

UNI Teacher ED Digital Portfolio

I. Project Overview

- 1) Environment for hosting your Digital Portfolio
 - a) Artifacts created during this course
 - b) Organized according to the INTASC+1 standards

II. Creating a New Portfolio Site

- 1) Access sites.google.com/a/uni.edu/
- 2) Click "Create new site"
- 3) Under Choose a template to use click "Browse the gallery for more"
- 4) Click "Schools & education" then in the search box type "UNI Teacher Ed Portfolio Template"
- 5) Select it from the list and then click the Select button
- 6) Enter a Site Name such as "Ms. Student's Professional Portfolio" then change the site URL to be your CatID username + "portfolio." (e.g., *imstudentportfolio*)
- 7) Write down your **Web Portfolio Address:** _____
- 8) Site categories: "portfolios, education, unieta"
- 9) Enter a short description "i.e., This is Ima Student's professional portfolio."
- 10) Click the option "Only people I specify can view this site" and "Also let anyone in the world view this site" options. This will make it public, but you can control who can edit the content.
- 11) Select a *Site Theme*. Click *More* for a larger selection of themes (*can be changed later.*)
- 12) Click the "Create site" button

III. Linking from the Individual Artifact page to the Individual Standards

- 1) Go to the *Artifact 1* page.
- 2) Click the *Edit page* button.
- 3) Highlight the standard that corresponds with the artifact
- 4) Link to the individual standard page
- 5) Do NOT click the *Open this link in a new window* checkbox.

IV. Use these skills to create the rest of the required hyperlinks as described on the assignment page.

Included in this outline...

- Portfolio overview
- Using template
- Creating internal hyperlinks
- Adding navigation
- Accessing the pages from the Internet

V. Capturing the computer screen and manipulating it in Picnic *Open one of your projects*

1) Creating **Screen Captures**

a) **Macintosh** Computers

- Apple + shift + 3 = whole screen
- Apple + shift + 4 = click and drag to select area
- Apple + shift + 4 then tap space bar = click on desired window

⇒ . png files saved to desktop as "Picture 1", etc.

b) **Windows Computers**

- Print Screen button on keyboard to capture entire screen
- ALT + Print Screen buttons to capture active window

⇒ Picture is copied to clipboard ready to Paste into desired application

⇒ Switch to MS Paint (Start Menu > Program > Accessories)

⇒ Chose Edit >Paste or hit Ctrl+V to paste the screenshot in Paint.

⇒ Save picture to the desktop

VI. Inserting images and thumbnails of the artifacts

Upload your picture on the Introduction page and screen capture of the artifacts on the corresponding artifact's pages

- 1) Click to position the cursor on the page (click Edit Page first, of course)
- 2) Click Insert above the toolbar > select Image option from the pull down menu
- 3) Browse and upload your picture or screen capture
- 4) Observe image options (*suggested settings: Align: Left; Size: Large; Wrap: on*)

VII. Uploading actual assignment file to the portfolio (*refer to the WebQuest 2 outline*)

- 1) Observe the Attachments area at the bottom of each page

NOTE: *You will be progressively uploading new assignment files, creating the thumbnail images, and linking them in your professional portfolio website.*

VIII. Accessing your web site from any computer with Internet access

- 1) <http://sites.google.com/a/uni.edu/CatIDportfolio> (if you followed our suggestions in #2.f above)