COMPLETING an ASSESSMENT PORTFOLIO

Viewing an Assessment Portfolio

1. Click on **Portfolios** in the side bar.
2. Click on the Portfolio title located in the center of your screen.

PORTFOLIOS

		Name	Status	edTPA™ Status
☐	🚩	Capstone Portfolio	Open For Editing	
☐		GenEd Portfolio Fall 2013	Review complete	

Browsing Portfolios

Portfolio Layout

- **Portfolio Tabs:** each sub-tab represents a different section of the portfolio
- **Title &Instruction:** Title and pertinent instructions are located on the Assessment Portfolio cover page
- **Assessment:** portfolio grader(s) assessments of your work
- **Extensions:** your instructor may grant you extensions to complete your work
- **Feedback:** your instructor may leave feedback about your work
- **Due Date:** portfolio due date will be provided by your instructor

Capstone Writing Portfolio	Writing Samples	Assessment	Extensions	Feedback

Portfolio Name: Capstone Writing Portfolio

Description: This portfolio will house samples of your writing over the course of your enrollment. Select samples that demonstrate your growth as a writer.

Submit   Save   Close

Viewing a Portfolio

Completing an Assessment Portfolio

Artifact Attachment

1. Click on the sub-tab to the right of the Assessment Portfolio cover page.

2. Assessment Portfolios require you to fill in defined submission fields known as **Artifacts**. Click on **Select** underneath Attachment(s).

Capstone Writing Portfolio	Writing Samples	Assessment	Extensions	Feedback

INSTRUCTIONS

Please add 2-3 samples of your writing, including one research results write-up.

ATTACHMENT(S):

File Upload: File: Select

⊕ Add Reflection
Unattached

Attachments Area of Portfolio

- All fields with a asterisk (*) must be filled in before the system will let you add your artifact.

- If you are requires to attach additional documentation to your artifact, click on the **Select files** button to search for a file(s) on your computer, or drag and drop in the indicated area. To remove the file click the next to that file

Attached Documents:

+ Select File(s)

Drag and drop files here

Attaching Additional Files

3. Once you have completed your artifact, click on **Add**. Your attachment will be listed underneath **Attachment(s)** as shown.

ATTACHMENT(S):

File Upload: File:
⊖ Term Paper Fall 2015
⊕ Add Reflection
Attached on 02/27/2016 02:28 PM

Attached Artifact(s) Shown under Attachments

4. Continue in a similar fashion until you have attached all required artifacts for each sub-tab of the Assessment Portfolio.

Select Attachment

Create New Artifact | Select Existing

Selecting a Previously Created Artifact

Note(s):

- If you have previously created an artifact, it can be selected when attaching an artifact. Existing artifacts of the same type are located in the attachment sub-tab as shown.
- If you are required to attach additional standards, click on the **Standard(s)** link for any artifact.
- Click on **Select** to add Additional Attachments to your portfolio. (optional)

ATTACHMENT(S):

File Upload: File:
⊖ Term Paper Fall 2015
Reflection Form
Attached on 02/27/2016 02:28 PM

ADDITIONAL ATTACHMENTS *(OPTIONAL)*:

Additional Attachment: Select

Reflections & Standards Appear under Artifact

Submitting an Assessment Portfolio

Option 1: Submitting the Portfolio

1. Click on **Portfolios** in the sidebar.

2. Click on the Portfolio title located in the center of your screen

3. Attachments can be edited prior to submission by clicking on the attachment title.

4. When you are done working on your Assessment Portfolio you can click on **Submit**

Recalling a Submitted Portfolio

1. Click on the **Portfolios**

2. Make a checkmark next to the **Assessment Portfolio**, then click on [↺] .

3. Click on the name of the Assessment Portfolio to edit it.

4. Click on **Save** or **Submit** when you have completed making the changes.

↺		
☐	**Name**	**Status**
✅	Capstone Writing Portfolio	Review in Progress

Recalling a Portfolio

NOTE(S): If you are unable to recall your Assessment Portfolio, you will need to contact an administrator for help in reopening your Assessment Portfolio for editing.

Reviewing Assessor Feedback

1. Login to your server and click on the **Portfolios.**
2. Click on the **Assessment Portfolio** you want to view.

Capstone Writing Portfolio	Writing Samples	Assessment	Extensions	Feedback

Final Review		**Assessor Placeholder Name**	**Assessment Tool(s)**	**Role**	**Committee Member**
		Faculty Assessor	• AAC&U Value Rubric: Written Communication	Faculty	Martin, Marius

Navigation Guide (STUDENT)
Completing an Assessment Portfolio

The Assessment Tab

ASSESSMENT TOOL(S)

Click on the **Assessment sub-tab** to view your assessment(s)

Elementary Science Lesson Plan Rubric   ✕

Section III

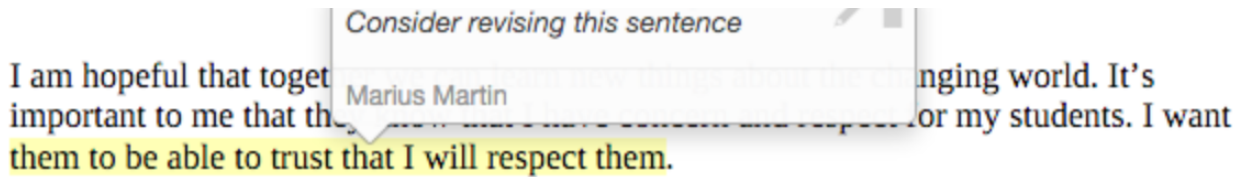|	Unacceptable	Acceptable	Target	Score
1.0: Development, Learning, and Motivation. The candidate demonstrates in the lesson planning the major concepts, principles, theories, and research related to development of young adolescents and children to construct learning opportunities that support individual students' development.	● 1 Candidates do not have a thorough knowledge of the physical, social, emotional and linguistic developmental characteristics of children and young adolescents.	● 2 In their planning, candidates draw upon a thorough knowledge of the physical, social, emotional and linguistic developmental characteristics of children and young adolescents.	🟢 3 In their planning, candidates draw upon an in-depth knowledge of the physical, social, emotional and linguistic developmental characteristics of children and young adolescents.	3 Great work! Your work clearly reflects a deep understanding and application of the material covered.

Sample Assessment with Comments

Notes(s): Your **Performance** rating for each **Criterion** and comments from your instructor may appear in the Score column.

File Upload Comments

1. If you attached files to your assignment, your instructor may have left comments within the file. Click on the **sub-tab** containing your file.
2. Click on the **attachment title.**
3. Click on **View** next to your file to view any comments.

Consider revising this sentence

Marius Martin

I am hopeful that toget......................................nging world. It's important to me that the..............................or my students. I want them to be able to trust that I will respect them.

Mouseover highlighted text to view annotation

Share Your Portfolio

1. From Portfolios located in the side menu of the Portfolios tab, click on the name of the portfolio you wish to share.

2. Click on **Share** located at the top right-hand corner of the portfolio.

3. Choose what to share with others.

   ▪ **Email:** the email address(es) of the person(s) with which you wish to share your portfolio
   ▪ **Subject:** a default subject will be included but may be changed
   ▪ **Share Tabs:** check each tab you want to share
   ▪ **End Date:** choose a date to close the portfolio for external viewing
   ▪ **Message:** body of the email

4. Click on **Share**

Share Portfolio   ×

Gemma Adrian

To:*	

Subject:*	Gemma Adrian has just shared a portfolio with you.

Share Tabs:*

☑ Writing Samples

Select all that apply:

☐ Share assessments associated with my portfolio

☑ Send a copy of this message to my email address

Message:*

Gemma Adrian has just shared a portfolio with you. To view Gemma Adrian's portfolio, click on this link or paste it into your web browser.

Portfolio URL:

URL_for_viewing_portfolio

URL Expiration Date:*

MM/DD/YYYY 📅

Share   Cancel