ePortfolio Checklist

Check every page, reflection, and artifact in your ePortfolio for the following:

Writing and Proofreading

- ❑ No spelling or grammar errors
- ❑ No personal information included (i.e. phone number, personal address)
- ❑ Reflections support your theme or overall message
- ❑ Reflections are appropriate to share on an ePortfolio

Artifacts

- ❑ Each artifact is accompanied with a caption indicating its significance, date etc.
- ❑ Each artifact has been shared with permission from the creator if you did not create it
    - o For example, a reference letter or e-mail
- ❑ Artifacts support your theme or overall message
- ❑ artifacts are appropriate to share on an ePortfolio

Technology

- ❑ Every page that is visible has content on it
- ❑ Hyperlinks go to correct page
- ❑ Copyright images are properly cited
- ❑ Media is high quality and works on every browser
- ❑ Layout works on multiple viewing platforms
    - o i.e. it looks just as good on a smartphone or tablet as on a computer screen

Things that should be included

- ❑ An "About Me" section
    - o This should include a photo
- ❑ A "Contact Me" section
    - o Make sure you include a Contact form and not a personal address or phone number
        - ▪ Contact Forms can be added on any free webpage development platform

Things not to include

- ❑ A copy your official transcript
- ❑ Your student number
- ❑ Word documents of your work – try to only upload PDF versions
- ❑ Your personal address or phone number
- ❑ Inappropriate language or photos
    - o Write like you would when applying for a job
- ❑ Personal information about another person
    - o i.e. e-mail address, personal address, student number or phone number