

# Electronic Portfolio—ePortfolio

## LESSON GOAL

Collect, analyze, summarize, and present evidence of learning and growth to establish an electronic portfolio.

## ESSENTIAL QUESTION

How can I build an effective ePortfolio?

## INTEGRATING TECHNOLOGY

### ANNOUNCEMENT

- Check Announcements for any information about assignments and due dates.

### MY PORTFOLIO

- Submit work to My Portfolio.

### MY WORKSPACE

- Prepare your assignments in My Workspace.

### LESSONS

- Review the lesson
- Complete assignments.
- Submit assignments

### ASSIGNMENTS

- Use Assignments to submit your artifacts and reflections.

### GRADEBOOK

- Check Gradebook for your lesson evaluation.

### SCHEDULE

- Check schedule for assignments and due dates.

### COMMUNICATE

- with your teacher or other students if desired
  - Blogger
  - Chat Room
  - Drop box
  - Mailtool

2 class periods plus out of class time. Once the ePortfolio is established, you will work on it, adding, and replacing materials throughout the year.

## LESSON OVERVIEW

In this lesson you'll start working on your ePortfolio. An ePortfolio is a multimedia collection of your work that you and others can review in a digital format. Your ePortfolio is your chance to show how you have grown and what you have learned.

## STUDENT EXPECTATIONS

1. Participate in whole group and small group introduction to ePortfolio.
2. Analyze and reflect on work to submit for ePortfolio.
3. Submit 9 artifacts for Yesterday ePortfolio submission.
4. Submit 9 artifacts for Today ePortfolio submission.

There are 3 assignments in this lesson that you will work on throughout the year. The first and second assignments are for the *Yesterday Submissions* that need to be completed by midyear. The third assignment is for the *Today Submissions* that need to be completed by the end of the year.

## Here are the ways you can succeed in this lesson.

1. Take initiative in discussion to make suggestions for appropriate ePortfolio submissions.
2. Submit an appropriate artifact and a thoughtful reflection in a timely manner for the first submission.
3. Submit appropriate artifacts in all categories and thoughtful reflections in a timely manner for both Yesterday and Today Submissions.



## ASSIGNMENT 1

In class you should have participated in the introduction to the ePortfolio and have completed the *ePortfolio Introductory Worksheet*. The next step is to complete the *ePortfolio First Submission*. Consider the following for this step.

1. Choose an artifact from all of the work you have done so far this year that is school related and that represents a good effort.
2. Review the themes and decide which theme the artifact represents.
3. Complete the *ePortfolio First Submission* by describing the artifact and explaining why you selected it.
4. Submit the artifact and your explanation to your teacher.

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5. Once you get feedback, begin work on the *ePortfolio Personal Portfolio Assignment Yesterday Submission* for the theme you have selected.
6. When you have completed the *Yesterday Submission* for the artifact,

exchange with a partner for review.

7. When you get feedback, prepare an electronic version of your artifact and your reflection and use the *Sakai Assignments Tool* to submit it for evaluation.



## ASSIGNMENT 2

Use the same process as you did for the first submission to submit the artifacts and reflections for all the themes. By midyear, you should have submitted five

artifacts and reflections, one for each of the five themes.

Use the Assignments Tool in Sakai to submit your artifacts and reflections for evaluation.



## ASSIGNMENT 3

After midyear, begin working on the *Today Submissions* for your ePortfolio. Use the same procedure you used for the first submission. In this way both your advisor and a partner will help you to proofread, edit, and revise your submissions before they are posted. Every time you complete a piece of work in any subject, consider whether it would be appropriate for your ePortfolio to demonstrate your learning and growth in each of the five *21st Century Skills* themes.

- Self Knowledge
- Collaboration and Community
- Communication Processes

- Research and Assessment Tools
- Technology Tools

In addition, as you complete the following lessons, you will create additional artifacts for your ePortfolio.

- Lesson 18 Personal Education Plan (PEP)
- Lesson 24 Self Reflection Video
- Lesson 35 Skills Resume
- Lesson 36 Introduction of Self

Use the Assignments Tools in *Sakai* to submit each assignment.

Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.

Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
1	<b>ASSIGNMENT 1</b> <b>First Submission</b> Analyze work, identify, and submit one artifact for ePortfolio.	Submitted an appropriate artifact and a thoughtful reflection in a timely manner.	Submitted an artifact and written reflection.	Made a minimal effort to submit an artifact and reflection.	Did not submit an artifact or reflection.	
4	<b>ASSIGNMENT 2</b> <b>Yesterday Submissions</b> Analyze, identify, and submit artifacts for five themes and four other pieces for the ePortfolio.	Submitted appropriate artifacts in all categories and thoughtful reflections in a timely manner.	Submitted artifacts and written reflections in most categories.	Submitted some artifacts and some reflections.	Made minimal effort to submit artifacts or write reflections.	
4	<b>ASSIGNMENT 3</b> <b>Today Submissions</b> Analyze, identify, and submit artifacts for five themes and four other pieces for the ePortfolio.	Submitted appropriate artifacts in all categories and thoughtful reflections in a timely manner.	Submitted artifacts and written reflections in most categories.	Submitted some artifacts and some reflections.	Made minimal effort to submit artifacts or write reflections.	