Using Chalk and Wire to Create an Electronic Portfolio

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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 three reasons why students are asked to create electronic portfolios at SPU:

   First of all, an electronic portfolio will greatly help the School of Education to maintain NCATE accreditation. Graduating from an NCATE-accredited school means you have completed a program that has been judged by other college and university educators as outstanding. NCATE accreditation is viewed as the standard for excellence and therefore a benefit to students.

   Second, an electronic portfolio is viewed as the “cutting edge” for maintaining a student’s education history and accomplishments. It is the latest technological vehicle for documenting accomplishments while earning an undergraduate or graduate degree. It can be updated so that students need not search for an important document again. We believe that graduates submitting an electronic portfolio from Seattle Pacific University will be viewed as better prepared and more technologically literate than graduates from schools requiring a hardcopy portfolio.

   Third, an electronic portfolio can be copied and sent to potential employers, graduate schools, and/or state departments of education when advanced certification is required. The portfolio can be updated anytime. Students will have a record of their educational preparation in one place.
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, 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 or call 206.281.2212 if you have any questions about your User ID or password.

B. Once you have your User ID and password, go to 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.

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

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

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 **Educational Leadership**.
Superintendent Certification Portfolio

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

J. In the name box, type **your name**.

K. From the Table of Contents dropdown menu, select **Superintendent 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**.

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

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

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.

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. Click on a competency to which you'll link an artifact (i.e. Student Learning) in the table of contents of your portfolio.

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

C. Type a Heading.
Superintendent 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.

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.

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

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

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 or call 206.281.2212. Thanks!