The following are the different pages/assignments included in the Modules.

- For an 8 week semester these assignments are released every 2 weeks.
- For a 16 week semester these assignments are released every 4 weeks.

**ePortfolio Introduction**

**Overview**

One of the ways you can see your progress in your class is to create an ePortfolio of your work and reflect upon what you have learned in the process.

**What is an ePortfolio?**

*A portfolio is a collection of your class work.* Usually when we think of portfolios we think of artists. They use portfolios to show the development of their skills and their final products. An ePortfolio is similar – it is simply using an online tool instead of a paper version of a portfolio. In an ePortfolio you include the assignments that you have completed. In addition to the assignment, you also write a reflection about what you have learned from the assignment, perhaps by thinking about how you can apply your knowledge to your own life or setting goals for what you might do better in your next assignment.

**Why an ePortfolio?**

An ePortfolio is a way for you to have input into your overall assessment for this class. When you think about what you have done, give reasons for why you have done it, and reflect upon what you have learned, it shows your instructor more than just a final product. This process is called *self-assessment*. This helps you practice the reflection and goal-setting skills that are necessary for being successful in the academic environment. If you want to transfer to a 4 year school, ePortfolios demonstrate in a practical way what you have learned beyond just the grades on your transcript.

ePortfolios also help you stand out if you are looking for a job. Let’s say a future employer wants to see writing samples or examples of working in a team. A group project included in an ePortfolio can showcase your skills above and beyond a cover letter, job application or a resume.

**How can I create an ePortfolio?**
Even if you aren’t a web designer, creating an ePortfolio is very straightforward, and in this class this semester you will go through the process step-by-step. There are many different ready-made tools and templates for you to choose from when creating an ePortfolio, and you will have assignments every 2 weeks in this class to help you prepare an ePortfolio, so that by the end of the semester, you’ll just be putting the finishing touches on it.

For your ePortfolio, you'll need to include **3 artifacts with a reflection for each**. **What’s an artifact?** Simply stated, it’s an example assignment that you feel demonstrates your learning in this class.

**ePortfolio Schedule**

- **Week 1**: Goal-Setting Discussion  
- **Week 2**: Choose your ePortfolio platform  
- **Week 4: Artifact 1**: Choose 1 assignment and write a reflection  
- **Week 6: Artifact 2**: Choose 1 assignment and write a reflection  
- **Week 8: Artifact 3**: Choose 1 assignment and write a reflection  
  - Write a final reflection for the class  
  - Final portfolio assembly, sharing and review

**ePortfolio Assignments**

- ePortfolio Check-In #1 Discussion: Choose Your Tool (5 points)  
- ePortfolio Check-In #2 Discussion: Reflecting on Your Learning (5 points)  
- ePortfolio Check-In #3 Discussion: Share Your Progress (5 points)  
- ePortfolio Check-In Assignment #3: Second Reflection (10 points)  
- ePortfolio Final Check-In Discussion (5 points)  
- ePortfolio (30 points)

**Can I see an example?**

There are lots of ePortfolios out there, but here are some examples from PCC Students to give you an idea:

- [College 1 ePortfolio Example](#)  
- [First Year College Experience Example](#)  
- [Cultural Geography Example](#)  
- [Oceanography ePortfolio Example](#)

Here are some portfolios from Salt Lake Community College Students:

- [E. Spikell](#)  
- [D. Wickingson](#)  
- [E. Drummond](#)
Your instructor will ask you for your ePortfolio at different times during the semester. S/he will give you feedback as needed. You will also have the chance to share your ePortfolio with other classmates and give them feedback as well.

Some additional information on ePortfolios can be found at:
https://sites.google.com/site/resourcecenterportfolio/home
ePortfolio Check-In #1 Discussion: Choose Your Tool

Overview

In this discussion you’ll have a chance to evaluate the pros and cons of the different tools for creating ePortfolios.

Directions

For your Initial Post due by Thursday 11:59 PM:

If you are new to ePortfolios:

1. Determine if you would like your ePortfolio to be public or private and explain why.
2. Choose two or more of the following ePortfolios to look at:

Canvas examples:

- Physical Geography
- Cultural Geography

Wix examples:

- College 1
- Oceanography

Weebly examples:

- College 1
- Oceanography

3. Compare your two choices for the following:

   Do you like the final products/examples? If yes, what do you like about them? If no, what are you looking for in a web design site?

4. Based on your assessment, describe what tool you are most interested in for building your ePortfolio and why.

If you want to go directly to a tool website to check out how to use the tool:

- Canvas ePortfolio (you can check this tool out here within Canvas, this link will take you to the information page about Canvas);
- Wix
- Weebly
If you have completed an ePortfolio in a previous class at PCC:

1. Explain why you chose the tool you used.
2. Describe your experience with the tool (ease of use, tutorials used, how long it took to build your pages, etc.).
3. Pass along any advice/suggestions you have for using the tool.
4. If you have a public ePortfolio, share your URL.

For your Response to at least 2 classmates due by Sunday at 11:59 PM:

1. Ask for clarification (that is, ask questions) if needed.
2. Offer any additional information you might know about the tools they chose.

Note: This assignment counts for a total of 5 points possible toward your final ePortfolio grade. This assignment is set so that if you do not complete it, you cannot move on to the next module.

DISCUSSION GUIDELINES

Remember the following when responding to one another:

- Be kind and respectful to others
- Use full sentences
- Don’t use too much jargon
- Treat others online as you wish to be treated
- Use language that supports others

ePORTFOLIO CHECK-IN #2 DISCUSSION: REFLECT ON YOUR LEARNING

OVERVIEW

For each assignment you include in your portfolio, you will need to write the equivalent of a one-page double-spaced essay about what you have learned. If you like, you can choose one or two of the questions below to help guide you:

- What skills do you feel this assignment helped you to develop the most?
- Do you feel that in doing this assignment your academic skills have improved? If yes, how? If no, why not?
- What are your learning goals for your next assignment? What skills do you feel you need to work on more? Explain your answer.
- What would you change about the way you wrote this paper/did this assignment? (Think in terms of the time, place, and way in which you organized your project.)
- Can you think of anything else you can do outside of this class that will help you on your next project? Explain your ideas.
- How has this assignment helped you study for your other classes?
DIRECTIONS

For your Initial Post due by Thursday 11:59 PM:

1. Choose one assignment that you have completed so far this semester.
2. Use one or two of the questions above to write a reflection on what you learned in the project.
3. Post your reflection in this discussion forum.

For your Response to at least 2 classmates due by Sunday at 11:59 PM:

1. Ask for clarification (that is, ask questions) if needed.
2. Offer any additional strategies, ideas and/or encouragement to your classmates.

Note: This assignment counts for a total of 5 points possible toward your final ePortfolio grade. This assignment is set so that if you do not complete it, you cannot move on to the next module.
EPORTFOLIO CHECK-IN #3 DISCUSSION: SHARE YOUR PROGRESS

OVERVIEW

A large reason to complete an ePortfolio is so that you have a place where you can show others your work, whether it’s for transfer to another college or a job. Getting feedback and ideas from others will help you get an idea of what really works well in your portfolio and maybe even ideas about other things you can do to make your portfolio really shine.

DIRECTIONS

For your Initial Post due by Thursday 11:59 PM:

1. Post a link* to your portfolio with a short 1 paragraph describing:
   o What you have done so far on the portfolio.
   o Ideas you have that haven’t been implemented yet.
   o Any questions or concerns you have that you would like feedback on.

*These are the instructions for sharing if you are using the CANVAS ePortfolio tool:

- If you want to keep your ePortfolio link private, follow these instructions.
- If you want to make your ePortfolio link public, follow these instructions.

For your Response to all your ePortfolio group members due by Sunday 11:59 PM:

1. Look over your classmates’ ePortfolios.
2. Ask for clarification (that is, ask questions) if needed.
3. Make a list of 3-5 things that you like about their ePortfolio.
4. Pretend that you are the intended audience for this portfolio (an employer or a 4 year school). Make any suggestions for improvements on the following:
   o Navigability (Is it easy to get around in the course?)
   o Style (Are the fonts, colors and artifacts clear and readable?)
   o Visual appeal (Do pictures enhance the page? Is the layout easy to follow?)
   o Content (Is the content appropriate? Is the writing clear?)

When making suggestions, try to use language that is constructive and polite. For example: You could do X more…; I noticed that there wasn’t a lot of X…; X seemed interesting but I thought you might add Y…

Note: This assignment counts for a total of 5 points possible toward your final ePortfolio grade. This assignment is set so that if you do not complete it, you cannot move on to the next module.
**ePortfolio Check-In #3 Assignment**

**Overview**

You have already informally shared and posted a reflection for your ePortfolio. For this assignment you will get some more formal instructor feedback to help guide your reflective process.

**How to Complete Your Assignment**

For this assignment you will need to write the equivalent of a one-two page double-spaced essay about what you have learned. If you like, you can choose one or two of the questions below to help guide you:

- What skills do you feel this assignment helped you to develop the most?
- Do you feel that in doing this assignment your academic skills have improved? If yes, how? If no, why not?
- What are your learning goals for your next assignment? What skills do you feel you need to work on more? Explain your answer.
- What would you change about the way you wrote this paper/did this assignment? (Think in terms of the time, place, and way in which you organized your project.)
- Can you think of anything else you can do outside of this class that will help you on your next project? Explain your ideas.
- How has this assignment helped you study for your other classes?

*Submit your work here in the CANVAS system as a Word 97-2003, .docx or other word processing file (Google Docs, Open Office are also acceptable).*

**Directions to Submit**

1. On the right hand Menu, you will see a SUBMIT ASSIGNMENT button with a white plus sign.
2. Click on the SUBMIT ASSIGNMENT button. Then click BROWSE to look for your file on your computer.
3. When done, click the SUBMIT ASSIGNMENT button.

**Grading**

Upon successful completion of this assignment according to the attached rubric, you will receive 10 points toward your final ePortfolio assignment.
EPORTFOLIO FINAL CHECK-IN DISCUSSION

OVERVIEW

This discussion is a chance for you to review your initial course goals and reflect on what you have learned in this course this semester. By now you should have an idea of how to write a reflection on your learning. Here are a few questions to help you with this final reflection, however:

- Look back at your initial goals from the beginning of this course. Were you able to you reach your goals in this course? Explain your answer.
- How does what you learned in this course apply to other aspects of your life?
- What academic skills do you think have improved as a result of this course? What would you work on more in the future?

DIRECTIONS

For your Initial Post due by Tuesday 11:59 PM:

1. Post a link* to your portfolio with your final reflection (approximately 1-2 double-space page(s) if typed in a word processing program).

*These are the instructions for sharing if you are using the CANVAS ePortfolio tool:

- If you want to keep your ePortfolio link private, follow these instructions.
- If you want to make your ePortfolio link public, follow these instructions.

For your Response to all your group members due by Thursday 11:59 PM:

1. Look over your classmates’ ePortfolios.
2. Ask for clarification (that is, ask questions) if needed.
3. Make a list of 3-5 things that you like about their final reflection.
4. Make any suggestions for improvements on the following:
   - Navigability (Is it easy to get around in the course?)
   - Style (Are the fonts, colors and artifacts clear and readable?)
   - Visual appeal (Do pictures enhance the page? Is the layout easy to follow?)
   - Content (Is the content appropriate? Is the writing clear? Does the author offer a thorough reflection of his/her learning experiences and goals for the entire semester?)

Note: This assignment counts for a total of 5 points possible toward your final ePortfolio grade.
FINAL ePORTFOLIO ASSIGNMENT

OVERVIEW

You have been working on your ePortfolio for the past semester. After incorporating feedback from your peers from the discussion, you will do a final review of your ePortfolio and submit it.

FINAL PORTFOLIO CHECKLIST

In addition to your home/landing page, the following must be included in your ePortfolio:

1. 3 Artifacts (assignments) + Reflections
2. ABOUT ME section
3. MY GOALS AND OUTCOMES section
4. Final Semester Reflection

HOW TO COMPLETE YOUR ASSIGNMENT

DIRECTIONS TO SUBMIT

1. On the right hand Menu, you will see a SUBMIT ASSIGNMENT button with a white plus sign.
2. Click on the SUBMIT ASSIGNMENT button. Copy the URL of your ePortfolio.*
3. When done, click the SUBMIT ASSIGNMENT button.

*Note: These are the instructions for the CANVAS ePortfolio tool:

- If you want to keep your ePortfolio link private, follow these instructions.
- If you want to make your ePortfolio link public, follow these instructions.

GRADING

Upon successful completion of this assignment according to the attached rubric, you will receive 30 points toward your final ePortfolio grade. You will be evaluated on the following categories (see attached rubric as well):

- Minimum Requirements
- Selection of Artifacts
- Ease of Navigation
- Layout & Text Elements
- Depth of Reflection

Assignment rubric has been adapted from iRubric based on: http://www.danwilton.com/eportfolios/rubric.php