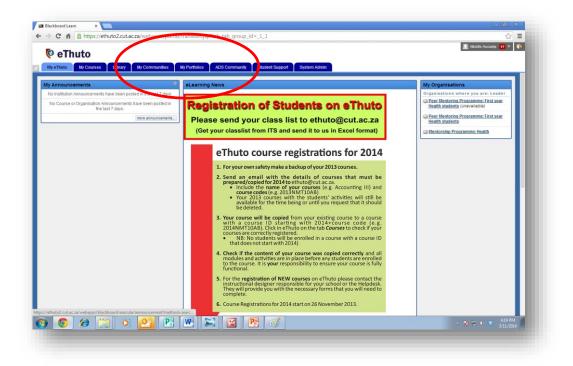
HOW CAN YOU CREATE YOUR OWN E-CUT PORTFOLIO?

In order to create your personalised e-CUT portfolio, you can follow these easy steps.

STEP 1: Log onto eThuto. Do this by entering your username and password on the CUT website.

STEP 2: Click on "My Portfolios" at the top of the task bar.



OR STEP 3: Click on "Portfolios". Underneath "Portfolios", click on "My Portfolios".

STEP 4: Click on "Create Basic Portfolio". Add a title and a description to your portfolio. Choose your colour scheme, and click on "Submit".

My eThuto My Cour		y My Communities My Portfoli	os ADS Community Studen	t Support System Admi				
			os ADS Community Student	r Support System Admi				
antent Collection		rtfolios Homepage My Portfolios						
Content		My Portfolio						
urse Content canisation Content								
titution Content	C	reate Lersonal Portfolio Create	Basic Portfolio					
				/				
mp To tfolios		Contains		all portfolios		▼ Go		
Portfolios								
onal Artifacts eived Portfolios		Delete						
ls		Title	Description	Portfolio Type	Availability	Comments	Submissions	Evaluations
15		marius 🗧	this is marius's portfolio	Basic	Yes	Q		0
irch Content		Portfolio of Ninette Aucamp 😵	E CUT Portfolio	Basic	Yes	Q		0
	Go	Delete						
c Search						Disp	laying 1 to 2 of 2 items	Show All Edit Paging
nced Search								
olio Search								
d Searches								
d Searches								
d Searches								
d Searches								
d Searches								
d Searches								
d Searches								
d Searches			6197	-2014 Blackboard Inc. All Rights	Accessibility info	rmation		
1 Searches			DD Reserv	-2014 Blackboard Inc. All Rights ved. US Patent No. 7, 493,390 and 151. Additional Patents Pendina	Accessibility info instalation details	rmation		

My eThuto My Courses Library	My Communities Lty Portfolios ADS Community Student Support System Admin	
content Collection	Sios Homepage My Portfolios > Create Basic Portfolio	?
ty Content Course Content	Add Basic Portfolio	
Organisation Content Institution Content Indi	cates a required field.	Cancel Submit
Jump To	Portfolio Information	
Portfolios > 1.	Portrollo Information	
Personal Artifacts		
	* Description	
Tools	令 -	
Search Content		
Go		
Basic Search		
Advanced Search		Character count: 0 🥂
Portfolio Search	earning Goals	
Saved Searches		
2.	Portfolio Menu Style	
	Proview Neeu Rum 1	
	Menu Item 2	
	Menu Item 3	
	Btyle Text Buttons Background Colour Background	
e e e e e e e e e e e e e e e e e e e		
ŝ		
ł	Text Colour Vill Azure	

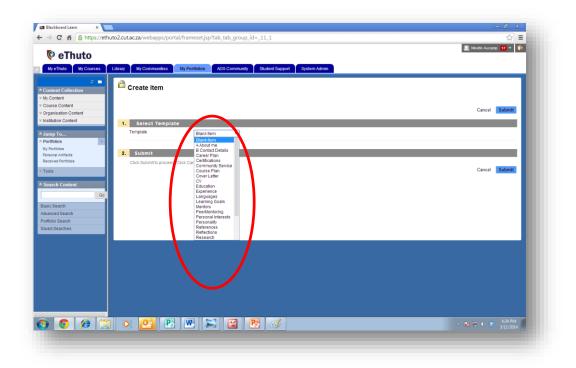
STEP 5: Now you have created your own personal portfolio.

To edit your portfolio, click on your portfolio title. In the drop-down bar, click on "Build".

eThuto My Courses	Library My Communities		t Support System Admi	n			
ent Collection ntent e Content	My Portfolios My Po	;					_
isation Content tion Content	Create Personal Portfolio	Create Basic Portfolio					
Nios »	Secret Name	Contains •	all portfolios		▼ Go		
al Artifacts ed Portfolios	Title	Description	Portfolio Type	Availability	Commenta	Submissions	Evaluations
	marius V	this is marius's portfolio	Basic	Yes	0		0
:h Content	Portfolio of Ninette Aucan	E CUT Portfolio	Basic	Yes	0		0
Ge ed Search s Search Searches	L> [Delete) - Conin - East - Baid - Cho-wards - Cho-wards - Luck Chocae - Share - Copy - Copy - Detels			Displ	aying 1 to 2 of 2 items	Show All Edit Paging
			-2014 Blackboard Inc. All Rights ed. US Patent No. 7,493,396 and				

Step 6: Now you can start creating items (headings/sections) for your portfolio. Do this by clicking on the "create-item" button, and then selecting an item from the drop-down menu next to the words "Blank item".

a 🖿 🛛	Portfolios Homepage My Portfol	In Portfolios ADS Con	nmunity Student Support System Admin	
etent Collection Content rise Content anisation Content		folio of Ninette Au		
tution Content	Add Content Add Link	Create Item		
np To tfolios »	1 •	6	Name About me 🙁	Available Yes
Portfolios sonal Artifacts ceived Portfolios				Displaying 1 to 1 of 1 items Show All Edit Paging
Is				
rch Content				
Go				
c Search				
anced Search folio Search				
ed Searches				
				_
				OK



STEP 7: Now you can choose which item you would like to add to your portfolio by clicking on that item, or you can create your own item. Although templates have been created on each item for your convenience, you can edit your item to fit your personal style by adding text, pictures, audio, videos or documents.

Items that your e-CUT portfolio should have

As you proceed through your years at university, you will acquire certain skills and key attributes that your e-CUT portfolio will enable you to present as key evidence in your future as a graduate. It will demonstrate these skills and attributes through evidence such as your CV; your hobbies and work experience; your achievements in leadership; any special awards that you receive; your skills and knowledge; your community involvement and entrepreneurial skills. You will collect photographs, testimonials and academic records. You can upload copies of certificates and any evidence that can support your CV. Each of these will be contained in a separate category within your e-portfolio template. You will receive a basic template on eThuto that you can edit and adjust to suit your own style.

Items that you can create on your own e-CUT portfolio include:

- Personal information (remember to include your e-mail address).
- About me (say more about yourself and include a photo).
- Hobbies and interests.
- Educational background (include your matric certificate, short course certificates, etc.).
- Work experience (any work you have done in the past, plus a description of what your responsibilities were).
- Graduate attributes (include all the CUT graduate attributes you have achieved. You can upload pictures and videos as proof).
- Achievements in leadership and special awards.

- Computer and language competencies (include computer programmes that you are able to use).
- My media (include videos, voice notes, audio files, blogs and documents that are relevant to your studies).
- References (include 3-5 relevant references).
- Download my CV here (upload a short and full CV, so that the employer can download the one he/she prefers).

For more detailed training on creating your e-CUT portfolio, you can contact your Peer Mentorship Office or the Centre for e-Learning and Educational Technology (<u>ethuto@cut.ac.za</u>). For more information on e-portfolios, go to:

Written by CUT Mentor Coordinators: Ninette Aucamp, Nicole Joannou and Delmarie Lessing-Venter

Visit <u>http://www.cut.ac.za/e-cut-portfolio/</u> for references and more details on e-CUT Portfolio.