



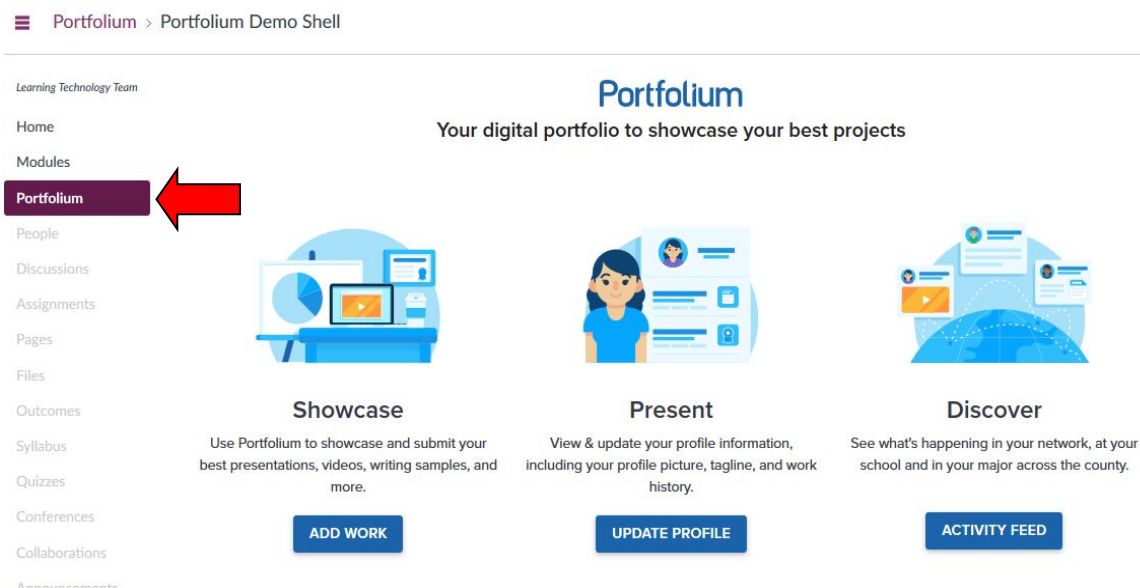
# Portfolium

## QUICK-START GUIDE

Portolium is a tool designed to help you showcase your projects and skills. Portfolium is a free tool you can continue to use after your course is complete. You will use the same Portfolium account for all courses that have assigned it as a tool. There is no limit on usage, access, or storage. After you graduate from Ashford, your account becomes an alumni account that is still linked to Ashford's network.

### Accessing Portfolium in Canvas

To access Portfolium from your Canvas course, simply click on the Portfolium link in the sidebar.



The Portfolium home page displays three menu items: Showcase, Present, and Discover.

### Showcase

This is where you upload your projects to your portfolio. To add a new item, simply click on the Add Work button.

From there you will select what type of entry you would like to add: **Job or Internship**, **Work or Project**, or **Volunteer Work**.

The screenshot shows the 'Portfolium' interface for creating a new entry. At the top, a blue header bar contains the 'Portfolium' logo, the text 'UNTITLED ENTRY', and a help icon. Below the header, the text 'Choose a type of entry to create:' is centered. Three options are listed, each with a circular icon, a title, a description, and a 'SELECT' button:

- Job or Internship**: Have you had a summer job or internship?
- Work or Project**: School projects with teammates? Or burning the midnight oil on a side project?
- Volunteer Work**: Habitat For Humanity or the Peace Corps? We've got you covered, put your volunteer work here!

At the bottom, a blue navigation bar shows the progress: 'ENTRY TYPE' (active), 'BASIC INFO', 'DETAILS & ATTACHMENTS', and 'SETTINGS'. A 'NEXT' button is located on the right side of this bar.

Use the “Previous” or “Next” buttons at the bottom of the page to navigate through. Your progress will be automatically saved when you advance to a new page, or you can click on the “Save” button at the top of the page.

We’ll go through the steps for adding a “Work or Project” below.

### *Work or Project*

After you click “Select”, you will be asked to provide a little more information about your entry.

#### Basic Information

- Upload images associated with your project (optional)
- Choose a category. Some examples are Art & Design, Business, Science, Education, etc.
- Give your entry a title
- Describe your entry

Tell us some basic information about your entry:

Upload one or more Images

These images will be formatted in a slideshow when your entry is viewed. You will be able to add documents and attachments in the next step.



Choose a category

Start typing to find a category

What kind of entry is this?

Give your entry a title

Once you have finished entering your information, click “Next” to proceed.

*Note: You also have the option to share your entry on Facebook by clicking the button at the bottom of the page.*

Describe your entry in more detail

Add as much information as you'd like.

To add a link, use the full URL <http://google.com> or customize it: [\[Google\]\(http://google.com\)](#)

ADD A URL

☐  Share on Facebook

BACK

ENTRY TYPE > BASIC INFO > DETAILS & ATTACHMENTS > SETTINGS

NEXT

## Adding Detail

On the next page, you will have the option to add more detail to your entry by tagging teammates; adding skills, tools, or software you used in your project; adding applicable hashtags; and uploading your file.

Portfolium
DFDS
?
SAVE

Describe your entry in more detail:

Tagged teammates

Search users...

Who else contributed to this entry?

Which skills, tools or software did you use in this entry?

Search skills...

Suggested skills:

Critical Thinking
Microsoft Word
Writing
Research
Written Communication
Communication skills
Leadership
Teaching
Motivation
Dedicated to work

Tag your entry

Tags make it easier to locate your entry.

Search tags...

BACK
ENTRY TYPE > BASIC INFO > DETAILS & ATTACHMENTS > SETTINGS
NEXT

**Tagged Teammates:** Here you can add in people who have worked with you on this project. Once you start typing a name, suggestions of Portfolium users who match your entry will appear in a drop-down menu below.

**Skills, Tools, or Software:** In this section, you can include tags for what skills and tools you used while working on your project. Add any of the suggested skills below the entry box by clicking on them. You can search additional skills or tools by typing in the entry box and selecting one of the options that appear on the drop-down menu.

Which skills, tools or software did you use in this entry?

Microsoft Word X
Writing X

Photo

photo
Photo and Video
Photo and Video editing
Photo Editing
Photo Editor

**Tag Your Entry:** Add any relevant hashtags to tag your entry. These hashtags will appear next to your published entry and will be searchable by potential employers.