

To Begin Creating your EZ E-Portfolio - Print this page to follow instructions.

Create a new folder and rename it "E_Portfolio". Go to sjrocco.info > Business Education > Computer Literacy > UNIT 7 E-Portfolio.

1. Download and Save the [Electronic Portfolio PPT Template](#) to the E_Portfolio folder you just created.
2. Rename the file "EPortfolio_YourName"
3. Now open the file in PowerPoint. When prompted for password, type shs102 both times.
4. Click View > Slide Master > Scroll up to first slide in left pane > Click Insert > Header and Footer > In Footer Box, change Student Name to your name > leave 1415 and add Sem. 1 or 2 as appropriate > Click on Apply to All .
5. Click on Slide Master Tab > Close Master View on right.
6. Click on Title Slide > Change Sem. X to 1 or 2 > Type your name > Enter your graduation year > Insert a professional looking picture in space provided.
7. Save your work.
8. Scroll down to Slide 6. Review the Grading Rubric as it appears.
9. Scroll down to Slide 42 to review the scoring process.
10. Scroll up to Slide 2. Review the list of artifacts that you created this semester. Find the copies in your folder or elsewhere. Copy and Paste them into the E_Portfolio folder you created in Step 1.
11. Now begin taking screenshots and inserting artifacts into slides 8, 10, 12, 13, 15, 17 & 18, 22, 24 & 25, 33, 35, 39, and 41.

Be sure to submit your best work, revising as necessary to make it perfect. Save the presentation often so as not to lose your work.

12. Add the checkmarks on the assignment slides as you complete them by placing your cursor in the entry box and pressing Shift + P as instructed.
13. Scroll to the Reflection Slides 19 and 36. Complete the 2 Reflections, answering the questions in the spaces provided.
14. Finally, scroll through each slide to check for errors or omissions. When you are satisfied, submit it through the assignment submission page on sjrocco.info.

YOU WILL HAVE 3 DAYS TO COMPLETE THESE TASKS.

*This E-Portfolio when completed can be used to exhibit proficiency in Computer Literacy