

# Preparing for the Workforce: Building a Digital Portfolio

with Sandra Bebbington &  
Julian Taylor



# Agenda

- Context
- Digital Citizenship
- Pre Production
- Production
- Post Production



## MEESR QEP WOTP program

- The purpose of creating a digital portfolio
  - Who they are
  - Their skills and strengths
  - Their experience
- Benefits to Students
  - Identity
  - Empowerment
  - Career Planning/Entrepreneurship
- Why a Digital Portfolio
  - Differentiation
  - Easy to Update

*“Before entering the workplace, students must have opportunities to explore different ways of presenting themselves to prospective employers.” - QEP*



# Digital Citizenship

## Cross Curricular Connections

- Communicates appropriately
- Uses creativity
- Uses ICT
- Achieves his/her potential
- Exercises critical judgement
- Adopts effective work methods

*What we do while connected is inseparable from what we do when disconnected - Nathan Jurgenson*

## What's happening in the real world

- Where employers are searching for candidates
- The job hiring process
- How to not get hired



# The Impact of Your Digital Footprint When Looking for a Job



# Pre-Production

The gathering of information:

- What interests you
- What skills do you have
- What experience do I have
- What are your career plans
- Learn about the field that interests you and the skills needed to succeed

COOL TOOLS



# Digital Citizenship Component

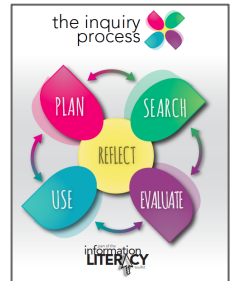
## Digital Footprint

- The importance of a positive online identity
- Cleaning up any “mistakes”

## Information Literacy

- Searching effectively and efficiently
- Using good resources
- Making the most of Google
- Evaluating websites and other info
- Citing sources

## COOL TOOLS



THIS IS THE  
**INFORMATION  
LITERATE  
CITIZEN**



THIS IS  
**NOT**  
(THE INFORMATION LITERATE CITIZEN)







# Let's do this!

## Gather information:

- Skills assessment quiz: [Employability Skills 2000+](#)
- Career quizzes: [link 1](#), [link 2](#), [link 3](#)
- Blogs
- Trade Magazines
- Experts (Google Hangouts, YouTube, Skype)



# Production

- Format (s)
- Reflects on audience
- Organizes and presents information in best possible way

## COOL TOOLS



Piktochart  
make information beautiful



padlet



MEESR - DSCA

# Digital Citizenship Component

## Copyright

- [Permission to use content](#)
- [CC content](#)
- [Citing sources](#)

## Online Safety

- Staying safe
- Protecting personal information

## Online Communication

- Know your audience
- Tone, Grammar effective formats

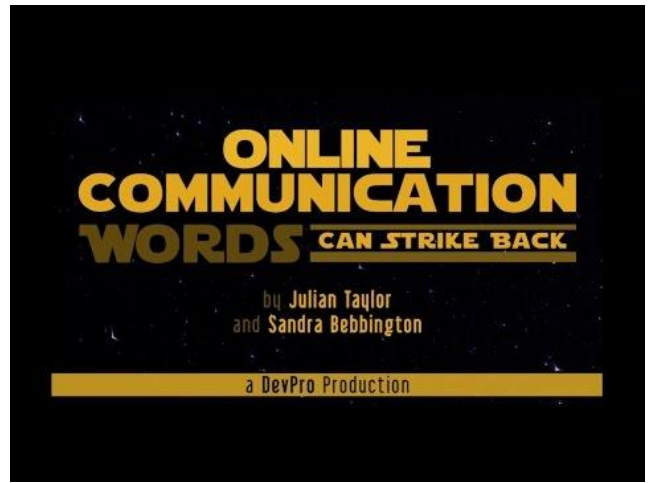


[Copyright](#)  
[Online Safety](#)  
[Online Communication](#)



# 7 INNING STRETCH





MEESR - DSCA



# Let's do this!

## Start building your digital portfolio

- Create a site
- Add a photo
- Add content - an introduction

### COOL TOOLS



# Post Production

COOL TOOLS

- Present Portfolio
- Revises based on feedback
- Maintenance plan
  - both of portfolio and identity





# Digital Citizenship Component

## Maintaining a positive digital identity

- Searching yourself
- [Removing inappropriate content](#)
- Checking on privacy settings



# Maintaining Your Digital Footprint

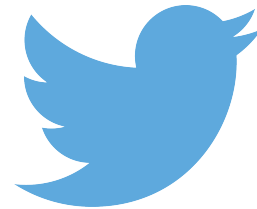


# Let's do this!

Google Yourself

Check Social Media Privacy Settings

Portfolio Presentations (time permitting)



# Additional Resources

[YouTube Playlist: Digital Footprint](#)

[Facebook Privacy Checkup](#)

[Removing Pictures Online](#)



# Any Questions?



# Thank you

For additional help and support, please contact:  
Sandra Bebbington  
[sandra.bebbington@education.gouv.qc.ca](mailto:sandra.bebbington@education.gouv.qc.ca)

