

cuPortfolio Technical Instructions SOWK 5607: Practicum II

This document provides technical instructions for the final practicum ePortfolio assignment.

Because this is the final cuPortfolio submission for your degree, the requirements for this cuPortfolio assignment are a bit different from what you have done in your previous MSW courses. For this submission, in addition creating one page for SOWK 5607, you are also required to assemble your final MSW ePortfolio by creating a *collection* in cuPortfolio.

Follow the instructions below to (1) create a page for SOWK 5607, (2) add content to the page, (3) create the collection, and (4) submit your final MSW portfolio.

1. Create a Page in cuPortfolio

First you need to create a page for SOWK 5607. [Click here for instructions on how to create a page in cuPortfolio.](#) Note: the title of your page should be “MSW Practicum II”.

2. Add Content/Edit Your Page

Once you have created your page, you will be brought to the *Edit content* view of your page. This is the “behind the scenes” view where you can add content and change the layout of your page.

Note: All files should be uploaded as embedded PDF documents or pasted into a text box. Do not upload Word document files to cuPortfolio. Word documents can only be uploaded as attachments and therefore will not be readable on the portfolio page.

Below are links to instructions on how to edit your page:

- [How to add content to a page](#)
- [Detailed instructions on how to upload a file](#)
 - o Note: Follow the instructions under the heading *How to Upload a File While Editing a Page*. You do not need to follow the instructions on using the file storage feature.
- [How to edit the layout of a page](#)

3. Create a Collection

As noted above, because this is the final cuPortfolio assignment for your degree, you are required to submit your final MSW ePortfolio. To do this, you will need to create a collection in cuPortfolio. This collection will contain all of the pages that you have created in your MSW core courses including your SOWK 5607 page.

The process of creating a collection is similar to assembling a paper portfolio where you would gather past work and place it all in a binder for submission. Similar to the layout of a binder, a cuPortfolio collection displays each page as a “tab” at the top of the page within the portfolio.

[Click here for instructions on how to create a collection.](#)

4. Submit Your Collection

The final step is to submit your collection through cuPortfolio. This process will give your practicum instructor access to your portfolio and lock all of the pages in the collection so that you cannot make any changes to the content after it has been submitted.

[Click here for instructions on how to submit your collection.](#)

Note: Your portfolio will not be released back to you (unlocked) once you have submitted it. You may however want to edit your portfolio for your own use after the submission deadline. To do this, you need to make a copy of your portfolio (essentially cloning your portfolio so that you can edit the copied version). [Click here for instructions on how to copy your portfolio.](#)

For Technical Support:

Refer to the [cuPortfolio support website](#)

OR

Contact Chloe Jones, Educational Technology Development Coordinator, TLS
Email: chloejones@cunet.carleton.ca