

How to access Portfolium via bcourses






These directions are for students who wish to upload any artwork or work projects to the Berkeley Arts + Design campus website, launching in Spring 2017. Please read the directions below carefully, and refer to the chart on page 2 in regard to image/project mapping.

1. Please log into bCourses and click the link “Portfolium” in the left hand navigation bar. This will allow Portfolium to recognize that you’re affiliated with UC Berkeley as a student, faculty, or other participant in your class. Accessing Portfolium through bCourses subsequently will automatically log you in.
2. You’ll see 3 options: Showcase, Present, Discover. If you have never used Portfolium, clicking on any of these options will take you through a workflow to complete your profile.
3. To add items to your ePortfolio, choose “Showcase/Add Work.” You can add content from your own device or from a variety of other services that you can connect to Portfolium.
4. To have your work included in the Arts + Design website, you MUST map each work or project to one category. See page 2 for a list of specific categorical keywords. These keywords will be the way we map your work into one of five genres on the Arts + Design website.
5. Please note: If one of your works or projects is cross-disciplinary, and you want it listed under 2 GENRES (such as Film AND Visual Arts) you MUST UPLOAD IT TWICE to Portfolium and assign a different category to each entry.
6. You will also be asked to define the level of access to the items you publish in Portfolium. Be aware, if you choose “Only Me,” then your item will not be automatically included in the Arts & Design web site. All other levels (Everyone, Portfolium Members, Only My Connections) will be included. You can always reset the access level.

Please Note: Portfolium is a cloud-hosted network that allows students to showcase their work, skills, and accomplishments to a wider audience, which includes potential employers. By default, these employers can search by various criteria in the system and contact you, if you are a match. To opt out of employer access to your Portfolium details, click in the upper right corner on your identity, and choose Settings→ Privacy→ Enable employer privacy. We want to emphasize that, if Portfolium were to advance beyond pilot status with UC Berkeley and be adopted as an official campus-wide ePortfolio platform, the terms of any contract would specify that employer access be opt in rather than opt out. While facilitating access to employment and internship opportunities may be a desirable feature for many students, this is a choice that individuals must consciously make for themselves.

For any questions about the operation of Portfolium, contact us directly: lauren.pearson@berkeley.edu.

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| PLEASE CHOOSE <u>ONE</u> PORTFOLIUM CATEGORY TO ASSIGN TO YOUR WORK:* | | | | |
|--|-----------------|-------------|-------------------|-------------------|
| Fine Arts | Theater | Literature | Architecture | Broadcasting |
| Art History | Dance | Writing | Game Design | Film & Television |
| Photography | Music | | Graphic Design | Media |
| | | | Mobile App Design | |
| | | | User Interface | |
| | | | Urban Design | |
| | | | Web Design | |
| IF YOU WANT YOUR PROJECT TO BE DISPLAYED UNDER | | | | |
| <div>      </div> | | | | |
| Visual Arts | Performing Arts | Literatures | Design | Film |
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| <p>*We recognize that the Portfolium categories do not reflect all of the diversity of creative practice at UC Berkeley. We have opted for these few categories for easier uploading. Thank you.</p> | | | | |