

Data Type	ORDER	Title Field	Notes Field
Basic	1	STEP 1: Craft your site welcome message.	[USES THE “BASIC” DATATYPE] Ideally this will be the first item visitors to your site will read and should be both conversational and informative. When completed, drag this item to your HOME page.
Employment	2	STEP 2: Add details about current work or your occupation.	[USES THE “EMPLOYMENT” DATATYPE] Use the form to include details about the employer, place of employment and related text. When complete, drag this content to your EMPLOYMENT page.
Credential or Degree	3	STEP 3: Identify your highest educational or professional certification.	[USES THE “CREDENTIAL OR DEGREE” DATATYPE] Details in this item might represent your educational or professional accomplishments (i.e., College Degree or professional certification) When complete, drag this content to your EDUCATION page.
Contact	4	STEP 4: Add contact information for yourself or another person.	[USES THE “CONTACT” DATATYPE] If information added is about someone you might identify later as a professional reference, be certain the person has granted you permission to include their name and contact information in your site. Add relevant details to the “add contact” form.
Goal	5	STEP 5 : Add your career objective.	[USES THE “GOAL” DATATYPE] A career objective usually identifies what you're trying to accomplish by expressing your overall professional aspirations. When complete, drag this content to your PERSONAL INFO page.
URL	6	STEP 6: Add a hyperlink.	[USES THE “URL” DATATYPE] This might be a “Mailto,” HTTP, or HTTPS link type. When complete, drag this to your WEB LINKS page.
HTML	7	STEP 7: Add the embed script for a video.	[USES THE “HTML” DATATYPE] Use the other fields to explain why this is significant to your portfolio. Video sources that work include YouTube, TeacherTube or BlipTV.
Upload Image	8	STEP 8: Upload an image.	[USES THE “UPLOAD IMAGE” IMPORT TASK] The image should be a “jpeg” or “gif” file. It might be a picture of you or one that represents your work related to the artifact info you plan to add. Consider using this as a link within an artifact that you prepare in Step 10. You could also drag this image to your PERSONAL INFO or PHOTO GALLERY page.
Upload File	9	STEP 9: Upload a file.	[USES THE “UPLOAD FILE” IMPORT TASK] Prepare the file in PDF format before uploading it so it displays best for visitors to your portfolio.
Artifact	10	STEP 10: Add information that refers to a work sample.	[USES THE “ARTIFACT” DATATYPE] Consider addressing a project you recently completed to showcase your ability. Drag the contact you added earlier to the link field in this form. Drag either the image or file you uploaded earlier to the related content section of the “artifact” form. Write and add a reflection. When completed, drag this content to your EMPLOYMENT page.