

SDS 3340 Skills Assessment Activity

FSU Career Portfolio

Directions: Complete the following steps to identify and document your skills using the FSU Career Portfolio for **10 points** of credit. Failure to complete all the steps shown below will result in a credit reduction determined by your small group leader. Ask for help if you need it to complete this option.

1. Go to <http://portfolio.fsu.edu>. Click on FSU Students & Alumni: Enter Portfolio, and log in using your Blackboard information.
2. Review the First Time User Tour on the left sidebar.
3. Begin building your Career Portfolio.

Requirements:

- Skills Matrix: You must use at least 2 skills and 1 experience category under each skill. You are welcome to include additional skills and experiences
 - Profile: create at least 1 section that introduces your portfolio
 - References: enter at least 1 reference
 - Artifacts: upload at least 1 sample of your work
 - Resume (optional): upload a copy of your resume if it is available
4. Under the Manage section, complete the following:
 - Customize your portfolio by turning on the items – include all the parts mentioned in step 3.
 - Create an access key – use your small group leader’s last name for this.
 - Using the “Send Portfolio” feature, e-mail access to your small group leader.
 5. Use the “CONTACT US” at the bottom of the portfolio screens to provide suggestions/comments or to report problems.