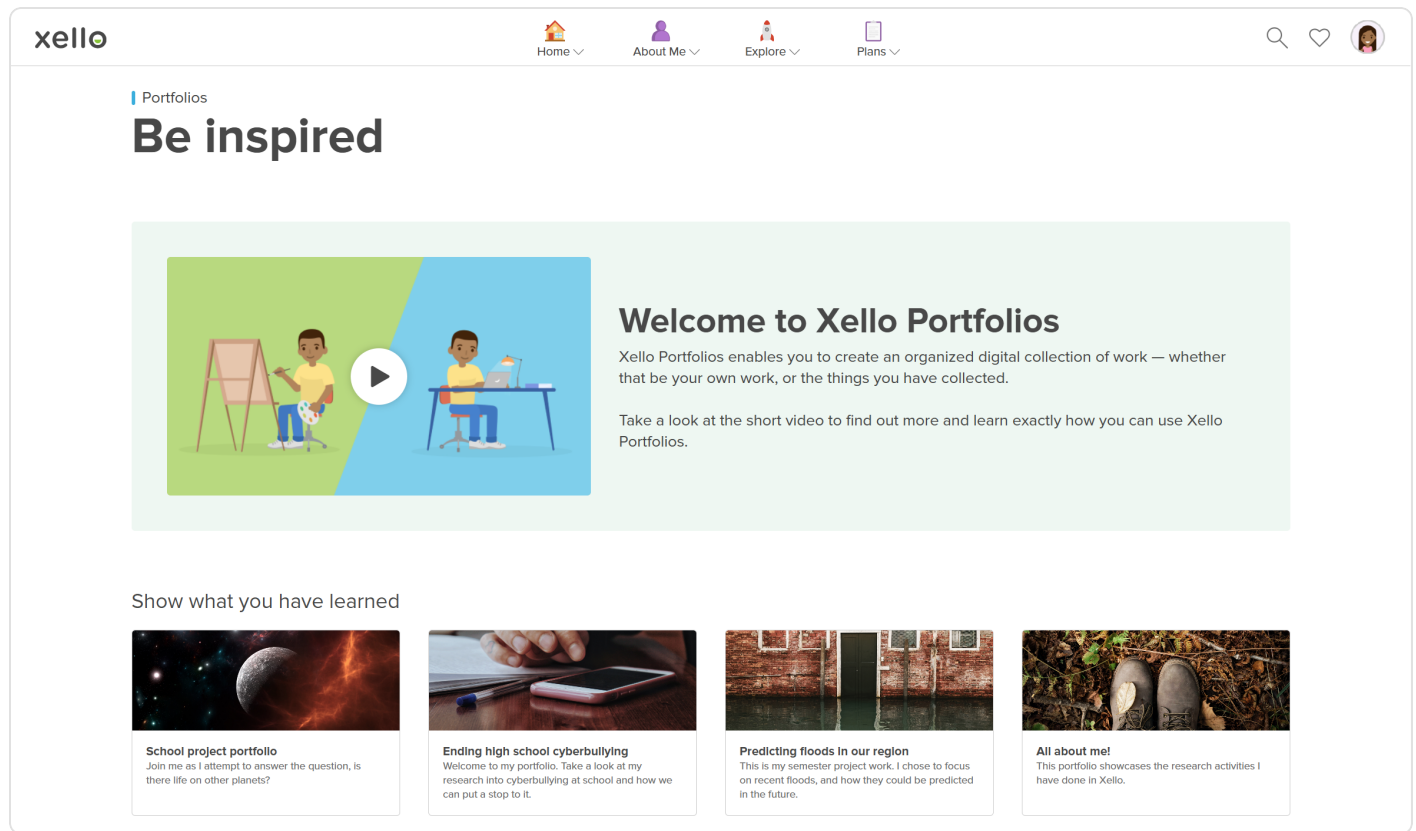


# Create a portfolio in Xello

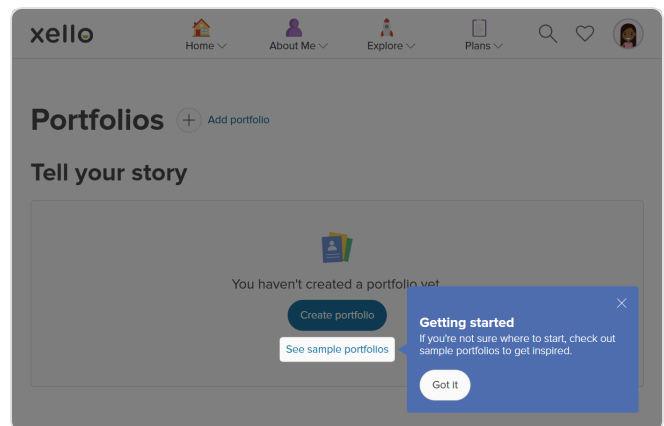
A portfolio is a special collection of your work, skills, and proudest moments. Every portfolio is unique! You can use it to show off your school projects, share your art, or track a big goal you reached. You can even use it later to apply for a job, a college scholarship, or a talent showcase.



## Explore and get inspired

Before you jump into making your own, it might help to see what a finished one looks like so you can gain some inspiration.

- 1 After signing in to Xello, open the **Home** menu and click **Portfolios**.
- 2 To open sample portfolios and begin exploring, click **See sample portfolios**.
  - A prompt will point it out the first time you check out the **Portfolio** page in Xello.
  - You can check out a quick video and explore real examples of school projects, artwork, and career goals to spark your own ideas.
- 3 When you're ready, click **Create portfolio** to get started.



## Add your sections and choose your media

A Xello portfolio is built piece by piece using sections. Every time you create a new section, you get to choose exactly what goes inside it. You have three choices for the type of media you can add:

### Xello activities

Choosing a Xello activity means you'll get to pick work you've already finished in Xello. This will keep you from doing work twice.

Some of the Xello activities you can add include:

- **Personality Style** or **Learning Style** results
- Skills and interests you've added
- Careers and schools you've saved
- Experiences or credentials you've tracked

**Add section**

**Step 3: Choose Xello activities to add to this section**

Personality Style Learning Style Desired skills

Saved careers Saved majors Saved schools

Saved scholarships Experiences Skills

Interests Plans Goals

### External media

Your portfolio isn't limited to just what is inside Xello. If you choose **External media**, you can bring in things you've found or made online. Add images, video projects, cool websites, or helpful social media posts.


Make sure to give it a clear title and a brief description so people looking at your portfolio understand exactly what they are seeing.

**Add section**

**Step 4: Label your external media**

External media title

My school project research

 Title

School project research

Description (recommended)

This is a great fact sheet which lists the benefits of solar power.

Solar Power Fact Sheet.pdf [Delete](#)

### Text entry

Sometimes, the best way to tell your story is simply to write it down. Choosing a **Text entry** gives you a clean page to type whatever you need.



**Add section**

**Step 3: Create a text entry**

Title

Introduction

Text

**B I U G**  

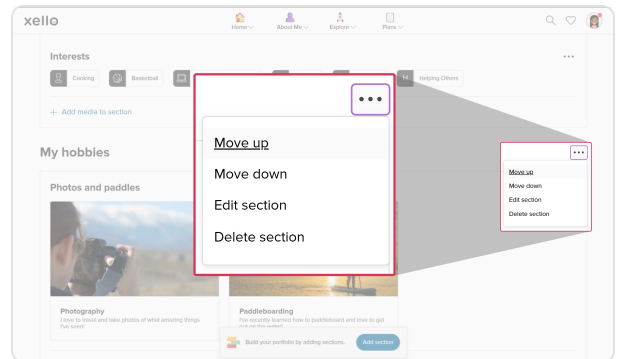
For my Careers Class project, I explored what a typical day on the job looks like for a carpenter. I am interested in this career because I like to work with my hands and build things from wood. I think that I would like a career that involves using math and problem-solving skills. Based on my research, I think that carpenter or a similar career would be a good choice for me.

## Rearrange and edit your sections

Your portfolio doesn't need to be just a one-time project, it can grow as you grow! As you learn new skills, discover new hobbies, or finish new projects, you can add to or edit your portfolio. You can even rearrange the sections so the most impressive and important ones are at the top.

To edit or rearrange your portfolio, click the three-dot menu in any section:

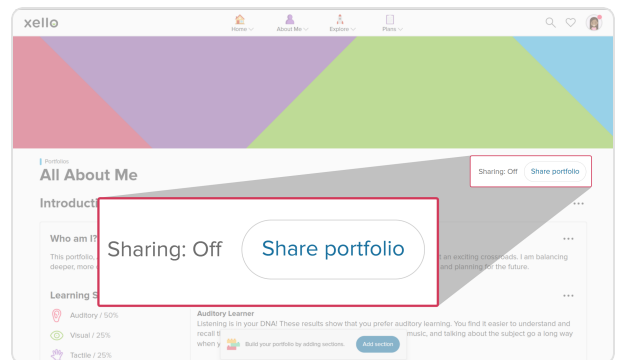
- Click **Edit** to add new thoughts, rewrite reflections, or update a section with your latest achievements as your goals change.
- Click **Move up** or **Move down** to rearrange the sections in the order you want.



## Share your portfolio

Once you've finished adding sections and creating your portfolio, you can share your hard work and accomplishments with teachers, family, potential employers, or college admissions staff.

- **Turn sharing on:** Switch on the **Share portfolio** button and copy your private link.
- **Turn sharing off:** You're always in control. If you turn the sharing switch off, anyone with the link will instantly lose access and won't be able to view your portfolio anymore.



**Note:** If your school has not turned on portfolio sharing, you won't see this option. Until they turn it on, your portfolio is private to just you.