



Graduation Awards Portfolio Program
ePortfolio
Student Resources



Trinity College of Nursing
& Health Sciences
UnityPoint Health

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ePortfolio Project Student Resources

Welcome to the ePortfolio Project Student Resources at Trinity College of Nursing & Health Sciences.

ePortfolios are personal websites that:

- Communicate and showcase skills, experiences, and learning
- Contain diverse artifacts — documents and media
- Contextualize those artifacts for potential employers, graduate schools, etc.

Creating an ePortfolio is a highly rewarding experience, and the following sections will connect you to resources that will help guide you through the process. Each page focuses on a specific topic, examples, and other resources.

If you are looking for feedback on your ePortfolio, make an appointment with the Trinity College Student Center coordinator or visit our Forms & Resources page for information on other resources available to you.

Audience

It is important to think about your audience before you get started. Your audience is whomever you have in mind as you are creating your ePortfolio. Examples of audiences include internship supervisors, employers, and graduate schools. Although a professor may be an immediate audience, try to consider how you could use this ePortfolio for your future academic or career goals. Although your audience should not be the only factor, a defined audience will help you determine what to include and how to design your ePortfolio.

Know Your Audience

In order to craft an effective ePortfolio, you should have a target audience in mind. Examples of audiences include employers and graduate schools. Answer the questions below to start customizing your ePortfolio for your audience.

- Briefly describe your professional goals.
- What do you hope to accomplish before graduation? After graduation?
- Using your previous response as a guide, who is your target audience?
- What skills, experiences, and knowledge are important to your audience? What concepts or word/phrases should you include in your ePortfolio to appeal to your audience?

Student Success Center

The Success Center can help you navigate employer expectations and career paths. They can also provide feedback on resumes and cover letters.

Candid Career

One way to learn about your audience is to listen to professionals talk about their experiences. [Candid Career](#) has informational videos featuring individuals from a wide range of industries and fields. Visit their website to search their video archive and learn more about the careers that interest you.

National Association of Colleges and Employers (NACE)

Some of you may have multiple audiences, such as employers and graduate schools. Or you may need more time to identify your specific audience. Either way, you may want to craft your ePortfolio in a way that appeals to multiple groups. The National Association of Colleges and Employers (NACE) has conducted surveys about the types of skills employers look for on resumes, and you might consider featuring some of these skills in your ePortfolio. Click here to visit the [NACE Job Outlook](#) and view the top skills.

Artifacts

Artifacts are the documents and media that you include in your ePortfolio. They act as evidence of your skills, experiences, and knowledge. Examples of artifacts include essays, videos, lab reports, lesson plans, pictures, and certificates. As you gather materials for your ePortfolio, remember to display relevant evidence and include a variety of artifacts. For example, instead of simply adding papers from every class, consider including pictures or videos from a lab. You can select artifacts from a range of curricular and co-curricular experiences, such as courses, internships, study abroad programs, and leadership positions.

Even if you are not ready to create an ePortfolio right now, you should begin collecting and organizing materials from your curricular and co-curricular experiences. At first, consider a range of documents and media. You can select specific artifacts once you have a clear direction for your ePortfolio.

Reflective Writing

Reflective writing is the most significant element of your ePortfolio. It allows you to give your audience context for an artifact. Reflective writing often makes connections between experiences, explains the importance of artifacts, and includes your future or goals.

If you are not sure where to begin, you could simply write down your thoughts and ideas. Like other writing projects, you will need to draft multiple versions of your reflective writing in order to create the final text for your ePortfolio. You can always revise your work later.

Remember to provide your audience with a brief summary and a meaningful reflection on the artifact.

Theme

As you work on your ePortfolio, consider the theme or message you would like to communicate to your audience. A theme does not need to be a concrete word or phrase, but rather a concept that connects your professional goals with your personal interests and experiences. Having a theme will help you create a more unified body of work. As you begin to notice the underlying threads that connect your experiences, you can select artifacts, write reflections, and design pages in a way that reinforces your theme.

The About Me page is important because it is often the first page your audience sees. You should consider crafting this section to introduce both yourself and your theme or message. Use the About Me Page worksheet to start brainstorming content to include in your About Me page.

[Click here](#) to see an example of an ePortfolio that incorporates a coherent theme. This ePortfolio was created by Patience Marsh.

Design

In addition to the content of your ePortfolio, you must also consider the visual representation of your work, which can provide additional meaning and communicate your theme or message. Design elements in your ePortfolio include color, font, space, and layout. You will also want to include non-text elements such as boxes, icons, buttons, and images.

Here is an introduction of design principles — contrast, repetition, alignment, and proximity — to apply to your ePortfolio. Although it is important to be aware of these design principles, keep in mind that the three platforms suggested provide a variety of customizable templates.

After you pick your colors, check your color palette with [WebAIM's](#) color contrast checker to make sure your colors are visible to everyone, including those with color blindness.

Technology

There are many website-builders — or platforms — that can be used to create an ePortfolio. The ePortfolio Project suggests Wix, Weebly, and WordPress. Each of these platforms has an easy-to-use interface (no coding required) and extensive support features to help you learn to navigate the technology.

Although any of the three platforms can be used to create an ePortfolio, you may want to look at what each one offers to find the one that best fits your needs and goals.

Once you have selected a platform, simply create an account to begin crafting the pages of your ePortfolio.

Platform Links

- [Wix homepage](#)
- [Weebly homepage](#)
- [WordPress homepage](#)

There are several options within the platforms that allow you to share, protect, and enhance your ePortfolio. The platforms also offer extensive support features that you can view by clicking the support page links below.

Platform Support

- [Wix support pages](#)
- [Weebly support pages](#)
- [WordPress support pages](#)

Ethical Literacy

Ethical Practices

As you create your ePortfolio, you will be making choices and taking actions that could impact yourself and others. We call these choices and their impact ethical literacy.

Ethical literacy is important because the public nature of the internet often raises questions about what media to include and how to give appropriate credit. Any time you use the work of others — such as images, videos, and music — you must be aware of copyright, fair use, permission, attribution, and representation. Although such concepts can be complex, working within these parameters is an essential component of creating your ePortfolio.

Accessibility

One of the most important aspects of ethical literacy is accessibility. Accessible websites benefit all users, not just those with disabilities. Accessible ePortfolios enable all users to fully experience the content on your pages. As you create your ePortfolio, we encourage you to consider the way all users interact with your website.

[Visit WebAIM](#) for an excellent overview of accessibility principles that you can apply to your ePortfolio.

If you have a video on your ePortfolio, remember to caption the content or provide a transcript of the video. YouTube and Vimeo are two popular video hosting platforms used by students. Click below for easy-to-follow caption instructions for each platform. If you are using another platform to host a video, remember to look into how to add captions to your videos on that platform.

- [YouTube Captions](#)
- [Vimeo Captions](#)

Before You Publish

Creating an ePortfolio is an ongoing process. However, you will want to review your ePortfolio before you publish and share your work with others.

You can also ask a professor, mentor, supervisor, family member, or friend to review your ePortfolio and make recommendations. Make sure you discuss with your audience and mention the type of feedback you are hoping to receive.

If you decide to make your ePortfolio available to others, here are a few strategies to help you reach a wider audience:

- Add your ePortfolio link to your resume, curriculum vitae, cover letter, or business card.
- Include your ePortfolio link in your email signature.
- Feature your ePortfolio link on your LinkedIn profile.
- Post your ePortfolio to blogs or social media websites.
- Mention your ePortfolio during networking conversations or interviews.

Remember to update your ePortfolio so that your information remains current. For example, if you were elected to a leadership position or graduated from college, make sure to edit your ePortfolio to reflect those changes.

After You Publish

You will need to submit your e-Portfolio link by logging into the Blackboard Learn portal:

- Open the Student Services Course
- Select e-Portfolio
- Select e-Portfolio Upload
- Under Assignment Submission select Write Submission button
- Write a brief summary copying and pasting your e-Portfolio hyperlink
- Click the Submit button

Student e-Portfolio Samples

- <https://olgabetzel.wixsite.com/mysite>
- <https://leahduffe.wixsite.com/mysite>
- <https://jauslyn33.wixsite.com/hein>
- <https://stalheik.wixsite.com/website>

WIX – Create Your Own Website

<https://www.wix.com>

Simple to follow instructions on how to setup your own site.

Page 1

WIX

CHOOSE HOW YOU WANT TO CREATE YOUR WEBSITE

Let Wix ADI Create a Website for You

Answer a few simple questions and automatically get a website designed just for you in minutes.

Start Now

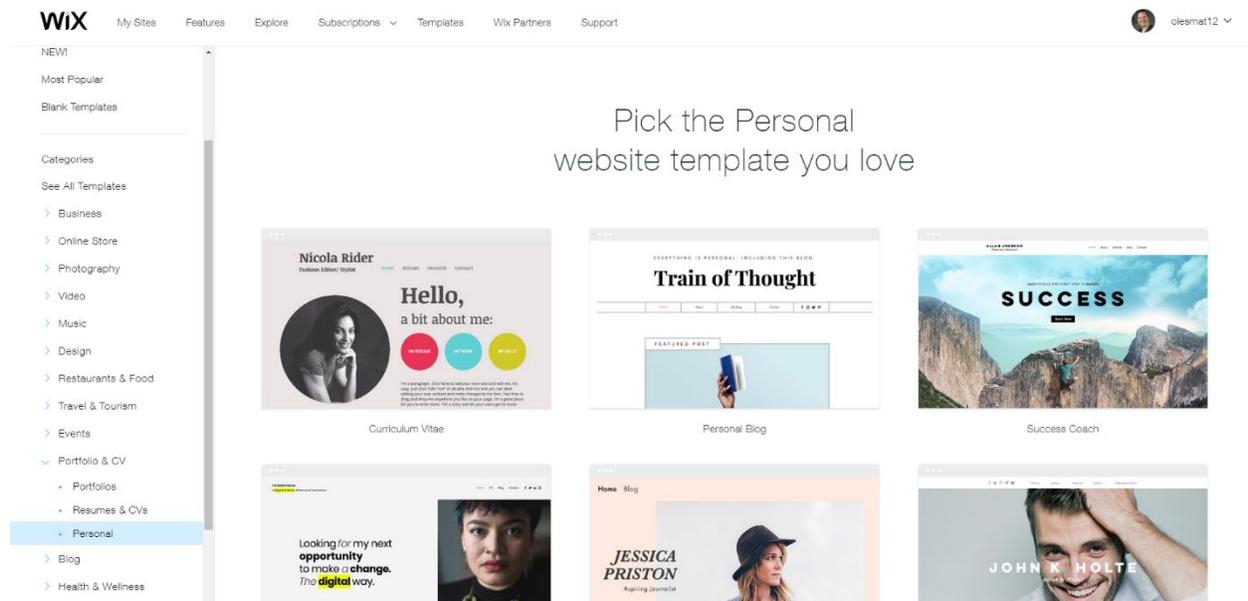
Or

Create Your Website with the Wix Editor

Start with a template and make it your own, with easy drag and drop & 1000s of design features.

Choose a Template

Page 2



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Page 3

The screenshot shows the Wix website template selection interface. On the left is a navigation menu with categories like 'Most Popular', 'Blank Templates', and 'Categories'. The 'Personal' category is selected. The main area displays a grid of website templates with the heading 'Pick the Personal website template you love'. The templates shown are: 'Curriculum Vitae' (a resume template), 'Personal Blog' (a blog template titled 'Train of Thought'), 'Success Coach' (a coaching template with a 'SUCCESS' headline), 'Looking for my next opportunity' (a job-seeking template), 'JESSICA PRISTON' (a personal blog template), and 'JOHN K. HOLTE' (a personal profile template).

Page 4

The screenshot shows the Wix Editor interface for a website titled 'Nicola Rider, Fashion Editor/ Stylist'. The interface includes a top navigation bar with 'WIX', 'Page: HOME', and various settings. A central video player is overlaid on the page, displaying a 'Welcome to the Wix Editor' message. The video player has a play button and a 'Start Now' button below it. The background shows a dark red footer with contact information and social media links.

Use the WIX EDITOR to change the websites content. Follow the booklets instructions for building your portfolio content.