



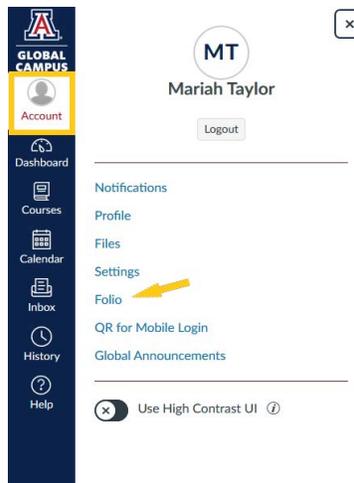
## Profile Settings

Complete the following:

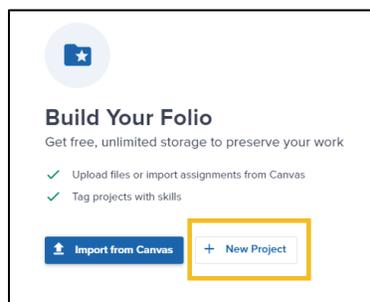
- Avatar (may be a picture or other avatar to represent you)
- Cover image
- Tagline
- Introduction
  - Write a brief introduction. As an option, you may use what you composed for your Week 1 discussion forum Post Your Introduction.

## Step 2: Uploading Work to Folio

- Click on the "Account" link in the global navigation of this course and select "Folio."

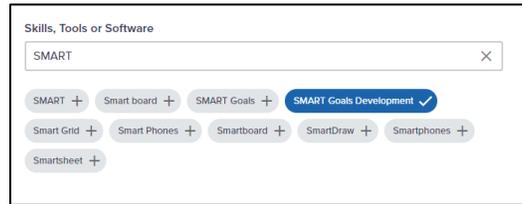


- Click the "+ New Project" button at the top right side of your Folio page.

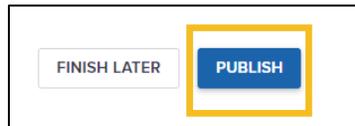


- Add a project title.
- Follow the prompts to upload your assignment file.
- Select a category for your project from the drop-down menu.
- Write a description of your project that summarizes the piece and any conclusions that were drawn.
- Add skills tags to your work that identify the knowledge, skills, and abilities that are demonstrated.

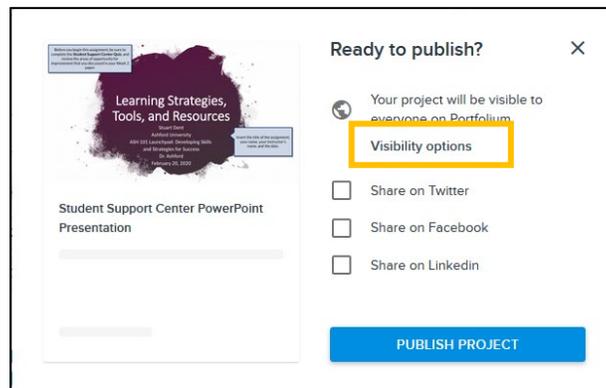
- For example: If your assignment is on SMART goals, you could tag “SMART Goals Development” in the Skills, Tools, or Software section.



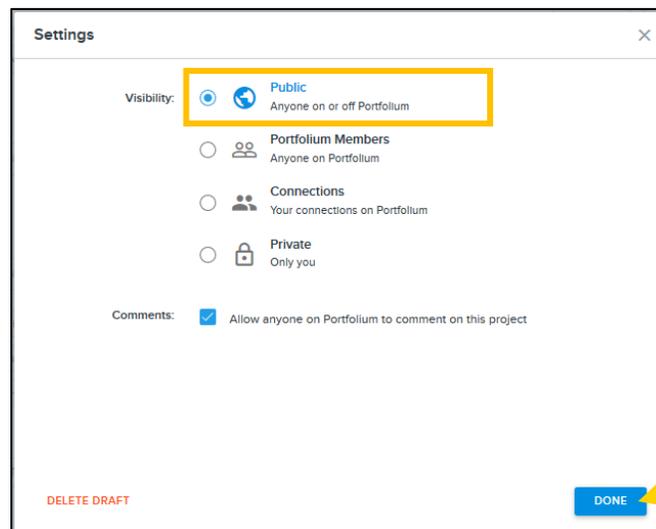
- Click on “Publish.”



- Click on “Visibility options.”



- Make sure that your project’s visibility is set to “Public,” so your instructor and peers can view it. Then click on “Done.”



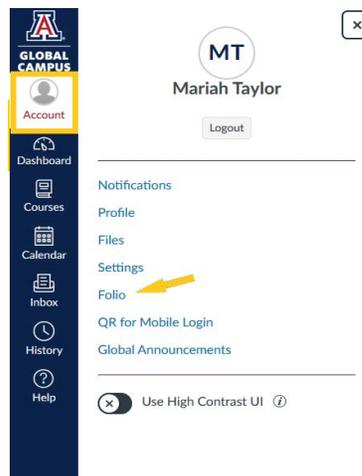
- Click on “Publish Project.”



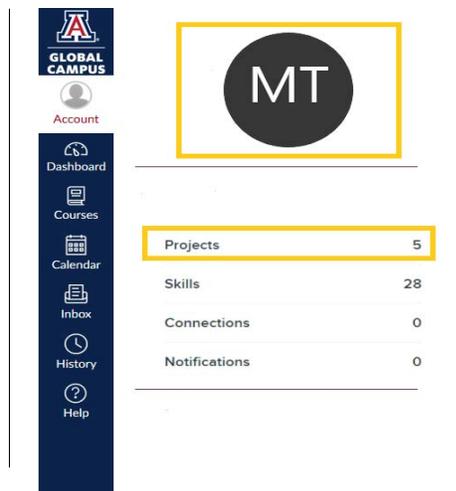
### Step 3: Getting a Link to Your Project

Need to share a project within your Folio account with your instructor or classmates? Follow these instructions:

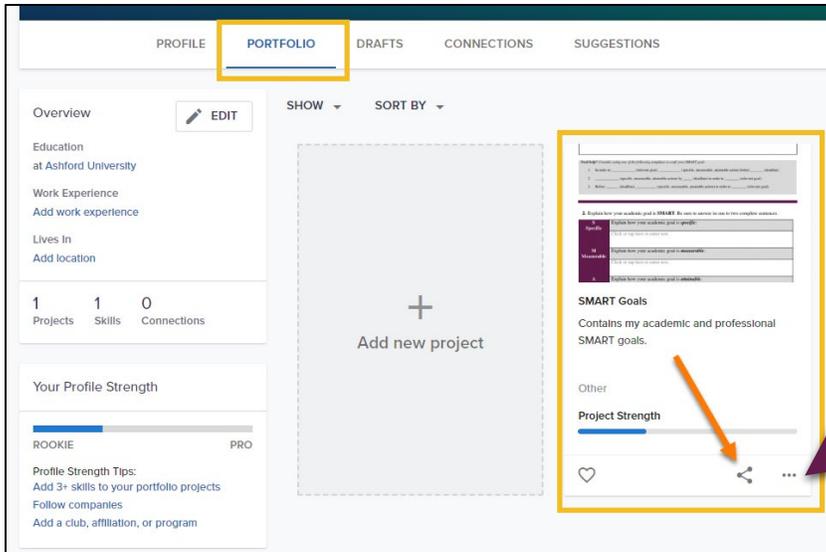
- Click on the "Account" link in the global navigation of this course and select "Folio."



- Click on your Profile Picture or on “Projects.”



- This should open your Folio profile. From there, find your project (within the “Portfolio” tab), and click on the share icon.



**Reminder: Set to Public Visibility**

Make sure that you set your project's visibility to **"Public"** before sharing a link to it!

To do this, click on the "...", select "edit," click on the gear icon on the top of the page, and make sure it is set to "Public."

- Select "Copy link to project."



- You now have the link to your project copied to your clipboard. You can now copy and paste the link where you need to.

## Best Practices and Resources

Folio Best Practices and Resources It is important to keep in mind that your ePortfolio is intended for future employers to evaluate your knowledge, skills, abilities, and professionalism. For helpful tips in making sure that your ePortfolio presents you well, see the [Folio Best Practices Guide](#).

For additional resources such as help guides and tutorials, access the [Folio Network – Table of Contents](#). You can also find helpful information about Folio, on the Folio landing page in Canvas.