

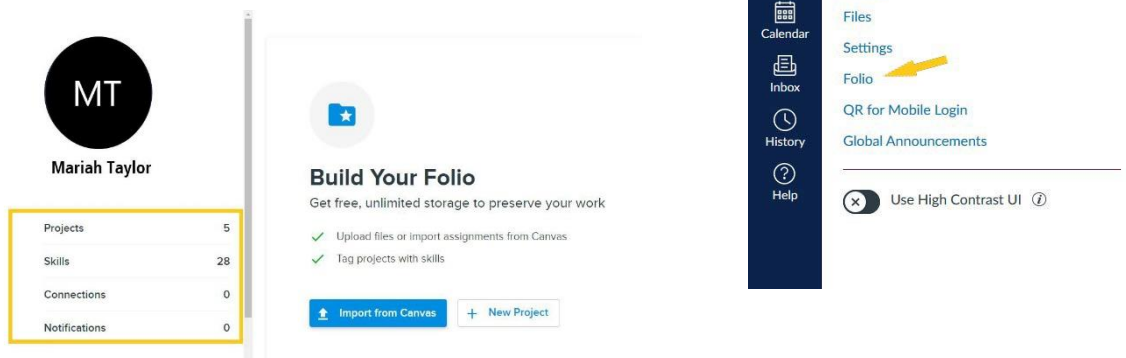
## Folio Quick Start Guide

### What is Folio?

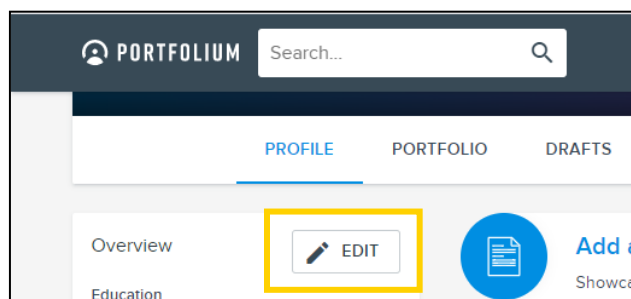
Throughout this course, you will be building a personal electronic portfolio or “ePortfolio.” The ePortfolio tool will help you track your professional and academic progress. Once you graduate, it can also be used to demonstrate your skills and competencies to potential employers and the professional community. Your ePortfolio will be developed and hosted using Folio, the ePortfolio tool this university uses. As a UAGC student, not only will you have access to Folio during your time at UAGC, but you will also retain lifetime unlimited access after leaving the university, without fees or capacity limit. First you need to develop your ePortfolio by creating an account using [Folio](#). If you already have a Folio account, skip to Step 2.

### Step 1: Getting Started in Folio

- To access Folio, click on “Account” in your Canvas classroom.
- Click on “Folio.”
- On the Folio landing page in Canvas, click on your name or any link on the Folio landing page. You will be taken to your Folio account home page.



- Once on your Folio home page, click on the Edit button to customize your profile.

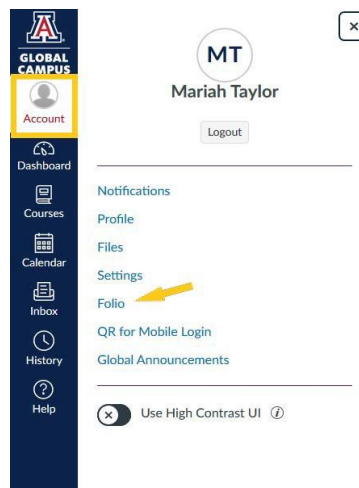


## Profile Settings

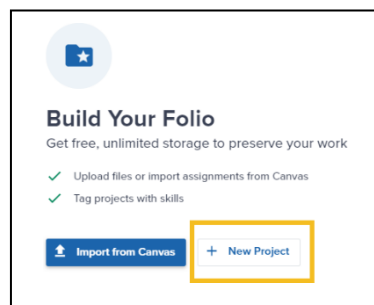
Complete the following:

- 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

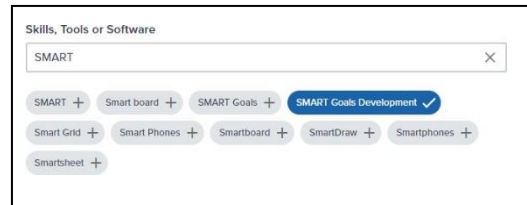


- Click on the "Account" link in the global navigation of this course and select "Folio."
- Click the "+ New Project" button at the top right side of your Folio page.



- 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.

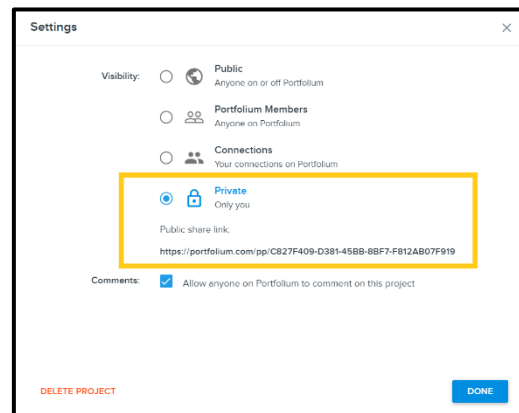
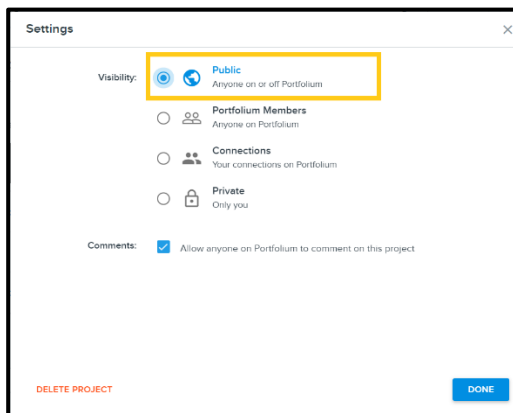
- For example: If your assignment is on SMART goals, you could tag “SMART Goals Development” in the Skills, Tools, or Software section.



- Click on the gear icon to update your visibility options.



- Set your project's visibility to either “Public” or “Private” so your instructor and peers can access it. If you select “Public” your project can be found online. If you select “Private” only those you share your link with can view your project. Select “Done” when you have finished.  
**Important:** If your visibility is set to “Connections” your instructor will not have access to your project, unless you have connected with them in Folio.



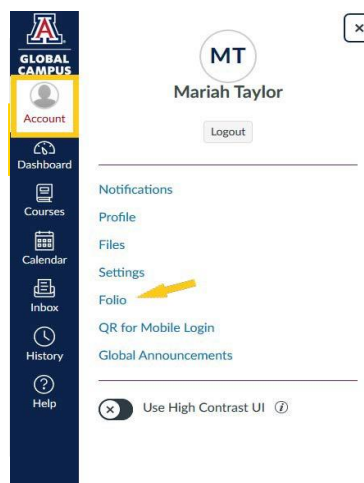
- Click on “Publish Project.”



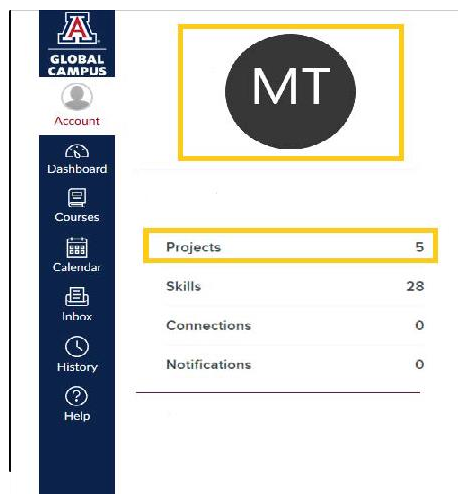
### Step 3: Getting a Link to Your Project

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

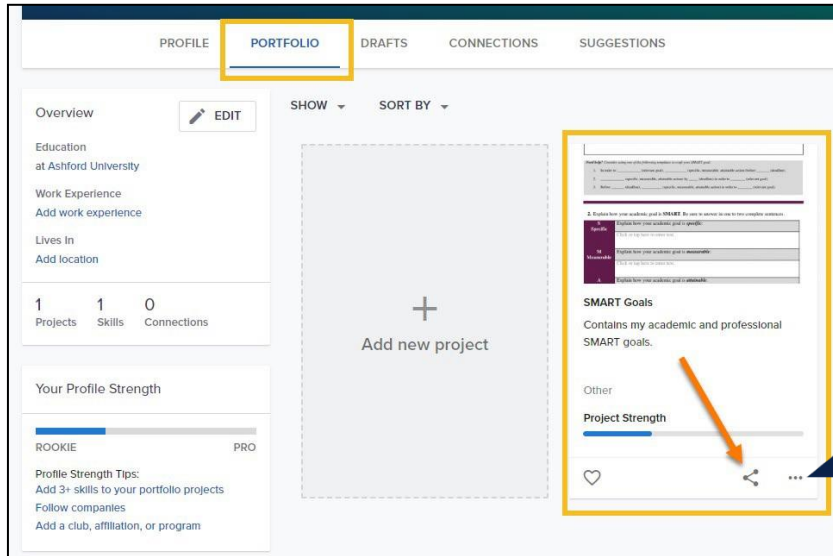
- Click on the "Account" link in the global navigation of this course and select "Folio."



- 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.

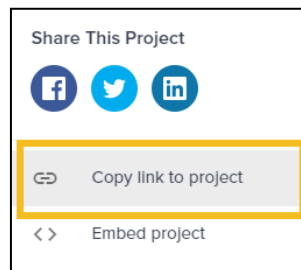


### Reminder: Set Visibility

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

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

- 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.