



Portfolio

What is an e-portfolio?

Portfolios are purposeful collections of content (artifacts) that demonstrate a narrative of effort, progress, or achievement.

E-portfolios are an electronic form of a portfolio often utilizing multimedia (video, animation), or other traditional digital materials (digital photographs, images, illustrations, documents, etc.)

CTL Curated E-portfolio Resources

Presentation
E-portfolios at ATC
<http://tinyurl.com/atc-eportfolio-presentation>

Templates
Athens Technical College
Template (FirstYear)
<https://sites.google.com/site/atcfirstyearseminar/>

Welding
<https://sites.google.com/site/atcweldingportfolioexample/>

<https://sites.google.com/site/atctemplate/>

CTL E-portfolio links
<http://goo.gl/pHN7iN>

CTL email
ctl@athenstech.edu



E-portfolios are easy to update, scale (evolve as student grows towards their career path), and showcase competency in a student's field of study. Additionally e-portfolios demonstrate foundational technology skills and digital literacy. Portfolios are often part of capstone projects, showcasing a student's body of work and accomplishment.

Portfolios can be used for

- Program and/or graduation requirements (Academic portfolio)
- Competency based courses (Assessment Portfolio)
- Professional credentials, Resumes/CV (Career Portfolio)
- Employment: resumes, employment (Career Portfolio)

Examples of items in a portfolio

- Samples of work / writing samples
- Resume
- Professional bio
- Contact information
- Project / work examples
- Skill statement (qualifications)
- Letters of recommendation
- Links to papers, projects, resumes, certifications, or other content not housed in the portfolio

Sample E-portfolio process

- Program (e.g., Welding) is selected.
- The team is identified (e.g., 1) High school Welding instructor who serves as the Portfolio Coordinator unless someone else is designated, 2) Welding Program Chair (ATC), 3) Division Dean (ATC), 4) Portal Manager (ATC) for e-portfolio technical support, and 5) others as needed).
- Program faculty coordinate meeting with high school instructors and others to discuss e-portfolio needs, project process, and logistics (contact info, timelines, etc.)
- Faculty and instructors develop their list of artifacts (items) for the e-portfolio. The faculty establish these items as indicators of competency and sufficient performance. After finalization and agreement among the faculty has been concluded, the list is sent to the Portal Manager via email.

The following must be sent to Portal Manager:

Portfolio information

- *Title of portfolio*
- *High school course(s) that are covered under portfolio by ATC course ID*

Items in portfolio

- *Title of item in portfolio*
- *Which course an item belongs with (if more than one)*
- *Number of items (if more than 1)* and
- *Formats* (image, document, scan, video; see the Welding e-portfolio as an example)
- Portal Manager designs an e-portfolio template using Google sites, along with instructions for students and faculty.
- Team finalizes and approves the template.
- E-portfolio is released by the Portal Manager to the Portfolio Coordinator (instructor).

Points to consider

- Grading
- Articulation process
- Review and verification of portfolio
- Implementation process

Welding example

Welding template is located at <https://sites.google.com/site/atcweldingportfolioexample/>

- Student instructions / Help (also linked on the template)
https://docs.google.com/file/d/0B5WZ_jNTWkAaQ3pDdDgtV2F3aTg/
- Faculty instructions / Help https://drive.google.com/file/d/0B5WZ_jNTWkAaakpmUm9ZTGVKTTQ/

Other documents: First year template <https://sites.google.com/site/atcfirstyearseminar/> and Handbook <https://docs.google.com/document/d/1A7PVqAO8-Xtdp36gwYqADcYwCGSwSa0tpiWR0Fj1Yk/>