

eFolios

Developing an Electronic Portfolio

- **What is an eFolio?**
 - An electronic showcase of your education and personal achievements
 - Similar to “hard copy” portfolios, but are more versatile
 - Resume is a portion of your eFolio
 - Digital documentation of your education, activities, goals and objectives
 - Can upload documents, pictures, computer graphics, audio, and video files
 - Easy to design portions of your site to meet interests of your target audience (dentists)
- **How do you start?**
 - Reflect – Reflect on what you have accomplished in school.
 - Collect – Collect information for your electronic portfolio.
 - Select – Select those documents that are most pertinent to your goals and keep them handy as you work on your eFolio.
 - Build – Build your site using the electronic portfolio tool found on www.efoliominnesota.com.
 - Publish – Publish your portfolio on your own web site, so future employers have access to this information.
- **What should you include in your eFolio?**
 - Welcome: Summarize who you are.
 - Career objective: Write a statement summarizing your objective. Be as specific as possible.
 - Resume: Summarize your education and achievements. Include detailed information about your skills.
 - Work samples: Upload articles, papers, projects, reports, etc.
 - Awards and honors: Scan certificates of awards, honors and scholarship letters.
 - Additional education: List conferences, seminars, workshops, and any other professional development.
 - Licenses: List degrees, certifications, and licenses.
 - Volunteer activities: List activities or illustrate through a photo.
 - References: List three people who will serve as references for you. Include full contact information of those people.
 - Letters of recommendation: Include praise you have received from employers, professors, etc.

Implementing eFolios into Teaching:

- Prior to this year, the dental hygiene students did not develop a professional portfolio. Typically, the concentration was on developing a resume that would be ready by the time they graduated in May.
- This semester, I included Professional Portfolios in my class as a subject area. In this class period, I showed them how to develop a “hard copy” portfolio and the different content areas that should be included.
- To take this one step further next year, I will implement an eFolio topic into my class schedule. I will allow one two-hour class session to introduce them to eFolios. To do this, I will reserve a lab at the ACC so each student is able to work on a computer simultaneously.
- I will use the following format for instruction:
 - Go to www.efoliominnesota.com.
 - Take a virtual tour on that site, which will take about 15 minutes. This allows you to become familiar with all the tools available to design your eFolio.
 - Browse the gallery to view sample eFolios of other students.
 - Sign up for your personal URL.
 - You will receive notification of your URL, username, and password via email.
 - Once you have logged in to your URL page, you can start building your site.
 - Select a design for your site. Click on “Site Management,” select “Design Center,” view the options, follow the instructions and choose a design.
 - Enter your name into the banner. Fill in the boxes that appear when you choose your design in “Site Management.” Click the green “Finish” button to save your work.
 - Place welcome information on your home page by clicking on “Content Tools,” then “Home.” Now you can add text, images, documents, and other information to your page.
 - Begin building other sections of your site. Click on “Content Tools” to work on each section.
 - Preview your site anytime by clicking on the “Live Site” tab that is on the top right side of the screen.
 - Check out the help tools including “Quick Tips” and the “Help Site.”