

ePortfolio Lab Outline

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I. Project overview

- A. Your UNI Teacher Education electronic portfolio (ePortfolio)
 1. Artifacts created during this course & others
 2. Your work aligned with the INTASC+1 standards

II. Create your portfolio site from the template provided

- A. First sign-in to UNI Google Sites at <http://google.uni.edu>
- B. Go to UNI Teacher Ed Portfolio Template: <https://sites.google.com/site/uniteacheredportfolio>
- C. Click **“Use this template”** in the upper-right corner
- D. Enter a Site Name such as “Ms. Smith’s Professional Portfolio” then change the site URL to be your CatID username + portfolio (e.g., *smithportfolio*)
- E. Choose a theme (this can be changed anytime)
- F. Expand the “More Options” section
 1. Enter categories: “portfolio, education, COE, unietd”
 2. Enter a brief site description (e.g., preservice teacher’s professional portfolio)
 3. Change both options under “Share with”
 - ⇒ Let anyone in the world view your site (make it public)
- G. Click the “Create” button

III. Editing pages of your portfolio

- A. Click the Edit Page button  on each page to make changes
- B. Follow the instructions provided on each page to complete your ePortfolio
- C. Align your artifacts with the INTASC standards on the Artifact Matrix page
 1. Reference the table provided on the Reflection Guidelines page (see project requirements)
- D. Complete each artifact page including a description of the work, your reflections aligning it with the INTASC standards, a screen capture, and either hyperlink or attachment of the work itself.
 1. Reference the project requirements in eLearning for more direction.

IV. Linking between artifact and standard pages

- A. Go to the *Artifact 1* page.
- B. Click the *Edit page* button.
- C. Highlight the title of a standard that corresponds with the artifact (remove those that don’t)
- D. Link to the individual standard page

1. Click Link > Existing Page > select the page (use Site Map to find the page, if necessary)
2. Do NOT use the *Open this link in a new window* option.

Repeat the above process to create the remaining hyperlinks required between your individual artifact and standard pages (refer to the project requirements page). You should create hyperlinks whenever referencing individual artifacts or standards.

V. Creating screen captures of your projects

A. Macintosh

1. ⌘ + Shift + 3 = whole screen
2. ⌘ + Shift + 4 = click & drag to select area of screen
3. ⌘ + Shift + 4 then tap space bar = click to select the desired window to capture

Picture files are saved to the desktop as "Picture 1", etc.

B. Windows 7 or Vista

1. Search for the Snipping Tool in the Start menu (enter "snip" in the search bar)
2. Use this app to create screen captures and save them as image files on your desktop

C. Windows XP, Vista or 7

1. Print Screen button on keyboard to copy the entire screen
2. ALT + Print Screen buttons to capture the active window
3. Picture is copied to the invisible clipboard
⇒ Paste into Paint application then use Save As... to save as an image file

VI. Inserting images (including screen captures)

Upload a picture of yourself to the Introduction page and include a screen capture of each project on the individual artifact pages.

- A. Click to position your cursor on the page (click Edit Page first, of course)
- B. Go to the Insert menu > Image
- C. Use the Uploaded Image option and browse for the picture file on your computer
- D. Use the properties bar displayed to change image display options (*align, size, wrap, etc.*)

VII. Artifact Links or Attachments

At the bottom of each artifact page, link to or attach your actual project.

- A. Use the Attachments area at the bottom of the page to attach files such as your unit description or learning tool. Include some instructions under the heading "Artifact Link / Attachment" directing people to the Attachments area at the bottom, and explain what type of file they should expect to download (e.g., MS Word or Excel file) and also what software they may need to open the attachment (e.g., download a free 30-day trial of Inspiration software from Inspiration.com)
- B. If the artifact is web-based (i.e., WebQuest, video, blog), then simply create a descriptive hyperlink to your website under the heading "Artifact Link / Attachment"