CONNECT:
Using Digication to optimize your ePortfolio
Part 9: Final Tips
1. Changing the order and the name of your modules, pages or sections is easy: just drag and drop to where you’d prefer. Keep the organization clearly defined and name your sections appropriately.
2. Allowing comments in your portfolio is a good way to collaborate. Also, make sure you have a way for your viewers to contact you should they be interested in learning more about you or your work.
3. Experiment! Then get feedback from friends, professors, and other viewers about what works.

Don’t underestimate the importance of visual appeal. Consider how to use color, space, different kinds and sizes of fonts, and borders.

(Check out how http://bu.digication.com/eastandwest/Welcome/published uses images as borders.)

Try to mix media- use text, video, audio, and images to keep your pages interesting.

(Check out how http://bu.digication.com/commieshatechristmas/Welcome/published mixes this media.)
4. If you want to experiment and not lose all your work, Digication allows you to make a copy of your whole e-portfolio. Click on the Portfolio Tools tab and then Make a Copy. Show both versions of your portfolio to classmates and get some feedback.
In order to document growth within your ePortfolio, put dates on your selected work. Show how far your skills have developed.
6. The gallery module is not just for pretty photos! It’s a great way to show development. In this ePortfolio, the author used screenshots, scans of her notes, and scans of comments on her paper to demonstrate her writing process.
For work samples, document **product and process** - what was assigned, the drafts, the final product, how it was assessed, and your reflection. If a rubric was used for the assessment, you may want to include it.
8. Think carefully about your visual elements and choose something relevant and representative of the content. Or, show something you found inspirational while you created that work. Get feedback from others about whether they see the connection.

(Check out [http://bu.digication.com/erynt_E3b/Welcome/published](http://bu.digication.com/erynt_E3b/Welcome/published) for visual and textual recording of inspiration for an essay.)
9. Be creative with text, but be consistent as well. Use a larger size of font or a different color to emphasize. Then use that size or color consistently on other pages for that purpose.

(Besides the above portfolio: http://bu.digication.com/whits/Home/ check out: http://bu.digication.com/wr150b5_pjg4/Essay_Outline/published for an example of the use of color to emphasize.)
5. Blocks of Text

A wall of text is deadly for an interactive experience. Intimidating. Boring. Painful to read.

*Write for online*, not print. To draw users into the text and support scannability, use well-documented tricks:

- subheads
- bulleted lists
- **highlighted keywords**
- short paragraphs
- the inverted pyramid
- a simple writing style, and
- de-fluffed language devoid of marketese.

http://www.useit.com/alertbox/20021223.html
From Jakob Nielsen’s “Top 10 Web Design Mistakes of 2002”

10. Don’t forget to proofread your text, and perhaps ask a friend to read it for you. A clear writing style is important. Mistakes in grammar and spelling distract from content.
11. Balance the amount of written work. If you have a particularly long paper, perhaps you could copy and paste a few pages into a text module, and then have a link to the entire document.
12. Don’t forget about copyright law! Be informed, use what’s in the public domain, and always cite the source.

http://cyberlaw.stanford.edu/node/6136
Check out BU’s ePortfolio website for more help and other helpful links.