

## **Tutorial for my3D**

### **Introduction**

Having an online e-portfolio available for Carnegie Mellon students is consistent with the goal of the Career and Professional Development Center to promote and facilitate career preparedness and development. We call our e-portfolio system **my3D**. **my3D** is a professional e-portfolio system in TartanTrak that incorporates your experiences beyond the classroom. In creating a portfolio, you will be able to record, evaluate, and provide supporting media for the experiences and skills you have gained, both in and out of the classroom. These accomplishments can then be shared with potential employers, graduate and professional programs, or archived for personal records.

There is a 3 step process to complete your own e-portfolio: 1. Create content, 2. Build portfolio, and 3. Share with invitees.

Now let's get started with the first...

### **1: Create Content (How to Set-Up your Account)**

Activating your online e-portfolio profile is quick and easy.

1. Simply login to TartanTrak and select the "e-portfolio jump-to link." A new window will open, allowing you access to your online e-portfolio profile.

By creating an e-portfolio, you are agreeing to abide by the Carnegie Mellon Integrity Statement.

2. The next step is to create your profile. You do not need to complete any of the fields in e-portfolio if there is not a red star next to it. But, since this is the first impression the invitee will have of you, take the time to write one that shows you in the best light and is without spelling or grammatical errors.

Additionally, you can add customized fields to your profile by clicking on "Add Item"

Save the profile section and continue to the skills matrix.

3. Begin creating your skills matrix by entering past jobs, internships, experiences, and accomplishments and specifying the skills gained.

Click on either: Jobs, Courses, Service and Volunteerism, Membership and Activities, or Interest and Life Experiences.

Select "Add" and start documenting your experiences.

Your skills matrix is your unique personal and professional development tool that cannot be viewed by employers or anyone else.

Once you have entered your experiences and accomplishments, you can start tracking your growth with the skills matrix and see the bar get longer as you add to this. Note that you do not have to include all the categories or skills since this skills matrix is just for you to track your skill development. Use the skills matrix as a reflective tool to see how particular experiences led to the development of a skill or as a planning tool for acquiring other skills you deem important.

4. Next you can upload resumes and cover letters.

Click “Add Resume” to upload a file or insert a link to an online resume, profile, or website.

Save and Continue to the documents and artifacts section.

5. This section is where you upload and store any documents or artifacts that you would like to include in a portfolio.

Here you can actually upload anything, including pictures, PowerPoint presentations, and videos.

Save and continue to the references section.

6. Click “Add References” to enter contact information for your references or upload a letter of reference to store and send with portfolios.

Save this section.

Once you have completed updating all your content, you are ready to build portfolios and send them to employers, scholarship programs, service organizations, and graduate and professional schools.

Return to home and click “Build a Portfolio”

## **Tutorial 2: Build Portfolio (How to Build Portfolios)**

Now that you understand how to create and upload content to your e-portfolio account, you are ready to build a portfolio.

1. On your **my3D** homepage click on “Build a Portfolio”

Click on “Add Portfolio.” Here you will have to complete the general information about your portfolio, such as title, access code, and description.

The title and description **will not** be included in the visible content of the portfolio.

The access code will be emailed to invitees to grant access to view the portfolio.

You will want to select “active” under prohibit access. Otherwise, your portfolio will be turned off to anyone you invite.

If you do want to turn off the portfolio for a small period of time, click on “not active”. (Make sure that you turn this back to active again when you are ready for others to view.)

Save and Continue to move on to the Profile section.

2. This profile section is the same as in Create Content so if you already completed this, you can but will not be required to edit it.

3. Select skills you would like to focus on for a particular portfolio. If you entered skills in the skills matrix of the “create content” section, then the system can filter all of you date accordingly. Then, you can select which experiences you would like to include in your portfolio, and click "Save and Continue" and move onto the next section.

4. In step 4, you can decide to include any of your references in the portfolio.

Save and Continue to step 5, Artifacts.

5. This artifacts section will show the files that you uploaded in the Documents and Artifacts section of Create Content. These can include writing samples, artwork, and even videos.

Select what you would like to be included in this portfolio and click Save and Continue.

6. In step 6, you have the option of including a resume.

Save and Continue.

7. In step 7, you can actually upload a customized header, if you choose to. (This is not mandatory)

We recommend that you make this header in a program like Adobe Illustrator or InDesign, with the dimensions 780 pixels wide by 100 pixels high. There are also templates for a header available to download and customize on your my3D homepage in the Announcements section.

Save and continue to view your online portfolio before you send it out.

8. If you select “Yes” to enable feedback, you can send it to your career consultant to review if you would like. You can also request this of anyone else you are sending the portfolio to.

Continue to step 9 Send Portfolio if you are ready to send out your completed portfolio.

9. Here you can select if you would like to send your online portfolio with a downloadable attachment PDF or without a PDF file. (Note that the PDF attachment expires after one year of being sent).

**Note: Once you have chosen “with PDF” this portfolio will always contain a PDF attachment.** So, it is important to click on “renew PDF” every time that you edit it.

Conversely, if when building the portfolio you chose “without PDF” you still have the option to create a “with PDF” version at a future time.

The email invitation has instructions on how a recipient can actually log onto the system to see your portfolio.

In step 10, you can track the viewing of your portfolio. Here you can see the date and time it was viewed.

Step 11 is for renewing your PDF portfolio to make sure it’s up to date. It is the same as the renew PDF button in step 9.

These are all the steps to building an e-portfolio.

### **Tutorial 3: Share Portfolio with Invitees**

Once you have completed at least one e-portfolio, you can skip steps one and two, Create Content and Build Portfolios, and move straight to step 3 Share With Invitees.

1. Choose the portfolio that you would like to send from the drop down menu and click “Share a Portfolio”

2. Now you can send your invitation email to the invitee(s). Remember that when you were building your portfolio in Step 2, you had 2 options to choose from: 1. Send “with PDF” or 2.”without PDF”. If you chose “with PDF attachment”, make sure you click on renew PDF. During Step 2 you also created the access code that is assigned for your portfolio so you do not have to do this again.

3. Enter the email address of the invitee and a message. Press the preview button to view the message before sending.

4. You will see the generic email invitation that invitees to your portfolio will receive. A sample invitation message is below

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SAMPLE MESSAGE

From: [xxx@andrew.cmu.edu](mailto:xxx@andrew.cmu.edu)

Sent: Thursday, October 01, 2009 10:15 AM

To: [abcdrf@cmu.edu](mailto:abcdrf@cmu.edu)

Subject: Carnegie Mellon Career Portfolio Invite

A Carnegie Mellon University student has invited you to view their online Portfolio.

To access the student's Career Portfolio, please go to

<https://cmu-eportfolio.symplicity.com/portfolio> and enter the following:

email address: [xxx@andrew.cmu.edu](mailto:xxx@andrew.cmu.edu)

access key: portfolio 1

(Note! The access key is case sensitive)

You may also access the portfolio directly by following the link below:

Access URL: <https://cmu-eportfolio.symplicity.com/u/ssss>

Feedback Type: Email

If you can not access this portfolio, please contact the Carnegie Mellon Career and Professional Development Center at [erelate@andrew.cmu.edu](mailto:erelate@andrew.cmu.edu).

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**Accessing and sharing your portfolio outside of my3D**

To share the link to a portfolio file with others outside of **my3D**, add yourself as an invitee so that you receive the correct link and access code. Simply copy and paste the login, link and access code into a document or email message and send.

You can also include this portfolio access and link information on your website. If you do, note that this will change if you edit the access code, update the PDF file, or make the file inactive which will prevent viewing.

Congratulations!

Now that you have completed Steps 1, 2 and 3, you should be able to add, edit and refine your portfolio and create new ones!

If you need assistance, call the Carnegie Mellon Career & Professional Development Center at 268.2064 or send email to [erelate@andrew.cmu.edu](mailto:erelate@andrew.cmu.edu).

