

Week 5 ePortfolio Template

Fall 2025

Comm 335

Week 5

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This week, you have the opportunity to plan ahead, express your personal brand, and focus on a tight, professional design (before creating the content).

Step 1: Choose the platform that makes sense to you



This will depend on your needs

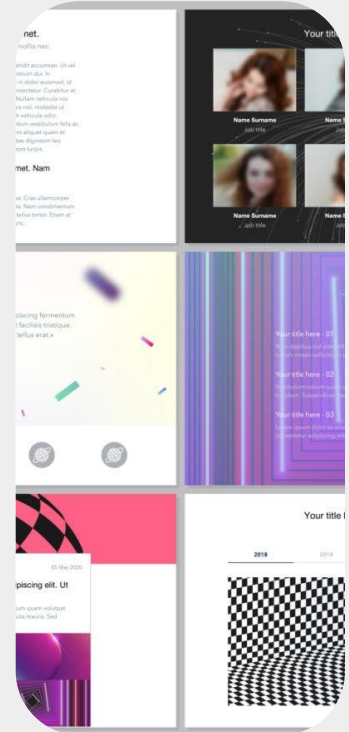
I strongly recommend **Canva**. It has great slide templates, flexible formatting, and many customizable features.

Google Slides is also great and has new templates (this is what I am using now!)

The platform should help you show off your work in a streamlined, consistent format

Each page should be easy to read, with the required information front and center.

Remember, you can link to assets like writing samples and interactive content that needs to be hosted on other platforms.



Step 2: Review the ePortfolio General Outline in eCampus



Ongoing projects require planning

You will be designing a multi-page document.

To know how to populate, organize, and design this document, review the general outline which provides the content required.

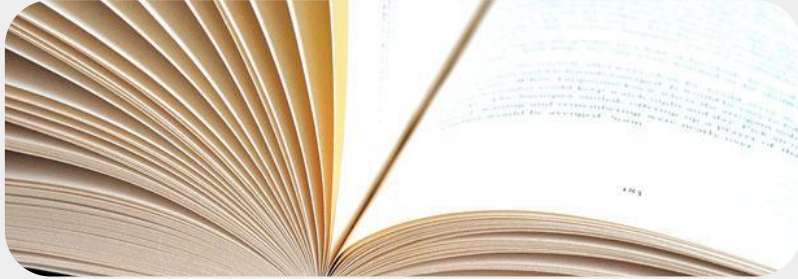
Your ePortfolio is required to contain all pages in the outline

These pages must appear in the order which is listed in the outline.

Design is your choice, but the format must be professional, clear, concise, and easy to navigate. All pages must have continuity throughout the portfolio.



Step 3: Design your template pages



Each project requires *at least one page* in the portfolio

For example, a portfolio template should have one page dedicated to “Self Introduction” and another page dedicated to “Organization Background.”

The template pages will not contain information at this point

You will complete the projects throughout the semester.

By planning the design separate from the content, this template ensures that there is continuity and intentional branding to your portfolio.



Professional Standards

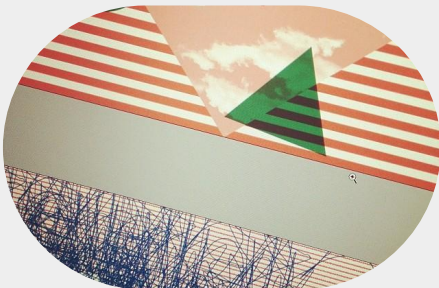


Color, branding

Choose 3-5 main colors and 3-5 accent colors. Add these to your platform's built-in style/theme color tool.

Color, clarity

Up to 1 in 12 men have color blindness.
[Check](#) the contrast of your brand's colors.



Fonts, style

All fonts should be the same style (ex: Arial, Futura).

Only one or two fonts throughout the entire portfolio.

Fonts, sizing

Size all titles, headings, and body paragraphs uniformly throughout the portfolio (ex: all page titles are 40 pt. font.)



Here is an example

This is a slide template for class slides

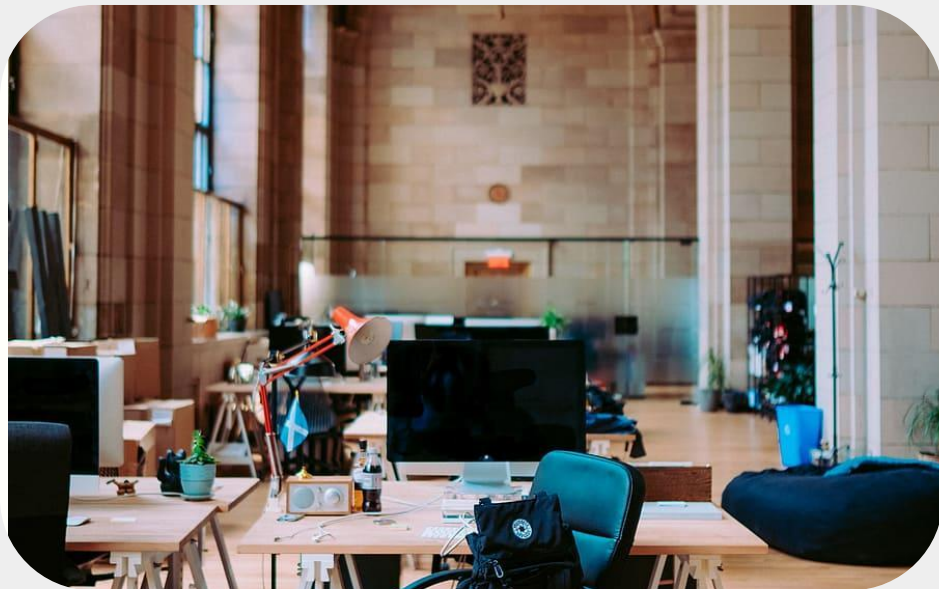
Subheading goes here

The font I am choosing is called "Afacad Flux."

The subheadings are size 19 font and the body paragraphs are size 14 font.

Subheadings
are Afacad Flux
semibold.

Body text is
Afacad Flux
normal.



This is a display slide

Slides like this have a bigger title font (72 pt) for impact. For example, my Cover Page. My color choice passes contrast ratio requirements for visibility.

