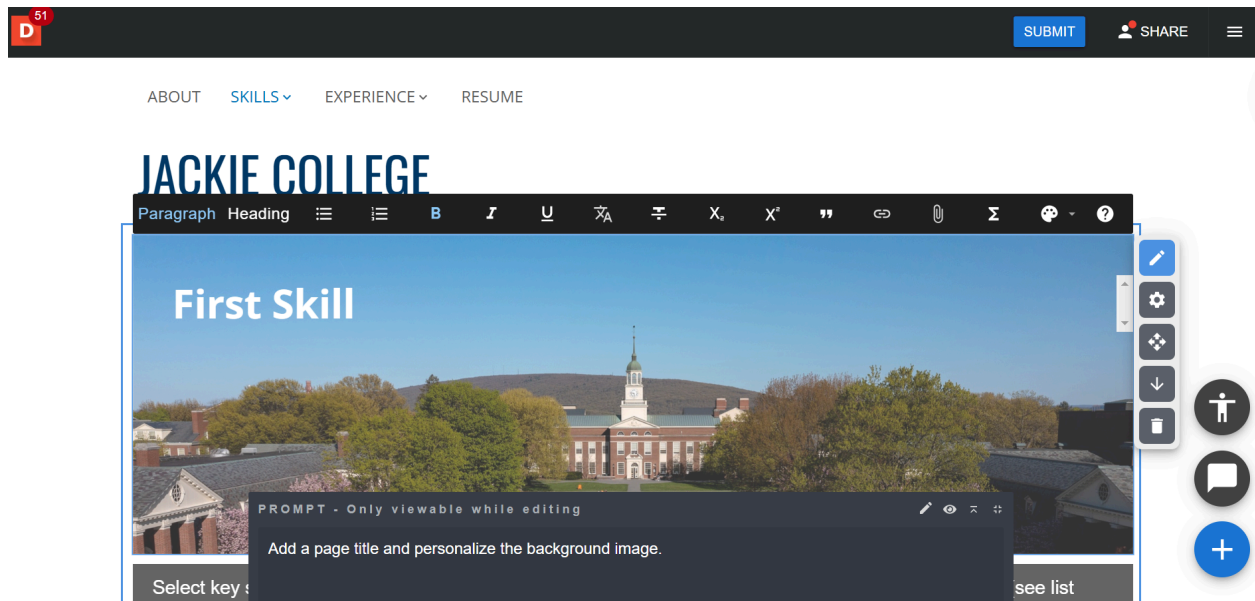


Professional ePortfolio Instructions

- 1) If needed, log into Digication starting at pathways.bucknell.edu and open the Professional ePortfolio that you created for this badge. You can find your portfolio in the My Works section on your home page.

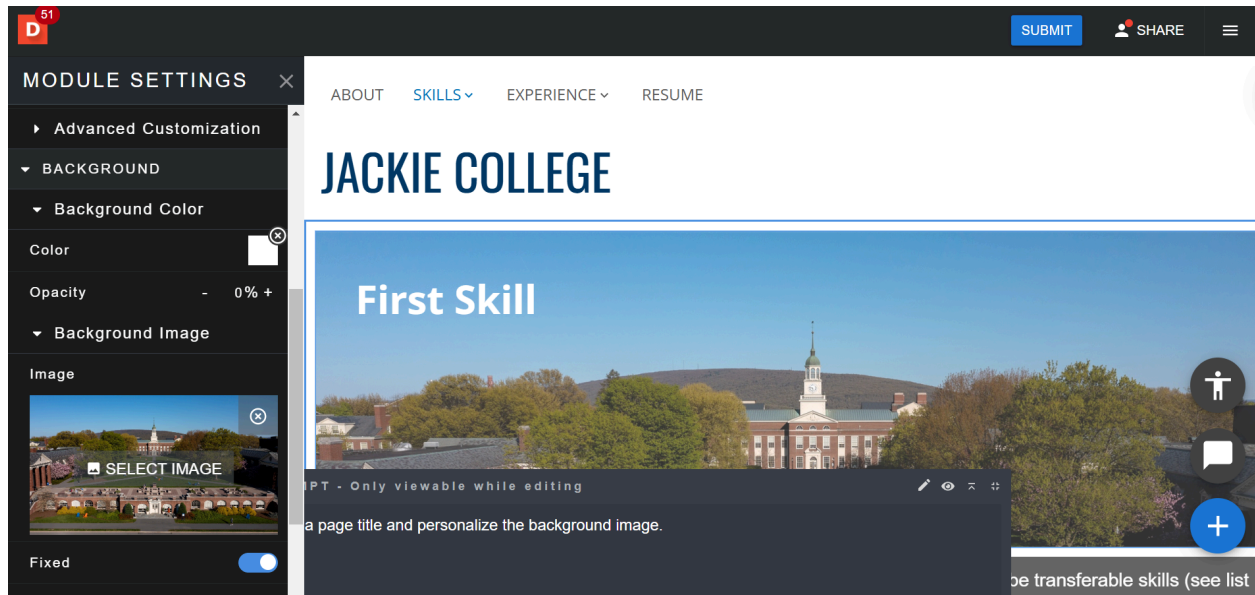


- 2) Open the skills_1 subpage and review the prompt instructions. Plan which skill(s) you will showcase in your portfolio, along with the artifacts that will support each skill. Artifacts may include images, videos, sound files, documents, presentations, links or code that enhance your experience. Choose a title and an image for the top of the page. Consider creating a personalized graphic or selecting a representative photo.
- 3) Click on the image at the top of the page to view the prompt for this module. Then, click Edit (the pen icon) and replace "First Skill" with a relevant page title that reflects the skill you are highlighting.

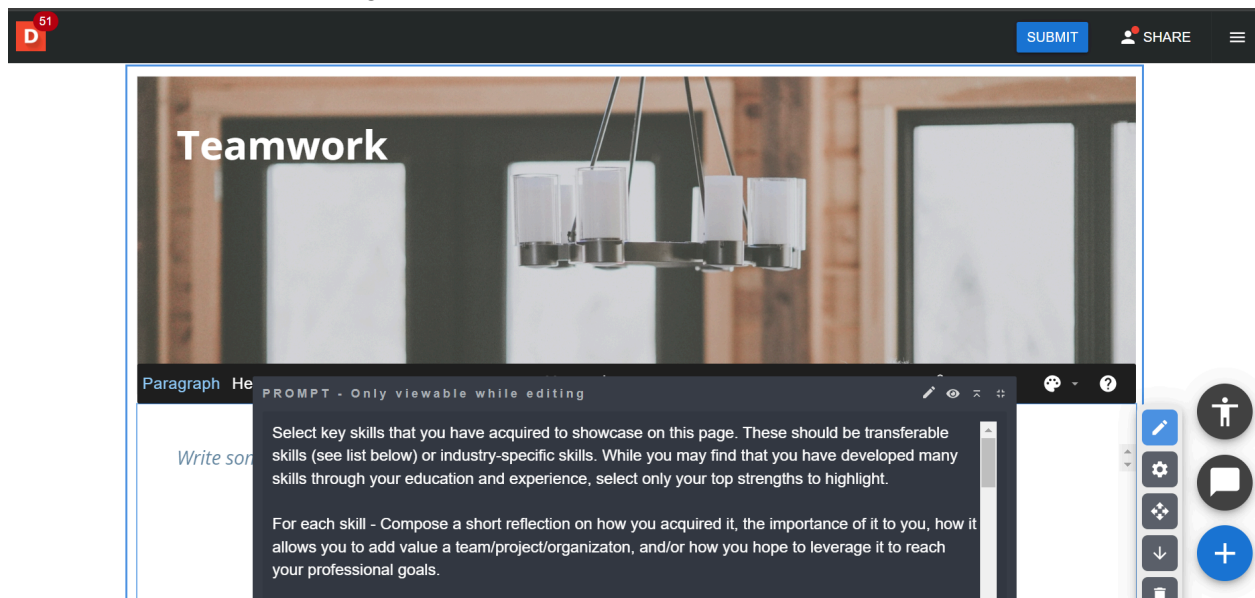


Professional ePortfolio Instructions

- 4) Then, select the Setting Menu (the gear icon) and scroll to the Background Image section. Click “SELECT IMAGE” and choose a background image that aligns with the skill. Be sure there is sufficient contrast between your background and font color. For accessibility, the minimum contrast ratio should be at 3:1 for this heading.



- 5) Scroll to the bottom of the next prompt and choose the “+ Text” button. Add your text description to the page.



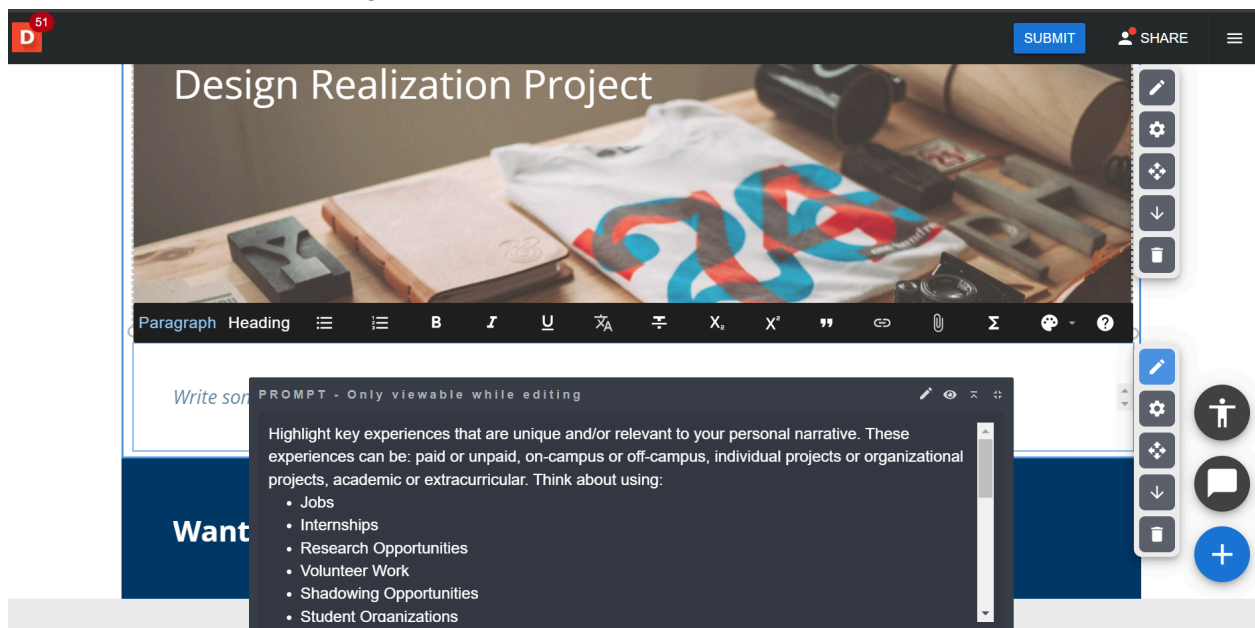
- 6) Click on the “Add Content” button in a section or the blue “+” on the bottom right of the portfolio to add additional modules and content to your page.

Professional ePortfolio Instructions

- 7) You can adjust the page layout by resizing and moving content.
 - To resize content: Place your cursor on the border of the text box and click and drag to resize. You can also hover over the block and click “Auto Resize” to automatically fit the content.
 - To move content: Click the Move Module icon (four arrows), then click and drag to move a module.

For more detailed instructions, refer to the [Moving and Resizing Modules](#) section on the Digication Help page.

- 8) Add your email and LinkedIn link to the bottom of this page.
- 9) Repeat Steps 2-8 to complete any additional skills pages.
- 10) Open the experience_1 subpage and review the prompt instructions. Plan which experience(s) you will include in your portfolio and gather the artifacts that you will support each experience. Choose a title and an image for the top of the page. Consider creating a personalized graphic or selecting a representative photo.
- 11) Replace the page title and background image like you did for the skills page(s) (see Steps 3 and 4).
- 12) Scroll to the bottom of the next prompt and choose the “+ Text” button. Add your text description to the page.



- 13) Add, resize and move modules to incorporate more content and create a visually engaging, well-structured design. Fill in your email and LinkedIn link at the bottom of this page.
- 14) Repeat Steps 10 - 13 to add more Experience pages.

Professional ePortfolio Instructions

- 15) Complete the Resume page by uploading your resume and filling in your email and LinkedIn link.

The screenshot shows the 'RESUME' page of an ePortfolio for 'JACKIE COLLEGE'. The page has a dark header with a 'D' logo, 'SUBMIT', and 'SHARE' buttons. Below the header, navigation links for 'ABOUT', 'SKILLS', 'EXPERIENCE', and 'RESUME' are visible. The main content area features a large box for uploading a PDF resume, with a text prompt 'Upload a PDF version of your current CV or resume.' and a central '+ Upload File' button. At the bottom, there is a dark blue section with the text 'Want to get in touch?' and fields for 'Email:' and 'LinkedIn:'. On the right side, there are three circular icons: a menu icon, a person icon, and a plus icon.

- 16) You can add or delete ePortfolio pages based on the number of skills and experiences you choose to highlight. Access the ePortfolio Page Settings by selecting the portfolio Header section and clicking the lock to unlock it. Then, hover over to the Navigation menu and click Edit. You will see your ePortfolio's Page Settings which look like this:

The screenshot shows the 'PAGE SETTINGS' interface. It has a dark background with a title bar 'PAGE SETTINGS' and a close button 'X'. The interface lists several sections: 'ABOUT', 'SKILLS', and 'EXPERIENCE'. Each section has a list of items with a settings gear icon and a delete trash icon. Under 'SKILLS', there are three items: 'skills_1', 'skills_2', and 'skills_3'. Under 'EXPERIENCE', there are three items: 'experience_1', 'experience_2', and 'experience_3'. At the bottom, there is a 'RESUME' section. At the very bottom, there are three buttons: 'ADD NEW PAGE', 'CANCEL', and 'SAVE'.

Professional ePortfolio Instructions

- 17) Rename your completed skills and experiences pages and edit their URLs appropriately. You can add pages to include more content in your portfolio or delete pages that are incomplete or unnecessary. If a page is placed below and to the right of a top-level page, it will appear as a dropdown (e.g., skills_1, skills_2 and skills_3 appear as dropdowns under SKILLS).
- 18) Your portfolio is complete and showcases your unique skills and experiences, but it may still look similar to others who started with the same provided template. Consider further personalizing your portfolio by modifying aspects such as the header, background color/images on each page, and fonts to make it more distinctive.
- 19) Finalize your portfolio design and revisit your share settings to make sure others can view your portfolio.
- 20) Congratulations on drafting your Professional ePortfolio! For guidance on content and style, review the [Professional ePortfolio](#) slides. For details on adding content and making further edits, refer to the slide appendices. Your next step is to schedule an ePortfolio review appointment with the Center for Career Advancement.