



ePortfolio Guide

An electronic Portfolio (ePortfolio) is a web-based resource that allows you to display and share your academic and extracurricular achievements, reflect on your experiences as a future educator, and archive your work in a digital format. Electronic Portfolios are a creative means of organizing, summarizing, and sharing artifacts, information, and ideas about teaching and/or learning, along with personal and professional growth. The reflective process of portfolio development can be as important as the final product. In many cases, they are used for student evaluation along with other assessment tools such as standardized tests. A portfolio is a sampling of the breadth and depth of a person's work conveying the range of abilities, attitudes, experiences, and achievements. (source: <http://eduscapes.com/tap/topic82.htm>)

Creating an electronic portfolio (ePortfolio) can be a relatively simple process if you know what you want to include in your ePortfolio and you know how to use technology to accomplish this. Therefore, before you begin to create your ePortfolio, it is important to understand what you will include in it. In each practicum course you will work closely with your instructor to create, develop and revise your ePortfolio. To further assist you in the process, we have created an [ePortfolio website](#). This site will provide you with instructions, requirements, resources and templates to support your experience creating your ePortfolio.

Your ePortfolio team is available to help you through the process.

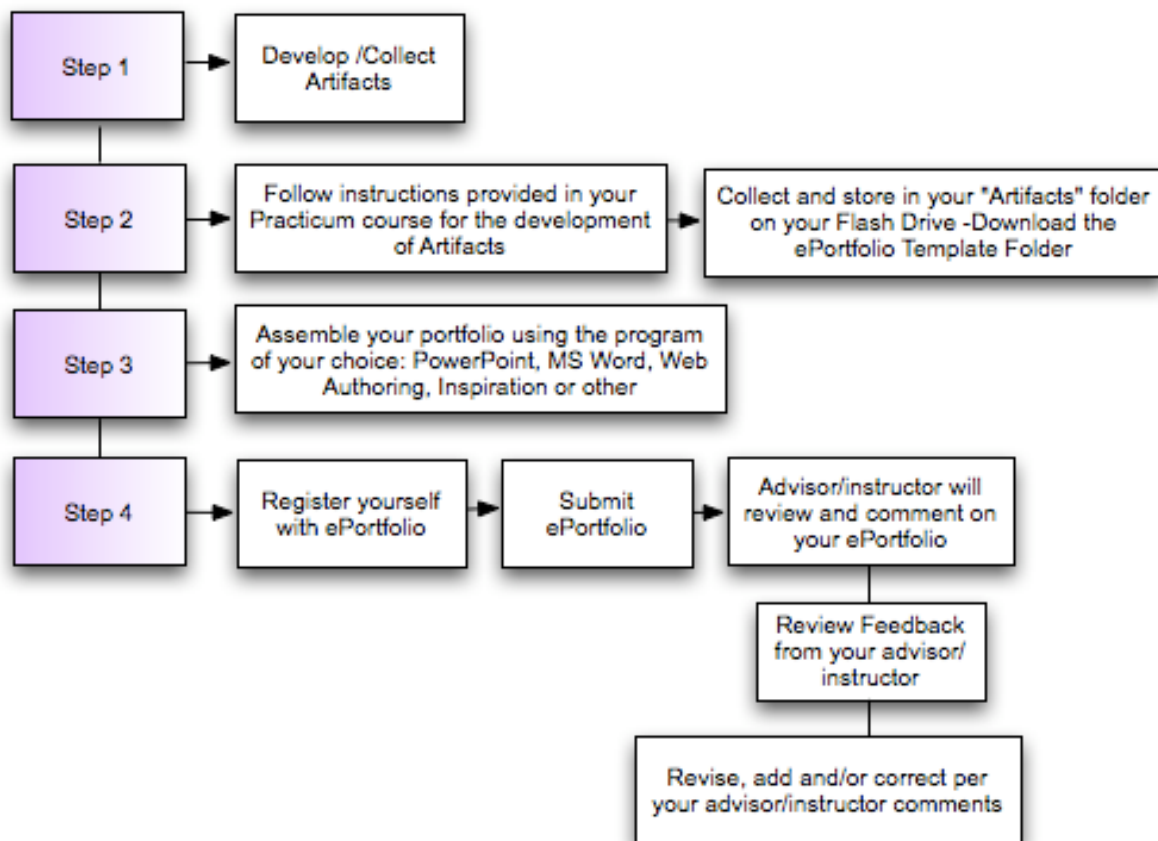
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What is in an ePortfolio?

To learn about what you to include in your ePortfolio (admissions practicum), you need to visit the [ePortfolio website](#) and click on the *admissions link*. The Admissions section of the website contains hyperlinks to resources that will help you develop your ePortfolio.

To get you started, we have developed a graphic overview of the ePortfolio process ([Getting Started](#) [pdf]):



The content of your ePortfolio is determined by your Practicum instructor. You can view the required elements in detail for your ePortfolio online: [Required Elements](#). Each ePortfolio will contain the following:

- Philosophy Statement
- Reflection
- Teaching and Learning Context
- Artifacts
- Resume
- Standards and Performance Criteria

- My Showcase (optional)
- My Suitcase (optional)

Appendix:

- Statement of Ownership
- Code of Ethics (hyperlinks)
- Curriculum Contract

These elements will be discussed in more detail in your Practicum course. Your Practicum instructor is the one to contact if you have any questions about the content of your ePortfolio.

Make sure you are familiar with the Admissions Semester [ePortfolio assessment rubric](#) [pdf] as well.

ePortfolio Technology

Now that you have previewed what you will need to include in your ePortfolio, let's talk about the technology that you will use to create your ePortfolio.

Before you begin, it is a good idea (if you have not already done so) to purchase a Flash Drive.



A flash drive is a portable data storage device that you will use to store all of your files associated with ePortfolio. It can also be used to store files/data that you need for other classes as well such as EDU 313. [Learn more about Flash Drives.](#)

Setting up your Flash Drive for ePortfolio

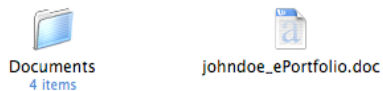
A set of templates has been created that you can use to start creating your ePortfolio. You will need to download these template files from the ePortfolio website. The templates should be downloaded to your computer and then transferred to your flash drive. The folder that contains the template files is organized to help you manage your ePortfolio. You are encouraged to read all of the “*read me*” files that are included in the download.

Download options: You can download a single compressed folder with all of the files/folders created for you and ready to go. Or, you can download individual files and create your own folder/organizational structure on your flash drive. All of the information, including downloading instructions can be found on the ePortfolio download page. You should follow all instructions carefully to ensure that you receive downloaded files that you can work with. Any zipped file/folder must be fully expanded (unzipped) before you can work with (edit) the files.

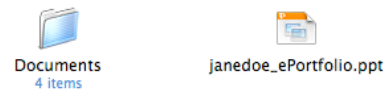
Let’s take a look at how an ePortfolio is organized. When it comes time to submit your ePortfolio for assessment, you will need to make sure that you have your ePortfolio folder organized and ready for presentation. Everyone, even those who choose to create their own folders to organize their ePortfolios must submit their ePortfolio folder as follows:

Your ePortfolio folder, when opened by your assessor should look like the following:

If you used MS Word -



If you used PowerPoint -



This means that inside your ePortfolio folder there can only be two visible items: a folder and a file entitled <<*yourname_eportfolio*>>. The folder should contain all of your documents and can contain additional folders as well. Inside the Documents folder, you should organize all of the files you are including in your ePortfolio. These files should be placed into their folders before you link them to your ePortfolio file.

The single visible file will be your Word or PPT ePortfolio file with your name. Your assessor will look for this file and will select it to view your ePortfolio.

Note: You may use other software to create and display your ePortfolio. It is recommended that you first discuss the use of alternate software with Dr. Smith so that you will be able to submit a compatible ePortfolio that can be viewed and assessed by Faculty.

Working with the MS Word Template

In both template files (MS Word and PowerPoint) there are embedded instructions. Please follow these instructions as you develop your ePortfolio.

The MS Word template and the MS PowerPoint template come with Help comments embedded in the files. MS Word uses the “Comment” feature. If you are unable to view the comments boxes, try changing the document view to “**Page Layout.**”
(Select **View** from the **File Menu** and then select **Page Layout.**)

In MS PowerPoint, the comments are at the bottom of the design window.

Note: You will want to remove all of the comments before submitting your ePortfolio for evaluation. They are only there to guide you through the development of your ePortfolio.

MS Word

PC: Right-click on the comment box and select delete.

Mac: Click on the “X” to delete a comment box.

MS PowerPoint

*All: **Select All** and delete any comments.*

My Suitcase and My Showcase...

Your ePortfolio can contain elements that are not required by the College of Education and Human Services. Therefore, in addition to the required elements (from your Practicum courses), you can include additional artifacts in your ePortfolio. These additional artifacts should be located in one of two folders entitled *My Suitcase* and *My Showcase*.

My Suitcase is for storing artifacts that you might one day want to present in your ePortfolio. You can leave them in this folder and create links to them when you want to display them in your ePortfolio. When you do not want to display them, simply remove any links to them from your ePortfolio file.

My Showcase is a section for you to show/display artifacts that you are not using to meet requirements. You can actively display these elements in your ePortfolio for all, including your assessor to view. Your assessor (practicum instructor) will not evaluate elements that are in *My Showcase*. This is your area and you can decide to use it to display your work as you please.

Appendix

Three of the elements that are included in your appendix can be created/linked early in your ePortfolio development stage. Your Curriculum Contract can be scanned and

inserted into the template file, or you can create a hyperlink to the scanned file that has been placed in your documents (or artifacts) folder.

Your Statement of Ownership is included in the template file and only needs to be edited to include your information.

The Code of Ethics are already linked for you in the template file. Be sure you do not delete or alter these hyperlinks as you are responsible for hyperlinks working properly when you submit your ePortfolio for assessment.

Submitting your ePortfolio for Assessment

In order to have your ePortfolio assessed, you must first register with the ePortfolio Assessment Program. You will find a hyperlink and instructions for registering online ([ePortfolio Registration](#)). You only need to register once in the Admissions semester. Once registered, you will be able to login and view your assessments once they have been completed.

Your Practicum instructor will let you know the deadlines for submitting your ePortfolio. Instructions for submitting your ePortfolio are below and online ([submitting your ePortfolio](#)).

Submission Instructions:

1. Take your Flash drive to your practicum instructor or assigned assessor. Each instructor has their own procedures for reviewing ePortfolios so be sure to contact them in advance.
2. Wait until your ePortfolio has been assessed. Your instructor should contact you.
3. Go to the ePortfolio Website and login to review your assessment.

Once your ePortfolio has been assessed, you should review any comments and suggestions provided by your assessor and make any required or needed changes to your ePortfolio. If you need to re-submit your ePortfolio, follow the directions above and any directions provided by your Practicum instructor. You are only allowed three attempts to satisfactorily complete your ePortfolio, so make sure you understand what changes and adjustments are necessary before resubmitting.

Conclusion

Your ePortfolio Team is here to assist you with the development of your ePortfolio. Please review all of the materials we have provided carefully and let us know if you have questions.

- ePortfolio Team