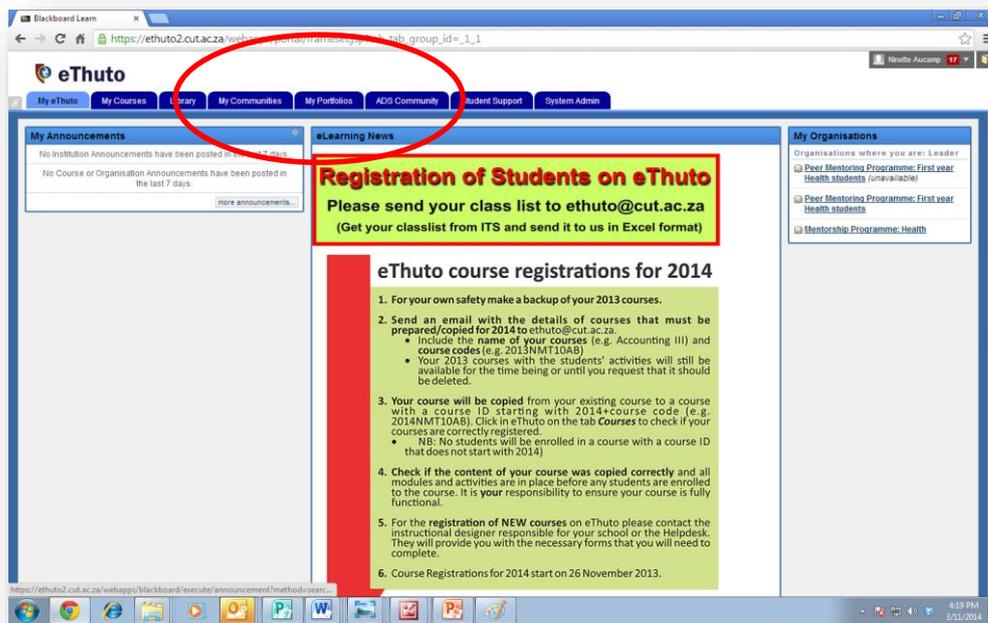


## HOW CAN YOU CREATE YOUR OWN E-CUT PORTFOLIO?

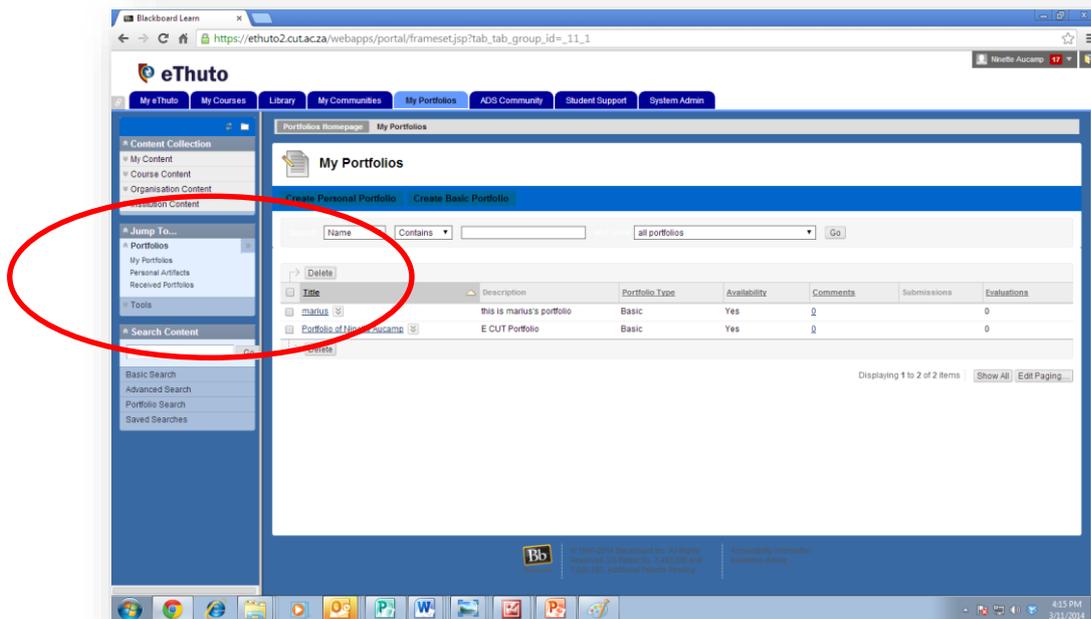
In order to create your personalised e-CUT portfolio, you can follow these easy steps.

**STEP 1:** Log onto eThuto. Do this by entering your username and password on the CUT website.

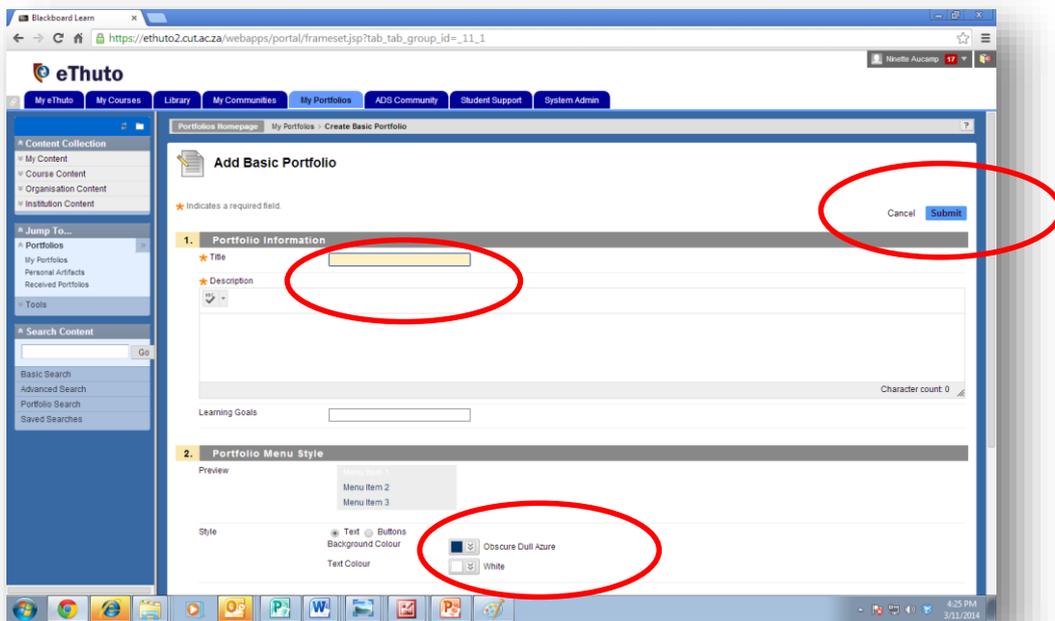
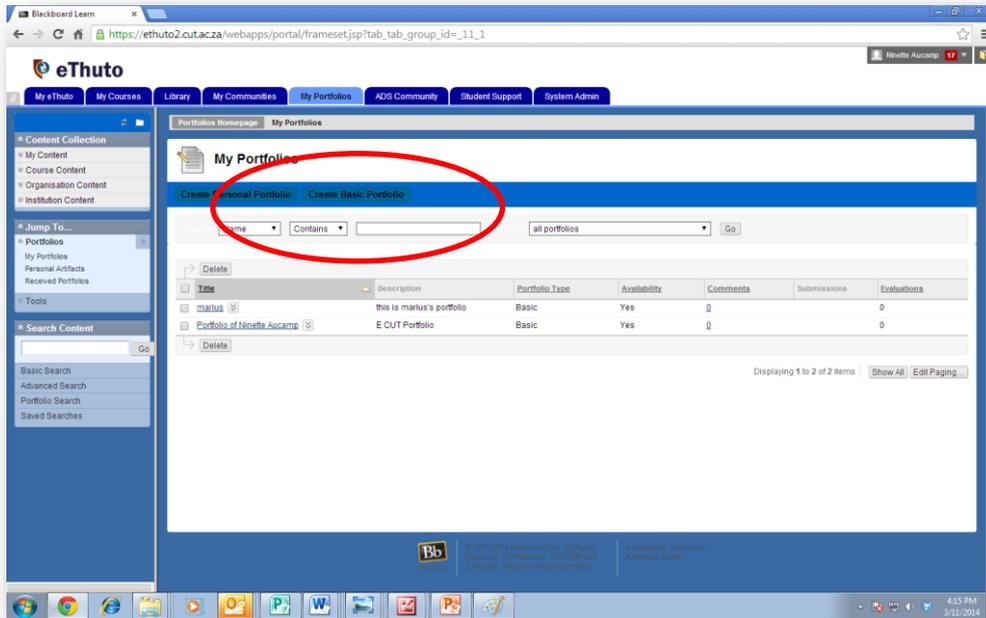
**STEP 2:** Click on **"My Portfolios"** at the top of the task bar.



**OR STEP 3:** Click on **"Portfolios"**. Underneath **"Portfolios"**, click on **"My Portfolios"**.

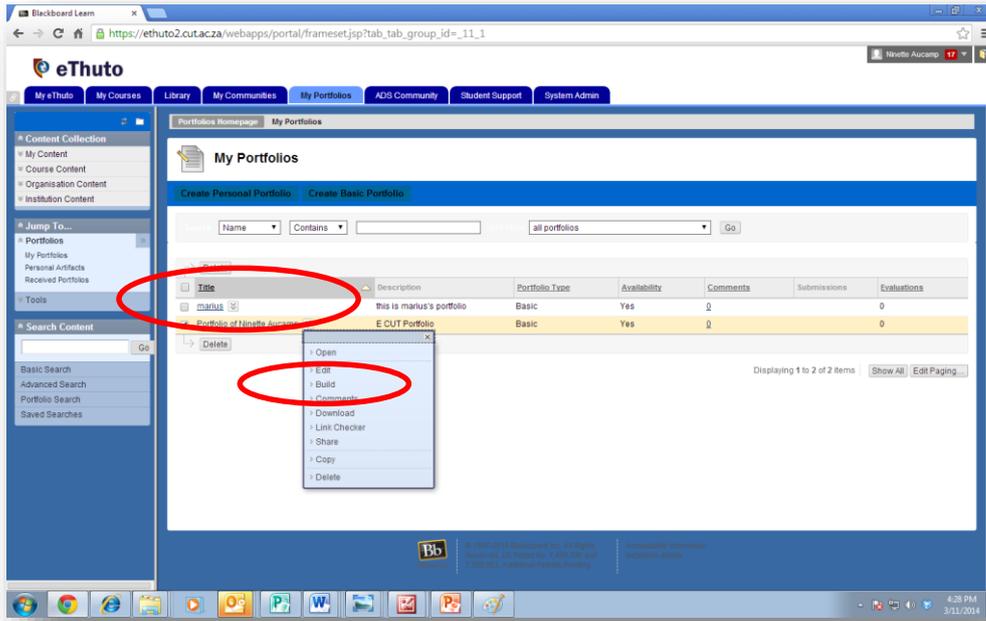


**STEP 4:** Click on "Create Basic Portfolio". Add a title and a description to your portfolio. Choose your colour scheme, and click on "Submit".

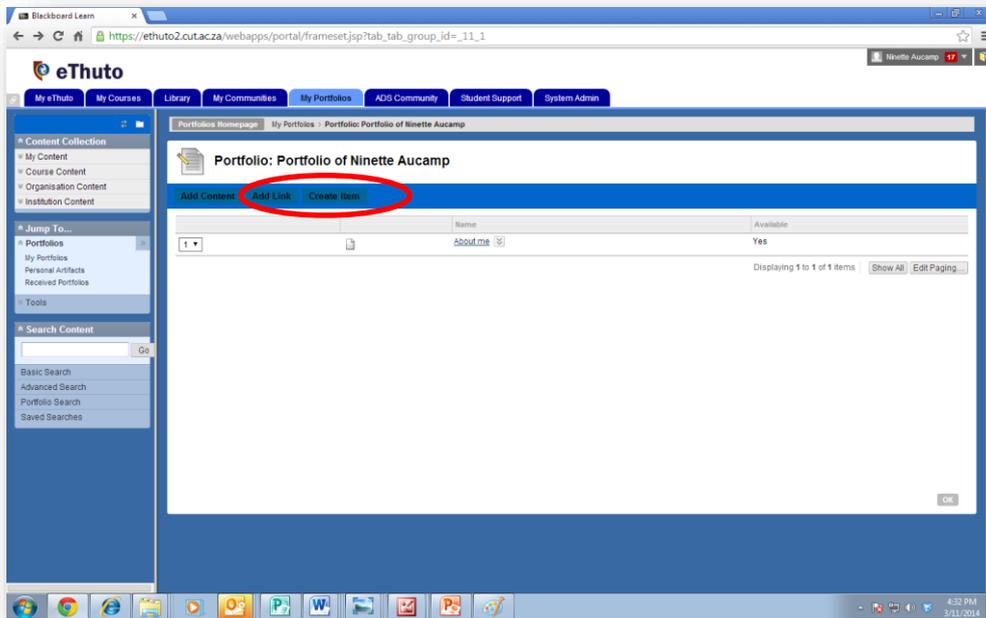


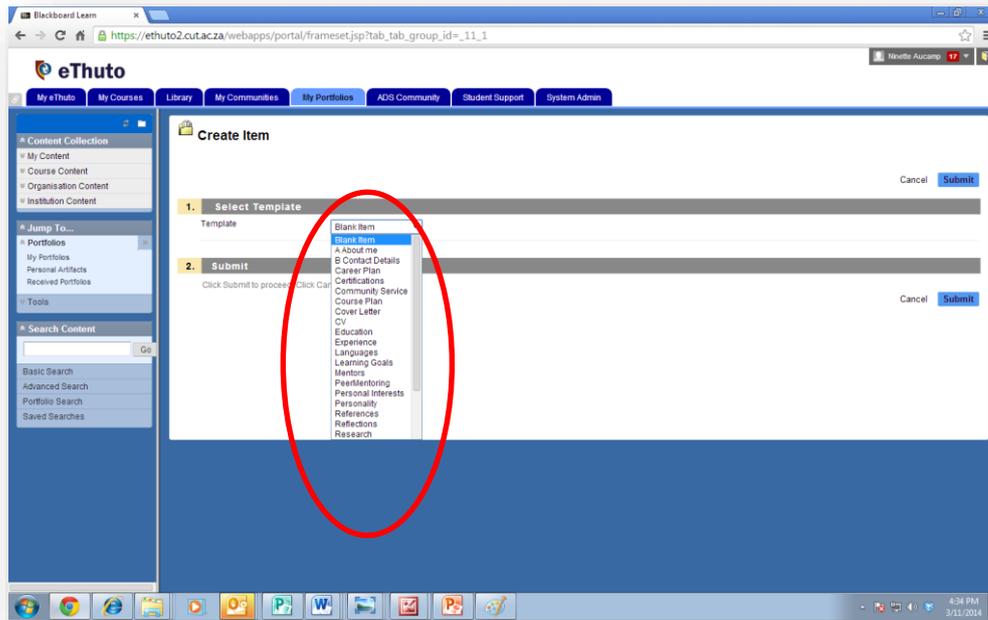
**STEP 5:** Now you have created your own personal portfolio.

To edit your portfolio, click on your portfolio title. In the drop-down bar, click on "Build".



**Step 6:** Now you can start creating items (headings/sections) for your portfolio. Do this by clicking on the "create-item" button, and then selecting an item from the drop-down menu next to the words "Blank item".





**STEP 7:** Now you can choose which item you would like to add to your portfolio by clicking on that item, or you can create your own item. Although templates have been created on each item for your convenience, you can edit your item to fit your personal style by adding text, pictures, audio, videos or documents.

### Items that your e-CUT portfolio should have

As you proceed through your years at university, you will acquire certain skills and key attributes that your e-CUT portfolio will enable you to present as key evidence in your future as a graduate. It will demonstrate these skills and attributes through evidence such as your CV; your hobbies and work experience; your achievements in leadership; any special awards that you receive; your skills and knowledge; your community involvement and entrepreneurial skills. You will collect photographs, testimonials and academic records. You can upload copies of certificates and any evidence that can support your CV. Each of these will be contained in a separate category within your e-portfolio template. You will receive a basic template on eThuto that you can edit and adjust to suit your own style.

Items that you can create on your own e-CUT portfolio include:

- Personal information (remember to include your e-mail address).
- About me (say more about yourself and include a photo).
- Hobbies and interests.
- Educational background (include your matric certificate, short course certificates, etc.).
- Work experience (any work you have done in the past, plus a description of what your responsibilities were).
- Graduate attributes (include all the CUT graduate attributes you have achieved. You can upload pictures and videos as proof).
- Achievements in leadership and special awards.

- Computer and language competencies (include computer programmes that you are able to use).
- My media (include videos, voice notes, audio files, blogs and documents that are relevant to your studies).
- References (include 3-5 relevant references).
- Download my CV here (upload a short and full CV, so that the employer can download the one he/she prefers).

For more detailed training on creating your e-CUT portfolio, you can contact your Peer Mentorship Office or the Centre for e-Learning and Educational Technology ([ethuto@cut.ac.za](mailto:ethuto@cut.ac.za)). For more information on e-portfolios, go to:

**Written by CUT Mentor Coordinators:  
Ninette Aucamp, Nicole Joannou and Delmarie Lessing-Venter**

Visit <http://www.cut.ac.za/e-cut-portfolio/> for references and more details on e-CUT Portfolio.