CUNY School of Professional Studies

10 ePortfolio Tips

1. Look at other ePortfolios in the "e-Portfolios Directory" to get a sense of how your classmates are using ePortfolio.

2. Think hard about the organization, appearance and general layout of your ePortfolio.

3. Be sure all relevant documents are uploaded to the appropriate sections of your ePortfolio.

4. Avoid bright colors and stick to the more traditional business formatting and fonts.

5. Use meaningful pictures to bring some life to your ePortfolio.

6. Give credit where credit is due; cite your sources.

7. Use reflection to create a narrative of your transferable skills.

8. Use the organize tool to maintain different ePortfolios for different audiences.

9. Check your grammer, spelling, and punctuation.

10. Connect your ePortfolio with social media sites so people can find you more easily.