

## Portfolio Project Before Sharing

### WRITING AND PROOFREADING

- No spelling mistakes or grammatical errors.
- No personal information included (e.g. phone number or address).
- Reflections support your overall message or objectives.
- Reflections are appropriate to share in an educational or professional portfolio.

### ARTIFACTS

- Each artifact is accompanied by a caption indicating its significance, date, etc.
- Each artifact has been shared with permission of the original creator if you did not produce it – e.g. reference letter or excerpt from an email.
- Artifacts support your overall message or objective(s).
- Artifacts are appropriate to share on an educational or professional portfolio.

### USER EXPERIENCE

- Every page that is visible has content on it.
- Hyperlinks go to the correct page.
- No broken links.
- Copyright images and materials are properly cited.
- Media is high quality and works on common browsers.
- Layout is responsive and works on multiple viewing platforms – e.g. laptops, tablets, phones, etc.

### THINGS TO INCLUDE

- An “About Me” page, including a photo.
- A “Contact Me” page – use a contact form and not a personal email address or phone number.

### THING NOT TO INCLUDE

- Copy of your official student transcript.
- Your student number.

## THINGS NOT TO INCLUDE Continued

- Word documents – upload .pdf versions of your work.
- Your personal address or phone number.
- Unprofessional language or images.
- Personal information about another person.

Adapted from the “ePortfolio Checklist” with the permission of ePortfolio Support at TRU.