

# What skills do I need?



## Computer skills

To start your ePortfolio you basically just need to use a computer and the internet. Some ePortfolio tools might require some getting used to as they have their own set of rules but they are mostly easy to pick up as you go along.

For those of you who have advanced computer skills, for example you know how to create a website you might want to create your ePortfolio from scratch on the web!



## Writing Skills

You will have to write text in your ePortfolio and therefore you should be able to type on a computer. If you know you are not very good at spelling you should try and use a spell check before publishing text in your ePortfolio.

## Other Skills

Of course it is not all about writing! The real advantage of an ePortfolio is that you can post audio (music and sound) files as well as images (photos) and video in your ePortfolio. Perhaps you take photos and video from your mobile phone – well all that can go in your ePortfolio! Basically you can choose the best way to post to your ePortfolio depending on what you are best at!



## So basically...

If you know how to use the Internet, download and upload files, use a mouse and a keyboard, there is very little more that you

need!

# Can I start my ePortfolio right now?

First of all let's check to see if you are ready to start!

Tick the box which you feel best describes how confident you are at the following:

Tasks	Yes no problem!	Not sure	Not yet
I have access to a computer connected to internet			
I know how to open an internet browser on the computer			
I know how to enter an internet address (URL)			
I know how to upload files onto the internet			
I have an email address that I can access			
I know how to send and receive emails			
I know how to search the internet (using google or yahoo for example)			
I know why I want to have an ePortfolio			
<b>Total number</b>			

Do you have most ticks in the 'Yes no problem' column?

→ OK read on.

Do you have most ticks in the 'Not sure' or 'Not yet' column?

→ Ask your tutor if they can remind you how to do these tasks and then come back to this page.

## Getting started

Well why not look at some examples of ePortfolios first to see what type of ePortfolio you want to build.

Just click on these links below and browse away!

Octavia Wilson's ePortfolio:

[http://www.mehs.educ.state.ak.us/portfolios/octaviaw/octavia\\_wilson.htm](http://www.mehs.educ.state.ak.us/portfolios/octaviaw/octavia_wilson.htm)

**Daniel Larkin's ePortfolio**

[http://www.mehs.educ.state.ak.us/portfolios/daniell/daniel\\_larkin.htm](http://www.mehs.educ.state.ak.us/portfolios/daniell/daniel_larkin.htm)

To help you choose which tool to use have a chat with your tutor or go to “ .