

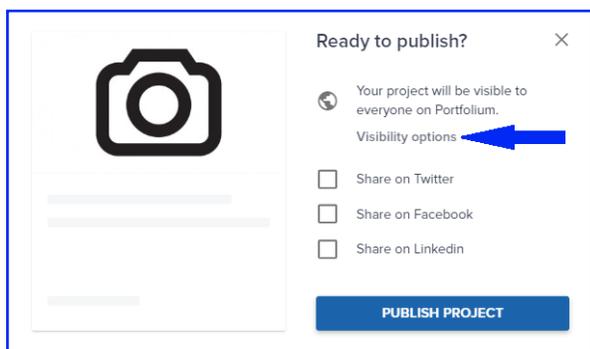
USING PORTFOLIUM TO SHARE YOUR PROJECT

Showcasing your work using Portfolium is **optional** for students participating in the Frontiers Online Exhibition. Follow these steps to share your work on the Portfolium platform:

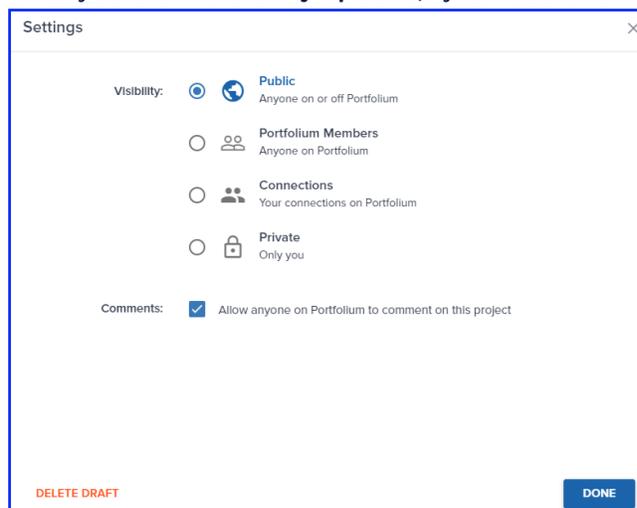
- To sign in, go to <https://uconn.portfolium.com/>
(All UConn students, staff, and faculty have access to the Portfolium ePortfolio platform)
 - If you have already activated your account, click the “UConn SINGLE SIGN ON” link, then use your netID and password to sign in.
 - If you have not yet activated your account, type your @uconn.edu address and click the “CONTINUE” button.
- Click “+ NEW PROJECT” on the top right corner of your screen.
- For the purposes of the Frontiers Online Exhibition, complete the following:
 - Add a project title:** Enter a short project title (maximum 50 characters) that shares language with the full project title you plan to submit in the [Qualtrics submission form](#) (no character limit).
 - Attachments:** Attach your Project Summary (at minimum). Other options you can consider including:
 - Reflection on learning
 - Any links, pictures, graphics, figures, or files that help to display your project, including poster or slide presentations of your project
 - Content located on external platforms such as Google Drive and Instagram that will help you best showcase your project (Portfolium connects to many such platforms)
 - Teammates:** If you worked on this project with someone else (peer, faculty member, etc.), tag their name here (with their permission) so this project can appear on their Portfolium as well. *Note: Your teammate needs to sign in to Portfolium at least once before you can do this; they will be able to remove the tag if they do not want the project to appear on their portfolio.*
 - Tags:** Input #uconnfrontiers2020 if you want your project to appear in the Portfolium tag page for the exhibition, <https://portfolium.com/discover/tag/uconnfrontiers2020> (See step 4 for Visibility/Privacy settings to consider.)

Note: **Category, Description, and Skills, Tools, Software** are not required for finalizing your project for the Frontiers Online Exhibition. However, see the FAQ section for information on how to complete all sections for the most complete project.

- Click “PUBLISH” and you’ll see the following pop-up the first time you Publish the project. *Note: The default is that your project is “Public,” but you can click **Visibility options** to change the privacy setting for your project.*



Once you click “**Visibility options**,” you’ll see this:



Visibility Options explained:

- Public – accessible to all, will show up in Google searches; will appear in the #uconnfrontiers2020 tag page in Portfolium
- Portfolium Members – accessible to all with Portfolium accounts inside and outside of UConn; will appear in the #uconnfrontiers2020 tag page in Portfolium
- Connections – accessible to your connections on Portfolium and anyone you provide the shareable link to directly
- Private – visible only to you and anyone you provide the shareable link to directly

Enabling **Comments** allows for other Portfolium users to add comments or ask questions about your project. This option allows for interaction about your project on Portfolium.

Consider the Visibility and Comments options, make your selections, then click “DONE”

Note: If you click “PUBLISH PROJECT” without changing your privacy settings or you want to go check or change them later, follow the steps in this [Portfolium privacy resource](#) to change your Settings on a project.

Connecting steps 3d and 4: The visibility/privacy settings are your choice, but in order for your project link to appear in the #uconnfrontiers2020 tag on Portfolium, your project must be set to “Public” or “Portfolium Members.” If you choose “Connections” or “Private” your link will not be on the #uconnfrontiers2020 page but could still appear in the Frontiers Online Exhibition program if you so choose (you’ll indicate this in the [Qualtrics submission form](#)).

5. If you want your Project link to appear in the Frontiers Online Exhibition Program, your project can be set to **any Privacy setting** (see step 4), and you can get your shareable link to input into the [Qualtrics submission form](#) by clicking on your project, then “SHARE.” Click next to the link icon to copy your shareable link (the display text there will vary depending on the visibility of your project: “Copy link to project” or “Copy public share link”).

The screenshot shows a Portfolium project page for "Research Connections" by Caroline McGuire, University of Connecticut. The project is currently set to "PRIVATE". A "SHARE" button is visible in the top right corner. A dropdown menu is open, showing three options: "Private Project" (with a lock icon), "Copy public share link", and "Update privacy settings". A blue arrow points to the "SHARE" button, and another blue arrow points to the "Copy public share link" option. The project content includes sections for "BACKGROUND", "GOALS FOR 2018", "MARKETING COMPONENTS", "GOAL 1: RESEARCHER OUTREACH", "GOAL 2: STUDENT OUTREACH", "GOAL 3: PLANNING COMMITTEE", "OUTCOMES: STUDENT FEEDBACK", "OUTCOMES: PARTICIPATION", and "NEXT STEPS".

Paste the copied link into the [Qualtrics submission form](#) and you're all set!

FAQ

Why post on Portfolium?

[ePortfolios are a High Impact Practice in Higher Education](#) because they provide a way for students to meaningfully reflect on their learning and showcase evidence of their work by posting projects, artifacts, and examples of their experiences (inside and outside the classroom). This can be helpful in showcasing work and evidence of your learning to future employers, graduate schools, and others in your network.

How can I enhance the strength of my project on Portfolium?

Identify and tag as many **Skills, Tools** or **Software** as you can think of related to your project to showcase the skills you are displaying with your project.

If you upload a variety of attachments, then your “Project Summary” could be your **Description** instead of a file uploaded. Or your Description could explain how this is part of an online exhibition at UConn of undergraduate research and creative work.

Make sure your selected **Category** best reflects your project. According to Portfolium, “Categorize your project: Help employers, instructors, and peers find your awesome work. Explore the Discover page to see how project categories are used.”

What if I'm having trouble with Portfolium or want to learn more?

We believe that you will find Portfolium to be intuitive overall, and there are multiple resources to assist you in building your personal and professional ePortfolio:

- The [User Guides](#) contain written and video tutorials across a wide range of Portfolium features.
- Once you are signed in to Portfolium, there is a blue support chat icon at the bottom right of the screen. Part of our agreement includes Portfolium supporting you in creating a great profile, so don't be shy about asking questions!