

## Using Chalk and Wire to Create an Electronic Portfolio

1. The purpose of electronic portfolios at SPU
2. How to set up an electronic portfolio
3. How to add an artifact to your electronic portfolio and link the artifact to a standard
4. How to submit your portfolio for assessment

### 1. The purpose of electronic portfolios at SPU

- A. Portfolio assessment is a growing trend in education. The idea of creating portfolios as a way of demonstrating knowledge and skill is not new, but the advent of the Internet has made sharing portfolios much easier.
- B. Here are six reasons why students are asked to create electronic portfolios at SPU:
  1. To allow students to demonstrate individual competency on residency certification program standards.
  2. To provide evidence to the State of Washington that a student is ready to be credentialed as a teacher.
  3. To provide evidence to the National Council for Accreditation of Teacher Education (NCATE) that SPU is providing appropriate instruction and supervision of teacher candidates.
  4. To help students reflect on important knowledge and skills they have learned during the residency certification program.
  5. To help students prepare for the interview process when they are ready to seek employment in the field of education.
  6. To prepare students for the professional certification process, which will require them to document evidence of their competency on professional certification standards.

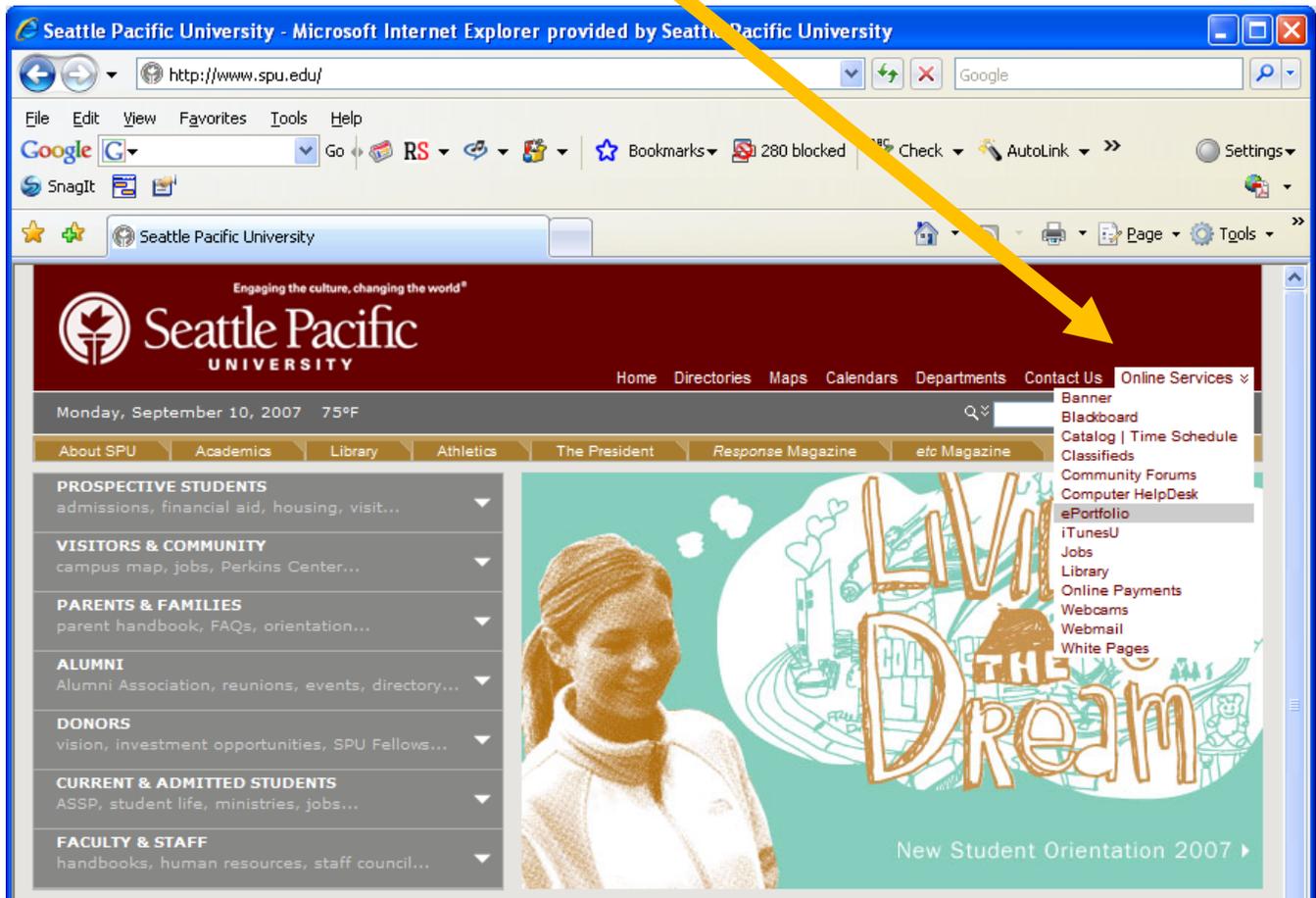
### 2. How to set up an electronic portfolio

- A. Electronic portfolio accounts are automatically set up for School of Education students. You should have received an email message with your User ID and temporary password at the beginning of the term. Generally speaking, your username is your full SPU email address.

If you have forgotten your password, go to [www.spu.edu](http://www.spu.edu), from the Online Services dropdown menu select ePortfolio, and click the link "Click here to recover it." Fill in the information requested, and an email containing your password will be sent to you. Please contact [ePortfolio@spu.edu](mailto:ePortfolio@spu.edu) or call 206.281.2212 if you have any questions about your User ID or password.

## Residency Certification Portfolio

- B. Once you have your User ID and password, go to [www.spu.edu](http://www.spu.edu) and from the **Online Services** dropdown menu, select **ePortfolio**.



- C. Under the section Existing Subscribers, enter your **User ID** (which is your full SPU email address including “@spu.edu”) and the **password** that was emailed to you. Then click the **OK** button.
- D. The first time you log, in you will be asked to accept the licensing agreement.
- E. Once you’ve logged in, you may change your password by clicking the **Change Password** link in the top, right-hand corner of the page.



## Residency Certification Portfolio

F. Click the **ePortfolio2** button to continue.

Click the ePortfolio2 button to continue

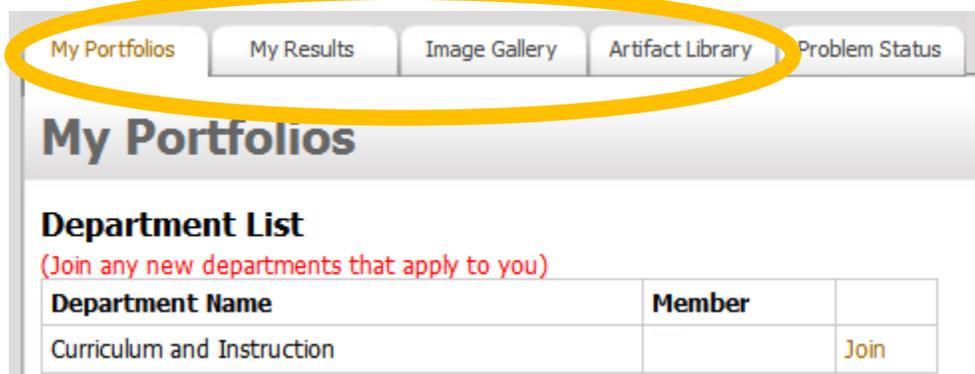


Provides students with a standards-based graphical portfolio, structured around the requirements of a specific institution and department. Click here first, to create your portfolio.

G. You are now on the main e-Portfolio page.

The four main areas of your ePortfolio account are:

- \* My Portfolios – Manage your portfolio(s)
- \* My Results – Check your assessment results
- \* Image Gallery – Choose or upload pictures for your portfolio
- \* Artifact Library – Upload and organize files that will be linked to specific standards



The screenshot shows a navigation menu with five items: "My Portfolios", "My Results", "Image Gallery", "Artifact Library", and "Problem Status". The "My Portfolios" item is highlighted with a yellow oval. Below the menu is a section titled "My Portfolios" with a sub-section "Department List". A red note says "(Join any new departments that apply to you)". A table lists departments and membership status.

Department Name	Member	
Curriculum and Instruction		Join

H. The first step in setting up your portfolio is to select the appropriate program/department. Click the **Show All Departments** link, and click **Join** for *Residency Teacher Certification*.

## Residency Certification Portfolio

- I. Next, click the **Add New Portfolio** link.

The screenshot shows a navigation bar with tabs: My Portfolios (selected), My Results, Image Gallery, Artifact Library, and Problem Status. Below the navigation bar is a header for 'My Portfolios'. Underneath is a 'Department List' table with columns for Department Name, Member, and an action link. The table lists four departments: Curriculum and Instruction, Educational Leadership, Residency Teacher Certification, and School Counseling, all with a green checkmark in the Member column and a 'Leave' link. Below the table is a 'Show All Departments' link. At the bottom of the page, the 'Add New Portfolio' link is circled in yellow.

Department Name	Member	
Curriculum and Instruction	✓	Leave
Educational Leadership	✓	Leave
Residency Teacher Certification	✓	Leave
School Counseling	✓	Leave

- J. In the name box, type **your name**.
- K. From the Table of Contents dropdown menu, select **Residency Teacher Certification Portfolio**.
- L. Now you are asked to choose a graphic theme for your portfolio. A theme is a template that provides a general look and feel for your portfolio. Select the **Outline Menu Theme**.

The screenshot shows a grid of six theme preview cards. Each card displays a preview of the theme and a radio button for selection. The 'Outline Menu Theme' is selected, indicated by a yellow arrow pointing to its radio button.

- Conversion Theme Edu1
- Conversion Professional Theme
- Side Menu Theme
- Top and Side Menu Theme
- Outline Menu Theme

- M. Scroll to the bottom of the page, and click the **OK** button.

## Residency Certification Portfolio

- N. Now that you have selected the appropriate table of contents and a theme, let's personalize the portfolio by writing a welcome message. You will be able to share the link to this portfolio with others, so make sure that you communicate the portfolio's purpose and which sections have been completed.

To add a welcome message, click the **Add Content** link at the bottom of the page.

The screenshot displays a web interface for a Residency Certification Portfolio. At the top, there are navigation tabs: "My Portfolios", "My Results", "Image Gallery", "Artifact Library", and "Problem Status". Below these is a header area with the title "Portfolio" and two buttons: "Edit Details" and "Exit".

The main content area features the Seattle Pacific University logo and name. Below the logo is a table of contents menu with the following items:

- Home
- Foundational knowledge
- State learning goals
- Subject matter content
- Social, historical and philosophical foundation
- Impact of technology and society
- Developmental and learning theories
- Inquiry and research
- School law and educational policy
- Professional ethics
- Responsibilities
- Issues related to abuse

The main content area to the right of the menu is empty and contains the text: "You have not yet added anything to this page."

At the bottom of the page, there is a "Page Information" section showing "1 Rubrics for Assessment(s)". Below this, there are four buttons: "Portfolio Preview", "Add Content" (highlighted with a yellow circle), "Add Page", and "Portfolio Preferences".

- O. Type in a **Heading** and welcome message in the **Text** box.

## Residency Certification Portfolio

### Text



Heading:

Welcome!



Text:

My name is Janiess Sallee, and I am creating this portfolio as part of my degree program. Currently, the only items posted are found under...

For indents, use spaces at the start of a line, for a bullet, use a dash(-). To underline a word enter an und enter an asterisk(\*), for italic enter an exclamation(!).

Check Spelling

Paragraph Style Options

You can also **add a picture** of yourself, if desired. To do this, click the **Browse** button and locate a picture of yourself that is saved on your computer.

### Image:

No Selected Images.

Upload:

**Browse...** **Upload**

Link Options

Make your image take you to another page when you click it.

Once you have selected your picture, click the **Upload** button. You will then be given the option to choose how you want your picture to be displayed.

### Image:

OJSallee\_150.jpg

Upload:

**Browse...** **Upload**



Left  Center  Right  Show As text Link

Link Options

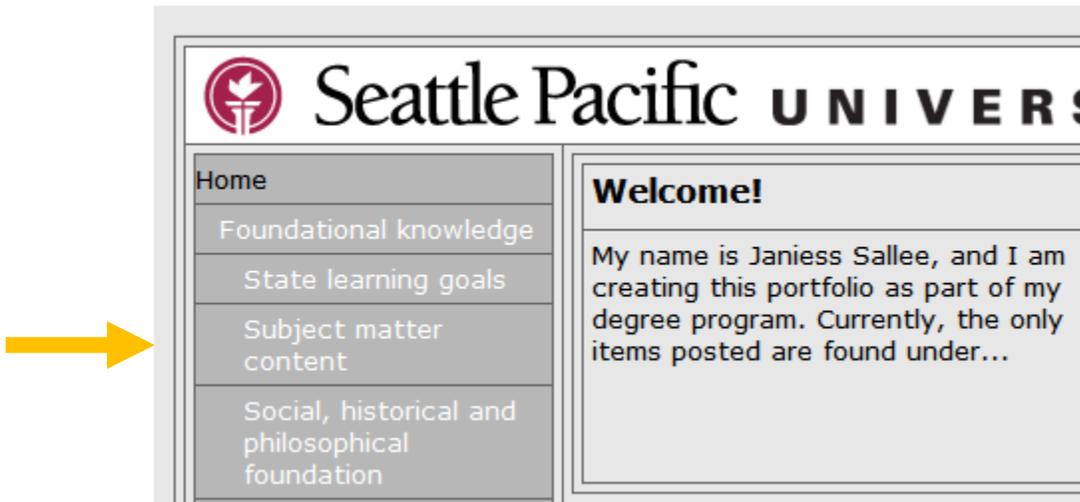
Make your image take you to another page when you click it.

Scroll to the bottom of the page, and click **OK** to save your changes.

### 3. How to add an artifact to your electronic portfolio and link the artifact to a standard

Now that our basic portfolio framework is in place, we can begin adding and linking artifacts to specific competencies. Artifacts can be Word documents, PowerPoint presentations, Acrobat PDFs, images, video clips, etc.

- A. From the table of contents listed on the left, click on a **competency** (i.e. Subject matter content) in the table of contents of your portfolio.



- B. Click the **Add Content** link at the bottom of the page.

- C. Type a **Heading**.

## Residency Certification Portfolio

D. In the **Text** box, write a reflection that specifically addresses how your artifact demonstrates your competency on this standard. To minimize typing errors and to save a backup copy of your work, type your reflection in Word first and then copy and paste it into the text box. Here are suggested items to address:

\* Set the stage by writing about the origin of the artifact. (Did you create it? Was it part of a course?) Then explain how the artifact demonstrates your knowledge/skill on this competency.

\* Write about the role that the artifact plays in the area of impacting student learning or behavior.

\* Address how the artifact relates to your content area and the classroom.

E. To link your artifact to this standard, click the **Browse** button, locate the file on your computer, and click the **Upload** button.

**Artifact:**

Select Artifacts

Upload:

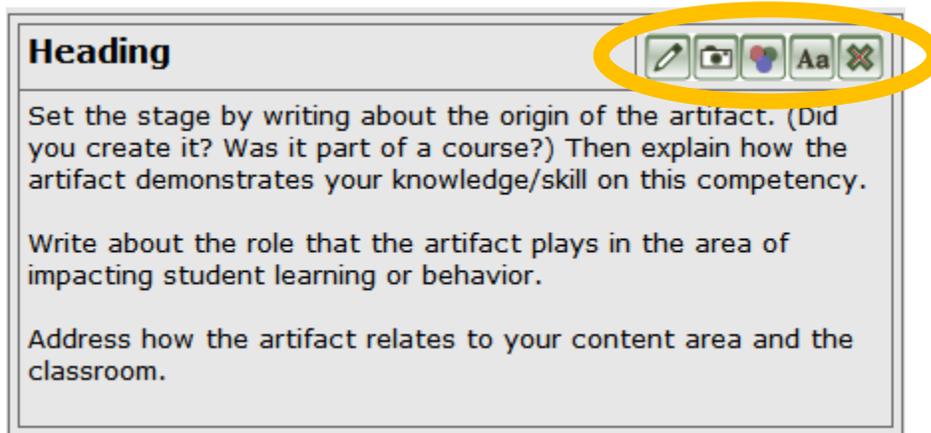
Browse...

Upload

Note: You can use the same artifact for more than one standard. If you've already uploaded the same artifact for another standard, you can select that artifact again by clicking the **Select Artifacts** button, **checking the box** next to the artifact(s) you want to link, and clicking the **OK** button.

F. To save your work, click the **OK** button at the bottom of the page.

You will be taken back to your portfolio and see the new content you have added. To edit or re-arrange items on the page, click the icons that appear on the page.

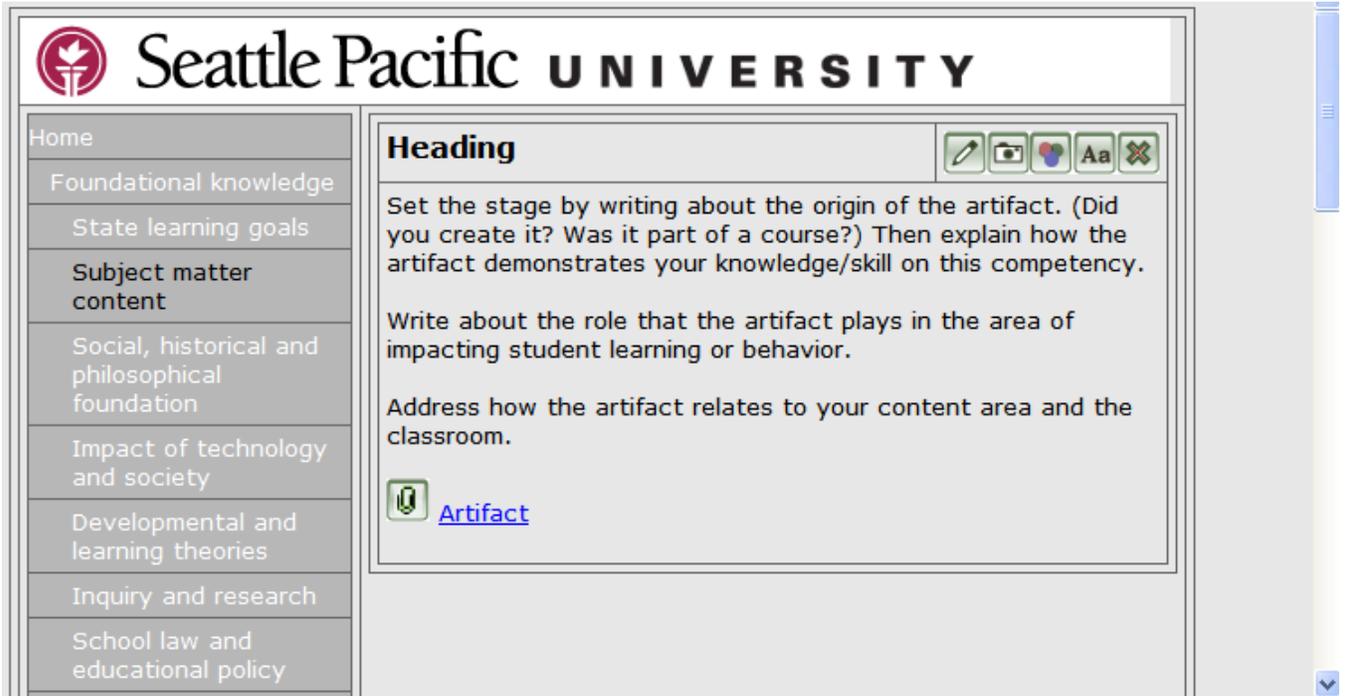


The screenshot shows a text box with a heading and three paragraphs of text. At the top left, the word "Heading" is displayed. To the right of the heading is a toolbar with five icons: a pencil (edit), a camera (insert image), a globe (insert link), "Aa" (text formatting), and a red X (close). The toolbar is circled in yellow. Below the heading, the text reads: "Set the stage by writing about the origin of the artifact. (Did you create it? Was it part of a course?) Then explain how the artifact demonstrates your knowledge/skill on this competency." The second paragraph reads: "Write about the role that the artifact plays in the area of impacting student learning or behavior." The third paragraph reads: "Address how the artifact relates to your content area and the classroom."

This page can now be shared with other users or submitted for assessment.

## 4. How to submit your electronic portfolio for assessment

- A. When you're ready to submit your work to be assessed, go to the page in your portfolio that you want to submit for assessment.
- B. Click the **Submit Assessment** link at the bottom of the page.



The screenshot shows the top portion of a Seattle Pacific University portfolio page. At the top left is the university's logo, a red circle with a white torch. To its right is the text "Seattle Pacific UNIVERSITY" in a serif font. Below the logo is a vertical navigation menu with the following items: Home, Foundational knowledge, State learning goals, Subject matter content, Social, historical and philosophical foundation, Impact of technology and society, Developmental and learning theories, Inquiry and research, and School law and educational policy. The main content area is titled "Heading" and contains three paragraphs of instructional text: "Set the stage by writing about the origin of the artifact. (Did you create it? Was it part of a course?) Then explain how the artifact demonstrates your knowledge/skill on this competency.", "Write about the role that the artifact plays in the area of impacting student learning or behavior.", and "Address how the artifact relates to your content area and the classroom." Below the text is a small icon of a document with a checkmark and the word "Artifact" in blue. To the right of the main content area is a vertical toolbar with icons for editing, inserting images, inserting videos, text formatting, and deleting. At the bottom right of the page is a small blue downward-pointing arrow.

**Page Information**

1 Rubrics for Assessment(s)

- Portfolio Preview
- Add Content
- Add Page
- Share Page
- Portfolio Preferences
- Submit Assessment**

## Residency Certification Portfolio

- C. Now **check the box next to the name of the instructor** who will assess your portfolio submission, and click the **OK** button.

### Submit Page for Assessment

**Page:** Assessment strategies

**Table of Contents:** Residency Certification Developmental Portfolio

Check the name of each person to submit an assessment.

<input type="checkbox"/> Algera, Henry	<input type="checkbox"/> Beers, Scott	<input type="checkbox"/> Bianchi, Gregory	<input type="checkbox"/> Close, Eleanor
<input type="checkbox"/> Dastis, Dixie	<input type="checkbox"/> Donohue, Chad	<input type="checkbox"/> Edwards, Cher	<input type="checkbox"/> Eigenbrood, Rick
<input type="checkbox"/> Eppler, Christie	<input type="checkbox"/> Espinor, Debby	<input type="checkbox"/> Goodwin, Sharilyn	<input type="checkbox"/> Harris, Pamela
<input type="checkbox"/> Hartnett, Sharon	<input type="checkbox"/> Killingsworth, Russ	<input type="checkbox"/> Kline, Frank	<input type="checkbox"/> Lee, Daniel
<input type="checkbox"/> Lumpe, Andrew	<input type="checkbox"/> Marsh, Gerry	<input type="checkbox"/> McMahan, Kevin	<input type="checkbox"/> Mvududu, Nyaradzo
<input type="checkbox"/> Robinson, Annette	<input type="checkbox"/> Scheuerman, Richard	<input type="checkbox"/> Wicks, David	<input type="checkbox"/> Young, Sharon

- D. You will be taken back to your portfolio, and you should see a message confirming your submission at the top of the page.

[My Portfolios](#) [My Results](#) [Image Gallery](#) [Artifact Library](#) [Problem Status](#)

## Portfolio

**Portfolio:** Janiess Sallee **Theme:** English Theme **TOC:** Residency Certification Developmental Portfolio

**You have successfully submitted Assessment strategies To David Wicks**

Good work! You can continue to work on your portfolio. Once your instructor has reviewed your submission, you can review feedback from your instructor by clicking the **My Results** tab at the top of the page.

If you have technical questions please contact Instructional Technology Services at [eportfolio@spu.edu](mailto:eportfolio@spu.edu) or call 206.281.2212. Thanks!