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| **Part 1 - Digital Identity** | **Yes/No** |
| 1. Take a screen shot of your profile (Hello,…, Profile, View). |  |
| 1. Locate the profiles of **two** other people who share at least **two** of your Skills and Interests. Take a screen shot of each of their respective profiles. |  |
| 1. Circle or highlight the common *Skills and Interests*. |  |
| **Part 2 - Digital portfolio** |  |
| 1. Use your full name as your site title |  |
| 1. Have at least three total pages including “About Me” or "My Interests" |  |
| 1. Delete all the extra posts and pages that were automatically added by the system. |  |
| 1. Take a screen shot of the e-portfolio home page which shows the home page and the links to the additional pages. |  |
| **Part 3 - Analytics** |  |
| 1. Screen shot of Google Analytics "Overview" page |  |
| **Part 4 - Build a professional network** |  |
| Screen shot that shows the activities: |  |
| 1. Public message to student with similar interests ("Post an Update") |  |
| 1. Visit site of student and leave professional relevant comment ("New Activity Comment") [NOT REQUIRED FOR MIS MAJORS] |  |
| 1. Post message about interest to 'community of practice' (Professional Interest Group) |  |
| 1. Table explaining differences between public messages, comments and community of practice (group). |  |
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| **Evaluation Guidelines** |  |
| Pass-High - All items completed or 1 missing (on a total of 12 points max) |  |
| Pass - missing 2 to 4 items |  |
| Fail - <missing 5 or more items |  |
| \*\*\* Note missing items on assignments using the part and item letter. For example, if a student neglected to delete all of the extra posts and pages that were automatically added to the system note that they are missing item 2C |  |