UCONN

ENRICHMENT PROGRAMS
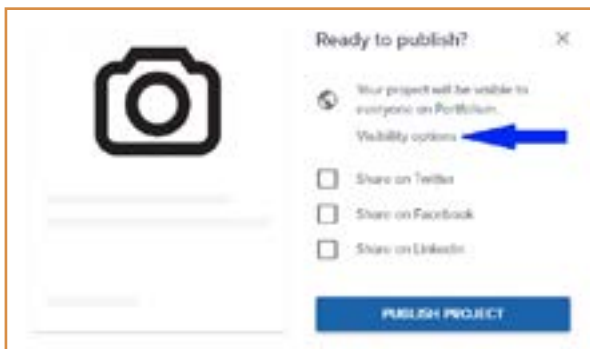OFFICE OF
UNDERGRADUATE RESEARCH

USING PORTFOLIUM TO SHARE YOUR FALL FRONTIERS PROJECT

Showcasing your work using Portfolium is **required** for students participating **virtually** in the 2021 Fall Frontiers Exhibition. It is **optional** for **in-person** presenters. Follow these steps to share your work on Portfolium:

1. 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.

2. Click "+ NEW PROJECT" on the top right corner of your screen.

3. For the purposes of the 2021 Fall Frontiers Exhibition, complete the following:

   a. **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 (access here; no character limit).

   b. **Attachments:** Attach the following items — the minimum requirements for virtual presenters — to your project:
      i. Poster file (via "Upload files" or "More options")
      ii. YouTube link to your captioned video (via "Paste a link")

      Optionally, you can attach any additional project materials you wish to share.

   c. **Add a project description:** Enter a 2-3 sentence description of your project that will be accessible to a general audience.

   d. **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.*

   e. **Tags:** Input #uconnfallfrontiers2021 so your project will appear in the Portfolium tag page for the exhibition, https://portfolium.com/discover/tag/uconnfallfrontiers2021

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

4. 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 check or change the privacy setting for your project. **Please make sure that your project is set to "Public" through November 3, 2021 so the link stays active in the exhibition program through that date.***

Once you click "**Visibility options**," you'll see this:

Enabling **Comments** via the checkbox at the bottom of the **Visibility options settings** allows for other Portfolium users to add comments or ask questions about your project. As this allows for interaction about your project on Portfolium, we encourage you to enable comments. If you enable comments, please plan to be responsive to questions and feedback you receive during the week following Fall Frontiers, October 20-27, 2021.

Ensure that Visibility is set to Public, make your selection from the Comments options, then click "DONE"

Note: *If you wish to check your visibility/privacy settings or change them **after November 3, 2021**, follow the steps in this [Portfolium privacy resource](#) to change your Settings on a project.*

These are the other visibility options you might elect **after November 3, 2021**:

- Portfolium Members — accessible to all with Portfolium accounts inside and outside of UConn
- Connections — accessible to your connections on Portfolium and anyone you provide a new shareable link to directly
- Private — visible only to you and anyone you provide a new shareable link to directly

Changing these settings will change your project link, which is why we ask that you not make changes until after November 3, 2021: keeping all projects public until that date ensures the exhibition is viewable for a minimum of two weeks.

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5. Retrieve your shareable link to input into the Qualtrics submission form (available [here](#)) by clicking on your project, then "SHARE." Click next to the link icon to copy your shareable link (the display text there will read "Copy link to project" if visibility is set to Public).

Paste the copied link into the Qualtrics submission form (available [here](#)) 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.

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!