

Electronic Portfolio

LESSON GOAL

Evaluate work and experience to identify representative lesson work for ePortfolio submission.

ESSENTIAL QUESTION

How do I use an electronic portfolio to represent my growth?

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 assignment.
- Submit assignment.

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

2–3 in class periods and ongoing throughout the year

LESSON OVERVIEW

What would it be like to have all of your work for your different classes in one place to access at the click of a mouse? How could collecting and examining your work benefit you?

This lesson will teach you how to create and update an electronic portfolio in which you will organize examples of work that reflect what you have learned. You will be able to revisit, revise and add to this ePortfolio throughout your school career.

STUDENT EXPECTATIONS

1. View the introductory ePortfolio presentation.
2. Complete the *ePortfolio Introductory Worksheet*.
3. Select first artifact for portfolio and complete *First Submission Worksheet*.
4. Complete *ePortfolio Yesterday Submission* worksheet and submit an artifact and reflection write-up for each piece.
5. Complete the *ePortfolio Today Submission* worksheet and submit an artifact and reflection write-up for each piece.

There are three assignments in this lesson that you will work on throughout the year. They require you to evaluate your work and submit it for approval before it is uploaded to your ePortfolio.

Here are the ways you can succeed in this lesson

1. Pay careful attention to the introductory presentation.
2. Thoughtfully complete the *ePortfolio Introductory Worksheet*.
3. Complete all worksheets.
4. Select artifacts that fit the assignment criteria.
5. Complete an extensive reflection write-up after submitting each artifact.
6. Over time, maintain the portfolio, completing all required reflection write-ups and worksheets.

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ASSIGNMENT 1

In class you have been introduced to the ePortfolio by viewing an electronic presentation and completing the *ePortfolio Introductory Worksheet*. Your ePortfolio should reflect examples of your work and thinking in different themes. By submitting work for Yesterday and Today in each theme, you and others will be able to see your growth and development in each theme over time.

Start by identifying one artifact, or piece of work, that you want to submit for your ePortfolio.

1. Identify the artifact.
2. Collect the artifact.
3. Complete the *ePortfolio First Submission* form and present it and your artifact to your advisor.
4. When your submission is returned, address any comments or suggestions your advisor has.
5. Then upload your submission in the *Sakai* Assignments Tool and upload it to your ePortfolio to share with others.



ASSIGNMENT 2

In class you have been introduced to the ePortfolio by viewing an electronic presentation and completing the *ePortfolio Introductory Worksheet*. You should also have made a First Submission, so you know how to submit your artifacts. Now it's time to start collecting artifacts for your Yesterday Submissions. The artifacts you select to represent your *Yesterday ePortfolio* should have the following characteristics:

1. Good work, but not necessarily your *best* work.
2. Work you are proud of and want to show off.
3. Work you are able to write a reflection about.

Use the *ePortfolio Yesterday Submission* form to help you track your submissions and complete your reflections. You should collect

1. one artifact per theme
2. a skills resume
3. an introduction of self
4. a video self-reflection
5. PEP (personal education plan) artifact

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Follow these steps for the ePortfolio Yesterday Submissions:

1. Identify each artifact.
2. Collect each artifact.
3. Complete the *ePortfolio Yesterday Submission* section of the form for each artifact and present it and your artifact to your advisor.
4. When your submission is returned, address any comments or suggestions your advisor has.
5. Then upload your submission in the *Sakai* Assignments Tool and upload it to your ePortfolio to share with others.
6. All Yesterday Submissions should be approved and uploaded by the end of the first semester of school.



ASSIGNMENT 3

In class you have been introduced to the ePortfolio by viewing an electronic presentation and completing the *ePortfolio Introductory Worksheet*. You should also have made a First Submission, so you know how to submit your artifacts. You have also completed your Yesterday Submissions to your ePortfolio. Now it's time to start collecting artifacts for your Today Submissions. The artifacts you select to represent your *Today* ePortfolio should have the following characteristics

1. *Good* work, but not necessarily your *best* work.
2. Work you are proud of and want to show off.
3. Work you are able to write a reflection about.

Use the *ePortfolio Today Submission* form to help you track your submissions and complete your reflections. You should collect

1. one artifact per theme
2. a skills resume
3. an introduction of self
4. a video self-reflection
5. PEP (personal education plan) artifact

Follow these steps for the ePortfolio Today Submissions:

1. Identify each artifact.
2. Collect each artifact.
3. Complete the *ePortfolio Today Submission* section of the form for each artifact and

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present it and your artifact to your advisor.

4. When your submission is returned, address any comments or suggestions your advisor has.
5. Then upload your submission in the *Sakai* Assignments Tool and upload it to your ePortfolio to share with others.
6. All Today Submissions should be approved and uploaded by the end of the first semester of school

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
2	<input checked="" type="checkbox"/> ASSIGNMENT 1 First Submission Submit an artifact for ePortfolio consideration.	Completed entire worksheet and demonstrated extensive understanding of themes.	Completed most or all of the worksheet and demonstrated understanding of themes.	Completed some of the worksheet and demonstrated some understanding of themes.	Completed little or none of the worksheet and demonstrated little or no understanding of themes.	
3	<input checked="" type="checkbox"/> ASSIGNMENT 2 Yesterday Submissions Complete <i>Yesterday</i> ePortfolio submissions.	Answered all questions thoroughly and demonstrated excellent understanding of themes.	Answered most or all questions and demonstrated understanding of themes.	Answered most or some questions and demonstrated some understanding of themes.	Completed little or no work on this assignment.	
3	<input checked="" type="checkbox"/> ASSIGNMENT 3 Today Submissions Complete <i>Today</i> ePortfolio submissions.	Answered all questions thoroughly and demonstrated excellent understanding of themes.	Answered most or all questions and demonstrated understanding of themes.	Answered most or some questions and demonstrated some understanding of themes.	Completed little or no work on this assignment.	