Overview of the Portfolio Tab in eLumen

The Portfolio tab is an academic tool to help you compile materials, accomplishments, and assessed artifacts in an organized way to demonstrate and showcase your knowledge and skills. You have the ability to make multiple portfolios to focus on academics or transfer institutions, career and employment, and other portfolios for personal growth such as documenting hobbies or skills already acquired.

This portfolio is completely customizable and allows you create three styles of pages:
- Gallery – allows you to upload images, documents and video links
- Simple – allows you to type or copy in a single page of text
- Journal – allows you to type or copy in multiple entries of text on a single page

What's a Student Portfolio?
A student portfolio can be used for two main purposes. The first is a collection of academic work as a representation of achievement and self-reflection. This can be compiled by instructor initiated assessments or student driven assembly. The second is a portfolio of achievements to share with potential employers. This can be part of an academic project primarily in the capstone or internship courses or as a student motivated plan.

What are Some Advantages to Having an Electronic Portfolio?
Some of the advantages to having an electronic portfolio include:
- Providing samples of your work to the employer
- Showcasing your course study, accomplishments, trainings, and experiences
- Adding visual impact to the verbal interview process
- Delivering information to the employer that sells you

What Items Should I Collect in an Academic Portfolio?
An academic portfolio is a collection of the major accomplishments and activities during your tenure with a college or university. It should highlight your
- educational development – artifacts of assessed assignments;
- contributions to the institution and/or community – services to the college, involvement with academic or service organizations, volunteer opportunities in college or community;
- academic achievements – degrees, certificates, scholarships, awards.

Why use eLumen as the Portfolio Platform?
San Antonio College purchased the use of eLumen for a variety of uses including the ability to report on student learning outcomes – check the Courses tab on the student dashboard. This software, that comes at no cost to the San Antonio College student, is easy to comprehend so that you, the student, can quickly build an academic or career portfolio.

Click here to view the video highlighting the eLumen portfolio:
https://www.youtube.com/watch?v=5Ts7heFWjR4

Overview of the Portfolio Tab in eLumen

CREATING A PORTFOLIO

VIDEO Resource on Creating ePortfolio Pages: [eLumen - Create and Use eLumen Portfolio Pages](#)

Step 1: **Getting Started**
- Click on "Portfolios" tab at the top of the page.
- You will see either Assessment or Presentation view.
- Assessment View: If an instructor has assigned a portfolio for a class assessment, you will see this as an option from the "Assessment" view.
- Presentation View: This view allows you to create your own portfolio. Click on "Create Portfolio" to get started.
- It is required to enter a *Portfolio Name* and a *Portfolio Description*.
- Click "Create"

Step 2: **Customizing the Title Bar**
- The *Edit* button allows you to edit the Portfolio Name and Description.
- The *Design* button allows you to edit text color, background color and background image.
- The *Preview* button allows you to see what the portfolio looks like to others.
- The *Share* button allows you to share with instructors, cyber media and generates a URL to embed in emails and other documents.

Step 3: **Creating Pages in Portfolio**
   a) **GALLERY PAGE**
   Click "Add Page"
   - Click "Gallery Page"
   - It is required to enter a *Page Title* and optional to enter a *Description*.
   - Click "Save"
   - To upload an image or document, click "Upload Image"
   - It is required to enter a *Title* and optional to enter a *Description*.
   - It is required to *Drag a file or Click to select from your computer*.
   - Click "Add Card"
   - Continue to add as many cards to this page.

   To upload a video link, click "Add Video Link"
   - It is required to enter a *Title* and optional to enter a *Description*.
   - It is required to enter a YouTube URL in *Paste the Youtube link…*
   - Click "Add"
   - Click "Add Card"
   - Continue to add as many cards to this page.

   b) **JOURNAL PAGE**
   Click "Add Page"
   - It is required to enter a *Page Title* and optional to enter a *Description*.
   - Click "Save"
   - Click "Add Entry"

- It is required to enter under *Add tittle to this journal entry* and a *Enter your journal entry here.*
- Click "Save"
- For more entries, click "Add Entry".

c) **SIMPLE PAGE**
   Click "Add Page"
- It is required to enter a *Page Title* and optional to enter a *Description*. Please note: The description box has a word limit, however, the text box after clicking "save" does not have a word limit.
- Click "Save"
- Enter your text in the box provided.
- Click "Save"

SHARING THE PORTFOLIO

To share the portfolio with the instructor, view the portfolio from its homepage then:
- Click "Share" (greenish tab in upper right corner in the banner)
- In the *Share with Instructors* area, type in the instructor's name or select from the *Instructors In This Term* area
- Click "Save"
- VIDEO: Share Your ePortfolio: https://www.youtube.com/watch?v=P_jyAUW7Kr8

To share with an outside source including connecting to Facebook, Twitter, Google+, and Linkedin, view the portfolio from its homepage then:
- Click "Share" (greenish tab in upper right corner in the banner)
- Click the box to *Make This Portfolio Public*
- Copy and paste the URL link (on right) to embed into emails, applications, etc. to allow visitors to view the portfolio and click "Save", or
- Click on the tabs for *Facebook, Twitter, Google+,* or *Linkedin* and follow prompts in that site.

What Items Should be Included in a Portfolio for an Employer?
An employment or career based portfolio will be wide-ranging but the most important aspect is to include the essential components based on your goals. While many portfolios will contain items such as resumes, references, work experience, and educational history, employers are

Do Employers Want an Electronic Portfolio?
The electronic portfolio (ePortfolio) is a relatively a tool in the recruitment and hiring of candidates. Research shows that employers have expressed high level of interest in viewing an ePortfolio. Some employers have indicated that knowing a candidate and his/her skills would most likely result in an invitation to interview. Employers are aware that not all information will surface in the interview process and the ePortfolio will provide a more profound understanding of the candidate leading to a more fruitful interview process. If the ePortfolio was not viewed prior to an interview process, it can be included with a follow-up Thank You letter to enhance the interview impression and leave a more lasting impression.