ePortfolio
Improve your learning and your job prospects

Newcastle University

What is an ePortfolio?

Your ePortfolio is an online portfolio of your work and achievements. Designed to support **reflective learning**, your ePortfolio helps you see the clear link between:

- **what** you are learning
- **how** you have learnt it
- **why** it has been useful

> *It encourages you to think about all the skills that you have gained'*

This leaflet is an introduction to what your ePortfolio is and what it can help you do.

https://portfolio.ncl.ac.uk

How can it help me?

Your ePortfolio is basically an online resource, useful for writing up your thoughts on modules or placements, uploading documents for sharing, joining communities as well as a whole host of course-specific options.

Using your ePortfolio will help you get ahead in the jobs market by showcasing your skills. It is great for filling out application forms and impressing employers in interviews! It's also brilliant in helping you know how you learn: giving you a deeper level of learning by being able to reflect on your work.

The Benefits

'All records and reflections are in one easy to get to place. They are organized and dated for you. No hassle!'

'It is easy to access and simple to use!'

'Serves as a reminder for skills I've used when writing personal statements and applications for jobs'

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My Blog

Write up your reflections on your group work in the 'My Blog' section. Whether it's an internship, a placement, or a group task as part of a module, it's a great way to evidence skills you have learnt.

1. Write a blog post – it can be about anything you have done

2. Link it to a skill – such as 'Developing knowledge and understanding'

3. You can then see exactly **which** skills you've developed and **how** you did this!

Having all of this information in one place becomes very handy when filling out pesky job application questionnaires! It's also great for realising just how much you've actually learnt.

You can share posts with your fellow students, or your tutor, or if you prefer, keep them private!

My CV

In the CV section of your ePortfolio there is a template to help keep a record of information necessary to build a professional CV Here you can upload information about your grades, previous jobs, any awards or extracurricular activities you undertake to help you build the best looking CV you can!

'It's really useful to have somewhere to keep this information safe, as I will need it when giving evidence of experience on job applications.'

My Community

Share blog posts, files, videos and links within a community! Communities can be set up for your degree programme, your School, or you can even **start your own** community and invite people to join. It's a professional way to keep in touch with your peers for group work… and much less distracting than Facebook, you won't find any dodgy photos of last night's escapades on here!

Other useful stuff

- 'My Modules' helps you link skills learnt from different modules together in your blog posts!
- An online 'to-do' list!
- Tailored facilities to your course specifications; if you have a placement year there is a 'My Placement' section.

Over 85%* of ePortfolio users said ePortfolios are important to their degree programme.

Top tips…

- Start with 'My Blog' as it is the hub of all activity on your ePortfolio!
- Do a little but often – a quick blog post after a seminar every week is better than trying to remember it all the night before an assignment is due!
- Relate the things you are learning on your course to tasks you have done
- It's good to talk! Take the plunge and share parts of your ePortfolio with your personal tutors or fellow learners
- Use your ePortfolio for forward planning. Discuss your development plans with your personal tutors and Career Advisors.

Where can I find my ePortfolio?

Access via the 'ePortfolio' tab in Blackboard or direct at: https://portfolio.ncl.ac.uk. Just log on with your usual University username and password. This leaflet is available electronically here.

Over 90%* of students involved in pilot projects said the ePortfolio is easy to use. So log on and get blogging!

*92 student users of ePortfolio pilot projects were surveyed.

This leaflet was written by Charlotte Pople-Hoskins, a Stage 2 student at Newcastle University, as part of a NWE placement.

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