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.


2. Review the First Time User Tour on the left sidebar.


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.

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