



ePortfolio Learner Tutorial

What's in this tutorial?

1. How to sign up for an Digital On-Ramps account and ePortfolio.
2. How to upload your content and add content to portfolios.
3. How to share your ePortfolio.

1. How to Create a New Account

By choosing to sign up for a Digital On-Ramps account, you are taking the first big step in career and academic development. Now you need to create a new account in order to access the ePortfolio. If you have not received a registration link, please contact us at info@digitalonramps.com.

Signing Up

1. Fill out your first and last name.
2. Fill in your email and choose a unique password.
3. Fill in all other fields. Fields marked with a red star are required to be filled out in order to sign up.
4. Click "Sign Up"

After signing up, you should receive a confirmation email from Digital On-Ramps. You will automatically be taken to your ePortfolio after signing up.

Signing In

There will come a time where you need to sign into your account after the initial sign up. Follow these simple steps to sign back into your Digital On-Ramps account.

1. Go to our website at <http://www.digitalonramps.com>
2. Click "ePortfolio login" at the top of the page.
3. Enter the email and password you provided when signing up.
4. Click "Sign In"

You can also recover your password if you have forgotten it via a link on the sign in page. After signing in, you will be taken to your ePortfolio.

Signing Up for your Digital On-Ramps Account

Input information inside the orange square to sign up.

Sign up for your Learner Profile

First Name *

Last Name *

Email Address *

Password *

Confirm Password *

Alternate Email

Birthdate

Mobile Phone *

Library Card Number

What is your highest level of Education? *

What is your employment status? *

What is your student status? *

Ethnicity

Already have account

Click here if you already have an account.

Signing Into your Digital On-Ramps Account

Input your unique email and password here.

Sign In to your Learner Profile

Email Address

Password

Sign in

If you forgot your password, click here. [Forgot your password?](#)











2. How to Upload Your Content

Welcome to your brand new ePortfolio! This is the main page, where you can easily upload content and access all content you have already uploaded.

My Content

Categories

Create New Content

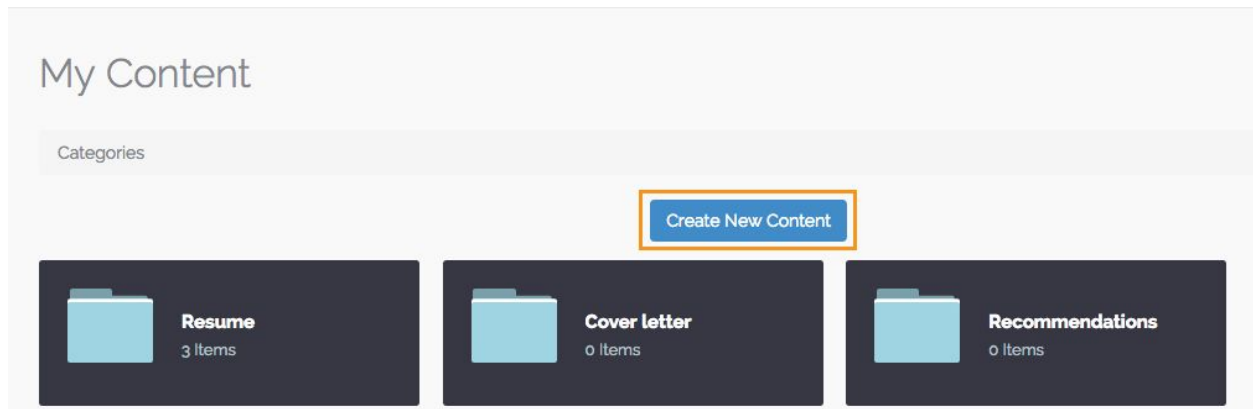
 Resume 3 Items	 Cover letter 0 Items	 Recommendations 0 Items
 Work Examples 0 Items	 Writing Samples 0 Items	 Certifications 0 Items
 Badges 0 Items	 Video 0 Items	 Images 0 Items
 Other 0 Items		

Uploading Content

Let's add some content to your portfolio! The first thing you should do is create a resume if you don't have one already, create a cover letter, and gather up all your work samples. Examples of

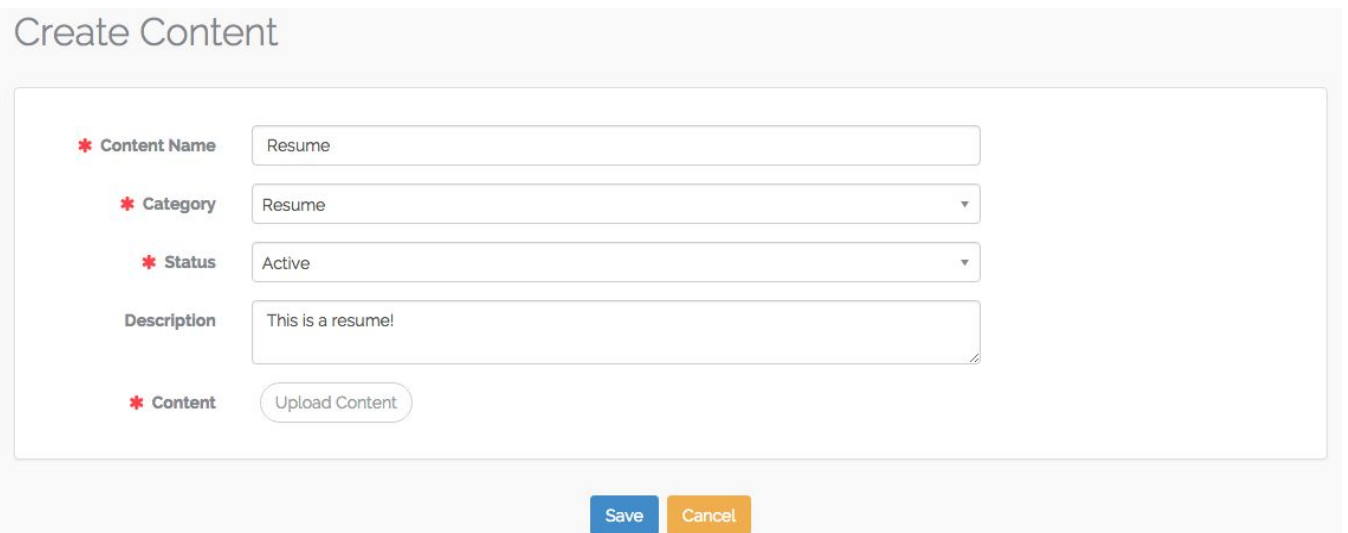
work samples include writing samples, videos, and images that either highlight your talent in these areas or showcase documentation of you doing work.

1. Click on “Create New Content”



2. Input the appropriate information. Note: fields marked with a red star are required.

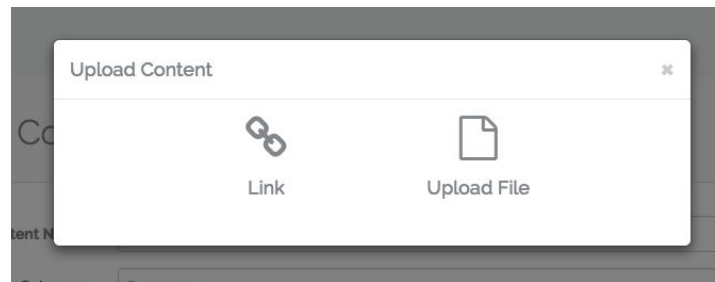
For the “status” field, you have the option of making this content either “active” or “inactive.” “Active” content is content that is available and can be placed into ePortfolios, while “inactive” content is not available and can not be placed into ePortfolios.

The image shows a "Create Content" form. It has five main sections: "Content Name" with a text input field containing "Resume"; "Category" with a dropdown menu showing "Resume"; "Status" with a dropdown menu showing "Active"; "Description" with a text area containing "This is a resume!"; and "Content" with a button labeled "Upload Content". Red asterisks are placed to the left of the labels for "Content Name", "Category", "Status", and "Content", indicating they are required fields. At the bottom of the form are two buttons: "Save" (blue) and "Cancel" (orange).

3. Upload your content via files or links.

You can upload content in two ways. You can copy and paste a link to your content, an example being a video from YouTube or a GoogleDoc, or you can upload files directly from your computer, such as a pdf.

When you click “Upload Content” a box will appear where you can choose your preferred method of uploading.



4. Click “Save” and you’re done!

You’ll then be redirected to a content overview page where you can add this content to portfolios, edit, or delete the content.

Content Detail Title

[Categories](#) / [Resume](#) / Resume

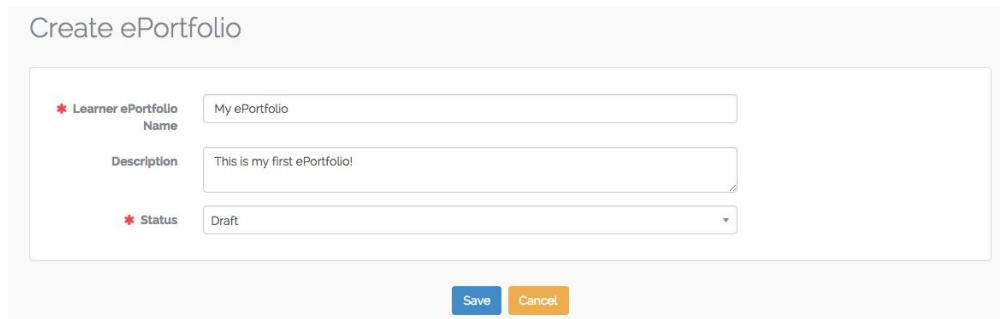
Content Name	Resume
Category	Resume
Status	Active
Description	This is a resume!
Content	https://docs.google.com/document/d/16thHxPUfbQBObHaNYBoGT7YvJzRHDxp4BvfGi2BSgQg/edit?usp-sharing <input type="button" value="Upload Content"/>

Creating an ePortfolio

1. Now you have to create an ePortfolio to house all of your content! To make a new portfolio, go to the menu on the left hand side of the page and click “Create New ePortfolio.”

2. Input the appropriate information, the fields with the red stars are required to be filled out. An ePortfolio can be one of three statuses: “active” allows you to share your ePortfolio,” “inactive” does not allow you to share your ePortfolio, while “draft” does not allow you to share your ePortfolio but lets you see how it would look if you did share it.

Let’s go ahead and set our ePortfolio to “draft” for now.

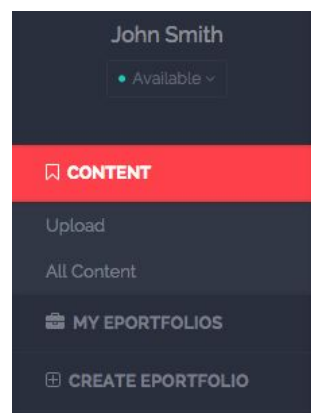


The screenshot shows a form titled "Create ePortfolio". It contains three input fields: "Learner ePortfolio Name" (with a red star icon) containing "My ePortfolio", "Description" containing "This is my first ePortfolio!", and "Status" (with a red star icon) set to "Draft". At the bottom, there are "Save" and "Cancel" buttons.

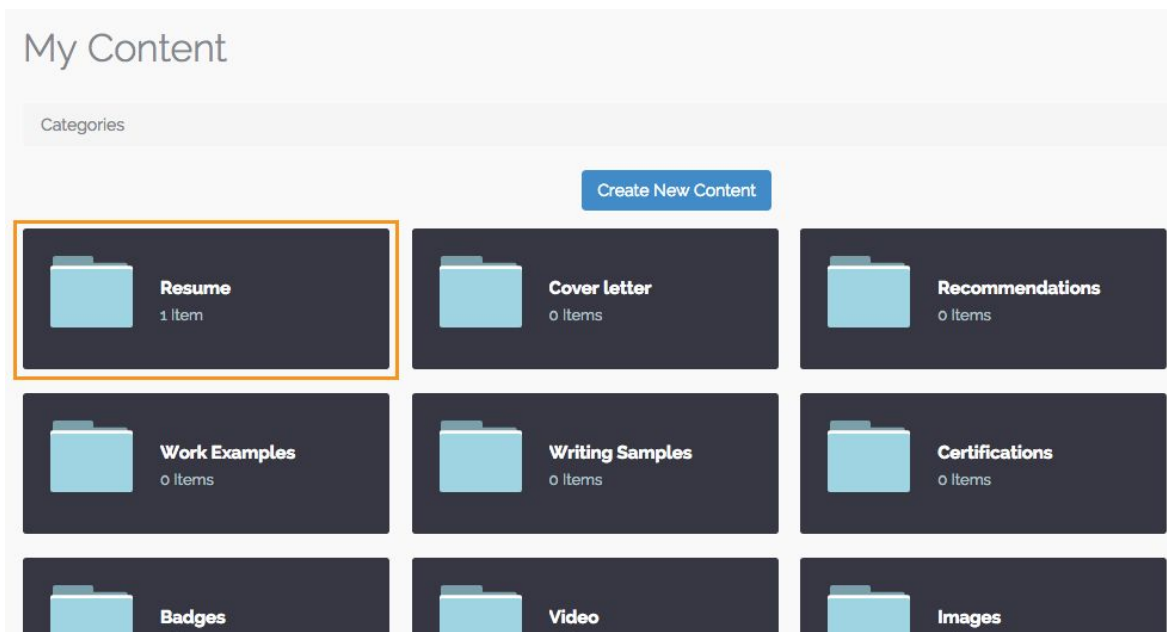
Note: You can create as many ePortfolios as you want. You can add different content to different ePortfolios and tailor them to certain positions.

Adding Content to ePortfolios

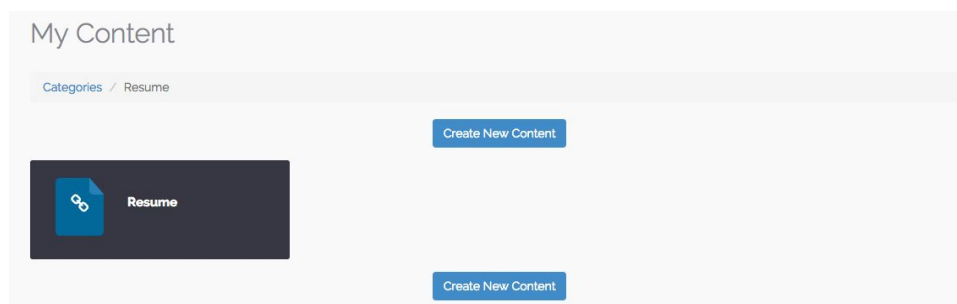
1. Now return to all of your content via the menu on the left.



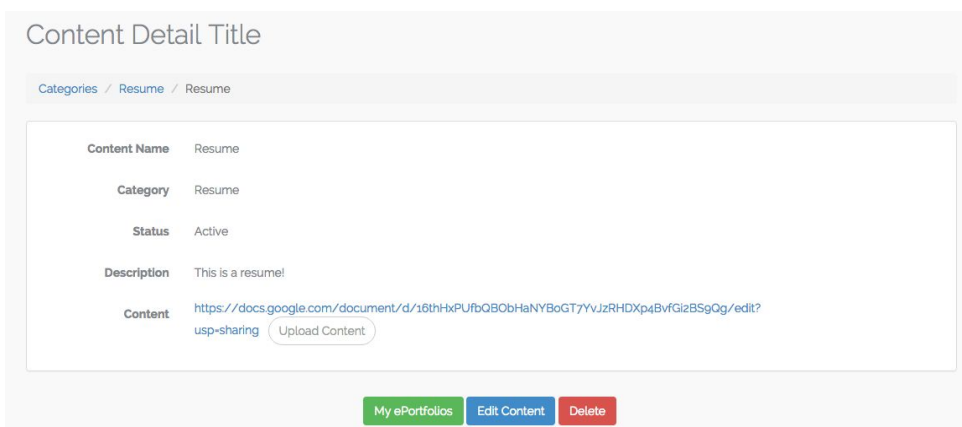
You will notice that the category “Resume” now has 1 item in it. That is the resume you uploaded earlier and can now be added to an ePortfolio if you set it’s status as “active.”



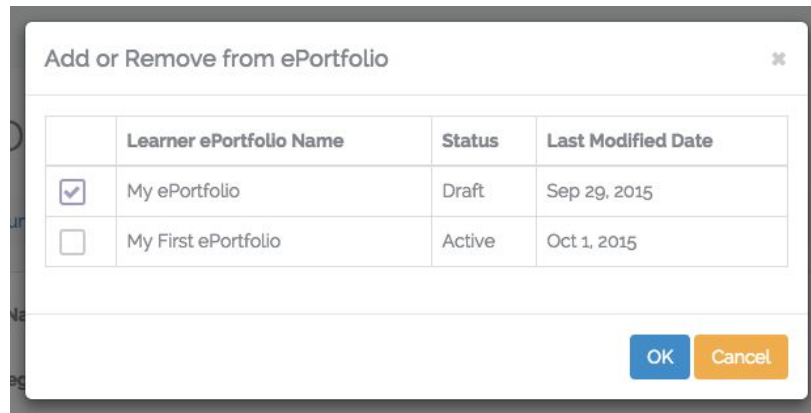
2. Let's go ahead and add this resume to your ePortfolio. Click on the resume category. You'll be redirected to a page where you can view all the content you have uploaded to this category. From this page you can also add new content to the category.



3. Click on the resume that you have already loaded and you'll be redirected to the content overview page that we saw before.



4. Click on the green “My ePortfolios” button at the bottom. A box will appear where you can select which ePortfolios you would like to add this resume to.

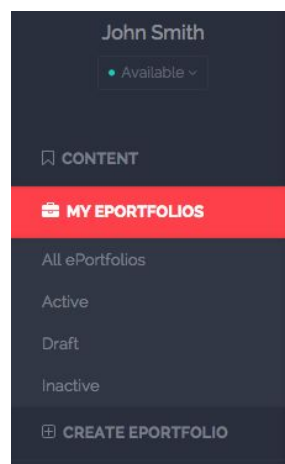


5. After you have selected the ePortfolio, click “ok.” This content is now in your selected portfolio!

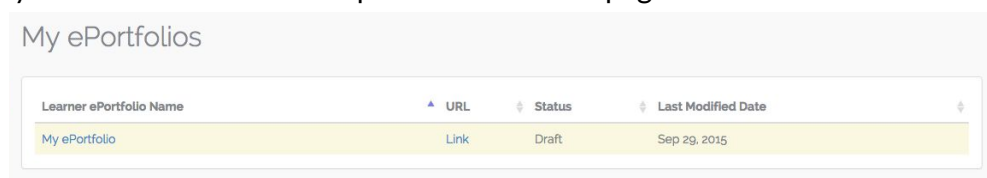
3. Sharing your ePortfolio

After you have uploaded all of your content, it is time to share your ePortfolio!

1. Go to your draft ePortfolios via the menu on the left.

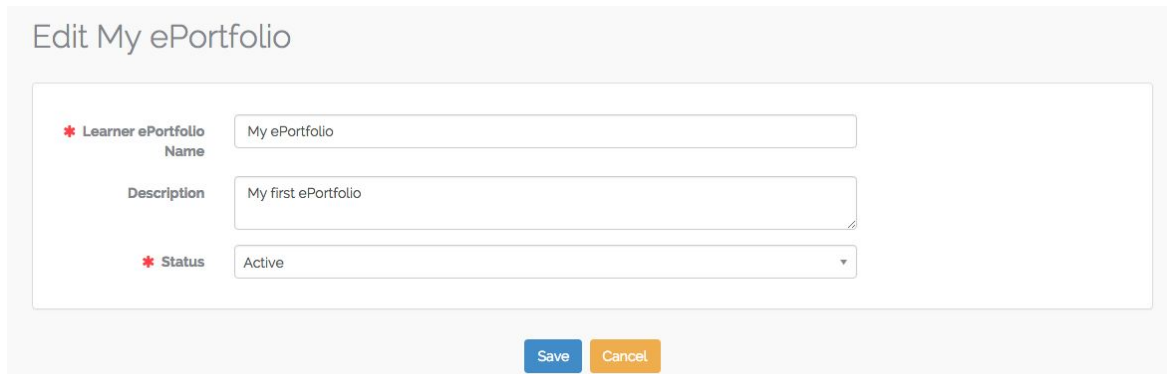


2. You’ll be redirected to all of your current draft ePortfolios. Click on the ePortfolio you wish to share and you will be redirected to a portfolio overview page.



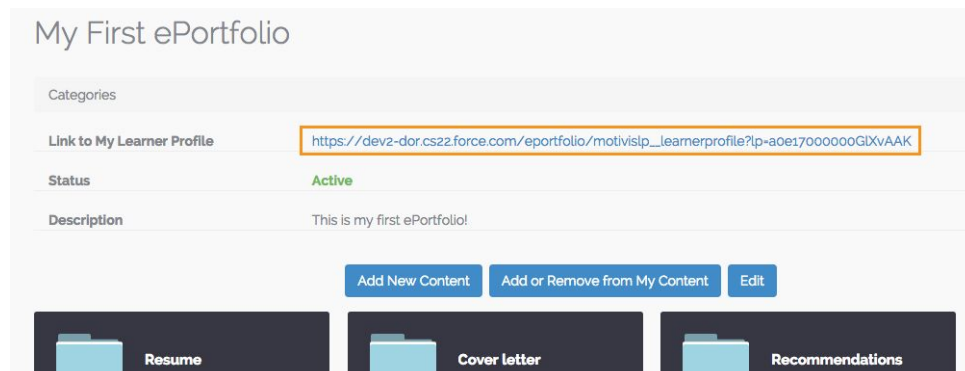
3. Click on the portfolio name and you will be redirected to another portfolio overview page that specific to the portfolio you picked to view. From this page you will see several things concerning your portfolio. First you'll see the general info about your portfolio, such as name, status, description, and a link to your ePortfolio which we will us in just a minute. You can view and edit all the content that is currently in the portfolio as well as add new content.

4. Click on “edit” and you will be taken to an “Edit My ePortfolio” page. Change the status to active and you are ready to share.



The screenshot shows the 'Edit My ePortfolio' form. It has three main input fields: 'Learner ePortfolio Name' with the value 'My ePortfolio', 'Description' with the value 'My first ePortfolio', and 'Status' with a dropdown menu set to 'Active'. There are 'Save' and 'Cancel' buttons at the bottom.

5. In order to share your portfolio, you will need to copy the link provided.



The screenshot shows the 'My First ePortfolio' overview page. It displays the following information: 'Categories' (empty), 'Link to My Learner Profile' (a URL: https://dev2-dor.cs22.force.com/eportfolio/motivislp_learnerprofile?lp-a0e1700000GLXvAAK), 'Status' (Active), and 'Description' (This is my first ePortfolio!). Below the description are three buttons: 'Add New Content', 'Add or Remove from My Content', and 'Edit'. At the bottom, there are three content categories: 'Resume', 'Cover letter', and 'Recommendations', each with a folder icon.

6. Once you have copied the link, you can paste it in word documents, social media posts, emails, on your website, etc. by right clicking and choosing paste. Now you can send your link!

Whoever clicks on the link will be redirected to your ePortfolio and all the content that you have uploaded!




WELCOME TO JOHN SMITH'S PORTFOLIO

THIS IS MY FIRST EPORTFOLIO!




RESUME

Resume

A circular icon with a gold border and a white background, containing a stylized gold chain link symbol.

This is a resume!

A small, blue vertical ellipsis icon indicating a menu or more options.