

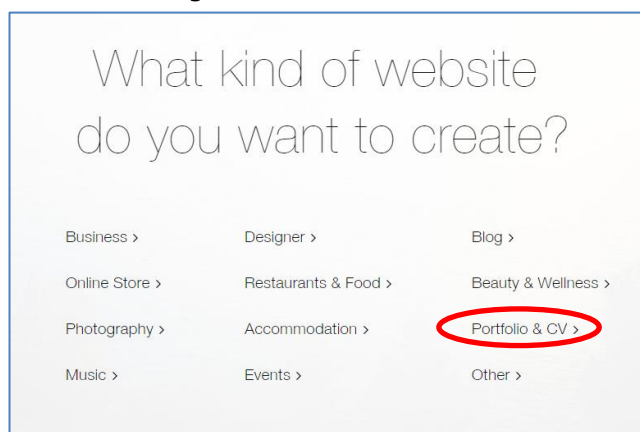
# E-portfolio: tips and tricks

## Step 1 – create an account on Wix.com

- If you use your Navitas email address, you'll need to change it to your personal one once you finish studying.

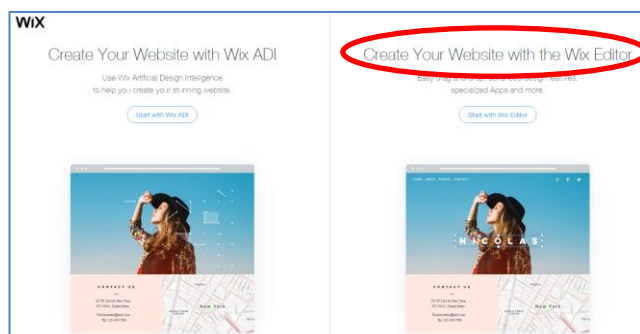
## Step 2 – choose what type of site you want

- It's probably best to choose "Portfolio & CV" for this assignment.



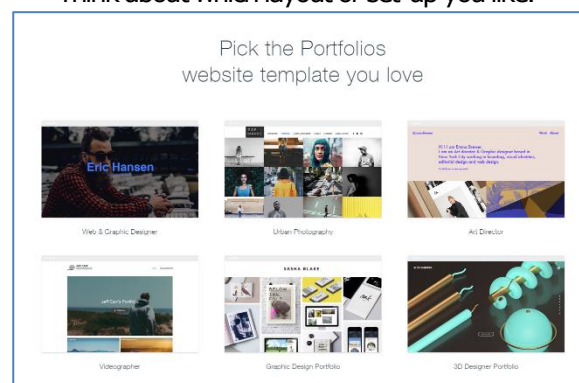
## Step 3 – choose how you want to build your site

- I would choose "Wix Editor" because the drag and drop method is more familiar to people.



## Step 4 – choose the "theme" that you like

- Don't worry about the pictures and text that are there – you can change those.
- Think about which layout or set-up you like.



- Be aware that some themes cost money.
- When you've found one that you like, click "edit".

## Purpose of an e-portfolio

As a student:

- Store your certificates and CV in one place
- Show growing competence as a nurse
- Creatively display the various required elements of the assignment
- Gain basic website design skills

As a nurse:

- Apply for jobs, particularly overseas
- Store your ongoing PD certificates in one place
- Demonstrate your competence as a Nurse
- Include basic website design/maintenance as a skill on your CV

## Parts of the Wix Editor page:

Use the "Help" section to find video guides.

"Save" as you go. "Preview" to see how it'll look online. "Publish" once you're done.

Menu tabs: explore these, especially the + one, which will let you add images. Add files by using the cloud:

Each piece of text is in a textbox and can be edit and moved.

Change or delete the picture by clicking on it.

These are buttons to other pages. Change the names to suit you.

These are buttons too.

Be careful what personal information you put online.

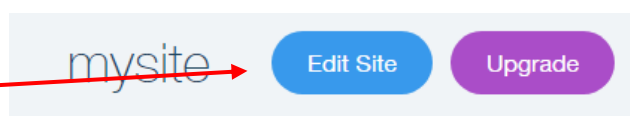
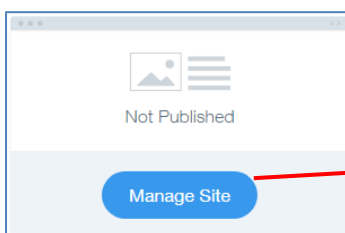
Easily link to social media, if you like. LinkedIn is a professional social media platform that you could use.

Click on the dots and choose "Permissions" to add a password.

### Do's and don'ts

- **Do** save as you go!
- **Do** write in fairly formal English.
- **Do** make the colours and images representative of you but professional too.
- **Do** keep each page well-organised.
- **Do** password protect pages that include personal information – like your CV. (You could choose your student number so it's easy for your Educator to view your whole e-portfolio).
- **Do** check how it will look on a mobile device.
- **Don't** make the font too small or a colour that's hard to read.
- **Don't** "publish" until you're ready for it to be on the internet. **Do** save the URL somewhere for your reference.
- **Don't** include any images or personal information that you don't want on the internet (unless you use a password).

### Step 5 – Get back to your website for editing later



HSA Student Learning Support

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