Brevard College Teacher Education

E-portfolio Guide
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PURPOSE

An e-portfolio is a digitized collection of artifacts which can include assignments, demonstrations, resources, reflections, and accomplishments. The e-portfolio for licensure in Brevard College’s Teacher Licensure program is a valuable learning and assessment tool to prepare you for the teaching profession. E-portfolios can be comprised of a mixture of text-based, graphic, or multimedia elements. E-portfolios encourage personal reflection and often involve the exchange of ideas and feedback to improve critical thinking and learning.

Students in the teacher licensure program are required to complete an e-portfolio. This e-portfolio will provide evidence that you have completed and gained competencies in the required preservice teaching standards for North Carolina teachers. These standards include:

- Teachers demonstrate leadership.
- Teachers establish a respectful environment for a diverse population of students.
- Teachers know the content they teach.
- Teachers facilitate learning for their students.
- Teachers reflect on their practice.
**PROCESS OVERVIEW**

The Brevard College Teacher Education Department utilizes Google Sites as the platform for creating and hosting e-portfolios. All teacher licensure students will begin and complete their e-portfolio in their Education classes.

The e-portfolio assignments will provide formative assessments to guide student learning during their classes and field experiences. All e-portfolio evidences will also have a summative assessment rubric that will help support program review and assessment.

At the end of student teaching in order to be recommended for licensure, each student will submit their completed e-portfolio to the teacher licensure program to be archived.

Each student should make an individual copy of their e-portfolio to use for continued professional development.
OVERVIEW OF EVIDENCES

EVIDENCE 1: CONTENT KNOWLEDGE
Evidence that demonstrates the candidate breadth of understanding and application of content knowledge in the specialty area.

EVIDENCE 2: CONTENT KNOWLEDGE
Evidence that demonstrates candidate depth of understanding and application of content knowledge in the specialty area.

EVIDENCE 3: PEDAGOGICAL AND PROFESSIONAL KNOWLEDGE SKILLS AND DISPOSITIONS
Evidence that demonstrates effective design of classroom instruction based on research-verified practice

EVIDENCE 4: PEDAGOGICAL AND PROFESSIONAL KNOWLEDGE SKILLS AND DISPOSITIONS
Evidence that demonstrates knowledge, skills, and dispositions in practice

EVIDENCE 5: IMPACT ON STUDENT LEARNING
Evidence that demonstrates positive impact on student learning.

EVIDENCE 6: LEADERSHIP AND COLLABORATION
Evidence that demonstrates leadership and collaboration.
TIPS FOR CREATING E-PORTFOLIO IN GOOGLE SITES

GETTING STARTED

- Log in to your Brevard College Google Account (mail.google.com)
- Go to the Sites tool (see image below)

1. Click the squares
2. Open the Sites tool

- Click the Create button
- Use the “Browse the gallery for more” option.

- In the Select a Site Template dialog box, click on the EDU portfolio template
Then click Select at the bottom of the dialog box. On the next screen, type the name of your portfolio site.

- Use the naming convention:
  - FirstInitialLastname_Edu_Portfolio (for example, jdoe_edu_portfolio)

- Click Create.

**MANAGING YOUR SITE**

Once your site is created, you need to set the appropriate permissions for others to see/edit your site.

- Click on the “More Actions” button at the top right of the home page of your site.

  ![More Actions Button](image)

- Choose Manage site from the menu.
- Choose the Sharing and Permissions option from the list on the left.
- Under Who has access, click Change next to Brevard College.
- Select the Private option and click Save.
- You will modify this setting once your portfolio is ready to submit, but for now you should limit who has access to your portfolio while it is “in progress.”

**EDITING PAGES:**

To edit any page in the site, you must first be on that page within the site.

- Click the edit page button:

  ![Edit Page Button](image)

- Once in edit mode, you can insert text, images, links, etc as needed for each evidence.
- The necessary menus and tools can be found across the top of the window.

**UPLOADING FILES AND DOCUMENTS:**

It is helpful for organizational purposes to add all files and documents necessary for your e-portfolio to the “artifacts” page.

- Go to the manage site area.
- Select the pages option.
- Go to the artifacts page.
• Upload files as needed.

To link to an artifact from any page in your e-portfolio, you will first need to copy the link address of the artifact on the Artifacts page.

• Right click on the Download link under the file name on the files page and choose Copy link address (in Chrome) or Copy Shortcut (in IE).
• Paste this address into the appropriate area using the Insert Link tool on the appropriate page in your e-portfolio.
• When linking to a file from a page on your site, be sure to check the Open this link in a new window box.

**INSERTING/EMBEDDING A VIDEO:**

• On the Evidence 2 page in your e-portfolio, go into edit mode.
• Use the insert option in the top menu.
• Select the option to insert an object from Drive then select video.
• Find your video that you have uploaded and select it.
• Once it is embedded in the page you can drag it to the right place. It will be a gray box until you save your changes.
TIPS FOR CREATING/SUBMITTING VIDEO EVIDENCES (EVIDENCE 2)

The following infographic depicts the essential steps to recording a lesson.

For assistance with recording a lesson, contact the Library or the IT dept.
**SUBMITTING YOUR E-PORTFOLIO**

**OVERVIEW:**

When you have finished adding content to your e-portfolio, the Teacher Education department must be provided with access to your site for review. After this initial review, a faculty member will either:

1. Recommend that your e-portfolio be finalized and submitted.
2. Provide feedback to you regarding revisions that need to take place.

**PROVIDE ACCESS FOR INITIAL REVIEW:**

- Click on the **More Options** button at the top right of the home page of your site.
- Choose **Manage site** from the menu.
- Then choose the **Sharing and Permissions** option from the list on the left.
- Under **Add People**, type **teachereducation@brevard.edu** in the textbox.
- Next to the textbox, change the permissions to **Can view**. Then click **Share and Save**.

**FINALIZING YOUR E-PORTFOLIO:**

Finalizing your e-portfolio means that you have submitted the site for initial review by the Teacher Education department and received confirmation that the site is ready for submission. If you were asked to make revisions to your e-portfolio after the initial review, those revisions need to be completed as directed. Once all revisions have been made, you are ready to move on to “submitting your e-portfolio.”

**SUBMITTING YOUR E-PORTFOLIO:**

Submitting your e-portfolio is accomplished by providing ownership permissions to the Teacher Education department. To do this, click on the **More** button at the top right of the home page of your site. Choose **Manage site** from the menu. Then choose the **Sharing and Permissions** option from the list on the left. Under **Who has access**, change the permissions for Teacher Education to **Is owner**. Make sure the box indicating that a notification email will be sent is checked. Click **Save changes**.

*Please note that once you have submitted your e-portfolio, this submitted version cannot be altered. The Teacher Education department will make a copy of the site and it will be archived. See the next section for information on making a personal copy of your e-portfolio. You are welcome to either retain your copy as it was submitted or to alter it for your own purposes.*
MAKING A COPY OF YOUR E-PORTFOLIO

Email addresses for Brevard College graduates expire a few months after graduation. For this reason, you will want to set up a personal Gmail account to which you can make a copy of your e-portfolio site. This personal copy is for you to keep. Once you have a personal Gmail account created, provide that account with access so a copy can be made.

- Click on the More button at the top right of the home page of your e-portfolio site.
- Choose Manage site from the menu.
- Then choose the Sharing and Permissions option from the list on the left.
- Under Add People, type your personal Gmail email address in the textbox. Next to the textbox, change the permissions to Is owner. Make sure the box indicating that a notification email will be sent is checked. Then click Share and Save.
- Login into your personal Gmail account.
- You should have received an email notifying you of access to the e-portfolio site. Click on the link to the site, then choose Manage site from the menu.
- Make sure you are on the General option from the list on the left.
- Click on the Copy this site button. On the next screen, give the site a new name. Uncheck the box next to Copy Site Members.
- Type the code as requested. Then click the Copy button (top). (If the site name you selected is unavailable, try another site name that is more unique.)